

MADERA UNIFIED SCHOOL DISTRICT
STATE PRESCHOOL

Welcome
To
Foundation, Exploration,
and Imagination



MUSD Preschool Program
Welcomes your family to the
foundation of life-long
learning.



2024-2025



This **handbook** was designed to assist families with understanding the requirements to participate in the Madera Unified School District State Preschool Part-Day program. We look forward to serving you!

We are a public, non-profit organization funded by the California Department of Education- Early Learning and Care Division.



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Mission: Our mission is to establish and maintain a physical environment that is safe, age-appropriate, and allows children to discover, create, explore and make choices.

**Madera Unified School
District
State Preschool Program**

Open Monday-Thursday 7:30-4:30
(559) 675-4490
1816 Howard Rd Ste. 1
Madera, CA 93637

Children Served: Preschool Age (Must turn 3 years of age by December 1st)
Days: Monday - Friday
School Hours: 8:00am-11:00pm & 12:00pm-3:00pm

Center Locations & Contact Information:

Alpha 1 & 2

(559) 661-4101
900 Stadium Rd
Madera, CA 93637
LIC.# 203810213

Cesar Chavez

(559) 664-9715
2600 E. Pecan Ave
Madera, CA 93638
LIC.# 203810212

La Vina- Full day program

(559) 675-1921
8594 Road 24
Madera, CA 93637
LIC.# 203810160

Madison

(559) 675-4630
109 Stadium Rd
Madera, CA 93637
LIC.# 203810223

Millview

(559) 674-8509
1609 Clinton
Madera, CA 93638
LIC.# 203810225

Monroe

(559) 674-5679
1819 N. Lake St
Madera, CA 93638
LIC.# 203810222

Nishimoto

(559) 664-8110
25460 Martin St
Madera, CA 93638
LIC.# 203810226

Parkwood

(559) 673-2500
1150 E. Pecan Ave
Madera, CA 93638
LIC.# 203810227

Pershing

(559) 664-9741
1505 Ellis St.
Madera, CA 93638
LIC.# 203810211

Sierra Vista

(559) 674-8579
917 Olive Ave
Madera, CA 93638
LIC.# 203810224

Virginia Lee Rose

(559) 662-2662
1001 Lilly St
Madera, CA 93638
LIC.#203810210

Washington 1 & 2

(559) 674-5415
509 E. South St.
Madera, CA 93638
LIC.# 203810221

PROGRAM DESIGN

Open Door Policy: Our Preschool Program has an open door policy. Parents are highly encouraged to participate in their child's program. You may visit your child's classroom to observe your child at any time during operational hours. Our Preschool Program is based upon a partnership with the parents of the children enrolled. Please plan on becoming actively involved in your child's learning.

Please note: siblings or children other than the enrolled preschool child are prohibited from participating in the preschool classroom. This is in compliance with the state mandated policy. Please make other arrangements for children when participating in the preschool program.

Refrain from Religious Instruction:

Our Preschool Programs refrain from religious instruction & worship.

Confidentiality:

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to the purposes directly connected with the administration of this program. All family records and information obtained through family interviews, conferences, etc. are confidential.

Written information regarding preschool families shall not be shared with any community agency without the express prior written authorization from the family.



Group Sizes: Adult to child ratios are planned for in advance and followed for each age group based on Title 5 and Title 22 regulations.

Preschool
(36 Months to 60 months)

1 adult for every 8 preschoolers

Equal Access/Non-Discrimination

Statement: No person will be subjected to discrimination, or any other form of illegal bias, including harassment. We give equal access to services without regard to sex, sexual orientation, gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

PROGRAM PHILOSOPHY, GOALS & OBJECTIVES

Philosophy:

Our goal to build a positive and solid foundation for learning by creating a strong bond between the children, their parents, and the preschool staff.

Our Preschool Program is based on the belief that children are active learners who construct their knowledge from the surrounding world, direct experiences with real objects, talking about experiences and ideas, and from the application of logical thinking to these events. The role of the teachers is to support and extend this interaction. We will offer opportunities for children to experience learning opportunities in the physical, emotional, social, and cognitive areas.

Parent Education & Involvement:

Our goal is to promote family involvement, education support, and collaboration with the Preschool Program.

Opportunities to participate include, but are not limited to:

- Parent/Teacher conferences are held twice per year. Conferences provide an opportunity for parents to collaborate with the teacher to develop goals for their child
- Reading to children during drop-off/pick-up
- Preparing classroom materials.
- Parent Informational Workshops
- Parent Advisory Committee meetings provide an opportunity for parents to provide input on the nature and operation of the program.

Each family brings a history of life experience and cultural heritage that is respected and valued within our Centers. Partnerships between families and the Center are essential to the growth and development of each individual child.

Our goals and objectives are reflected within each of the quality program components

Ways to Stay In Touch:

- Join the Communication Platform
- Check the Classroom Message Boards Daily
 - Email /Call
- Read Flyers Sent Home

Note: Parents volunteering in the center must complete an MUSD State Preschool Program Volunteer Packet. Requirements are: a recent Health Screen (LIC 503) or a Volunteer Statement of Good Health, current TB test (within 1 year), immunization record with up to date vaccinations of Measles, Mumps, Rubella (MMR), Tetanus, Diphtheria, and Pertussis (TDAP) and Influenza (Flu) or Influenza Vaccination Written Declaration Form. A photo ID is required for identification purposes and a copy will be made and placed in a volunteer file in the classroom. Adult volunteers will always be under the supervision of the classroom teacher. Adult volunteers will never be left alone with children. Adult volunteers are allowed to volunteer in the program 1 hour a week or 3 hours per month. Children enrolled in the program are the only children permitted in the classroom. When volunteering please make other arrangements for younger children.

Transportation

Madera Unified Preschool Program does not provide transportation of preschool children to school sites. Families are responsible for daily drop off and pick up of their preschool children.



Health & Social Services:

Our goal is for families to know where to access community health and social services to meet their unique family needs.

A Family Social Service Need Request & Referral form is completed at the time of enrollment and annually thereafter. This form helps to identify the needs of both the child & family, so that the child may be successful in care and school.

Based on the results, staff provides parents with referrals to other agencies in the community. In addition, staff follow-up with parents to ensure their needs have been met.

Education Program:

Our goal is to ensure all children are making progress in the domains of physical, cognitive, language, and social-emotional development.

Our goal is to provide a program approach that is developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs. Our Preschool Program uses board approved Frog Street Preschool curriculum as the foundation of student instructional needs.

We use a tool called the Desired Results Developmental Profile (DRDP) to assess the development of children

- Assessed within 60 days of enrollment & every 6 months
- Parent's input is a necessary component of this assessment
- Assessment outcomes are used to plan and conduct age and developmentally appropriate activities for children

Physical development is supported by:

- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor spaces
- Providing equipment, materials, and guidelines for active play and movement

Social/Emotional development is supported by:

- Building trust with adults
- Planning routines and transitions promote a predictable and safe environment
- Help children develop social-emotional security in building relationships.

Cognitive & Language skills are supported by:

- Various strategies, including experimentation, inquiry, observation, play, and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement, and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development



Environment:

Our goal is for each of our classrooms to provide a safe, healthy, and welcoming environment that supports the broad developmental needs of children.

The Early Childhood Environment Rating Scale is completed in each classroom bi-annually by an assessor. The assessor and teacher collaboratively develop and take action steps for continuous quality improvement.

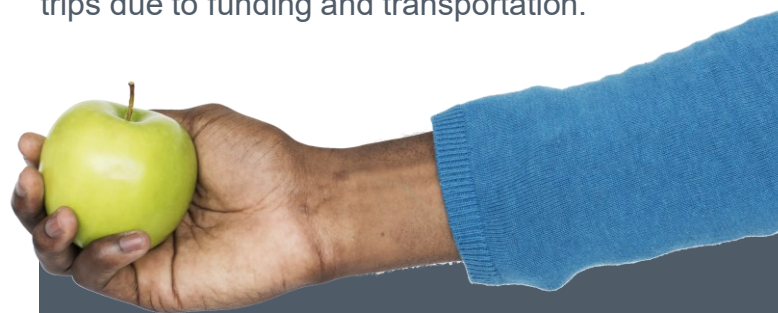
Nutrition Services:

Our goal is to ensure children have nutritious meals during their time in the Preschool Program. These meals exceed state and federal requirements which are based on USDA Dietary Guidelines. All meals will be provided by MUSD Child Nutrition Department. Meals are prepared each day at the MUSD Central Kitchen and delivered each day to the school site. All foods are selected, stored, prepared, and served in a safe and healthful manner.

Balanced nutritious meals include breakfast (morning session) and lunch (pm session). Monthly menus are posted on the bulletin board and on the MUSD Child Nutrition website. Due to allergies, health, and safety concerns, **no outside food or drink** will be brought into the classroom.

Field Trips:

Our preschool program does not take field trips due to funding and transportation.



If your child has food allergies or restrictions; a Medical Statement to Request Special Meals and/or Accommodations must be completed by a physician and returned to the Preschool Office. You can access this form from the school site nurse. Please notify the teacher immediately of any food allergies your child may have.

Mealtime is a learning experience for our children. It's a time for talking about color, taste, texture and the name of foods. It is a time for conversation and language development. It is an opportunity for practicing manners by watching adults and socializing with other children. All children are supervised during meal time to ensure safety as well as a promoting positive engaging environment.

Staff Qualifications & Development:

Our goal is to implement a staff development program that adequately equips each staff member with the information necessary to carry out his or her assigned duties.

Our Preschool Program makes professional development of individuals working with children and families a priority. All teachers hold the appropriate child development permit and attend ongoing trainings related to child development.

Continuous Improvement:

Our goal is to implement an effective annual program self-evaluation process to support continuous improvement.

The process includes:

- Assessment of the program by parents using the Desired Results Parent Survey
- Assessment of the program by staff using Desired Results Developmental Profile, Early Childhood Environmental Rating Scale tools, and California's Quality Counts Rating System

Based on the results goals and action steps are developed and implemented.

Our Preschool Program is committed to providing high-quality preschool opportunities to all children!



GENERAL POLICIES

Code of Ethical Conduct:

All families and caregivers must commit to demonstrating the following core standards/values during all interactions while enrolled in our Preschool Program:

- Communicate effectively in a calm manner
- Be courteous
- Maintain order
- Show respect for others
- Take responsibility for own actions
- Be punctual
- Respect the dignity, worth, and uniqueness of each individual present at the center
- Respect diversity
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

Failure to comply with Ethical Conduct may result in disenrollment from the Preschool Program or the guidelines ruled by Madera Unified School District for Ethical Misconduct.

School Etiquette

The Elementary School Principal is the acting Site Supervisor. It is important that all families abide by the school site's rules.

- Please hold your child's hand and supervise your child at all times
- Do not park in office or bus designated areas
- Keep all gates and doors closed
- Do not allow your child to play on structures before or after school hours
- Silence your cell phones during drop off and pick up



Photo/Social Media Policy: Please be advised that parents and families may photograph their preschool child and may post their child on social media. Please do not take a photo of other children without that child's parent permission. The privacy of children in the preschool setting is a program priority.

Safe School & Harassment Policy:

The following behaviors will not be tolerated and are **prohibited** at any of our facilities. Any of these behaviors **WILL** result in disenrollment from the Preschool Program and disciplinary actions from Madera Unified School District:

- Behavior that threatens the safety, welfare, or morals of others
- Under the influence of and/or possession of alcohol, marijuana, or drugs
- The possession of any weapon, look alike weapon (toy), or any object which ejects whether functional or not
- Behavior which would cause, attempt, threaten, or conspire to cause damage to personal or real property or person through arson, burglary, extortion, larceny (stealing), criminal mischief, battery (hitting people), assault (making a person fearful of hitting), harassment (threat to commit an illegal act), sexual harassment, sexual intimidation, hazing (actions intended to endanger or embarrass others.)
- Use of obscene and profane language (this includes attire.)

Clothing & Items from Home:

Your child will have many opportunities to explore their learning environment by engaging in many hands-on learning activities throughout the preschool day. These activities include art, paint, water play, sand play and many others. As children are busy through the day, our hope is that clothing and personal items will not be a distraction. We ask:

- Dress your child in comfortable and washable clothing.
- Your child's clothing should be easily managed by your child to help prevent bathroom accidents.
- Shoes must be worn at all times. Closed-toe shoes are the safest option for your child.
- Please label your child's sweater, coat and personal belongings with their name.
- Please send a change of clothes for your child in case of a spill or accident. Place the clothing in a ziplock storage bag with your child's name on it.

Please discuss your ideas for sharing home materials with your child's teacher ahead of time. Toy guns and knives are not allowed in the center. The center is **not responsible** for any lost or damaged personal items.



NO Backpack Policy: Our Preschool Program has a NO Backpack Policy. This is due to distractions that backpacks hold. We understand that some families may need their child to carry a backpack from time to time. Please talk to your child's teacher about that arrangement. All personal items that are necessary for school can be placed in a clear ziplock bag with your child's name on it and placed in your child's cubby.

Suspected Child Abuse:

Our staff are mandated reporters. The safety and well-being of your child always come first. State law requires that staff report known or suspected instances of child abuse to Child Protective Services or to local police officials. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect.

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's Teacher or Enrollment Specialist. There are resources available to help you, at no charge.

Toileting:

In the event of a bathroom accident, a preschool staff member will assist your child in cleaning up and changing their soiled clothing. The staff is not responsible for washing soiled clothing. Soiled clothing will be placed in a bag and placed in the child's cubby. You will be informed at pick-up time of the occurrence.

If your child is not toilet trained, it is the parents responsibility to provide enough pull-ups and wipes to keep your child dry and comfortable through the preschool session. Staff will routinely check children and support children through the toilet training process. Families of children not toilet trained will meet with the teacher upon enrollment to develop an action plan to achieve the desired goal.

Parent Responsibilities:

- Ensure your child will attend class each day unless illness, emergency or quarantine prohibits attendance.
- Ensure your child arrives on time and is picked up at the end of class each day.
- Ensure your child is signed in and out every day with your full legal signature and exact time.
- Update changes of your phone number, address, and emergency contact information as soon as available.
- Attend Parent-Teacher Conferences twice a year to plan and set goals for your child.
- Communicate in a professional manner with all preschool staff and other families and caregivers. Aggressive behavior towards the staff will not be tolerated.



Program Expectations:

- We Are Safe
- We Are Responsible
- We Are Respectful
- We Are Kind

- Ensure gate and door is closed and secured.
- No Cell Phone policy when dropping off/picking up your child. This can be distracting. Give your child your undivided attention.
- Hold your child's hand in the road and parking lot.
- Encourage children to follow safety rules.
- Report safety and supervision concerns to staff immediately.
- Partner with teachers to implement strategies to support positive behaviors.

Classroom Expectations for Behavior:

The Preschool Program uses the CA CSEFEL* Teaching Pyramid Framework to promote the social and emotional competence of the children, prevent challenging behavior, and provide support to children who need some extra help to be successful. The preschool staff supports the development of appropriate behavior and social skills for children by implementing the following practices;

- Develop a positive, supportive relationship with each child.
- Establish appropriate routines and expectations.
- Provide developmentally appropriate materials that promote children's engagement.
- Use positive attention and encouragement to support prosocial behavior.
- Teach children about the expectations of the environment, using friendship skills, and solving problems.
- Teach children social behavior, self-control, responsibility, cooperation, managing emotions, and problem-solving.

There will be no use of corporal punishment or violation of personal rights. We do not spank, punish or threaten our students.

Additional CSEFEL parent resources are available at: <https://cainclusion.org/camap/map-project-resources/ca-teaching-pyramid/>

Discipline Policy

Persistent and Challenging Behaviors

- Behavior that interferes with learning
- Behavior that interferes with engagement in prosocial interactions
- Behavior that jeopardizes the safety of self and/or others.

To support children who demonstrate persistent and challenging behaviors the Preschool Program will take the following steps:

Step 1: Consult with the child's parents or legal guardians and teacher to maintain the child's safe participation in the program.

Step 2: Provide available resources to support caregivers regarding challenging behaviors.

- Provide available resources to support staff.
- If the child has an IEP, and with the parent or guardian's written consent, teachers will consult with the case manager on how to best serve the child.
- If the child does not have an IEP, the program will refer the parent or guardian to local community resources, and implement behavior supports (Response to Intervention), before requesting the child to Madera Unified School District's Multi-Tiered System of Support (MTSS) to assess/determine the child's eligibility for special education services, including a behavior intervention plan.

Step 3: Create a modified/reduced schedule as determined by the Preschool support team (Rtl specialist, program director, classroom teacher and parent.)

Step 4: If after following and documenting the reasonable steps listed to promote the child's safe participation, and concerns about safe participation continue, the Preschool Program may determine that the child's enrollment would present a continued serious safety threat to the child or other enrolled children. The program may refer the parents or legal guardians to other potentially appropriate placements.

Therefore, the child may be disenrolled from the Preschool Program.



Suspension or Expulsion Policy

Our program prohibits or severely limits the use of suspension and expulsion because of a child's behaviors. In addition, the program can not persuade or encourage a child's parents or legal guardians to voluntarily unenroll from the program due to a child's behavior. The program will take many steps to address a child's challenging behaviors, with the goal being to aid the child's safe participation in the program. In the event a child is suspended or expelled due to persistent and serious behaviors that impact the safety of children, the program will issue a Notice of Action effective 24 hours after the notice is issued. Persistent and serious challenging behaviors are either repeated patterns of behavior that significantly interfere with the learning of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance. A parent has the right to file an appeal directly to the State Department no later than 14 calendar days after receipt of the Notice of Action. Note that the child may not attend the program during the appeal process. The appeal must be filed directly to:

For California State Preschool Program(CSPP) submit appeal to:

Mail:

California Department of Education(CDE) | Early Education Division

Attn: Appeals Coordinator 1430 N Street, Suite 3410 Sacramento, CA 95814

Email: ELCDAppeals@cde.ca.gov

Telephone: 916-322-1273

Fax: 916-323-6853

Typical 3-4 year-old behaviors:

As children develop physically and cognitively, their social skills also develop. For many children, preschool is their first experience with several children their age. Some physical, aggressive behavior is expected as children learn and develop social skills. Hitting, biting, and snatching toys is not uncommon. Teachers and staff work to help children develop self-regulation skills. If you have concerns, please reach out to your child's teacher.

Process | Procedure

Supporting Children with Persistent Serious Challenging Behaviors

Ed Code 8489.1

Persistent and serious challenging behaviors are either repeated patterns of behavior that significantly interfere with the learning of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance. Beyond interfering with children's learning, these behaviors can be stressful for those working with the child. This procedure was developed for the purpose of providing individualized, more intensive interventions to children who are exhibiting persistent and/or serious challenging behaviors.

Procedure to Document | Support Children with Persistent and Serious Challenging Behaviors

STEP 1: Gather Data, Establish Child Success Team & Engage with Parent/Guardian

- Complete Persistent | Serious Behavior Report
- Complete screening using Ages & Stages Questionnaire-Social Emotional materials/resources
- Establish Child Success Team (Rtl Teacher on Special Assignment, Parent/Guardian, Teacher, Administrator, Mental Health Consultant and/or IEP Representative).

STEP 2: Develop Behavior Plan

- In partnership with the parent/guardian, the Child Success Team will develop a plan of action or intervention to better support the child who is exhibiting persistent and/or serious challenging behaviors.
- Determine if there are appropriate community resources available. If applicable, contact/refer.
- Provide copy of Behavior Plan AND this Process | Procedure to parent/guardian

STEP 3: Behavior Plan Check-in

- Evaluate behavior plan to assess progress and if applicable identify new needs of the child who is exhibiting persistent and/or serious challenging behaviors

Celebration Policy

Celebrations like birthdays and holidays are a time to stop, cherish and reaffirm the things that we value in our lives. Celebrations are a brilliant and joyful way to teach your children what you as a family believe in and the traditions your family holds.

The Preschool Program strives to respect each family's culture and beliefs. Our goal is to provide your child with diverse and culturally sensitive experiences. No child will be excluded from any classroom celebrations.

Each classroom holds its own unique culture. Your child's teacher is sensitive to the families that our program serves. Therefore, our well trained teachers use developmentally appropriate activities throughout the year that will provide learning, community building, and mindfulness. The Preschool Program implements a curriculum that is comprehensive, integrated instruction in all domains, values individual differences, and most importantly embraces the joy of learning!

Holidays:

Holidays tend to be exciting and, at times, can be overwhelming and overstimulating for young children. The Preschool Program understands the appeal of the commercial aspects of holiday celebrations such as holiday activities and class parties, but we feel that children will be more ready to enjoy these experiences in elementary school. Instead the Preschool Program will take the opportunity to:

- Share and/or present how classroom families celebrate holidays
- Read books about holidays that are represented in the classroom
- Create an open-ended, developmentally appropriate activity that relates to the holiday

End of The Year

Each child participating in the Preschool Program will receive a Certificate of Participation at the end of the year. Each preschool site conducts a celebration of accomplishment. **Children will not wear caps and gowns during the preschool celebration.** This is aligned with the Federal and State Pre-K -12th grade guidelines.

Birthdays “Celebrating You”:

Each child will be celebrated on their birthday. Our Preschool Program refers to birthdays as “Celebrating You”. Our Preschool Program takes the emphasis off of the birthday and places it directly on the child. Your child will shine and feel extra special on this day. If your child's birthday falls on a weekend or a vacation day, no need to worry, your child's teacher will have a special day on the school calendar to celebrate your child. If your family does not celebrate birthdays, please keep in mind that this celebration is about celebrating the child, not the birthday. Due to allergies, health, and safety concerns, **no outside food or drink** will be brought into the classroom on “Celebrating You” days.

On this special day, your child will be celebrated in various ways such as:

- Choosing a special song
- Picking a special book
- Choosing a game for peers to play
- Selecting a special activity for the class to participate in
- Creating a special memory book or poster

Please note siblings are not allowed in the preschool classroom due to state mandated regulations.



GENERAL POLICIES

Daily Health Screening:

In order to help prevent the spread of children's diseases, licensing requires that each child receive a daily health check upon arrival at the center. No child shall be accepted without contact between center staff and the person bringing the child to the center. The person bringing the child to the center must remain until the health check has been completed and the child is accepted. **Children will be excluded from the center if any of the following symptoms are present:**

1. **Gastrointestinal** nausea, vomiting, diarrhea, abdominal pain within the last 24 hours
2. **Throat and neck** redness, spots, sore throat, infected tonsils, swollen glands
3. **Eyes** discharge and/or redness
4. **Skin** rashes, spots, eruptions, etc.
5. **Hair lice/nits, untreated**
6. **Nose and ears** discharge with symptoms such as fever, coughing or other symptoms
7. **Temperature** fever over 100.4 degrees F within the last 24 hours

Medication:

If it is necessary for your child to take a prescription medication during school hours, an Authorization for Medication Form is required and must be completed by a physician. Medications will be stored in a locked cabinet in the nurse's office or the preschool classroom and administered by authorized personnel. Please contact your school nurse for more information.

Medications must be in the original unopened container with your child's name on the pharmacy label. Always give medications directly to the school nurse and do not leave medications in your child's bag or cubby.

Emergency Identification Information:

Each child enrolled in the Preschool Program must have a current Emergency Identification Information form on file at the site. It is the responsibility of the parent to make sure that the names, addresses, and telephone numbers of the persons authorized to remove the child from the site are current. ***The people listed on the Emergency Identification Information form must be at least 18 years old and they must show a photo identification upon pick-up.*** Emergency Identification Information forms are used to contact you or the designated person in the event your child becomes ill, injured, or an emergency arises. (Form LIC 700)

Medical and Dental Emergencies:

In the event of a medical and/or dental emergency, you the parent have signed an authorization form for emergency arrangements for your child to receive medical, dental and/or hospital care including transportation. (Form LIC 627)



Note: Children with these symptoms will not be accepted until cleared by physician's note:
Impetigo, Pink Eye, Scabies, Rubella, Mumps, Measles, Parasites, Hepatitis A, Whooping Cough, and pandemic related symptom.

Note: Ill children will be isolated in the nurse's office or quarantine room.

SELECTION & ENROLLMENT PROCESS

Waiting List:

The Preschool Program has limited openings for eligible families. The first step to access center-based program services is to be placed on our waiting list. Children with disabilities are encouraged to apply.

How to Apply **Call:** (559) 675 – 4490
In-person: 1816 Howard Rd Ste. 1
 Madera, CA 93637

Max Income for 2nd, 3rd, 4th & 7th Priorities

Admission Priorities:

When an opening is available, we access the waiting list and contact families based on the following program enrollment priorities:

First: Child is recipient of Child Protective Services, or At-Risk of abuse, neglect, or exploitation

Second: Once the set-aside is filled, child with exceptional needs from income eligible family. Prioritize based on income ranking order.

Third: Eligible children not enrolled in Transitional Kindergarten. Prioritize children with the lost income ranking first. (If two or more children are within the same ranking prioritize dual language learners, then based on the child who has been on the waiting list for the longest time)

Fourth: Family income is not more than 15% above income threshold. Prioritized exceptional needs children, then 4 year old's, then 3 year old's. (limited to 10% of funded enrollment)

Fifth: Family resides in approved neighborhood school boundary. Prioritized based on income ranking order.

Sixth: Children enrolling in CSPP to provide expanded learning & care to Transitional Kindergarten or Kindergarten pupils (must meet an eligibility criteria)

Family Size	Gross Monthly Income
1-2	\$7,759
3	\$8,790
4	\$10,249
5	\$11,889
6	\$13,529
7	\$13,827
8	\$14,144

NO PARENTAL FEES will be assessed for families who are eligible to attend MUSD State Preschool Part-Day Program

Note: 7.5% of CSPP funded enrollment is reserved for Children with Exceptional Needs. Only the child in the family who has exceptional needs may be enrolled under this eligibility criteria.



PARTICIPANT QUALIFICATIONS & CONDITIONS

Certification/Recertification of Eligibility:

Enrollment into the Preschool Program is determined by specific family eligibility criteria. In addition, a child's parent must live in California. Family's complete a certification process at initial enrollment and remain eligible for the remainder of the program year and for the following program year, as long as the child is age-eligible.

Admissions Policy:

To apply, complete an online interest form and complete all forms:

- Confidentiality application for child development services & certification of eligibility (CD9600)
- Child's Pre-admission Health History-Parent/Authorization Representative Record (LIC702)
- Identification & Emergency Information Child Care Centers/Family Child Care Homes (LIC700)
- Personal Rights (LIC613A)
- Child Care Center Notification of Parents' Rights (LIC995)
- Physician's Report-Child Care Center (LIC701)
- Consent for Emergency Medical Treatment-Child Care Centers of Family Child Care Homes (LIC627)
- MUSD Health History Form
- MUSD Student Services Residency Questionnaire
- Admission Agreement
- Family Needs Assessment & Interest Survey
- As A Parent of a MUSD State Preschool Student
- Ethnic & Race Information
- State Preschool Information
- Home Language Information
- Email & Phone Number Request
- Verification of Employment
- ASQ: SE-2 and ASQ-3

Upon completion, schedule an appointment to review your packet and eligibility. If accepted you will receive a Notice of Action by mail.



Family Data File:

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents, eligibility must be determined separately for each household in which the child is residing during the time services are needed. The child's eligibility will be based separately and eligibility criteria may differ for each household.

Family Language Survey

Identification of your child a dual language learner in CSPP means that your child will benefit from additional support from the program in order to develop their home language and English language skills. This identification will serve them only in preschool and is different from any identification process or program supports a child might receive as an English learner in Transitional Kindergarten or Kindergarten.

Court Order

If there is a court order that impacts child care services, please provide a copy of the court order to be included in the family data file.

Exceptional Needs Child

If your child has exceptional needs, the file must contain the following documentation in order for us to best serve your child:

- Individual Education Plan

Prior to registration, a classroom tour is available upon parent request.

Health Information

Participants must provide

- Child's current physical (dated within the past 11 months)
- Current immunization records (Polio,DTaP,Hep3,MMR,Hib,Varicella,TB)
- Parent/Guardian resent TB test (dated within the past 11 months)
- **ALL PHYSICALS AND IMMUNIZATIONS MUST BE UPDATED WITHIN 10 DAYS OF THE EXPIRATION DATE.**



Proof of Family Size:

Biological/Adoptive Parent: “Family” shall be considered the parents & the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: “Family” shall be considered the child & related siblings.

Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for **ALL** children counted in the family size must be on file & indicate the relationship of the child to the parent.

- Birth Certificate
- Child Custody Court order
- Adoption documents
- Foster Care placement records
- School or Medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

Eligibility Criteria:

Eligibility is based on either child or family eligibility. Participants must provide documentation of eligibility in **1** or more of these categories:

Child Eligibility

- Child protective services (Referral letter from CPS unit)
- At-risk of abuse, neglect or exploitation (Referral letter from legally qualified professional)

Family Eligibility

- Homeless (Referral Letter or Self-Declaration)
- Current aid recipient (Proof of current aid)
- Income eligible (Documentation of all income)
 - **Predictable Income:** Full month of current & ongoing gross income
 - **Unpredictable Income:** Gross income for the preceding 12 consecutive months
 - **Guardian/Foster:** Full month of current income received for the child

PARTICIPANT QUALIFICATIONS & CONDITIONS

COUNTABLE/NON-COUNTABLE INCOME REFERENCE SHEET

<p>Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.</p>	<p>Non-Countable Income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.</p>
<ol style="list-style-type: none"> 1. Gross wage or salary, commissions, overtime, tips, bonuses, gambling or lottery winnings 2. Wages for migrant, agricultural, or seasonal work 3. CalWORKs cash aid 4. Gross income from self-employment less business expenses with the exception of wage draws 5. Disability or unemployment compensation 6. Worker's compensation 7. Spousal support, child support from the former spouse or absent parent, or financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support 8. Survivor (i.e., SSA) and retirement benefits 9. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties 10. Rent for room within the family's residence 11. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent 12. Veteran's pension 13. Pension or annuities 14. Inheritance 15. Allowances for housing or automobiles provided as part of compensation 16. Insurance or court settlements for lost wages or punitive damages 17. Net proceeds from the sale of real property, stocks or inherited property 18. Other enterprise for gain 	<ol style="list-style-type: none"> 1. Earnings of child under eighteen (18) years 2. Loans 3. Grants or scholarships to students for educational purposes 4. Federal Supplemental Assistance Program (CalFRESH/SNAP) or Women, Infants and Children (WIC) benefits or other food assistance 5. Earned Income Tax Credit or tax refund 6. Foster care grants, payment or clothing allowances for children placed through child welfare services 7. Relative Caregiver Funding Program 8. California Guaranteed Income Pilot Program 9. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay 10. Adoption assistance payments 11. Non-cash assistance or gifts 12. All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits 13. Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages 14. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging 15. Business expenses for self-employed family members 16. When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay 17. Disaster relief grants or payments, except any portion for rental assistance or unemployment 18. AmeriCorps Volunteers in Service to America (VISTA) and Federal Emergency Management Agency (FEMA) stipends, room and board, and grants

Note: Verified child support payments paid by the parent whose child is receiving child development service may be subtracted from family's countable income

Attend today, achieve tomorrow Your child's regular attendance matters...



Infant/Toddler

Time to develop stable, nurturing relationships. A healthy attachment base is the cornerstone for life long learning.



Preschooler

Time for building the social, emotional, cognitive & language skills necessary for school readiness.



Elementary

Time to develop reading skills needed to transition from "learning to read" to "reading to learn"



Middle or High Schooler

Time to develop strategies to become independent, build future dreams & habits for college and/or the workforce.



Adult

Time to land a great job. Good attendance, dependability & work ethic are valued above all other soft skills.

Absent 2 days per month = Absent 24 days per year
= Your child's learning is 1 month behind their peers!

Don't let your child miss-out on the skills needed to be successful in school & life

Attendance Expectations/Policy:

Children are **expected to attend their Preschool Program according to their class schedule.**

A family may be disenrolled from the Preschool Program if the child has "excessive" unexcused absences.

Regular and consistent attendance is important. It allows the family to maximize the benefits of the child's early learning and care experience.

Unnecessary disruptions in services can stunt or delay social-emotional & cognitive development while safe, stable environments allow young children the opportunity to develop the relationships & trust necessary to comfortably explore & learn from their surroundings.

Absence Policy:

Excused Absence:

- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization, or quarantine
- Appointment of child or parent/guardian, which includes doctor, dentist, mental health, social service, welfare, education, special education services, counseling or therapy
- Court-ordered visitation for time spent with a parent or relative as required by law. (Court order must be on file)
- Family emergency for unplanned situations of a temporary nature including court appearance, death, accident, hospitalization of a family member, no transportation or illness of a sibling

By making your child's attendance a priority, you will be taking an important step in supporting your child's school success, and setting a good example.

ATTENDANCE

Absence Policy Continued:

Best Interest Days (maximum of 10 days per program year between July 1-June 30):

The parent determines that another activity is better for the child to attend, such as:

- Visiting relative or close friend
- Vacation time with family
- Child attending a party
- Family moving
- Religious observance, holiday, or ceremony
- Personal or family business

Unexcused Absence:

- Child did not feel like coming to school
- Parent or child overslept
- Any absence not falling in the excused absence category
- Absences exceeding 10 “best interest” day limit
- Abandoned care (No show or contact)

Excessive Unexcused Absences:

- An attendance success plan must be completed for any child that has 2 unexcused absences or more days in any given month.
- If excessive unexcused absences continue after a plan is put in place, a family may be disenrolled.

Reporting Absences & Late Arrivals:

When a child is absent from regularly scheduled care at any time during the month, the participant or staff member must record on the attendance record the date(s) of absence, description of absence, and sign sheet with full legal signature. This must be done in writing and include the child’s name, date of request, date(s) of absence, and reason for absence.

- **Late Arrivals:** Children who are 15 minutes tardy from the start time of the session with the adult, the preschool child must enter through the school office and walked to class. The adult must sign the child in and enter the tardy time on the sign-in sheet. Please contact your child’s teacher if your child will be tardy to ensure your child will receive a meal.

Sign In & Out Procedures:

Parents or authorized **adults (18 yrs. old or older)** must sign their child in and out every day using their full legal signature. Arrival and departure times are also required daily.

Staff will only release children to adults listed on the Emergency Identification Information form unless the parent has notified the teacher in advance and **in writing or through a communication platform** that another adult is authorized to pick the child up. If a parent or legal guardian requests that one of the child’s parents not be allowed to remove their child from the center, a court order will be required. Otherwise, all parents who can provide proper identification will be allowed to pick their child up from the center.

Late Pick-up Policy Procedure

Parents are required to pick up their children by the end of the class session. Late policy procedure applies to children who are picked up **5 minutes late or more:**

1. Parent verbal and written warning
2. Parent verbal and written warning
3. The parent will meet with the teacher and the Preschool Director
4. The parent will meet with the program director to discuss consistent late pick-up and possible disenrollment

Please note: If a child has not been picked up within 30 minutes of class ending and staff are unable to contact an authorized person to pick up your child; Child Protective Services (CPS) will be called for assistance. Also, if an authorized person appears to be under the influence of alcohol or narcotics, or seems unable to assume responsibility for the child under any circumstances deemed fit by the staff, the child will be held until a responsible person is able to pick up the child. The child’s safety is our priority. Teachers and staff are mandated reporters. If the child appears to be threatened under any circumstance, CPS may be called.

Children other than the preschool child will not be allowed in the classroom during sign-in and sign-out. There are no exceptions to this State Mandated Protocol.

Family Request to Disenroll:

When a family chooses to disenroll from the Preschool Program, they are required to notify the Preschool Program in writing at least 2 weeks in advance of the last day of attendance

Agency Disenrollment Policy:

Families will be issued a notice at least 19-days if mailed or 14-days if hand-delivered prior to disenrollment from the Preschool Program. **The Preschool Program may deny services or disenroll** a family for any of the following reasons, which include, but are not limited to:

- Falsification or providing misleading information or inaccurate documentation
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Failure to provide current and correct information at the time of certification
- Misrepresentation of income and/or eligibility
- Non-compliance with agency policies at any time during the school year
- Abandoned child care for 5 consecutive days without notice. The Preschool Program does not allow families to be enrolled in a program if they are not using child care unless a gap in services has previously been approved.
- Excessive Unexcused Absences
- Failure to adhere to Child Attendance Success Plan
- Failure to use approved/contracted care as agreed upon
- Failure to follow late pick-up plan of action
- Failure to complete or falsification of sign-in/out sheets accurately and on a daily basis
- Failure to keep appointments
- Threatening, yelling, cursing or acting unethically towards any staff member.
- Violation of the Safe School & Harassment policy. Our office and centers are alcohol, drug and weapon free-zones
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of admission priority.



Community Care Licensing Rights

Inspection

Any person may request an inspection of any child day care facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A complaint may be made either orally or in writing.

Community Care Licensing Division

1310 E. Shaw Ave

Fresno, Ca 93710

(559) 243-8080

Complaint Hotline: 1(844) 538-8766 or by email at

letusno@dds.ca.gov

Authority Licensing Rights 101200 b thru d

The Department has the authority to interview children or staff without prior consent . The licensee shall ensure that provisions are made for private interviews with any children or staff members. The Department has the authority to inspect, audit and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying (101217c,101221d). The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

Food & Nutrition Program Non-Discrimination Statement & Complaint Procedure:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at usda.gov/oascr, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by | 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 | 2) Fax: (202) 690-7442 | 3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Complaints Regarding Program Staff:

The Preschool Program staff work to ensure that you and your family have a positive experience in the Preschool Program. If you have concerns that are not complaints of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in the correct manner.

Level 1:	The complaint is brought to the attention of the teacher.
Level 2:	If the complaint is not resolved by the teacher, it is brought to the attention of the ECE Specialist.
Level 3:	If the complaint is not resolved by the ECE Specialist, it is brought to the attention of the Program Director.

Madera Unified School District Complaint Procedure

Uniform Complaint Procedure

Step 1: Discuss the problem or concern with the Teacher about the issue or concern within 30 days of the incident. If this does not resolve the matter to your satisfaction, proceed to step two.

Step 2: Request a meeting with the Preschool Director and staff member to resolve the problem within 7 school days. If no resolution has resulted, then proceed to step three.

Step 3: If the problem or concern persists, file written complaint with the Preschool Director within 7 school days from meeting with the Preschool Director and the staff member. If no resolution has resulted, then proceed to step four.

Step 4: If the problem persists, file the written complaint along with a written answer from the Preschool Director with compliance officer within 7 school days from the day step 3 was completed. If no resolution has resulted, then proceed to step five.

Step 5: A) Try to resolve the complaint through mediation within 5 school days from the day step 4 was completed. If no resolution has resulted, then proceed to step six.
 B) Begin investigation of the complaint. If no resolution has resulted, then proceed to step six.

Step 6: Answer to the complainant will be received no later than 35 school days after step 4 was completed. If no resolution has resulted, then proceed to step seven.

Step 7: Appeal decision to Governing Board within 5 school days after receiving complaint answer. If no resolution has resulted, then proceed to step eight.

Step 8: Answer to appeal from Governing Board will be received no later than 20 days after step seven is completed. If no resolution has resulted, then proceed to step nine.

Step 9: Appeal Governing Board’s decision within 15 school days after the date of receiving the appeal, to the California Department of Education

MADERA COMMUNITY



Resources!

Madera County Dept. of Health

1604 Sunrise Avenue
Madera, CA 93638
(559) 675-7893

First 5 Madera County

525 E Yosemite Ave
Madera, CA 93638
(559) 661-5155

Madera Unified Behavioral Health Dept.

1820 Howard Road
Madera, CA 93637
(559) 416-5842

Madera County Food Bank

225 S. Pine St.
Madera, CA 93637
Office (559) 674-1482
Emergency Food (559) 674-2992

We look forward to serving you!



MADERA UNIFIED STATE PRESCHOOL

The Preschool Program Handbook Acknowledgment of Receipt of Written Policies

My signature below acknowledges that I have received a copy of or have chosen to access online the Preschool Program handbook. I acknowledge that I have read, understand, and agree to abide by these guidelines. I understand that I may be dis-enrolled from the Preschool Program if I do not follow the Preschool Program policies.

Child(ren) Name: _____

Parent/Guardian Printed Name: _____

Legal Signature: _____ Date: _____

Daily Schedule Example

Time	Activity
8:00-8:20 (12:00-12:20)	Welcome
8:20-8:35 (12:20-12:35)	Whole Group Music and Movement
8:35-8:50 (12:35-12:50)	Story Time
8:50-9:00 (12:50-1:00)	Handwashing
9:00-9:20 (1:00-1:20)	Breakfast/Lunch
9:20-9:35 (1:20-1:35)	Small Groups
9:35-10:15 (1:35-2:15)	Outdoor Exploration
10:15-10:40 (2:15-2:40)	Exploration Time
10:40-11:00 (2:40-3:00)	Clean-up, Recap, Goodbyes

