



Sacramento City Unified School District

*EARLY LEARNING AND CARE DEPARTMENT*



*FAMILY POLICY  
HANDBOOK*

*2024-2025*

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5735 47<sup>th</sup> Avenue, Box 715

*Welcome to the* San Ramon, CA 95824

## *Early Learning and Care (ELC) Department*

*Dear Parents and Caregivers:*

*The district's Early Learning and Care Department provides continuous, intensive and comprehensive center-based preschool, transitional kindergarten and school-age care services.*

*Our philosophical approach encompasses the very nature of children and captures the essence of developmentally informed learning experiences for all children. We utilize a compilation of curricula, monitoring and assessment tools to enhance and determine children's physical, social-emotional and intellectual growth, with particular focus on children's growth in the areas of literacy and numeracy.*

*We are pleased to have you and your child enrolled in our program. We will seek to provide students the most optimal support and educational experiences that will lead to success as they ultimately transition to kindergarten.*

*Your ELC Team*

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# PROGRAM PHILOSOPHY, GOALS AND PROCEDURES

## ELC department program descriptions

### State Preschool Option (Traditional school year)

- State Funded – Limited slots
- 3 hours Monday through Friday
- Serves ages 3 to 5 years of age

### Wrap Preschool Option (Traditional school year)

- Head Start & State Funded
- 6 ½ hours Monday through Thursday, 3 hours Friday
- Serves ages 3 to 5 years of age
- Free to income eligible families

### Full-Day Preschool Option (Year round)

- Head Start & State Funded
- 7 hours Monday through Friday
- Serves ages 3 to 5 years of age
- Free or a fee based on family size and income (sliding scale)
- Families must also demonstrate a need for childcare for all adults counted in the family size

### Infant & Toddler Early Head Start (Year round)

- Head Start & State Funded
- 6 ½ hours Monday through Friday
- Serves ages 0 to 3 years of age
- Free to income eligible families
- This option also serves parenting student and their children.

### School-Age Before & After School Care (Traditional & Year round)

- Serves Transitional Kindergarten through 6<sup>th</sup> grade students
- School-age Children's Centers offer free, subsidized or fee-based childcare
- School-age care depends on meeting enrollment criteria and space availability

This program option provides homework assistance, opportunities to learn and develop skills through thematic activities and daily outdoor recreation. Summer programming includes weekly special events such as field trips, guest speakers, special presentations, themed celebrations, and multicultural activities.

***Please be aware that enrollment in the preschool program does not guarantee enrollment in the school-age program once a child enters kindergarten.***

**Inclusion** – Our philosophy of inclusion supports the rights of all children to be active participants in natural settings within their communities. We actively recruit families and offer enrollment opportunities for children with an array of abilities within our integrated, developmentally appropriate curriculum. In collaboration with the district and other community agencies, we assist children with different abilities to ensure that they are identified and provided a full range of services to meet individual needs in the least restrictive environment.

## Days of Operation

Hours of operation may vary by classroom

## Traditional Calendar

### All Program Options are closed on:

(Holidays occurring on Saturday will be observed on Friday, holidays occurring on Sunday will be observed on Monday)

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day
- Veterans Day
- The days before, on, and/or after Thanksgiving Day
- SCUSD School Board granted holidays

### Holidays/Breaks

#### Thanksgiving Break

November 25 -29

#### Winter Break

December 23 – January 3

#### Spring Break

April 14-18

## 12 Month

### Full-Day Schedule during Winter, Spring, and Summer Breaks:

- Full-Day options close during both weeks of Winter Break
- Some centers may experience closures during spring and summer break.  
Check with the enrollment office for site details.

## Preschool Conference/Home Visit Weeks

### Wrap and TK Head Start programs will have shortened days:

- Orientation and Home Visits: August 26 – 30 no school
- Fall: November 12 – November 15
- Winter (Head Start Programs only): February 11 – February 14
- Spring: May 12 – May 16



## Head Start Policy & Regulations 1302.90 Personnel policies

### (c) *Standards of conduct*

- (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:
  - (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support students' wellbeing and prevent and address challenging behavior;
  - (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of students, including, at a minimum, that staff must not:
    - (A) Use corporal punishment;
    - (B) Use isolation to discipline a student;
    - (C) Bind or tie a student to restrict movement or tape a student's mouth; (D) Use or withhold food as a punishment or reward;
    - (E) Use toilet learning/training methods that punish, demean, or humiliate a student;
    - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a student;
    - (G) Physically abuse a student;
    - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the student or student's family; or,
    - (I) Use physical activity or outdoor time as a punishment or reward;
  - (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each student and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
  - (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about students, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,
  - v) Ensure no student is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

## Treatment of Students

### California Department of Social Services: COMMUNITY CARE LICENSING DIVISION § 89372. Personal Rights. (see Appendix A, pg. xx)

- (a) Child Care Centers. Each student receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
  - (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

**Parents' Rights** (see Appendix A, pg. 2)

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.  
Licensing Office: Sacramento Regional Office  
9835 Goethe Road, Suite 100  
Sacramento, CA 95827  
Phone (916) 263-5744/Fax (916) 929-6371
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

***NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.***

# ENROLLMENT

## Enrollment Eligibility and Priority

### Eligibility Requirements

All families must qualify based on specific income, need and child age criteria. Enrollment is prioritized by one of the following: 1) Children at risk, 2) Homelessness, and 3) Income. Your family's adjusted gross monthly income must be at or below the current state median income adjusted for family size. A monthly fee, if applicable, is determined based on rates that are set by the State of California and are subject to change. You must provide documentation of all eligibility requirements and most current income.

*Documentation of eligibility must be provided by each family. Under Section 18086, CA Code of Regulations, Title 5, the agency may seek verification of information by contacting the parent's employer. Please see your Child Development Specialist regarding what documentation is needed.*

#### ➤ Ages

- Preschool children must be three-years-old, with priority given to children entering kindergarten the following school year.

#### ➤ Out-of-District Enrollment

- Our programs give priority enrollment to children residing within the school district's boundaries. Out-of-district children may be enrolled as space allows. An out-of-district preschool-age child may only receive services until his/her first day of kindergarten. At that time, the child is considered a school-age child and must obtain an Inter-district permit from his/her school of residence in order to receive SCUSD services.

#### ➤ Special Education Needs

- Our programs provide enrollment opportunities to children with special needs who meet all eligibility requirements. Parents and program staff will work together to establish a plan that will reasonably accommodate the individual needs of the child.
- A child's school district of residence provides assessment for suspected special education needs and, if the child qualifies, provides services to ensure that the child's educational needs are met in the least restrictive environment. The SCUSD Early Learning and Care Special Needs Coordinator may be available to assist families seeking assessment and/or services through their district of residence.

### Priority for Enrollment

#### ➤ Preschool

- 2<sup>nd</sup> Year Enrollment, if income eligible
- Transfers from Early Head Start
- Children referred by Child Protective Services (documentation required)
- Four year-olds who are income eligible, in income rank order
- Three year-olds who are income eligible, in income rank order

Within each priority, families with the lowest income ranking shall be admitted first. When two or more families have the same income ranking, priority is given in the following order:

- the family with a child with special needs
- the family that has been on the eligibility list for the longest time

## Full Day Programs

Need for preschool care must be shown for all adults included in the family size. You must be able to document that you are unable to care for your child part of the day and that there is no adult in your family capable of providing care for your child during the time that care is requested. For children whose parents share joint custody, need and eligibility must be shown by both parties. Need is based on one of the following: 1) Working, 2) Training or in School, 3) Seeking Employment, 4) Parental Incapacity, and 5) Homelessness. Need for childcare does not apply to the 3.5 hours “Core Curriculum Class” portion of the day.

### Need

SCUSD enrollment is based on highest need. For this reason it is imperative that all documentation be current and accurate.

- Verification will be required for any discrepancies in the documentation.
- The program may, at any time, require the family to provide information updates.
- Allegations of fraud will be investigated.
- All self-declarations will be signed under the penalty of perjury.
- Families will be responsible for reimbursing the District for the cost of services provided due to intentional misinformation.

*The intentional use of fraudulent information on an application or supporting documentation will result in termination from the program. The attempted fraud may be reported to the District Attorney’s Office.*

## Contract and Non-Contract Hours/Days (Full-day programs)

Preschool care is contracted for days and hours of documented need (with the exception of the 3.5-hour Core Class Curriculum). If you do not work or attend school on certain days, or during certain hours, preschool care cannot be provided and your contract will be written to exclude these “Non-Contract Days”. For example, if you do not work or attend school on Mondays, your child may attend the 3.5-hour Core Class Curriculum portion of the day but will not be provided additional hours on Mondays.

Contract hours are listed on your child’s sign-in sheets. Any parent or guardian violating the designated contracted hours of care, including the center’s closing time, will receive a *Notice of Late Pick-up*. The third occurrence within a 12-month period may result in the issuance of a *Notice of Action (NOA)* terminating preschool care services.

If your child will be late, parents must notify the classroom teacher by 8:15 to ensure meals are ordered for your child.

**IMPORTANT: Your child must arrive and be picked up at the designated contracted time.**

## Variable Schedules for Working Parent(s)

Variable schedules are used for the family when the parent/guardian has a fluctuating work schedule (i.e., retail, substituting). When on a variable schedule, preschool care services are provided only during the time when both parents/guardians are working. A fluctuating

work schedule must be verified every four months until such time as the employment pattern becomes predictable.

### Recertification

Families receiving child care services shall be recertified after 24 months of service and must provide documentation to support continued income eligibility and need for services. Families will receive a notification in advance of their recertification date and provided with instructions.



**Failure to complete the recertification process by the due date may result in termination from the program.**

### Fee Policy

Fees (if applicable) are determined using the State Department of Education Fee Schedules and are determined at time of enrollment.

- Parent fees are assessed for Full-day and School-age services only.
- Fees are always based on current income and family size.
- Change in status may result in a reduction in fees (i.e., change in employment, family size, and hours of service). Any change in fees will be effective the first day of the month following the mail date listed on the Notice of Action.
- Monthly fees are based on the current contract. No refunds are made for absences; the parent/guardian is required to pay for all contracted days – including “Best Interest Days.”
- Fees are based on the child who is enrolled for the longest time period.
- 130 hours or more of care is considered a full time rate and less than 130 hours is considered part time.
- Fees for unpredictable or variable schedules will be based on the average number of hours the parent is expected to work over the next four months. Credits cannot be given for days not used.
- There will be no charge for the days the center is not in operation or for non-contract days, providing your application and *Notice of Action* reflect the non-contracted days.
- Fees are due on the first of the month. If the first occurs on a weekend or holiday, the fee will be due on the following Monday.

Parents/guardians are responsible for fees incurred during the appeal process (14 calendar days from the date the *Notice of Action* is given or 19 calendar days if it is mailed).

### Collection of Fees (if applicable)

The following general rules apply to the collection of fees:

- All fees are collected monthly.
- All fees must be paid in advance of services.
- Payments are to be made by check or money order.
- Payments **will not** be accepted in the classroom or at individual Full-Day Option Preschools; payments must either be mailed to, or dropped off at:

<p><b>SCUSD – Enrollment Center</b> 5601 47<sup>th</sup> Avenue Sacramento, CA 95824</p>
--

- If a check is returned, all future payments must be made by cashier's check or money order. A \$35 returned check processing fee will be charged to your account.
- All fees must be paid in full prior to transferring between centers.
- If an overpayment occurs, a refund will be mailed to the family in 8 – 10 weeks – or credited toward the next month's fee.
- Any outstanding fees after a family leaves a center, either by choice or through termination, are due and payable immediately. If fees are not paid they will be sent to collections.
- Families will be given a 30 day notice if fees increase.

### Late Fee Policy

Fees are considered late when they have not been paid by 4:00 p.m. on the 7<sup>th</sup> of the month.

- A *Notice of Action* for termination due to **non-payment of fees** will be issued to all families still owing monies as early as the 8<sup>th</sup> of each month.
- If left unpaid, terminations will be issued and will require an appeal hearing to reinstate the contract.
- If a family has already received two terminations within a 12-month period for **delinquent fees**, their third occurrence of non-payment will result in a termination for **non-compliance of fee policy**. Whether or not this termination is cleared by the payment of late fees, it will necessitate an appeal and reinstatement of the child through the program coordinator.

### Other Child Care Receipts (OCC)

When our program's hours of operation cannot meet the documented preschool care needs of any child in the family, the payments made to another childcare provider may be credited to your account. A department form is provided, which contains all the required information, and must be submitted with a receipt or a copy of a canceled check. The documentation must include:

- Provider's name/center & address
- Name of child receiving child care
- Name of child attending our program
- Month care was provided
- Receipt or copy of check for amount paid

Receipts submitted showing payments during the month will be credited for the following month. *For example*, a receipt submitted for October will be credited for November's fees. No credit will be given that exceeds that month's fees; there is no rollover credit.

Other childcare credit is accepted for the current month only. It will not be accepted for previous months or outstanding fees that have been turned over to a collection agency

### Termination Policies

Families will be notified of any termination by a *Notice of Action (NOA)* form (see Appendix A, pg. 1-2). Reasons include, but are not limited to:

- Fees not paid in advance of services
- Continued unauthorized use of the center in excess of contracted hours
- Child's or parent's inability to follow the code of conduct and/or behavior that is perceived as abusive, threatening, or infringing on the rights of others (see "Code of Conduct")
- Non-attendance
- Parent/guardian request (Notice must be given in writing 19 calendar days in advance.)

- Family exceeds the 85% family income threshold.
- Failure to provide initial physical exam and/or updated immunizations

### **Right to Appeal**

If you disagree with a termination, or any other NOA, you have the right to appeal within 14 calendar days (19 days if delivered by mail). Complete appeal instructions are on the back of each NOA. Filing an appeal does not guarantee that your services will be reinstated.

Parent/guardians are responsible for fees incurred during the appeal process (14 calendar days from the date the *Notice of Action* is given or 19 calendar days if it is mailed), unless parents waive their rights to due process in writing\*. If due process is waived, parents will be responsible for fees up to the date the request was made.

### **Exclusion Timeline**

After a family has been terminated for program contract violations, the family will be allowed re-entry into the Full-day Option Preschool only upon Coordinator approval.

### **Inclusion Services**

Children with additional needs can often learn successfully with other typically developing children in a general education classroom setting with support services. Children and their families are eligible to receive a full range of program services through the SCUSD Special Education Department and/or the Sacramento County Office of Education. Early Learning and Care staff are available to assist families in identifying and accessing appropriate services and programs, ensuring children with disabilities are placed in the least restrictive environment.

### **School-age Care**

Please be aware that enrollment in the preschool program does not guarantee enrollment in the school-age program once a child enters kindergarten. School-age care depends on established enrollment criteria and space availability.

### **Parent Responsibilities to Report Changes and Documentation**

Please report changes in your home and mailing address and phone numbers. Families must report changes if their income exceeds the 85% of the income guidelines threshold. Changes that affect the contract days, hours, fees, etc., will be processed when appropriate documentation is provided.

## ATTENDANCE

### Attendance

The preschool years can be the most productive learning years in a child's life. It is a time of vast brain development. The brains of preschoolers are working to create organization through consistency. It is essential that routines and limits of preschool children be established and are adhered to. That is why the consistency of regular attendance is so important. Your child should arrive to school on time in order to receive the most benefits of the academic year.

### Emergency Cards and Procedures

Every child enrolled in our preschool programs must have a current emergency card on file. In case of an accident, emergency numbers must be up-to-date and accessible to the teachers. Your signature on the emergency card authorizes school personnel to make arrangements to receive medical/hospital care, including necessary transportation, in accordance with their best judgment. Continued efforts will be made to reach the parent/guardian and additional emergency contacts listed on the card.

### Signing-In Procedures – Arrival (see page 17 – Attendance)

Upon arrival, you or a responsible adult, must accompany the child to the classroom and sign him or her in. This procedure includes:

- Signing your child in using your full-signature
- Entering actual time of arrival
- Remaining with your child until the daily health check has been completed by the classroom teacher

Children are expected to arrive at the beginning of their scheduled day in order to receive the maximum benefit of the core class curriculum.

If you are going to be late, you must notify the center no later than 30 minutes after start of class time in order for your child to be counted in the daily meal count.

**IMPORTANT:** Always make sure the teacher is aware of your child's arrival. If someone else should bring your child to school, please inform them of the sign-in and health check procedures.

### Signing-Out Procedure – Departure

It is your responsibility to sign your child out each day, with the actual time of departure, and with your **full signature**. Children only released to those on emergency card. When your child begins school, you will be provided with an emergency card. Include on this card the name(s) and phone numbers(s) of all responsible adults whom you have designated to pick up your child. Your child may leave the preschool only with a responsible adult (18 years or older) whom you have designated on the emergency card to pick up your child. If one time only authorization is needed on an emergency basis, you must notify the teacher, preferably in writing, whom you have selected as the "Designated Adult." **All authorized adults must always be prepared to show photo identification when arriving to pick up a child.**

**IMPORTANT:** Your child will not be released to an adult who is not listed on the Emergency Card or who does not have the necessary authorization or proper photo identification! (*see also "Custody/Restraining Order"*)



## Absences

It is your responsibility to call the classroom when your child is going to be late or absent. All unverified absences will be counted as unexcused. Excessive absences and tardiness may result in the termination of services.

- If your child will be arriving to school late or will be absent contact the classroom by phone, prior to his/her arrival time.
- You must verify all absences in writing by stating the reason for absence and signing your complete signature (in ink) in the space provided on the sign-in/out sheet. The specific reason must be written each day that the child is absent.
- If you are on a fee schedule, you will *not* receive credit for excused absences or best interest days. The State of California requires that fees are still charged for all contracted days, whether the child attends or not.
- Leaves of Absence for extenuating circumstances for Full Day families may be granted by the Coordinator.

## Excused Absences

Excused absences fall into two categories:

- **General:**
  - Illness of the child or parent/guardian
  - Dentist or doctor's appointment
  - Quarantine (explanation is requested)
  - Court ordered visitation (court documentation is required)
  - Mandated social worker's meeting
  - Family Emergency – including, but not limited to:
    - Death in the family
    - Court appearances (documentation is required)
    - Sudden move
    - Emergency counseling
    - Lack of transportation (5 consecutive days)

Other family situations will be addressed on a case-by-case basis by the appropriate staff.

- **\*Best Interest Days (including, but not limited to):**
  - Religious holidays
  - Vacation
  - Travel opportunities
  - Visiting with parent/grandparents

\*Best Interest Days only apply to state-funded programs, not Head Start.

Each child is granted ten (10) best interest days.

Children under Child Protective Services, have unlimited Best Interest Days. If Best Interest Days are not all used during the current school year, they **do not** rollover into the next year.

## Unexcused Absences

Absences for reasons not listed above are considered Unexcused. If your child's attendance rate is below 90%, you will be sent an Attendance Letter notifying you of your child's absences and offers of support to help improve attendance. **Excessive unexcused absences may be grounds for discontinuation of services.**

## Late Pick-up Policy

Children must be picked up at the end of class or at their designated contracted time (Full-day). The following procedure is followed:

- 1<sup>st</sup> late pick-up: You will receive a verbal warning from the teacher. Please notify the teacher if you need any assistance in order to pick up your child on time.
- 2<sup>nd</sup> late pick-up: You will meet with the teacher and a support staff person regarding the late pick up.
- 3<sup>rd</sup> late pick-up: You will receive a warning letter notifying you that any further incidences of late pick up may result in termination from the program.

We realize that emergencies and unusual circumstances occur which may prevent you from picking up your child at the appropriate time. For these reasons, it is required that you have at least one alternative, reliable person who you can call to pick up your child on time.

If your child has not been picked up by the end of class and no parent contact has been received, the following steps will be taken:

- In order to locate someone to pick up your child immediately, persons on the emergency card will be contacted. Please make sure that the information on your emergency card is kept current.

If the teacher is unable to locate someone, he/she will contact the Early Learning & Care Department and a staff member will advise and assist the teacher in making arrangements to have your child picked up by the Sacramento City Police Department. If all efforts to arrange pick-up are unsuccessful, the Police Department will assume responsibility for your child and he /she will then be taken to:

**Children's Receiving Home of Sacramento, 3555 Auburn Boulevard, Sacramento, CA (916) 482-2370**

## Custody

If parents share joint custody, a contract must be established with each parent/guardian who has custody during the time the child attends the Full-Day Option Preschool. All program information is provided to both parents. Should one of the parents become ineligible, the contract will be adjusted. For example, if a parent has custody on weekends only, no contract will be needed for that parent. But, if two parents alternate custody every other week, both parents must have contracts on file if the child is to attend during both weeks. If a child is absent due to court-ordered visitation, documentation must be on file to consider the absence as Excused without using the child's Best Interest Days.

## Restraining Order

If a parent has a **Restraining Order** against another parent or any other adult, a copy of that order must be on file in the child's classroom. If an unauthorized parent tries to remove the child from the site, the staff will call 911. However, staff cannot physically prevent the unauthorized parent from removing the child.

## CLASSROOM BASICS

### Curriculum

Our curriculum is based on the philosophy that children learn best by doing. What often seems to be “just play” is really the educational work of children. Our teachers use *The Creative Curriculum*, as well as other curricular materials based on this philosophy to structure children’s learning throughout the day.

All preschool program options use The Creative Curriculum, which focuses on all areas of school readiness. Teachers use Teaching Pyramid strategies to promote social and emotional wellbeing. Age-appropriate concepts are developed and integrated through the areas of math and science, social studies, and literacy. Creative expression occurs through music and movement, dramatic play, and art experiences. Large motor activities are provided in music and movement, large block play and outdoor activities. Fine motor development is enhanced within dramatic play, games, manipulatives, and computer and writing centers. Self-help and social skills involving independent work and group collaboration are woven throughout the curriculum.

While the overall curriculum is planned for preschool-age children, we “individualize” the curriculum for each child within the group to support each child’s rate of development as well as individual interests, temperaments, languages, cultural backgrounds, learning styles, and prior knowledge.

The classroom is divided into distinct interest areas. Each area contains a carefully selected variety of learning materials so that, no matter where your child chooses to play, he or she is learning. Materials are arranged on low shelves, in containers, and on hooks so your child can easily and independently select them. Picture labels are placed on containers and shelves so your child will know where materials belong and return them to their proper place.

Rich learning environments, a balanced daily schedule, and stimulating activities are only a few of the reasons our programs are so successful. Teachers carefully watch, listen, and talk with the children, encouraging them to be active and creative explorers. Our goal is to help children become independent, self-confident, inquisitive learners, not just in preschool, but also throughout their lives.

### Daily Activities & Routines

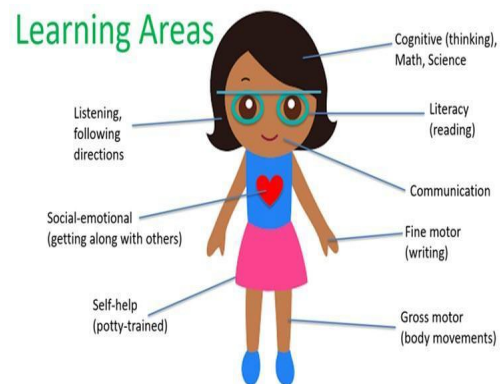
The daily routine helps your child feel secure and independent and able to move from one activity to another easily and confidently. A daily schedule and weekly lesson plans are posted for your reference on the parent information board.

A typical daily schedule might consist of . . .

- ☺ Small Group
- ☺ Large Group
- ☺ Choice Time
- ☺ Clean Up
- ☺ Story/Music Time
- ☺ Family-Style Meals
- ☺ Outside Time
- ☺ Nap/Rest Time (6hr+ programs only)

Blocks of time allow your child to practice self-help skills, solve problems, use small and large muscles, refine social skills, think, create, and have fun!!!

***Participation in preschool programs will help you and your child become life-long learners.***



## **Home Visits**

Your child's Preschool teacher will visit your home at least two times during the school year. Home visits help your child see the connection between home and school and provide an opportunity for you to:

- Build a trusting and respectful relationship with staff
- Ask questions about the program
- Discuss your expectations
- Express concerns
- Share information about your child

During home visits, teachers may complete screenings for your child. These screenings provide information regarding your child's approach to learning and his or her social/emotional, physical, cognitive and language development.

You will also be offered the opportunity to develop or update your individualized *Family Partnership Agreement*. The teacher will work with you to identify and define personal and/or family goals and discuss strategies that will help you achieve these goals.

## **Parent/Teacher Conferences – All Programs**

Parents will have at least two opportunities (fall and spring) to meet with their teacher for a parent conference. These are important opportunities to build close connections between teachers and families as they share information about the child.

During the parent/teacher conference, you and the teacher will review screenings and assessments and develop your child's *Individual Development Plan*. Information shared at this conference is gathered by direct observations of your child and recorded on the DRDP 2015 assessment.

Based on these discussions of your child's progress, changes are made to keep the curriculum responsive and supportive as your child grows and learns, interests expand, and skills and knowledge change. At this time, you and the teacher will set goals for your child using the *DRDP Parent Report* (Head Start and State Preschool) and discuss strategies that will help your child achieve these goals both at home and at school.

## **Learning Genie**

Learning Genie is a secure app that helps teachers gather observations and student work. Please register for an account to have access to your child's progress throughout the school year. You can also share your child's accomplishments with the teaching staff using this app. Using the message feature, you can communicate with the teachers in your home language.

## **Ready Rosie**

You are invited to sign up for Ready Rosie, an online, research-based parent education curriculum. You will be sent a list of brief, helpful videos once a week on different topics regarding your child's education and growth. You can also self-select videos on different topics.

## **The Screening Process**

Your child will be screened in the areas of vision, hearing, speech and language, social/emotional, behavior and overall development. This process helps to identify potential areas of your child's development that may benefit from early intervention services.

Results of all screenings will be shared with you.

### **The Assessment Process**

Our program options use a variety of methods to obtain an accurate picture of your child's developmental progress. Throughout the school year, your child's teacher observes and records many of your child's accomplishments. Additionally, samples of your child's "work" are saved and often pictures are taken to document notable achievements. Our program options also participate in the California State Department of Education's Desired Results Developmental Profile (2015) or DRDP (2015) assessment. A summary of this assessment will be shared with you during your child's scheduled parent/teacher conferences and/or home visits.

### **Behavior Standards/Intervention Policy**

Program behavioral expectations are intended to protect the rights of all students and to promote a safe learning environment. All children have the right to attend school in a safe learning environment. Basic classroom expectations will be posted in each classroom. These classroom expectations include that staff and children will be "safe, friendly, and respectful." When a child exhibits persistent and serious challenging behaviors our program will explore and document all steps taken to facilitate the child safe participation in the program.

Parents may be called as a last resort when behavior cannot be redirected or eliminated by classroom interventions. The parent or a designated adult **must pick up the child (or arrange to have the child picked-up) within one hour of phone contact.**

### **Nap Time**

Preschool children who participate in programs operating 6-7 hours are provided time to sleep or rest quietly on their cots without the distraction/disturbance from other activities. Each child has his/her own cot or mat with a bottom sheet and blanket that is provided by the department and washed weekly (or more if needed). Parents should check with the classroom teacher regarding small "comfort items" that the child may wish to bring from home.

### **Toileting**

Young children entering the program may be at varying stages of toileting. When children show signs of readiness, families and teachers work together to develop a toileting plan that will maximize a child's success with this very important self-help skill.

### **Diapers/Pull Ups**

Pull Ups and wipes are provided for children in preschool programs. All children are changed/checked as needed or on an individual schedule agreed by parent & teacher. When children are changed the staff member will notate or document it in the diapering log.

### **Classroom Celebrations**

In order to be consistent with our program's nutrition policy, parents who wish to bring something for a special event are asked to only bring *non-food items*. To keep all children safe, outside food may not be distributed inside the classroom or anywhere on school grounds. If you would like to celebrate your child's birthday, please connect with the teacher to arrange. Your teacher will be able to provide ideas to celebrate without food.

## Field Trips and Short Excursions

Occasionally, your child's class may have the teacher arrange classroom presenters or take short walking excursions on or off the school site to visit people or places of interest, to become familiar with the school and neighborhood, or to make observations as part of the curriculum. Your teacher will notify you ahead of time when walking field trips are planned. ***Adults planning on participating on field trips, must be cleared through the District's Level II Volunteer Process, which includes proof of adult TB, proof of immunizations and finger print clearance.***

## Transportation of Children

It is the expectation of this program that all children are transported in compliance with California Vehicle Code Section 27360 which states, "No driver shall transport....any child in a motor vehicle...without providing and properly securing the child in a child passenger restraint system meeting applicable federal motor vehicle safety standards unless the child is at least one of the following: (1) *Six years of age or older* or (2) *Weighs 60 pounds or more*".

This applies to all children transported by **ride shares (i.e. Uber/Lyft) or personal vehicle**. For more information, contact your local law enforcement agency. The California Highway Patrol provides free checks of child passenger restraint systems (car seats). Call (916) 338-6710 for more information.

**IMPORTANT:** It is unlawful to leave a child unattended in your vehicle.

## Clothing

Children are active in our preschool program options. They learn by using expressive materials including paint, water, and sand. They may also be involved in climbing and running activities. Please dress your child in comfortable clothing and sturdy shoes that can accommodate these activities. In the preschool program, it is essential to leave an extra set of clothing in your child's cubby. Also, label your children's clothes to prevent lost items.

The following five questions may assist you in selecting appropriate clothing for preschool wear:

- Do they give freedom for action?
- Are shoes sturdy and flat?
- Do they allow for self-dressing?
- Are they suited to the temperature?
- Are they easily washed?

**IMPORTANT:** We are not responsible for lost clothing

## Siblings and Non-Enrolled Children

Due to State and Federal regulations, only children enrolled in the Preschool Programs may attend class. School-age siblings may not wait for parent pick-up in the preschool classroom. Younger siblings may not wander throughout the classroom or play on outside play equipment.

## Cell Phones in the Classroom

Pick up and drop off are a valuable time to communicate with your child and the teaching staff. We ask that all cell phone use be completed before entering the classroom.

## **Perfumes/Fragrances**

Many children and adults are sensitive to strong scents. For this reason, we ask that adults and children entering the classroom refrain from wearing strong perfume, fragrance or body wash.

## **FAMILY ENGAGEMENT**

### **How can Early Learning Programs help my family?**

Teachers, Nurses and Managers are available to assist you in the following ways:

- Create school/home connection
- Help you understand and support your role as your child's first and most important teacher
- Work with you to set personal and/or family goals and to design an individualized approach for achieving those goals
- Make appropriate referrals to support staff or community resources
- Provide up-to-date resource directories and maintain displays that include brochures and information sheets concerning community services
- Invite representatives from various community agencies to speak with individual families or at committee meetings
- Assist in locating services, translators, and translations in the families' preferred languages
- Form partnerships with other community agencies to assist families in gaining access to services and resources
- Provide parent education in the areas of health, nutrition, child growth and development, and parent/child relationships

Present workshops on accessing community resources, education and training opportunities, job skills, and entering the work force, as well as personal growth and empowerment.

### **Parent Committees**

#### **Head Start Policy Committee (PC)**

##### **What does the Policy Committee Do?**

- Conducts a yearly program self-evaluation
- Provides input to program plans, budgets, personnel decisions, etc.
- Is consulted in other program-wide issues

##### **Who is on the Policy Committee?**

- At least 51% of the PC must be made up of current parents. This includes elected parent members and alternates.
- The remaining members may be community representatives elected by the policy members.

##### **When and where are the Policy Committee meetings held?**

- The PC meets approximately once a month for two hours (usually in the morning).
- PC meeting locations will be provided by September 3<sup>rd</sup>.

#### **State Parent Advisory Committee (PAC)**

##### **What does the Parent Advisory Committee do?**

- The PAC provides advice and guidance to the agency regarding policy, program, and budgets.
- Representatives participate in the assessment and improvement of program services, and legislative and community involvement.

##### **Who is on the Parent Advisory Committee?**

- These advisory groups are composed of parent representatives selected at the beginning of the school year from part day State classes.



### **When and where are the Parent Advisory Committee meetings held?**

- The PAC meets at least three times a year for two hours (usually in the morning).
- PAC meeting location will be provided by September 3<sup>rd</sup>.

**CLASSROOM - PARENT MEETINGS:** Classroom parent meetings are held monthly. During parent meetings, parents and teachers plan curriculum and special activities. Teachers and parents discuss and learn about discipline, child development, nutrition, and other topics of importance to families with young children.

### **Adult Volunteers**

Volunteers must complete a *SCUSD Volunteer Registration* form and a *Volunteer Sex Offender Check Authorization* form. They are also required to have fingerprints taken and cleared, have a current TB clearance and proof of immunizations in accordance with Early Learning and Care Department adult TB policy and CA Community Care Licensing. For more information on how to become a volunteer, please contact the Parent Advisor at 916.643.7804

### **Parent Conduct**

On rare occasions, parents bring concerns to the classroom and express themselves in ways that frighten children and upset adults. Any verbal or physical misconduct is a violation of the California Education Code which protects staff and children from these situations. **Such a violation may result in exclusion of the parent from the site.** A Safe Schools Officer may be requested to respond when adult behavior jeopardizes the safety of the children or other adults on the school campus.

### **How can I be involved?**

When you are involved in your child's education, your child does better in school and the program improves. Volunteering in the classroom is a valuable way to be involved. However, many parents have busy schedules and classroom volunteering may not be a possibility. In this case, your child's classroom teacher will help you find a way to be a part of your child's preschool experience.

### **Additional Ways to Volunteer:**

- ☺ Lesson plan suggestions
- ☺ Specific home enrichment activities
- ☺ School site meetings and projects
- ☺ District and community meetings, forums, and workshops

***To volunteer in the classroom or participate on a field trip, adults must be cleared through the District's Level II Volunteer Process, which includes proof of adult TB, proof of immunizations and finger print clearance.***

## HEALTH AND SAFETY

### Physical Examination

Physical care is a high priority for the children in our programs. Each child is expected to have a completed physical exam within the first 45 days of enrollment, and yearly thereafter. (see Appendix A, pg. 8)

- Each child is required to have a record of complete and current (within the previous 12 months) physical examination within the first 30 days of enrollment.
- Your child will be temporarily excluded from school after 30 days until the physical examination form is received. School nurses are available to assist families in locating a doctor, if needed.
- The physical exam should be recorded by the doctor on the preschool physical exam form. A lead level, hemoglobin/hematocrit, vision and hearing screen are all part of a complete physical exam.

A returning child will need a physical exam one year from the date of the original exam.

### Medication

- Medication will be administered to students whose parent and physician deem it necessary for potentially life-threatening medical conditions or for those who need medication administered during the school day in order to interact appropriately at school.
- A completed "Authorization for Administration of Medication by School Personnel" form is required. This form can be obtained from your child's preschool nurse. This form must be completed by your child's doctor and must include a written statement indicating that the medication is necessary during preschool class-time, the method of administration, the frequency of administration and the amount to be given. A new form must be completed before the start of each school year.
- A child's school entry may be delayed or a child may be temporarily excluded/terminated from the program until all necessary medical documents and current, unexpired medication have been received.
- Each medication must be in its original container and clearly labeled by the pharmacy. It is requested that all inhalers be a new prescription. The use of a spacer with inhalers for young children is encouraged. School personnel cannot administer over-the-counter medication without a physician's consent and the completed "Authorization for Administration of Medication by School Personnel" form.
- Over-the-counter medication must be in the original container with medication instructions clearly visible.

### Administration of Medication (Ed. Code 49420-49425; District Policy 5141.21)

A designated school employee may administer medication (prescription and over-the-counter) during school hours only upon written request of **both** the physician and parent(s) or guardian, detailing the method, amount, and time the medication is to be taken.

### Child TB Clearance Records and Immunizations

TB clearance records and up-to-date immunizations are required to be on file before a child enters the program. The TB test or risk assessment must be done within one year prior to the date the child enrolls in school. Immunizations must be kept current to ensure continued enrollment.

## Dental Examination

Dental care is a high priority for the children in our programs. Each child is expected to have a completed dental exam within the first 45 days of enrollment, and yearly thereafter. Staff is available to assist families in locating dental care. (see Appendix)

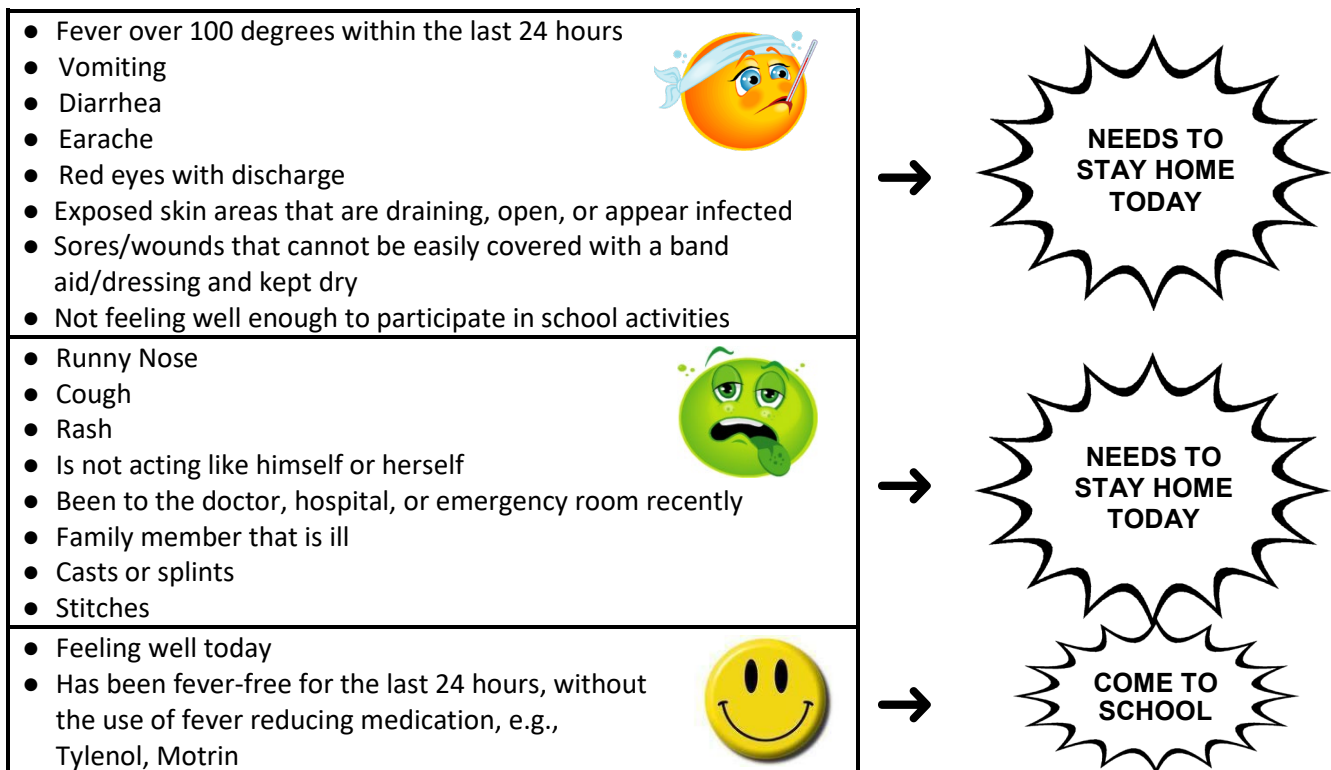
**IMPORTANT:** In case of an accident or illness, you or adults you designate on your child's emergency card, need to be available by phone during preschool hours. Please keep names and phone numbers on your emergency card **CURRENT** at all times!

## Daily Health Check

In order to help everyone stay healthy, your teacher will conduct a daily health check on each child *before* he or she is signed in. If the child shows signs of illness or infection, you will be required to take him or her home. If your child becomes ill while at school, you will be called to pick-up him or her up immediately. If your child becomes ill at home, please inform your teacher and health staff of any health issue that may be contagious to other children. In addition, if your child has had an injury away from the classroom, please explain to the teacher what has happened.

### ***IS YOUR CHILD WELL ENOUGH TO BE IN SCHOOL TODAY?***

For the welfare of your child and other children, your classroom teacher will conduct a daily health check prior to accepting your child into the classroom each day. You, or the adult you have designated to bring your child to school, cannot leave your child until your child's health check is completed.



***We are all working together to keep our children, families & staff healthy!***

## **Nutrition Policy**

**The Early Learning and Care Program follows the guidelines of “Child & Adult Care Food Program.”**

Sacramento is nationally recognized as the “Farm to Fork Capital of America.” As such, our nutrition programs offered to children and their families promote eating more fresh fruits and vegetables.

Good nutrition is essential to maintaining quality health and supporting the learning capabilities of young children. Our nutrition policies and practices support this belief by maintaining a nurturing environment, meals of high nutritional quality, equal access for all individuals, and respect for the individual needs of the children and families we serve. Meal-time at school is a time for practicing manners, passing food, learning about serving appropriate portions, learning how to pour without spilling and learning about the value of nutritious food.

The meals also expose children to a variety of foods that they might otherwise not try at home.

- Parents will be informed of the times for meals and snacks. Talk with your teacher about transitions with your child if pick-up and drop-off times occur around meal times. **All food must be consumed on site.**
- Menus are available on the district website. Menus are also posted in each preschool classroom. Menus will be adapted to meet the needs of children with allergies. If you need to request food substitutions for food allergies or special diets, you must complete a “Physician’s RX for Special Meals at School.” Your preschool nurse can provide you with this form.
- Staff, children, and parents always wash their hands before preparing and eating food. Meals are served family style to encourage self-help and independence. Food is never used as a reward or a punishment or withheld for any reason.
- Changes to the menu will be posted on the weekly meal calendar.
- Outside foods are not allowed to be served to children, including during birthdays and special events.
- A nurse is available to answer questions you may have regarding food served or your child’s dietary habits.

**IMPORTANT: Notify the teacher if your child has a special diet and/or food allergy! Early Learning and Care policy requires that all needed paperwork, medications or modified meal plans be in place before a child with food allergies attends school.**

## **Health & Nutrition**

We believe that good nutrition is essential to maintaining quality health and supporting the learning capabilities of the children in our care. Our nutrition policies and practices support this belief by maintaining a nurturing environment, meals of high nutritional quality, equal access for all individuals, and respect for the individual needs of the children and families we serve.

All meals and snacks are provided by the District Nutrition Services Department and menus reflect adherence to specific standards which include:

- ✓ low-fat milk and whole milk.
- ✓ fresh fruits and vegetables with leafy greens offered weekly
- ✓ half of all grains served are whole grains and cereals
- ✓ contain 5 grams of sugar or less
- ✓ processed meats are limited

To further ensure our goal of meeting the needs of our children, Head Start Policy Council members provide feedback to Nutrition Services related to the menu.

Early Learning and Care Department recognizes the importance of a positive mealtime environment. For that reason, meals and snacks are offered family style, with staff sitting with children and modeling healthy eating behaviors.

Nutrition education is included in the classroom curriculum. Healthy nutrition is depicted in the classroom through posters, pictures, storybooks that include healthy messages, healthy food models in the dramatic play area, etc.

Physical activity is encouraged daily. At least 60 minutes of structured and unstructured physical activities are provided daily.

Teachers are trained on the Head Start Performance Standards related to family style meal service, food allergies and requirements related to the Child and Adult Care Food Program.

### **Tips for Healthy Eating at Home**

Just like you, your child needs to eat food from each of the food groups every day to grow and stay healthy.

Children judge a food by how it looks. They like colorful foods. A slice of apple or orange can help make a meal look better to your child.

Your child's appetite may change from day to day. It is better to offer small servings of food on smaller plates. Let your child ask for seconds.

Children are more likely to taste foods they have helped to prepare. Also, cooking together teaches math, vocabulary and science!

**InfoLine Sacramento** ([www.211sacramento.org](http://www.211sacramento.org)) - 2-1-1 or (916) 498-1000

### **Emergency Food / Comida de Emergencia**

Sacramento Food Bank.....(916) 456-1980

Antioch Progressive Church.....(916) 479-2754

Cordova Community Food Locker.....(916) 364-8973

## *Counseling on nutrition is available*

### **Lice Policy**

Please be aware that having head lice is not a reflection on you, your child, or the cleanliness of your household. Parents should frequently check their child's head. Lice do not cause disease and are not dangerous to a child. Head lice live only on people and do not infest pets, homes or school. The major mode of transmission is through head to head contact. If your child is found to have live lice, you will be contacted. Children may return to school the next day after treatment.

### **Accident Reporting**

**Student:** Guidance: Title 22, Community Care Licensing Section 101226 (see appendix A, pg. xx)

Even though every effort is made to avoid injuries, sometimes they still happen. In case of an injury, your child will be given immediate attention by one of his/her teachers including first aid if necessary. If an injury is significant, an accident report will be made and placed on the child's daily attendance sheet. In certain situations CDA staff may contact parents and if necessary emergency medical personnel.

If an injury is life threatening or emergency medical personnel deem it necessary to transport the child, staff will accompany the child to the nearest hospital where emergency treatment is administered, if necessary. The staff will remain the child until the parent arrives. In the event neither parent can be reached, the child's physician will be contacted.

## **Child Abuse**

All Sacramento City Unified School District employees are **mandated by law** to report any suspicions of child abuse and/or neglect. Please notify staff if your child has had **an accident away from the program which has resulted in an injury.** (see Appendix)

## **Child Abuse Reporting**

The State of California Child Abuse and Neglect Reporting Act (Penal Code Section 11166, et seq.) requires all mandated child abuse reporters to report known or suspected child abuse or neglect to the proper authorities. The following is an excerpt from Penal Code Section 11166:

*...a mandated reporter shall make a report...whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a student whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report...immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.*

*..."reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. For the purpose of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.*

## **Persons Mandated to Report Child Abuse (Penal code Section 11166)**

For the purposes of the reporting law, all educators, school employees, and college intern/trainees are mandated reporters. An amendment to the law in 2000 redefined mandated reporters to include all classified employees of any public school in addition to teachers, aides, administrators, and others. **Volunteers whose duties require contact and supervision of children should also obtain training. (Penal Code Section 11165.7.)**

## **Definitions and Types of Child Abuse**

The term "child abuse or neglect" includes:

- Physical Abuse
- Neglect
- Emotional Abuse
- Sexual Abuse
- Willful Cruelty or Unjustifiable Punishment
- Unlawful Corporal Punishment

## **Confidentiality**

All forms filled out by parents are considered confidential and are seen only by authorized school personnel. You may review your child's records at any time and request copies by contacting your program coordinator or teacher.

California Department of Education  
 Early Learning and Care Division  
**NOTICE OF ACTION**  
 Form CD-7617, (Rev 6/14)

<b>1. Notice of Action (Complete Either 1.A. or 1.B.)</b>									
<b>1.A. Application for Services</b> <input type="checkbox"/> Services Approved to Begin: _____ <div style="text-align: right;">Date</div> <input type="checkbox"/> Services Denied If appealed, appeal is due by: _____ <div style="text-align: right;">Date</div> (Note: Appeal Instructions are on reverse side.)					<b>1.B. Recipient of Services</b> <input type="checkbox"/> Change in Service <input type="checkbox"/> Termination of Service <input type="checkbox"/> Termination of Service for Delinquent Fees Effective Date of Action: _____ If appealed, date appeal is due by: _____				
<b>2. Distribution of Notice</b>							Date Notice Given or Mailed:		
<input type="checkbox"/> Notice Given to Parent/Caretaker Recipient's Initials: _____			Notice Mailed: <input type="checkbox"/> First Class <input type="checkbox"/> Other: _____				Tracking No.		
<b>3. Parent/Caretaker Information</b>									
Parent/Caretaker A					Address				
Parent/Caretaker B			City		Zip		Telephone		
<b>4. Approved Child Care Services (Complete all information for each child approved for services.)</b>									
Name(s) of Child(ren) Receiving Services	Program Code		Enter Approved Hours of Enrollment						
			Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		School							
		Vacation							
		School							
		Vacation							
		School							
		Vacation							
		School							
		Vacation							
Monthly Family Fee			Part-time \$			Full-time \$			
<b>5. Basis for Family Eligibility for Services</b> <input type="checkbox"/> Recipient of Child Protective Services <input type="checkbox"/> Current Aid Recipient <input type="checkbox"/> Child(ren) Identified as At Risk of Being Abused, Neglected, or Exploited <input type="checkbox"/> Income Eligible (Reference Family Fee Schedule or Income Ceiling for Admission to State Preschool Programs.) <input type="checkbox"/> Homeless					<b>6. Basis for Family Need for Services</b> (This section does not apply to State Preschool Programs [CSPP]) <input type="checkbox"/> Recipient of Child Protective Services <input type="checkbox"/> Child(ren) Identified as At Risk of Being Abused, Neglected, or Exploited <input type="checkbox"/> Seeking Permanent Housing <input type="checkbox"/> Engaged in Vocational Training/Education <input type="checkbox"/> Employed or Seeking Employment <input type="checkbox"/> Incapacitated Parent(s)				
<b>7. Reason for Action: State the specific reason(s) services were denied, changed, or terminated.</b>     									

8. Agency Name \_\_\_\_\_

9. Name/Title of Agency Representative \_\_\_\_\_

10. Signature of Agency Representative \_\_\_\_\_

The agency must complete the information on the reverse side before the Notice of Action is issued.

**NOTICE OF ACTION**

CD-7617 (Rev 6/14) (REVERSE)

Appeal Information: If you do not agree with the agency's action as stated in the Notice of Action, you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step listed below. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

**STEP 1:** Complete the following appeal information to request a local hearing:

Name of Parent/Caretaker		Telephone No.
Address	City	Zip
In this section, please explain why you disagree with the agency's action.		
Check Box If an Interpreter is Needed at the Local Hearing: <input type="checkbox"/>	Signature of Person Requesting a Local Hearing	Date

**STEP 2:** Mail or deliver your local hearing request within 14 days of receipt of this notice to:

<b>This section must be completed by the agency before the notice is served</b>	
<b>A. Agency Name</b>	_____
<b>B. Agency Address</b>	_____
<b>C. City/State/Zip</b>	_____
<b>D. Name of Agency Contact</b>	_____
<b>E. Agency Telephone Number</b>	_____

**STEP 3:** Within ten (10) calendar days following the agency's receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.

**STEP 4:** Within ten (10) calendar days following the hearing, the agency shall mail or deliver to you a written decision.

**STEP 5:** If you disagree with the written decision of the agency, you have 14 calendar days in which to appeal to the Early Learning and Care Division (ELCD). Your appeal to the ELCD must include the following documents and information: (1) a written statement specifying the reasons you believe the agency's decision was incorrect, (2) a copy of the agency's decision letter, and (3) a copy of both sides of this notice. You may either fax your appeal to 916-323-6853, or mail your appeal to the following address:

California Department of Education  
 Early Learning and Care Division  
 1430 N Street, Suite 3410  
 Sacramento, CA 95814-5901  
 Attn: Appeals Coordinator  
 Phone: 916-322-6233

**STEP 6:** Within 30 calendar days after the receipt of your appeal, the ELCD will issue a written decision to you and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of CDE's decision letter.



## STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE

NOTE: RETAIN IN EMPLOYEE/LICENSEE FILE

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NAME

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POSITION

FACILITY NUMBER

Early Learning and Care Dept.

California law REQUIRES certain persons to report known or suspected child abuse. As a licensee or an employee at a licensed facility or a child care institution, YOU are one of those persons - a "mandated reporter."

### PERSONS WHO ARE REQUIRED TO REPORT ABUSE

**Mandated reporters** include a licensee, an administrator, or an employee of a licensed community care or child day care facility. [Penal Code ("PC") § 11165.7(a)(10)] Mandated reporters also include an employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities. [PC § 11165.7(a)(14)] No supervisor or administrator may impede or inhibit an individual's reporting duties or subject the mandated reporter to any sanction for making the report. [PC § 11166(h)]

### WHEN REPORTING ABUSE IS REQUIRED

A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone, and shall prepare and send a written report within 36 hours of receiving the information concerning the incident. [PC § 11166(a)]

### ABUSE THAT MUST BE REPORTED

**Physical injury** inflicted by other than accidental means on a child. [PC § 11165.6]

**Sexual abuse** meaning sexual assault or sexual exploitation of a child. [PC § 11165.1]

**Neglect** meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. [PC § 11165.2]

**Willful harming or injuring or endangering a child** meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child be placed in a situation in which the child or child's health is endangered. [PC § 11165.3]

**Unlawful corporal punishment or injury** willfully inflicted upon a child and resulting in a traumatic condition. [PC § 11165.4]

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**WHERE TO CALL IN AND SEND THE WRITTEN ABUSE REPORT**

Reports of suspected child abuse or neglect must be made to any police department or sheriff's department (not including a school district police or security department), county probation department, if designated by the county to receive mandated reports, or the county welfare department. [PC § 11165.9] The written report must include the information described in Penal Code section 11167(a) and may be submitted on form SS 8572.

**IMMUNITY AND CONFIDENTIALITY OF REPORTER AND OF ABUSE REPORTS**

Persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for reporting as required or authorized by law. [PC § 11172(a)] The identity of a mandated reporter is confidential and disclosed only among agencies receiving or investigating reports, and other designated agencies. [PC § 11167(d)(1)] Reports are confidential and may be disclosed only to specified persons and agencies. Any violation of confidentiality is a misdemeanor punishable by imprisonment, fine, or both. [PC § 11167.5(a)-(b)]

**PENALTY FOR FAILURE TO REPORT ABUSE**

A mandated reporter who fails to make a required report is guilty of a **misdemeanor** punishable by up to six months in jail, a fine of \$1000, or both. [PC § 11166(b)]

**COPY OF THE LAW**

Prior to my employment in a licensed community care or child day care facility, or child care institution, my employer provided me with a copy of Penal Code sections 11165.7, 11166, and 11167. [PC § 11166.5(a)]

**ACKNOWLEDGMENT OF RESPONSIBILITY**

I, \_\_\_\_\_, have knowledge of my responsibility to report known or suspected child abuse in compliance with Penal Code section 11166. [PC § 11166.5(a)]

SIGNATURE	DATE
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## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

### PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: \_\_\_\_\_

Licensing Office Address: \_\_\_\_\_

Licensing Office Telephone #: \_\_\_\_\_

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

*For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

\_\_\_\_\_  
Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.**

*For the Department of Justice "Registered Sex Offender" database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

LIC 995 (9/08)

**PERSONAL RIGHTS****Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
  - (6) Not to be locked in any room, building, or facility premises by day or night.
  - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

**TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:**

**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

**Sacramento City Unified School District – Early Learning & Care Department**  
**Fax: Preschool Enrollment Center: (916) 428-4505**  
**Preschool Physical Examination**

**Child's Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_ **Preschool:** \_\_\_\_\_

Parent's/Guardian's Authorization: I hereby give my consent to Early Learning & Care Department representative and my physician to exchange health information concerning my child.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Required (Note: Incomplete or blanks in this section will be returned to Physician to complete)</b>			
Date: _____	Hemoglobin/Hematocrit: _____	At Risk for Anemia? Yes <input type="checkbox"/> No <input type="checkbox"/>	Receiving Tx? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date: _____	Blood Lead: _____ ug/dl	At Risk for Lead Poisoning? Yes <input type="checkbox"/> No <input type="checkbox"/>	Receiving Flu? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date: _____	TB Risk Assessment Given by Provider: Yes <input type="checkbox"/> No <input type="checkbox"/>	Child has TB Risk? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, PPD Date Given: _____ Date Read: _____ Results: _____			
<b>Required (Starting at Age 3)</b>			
Date: _____	Blood Pressure: _____		
Date: _____	Hearing: (25db @1000,2000,&4000)	R: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	L: <input type="checkbox"/> Pass <input type="checkbox"/> Fail
Date: _____	Vision: R: 20/____ <input type="checkbox"/> Pass <input type="checkbox"/> Fail	L: 20/____ <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Visual Acuity Concerns? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes, referred? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Specialist _____			
Hearing Acuity Concerns? <input type="checkbox"/> No <input type="checkbox"/> Yes, If yes, referred? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Specialist _____			

<b>Date of Physical Exam:</b> _____	<b>HEIGHT:</b> _____	<b>IN</b>	<b>WEIGHT:</b> _____	<b>LBS</b>
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Examination Results	Normal	Abnormal	Describe Findings / Comments
General Appearance			
Head, Ears, Eyes, Nose & Throat			
Teeth / Gums			
Heart / Lung			
Abdomen / Genitourinary			
Extremities / Skeletal			
Posture and Gait			
Neurological (Fine, Gross Motor)			
Speech			
Skin			
Developmental Status			

<b>Health Concerns / Diagnoses:</b>			
Food Allergy: <input type="checkbox"/> No <input type="checkbox"/> Yes List _____			
Lactose Intolerance: <input type="checkbox"/> No <input type="checkbox"/> Yes List _____			
Other Severe Allergy ( e.g. Latex, bee sting, scents): List _____			
Medications Taken at Home? <input type="checkbox"/> No <input type="checkbox"/> Yes, List: _____			
Medications Required at School? <input type="checkbox"/> No <input type="checkbox"/> Yes, List: _____			
Physical Activity: <input type="checkbox"/> No Restrictions <input type="checkbox"/> Limited, Explain: _____			
Special Education Services? <input type="checkbox"/> No <input type="checkbox"/> Yes Active IEP? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Dental Referral: <input type="checkbox"/> No <input type="checkbox"/> Yes; Dental Varnish Given: <input type="checkbox"/> No <input type="checkbox"/> Yes; NaFl Given: <input type="checkbox"/> No <input type="checkbox"/> Yes			
Nutrition Counseling Given: <input type="checkbox"/> No <input type="checkbox"/> Yes Nutrition Counseling Referral: <input type="checkbox"/> No <input type="checkbox"/> Yes			

Physician's Name (PRINT) \_\_\_\_\_ Physician's Signature \_\_\_\_\_

Medical Group Name \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Street Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



## DISTRICT POLICIES

**Non-Discrimination Policy** – Sacramento City Unified School is an equal opportunity employer. SCUSD does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, gender expression, gender identity, mental or physical disability, sexual orientation, parental or marital status, or any other basis protected by federal, state, or local law, ordinance or regulation, in its educational programs or employment.

### **Uniform Complaint Procedures (Sections 4600-4687 Code of Regulations, Title 5)**

The SCUSD Governing Board encourages the early, informal resolution of complaints at the site level whenever possible (see Early Learning and Care Department Complaint /Grievance Procedure). The program or site administrator should serve as an intermediary to resolve concerns whenever possible. A copy of the district’s Uniform Complaint Procedure is distributed to all offices and included in the Parent’s Rights Packets. It is also available at the district’s web site at SCUSD.edu.

### **Open Door Policy**

Parents are invited to visit their child’s classroom at any time—unannounced, providing the background checks have been cleared. Infant/Toddler parents must also have a current TB clearance.

### **Religious Instruction**

State law prohibits any form of religious instruction or worship within the classroom.

### **Non-Smoking Policy**

As of July 1, 1990, the Sacramento City Unified School District is “tobacco free.” No tobacco will be permitted on any of the district sites regardless of the school schedule. Please refrain from using tobacco while participating in school functions (including field trips) in order to safeguard the health of all program participants.

### **District Standards of Conduct**

All staff, parents, visitors and volunteers in the classroom will:

- Be conscientious and concerned for the health and safety of children.
- Respect the unique identity of each child and family.
- Dress appropriately.
- Follow program confidentiality policies concerning children, families and staff.
- Model appropriate language, health and nutrition practices.

### **Code of Conduct**

All adults in the classroom will:

- Never leave a child alone or unsupervised.
- Use positive methods of child guidance and *not* engage in corporal punishment, emotional or physical abuse.
- NOT use humiliation or food as a punishment or reward.
- Use cell phones outside the classrooms only.

All parents and family members must refrain from loud abusive conduct around staff and children. Any verbal or physical misconduct is a violation of the State Education Code 13560, which protects teachers and children in these situations. Such a violation may result in exclusion of the parent from the site

and/or termination of child care services. A Safe School Officer may be requested to respond when adult behavior jeopardizes the safety of the children or other adults on the school campus.





## TITLE IX POLICY ON SEXUAL HARASSMENT (BP 5145.7)

The District recognizes:

That sexual and other gender-based harassment has a detrimental impact on all students' ability to learn, and all students are entitled to a harassment-free educational environment;

That sexual harassment and other gender-based discrimination has a disproportionately negative effect on students of color, immigrant students, students who identify as LGBTQI or gender non-conforming or non- binary, and students with disabilities;

That the District takes all complaints of gender-based discrimination seriously, will investigate all reports, and will appropriately discipline students and employees found to have violated its anti-discrimination policies;

That reporting of sexual harassment and other gender- based discrimination is strongly encouraged, retaliation prohibited; and

That the District is collaborating with Equal Rights Advocates to continue to improve its policies and practices to ensure a safe and discrimination-free educational environment for its students.

### **Board Policy 5145.7**

The Governing Board is committed to maintaining a safe learning environment that is free of harassment and discrimination. The Board prohibits, at school or at school- sponsored or school-related activities, sexual harassment targeted at any student by any person. The Board also prohibits retaliatory behavior or action against any person who submits a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The Superintendent through the District Title IX Compliance Officer shall take appropriate actions to reinforce the District's sexual harassment policy.

The District strongly encourages any student who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off- campus sexual harassment, including cyber harassment/on-line/social media activity and/or sexual violence, that has a continuing effect on campus, to immediately contact their teacher, the principal, or any other available school employee. Any district employee who receives a report or observes an incident of sexual harassment shall notify the principal, Site Designated Title IX Administrator or a District Title IX Compliance Officer. Once notified, the Site Designated Title IX Administrator or District Title IX Compliance Officer shall take the steps to promptly investigate and address the allegation, as specified in the accompanying administrative regulation. District and site personnel shall take immediate steps to intervene when safe to do so when she or he witnesses an act of discrimination, harassment, intimidation, retaliation, and/or bullying. While the district has promulgated a written complaint form, there is no requirement that the reporting student provide their complaint in writing in order for an investigation to occur.

(cf. 0410 – Nondiscrimination in District Programs and Activities) (cf. 1312.1 – Complaints Concerning District Employees) (cf. 5131 – Conduct) (cf. 5131.2 – Bullying) (cf. 5137 – Positive School Climate) (cf. 5141.4 – Child Abuse Prevention and Reporting) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed by a fellow student, staff member, or other person. District and site staff shall promptly report complaints of sexual harassment to the Site Designated Title IX Administrator or the District Title IX Compliance Officer designated in AR 5145.7 and AR 1312.3. District and site staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

Prohibited sexual harassment includes, but is not limited to, sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code § 212.5; 5 CCR 4916)

# COMMUNITY RESOURCES

InfoLine Sacramento 2-1-1 or (916) 498-1000 or [www.211sacramento.org](http://www.211sacramento.org)

## **Child Abuse Prevention / Prevenir Abuso de niños**

Child Protective Services (CPS): or (916) 875-5437  
Sacramento Crisis Nursery: or (916) 394-2000

## **Child Discipline / Disciplina de Niños**

Parent Support Line 1-888-281-3000

## **Child Support Assistance / Apoyo de Niños**

Sacramento County Department of Child Support Services: [www.dcss.saccounty.net](http://www.dcss.saccounty.net) or 1-866-901-3212  
Superior Court of California-Family Law Facilitator: [www.sacourt.ca.gov/family/self-help](http://www.sacourt.ca.gov/family/self-help) or (916) 875-3400

## **Clothing / Ropa**

Sacramento Food Bank & Family Services: [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org) or (916) 456-1980

## **Counseling / Consejería**

La Familia Counseling Center: [www.lafcc.org](http://www.lafcc.org) or (916) 452-3601  
River Oak Family Resource Center: [www.riveroak.org](http://www.riveroak.org) or (916) 244-5800  
Hmong Women's Heritage (916) 394-1405

## **Domestic Violence/Violencia Domestica**

WEAVE (24 Hour Crisis Line) (916) 920-2952  
My Sisters House (916) 428-3271

## **Education/College / Educación/Colegio**

Charles A. Jones Center (916) 433-2600  
Los Rios Community College District (916) 568-3041

## **Transportation Assistance / Transportación**

Sacramento Regional Transit (916) 321-2877

## **Food / Comida**

Sacramento Food Bank & Family Services: [www.sacramentofoodbank.org](http://www.sacramentofoodbank.org) or (916) 456-1980  
CalFresh at [www.getcalfresh.org](http://www.getcalfresh.org) or (916) 874-3100

## **Emergency Shelter / Alojamiento de Emergencia**

Sacramento Area Emergency Housing Center: [www.nextmovesacramento.org](http://www.nextmovesacramento.org) or (916) 455-2160  
Sacramento Self Help Housing: [www.sacselfhelp.org](http://www.sacselfhelp.org) or (916) 341-0593

## **Health / Salud**

Sacramento Covered: [www.sacramentocovered.org](http://www.sacramentocovered.org) or (916) 414-8333  
Wellspace Health (Medical): [www.wellspacehealth.org](http://www.wellspacehealth.org) or (916) 646-8000

## **Job Training / Entrenamiento de Trabajo**

Sacramento Works (SETA): [www.SacramentoWorks.org](http://www.SacramentoWorks.org) or [www.seta.net](http://www.seta.net) or (916) 263-3800  
Asian Resources: [www.asianresources.org](http://www.asianresources.org) or (916) 454-1892

## **Special Needs / Educación Especial**

Warmline Family Resource Center: [www.warmlinefrc.org](http://www.warmlinefrc.org) or (916) 455-9500 or Spanish (916) 922-1490 or Toll Free (844) 455-9517  
SCUSD Special Education Department (916) 643-9174

## **Legal Assistance / Asistencia-legal para padres de la familia**

Family Law, Self-Help Center (916) 875-3400  
McGeorge Community Legal Services (916) 340-6080

## **Substance Abuse/Abuso de Substancia**

Sacramento County Access Alcohol & Drug Counseling Program (916) 875-2050  
Alcoholics Anonymous: [www.aasacramento.org](http://www.aasacramento.org) or (916) 454-1100  
Narcotics Anonymous: [www.sacrna.org](http://www.sacrna.org) or 1-877-623-6363

# FUN THINGS TO DO WITH YOUR CHILD!

**Make a mess!** The mess that children make—whether it’s playing in mud, sand, or water, painting a picture or building a tower with books—is the way children learn about the world.

**Limit TV to 1 to 2 hours per day** – get out and play!

Make up rhymes with your names in them.

Ask “thinking” questions. “Where do you think birds sleep?” “Where does the water go after it goes down the drain?”z

Buy a children’s song book (garage sales are great places to find them) and learn some new tunes together.

Take a neighborhood “nature walk”. Describe (color, size, texture, weight), write, draw and/or make a collage out of what you find.

Turn on music and march around the house. Or if your family likes to dance, turn on music and boogie!

Play “Hide-and-Seek” “Simon Says”.

Take swim lessons.

Visit a museum, zoo or park. Review everything you saw and did and take dictation of what your child says to review with other family members.

Read, Read, Read! Find fun places to explore books.

Cook a new, healthy recipe together – make a list, shop, prepare and enjoy!

Visit the library and check out some books, videos, or tapes and ask about their special summer programs.

Make a tent or “fort” with sheets, couches or a table and expand it with boxes, chairs, or other items.

Surprise someone with a special piece of artwork you’ve created with your child.

Make an obstacle course out of boxes, pillows, and furniture.

Make a “book” by cutting out magazine pictures and pasting them on paper and writing your child’s words.

Eat dinner outside “picnic style”.

Record your voices, and then play it back and listen to yourselves.

Ride the bus or Light Rail.



# CLASSROOM INFORMATION

Classroom \_\_\_\_\_ Phone # \_\_\_\_\_

Your child's Teachers' names are \_\_\_\_\_

Your Child Development Specialist is \_\_\_\_\_ Phone # \_\_\_\_\_

Your Coordinator is \_\_\_\_\_ Phone # \_\_\_\_\_

The school day (or contract hours) begins at \_\_\_\_\_ and ends at \_\_\_\_\_

Breakfast is served at \_\_\_\_\_, lunch is served at \_\_\_\_\_ and a snack is served at \_\_\_\_\_.

Your Parent Committee meetings are \_\_\_\_\_

# CLASSROOM POLICIES

Toys from home: \_\_\_\_\_

\_\_\_\_\_

Shoes and clothing: \_\_\_\_\_

\_\_\_\_\_

Comfort objects: \_\_\_\_\_

\_\_\_\_\_

Classroom celebrations: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_





Sacramento City Unified School District  
Early Learning & Care Department

**FAMILY POLICY HANDBOOK**

**Acknowledgement of Receipt**

\_\_\_\_\_ I have received an electronic copy of the Parent Policy Handbook.

\_\_\_\_\_ I agree to follow all policies and procedures outlined in the Handbook.

\_\_\_\_\_ I will report any and all changes to my personal information to my assigned Teacher/Home Visitor and Child Development Specialist.

\_\_\_\_\_ I am aware of the “Late Pick-up Policy” and will ensure that my child is picked up on time. I will call the center each day that I keep my child home with illness and return only after he/she is symptom free for 24 hours.

\*\*A printed copy of the Family Policy Handbook is available upon request. Please connect with your classroom teacher or a printed copy may be obtained through our website: [www](http://www)

Children’s Names	Center	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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PRINT Parent/Guardian Name(s)

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Parent/Guardian(s) Signature



