

King City  
Early Education  
Center

California State preschool program

Pre-escolar del estado

**Parent/Guardian Handbook**

**Manuel de Padre/Tutor  
2009-2010**



King City Union School District

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# King City Early Education Center State preschool

Welcome to the King City Early Education Center State Preschool Program

We are pleased to share our program with you and your child and look forward to an exciting year of learning and growing. Parent Orientations will be held at your school, at that time teachers and the Director will share with you the 2009-2010 Parent Handbook and be available to answer any questions you might have. All Parents/Guardians must sign that they have received a Parent Handbook annually.

The following are the Preschool and District information:

King City Early Education Center State Preschool  
520 Collins Street  
King City, CA 93930  
(831) 385-5012  
(831) 385-3212 [fax]  
Susana Trujillo, Site Supervisor/Master Teacher  
Yolanda Maldonado, Master Teacher  
Graciela Garcia, Master Teacher

King City Union School District  
435 Pearl Street  
King City, CA 93930  
(831) 385-2940  
(831) 385- 0695 [fax]  
Jennifer B. Taylor, Coordinator

The King City Union School District Web site is: [www.kcusd.org](http://www.kcusd.org)  
Information regarding the "Uniform Complaint" Policy and forms, the "Williams Complaint" form, and the School District Annual Calendar are available on the website.

## OUR PHILSOPHY

The KCEEC State Preschool Program provides a high quality preschool experience in a safe, nurturing environment that promotes physical, social, emotional and cognitive development in children. We believe that young children learn through play, and therefore the learning activities in the KCEEC State Preschool are developmentally appropriate. Developmentally Appropriate Practices (DAP) in four main development domains help children gain confidence, learn to trust and socialize with others, experiment with their environment, and prepare children for kindergarten.

## DEVELOPMENTAL DOMAINS OF LEARNING

**Physical Development:** Our program strives to enhance children's fine and large motor development through appropriate equipment and learning materials. Physical development in children from age's three to five will help them learn through movement. Encouraging physical development will involve the child learning how to move the body consciously and deliberately. Gross motor (large muscle) activities will include: balancing, running, jumping, hopping, galloping, skipping, throwing, kicking and catching a ball. Fine motor (small muscle) development will include: improving hand and wrist dexterity (like using playdough to strengthen the fingers and hands), self-help skills, healthy food concepts, manipulate small objects, using scissors, writing tools and playdough.

**Cognitive Development:** Using DAP practices, our program will develop and enhance children's thinking and pre-academic skills. Cognitive development in children ages three to five will help them learn how to think about and actively explore their world. Curriculum will allow children to purposefully use the information they learn, and how to solve problems. Curriculum will also help children gain an understanding of number symbols and quantities, letter shapes and sounds, colors, and shapes by providing children with an environment that encourages creativity.

**Speech and Language Development:** Our program facilitates the development of children's speech and language through proper everyday usage to express proper pronunciation of letters and words. Speech and language development varies greatly in the three to five-year-old child. We work in conjunction with the King City Union School District, other available outside resources or designated agencies to ensure that all preschool children are screened for speech and language delays (if necessary and with parental consent). Curriculum will provide stimulating activities to promote children's usage of speech and language including but not limited to puppets, dramatic play, every day conversations, and using open-ended questions.

**Social-Emotional Development:** KCEEC State Preschool enhances children's social-emotional development. Social-emotional development in the three to five year old child is a process that happens when children learn about values and behaviors accepted by society. This process will also develop competence, increase confidence and self-esteem. Our programs do this through encouragement of speech and language to express thoughts, feelings and appropriate expression of anger. We provide positive adult models (teaching staff and parent volunteers) who express feelings appropriately and honestly with children and adults. We encourage children to take responsibility for oneself and others in following rules, routines, taking initiative, developing empathy towards others, and developing age-appropriate self-help skills.

## **PROGRAM COMPONENTS**

The Preschool classroom environment and Curriculum are set up to encourage Developmentally Appropriate Practices that allow the following:

**Physical Environment Goals:** To provide a safe physical environment which is conducive to children's active participation and encourage child-initiated experiences. To supply and maintain child-size furniture, adequate learning materials, and outdoor equipment with consideration to safety and development of children in room environments and arrangement that maximize social interaction and encourage exploration of materials. Our settings encourage an understanding of cultural diversity through books, parent involvement, posters, or materials. Our learning areas include active and quiet areas such as reading, art and easel painting, manipulative and math activities, science exploration, language arts and writing areas.

**Interpersonal Experiences Goals:** To create an atmosphere where children can flourish educationally and enhance their social-emotional development. Staff and parents will respond to children's needs in a caring manner. Interaction with the children will promote peer social interaction, cooperative play and promote positive self-esteem.

**Curriculum Development Goals:** To maximize each child's progress in all areas of growth and development by providing a comprehensive learning program. To assess each child's needs using the Desired Results Developmental Profile Revised (DRDP-R), anecdotal records, samples of the child's work, photographs, and parent input within the first 60 days of enrollment and again six months later. To plan Curriculum using these DRDP assessments to extend and promote the growth of the classroom as a whole. To prepare individual curriculum as needed. To prepare the environment and develop curriculum driven by children's interests and needs. To encourage parent involvement in the classroom.

## **ENROLLMENT POLICIES AND REGULATIONS**

### **Admission/Enrollment Priorities and Eligibility Criteria:**

The first priority for services shall be given to recipients of child protective services, ages three to five (without regard to income). Second priority is then given to income eligible four-year old children and then to income eligible three-year old children. Families with the lowest gross monthly income shall be admitted first.

After all eligible four year olds have been enrolled, the program shall then serve income eligible three year olds in accordance with the above priorities. As soon as all eligible child protective services children, four-year-olds and three-year-olds have been enrolled, children who are not otherwise eligible for participation may be enrolled. This includes children who exceed the age limitations and children from families whose income exceeds the current income ceiling, issued by the California Department of Education, Child Development Division (CDE, CDD).

These families may exceed this current income ceiling by no more than fifteen percent (15%) of the eligible families of the same size. These children shall comprise a maximum of ten percent (10%) of the total enrollment. If it is necessary to displace families, families shall be displaced in reverse order of admission priorities.

A Centralized Eligibility List (CEL), operated by Centralized Eligibility List of Monterey County (MCCEL) and the California Department of Education Child Development Division, will be accessed to enroll all eligible children according to the priorities listed above. Families may enroll themselves online with the by calling MCCEL at (800) 273-0274. The CEL is utilized as a current waiting list, and applicants shall be contacted in order of priority as vacancies occur throughout the year. Each child's file shall include documentation to support the determination that the family meets the priority for service.

### **Non-Discrimination and Religious Instruction Policy**

The King City Early Education Center (KCEEC) State Preschool program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children are served. KCEEC State Preschool shall provide curriculum that refrains from Religious Instruction.

### **Certification of Eligibility**

Eligibility as listed on page five will be certified no more than 120 calendar days prior to the first day of the beginning of the preschool year. Prior to initial enrollment, each family shall certify their eligibility for preschool services, and the family shall complete all of the applicable forms. Children who wish to attend preschool for a second year, and are too young to enter Kindergarten must be re-enrolled with the proper documentation.

### **Contents of the Family's Basic Data File**

A file for each family receiving Preschool program services shall be established and maintained. The basic data file shall contain an application for services; documentation of total countable income; documentation of exceptional need, if applicable; Notice of Action, Application for Services and/or Recipient of Services, and all child health, immunization, Physician's report, and emergency information required by Title 22 California Code of Regulations, Community Care Licensing Standards.

### **Application for Services**

The application for services shall contain the following information:

1. The parent/guardian (hereafter known as "parent") full name, address, and telephone number;
2. Proof of the names and birth dates of all children under the age of eighteen (18) in the family, whether or not the program serves them; Family size and income;
4. The parent or guardian's signature and date of the signature; and
5. The signature of the Director/Site Supervisor certifying the eligibility.

## **PROCEDURE FOR ENROLLMENT**

To enroll children in the KCEEC State Preschool call the office at (831) 385-5012 and an appointment to enroll will be made. When the above forms have been completed, the Application and Notice of Action for preschool services will be written and a date of entry into the program agreed upon. The Application will indicate days and hours for preschool services following the King City Union School District Calendar.

No child will be admitted to a center until this procedure and all forms have been completed. Due to Title 22, Licensing regulations that require our ratio of teacher:child to be at 1:8, all children must be toilet-trained. Preschool procedures ensure that personal information concerning pupils enrolled in the program is given out only to authorized individuals; furthermore, no information with respect to the confidential record of a pupil will be released at any time without the written approval of the parents/guardians or guardian unless under Court Order. If a Court Order is received the release of this information will be done by the Director or program administration office only. Teachers at each Preschool site are not authorized to release this information.

### **Transfer of Confidential Preschool Information**

Pertinent assessment information concerning the growth and development of the child may be forwarded, with parental permission to the school where the child will attend Kindergarten, other School Districts, or other local agencies. A "Release of Information" form may be required if a Court Order is not issued.

### **Admission Policy for Re-Enrolling Children**

When children have been dropped from the program for any reason, and the parents/guardians then desires to re-admit them, their name must go back on the CEL (see page 5), and they will be notified when an opening occurs. They will be considered as a new enrollee. A new physician's report may be required. All children must be toilet-trained. Re-admission will require a new Preschool contract with the program (i.e., income verification, emergency information, Notice of Action, etc.). Children who wish to attend preschool for a second year, and are too young to enter Kindergarten must be re-enrolled using the same process as described above.

## **PROGRAM OPERATIONS AND PROCEDURES**

### **Emergency Cards**

Each child enrolled in the Preschool program must have a current emergency card on file at the site. It is the responsibility of the parent to secure names, addresses, and telephone numbers of the persons authorized to remove the child from the site and to keep this information current. Children will not be released to anyone unless they have been authorized by the parent. The people listed on the emergency card must be prepared to show proof of identification, and sign out the child. **This emergency card must be updated whenever there is a change of information by the parent or guardian.**

### **Daily Schedule**

The daily schedule will be posted on the Parent bulletin board in each classroom. All children enrolled in the program will receive a daily snack. Please refer to your Notice of Action for your family's contract hours.

Morning Session: 8:00 a.m. – 11:00 a.m.

Afternoon Session: 12:00 p.m. – 3:00 p.m.

### **Sign In/Out**

You are responsible for signing your child in and out each day with actual arrival and departure times. Only an adult (18 years old or older) may assume this responsibility. When signing out a full **legal signature** is required for audit purposes. Any adults signing the child out must be listed on the emergency card and picture identification will be required before they are allowed to take the child from the center. There are **NO** exceptions.

## **Parking**

Each child is to be escorted to and from the classroom by an authorized adult, 18 years of age or older. Check with your teacher regarding specific procedures for parking. Please do not leave children of any age unattended in a parked vehicle. Children must be placed in a proper car/booster seat before transporting children from the premises and **NEVER LEFT ALONE IN A CAR**. Teachers and Assistants are mandated to notify authorities if they see any violations of the law relating to transporting children.

## **Absence Policy**

**All Parents/Guardians must fill out an absence report slip for each absence.** When a child is absent from the program, it is the parent's responsibility to notify the Preschool of the reason for the absence as soon as possible. When the parent calls the Preschool to inform staff of the absence, the staff will prepare an absent slip for the parent to sign. Upon returning to school, Parents shall fill out the slip with the reason for their child's absence. Staff will decide which category listed below that the absence falls into. Our program reports all absences to the California Department of Education and they are audited for legitimacy. **Reasons for excused absences include:**

- Illness or quarantine of the child enrolled in the program or their parent.
- Family Emergencies that can include, but are not limited to other family or sibling illnesses and Dr. appointments, transportation, moving, death in the family and funerals.
- Best Interest days – 10 per year. These may be used for but are not limited to vacations, out of town with family, visits with mother, father or relatives, stay at home with parents/relatives, field trip, camping, child or family birthday, or other activities in the best interest of the child.
- Court ordered visitation.

Please call your child's school every morning if your child will not be attending that day. The staff may request a doctor's note for absences of more than three days. If after three days of either consecutive or random absences where there has been no contact from the parent, the staff will contact the Director/Site Supervisor and a (Notice of Action – NOA) for termination of service will be sent. In the case where irregular attendance is becoming disruptive to the child or program, a NOA for termination of services will be sent.

### **Nutrition**

Snacks are provided under the direction of the King City Union School District Food Services. We do not charge a fee for snacks nor do we exclude any child from eating. Snacks are served during the last half hour of each preschool session.

### **Transportation**

The State Preschool program does not provide transportation and unfortunately this includes Field Trips. The Parent Information Bulletin Board at your preschool site is available for posting car pool needs. Parents and Guardians are responsible for providing transportation for their child to and from school and Field Trips.

### **Holidays and Vacation**

The KCEEC State Preschool Program operates in tandem with the King City Union School District calendar. Please check your contract for specific dates that the State Preschool will be closed.

### **Clothing Needs**

Children must be appropriately dressed for the weather. Outdoor time is an integral part of our program and weather permitting, outdoor activities will be scheduled. All children will play outdoors, weather permitting. Additional clothing may be brought to school and kept in each child's cubby (accidents do happen). Please remember to mark your child's name inside all clothing, especially jackets or coats. Remember to dress your child for outdoor, fun, and messy play.

### **Treasures & Possessions**

Each child has a specially marked "cubby" for jackets, extra clothes, and treasured art projects. Please check your child's cubby each day and take home items placed in the cubby.

Sometimes children need to bring special toys or treasures to school to use as a bridge between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Toys brought from home may create problems at school. Please encourage your child to leave toys at home to prevent loss, damage to them or conflict with other children.

Play guns, weapons, and other toys that encourage aggressive play are never welcome in the classroom. Please leave them at home.

### **Supplementary/Optional Services**

KCEEC State Preschool does not provide these services at this time.

### **Consultants and Community Resources**

As part of the King City Union School District, KCEEC State Preschool may refer children to all services provided through the school district and other community outreach programs with parental consent.

### **Late Pick-ups at Site**

It is your responsibility to ensure that your child be picked up **before** the end of the program day. If you find that you will be late, you are required to make arrangements for an authorized adult to pick up your child **and** notify the teacher regarding that change of person to pick up the child. This person must be prepared to show proof of identification with a picture before the child will be released. **Should you or your authorized adult arrive late to pick up your child more than three times in a 30-day period, services may be discontinued.** Please be considerate of our teaching staff. Late pick-ups will be recorded on a Late Pick-Up form and a copy will be given to you, the Director of the program and a copy will be placed in your child's central file. Adults must be 18 years or older to pick up children (CDD, CDE Regulations).

### **Children Unclaimed after Closing Time**

If, after site personnel have exhausted all known means to locate you or a responsible party to come for your child, and no one can be located after the better part of a half an hour after the program's closing time, Child Protective Services (CPS) will be called for assistance. CPS will call law enforcement. If a child needs to be taken into protective custody and removed from the center, only a peace officer can do that. The officer may turn the child over to CPS for further action. Please help us avoid this action.

### **Parent/Guardian or Other Authorized Adult Appears Unable to Assume Responsibility for a Child**

If the site staff needs to detain the child at the site because a parent or authorized adult appears unable to assume responsibility for the child, another authorized adult from the emergency card may be called to pick up the child. If the adult on site refuses the alternative arrangement and the staff feels the child is in danger, 911 may be called. Being able to assume responsibility includes, but is not limited to, being free from intoxication or under the influence of mind-altering substances.

### **Emergency Evacuation Plans**

KCEEC State Preschool has developed a plan that will be used in the event of a disaster. The plan is posted and drills are conducted to familiarize the children with the procedures. In all cases, please use your best judgment to safely move the children, should the need arise.

### **Drugs, Alcohol, Tobacco, and Weapons**

The carrying of a weapon, or drug, and alcohol or tobacco use is prohibited in all facilities owned or operated by the King City Union School District. This includes activities or field trips, indoor and outdoor activities, and all program vehicles. This policy applies to employees, students and the general public. Your cooperation is greatly appreciated at all times.

## **HEALTH COMPONENT**

### **Physicals and Required Immunizations or Waiver**

Each child shall be required to complete a well-child physical examination signed by a Physician within 30 days of being admitted into the program. If your child has not received all of the required immunizations, make an appointment with your Doctor or the County Health Department's Immunization Clinic. Take your records with you to the appointment. If your child still needs immunizations when the program starts, you will be notified, and your child will be excluded until immunizations are updated unless you have signed a waiver. Give copies of any new immunizations your child receives to your child's teacher; they will forward this information to our main office. Your child will be **excluded** from the program if immunizations or Physician forms are not kept current (a signature may be on file for immunization exemption due to personal beliefs).

### **Daily Health Check**

A daily health check will be performed by staff to assure that children are free from contagious diseases when participating in the preschool program. A teacher and/or assistant will greet the child and parent upon arrival. The parent will be required to remain at the center while the teacher conducts a daily health check. If the teacher observes health related problems (example: fever or head lice), the child will be excluded from attending until well. A child should be free from fever for 24 hours, on antibiotics for 24 hours or in the case of head lice, nit free before returning to school.

### **Illness**

Children who have been running temperatures of 100 degrees or more, or who have been suffering from diarrhea or vomiting must remain at home until all symptoms have **disappeared for a 24-hour period**. **HELP US KEEP ALL THE CHILDREN HEALTHY!** If a child becomes ill while at the site, they are isolated from the other children and the parent or guardian is contacted. It is the parent or guardian's responsibility to make immediate arrangements to have their sick child picked up. Emergency cards must be current and kept on file, and if the parent or guardian cannot be reached, an alternate adult, whose signature is on the card, will be contacted. If no authorized adult can be contacted and the child needs immediate medical services, the staff will contact 911 or transport the child to the hospital emergency room as indicated on the emergency card.

## **Medication Policy**

Medication will only be administered with written permission from the child's Physician, and the parent or guardian. The medication must be in the original prescription bottle, and instructions for administering the medication must be given to the Teacher. The Teacher must document any dispensing of medication that is administered.

## **Head Lice**

Pediculosis (LICE) outbreaks are common among young children and even the cleanest child can easily get a case of head lice. The chief symptom is itching. Sores from scratching often develop and can lead to infections. Lice and nits are usually seen in the area behind the ears and at the nape of the neck. If your child has lice, it is important that you act immediately to prevent spreading to other members of the family. A check for head lice is performed as needed by the teacher or assistant to prevent the spread of lice within the classroom. If head lice or nits (eggs) are found on the child during the daily health check, the teacher privately discusses the presence of head lice or nits with the parent. The child is excluded until treatment is completed and the child is **nit free**. Written materials explaining treatment for the child and the household, consultation with the Health Clerk, as well as how to find treatment materials can be provided.

## **Admission of Students with Infectious Diseases**

Parents should notify the center if their child has a communicable disease, such as measles, mumps, chicken pox, infectious diarrhea, hepatitis, scabies, lice, fifth's disease, tuberculosis, or worms. The staff will send out instruction letters to all parents of children in the center about the specific communicable disease. The recommended stay-at-home time for some of the more frequent childhood illnesses are:

### **Contagious Diseases:**

- Chicken Pox – children should stay at home until all lesions are scabbed over. This usually takes 7-10 days.
- Flu – children should stay at home until the child is free from all symptoms for 24 hours
- Pink Eye – children should stay at home until medical treatment is obtained. The child will not be allowed to resume participation in program services until a note from a doctor indicates that the child has been treated.

### **Infectious Skin Rashes:**

- Ringworm, Impetigo, Scabies – children should stay at home until medical treatment is obtained. The child will not be allowed to resume participation in program services until a note from a doctor indicates that the child has been treated.
- Lice – children should not participate in program services until all nits/eggs have been removed from the child's hair.

## **PLEASE DO NOT SEND YOUR CHILD TO PRESCHOOL IF YOU SUSPECT YOUR CHILD IS SICK**

### **Injury**

If any child is injured while at the site, the teacher will assess if the injury is such that the parent or guardian be immediately contacted or if the injury can be reported to the parent or guardian, in writing, at the end of the enrollment day. Accident forms will be completed by the teacher for any injury requiring medical attention and forwarded to the program central office for processing. Copies are sent to the Department of Social Services/Community Care Licensing.

### **Sunscreen**

Children who need sunscreen for protection against the sun must provide a permission slip signed and completed by the parent.

## **PARENT AND COMMUNITY PARTICIPATION**

To ensure the success of the program, parents/guardians and community organizations need to become active participants within the preschool program. Our programs are parent participation programs in which parents participate in a variety of ways. Parents can:

- *Help in the classroom,*
- *Assist in the annual evaluation process,*
- *Participate in the Parent Advisory Board,*
- *Take home work to assist the Teacher in classroom preparations,*
- *Bring artifacts or cultural information to share in the classroom, and accompany the class on field trips.*

Our program has an open door policy and Parents/Guardians are a large component of our program. Parents/Guardians are encouraged to visit and participate at any time in their child's classroom to share their skills, knowledge or cultural heritage with our staff and children. We encourage parents or guardians to commit to volunteering in the classroom two (2) days per month and attend regularly scheduled parent meetings.

Teachers are available to share the highlights of your child's day with you. Two parent conferences are scheduled during the year to discuss your child's developmental progress. Parent meetings are scheduled by the teachers to

discuss a variety of topics. We strongly suggest your participation in all parent meetings. Parent input at these meetings is always welcome.

Community resources are also an important part of our preschool's operations. Donated goods and services enhance our program and are appreciated.

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

The PAC is made up of parents/guardians like you from the KCEEC State Preschool. Meetings are held every other month (Sept., Nov., Jan., March and May) and will be announced. The council makes recommendations for program operations and future planning for the preschools. Attendance at these meetings gives parents/guardians an opportunity to meet other parents, assess the quality of each preschool, review procedures, and an opportunity to participate in the annual program review. The PAC keeps meeting minutes which are available to parents upon request. **We strongly urge you to come to these meetings.**

### **Parent Bulletin Board**

The parent bulletin board provides parents with information regarding preschool activities and community resources. A bulletin board is located in the sing-in area with announcements for you to view and read. Please take the time to review the bulletin board regularly to keep informed of the State Preschool happenings and/or announcements. Weekly lesson plans are also available for viewing.

## **DISCIPLINE POLICY**

The Department of Social Services, Community Care Licensing assures that children enrolled in the KCEEC State Preschool program adheres to discipline practices that maintain their personal rights under Section 101223 of the Child Day Care General Licensing Requirements authorized. Adults and staff are responsible for practicing discipline techniques that include the following guideline:

- A. Each child will be treated with dignity in relationships with adults and other children;
- B. Each child will feel safe and secure, assured that their environment will remain comfortable and healthy;
- C. Each child will be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.

Children will be encouraged to think of alternatives to undesirable behavior. It is important for adults to model appropriate reactions to undesirable behavior to enable children to learn how to monitor each other in the family and in the classroom.

Every effort will be made to deal with discipline problems through redirection, problem solving and staff/parent or guardian collaboration. If discipline problems persist, a plan of action will be discussed at a teacher/parent or guardian conference. The plan of action may include, but not be limited to, the following solutions:

1. Environmental restructuring
2. Social service intervention
3. Removal from the classroom
4. Other child education programs that may be available within the county.

### **Reasons for Un-Enrollment of Children**

Reasons a child may be un-enrolled or expelled from any of the preschool programs can be, but are not limited to:

1. Parents' failure to submit proof of income, Birth Certificates, Physical form, Immunization records, or other required documentation.
2. Use of abusive or foul language towards children, other parents, staff or Director.
3. Child's behavior that cannot be controlled.
4. Parents' or Children's behavior that is threatening, disruptive, or disrespectful to the classroom, Preschool Staff or Director.
5. Parents or Children that do not follow the rules and policies of the KCEEC State Preschool Program included in this Parent/Guardian Handbook. This includes attendance reporting or absences.

## **PROGRAM EVALUATION**

KCEEC State Preschool will maintain an ongoing evaluation system in order to continually enhance the quality of services in the State Preschool Program using the State mandated Desired Results Development Profile-Revised (DRDP-R) tools. These tools include completion of a self-evaluation annually using:

- The Desired Results Developmental Profile Assessment performed twice per year for children enrolled
- Environmental Rating Scale performed by staff members within the agency
- The Desired Results Parent Survey
- Submit these findings to CDE, CDD in a Program Action Plan at the end of each program year.

## **STAFF DEVELOPMENT AND QUALIFICATIONS**

All Teachers hold a Child Development Permit issued by the California Commission on Teacher Credentialing. Keeping current with their Professional Growth is one of the requirements of holding and maintaining these permits. Instructional Assistants are not required to hold a Child Development Permit, but are strongly encouraged to do so. Early Childhood College courses and other Professional Development information are offered to both Teachers and Assistants. In-service training is an integral part of the preschool program and improves the level of preschool services for children and families. These trainings also provide an opportunity for Professional Growth and possible career advancement for our staff. Staff will receive release time from their sites to attend when applicable. Substitute employees will be hired to maintain the state mandated adult/child ratio and consistency for the children.

## **COMMUNITY CARE LICENSING AUTHORITY**

### **REGULATION #101200**

Department of Social Services, Community Care Licensing Division has the authority to interview children or staff without prior consent, and shall provide a private space for interviews with children or staff. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirement in Sections 10127(c) and 121221(d). The Department has the authority to observe the physical condition of the children including conditions that could indicate abuse, neglect or inappropriate placement.

## **APPEAL AND HEARING PROCEDURES FOR STATE PRESCHOOL FAMILIES**

### **Appeal Procedures**

It is the intent of the KCEEC State Preschool Program to offer the best possible preschool services. If you have a concern or complaint about something that has happened in the classroom, please go directly to the teacher to express your concern or ask questions about the situation. If the problem is not resolved then go to the Site Supervisor and/or Program Director.

For complaints that allege a violation of federal or state laws or regulations governing educational programs or any other issue that is not settled by the principal, please see page for a copy of the District Uniform Complaint Procedure. These written complaints should be sent to:

King City Union School District  
435 Pearl Street  
King City, CA 93930

### **Appeal Procedure for Child Development Division (CDD)**

If the parent disagrees with the written decision from the KCEEC State Preschool (agency), the parent has 14 calendar days in which to appeal to the CDD. If the parent does not submit an appeal request to the CDD within 14 calendar days, the parents appeal process shall be deemed abandoned and the agency may implement the intended action.

The parent shall specify in the appeal request the reason(s) why he/she believes the agency's decision was incorrect. A copy of the agency's notice of intended action and written decision shall be submitted by the parent with the appeal request.

Upon receipt of an appeal request, the CDD may request copies of the basic data file and other relevant materials from the agency. The CDD may also

conduct any investigations, interviews or mediation necessary to resolve the appeal.

The decision of the CDD shall be mailed or delivered to the parent and to the agency within thirty (30) calendar days after receipt of the appeal request. Mail this second appeal to:

California State Department of Education  
Child Development Division  
Attention: Appeals Coordinator  
560 J Street, Suite 220  
Sacramento, CA 95814

King City Early Education Center  
State Preschool

Admission Agreement  
Parent Signature Page

We hope that your child has an enriching and positive experience at the King City Early Education Center State Preschool Program. This handbook has been written to describe our program, goals, policies, and the many practical details that make each school day as happy and successful as possible.

We use this handbook as a reference for our Policies and Procedures. Please keep this handbook for your reference, as it will answer many of your questions.

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I have received the 2009-2010 KCEEC State Preschool Program Parent Handbook, and King City Union School District Uniform Complaint Resolutions Procedures.

\_\_\_\_\_  
Child's Name (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (Please print)

\_\_\_\_\_  
Parent's Signature