PARENT HANDBOOK
2020 - 2021

SANTEE SCHOOL DISTRICT

YALE Preschool

"Youngsters Actively Learning Everyday"

Out-of-School Time Programs

Santee School District

SANTEE SCHOOL DISTRICT
"Where Young Minds Meet Open Doors"
•Established 1891•

9619 Cuyamaca Street
Santee, CA 92071
(619) 258-2363
Email: YALEPreschool@santeesd.net
Website: www.santeesd.net

Santee School District

"WHERE YOUNG MINDS MEET OPEN DOORS"

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YALE PRESCHOOL
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YALE PRESCHOOL
DIRECTORY

SITE	LOCATION	PHONE NUMBER
OFFICE	**9619 Cuyamaca Street**	
Pamela Brasher, Director	pam.brasher@santeesd.net	**258-2369**
Cindy Gerrard, Secretary II….....	cindy.gerrard@santeesd.net	**258-2369**
Hope Baker, Coordinator…….	hope.baker@santeesd.net	**258-2363**
Teresa Sanchez, YALE Clerk Typist II……	teresa.sanchez@santeesd.net	**258-2363**
Kristi Sheen, Coordinator……..	kristi.sheen@santeeesd.net	**258-2369**
Fax Number		**258-2326**
Website: http://www.santeesd.net/OSTP		
BILLING DEPT.	**9619 Cuyamaca Street**	**258-2319**
Leslie Henriksen, Accounting Asst. III…….	leslie.henriksen@santeesd.net	
YALE Preschool		**258-2363**
Email: YALEPreschool@santeesd.net		
CARLTON HILLS YALE	**9353 Pike Road**	**258-3476**
License Facility #376700808		
Delia Salcido, EC Group Lead II…….…….	delia.salcido@santeesd.net	
HILL CREEK YALE	**9665 Jeremy Street**	**956-5050**
License Facility #376700687		
Diane Murray, EC Group Lead II…….	diane.murray@santeesd.net	
SYCAMORE CANYON YALE	**10201 Settle Road**	**956-5436**
License Facility #376700465		
Barbara Giddens, EC Group Lead II…….	barbara.giddens@santeesd.net	

Dear Parent or Guardian:

We welcome you and your child to our program. It is our commitment to help every child in our program grow in all areas of development. This growth is not always smooth. We understand that there may be some rough spots along the way. We believe that children can learn to make the appropriate choices if we work together as a team to give guidance and instruction. We hope this is your commitment, too.

Please read this handbook carefully. The information contained in it is representative of the policies and procedures specific to our YALE program. If you would like to see a printed copy of this handbook, please let us know. We do not print copies for everyone in an effort to save precious resources.

Your signature, either electronic or printed, on the enrollment card indicates your agreement to abide by our policies and practices. If you desire additional information, please call the Out-of-School Time office at 619-258-2369 from 8:00 am until 4:30 pm on Monday through Friday or check our website at www.santeesd.net/ostp. Please bookmark the site for future reference.

Sincerely,

Pamela Brasher, Director
Out-of-School Time Programs

PROGRAM INFORMATION

MISSION

To provide a child-centered, individualized, developmentally appropriate program for preschool children that inspires a lifelong love of exploration, thought, and learning.

PHILOSOPHY AND GOALS

YALE Preschool is dedicated to providing a quality child development program that supports the development and learning of each child. Our goal is to provide a warm, safe and secure environment to promote the healthy growth of every child. We offer enriching and fulfilling experiences to build a strong foundation of readiness skills for positive self-image and future learning.

STAFF

The program is administered centrally by a program director and coordinator. Each class has a fully certified preschool teacher (Early Childhood Group Leader) and an appropriate number of Early Childhood Assistants to meet the adult/child ratio of 1:12 required by state guidelines. YALE preschool staff are selected on the basis of their educational background, teaching experience, and personal qualities. Every member of our staff is CPR/AED and First Aid Certified. All YALE preschool staff participate in continuous staff development and studies for professional advancement. In addition, regularly scheduled staff meetings are held.

PROGRAMS

YALE Preschool is available to any child that is at least two years, nine months through entry to Kindergarten, and fully potty trained.

YALE offers the following programs:

- Full-Time - Monday - Friday from 6:30 am - 6:00 pm
- Part-Time Enrichment 2, 3, or 5 days per week - 3:00 per day (hours determined by site)
- TK/EAK before and/or after care (hours determined by site)

CURRICULUM

The YALE Preschool Curriculum is aligned with the state-adopted Preschool Learning Foundations. There are four major strands within these Learning Foundations. They include:

- Social-Emotional Development
- Language and Literacy
- English-Language Development
- Mathematics
- Visual and Performing Arts
- Physical Development
- Health
- History-Social Science
- Science

FIELD TRIPS/ASSEMBLIES

The YALE Preschool program may include field trips/assemblies, either onsite, walking, or requiring bus transportation. The cost of field trips/assemblies is not included in your tuition and therefore subject to an additional charge. Parents will be required to sign permission slips, and only children who have a signed, unaltered form will be allowed to participate in the scheduled field trip/assembly. Additionally, if a field trip is on your child's school day and you choose not to participate, there are no stay back options. Alternate arrangements for care must be made and tuition will not be reimbursed for those choosing not to participate in the scheduled field trip/assembly.

PROGRAM INFORMATION CONTINUED

DAILY SCHEDULE AND ACTIVITIES

The YALE Preschool Daily Schedule is posted on the Parent Information Board in each classroom. Below is a Sample Daily Schedule for a full day at YALE Preschool:

TIME	ACTIVITY
6:30 am - 7:45 am	Arrival/Self-Select Centers
7:45 am - 8:00 am	Outdoor Play
8:00 am - 8:15 am **(Based on Early Start Schools) ***	Arrival for Part-Time Students/ Independent Morning Activity
8:15 am - 8:30 am	Morning Circle Time
8:30 am - 9:30 am	Learning Centers
9:30 am - 9:45 am	Bathroom/Wash Hands
9:45 am - 10:00 am	Morning Snack
10:00 am - 10:45 am	Outdoor Play
10:45 am - 11:00 am	Closing Circle Part-Time Enrichment Dismissal
11:00 am - 11:15 am	Make Nap Mats
11:15 am - 11:45 am	Outdoor Play
11:45 am - 12:30 pm	Wash Hands/Lunch
12:30 pm - 12:45 pm	Bathroom/Wash Hands
12:45 pm - 2:45 pm	Rest Time
2:45 pm - 3:00 pm	Put Away Nap Mats and Bedding
3:00 pm - 3:15 pm	Bathrooms/Wash Hands
3:15 pm - 3:30 pm	Afternoon Snack
3:30 pm - 4:30 pm	Outdoor Play
4:30 pm - 4:45 pm	Afternoon Circle Time
4:45 pm - 5:45 pm	Self-Select Centers
5:45 pm - 6:00 pm	Clean Up

***Morning schedule varies depending on site.**

PROCEDURES

ENROLLMENT ELIGIBILITY

The program is designed for children between the ages of 3 and 5. Children may be 2 yrs. 9 mo. on or before the start of school. Enrollment applications are processed in the order in which they are received with priority given to district employees, siblings of children currently enrolled in the program, and annual enrollments. There is no discrimination on the basis of race, sex, national origin, or physical or mental disability.

Santee School District welcomes children with disabilities into the YALE Preschool program. This is in accordance with the American Disabilities Act.

Children attending YALE Preschool must be able to function in a setting of one (1) adult to twelve (12) children. YALE Preschool will make reasonable modifications to our policies and practices in an effort to integrate children and parents with disabilities. An individualized assessment will take place to determine if the YALE Preschool program can meet the needs of your child. We ask that parents help us by giving us any information that would help us arrange a positive experience for you and your child while attending YALE Preschool. Please speak to the Director or Coordinator in order to determine if YALE Preschool will be the best environment for your child.

When classes have been filled, a waiting list will be developed and prioritized by district employees, siblings of currently enrolled students, and date of application received.

REGISTRATION

Parents must complete registration requirements before a child can be considered eligible for enrollment. All parents are required to complete the online registration and upload the following enrollment documentation before children may begin the YALE Preschool Program:

1. Consent for Medical Treatment & Field Trip Permission
2. Child's Preadmission Health History-Parent's Report
3. Notification of Personal Rights
4. Notification of Parent's Rights
5. Physician's Report (if not available, due within 2 weeks of enrollment)
6. Verification of birth, with birth certificate, baptismal certificate, or affidavit
7. Record of immunizations (must be up to date)

PROCEDURES CONTINUED

CHILDREN'S RECORDS

All records must be accurate and up to date. Please inform the YALE staff of any changes or special conditions regarding phone numbers, address, custody arrangements, emergency numbers, babysitters, health conditions, or legal actions (i.e., restraining orders), etc. Copies of legal documents affecting custody and visitation must be provided.

FAMILY CONFIDENTIALITY

All family records and information are confidential and are kept in a secure location. The YALE staff maintains a policy of confidentiality in all discussions regarding children.

SIGN IN/SIGN OUT SHEETS

For safety purposes, licensing requires that all children must be brought into the classroom by a Parent/Guardian or Authorized Adult and must be signed in and out DAILY with a full signature. No one under the age of 18 will be allowed to sign in or out. If students are not signed in, parents will be contacted and asked to return to the school for a signature.

SIGNING IN

- **An authorized adult must sign each child in and out daily.** Signing in includes full signature, and time of transaction. This is our legal record of time your child is in our care. We cannot accept responsibility for students dropped off at the site who have not been signed in. Please note: you may not sign your child(ren) in before 6:30 am.
- **YALE Preschool employees may not sign children in or out for parents. The only exception is for TK/EAK students or students receiving speech services. Staff will sign children out when they go to school/speech and in when they return from school/speech.**

SIGNING OUT

- **Only adults or their designee listed on a child's enrollment form will be allowed to sign children out.**
- There must be a **written note** from the parent if a person not listed on the locator card is to sign a child out. That person must have a **picture I.D.** when picking the child up.
- **A valid picture I.D. may be required at any time.** Please have patience when an employee checks for I.D.; it is required anytime the employee does not recognize an adult. **This is for your child's protection. Please inform the person picking your child up that they must provide proper I.D. (with picture), and a note from you releasing your child in their care if they are not listed on the locator card.**

PROCEDURES CONTINUED

FEES

A comprehensive fee schedule is available online. Print outs available by request.

- **Non-refundable registration fee:** see the fee schedule for specifics.
- **Monthly Rates:** Program fees are listed as weekly but billed monthly and are dependent on the program for which you are enrolled.
- **Refund Policy:** If an account has a credit balance at the time of withdrawal from the program, a refund will be issued within 60 days.
- **Rate Change:** A 30 day advance written notice will be given for any rate increases.
- **Fees are Payable:** on the 15th of every month. A $30 late fee will be added to invoices not paid by the 20th of the month.

RETURNED CHECKS

Any check that does not go through for payment will be considered a returned check. Checks may not go through for a variety of reasons including not sufficient funds, closed accounts, or invalid account or routing numbers on an E-Check.

If this happens, you will receive notice that your check was not processed. Your bill will be charged a $25.00 returned check fee. Any check that does not go through for payment must be paid within five (5) business days at the office with a money order, cashier's check or credit card. Termination from YALE Preschool may result until the total amount is paid in full.

Upon the **second occurrence** of a returned check, all fees **must** be paid only with a **money order,**
cashier's check, or credit card for the tenure of your child's attendance in YALE Preschool.

Termination will result due to non-payment of returned checks and your account will be submitted for collection.

WITHDRAWAL

YALE preschool requires a **two-week notice** when withdrawing your child from the program to the Billing Department (**not the center staff**). **You must notify the Billing Department through your EZ ChildTrack account by clicking the "Contact Us" button in the upper right hand corner of your account.** We do not allow partial weeks, so the two weeks must include two full weeks (Monday - Friday). Failure to give a two-week notice will result in a charge equivalent to two-week's fee in lieu of notice. This only applies to programs when school is in session, not to break care or the summer program.

RE-ENROLLMENT

Re-enrollment in the program after any absence of two (2) weeks or more will be allowed only if all past due balances have been paid in full including a $10.00 re-enrollment fee and if there is space in the program. If you have been dropped for non-payment of fees, the fee is $30.00 for re-enrollment.

PROCEDURES CONTINUED

FEE SUBSIDIES

YALE Preschool currently contracts with local Alternative Payment (AP) agencies. These agencies may pay all or part of your child's YALE Preschool fees. You must contact these agencies directly to determine if you are eligible for assistance. The AP agencies are:

YMCA-Childcare Resource Service 1-800-481-2151 or 619-521-3055 ext. 2500
www.childcaresandiego.com
Child Development Associates 619-427-4411 ext. 1410
www.cdasandiego.com

If you do qualify for assistance, it is your responsibility to complete all needed paperwork in a timely manner. You will be asked to complete an agreement form that outlines what we expect from you regarding your subsidy. Failure to fulfill the terms of both YALE Preschool policies and/or the AP contract may result in termination from the program. Additionally, you may be held liable for any fees owed to YALE Preschool due to negligence on your part. This includes paperwork that may be needed after your child has left the program. You may also be responsible for tuition fees that are not fully paid for by the AP agency.

NOTE: AP agencies may or may not pay for registration fees, late pick-up fees, or field trips. Please contact your AP agency to determine which additional fees they will pay. Parents will be responsible for fees incurred which are not covered by the AP agency.

LATE PICK-UP POLICY

Please notify your YALE Preschool site is you know you will be late picking up your child.
Note: Notifying the site of your tardiness does not excuse you from a late pick-up charge.

If you are late picking up your child, this will incur a late pick up fee of $1 per minute for the first 15 minutes and $2 per minute for each minute after 15 minutes. In addition, to the late fee, parents picking up their child(ren) past closing time three times in a 12-week period may lose the privilege of having their child(ren) in the program. All parents picking children up after program hours are required to sign the late charge slip.

If you are more than 15 minutes late and we are unable to reach you, the following steps will be taken:

1. We will call your alternate contact number.
2. We will call your emergency phone number(s).
3. If a parent is more than 30 minutes late and cannot be reached, staff will call the police and have the child(ren) transported to the appropriate Child Custody Facility.

Please Note: Staff are not permitted to transport children.

PROCEDURES CONTINUED

PROGRAM OPERATING DATES AND CLOSURES

For all programs, please refer to the calendar & fee schedule on our website for information regarding operating dates and closures.

YALE Full-Time program follows the Santee School District calendar inclusive of school breaks. School break programs may be at a different YALE facility than your home site.

All program closures will be posted. Parents are responsible for making appropriate alternative child care arrangements for these days.

A variety of optional services may be available. See website for more information.

VACATIONS (Full-Time Students Only)

Vacation credit is given for a Monday - Friday week, inclusive of holidays, one time per school year for **full-time students only**. To request vacation credit use the "contact us" button through your EZChildTrack account.

PROCEDURES CONTINUED

CLOTHING

Dress your child in play clothes that are washable, comfortable and appropriate for physical play. Children need to easily get in and out of their clothing for toileting. Paint sometimes gets on clothing even though paint aprons are always worn. We prefer that children wear closed toe shoes. Sandals may be worn if they have backs on them. In addition, we ask that you do not send your child in boots. We have found that children have a difficult time playing safely in them.

Please label sweaters, jackets, hats and other personal items with the student's name for identification purposes.

TOYS

Please leave toys and other personal items at home. Children should not bring toys to the program except on "Sharing" days or when otherwise asked to bring them. Sharing items should be educational in nature, related to the current theme and must be taken home the same day. This eliminates problems with loss, sharing, and breakage. YALE Preschool is not responsible for toys or personal belongings brought from home.

REST/NAP TIME

Mandated by state regulations, children who attend the YALE Preschool full day program will be given the opportunity to rest and/or nap. Napping mats will be provided; however, parents are required to supply a sheet and blanket for their child during rest time. Please take sheets/ blankets home weekly to be cleaned. If student does not have a sheet or blanket, they will be provided at $1.50 per day fee.

VIDEOS

Occasionally, we will show videos to your child as a part of our program. We only show "G" rated videos.

BEHAVIOR GUIDANCE PLAN

It is very important that a child's development be nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to inappropriate behavior at times.

Examples of inappropriate behaviors are:

- Developmentally atypical mistreatment of other children (such as repeated hitting, kicking or biting)
- Uncooperative, abusive behaviors (physical or verbal)
- Deliberate misuse of equipment, materials and destruction of property
- Continually leaving staff supervised areas

Staff shall provide each child with guidance that helps the child acquire positive self-concept and self-control. Behavior guidance used by staff will be constructive, positive, and suited to the age of the child at all times.

The following rules and standards apply:

1. To prevent inappropriate behavior from occurring the staff will:
    - Model appropriate behavior
    - Establish clear routines, boundaries, and rules
    - Arrange the classroom environment as needed
    - Use descriptive praise when appropriate behavior occurs

2. When inappropriate behavior occurs or is about to occur, staff will use:
    - Redirection – substitute a positive activity for a negative one
    - Distraction – change the focus of the activity or behavior
    - Active Listening - to determine the underlying cause of the behavior
    - Cool-Down Time – allows child time to regain control of their emotions
    - Oops Slip – if inappropriate behavior continues the child may receive an "Oops" slip

Children who endanger other children, staff, and/or self:

At YALE one of our primary goals is to provide a safe and nurturing environment for all of the children we serve. We recognize that one of our jobs is to help children learn appropriate ways to handle conflicts. We work on this as conflicts arise, helping children find satisfactory solutions. We understand that many preschoolers may use inappropriate behavior because they have not learned what is appropriate behavior yet. However, at times a child's behavior may endanger others. We want to ensure parents that we will address such behavior immediately following these guidelines:

1. A first incident will be reported to parent(s) by either Phone Call, Oops Slip, or Just So You Know Slip.

BEHAVIOR GUIDANCE PLAN CONTINUED

2. A second incident will result in a discipline notice requesting a meeting with the teacher, and/ or Group Lead II to discuss the behavior and establish a behavior plan:

- If inappropriate behavior continues it will result in the parent(s) being called, and another meeting being set up with the teacher, and/or Group Lead II, and Coordinator/Director to continue the discussion to understand what might be causing the problem, and re-evaluate the behavior plan.

3. A third incident may result in suspension.
4. A fourth incident may result in a second suspension.
5. A fifth incident may result in termination from the program.

Please note: Incidents causing injury that requires first aid to other children, staff, and/or self may be cause for immediate suspension and/or termination.

YALE reserves the right to terminate any child's enrollment if any further incident occurs, or if we feel that any of the following conditions exists:

1. YALE cannot meet the child's needs,
2. The parents are not able to work with the school to find an acceptable solution.
3. The continuing behavior endangers the well being of other children, staff, and/or the child engaging in the behavior.

POLICIES

NON-DISCRIMINATION

Statement of Non-discrimination: The district has a policy of non-discrimination on the basis of sex. This policy applies to all children, in so far as participation in program and activities is concerned, with few exceptions such as contact sports. The lack of English speaking skills is not a barrier to admission to or participation in district programs. Reasonable accommodation is made for all children. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the Program Director. Appeals may be made to the District Assistant Superintendent of Educational Services.

SEXUAL HARASSMENT

State and federal laws require school districts to notify parents and guardians of minor pupils of parental rights. The following information requires that parent notification be made annually.

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature by someone in an educational or work setting. If the behavior 1) has an effect on academic status or progress, 2) has a negative impact upon work or academic performance, 3) creates an intimidating, hostile, or offensive work or educational environment or, 4) is used as a basis for determining the availability of benefits, services, honors, programs, or activities. It is a violation of state law.

CHILD ABUSE/UNUSUAL INCIDENT REPORTING

Each staff member is obligated by law to report to the Department of Social Services any injury to any child which requires medical treatment and any suspected physical or psychological abuse of any child. They are also obligated to report any unusual incidents or absences which threaten the physical or emotional health or safety of any child. All such suspected abuse will be reported to Child Protective Services without notification to the parents.

STATE LICENSING

The YALE Preschool Program is licensed by the State of California and will comply with the regulations of the Community Care Licensing Division. The Community Care Licensing Division and the State Fire Marshall will conduct periodic inspections to ensure the program meets or exceeds the standards. Child Care Licensing Regulation 1596.852 authorizes any duly officer, employee, or agent of the department, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice. Additionally, the Department has the authority to interview children or staff without prior consent.

If you wish to inquire into our license:

Community Care Licensing Division
7575 Metropolitan Drive, Suite 110
San Diego, CA
(619) 767-2200

POLICIES CONTINUED

DRUG, ALCOHOL, TOBACCO FREE FACILITY

Possession, use or sale of alcohol and other drugs and/or related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of children, is prohibited and strictly enforced. The use of tobacco products is prohibited anywhere, anytime on district property, in district vehicles, and in district owned or leased buildings.

TERMINATION

Services may be terminated by the school district for cause. In such a case, a notice will be given to the parent stating the reason that services will be terminated. Causes for termination include, but are not limited to:

- Abuse of school hours (late pick-up)
- Falsifying information on enrollment application
- Failure to report changes and keep information current
- Excessive absences "in the clear best interest of the child" (over 10 days)
- Inappropriate behavior (see Behavior Guidance Plan)
- Failure to sign child in and out on a daily basis
- Failure to comply with Santee School District Parent Code of Conduct

Parents have the right to appeal. Parents may request reconsideration of any adverse action taken regarding their child and participation in the YALE Preschool Program by contacting the Out-of-School Time Program Director in Educational Services, 9619 Cuyamaca Street, Santee, CA 92071.

HEALTH

HEALTH REQUIREMENTS

Healthy children learn better and your cooperation is essential. In order to assist in maintaining children's health, there are some requirements to be followed.

Immunizations - Your child's immunizations must be up-to-date before enrollment can be completed. Immunization requirements are as follows:

- **3 Polio**
- **4 DTaP**
- **3 Hep B**
- **1 MMR** - on or after the first birthday
- **1 HIB** - on or after the first birthday
- **1 Varicella**

Physician's Report - your child must have a completed physician's report on file within two weeks of enrollment.

All of the above requirements may be obtained free from a physician who is a CHDP (Child Health and Disability Prevention) provider. Ask your family physician if he/she is a provider or you may receive these free at the El Cajon Health Department. Call 441-6500 for further information.

HEALTH HABITS

Please help develop good health habits by:

- Sending your child to school with a healthy breakfast, when appropriate
- Sending your child clean and well-groomed
- Reminding your child to wash hands after toileting
- Having your child brush his/her teeth regularly
- Establishing good sleeping habits

TOILETING

All children admitted to the program must be completely toilet trained. This means wearing underwear and using the toilet independently. (Pull-ups are not allowed.) Please send a change of clothing to be stored for occasional accidents. If your child has borrowed clothing from the program, please return it cleaned as soon as possible.

HEALTH CONTINUED

SICK CHILDREN

If your child shows any sign of an oncoming illness, we would appreciate it if you would make alternate child care arrangements. This is for your child's well being and for that of the other children utilizing the program. A child must be free of a fever for 24 hours without the use of fever-reducing medications before returning to school. A child must also remain at home until free of diarrhea and vomiting for 24 hours.

If your child has a fever or displays other symptoms of illness while at school, you will be notified to pick him/her up. Please do not bring your child back to school until he/she is free of the symptoms for 24 hours.

Our criteria for sending a child home:

- Green or yellow discharge from nose and eyes or any discharge from ears
- An episode of diarrhea
- Vomiting
- Temperature greater than 100 degrees
- Rashes which appear to be chicken pox, impetigo, or measles
- Excessive crying or complaints that your child's ears, tummy or other areas hurt
- Head lice, scabies or other suspicious symptoms

The teaching staff is responsible for ensuring that children with obvious symptoms of illness are not accepted into the classroom. Special attention will be paid to children who have been absent because of illness or who have been exposed to contagious or communicable diseases.

CALLING IN ABSENCES FOR SICK CHILD

When your child is absent, please contact your site by telephone to report the absence. You may leave a message at the site, if there is not one available to take your call.

MEDICATION AUTHORIZATION

While not legally required to administer medication, YALE Preschool recognizes that children may need to take prescribed medication during program hours, and cooperates in assisting with the administration of medication as ordered by a physician. (It is preferable however, to have the medication administered at home.) A safe place for storage of medication will be provided. The health and welfare of each child is primarily the responsibility of the parent or guardian. However, YALE Preschool has designated staff who are responsible for administering the medication. Designated staff may only administer medication to a child whose "Physician's Medication Authorization and Plan" form is filed with YALE Preschool with the parent/ guardian and physician's written request for administration during YALE Preschool hours. It is the responsibility of the parent/guardian to notify YALE Preschool if there is a change of any medication orders for administration by YALE Preschool staff. Physician orders must be renewed at least annually and at such time as the medication regime is changed.

HEALTH CONTINUED

MEDICATION AUTHORIZATION CONTINUED...

Children are not permitted to carry prescribed or over-the-counter (OTC) medication. Medication includes all pills, injections, inhalers, eye and ear drops, cough medicine, cough drops, aspirin and any other medication.

Medication will only be administered when YALE Preschool receives:

1. A "Physician's Medication Authorization and Plan" (PMAP) from the child's physician (who must be licensed in California) detailing the method, amount and time schedules by which such medication is to be taken; and
2. A written statement from the student's parent/guardian requesting that YALE Preschool assist the student as set forth in the physician's statement.
3. Medication, in the prescription or manufacturer's container, clearly labeled with the name of the medication, name of the child, the name of the prescribing provider (a California physician), the pharmacy (California) who dispensed the medication or the manufacturer, the strength of the medication, the amount to be given (dose), method of administration (oral, inhaled, topical, etc.), and the specific time and or specific situations the medication is given. (Please note: you must allow time to count the medication with a staff member before it can be left at the site.)

NUTRITION

COOKING EXPERIENCES

Some cooking is done in the classroom. These experiences are designed to introduce new foods to the children and to promote an awareness of good nutrition and food choices. If your child has an allergy to certain foods, please give the staff a written notice of this fact.

SNACKS

A mid-morning and/or a mid-afternoon snack is provided for Full-Time, Transitional Kindergarten, and Early Admission Kindergarten students. Part-Time only students will have the option to bring or purchase the snack provided. Snack served is in accordance with State nutritional guidelines and Licensing regulations. Please refer to the snack menu posted on the parent board. If your child attends the program in the morning and arrives before 7:00 a.m., you may send a breakfast or snack with them. Additionally, if we are providing a particular menu item your child has an allergy to or dislikes, please provide an alternative snack from home. **Please do not send your child with candy, they will not be allowed to eat it at school.**

SAMPLE SNACK MENU					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM	Cereal & Milk	Gold Fish & Mandarin Oranges	Wheat Thins & Carrots/ Ranch	Bagels/ Cream Cheese & Craisins	Granola Bar & Milk
PM	Ritz Crackers & String Cheese	Pretzels & Applesauce	Yogurt & Animal Crackers	Nilla Wafers & Bananas	Pot Luck Friday (children choose two food groups from extra snack from the week)

LUNCH

YALE Preschool Full-Time or TK/EAK Wrap-Around students will need to bring their own lunch from home. Please provide a healthy lunch for your child. **Please do not send your child with candy, they will not be allowed to eat it at school.**

We would appreciate it if you would share with our staff, any allergies or special needs that your child may have.

SAFETY

PARKING AND TRAFFIC CONTROL

Parking and traffic control is a considerable safety concern; therefore, it is critical that all parents follow the parking requirements developed at each school site. These requirements are designed to keep children and adults safe as they arrive and depart from class daily. An adult must hold each child's hand at all times as they walk through the parking lot and around the school. It is illegal to leave a child unattended in a vehicle for any period of time or to park in a handicapped parking space without a handicapped placard.

INJURY REPORTS

If your child has a minor scrape or bump, we will send home a copy of our "Ouch Slip", a short description of what occurred, for your information. Treatment is limited to ice packs, washing with soap and water, or providing bandages. If you notice an injury and you did not receive a form, please inform the staff.

For all injuries to the head, the child will be observed closely and the parent notified. A special First Aid Follow Up Form will be filled out by the staff.

EMERGENCIES

If a medical emergency arises, the staff will first attempt to contact you. If you cannot be reached, the staff will contact the persons listed on the enrollment card and/or your physician. If the emergency requires immediate attention, staff will notify the appropriate medical emergency services to transport your child to the nearest hospital.

If a school-wide emergency/disaster should occur, staff will follow procedures outlined in the school site emergency/disaster plan.

PARENT INVOLVEMENT

FIRST DAYS

It is sometimes just as difficult for a parent to face the separation from the child on the first day of school as it may be for the child to separate from the parent. It is normal for a child to go through a period of adjustment during such a big change in his/her life. We try to prevent trauma by anticipating the many difficulties that may arise.

It is a normal part of a child's growth in learning to accept change and being away from home. If he/she cries when you are leaving, give your child a hug and kiss then say you will be back to get him/her and leave. Many times a child cries only for a few minutes after the parent leaves and then is ready to participate.

Occasionally a child is not ready to make the adjustment from home to school. When this happens we will notify you of our concerns and give your child a few weeks to try and adjust. If the child continues to display separation anxiety we will recommend that you either come to class with your child and gradually leave for short periods of time until your child adjusts or withdraw your child until a later date.

CONFERENCES

Parent/Teacher conferences are offered for all parents in the Fall and Spring each year. At these conferences, your child's learning development will be shared with you and you may discuss anything you wish concerning your child with the teachers. Additional conferences may be arranged as needed.

PARENT MEETINGS

You may be invited to attend informative Parent Education classes addressing a variety of topics. These parent meetings are intended to assist parents in understanding the program as well as a child's growth and development.

PARENT ADVISORY COMMITTEE

Out-of-School Time Programs have a Parent Advisory Committee, which includes ASES, Project SAFE and YALE. They meet to discuss various program components. Meetings are scheduled around the first Monday of each month from 6:30 - 7:30 p.m. All parents will be notified of meeting dates and are encouraged to attend. Our goal is to have a parent representative from each of our YALE sites. If you are interested in serving on this committee, please let your child's teacher know. Your involvement is welcomed and appreciated.

PARENT INVOLVEMENT CONTINUED

CLASSROOM VOLUNTEERS

Parent volunteers are an important part of the preschool program. Children benefit from working in small groups and your participation helps make small group activities more successful. Parent participation also provides parents an opportunity to share their children's school experiences and see how they are learning and developing new skills. Plan to sign-up as often as you are available.

Volunteers are required to complete a Volunteer Application, Code of Conduct, and have a Megan's Law Background Check prior to volunteering. Volunteers also must have proof of the following immunization: MMR, DTaP, and current year flu shot (can submit a letter opting out of the flu shot).

HOME-SCHOOL COMMUNICATIONS

There is a child file folder provided for each child at the site. It is your responsibility to check your child's folder daily for important information relating to their progress, future activities, YALE Preschool meetings, etc. If you do not see a folder with your child's name on it, notify the YALE staff.

Parents should make every effort to know all the facts affecting their child's preschool experience. Ask questions, make appointments to meet with staff, read all the information sent home, and be aware of all the policies and procedures involved and how they affect you and your child.

Parents are always encouraged and welcome to come observe or share their talents. We strive to provide opportunities where both our staff and our parents work together for the total enrichment of each child.

Santee School District
Code of Conduct for Parents and Visitors

A school must be a safe place for all students and all staff.
Every student and staff member deserves to feel respected and free from
physical harm, intimidation, harassment, and bullying.

In order to maintain a safe and respectful educational environment for all
students and staff members of Santee School District, it is essential all parents and
visitors to our schools be aware that they must adhere to the Code of Conduct.

- Public Conduct on School Property -

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The school principal or his/her designee is responsible for all persons in the school and on the grounds. The following rules apply to visitors to all Santee School District schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while at the school or on school grounds. The visitor must sign out before leaving the school.
3. Visitors attending school functions that are open to the public, such as awards assemblies or public gatherings, are required to follow the direction of site administration to sign in at the office or assemble in a specific area of the school campus.
4. Parents or visitors who wish to observe a classroom while school is in session are required to arrange such visits with the principal. Visits will be at the principal's discretion so that class disruption is kept to a minimum.
5. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. Law enforcement may be called if the situation warrants.

- Conduct Prohibited on School Property and at School Events -

No person shall:

1. Use threatening, intimidating or profane language when speaking to a student or staff member or other adults.
2. Disrupt the orderly conduct of classes, arrival, dismissal, school programs, field trips, or other school activities.
3. Intentionally injure any other person or threaten to do so.
4. Approach someone else's child in order to discuss or chastise him/her because of perceived actions. (Such an approach may have legal consequences.)
5. Take pictures or use an electronic listening or recording device in a classroom or anywhere on school property without the teachers' and principal's permission.
6. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

- Persons in Violation of the Code of Conduct for Parents and Visitors -

If a visitor is in violation of the Code of Conduct for Parents and Visitors, the authorization of a visitor to remain on school grounds or at any school function shall be withdrawn, and they shall be directed to leave the premises. If they refuse to leave, a call will be made to law enforcement.

The district reserves its right to pursue a civil or criminal legal action against any person violating the Code of Conduct for Parents and Visitors. 1

1 Education Code Section 44811: Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is