



**West Contra Costa Unified School District  
Early Learning Department  
State Preschool Program**

**State Preschool Parent Handbook**



**State Preschool Address:**

1108 Bissell Avenue, Suite 128  
Richmond, California 94801  
Telephone: (510) 307-4585  
Email: [preschool@wccusd.net](mailto:preschool@wccusd.net)

**Mailing address:** 1108 Bissell Ave, Suite 128, Richmond, CA 94801  
**ATTENTION:** Early Learning /State Preschool Program

***“Teaching children to count is fine,  
but teaching them what counts is best.”  
Bob Talbert***





14. PARENT INVOLVEMENT & EDUCATION CLASSES.....10

- x Fundraising
- x Parent Workshops
- x Social & Community Services

15. NUTRITION INFORMATION & CELEBRATION POLICY.....1.1.

- x Nut-Free Zone
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- x Absence Policy
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- x Late Pick-Up Policy
- x Child Release Policy
- x Discipline Policy
- x Field Trip Policy
- x Non-DiscPosxV99 .004 0 Td T001 Tw2n5 1 TfosxV0 Td( t /C2 5t 0 Td T0100.59 0 Td



literacy, math, goal setting, and critical thinking skills. In addition, our program provides learning experiences that will enrich each child’s social emotional, physical, and creative abilities.

All students will be provided with a classroom environment that supports development of:

- j a safe, nurturing educational experience;
- j critical thinking skills;
- j cultivating a love of learning and building problem solving skills;
- j an appreciation for cultural differences and;
- j to enter Transitional Kindergarten or Kindergarten with the necessary skills to promote lifelong learning.

**PHILOSOPHY**

The philosophy of the WCCUSD State Preschool program is to provide and promote experiences that meet individual needs of all children.

**PROGRAM GOALS**

Children are encouraged to participate in variety of activities to prepare them:

- f To be personally and socially competent
- f To be effective learners
- f To become critical thinkers
- f To demonstrate physical and motor competence
- f To be safe and healthy

**PROGRAM INFORMATION**

**AGES SERVED**

We provide service to young children ages 3-5 that reside within the West Contra Costa Unified School District boundaries.

**CDE Policy (Effective July 1, 2014):**  
**“Four-year-old children”** are children who will have their fourth birthday **on or before September 1<sup>st</sup>** of the fiscal year they are being served.  
**CDE Policy (Effective July 1, 2019):**

**“Three-year-old children”** are children who will have their third birthday **on or before December 1<sup>st</sup>** of the fiscal year they are being served.

**DAYS AND HOURS OF OPERATION**

Our preschool classrooms programs are open Monday thru Friday, except school district holidays. Each school has specific hours;

- x Part Day AM Session 8:15-11:15  
 PM Session 12:00-3:00  
 August 1 6, 202 3 – June 6, 202 4

**HOLIDAYS / NO SCHOOL**

Preschool classrooms are closed for the following holidays:

- x September 4, 2023 Labor Day
- x September 7, 2023 Back to School Night
- x November 1, 2023 No School
- x November 10, 2023 Veterans Day
- x November 17-24, 2023 Thanksgiving Holiday Recess
- x December 15 – January 2, 2024 Winter Recess
- x January 15, 2024 Martin Luther King
- x February 19-23, 2024 Presidents’ Week Recess
- x March 29, 2024 Recess
- x April 1-5, 2024 Spring Recess
- x May 24, 2024 Recess
- x May 27, 2024 Memorial Day

**RELIGIOUS INSTRUCTION STATEMENT**

The WCCUSD State Preschool Program refrains from religious instruction and worship.

**HOW TO QUALIFY FOR THE STATE PRESCHOOL PROGRAM ELIGIBILITY & ENROLLMENT**

**AGE**

Children age three and four are eligible for enrollment. **State guidelines mandate children who are kindergarten age will not be**



**admitted into this program even if the parents choose not to enroll them in Kindergarten.**

**INCOME**

The program serves low -income families who live within the West Contra Costa Unified School District boundaries. Incomes must be at or

**FAMILY SIZE**

about the child's health. If students become exposed to any contagious



		x Music
2:20-2:50	Outdoor Play/PE	x Structured Games x Books x Play
2:50-2:55	Transition	x Songs x Hand washing
2:55-3:00	Reading/Writing	x Read Aloud x Clean Up/Dismissal

**STUDENT ASSESSMENTS-DESIRED RESULTS (DRDP)**



### **NUT-FREE ZONE**

Each Preschool Classroom is designated a Peanut-Free Zone. State Preschool Program does not serve foods that contain nuts of any kind due to the increasing health risk of peanut allergies in young children. Peanuts are currently the leading food-related cause of severe life-threatening allergic reactions.

### **FOOD POLICY**

State Preschool policy states that meal served at school sites shall include choices that meet U.S. Dietary Guidelines. Food provided through food assistance programs must reflect the current standards of good nutrition. Sweets (cakes, cookies, candy) are to be avoided and healthy snacks are to be provided. Parents will not be asked by staff to contribute money or food for special events.

### **CELEBRATION POLICY**

Parties are **not** allowed in the classroom. Please discuss other options with your student's teacher.

### **PROGRAM POLICIES**

**All families are expected to abide by agency policies, procedures, and requirements.**

### **ABSENCE POLICY**

There are three areas of absences considered in the Preschool Absences Policy:

#### **1. Excused Absence (No limit)**

- x Illness of child or parent illness
- x Quarantine of child or parent
- x Family emergency (such as unexpected, unforeseen situations)
  1. Sudden illness/death in the family
  2. Funeral
  3. Car accident
  4. Transportation issues (flat tire ; chronic issues will not allowed)

5. Sibling illness
- x Court ordered visitation with absent parent of enrolled child (court order must be on file). If applicable, please provide the program with all child support court order and child custody arrangements.

#### **2. Best Interest of the Child (BID)**

Best Interest Days are limited to ten (10) days per school year (August 16-June 6).

Examples below:

1. Vacation (request in writing)
2. Out of town
3. Religious holiday, observation or ceremony
4. Quality time with family member
5. Occasional special event
6. Child's birthday, and
7. Personal or family business

A child will be dis-enrolled from the program if he/she exceeds the allowed days in the fiscal year (August 16 - June 6)

the child's absence each day the child is absent before the start of the session 8:00 a.m. – 4:00 Monday-Friday to Maria Guerra @ 510.307.4585 ext. 26103.

**ATTENDANCE: SIGN-IN AND OUT PROCEDURES**

- x Children must be signed in and out by parent, guardian, caretaker, or a responsible adult who has been designated in advance by the parent
- x Person signing must be 18 years old and over with proper identification. Teenagers 17 (enrolled in high school) and under cannot sign children in or out under any circumstances.
- x Under no circumstances should you send your child to class alone.
- x A full signature are required to have a date and time.
- x A full signatures which includes first and last name is required on the daily sign in/out sheet.
- X Upon returning from an absence, the parent must state the reason for the absence on the sign-in/sign-out sign sheets. Submission of a doctor's note is needed if student has been absent 5 or more days. If you are not able to obtain a doctor's note, please submit a signed note from the parent.

**LATE PICK UP POLICY**

- x In an emergency, parents are to phone the teacher, school office, and Early Learning Department immediately (Daily or weekly emergencies are not permitted and may become excessive).
- x In cases when the parent is late and the Early Learning Department has to call the local police department, your child may be turned over to Child Protective Services (CPS) after 30 minutes.

**1. First Time: White Warning Notice**

- x Teachers will give parent(s) a copy of the late pick up policy. The community worker will contact parents, and review the late pick up policy with each parent. Parents will receive a white warning notice.

**2. Second Time: Yellow Notice**

- x Parent(s) will be required to attend a meeting with the Program Coordinator and/or Early Learning Community Worker to review late pick up policy. The parent and coordinator will discuss a

circumstances will a child be released to an unauthorized person.

- x If the State Preschool personnel are not familiar with pick-up or drop off person the child will not be released.
- x Staff will not release children if the person picking up or dropping off the child smells of alcohol or if staff has reason to believe the person is under the influence of any other foreign substance.
- x Staff will not release children to the person picking up or dropping off the child if there is a court ordered restraining order on file against the person.
- x Children will not be forced to leave the center with someone they are not familiar with.

## **DISCIPLINE POLICY & PROCEDURES**

### **1. Parent / Teacher Contact** Preschool

with disabilities receive benefits and services.

### **OPEN DOOR POLICY STATEMENT**

All parents are invited to become active members of our preschool school learning community. Parents are welcome to volunteer, work on special projects, join school parent committees, and participate in the preschool parent classes. Parents are expected to participate in at in fall and spring parent teacher conferences.

### **FAMILY RELEASE POLICY**

**Family preschool services may be released for any of the following reasons:**

1. Violation of the Late Pick-Up Policies (conclusion of session).
2. Verbal or physical abuse of any child, staff, classroom pet, school property or other parent by the enrolled family or its designee.
3. Failure to keep immunizations current.
4. Failure of parent(s) or guardian(s) to follow rules of the program.
5. Providing false information used to determine eligibility.
6. Failure of the child to adjust to a group experience.
7. Making a false material statement by a parent or guardian on any document on file, in connection with enrollment and recertification.
8. Failure of a parent or guardian to cooperate with the program personnel, which interrupts the smooth and efficient operation of the program.
9. Failure of the parent or guardian to respond promptly, when requested, to pick up the child when called

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