



Chatom State Preschool

welcomes your family to our Center-Based program.



This **handbook** was designed to assist families with understanding the requirements to participate in a State funded Center-Based program. We look forward to serving you!

We are a private, non-profit organization funded by federal, state & local governments.

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Program Design

Mission: Here at Chatom State Preschool we feel it is important to provide children with an environment that makes them feel safe, loved and offer endless opportunities to explore and learn.

We create a love for learning.

Chatom State Preschool

Open Monday-Friday 7:30-4:00

(209) 664-8003

Fax (209)664-5565

7221 Clayton Rd.
Turlock, CA 95380



Center Location, Ages of Children Served, Days & Hours of Operation, Contact Information:

Chatom State Preschool

Serving Children Ages 3 years – 5 years
Part-Day Site Operating 7:30am – 4:00pm
AM Class 8:00-11:00
PM Class 11:45-2:45

Director/Teacher- Mrs. Sandra Nunes
Para-educator- Mrs. Kathy King
Para-educator- Ms. Anhai Rodriguez
Preschool Secretary- Ms. Gabby Aguiniga



Open Door Policy: You may visit your child's classroom unannounced to observe your child at any time during operational hours. Our program is based upon a partnership with parents of the children enrolled. Parents are highly encouraged to participate in their child's program.

Group Sizes:

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

Preschool

1 adult for every 8 preschoolers

Refrain from Religious Instruction:

Our programs refrain from religious instruction & worship.

Confidentiality:

The use or disclosure of any information maintained in the basic data file concerning children and their families is limited to purposes directly connected with the administration of the program. No other use of the information will be made without prior written consent or through a subpoena. Participants shall have access to information in their basic data file within 5 business days after the program receives a written request.

Equal Access/Non-Discrimination Statement:

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.



Program Philosophy, Goals & Objectives

Philosophy:

Chatom State Preschool recognizes the importance of play in the learning process for young children. We also recognize that parents are the primary caregivers and educators of their children.

We work to empower children, promote individuality and develop strong partnerships with families while creating an environment that helps young children attain physical, cognitive, social, language and emotional achievements to be prepared for school.

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



Our goals and objectives that support the outcomes of those goals are reflected within each of the following quality program components

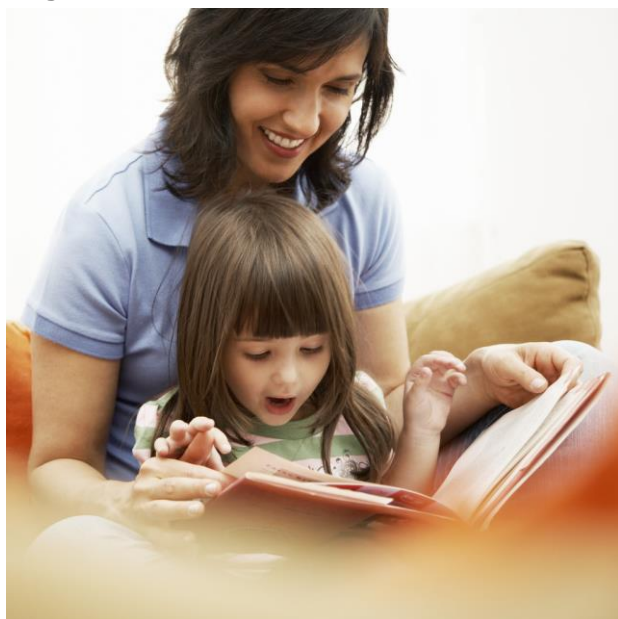
Parent Involvement:

Our goal is to provide a welcoming environment for families and invite them to participate as equal partners in the education of their children.

Opportunities to participate include, but are not limited to:

- Parent/Teacher conferences are held twice per year. Conferences provide an opportunity for parents to collaborate with the teacher to develop goals for their child
- Parent Meetings are held monthly to provide information on child development, local agencies, and class activities.
- Parent Club meets monthly. Meetings provide an opportunity to learn about child development, share topics identified in the parent survey, parenting strategies. A great time to network with Program staff and other parents.
- Quarterly Parent Advisory Committee meetings provide an opportunity for parents to provide input on the nature and operation of the program

Note: Parents volunteering in the center must have a recent tuberculosis clearance, immunization & background clearance on file.



Health & Social Services:

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

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

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

Education Program:

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

Our goal is to provide a program approach that is developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs.

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

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

Physical development is supported by:

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

Social/Emotional development is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and facility in social relationships

Environment:

Our goal is for each of our classrooms to achieve a minimum average score of "Good" on each subscale of the Environment Rating Scale tool. The Thelma Harms Family Child Care Environment Scale is completed on each classroom annually by a trained assessor. The assessor and teacher collaboratively develop and take action steps on any subscales scored below a "Good" rating.

In addition, our environments are set-up using our adopted curriculum. **Creative Curriculum** is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.



Cognitive & Language skills are supported by:

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



Nutrition Services:

Our goal is to ensure children have nutritious meals and snacks during their time in the program. Meals and snacks that are culturally and developmentally appropriate and meet the federal Child Care Food Program nutritional requirements.

Mealtime is a learning experience for our children. It's a time for talking about color, taste, texture and the name of foods. It is an opportunity for practicing manners by watching adults and socializing with other children.

Balanced nutritious meals are provided in the cafeteria for lunch. Monthly menus are posted on the bulletin board. Candy, gum and soda are not allowed in the classroom!

Birthdays are a special day for the children! Although we do not have birthday parties at school, we will help children celebrate their own special day. If bringing a treat to help celebrate the event, please check with your child's teacher and be sure to adhere to the following district nutrition policy:

*Homeade foods are not allowed *Foods must be unopened in original packaging

*Nutritionally acceptable foods include fruit, yogurt, muffins, & juice pops



If your child has any food allergies, or can not eat certain foods for religious or personal reasons, please notify the teacher immediately.

Staff Qualifications & Development:

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

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

Program Self- Evaluation:

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

The annual self-evaluation process includes:

- Assessment of the program by parents using the Desired Results Parent Survey
- Assessment of the program by staff and board members using the Program Monitoring Instrument, Desired Results Developmental Profile, and Environmental Rating Scale tools

Based on the results of the program self-evaluation, goals and action steps are developed and implemented.

General Policies

Code of Ethical Conduct:

All families must commit to demonstrate the following core standards/values during all interactions while enrolled in our program:

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



Safe School & Harassment Policy:

The following behaviors will not be tolerated and are **prohibited** at any of our facilities:

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



Suspected Child Abuse:

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

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's Teacher or Enrollment Specialist.

There are resources available to help you, at no charge





Clothing & Items from Home:

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Shoes must be worn at all times. Tennis shoes are great.

Please send a change of clothes for your child in case of a spill or accident.

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

Biting:

Biting is very common among groups of young children, for various reasons. Understanding why the young child bites is the first step in preventing biting as well as teaching the child alternatives to biting.

Child Supervision:

Staff actively ensure that our environments are safe and no child will be left alone or unsupervised at any time.

Supervision is everyone's responsibility, so in addition to our staff, parents must also use active supervision techniques to ensure our environments are safe.

Parents must:

- Ensure gate and door is closed and secured
- No Cell Phone policy when dropping off/picking-up your child. This can be distracting. Give your child your undivided attention.
- Ensure your child is signed in and out every day with your full legal signature and exact time.
- Hold your child's hand in the road and parking lot
- Encourage children to follow safety rules
- Report safety and supervision concerns to staff immediately

Discipline & Guidance:

Rules and limits are set to keep the children safe and help them get along with other children and adults. Positive methods of guidance and re-direction is used with a big focus on social-emotional development to help children gain social skills that allow them to relate and communicate with others in a healthy way.

Staff work to build a positive relationship with every child. Every effort will be made to handle discipline problems through redirection, problem solving, re-arrangement of the environment, and staff - parent collaboration. Open-communication with each other is key.

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



Daily Health Screening & Exclusion:

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

1. **Gastro-intestinal** nausea, vomiting, diarrhea, abdominal pain within the last 24 hours
2. **Throat and neck** redness, spots, sore throat, infected tonsils, swollen glands
3. **Eyes** discharge and/or redness
4. **Skin** rashes, spots, eruptions, etc.
5. **Hair lice/nits**, infected areas on scalp
6. **Nose and ears** discharge with symptoms such as fever, coughing or other symptoms
7. **Temperature** fever over 99 degrees F within the last 24 hours

Medication:

In the event that your child needs to take medication, a staff member may only give it to your child if your doctor provides written instructions. If your child is taking prescribed medications that must be given during class, you and your doctor must complete and submit an authorization form first.

Medications must be in the original container with your child's name on the pharmacy label. Always give medications directly to the teacher and do not leave it in your child's bag.

Handling Injuries:

At the center, we make every effort to make sure your child is safe. However, minor accidents beyond our control may occur. A staff member will examine a child who gets hurt at school. Simple injuries will be treated at school by applying ice, soap & water, and/or bandages. In the event that a more serious injury occurs, the parent will be notified. All program staff are CPR and First-Aid trained.

Toileting:

Children must be potty trained and have the ability to wipe themselves followed by proper handwashing.

Emergencies:

Each center's emergency plan is posted in the classroom and emergency drills are conducted monthly. In the event of a major disaster or unusual emergency, the automated phone calling system will be used to notify you of the most up to date information regarding the emergency situation.

Allergies & Medical Conditions:

All diagnosed allergies and medical conditions must be documented in child's file, and each staff person responsible for supervising the child must be notified. It is the parent/guardian's responsibility to inform the staff at the time of enrollment and the child's teacher of any and all known (potentially harmful) allergies or medical conditions. Staff is trained on the use of the EPIPEN in case of allergic emergency.



Food Allergies-

If your child has a food allergy, it is essential to let staff know. The child's doctor must complete a special form stating there is a medical reason the child cannot have certain food, and suggest substitute foods that would be appropriate. This form can be obtained from the center, and must be completed prior to starting school.

Incidental Medical Services

Incidental Medical Services may be provided by the facility based on individual student needs. Incidental medical services may include:

- Blood-Glucose Monitoring
- Administering Inhaled Medication
- Gastrostomy Tube
- EpiPen Jr. & EpiPen
- Emptying an Ileostomy bag
- Insulin Administration
- Emergency Anti-Seizure Measures
- Prescription Medication
- Additional services may be provided based on student need and medical training

Procedure

1. For children requiring Incidental Medical Services during program hours, the following steps will be taken:
 - A. Designated health staff will identify children requiring incidental medical services at the Center as defined in Child Care Information Form for Health Conditions and Medical Procedures.
 - B. For children requiring medication (prescription or over the counter), Child Care Information Form for Health Conditions and Medical Procedures shall be followed along with the Parent/Doctor Request for Administration of Medication at School.
 - C. For children requiring medical procedures other than medication administration, the following steps are to be taken:
 - i. As outlined in Child Care Information Form for Health Conditions and Medical Procedures (Extended Follow-up and Treatment: Communication) Staff will work with the child's physician, parent/guardian, and teacher/provider to develop an Individualized Health Care Plan to ensure the health and safety of the child during program hours. (Note: an Individualized Health Care Plan will be completed for each medical diagnosis requiring treatment at the Center). The Individualized Health Care Plan will include the following:
 - Name of Child
 - Medical diagnosis requiring treatment as verified by child's physician
 - Written instructions from the child's physician for the plan of care which would also include possible complications and emergency guidelines (i.e.: when to call 911)
 - Records of medications/services provided (time/date)
 - Procedures in place to ensure parents/authorized representatives are informed of each incidental medical service provided at the Center.
 - Name of Staff providing incidental medical services.
 - Plan for field trips or other off site activity
 - Disaster plan to ensure incidental medical services are not interrupted if an evacuation occurs.
 - Storage and transportation of supplies
 - Parental Consent/Signature for authorized staff to provide incidental medical service. (Note: some incidental medical services may need to be provided by a licensed medical professional as identified by the child's physician).

Incidental Medical Services Continued

Staff training will include:

- Step by step instructions on how to provide the incidental medical service provided by the child's physician in collaboration with the child's parent/guardian.
- Universal precautions/blood borne pathogens (Universal Precautions Posting Required at Center/FCCH)
- Guidelines for submitting an Unusual Incident Report to CCL.

Supervised by: Director & District Nurse

Performed by: Delegate Health and Center Staff

Forms needed: Consent for Medication, Medication Chart, Staff Training Sign In Sheets, Contact Log, Individualized Health Care Plan, Child Care Information Form for Health Conditions and Medical Procedures.

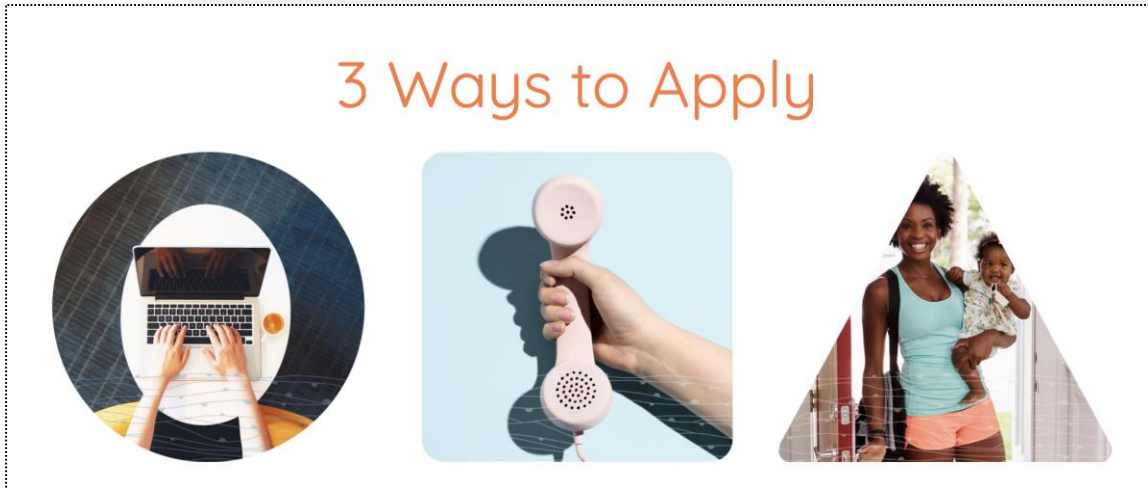
Frequency: As Needed



Selection & Enrollment Process

Waiting List

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



Selecting Participants

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

- **First:** Child protective services, or at-risk of abuse, neglect or exploitation
- **Second:** Admission priority based on adjusted gross monthly income & family size.

When multiple families are within the same ranking:

1. Child with exceptional needs within the same ranking is admitted first
2. Entry with the oldest application date is admitted second

Note: For preschool programs, age eligible 4-year old children are enrolled prior to age-eligible 3-year old's. In addition, for part-day preschool an over-income family whose child has exceptional needs may be served.

Rank	Family Size											
	1 - 2	3	4	5	6	7	8	9	10	11	12	
1	\$ 58	\$ 62	\$ 70	\$ 81	\$ 92	\$ 94	\$ 96	\$ 98	\$ 100	\$ 102	\$ 105	
2	\$ 115	\$ 124	\$ 139	\$ 162	\$ 184	\$ 188	\$ 192	\$ 196	\$ 201	\$ 205	\$ 209	
3	\$ 173	\$ 186	\$ 209	\$ 242	\$ 276	\$ 282	\$ 288	\$ 295	\$ 301	\$ 307	\$ 314	
4	\$ 230	\$ 248	\$ 279	\$ 323	\$ 368	\$ 376	\$ 385	\$ 393	\$ 401	\$ 410	\$ 418	
5	\$ 288	\$ 310	\$ 348	\$ 404	\$ 460	\$ 470	\$ 481	\$ 491	\$ 502	\$ 512	\$ 523	
6	\$ 345	\$ 372	\$ 418	\$ 485	\$ 552	\$ 564	\$ 577	\$ 589	\$ 602	\$ 615	\$ 627	
7	\$ 403	\$ 434	\$ 488	\$ 566	\$ 644	\$ 658	\$ 671	\$ 688	\$ 702	\$ 717	\$ 732	
8	\$ 461	\$ 496	\$ 557	\$ 647	\$ 736	\$ 752	\$ 769	\$ 786	\$ 803	\$ 819	\$ 836	
9	\$ 518	\$ 558	\$ 627	\$ 727	\$ 816	\$ 847	\$ 865	\$ 884	\$ 903	\$ 922	\$ 941	
10	\$ 576	\$ 620	\$ 697	\$ 808	\$ 920	\$ 941	\$ 961	\$ 982	\$ 1,003	\$ 1,024	\$ 1,045	
11	\$ 633	\$ 682	\$ 771	\$ 889	\$ 1,012	\$ 1,035	\$ 1,058	\$ 1,081	\$ 1,104	\$ 1,127	\$ 1,150	
12	\$ 691	\$ 744	\$ 836	\$ 970	\$ 1,104	\$ 1,129	\$ 1,154	\$ 1,179	\$ 1,204	\$ 1,229	\$ 1,254	
13	\$ 748	\$ 806	\$ 906	\$ 1,043	\$ 1,196	\$ 1,223	\$ 1,250	\$ 1,277	\$ 1,304	\$ 1,331	\$ 1,359	
14	\$ 806	\$ 868	\$ 971	\$ 1,131	\$ 1,288	\$ 1,317	\$ 1,346	\$ 1,375	\$ 1,405	\$ 1,434	\$ 1,463	
15	\$ 864	\$ 930	\$ 1,045	\$ 1,212	\$ 1,379	\$ 1,411	\$ 1,442	\$ 1,474	\$ 1,505	\$ 1,536	\$ 1,568	
16	\$ 921	\$ 992	\$ 1,115	\$ 1,293	\$ 1,471	\$ 1,505	\$ 1,538	\$ 1,572	\$ 1,605	\$ 1,639	\$ 1,672	
17	\$ 979	\$ 1,054	\$ 1,184	\$ 1,374	\$ 1,563	\$ 1,599	\$ 1,634	\$ 1,670	\$ 1,706	\$ 1,741	\$ 1,777	
18	\$ 1,036	\$ 1,116	\$ 1,254	\$ 1,455	\$ 1,655	\$ 1,693	\$ 1,731	\$ 1,768	\$ 1,806	\$ 1,844	\$ 1,881	
19	\$ 1,094	\$ 1,178	\$ 1,324	\$ 1,536	\$ 1,747	\$ 1,787	\$ 1,827	\$ 1,867	\$ 1,906	\$ 1,946	\$ 1,986	
20	\$ 1,151	\$ 1,240	\$ 1,393	\$ 1,616	\$ 1,839	\$ 1,881	\$ 1,923	\$ 1,965	\$ 2,007	\$ 2,048	\$ 2,090	

SAMPLE - This is not the entire Admission Priority Chart



Families screened & selected for potential enrollment from the waiting list will be asked to complete the orientation process, and submit documentation to verify eligibility/need for services. The steps are as follows:

Step 1: Learn How to Apply



Pick-Up or Print Enrollment Packet

Click on the appropriate program model to print your pre-enrollment packet.

Packet Pick-up Locations

Full-Day Download enrollment packet >	Part-Day Download enrollment packet >
Alternative Payment Download enrollment packet >	Family Child Care Home Network Download enrollment packet >

Enrollment Packet: Print or Pickup




Watch Learn How to Apply Video

Learn How to Apply videos will walk you through the documents needed to apply. You will need an enrollment packet prior to watching the video.

Full-Day

Ages 6 Weeks - 5 Years | Center-Based State Preschool - General Child Care - Migrant

Watch How to Apply Video: Online or In-Person



Print Need Form(s)

If enrolling a need-based program, each parent must provide proof & verification of their need for services.

Note: Need forms are not required for Head Start & Part-Day State Preschool Programs

At-Risk Sample Referral Letter	CPS Sample Referral Letter	Declaration of Self-Employment	Educational Program Verification
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Need Forms (Full-Day Programs Only): Print or Pickup

Step 2: Complete Documentation & Orientation

Complete forms, gather documents listed on the checklist & complete online orientation (instructions are in the packet)

Schedule an appointment with an Enrollment Specialist by calling (209) 664-8003 once your documentation is complete.

Note: If you do not contact us within 2 weeks of being screened from the waiting list, you will not be eligible to apply for this enrollment period.

Step 3: Verify Eligibility

Attend in-person appointment at Chatom State Preschool.

Please note that you will be turned away if your packet/information is not complete at the time of your appointment.

Complete Steps 1 & 2 Online or In-Person:
Online at Chatom.k12.ca.us or at our central office located at 7221 Clayton Rd., Turlock, CA.

Participant Qualifications & Conditions

Enrollment into an program is determined by specific family eligibility and need criteria. In addition, a child's parent must live in California. Family's complete a certification process at initial enrollment and must recertify their eligibility every 12 months thereafter, **with the exception of:**

- Families who are certified as income eligible & during their certification period, their income exceeds the maximum income threshold, which is 85% of the state median income
- Families who do not follow agency policy (Attendance policy, delinquent fees, etc.....)

Certification/Recertification of Eligibility:

12-month eligibility starts on the date a family is certified/approved to receive services.

Family Data File:

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

Proof of Residency:

Determination of eligibility for services shall be **without regard** to the immigration status of the child or the child's parent.

- Must live in California
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension
- Homeless may submit declaration of intent to live in California

Exceptional Needs Child:

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

- Individual Education Plan or Infant & Family Service Plan



Health & Emergency Information:

Participants must provide child health & current emergency information, along with current immunization records for enrolled children

Court Order:

If there is a court order that impacts child care services, include in the family data file

Proof of Family Size:

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

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

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

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

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



Eligibility Criteria:

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

Child Eligibility

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

Family Eligibility

- Homeless (Referral Letter or Self-Declaration)
- Current aid recipient (Proof of current aid)
- Income eligible (Documentation of all income)
 - **Predictable Income:** Full month of current & ongoing gross income
 - **Unpredictable Income:** Gross income for the preceding 3 to 12 consecutive months
 - **Guardian/Foster:** Full month of current income received for the child

Maximum income threshold at **initial enrollment:**

Family Size	Gross Monthly Income
1-2	4,030
3	4,340
4	4,877
5	5,656
6	6,438
7	6,584
8	6,730

Maximum income threshold for **ongoing income eligibility:**

Family Size	Gross Monthly Income
1-2	\$4,894
3	\$5,270
4	\$5,922
5	\$6,870
6	\$7,817
7	\$7,995
8	\$8,172

Participant must notify our agency **within 30 days** if their gross monthly income at anytime during their certification period exceeds the maximum income threshold for ongoing eligibility.



COUNTABLE/NON-COUNTABLE INCOME REFERENCE SHEET

<p>Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.</p>	<p>Non-Countable Income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.</p>
<ol style="list-style-type: none"> 1. Gross wages, salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings 2. Wages for migrant, agricultural, or seasonal work 3. Public cash assistance (CalWORKs or TANF) 4. Gross income from self-employment less business expenses with the exception of wage draws 5. Disability or unemployment compensation 6. Worker's compensation 7. Foster grants, payments or clothing allowance for children placed through child welfare services 8. Spousal support and/or child support from the former spouse or absent parent, or (documented) financial assistance for housing costs, car payments paid as part of or in addition to spousal or child support 9. Survivor (i.e. SSA) and retirement benefits 10. Rent for room within the family's residence 11. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties 12. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent 13. Veteran's pension 14. Pension or annuities 15. Inheritance 16. Allowances for housing or automobiles provided as part of compensation 17. Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies 18. Insurance or court settlements for lost wages and/or punitive damages 19. Net proceeds from the sale of real property, stocks or inherited property 20. Other enterprise for gain (Rent for room within family's residence) 	<ol style="list-style-type: none"> 1. Earnings of child under eighteen (18) years 2. Loans 3. Grants or scholarships to students for educational purposes other than any portion used for living costs 4. Food stamps or other food assistance 5. Earned Income Tax Credit or tax refund 6. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay 7. Adoption assistance payments received pursuant to Welfare and Institution Code section 16115 et. seq. 8. Non-cash assistance or gifts 9. Insurance or court settlements for pain and suffering 10. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging 11. Business expenses for self-employed family members 12. Non-cash or in-kind assistance 13. All income of any individual counted in the family size who is collecting federal supplemental security income benefits (SSI) or state supplemental program benefits (SSP) 14. Adoption assistance payments received pursuant to Welfare and Institutions Code section 16115 et seq. 15. Disaster relief grants or payments, except any portion for rental assistance or unemployment 16. When there is no cash value to the employee, portion of medical and/or dental insurance documented as paid by the employer 17. Spousal support and/or child support paid to a former spouse or absent parent or documented financial assistance for housing costs, car payments, health insurance etc.... 18. Federal Government stimulus income

Attend today, achieve tomorrow

Your child's regular attendance matters...



Infant/Toddler

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



Preschooler

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



Elementary

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



Middle or High Schooler

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



Adult

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

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

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

Attendance Policy:

Children are **expected to attend child care based on their certified schedule** determined at certification, recertification & when a participant voluntarily requests to change their service level.

A family may be disenrolled from the program if the child has "excessive" unexcused absences, and/or is not using child care services as certified.

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

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

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

Participants are Expected to:

- **Know** their days & hours of care
- **Notify Enrollment Specialist** in advance if family needs to request a change in their service level during their certification period.
- **Use care that is broadly consistent** with certified days & hours of care
 - Broadly consistent attendance is defined as care that reflects a pattern that is consistent with the participants certified level of services.
 - Inconsistent attendance that is temporary in nature, such as when a child has an excused absence is not considered broadly inconsistent.



Absence Policy:

When a child is absent from regularly scheduled care at any time during the month the participant or staff member must record the absence type on the attendance record. Absence types are as follows:

Excused Absence:

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

Best Interest Days (maximum of 10 days per program year between August-May):

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

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

Unexcused Absence:

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

Excessive Unexcused Absences:

- An attendance success plan must be completed for any child that has 3 unexcused absences or more days in any given month.
- If excessive unexcused absences continue after a plan is put in place, a family may be disenrolled.

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

Pickup and Drop Off Procedures

For your child's protection and safety, the following are required by State Guidelines with

NO EXCEPTIONS.

1. Every child **must** be signed in/out each day on the daily attendance log.
2. Daily attendance log must show **full legal signature and exact time.**
3. No one under 18 years of age (except a parent) may sign a child in/out; those over age 18 must have a parental permission note on file.
4. Daily attendance is required.
5. Authorization for persons other than the parent to pick up children must be on the emergency card. Staff will verify the identity of persons picking up children as needed. Please ensure that all contact information is current.
6. Your child must arrive on time daily and be picked up at the scheduled end time of their class. **Under no circumstances** may parents/guardians leave children at school after closing hours. The County Sherriff may be called if a child is not picked up in due time.
7. Children with excessive late arrival and pick-up may be grounds for termination from the program.

Regular attendance is required for all State preschool children. Parents are to notify the Chatom Preschool Office when your child is absent. Absent verification form in the Absent binder will need to be completed when the student returns to school.

Joint Custody

In the event that custody of children is shared jointly, children will be released to either parent and to any adult listed on the emergency card provided by either parent.

Should disagreements arise between the parents related to issues of who may pick up the child; staff will follow any and all procedures outlined in court orders. After this, if further disagreements arise, parents will be asked to return to court for clarification.

Disenrollment

Disenrollment Policy:

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

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

- Falsification or providing misleading information or inaccurate documentation
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Non-compliance of the program policies
- Abandoned child care for 5 consecutive days without notice. The program does not allow families to be enrolled in the program if they are not using child care unless a gap in services has previously been approved.
- Excessive Unexcused Absences
- Failure to adhere to Child Attendance Success Plan
- Failure to provide current and correct information at the time of certification or recertification
- Failure to use certified care as agreed upon
- Delinquency in the payment of family fees
- Failure to complete attendance claims accurately and on a daily basis
- Incomplete or inaccurate attendance record
- Falsification of or refusal to sign attendance record
- Family income exceeds the maximum income threshold
- Misrepresentation of income and/or eligibility
- Failure to keep appointments
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of admission priority.
- Threatening, yelling, cussing or acting unethically towards any staff member.
- Violation of the Safe School & Harassment policy. Our office and child care facilities are alcohol, drug and weapon free zones

Grievance/Complaint Procedures

Complaints Regarding Program Staff:

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

Uniform Complaint Procedure:

Complaints of unlawful discrimination and alleged violations of federal or state laws, or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. Procedures are mailed annually to parents or are available anytime by contacting our office.

Level 1:	Complaint is brought to the attention of the Teacher.
Level 2:	If complaint is not resolved by the Teacher, it is brought to the attention of the Supervisor.
Level 3:	If complaint is not resolved by the Supervisor, it is brought to the attention of the Executive Director.

We strive to ensure you have a positive experience in our program.

Program Complaints (Disagree with Notice of Action):

Notice of Action – Parent Appeal Process

Parents enrolled in a State funded program have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Request Hearing

The procedure to request an appeal hearing is outlined on the back of each Notice of Action received by parents request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, telephone number, full address, explanation why the parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone or e-mail to:

Chatom State Preschool
Attention: Hearing Officer
7221 Clayton Rd
Turlock, CA 95380
Telephone (209) 664-8003

Step 2: Schedule Hearing

Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one 1 time.

Note: At any reasonable time, including before a hearing, a parent has the right to review the data file

Step 3: Conduct Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted at Monarch Link Community Services Agency located at 1234 Butterfly Way, Manteca, CA 95337. In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that you disagree with the proposed action indicated by the referenced NOA should not be carried out.

This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform Monarch Link in writing prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative. No children are allowed to be present during the hearing.

If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

Step 4: Hearing Decision

Hearing officer will send notification in writing, of the decision within 10 calendar days after the hearing. If parent disagrees with the written decision, they have 14 days from the date of the written decision to file an appeal with the California Department of Education (CDE), Early Education and Support Division (EESD) located at 1430 N Street, Suite 3410, Sacramento, CA 95814. The appeal to CDE must include a written statement specifying the reasons the parent believes Monarch Link's decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA. Within 30 calendar days after the receipt of the appeal, EESD will issue a written decision to you and the agency. Once EESD has rendered a decision, the decision is final.



**Program Forms
& Handbooks**

Available online at chatom.k12.ca.us or at our office located at 7221 Clayton Rd., Turlock, CA 95380

United Way

2-1-1 provides referrals to hundreds of resources
Call 2-1-1 or go online at 211.org

Child Care Resource & Referral Program

Links parents to licensed child care providers
Call (209) 238-6400 or go online at www.findchildcaresanislous.org

We look forward to serving you!

Program Handbook
Acknowledgement of Receipt of Written Policies

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

Parent/Guardian

Printed Name: _____

Legal Signature: _____ Date: _____