

PARTICIPANT HANDBOOK

# Welcome!



*Welcome to our Preschool programs.  
We are so excited you are here!*

*Board Approved July XX, 2023*



This **handbook** was designed to assist families with understanding the requirements to participate in a preschool program operated by Lancaster School District Early Learning Department. We look forward to serving you!

We provide half and full day preschool opportunities throughout the Lancaster School District. Our preschool program is funded through a grant from the California Department of Education.





## Program Design | 4

- Vision/Mission
- Contact Information, Ages Served & Operating Hours
- Center Locations
- School Calendar
- Preschool Program Schedule
- Open Door Policy
- Group Size
- Refrain from Religious Instruction
- Confidentiality
- Equal Access/Non-Discrimination Statement

## Program Philosophy, Goals & Objectives | 10

- Philosophy
- Parent Involvement & Education
- Education Program
- Environment
- Health & Social Services
- Nutrition Services
- Staff Qualifications & Development
- Continuous Improvement

## General Policies | 13

- Code of Ethical Conduct
- Civility Policy
- Safe School & Harassment Policy
- Suspected Child Abuse
- Clothing & Items from Home
- Birthdays
- Handwashing
- Discipline & Guidance
- Suspension & Expulsion
- Toilet Training
- Napping
- Child Supervision
- Medication
- Daily Wellness Check & Exclusion
- Emergencies



## Selection & Enrollment Process | 18

- Waiting List
- Enrollment Process
- Child Enrollment Priorities

## Participant Qualifications & Conditions | 20

- Certification of Eligibility
- Family Data File
- Proof of Family Size
- Eligibility Criteria
- Need for Services
- Determining a Child's Schedule
- Right to Voluntarily Report Changes
- Family Fees

## Attendance | 27

- Importance of Attendance
- Attendance Expectations/Policy
- Sign In & Out Procedures
- Reporting Absences & Late Arrivals
- Absence Policy
- Abandonment of Care

## Disenrollment | 29

- Family Request to Disenroll
- Agency Disenrollment Policy

## Grievance/Complaint Procedures | 30

- Complaints Regarding Program Staff
- Uniform Complaint Procedure
- Food & Nutrition Program Non-Discrimination Statement & Complaint Procedure
- Program Decision Complaints (Appeal Process)

## School Policy | 33

- School District, Board Policies & Education Codes





### Our Vision

Cultivating Foundational Skills for the Districts' Littlest Learners

### Our Mission

The Lancaster School District Preschool Program is committed to establishing and maintaining a safe and positive learning environment in which children receive appropriate guidance while being introduced to a wide variety of Project Based Learning experiences designed to develop personal responsibility and the cognitive, physical, social and emotional skills necessary to experience success in future learning experiences.

## Early Learning Department Main Office

Open Monday-Friday 8:00am-4:00pm  
(661) 723-0351  
44327 Fig Avenue  
Lancaster, CA 93536

### Ages Served:

**Four Year Old** (Birthday on or before December 1<sup>st</sup>)

**Three Year Old** (Birthday on or before December 1<sup>st</sup> **OR** if birthday is on or after December 2<sup>nd</sup>, child may be enrolled on or after 3<sup>rd</sup> birthday)

### Operating Hours:

**Part-Day** Classrooms (8:00am – 11:00am | 12:30pm – 3:30pm)

**Full-Day** Classrooms (8:15am – 2:15pm)

---

### Preschool Center Locations:

#### El Dorado

(661) 942-8487  
361 E Pondera Street  
Lancaster, CA 93535

#### Jack Northrop

(661) 949-0435  
835 E Avenue K-4  
Lancaster, CA 93535

#### Joshua\*\*

(661) 948-0743  
43926 2<sup>nd</sup> Street East  
Lancaster, CA 93535

#### Linda Verde\*

(661) 942-0431  
44924 5<sup>th</sup> Street East  
Lancaster, CA 93535

#### Mariposa\*

(661) 942-0437  
737 West Avenue H-6  
Lancaster, CA 93534

#### Monte Vista

(661) 942-1477  
1235 West Kettering Street  
Lancaster, CA 93534

#### Nancy Cory

(661) 722-1010  
3540 West Avenue K-4  
Lancaster, CA 93536

#### Sierra\*

(661) 942-9536  
747 West Avenue J-12  
Lancaster, CA 93534

#### West Wind

(661) 948-0192  
44044 36<sup>th</sup> Street West  
Lancaster, CA 93536

\*Sites with both Full Day and Part Day Preschool

\*\*Only Full Day at this site

## LANCASTER SCHOOL DISTRICT – EARLY LEARNING DEPT 2023-24 PRE-SCHOOL CALENDAR (Part Day)

July				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		






February				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

 School Closed	 Staff Prep/PD – 8/10-8/14, 11/1 & 6/7 – (No Students)	 Parent Conferences - 10/25 & 4/24 (No Students)	 Early Release 10a (AM Class) / Late Start 1:30p (PM Class)	 First/Last Day of School
---	---	---	--	--

**Labor Day** September 4  
**Veteran's Day** November 10  
**Thanksgiving** November 20–24

**Winter Break** December 18–January 5  
**Martin Luther King Day** January 15  
**Lincoln's Birthday** February 12

**President's Day** February 19  
**Spring Break** March 25–29  
**Memorial Day** May 27



## LANCASTER SCHOOL DISTRICT – EARLY LEARNING DEPT 2023-24 PRE-SCHOOL CALENDAR (Full Day)

July				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		






February				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

 School Closed	 Staff Prep/PD – 7/13-7/14, 8/14, 11/1 & 6/14 – (No Students)	 Parent Conferences - 10/25 (No Students)	 Early Release 12:05 PM	 First/Last Day of School
---	--	--	--	--

**Labor Day** September 4  
**Veteran's Day** November 10  
**Thanksgiving** November 20–24

**Winter Break** December 18–January 1  
**Martin Luther King Day** January 15  
**Lincoln's Birthday** February 12

**President's Day** February 19  
**Spring Break** March 25–29  
**Memorial Day** May 27



## Preschool Program Schedule:

### PART-DAY CLASSROOMS

#### Arrival/Meal

8:00 – 8:20 | 12:30-12:50

Greeting, Question of the Day, Job Chart, Meal

#### Circle Time

8:20 – 8:35 | 12:50-1:05

Books, Songs, Games, Second Step Lesson

#### Indoor Discovery Time

8:35 – 9:45 | 1:05-2:05

Inquiry Based Activities Indoor Centers

#### Outdoor Discovery Time

9:45 – 10:40 | 2:05-3:10

Inquiry Based Activities Outdoor Centers

#### Closing/Dismissal

10:40 – 11:00 | 3:10-3:30

Review and Preview, Dismiss

### FULL-DAY CLASSROOMS

#### Arrival/Meal

8:00 – 8:35

Greeting, Question of the Day, Meal

#### Circle Time

8:35 – 9:00

Books, Songs, Games, Second Step Lesson

#### Outdoor Discovery Time

9:00 – 10:00

Inquiry Based Activities Outdoor Centers

#### Transition

10:00 – 10:15

Transition to Carpet, Introduce Art & Activities

#### Indoor Discovery Time

10:15 – 11:15

Inquiry Based Activities Indoor Centers

#### Circle Time

11:15 – 11:30

Music and Movement, Story Time

#### Lunch

11:30 – 12:00

Lunch Time

#### Rest

12:00 – 1:00

Rest Time

#### Table Activities

1:00 – 1:15

Free Choice, Art, Science, Manipulatives

#### Indoor Discovery Time

1:15 – 1:15

Inquiry Based Activities Indoor Centers

#### Transition

2:15 – 2:20

Transition to Carpet, Introduce Outside Activities

#### Outdoor Discovery Time

2:20 – 3:20

Inquiry Based Activities Outdoor Centers

#### Closing/Dismissal

3:20-3:30

Review and Preview, Dismiss



## PROGRAM DESIGN

**Open Door Policy:** Our program is based upon a partnership with parents of the children enrolled. Parents are highly encouraged to participate in their child's program.

You are an integral part of your child's educational journey. You are welcome to observe in the classroom at anytime. Since we are part of a school district there is some paperwork that needs to be completed prior to observing. If you are interested in visiting your child's class please contact our Early Learning Office to make arrangements.



**NOTE:** The California Department of Social Services Community Care Licensing requires a negative TB test or negative chest x-ray completed within the past 4 years, along with record of current Influenza, MMR and Tdap immunizations for parent volunteers. In addition, all volunteers must be fingerprinted.

**Group Size:** Adult to child ratios are planned for in advance and followed for each age group based on the Title 5 Regulations and Head Start Performance Standards.

**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.

**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,

### Preschool Ratios

1 Adult for every 8  
Preschoolers

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.

gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.



# PROGRAM PHILOSOPHY, GOALS & OBJECTIVES

## Philosophy:

The Lancaster School District Preschool Program **focuses on the "whole" child** offering a developmentally appropriate program to address children's needs in the areas of cognition, social-emotional, fine and gross motor skills, language, and self-help skills.

**We believe that each child learns best** when actively involved and experiencing success, therefore we are committed to providing Project-Based Learning experiences through meaningful, relevant instruction encouraging the hands-on manipulation of highly engaging materials.

**We believe that communication between families and teachers is vital** to the learning process as it promotes generalization of skills between home and school. We believe each child should be accepted and appreciated as an individual as they interact within a safe, healthy, highly engaging, and developmentally appropriate learning environment.

## Parent Involvement & Education:

**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 not limited to:

- Parent Orientation
- Ongoing two-way communication between Parents and Staff
- Desired Results Parent Survey
- 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 provide an opportunity to learn about child development, share topics identified in the parent survey, and parenting strategies. It is a great time to network with Program staff and other parents.
- Preschool Parent Advisory Committee (PPAC) meetings provide an opportunity for parents to provide input on the nature and operation of the program. These happen three times a year. If you are interested in serving on our committee please let us know.
- Participating or helping at Early Learning Events and Activities.

Our goals and objectives are reflected within each of the quality program components



# PROGRAM PHILOSOPHY, GOALS & OBJECTIVES

## 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 addresses equity, diversity developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs.

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

- Assessed within 60 to 90 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

**We provide multiple learning opportunities for children indoors and out.** Children are hands-on explorers at this age, using their hands to explore. We encourage that outside while running, digging in the dirt, or using their imagination to create in the world around them. Foundational concepts unfold as they play. Staff is there to guide, support, and encourage language development as children play.

## Environment:

**Our goal** is for each of our classrooms to provide a safe, healthy and welcoming environment that supports the broad development needs of children.

The Environment Rating Scale is completed on each classroom twice annually. The assessor and teacher collaboratively develop and take action steps for continuous quality improvement.

**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

**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



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.



# PROGRAM PHILOSOPHY, GOALS & OBJECTIVES

## Health & Social Services:

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

- Health, social services and other child/family needs are identified at enrollment and as needed
- We refer the child/family to appropriate agencies in the community based on child/family needs
- We follow up to make sure that the needs of the child/family have been met

## 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.

Balanced nutritious meals include breakfast and lunch. An afternoon snack is offered to full day classes. Monthly menus are posted on the parent board located inside the classroom and on our program website.

Mealtimes are a learning experience for children. It's a time for social interactions that include embedded learning opportunities. Meals are an opportunity for to socialize with other children and adults which promotes positive social interactions. Practicing manners by watching adults and socializing with other children.

## 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. Staff are required to attend 21 hours of professional development each year.



**We prohibit the following:**  
Sweets | Peanuts | Tree Nuts |  
Peanut Butter | Homemade Food |  
High-Sugar Foods

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

## Continuous Improvement:

**Our goal** is to implement an effective annual program self-evaluation process to support continuous improvement.

The 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, Environmental Rating Scale, and the California's Quality and Improvement System

Based on the results, goals and action are developed and implemented.

### Code of Ethical Conduct:

All families are asked to remember when on the school campus that they are around young children and need to conduct themselves in an appropriate manner. Lancaster School District has a Civility Policy and this will be enforced in our State Preschool Programs.

### Civility Policy:

If a parent/guardian or adult (acting on behalf of the parent/guardian) conducts themselves toward staff, adults and/or children in an abusive, profane, threatening or intimidating manner, the child may be terminated immediately.



### 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.



**Events that cause a disruption** to the safe functioning of our program may result in the child or children involved being removed from the program!



### Suspected Child Abuse:

Our staff are all trained mandated reporters. The safety and well being of children 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 Program Staff. There are resources available to help you, at no charge

### Clothing & Items from Home:

Preschool is a messy place! Dress Appropriately! Your child will be very active during classroom activities and should dress in **comfortable and washable clothes**. Shoes must be worn at all times. Children must wear close toed shoes.

Please **send a change of clothing** in a labeled Ziploc bag with your child's initials on each piece of clothing. In addition, add your child's initials to their jackets (they get lost).

Please **keep all children's personal toys and jewelry at home**. Our classrooms are filled with engaging materials for children to play and discover while they are in our care. Should a child bring early learning materials home, please return them to the teacher.

### Birthdays:

We strive to reach the goal of providing a healthy non-food-related celebration of your child's milestone. Birthdays are celebrated with a birthday crown and the child's choice of activity or book that day.

Please **DO NOT** bring balloons, gift bags, or candy on your child's birthday. If you would prefer staff not to celebrate the birthday, please communicate that with the teacher.

### Handwashing:

Maintaining a healthy classroom for early learners is assisted by creating proper hand washing routines. Children in the program will wash their hands when they arrive, after toileting, before eating, and in and out of messy play. This helps prevent the spread of illness to the classroom and other children. This also supports the health and safety of essential staff members.



### Discipline & Guidance:

Our early learning program practices Conscious Discipline behavior management strategies to support everyday situations as learning opportunities. In addition, the Second Step Curriculum is incorporated into our lesson plans. The Second Step program encourages the social/emotional development of each child as they are introduced to healthy ways to express themselves with appropriate responses in social settings.

Guidelines 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 are 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.

Behavior is a form of communication from a child. Our goal is to provide the tools and strategies to help children handle their big emotions in appropriate and productive ways.

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. In addition, the program has behavior support para-professionals to assist staff in navigating the social emotional needs of our children.

**Open-communication** between teaching staff and home is key!

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

### Suspension & Expulsion:

The preschool programs prohibit or severely limits the use of suspension and expulsion. The program will take many steps to address children's challenging behaviors, with the goal being to aid the child's safe participation in preschool.





## Toilet Training:

We teach bathroom expectations and routines. We encourage children to independently toilet. If an accident occurs, we will support them to change into clean clothing. Please make sure that you bring a fresh change of clothing the day after accident occurs in class.

If your child is not independently toileting, our staff will work with you to set goals. In partnership with you we work toward getting your child to be independent in the bathroom. Should we need your assistance in the classroom your child's teacher will contact you.

## Napping:

For our full-day program, children have the opportunity to nap or rest without distraction or disturbance from other activities by providing an individual napping time that is scheduled each day. Any child who chooses not to sleep will be given the opportunity to do a quiet activity and encouraged to allow the class to nap undisturbed for the scheduled nap time.

## 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
- Ensure children to do not use outdoor play equipment or structures during drop off and pick up



## Medication:

**In the event that your child needs to takes 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. (The form is available from the Nurse in the early learning office)

**All medication** must be turned into the MAIN early learning office and will be delivered to the child's classroom via the early learning health staff. Your child must have this medication on file before the child starts their first day of class. This includes medication related to allergies such as but not limited to an epi-pen.

### Daily Wellness Check & Exclusion:

In order to help prevent the spread of children's diseases, we require that each child receive a daily health check upon arrival at the classroom. No child shall be accepted without contact between classroom staff and the person bringing the child to the class. The person bringing the child to the class must remain until the health check has been completed and the child is accepted.

#### Children will be excluded from the class if:

- **Gastro-intestinal** nausea, vomiting, diarrhea, abdominal pain within the last 24 hours
- **Throat and neck** redness, spots, sore throat, infected tonsils, swollen glands
- **Eyes** discharge, inflamed and/or redness
- **Headache** or toothache
- **Seizure** episodes
- **Skin** rashes, spots, eruptions, etc.
- **Hair** lice/nits, infected areas on scalp
- **Nose and ears** discharge with symptoms such as fever, coughing or other symptoms
- **Temperature** fever over 100 degrees F within the last 24 hours

### Emergencies:

Each class 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. If there is an occasion that your child reports an injury please contact the teacher so a boo-boo report can be written and provided.

Staff are trained to administer CPR and First Aid. If your child is hurt, scraped, or bumped during the day, staff will administer first aid and provide a BOO BOO Report which is a written account of the incident. If there is a head injury, which is any injury above the neck, you will also receive a Head Injury report.

If your child incurs an injury requiring immediate medical attention they will be transported via ambulance to Antelope Valley Hospital. An early learning staff member will accompany them. If you are able to get to the school prior to the ambulance leaving, staff will not accompany the child. You will need to provide photo identification upon arriving at the hospital.

**Children are free to** learn, play, and grow only when they feel healthy and well.

**If your child will not** be in school due to illness, please notify the classroom and provide verification of illness via a doctor note or parent excusal if less than 3 days absent.



## SELECTION & ENROLLMENT PROCESS

### Waiting List:

Our programs have limited openings for eligible families. The first step to access preschool services is to register and be placed on the early learning wait list.

### Three Ways to Apply

**Online:** [www.lancasterpreschool.org](http://www.lancasterpreschool.org)

**Call:** (661) 723-0351

**In-person:** 44327 Fig Avenue | Lancaster

### Children with exceptional needs are welcome and encouraged to apply:

7.5% of State Preschool funded enrollment is reserved for  
Children with Exceptional Needs

Only the child in the family who has exceptional needs may  
be enrolled under this eligibility criteria.

Please provide a copy of the child's IFSP or IEP document  
upon enrollment.



### Enrollment Process:

Families are selected for State Preschool programs through Enrollment Priorities defined by the California Department of Education.

#### Step 1: Waiting List

The first step to access State Preschool Program services is to complete the registration process. Once complete, your preschool-age children will be placed on the Preschool Waiting List for an opening in a class.

**NOTE:** The registration process is completed through our online Hubbe Parent Portal

#### Step 2: Invited to Complete Enrollment

When an opening is available in State Preschool classroom, we access the Waiting List and contact families based on the Part or Full Day State Preschool Child Enrollment priorities as outlined on page 19.

#### Step 3: Attend An Early Learning Program Orientation (in person or online)

**You will learn about** your child's teacher, our program philosophy, goals, objectives, expectations, and center procedures. Learn about the exciting opportunities your child will have in our program and parent involvement opportunities.



## Child Enrollment Priorities:

7.5% of State Preschool funded enrollment is reserved for Children with Exceptional Needs. All other children are prioritized for enrollment as follows:

### PART-DAY CLASSROOMS (Eligibility)

**First:** Child is recipient of Child Protective Services or At-Risk of being neglected, abused or exploited

**Second:** Once the set-aside is filled, child with exceptional needs from income eligible family. Prioritize based on income ranking order.

**Third:** Eligible 4 year old not enrolled in Transitional Kindergarten. Prioritize children enrolled in preschool as a 3 year old, then within each ranking prioritize dual language learners, then based on earliest wait list date.

**Fourth:** Eligible 3 year old. Within each ranking prioritize dual language learners, then based on earliest wait list date.

**Fifth:** Family income is not more than 15% above income threshold. Prioritize exceptional needs children, then 4 year olds, then 3 year olds. (limited to 10% of funded enrollment)

**Sixth:** Family resides in approved neighborhood school boundary. Prioritize based on income ranking order.

**Seventh:** Children enrolling in preschool to provide expanded learning & care to Transitional Kindergarten or Kindergarten pupils (must meet an eligibility criteria)

### FULL-DAY CLASSROOMS (Eligibility and Need)

**First:** Child is recipient of Child Protective Services or At-Risk of being neglected, abused or exploited.

**Second:** Once the set-aside is filled, child with exceptional needs from income eligible family AND family meets a need criteria. Prioritize based on income ranking order.

**Third:** Eligible 4 year old not enrolled in Transitional Kindergarten AND family meets a need criteria. Prioritize children enrolled in preschool as a 3 year old, then within each ranking prioritize dual language learners, then based on earliest wait list date.

**Fourth:** Eligible 3 year old AND family meets a need criteria. Within each ranking prioritize dual language learners, then based on earliest wait list date.

**Fifth:** Family income is not more than 15% above income threshold AND family meets a need criteria. Prioritize exceptional needs children, then 4 year olds, then 3 year olds. (limited to 10% of funded enrollment)

**Sixth:** Family meets eligibility criteria, but does not meet a need criteria. Within each ranking prioritize 4 year olds, then 3 year olds.

**Seventh:** Family resides in approved neighborhood school boundary. Within each ranking prioritize 4 year olds, then 3 year olds.

**NEED:** Families requesting full day services will be asked to provide proof of need for full day/full year services.

**FAMILY FEE:** Fee may be assessed for families requesting full day.



# PARTICIPANT QUALIFICATIONS & CONDITIONS

## Certification of Eligibility:

Enrollment into the preschool program is determined by specific child or family eligibility criteria. In addition, a child's caregiver must live in California. Family's complete a certification process at initial enrollment and remain eligible to receive services for not less than 24 months.

If the eligibility period ends before the end of a program year, services will be extended until the end of the program year, or start of kindergarten, as long as the child is age-eligible.

## 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 shall be **without regard** to the immigration status of the child or the child's parent(s), unless under a final order of deportation from the United States Department of Homeland Security.

- Must live in California
- Families experiencing homelessness shall submit declaration that they reside in California
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension

### If enrolled as residing in an approved neighborhood school boundary, Proof of Residency is required:

- Verified residency within approved neighborhood school boundary
- Utility bill
- Property tax bill
- Voter registration
- Government agency letter
- Rental or lease agreement with Landlord's info
- Employment pay stub
- Documentation that a contractor reasonably relies upon to prove a family's residency

## Family Language Survey

Identification of your child as a dual language learner in State Preschool means that your child will benefit from additional support from the program in order to develop their home language and English language skills.

## 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:

- Individualized Education Program (IEP)
- Individualized Family Support Program (IFSP)

# PARTICIPANT QUALIFICATIONS & CONDITIONS



## 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 or custody, include copies of court orders in the family data file. If this changes please update the Early Learning Department Office.

## Proof of Family Size:

**Biological/Adoptive Parent:** “Family” shall be considered the parents/guardians/legal caregivers & the children for whom they are responsible, and 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 or other live birth records
- 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

At least one document for **ALL** children counted in the family size must be on file



# PARTICIPANT QUALIFICATIONS & CONDITIONS

## Eligibility Criteria:

Participants must provide documentation of eligibility in **1** or more of these eligibility categories:

### **Child is Recipient of Child Protective Services or Child Identified as At-Risk**

- Documentation of Monthly Income **AND**
- Referral Letter

### **Child has Exceptional Needs**

- Documentation of Monthly Income **AND**
- Individual Family Services Plan (IFSP) **OR**
- Individualized Education Program (IEP)

### **Family Experiencing Homelessness**

- Documentation of Monthly Income **AND**
- Referral Letter **OR**
- Parental Declaration of Homelessness

### **Approved Neighborhood School Boundary**

- Self-Certification of Income **AND**
- Verification of Home Address (Example: Utility bill | Property tax bill | Voter registration | Rental/lease agreement | Government agency letter | Pay stub)

### **Receiving Benefits from Governmental Program**

CalWorks, Medi-Cal, CalFresh, California Food Assistance, California Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Food Distribution Program on Indian Reservation, Head Start or Early Head Start.

- Enrollment Documentation: Notice of Action | Receipt of Aid | Verification of Benefits **AND**
- Copy of Governmental Program Application **OR**
- If not available, Self-Declaration of Income as declared on the program application

### **Income Eligibility**

#### **Guardian or Foster Parent(s):**

- Documentation of Monthly Income (For child and their related siblings)

#### **Biological or Adopted Parent(s):**

- Authorization to Release Employment Information (if applicable) **AND**
- Parent Notification: Requirement to Report Income Over Threshold
- Documentation of Monthly Income (ALL sources for ALL parents in family)

**Regular & Steady Income:** Total countable income from either month of the 2-month window immediately preceding certification

**Fluctuating or Inconsistent Income:** Total countable income from 12 months immediately preceding certification



Participants whose eligibility is based on income must notify our office **within 30 days** if income, at any time exceeds the maximum income threshold

# PARTICIPANT QUALIFICATIONS & CONDITIONS

## COUNTABLE/NON-COUNTABLE INCOME REFERENCE SHEET

<b>Countable Income</b> 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.	<b>Non-Countable Income</b> 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.
<ol style="list-style-type: none"> <li>1. Gross wage or salary, commissions, overtime, tips, bonuses, gambling or lottery winnings</li> <li>2. Wages for migrant, agricultural, or seasonal work</li> <li>3. CalWORKs cash aid</li> <li>4. Gross income from self-employment less business expenses with the exception of wage draws</li> <li>5. Disability or unemployment compensation</li> <li>6. Worker's compensation</li> <li>7. Spousal support, child support from the former spouse or absent parent, or financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support</li> <li>8. Survivor (i.e., SSA) and retirement benefits</li> <li>9. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties</li> <li>10. Rent for room within the family's residence</li> <li>11. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent</li> <li>12. Veteran's pension</li> <li>13. Pension or annuities</li> <li>14. Inheritance</li> <li>15. Allowances for housing or automobiles provided as part of compensation</li> <li>16. Insurance or court settlements for lost wages or punitive damages</li> <li>17. Net proceeds from the sale of real property, stocks or inherited property</li> <li>18. Other enterprise for gain</li> </ol>	<ol style="list-style-type: none"> <li>1. Earnings of child under eighteen (18) years</li> <li>2. Loans</li> <li>3. Grants or scholarships to students for educational purposes</li> <li>4. Federal Supplemental Assistance Program (CalFRESH/SNAP) or Women, Infants and Children (WIC) benefits or other food assistance</li> <li>5. Earned Income Tax Credit or tax refund</li> <li>6. Foster care grants, payment or clothing allowances for children placed through child welfare services</li> <li>7. Relative Caregiver Funding Program</li> <li>8. California Guaranteed Income Pilot Program</li> <li>9. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay</li> <li>10. Adoption assistance payments</li> <li>11. Non-cash assistance or gifts</li> <li>12. All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits</li> <li>13. Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages</li> <li>14. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging</li> <li>15. Business expenses for self-employed family members</li> <li>16. When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay</li> <li>17. Disaster relief grants or payments, except any portion for rental assistance or unemployment</li> <li>18. AmeriCorps Volunteers In Service to America (VISTA) and Federal Emergency Management Agency (FEMA) stipends, room and board, and grants</li> </ol>

**Note:** Verified child support payments paid by the parent whose child is receiving child development service may be subtracted from family's countable income

# PARTICIPANT QUALIFICATIONS & CONDITIONS

## Need for Services:

In addition to meeting the eligibility criteria, for **Full-Day** early learning programs, most caregivers must meet at least 1 need criteria, with the exception of a few scenarios.

## Need Exceptions:

The following families are not required to have an established need for services:

- State Preschool child enrolled within an Enrollment priority that does not require a family to meet a need criteria
- Family enrolled in a **Part-day** early learning program is not required to have a need

## Need Criteria:

Based on the following need criteria, **see the applicable Need Form for further guidance** on what documentation is required:

- Family's whose eligibility criteria is CPS or At Risk
- Employment Verification
- Declaration of Self-Employment
- Request & Plan to Seek Employment (Max 5 days per week, for less than 30 hours per week)
- Training Verification (Training leading to a vocational goal & must make adequate progress. In addition, services are limited for up to 6 years from the date participant starts classes **or** until participant reaches 24 units after the attainment of a bachelors degree)
- Educational Program Verification (English Language Learner, High School Diploma or High School Equivalency Certificate. In addition, services are limited for up to 6 years from the date participant starts classes)
- Request & Plan to Seek Permanent Housing (Max 5 days per week, for less than 30 hours per week)
- Homelessness Referral Letter (Max 5 days per week, for less than 30 hours per week)
- Statement of Parental Incapacity (Max of 50 hours per week)
- No Established Need: Parent Request form (State Preschool enrollment priority)

**FULL-DAY**  
Classrooms  
Only





# PARTICIPANT QUALIFICATIONS & CONDITIONS

## Determining a Child's Schedule in FULL-DAY Classroom:

### Services are available when:

- Caregiver meets a need criteria that precludes the provision of care & supervision of their child for any part of the day
- No caregiver in family available & capable of providing care during time care is requested
- 2 caregiver family – Care is approved when neither parent is available to care for the child
- Supervision of the child is not otherwise being provided during scheduled time at:
  - School-age public educational program
  - Private school
  - Early learning & care services

**Services will be approved based** on verified need documentation and/or the program limitations, whichever is less.

- **Consistent Schedule:** Certified schedule will be based on the verified number of days & hours, or total number of hours parent consistently or expects to work each week
- **Variable Schedule:** Certified schedule will be based on the highest number of hours worked in any given week within the two-month window preceding certification, OR if there is no work history, the highest number of total hours per week the employer expects the caregiver to work

**Travel time** only applies to parents who are working or in school. Our agency requires a written request for any travel time beyond 30 minutes before and after. To determine the maximum authorized drive time, divide the work or school hours day by 2. Travel time can not be more than 4 hours/day (2 hours each way). The time cannot be more than the time from the child's care site to work or school and back.

**Sleep time** is available for caregivers who work between the hours of 10 PM and 6 AM. The allowed sleep time can be equal to the authorized work and travel time between 10 PM and 6 AM. Please note that sleep time is not automatic and must be requested in writing.



## Right to Voluntarily Report Changes:

Once eligibility & need have been established a participant may keep their current service level, no matter if there are changes in their family. The only exception is if a participant's eligibility is based on income eligibility & the family's income exceeds the maximum income threshold for ongoing eligibility

**If a participant needs to change** their service level during their certification period the following must be submitted:

- Request to Change Services Form **and**
- Documentation to support the request

**After receipt of the form & documentation to support the requested change, our office will issue a Notice of Action within 10 business days indicating the outcome of your request.**

# FAMILY FEES

## Family Fees:

Some families enrolled in the FULL-DAY program may have a family fee based on their total countable income, family size and certified hours of care. Fees are determined using the family fee schedule approved by the California Department of Finance.

Family fees are assessed according to the child who uses the most monthly hours of care, regardless of the number of children enrolled on the program.

## Assessment:

Family fees are only assessed at:

- Initial Certification
- Recertification
- Voluntarily request to have fees re-assessed
  - **Decrease:** Effective first day of month following NOA issue date
  - **Increase:** No increase during certification

**Full-time monthly fee** when services are approved for 130 hours or more per month

**Part-time monthly fee** when services are approved for less than 130 hours per month

**Fees CANNOT**, under any circumstances, be recalculated based on a child's actual attendance.

**NOTE:** When center is not open for an entire month that results in services being available for less than 130 hours, families will be assessed both a monthly full-time & part-time fee.

## Credit for Fees Paid to Other Service Provider:

When the program cannot meet all of a family's needs for child care, families may receive a credit for payment made for child care services to another service provider. To receive credit, submit within 30 days of making payment:

- Payment record (receipt or cancelled check) that includes provider's name, child name, total paid, payment date, rate of payment, and dates of services provided

**NOTE:** Fee credit applied to next billing period

## Payment:

Payments are due no later than the last day of the month. Submit payment in person, by mail.

**Lancaster School District**  
Early Learning Department  
44327 Fig Avenue  
Lancaster, CA 93536




## Delinquent Fees:


Families with a delinquent fee plan from previous past due fees must continue to make payment according to their Plan for Payment of Delinquent Fees in addition to their current fees.

## Importance of Attendance:


**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 Expectations/Policy:

Children are **expected to attend child care based on their certified schedule** determined at certification.

A family may be disenrolled from the program for abandonment of care.

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.



# ATTENDANCE

## Sign In & Out Procedures:

To track the daily arrival and departure times, along with attendance, **caregivers or authorized adults must sign their child in and out every day**, using their legal signature within the Hubbe Attendance System.

**Staff will only release children to adults listed on the Emergency Card that hold proper identification**, unless the parent has notified the Administration or teaching staff in advance and **in person** that another adult is authorized to pick the child up. If a parent or legal guardian requests that one of the child's parents not be allowed to remove their child from the center, a court order will be required. Otherwise, all parents who can provide proper identification will be allowed to pick their child up from the center.

**NO CHILD should be dropped off or picked up by a person under the age of 18.**

## Absence Policy:

### 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, 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, illness of sibling, sheltering in-place or natural disaster

### Abandonment of Care:

The program does not allow families to be enrolled in a program if they are not using services. Your child(ren) will be disenrolled when there has been no communication with the center for 30 consecutive calendar days.

## Reporting Absences & Late Arrivals:

When a child is absent from regularly scheduled care at any time during the month the participant or staff member must record on the attendance record the date(s) of absence, description of absence, and sign sheet with full legal signature. Must be done in writing and include child's name, date of request, date(s) of absence and reason for absence. An **Attendance Accounting Form must be completed to document any absences.**

**Planned:** In the event that a child has a planned absence or late arrival advance notice is required to be given to the Teacher.

**Unplanned:** In the event that a child is absent or will be late on a contracted day, parent/family is responsible to contact the teacher on the day of the absence.

**Best Interest Days** (maximum of 10 days per program year between July 1-June 30; except for children enrolled due to protective services or at risk)

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



## Family Request to Disenroll:

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

## Agency Disenrollment Policy:

Families will be issued a notice 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
- Failure to provide current and correct information at the time of certification or recertification
- Failure to complete the recertification process within the designated 50 day recertification period
- Family income exceeds the maximum income threshold
- Misrepresentation of income and/or eligibility
- Non-compliance of agency policies
- Abandoned child care for 30 consecutive calendar days without notice
- Failure to complete or falsification of sign-in/out sheets accurately and on a daily basis
- Failure to keep appointments
- Threatening, yelling, cussing or acting unethically towards any staff member.
- Physical or verbal abuse of a Lancaster Unified School District employee, such as making threats, using obscenities, or inflicting physical harm.
- Violation of the Safe School & Harassment policy. Our office and centers are alcohol, drug and weapon free zones
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of Enrollment priority.



## 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.

<b>Level 1:</b>	Complaint is brought to the attention of the Teacher
<b>Level 2:</b>	If complaint is not resolved by the Teacher, it is brought to the attention of the Program Coordinator
<b>Level 3:</b>	If complaint is not resolved by Program Coordinator, it is brought to the attention of the Program Director

## Uniform Complaint Procedure:

The School Board recognizes that the Lancaster School District has primary responsibility for complying with applicable state and federal laws and regulations governing educational programs. The Lancaster School District shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve complaints in accordance with the Lancaster School District's Uniform Complaint Procedures.

## Food & Nutrition Program Non-Discrimination Statement & Complaint Procedure:

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint form (AD-3027) found online at [usda.gov/oascr](http://usda.gov/oascr), 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 | 3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.



## Program Decision Complaints (Appeal Process):

Caregivers enrolled in state subsidized programs 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 FOR APPEAL HEARING

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, phone number, full address, explanation why 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 the Lancaster School District Early Learning Department Appeal Hearing Officer. (Information located on each Notice of Action)

**Lancaster School District**  
Early Learning Department  
Attention: Appeal Hearing Officer  
44327 Fig Avenue  
Lancaster, CA 93536

### STEP 2: SCHEDULE HEARING

Within 10 days of receiving a caregiver's hearing request, the caregiver 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 caregiver may request to re-schedule the hearing date 1 time.

### STEP 3: CONDUCT HEARING

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." 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 documentation. The hearing will be recorded.



During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that they 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 the agency 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.

For failure to appear, it will be deemed that parent has abandoned the appeal and care ends immediately.

### **STEP 4: AGENCY HEARING DECISION**

Hearing officer will send notification in writing, of decision within 10 calendar days after hearing.

### **STEP 5: IF PARENT DISAGREES WITH HEARING DECISION**

If parent disagrees with the written decision, they have 14 days from date of the written decision to file an appeal with the appropriate agency. The appeal(s) must include a written statement specifying the reasons parent believes the agency decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA.

**For California State Preschool Programs** submit appeal to:

**Mail:**

California Department of Education (CDE)  
Early Education Division  
Attn: Appeals Coordinator  
1430 N Street, Suite 3410  
Sacramento, CA 95814

**Email:** [ELCDAppeals@cde.ca.gov](mailto:ELCDAppeals@cde.ca.gov)

**Telephone:** 916-322-1273

**Fax:** 916-323-6853

### **STEP 6: CDE HEARING DECISION**

Within 30 calendar days after the receipt of the appeal, CDE will issue a written decision to the parent and the agency. Once CDE has rendered a decision, the decision is final.



## School District, Board Policies, and California Education Codes

### **ACADEMIC, LANGUAGE, AND HEALTH**

**SCREENINGS:** Ongoing developmentally appropriate, research-based formative assessments are conducted for each child twice each year. Further academic, language, and/or health screenings will be performed by district staff as the need indicates. Parents will become part of the Student Study Team and help decide if the formal assessment is necessary. At enrollment, a formal health screening is completed by parents (ASQ). (IDEA)

### **ADMINISTRATION OF MEDICATION:**

Medication prescribed by a physician or over-the-counter (OTC) medication for a child during the school day may be administered by a nurse, or another staff member, if designated, under detailed instructions of a physician, but only upon written parental request. (E.C. 49423)

**AMERICAN WITH DISABILITIES ACT:** All classrooms and staff abide by the rules and regulations created by the Americans with Disabilities Act (ADA) of 1990 that prohibits discrimination on the basis of disability.

**APPEALS PROCESS:** Parents who disagree with the agency's actions stated in the notice of action, have the option to appeal. The steps to appeal include: providing your information to the district office within 14 days, you will be notified within 10 days of your notification to the district about a hearing, and following the hearing, you will receive a written decision within 10 days. If you disagree with the written decision, you have 14 calendar days to appeal to the Early education division. for more details Please see the Notice of Action document provided by the agency.

**THE ASBESTOS MANAGEMENT PLAN:** A copy is available in the Office of the Assistant Superintendent of Business Services. (Title 40 CFR)

### **ASSAULT ON A SCHOOL EMPLOYEE:**

When an assault is committed on school property against any person, the assault is punishable by a fine not exceeding two thousand dollars (\$2,000.00) or by imprisonment in the county not exceeding one year, or both such fine and imprisonment. (Penal Code 241.6) Students suspended or sent home from school are required to keep up their schoolwork and return it to their instructors immediately upon returning to school to receive credit.

**CHILD ABUSE REPORTING:** All staff members are required by California State Law to report any suspected or identified child abuse. Preschool staff will support families who have an involvement with the Department of Protective Services. We in the preschool program will preserve the absolute confidentiality of all records pertaining to a report in accordance with state law. If the Sheriff or a Department of Children and Family Services (DCFS) worker comes to school to interview your child, we are obligated under law (Welfare and Institution Code Section 600) to provide for that interview.

We recognize that accidents happen and children are sometimes rough with each other. If something happens to your child, please explain to the teacher what happened. If you know someone who is hurting children, you can report this situation on a confidential hotline. The number is 1-800-540-4000.



**COMPLAINT PROCEDURES:** A complaint procedure has been established to address all complaints that allege that the District has violated Federal or State laws regarding educational programs. It is the policy of the Lancaster School District that racial/ethnic discrimination is unacceptable and will not be tolerated. The purpose of this complaint procedure has been established to secure an equitable solution to all complaints of racial/ethnic discrimination or harassment. (Policy 5150.5) The Lancaster School District does not discriminate on the basis of race, color, national origin, sex, or disability. The District provides reasonable accommodations appropriate to a disabled person's needs (Title VI Civil Rights Act) (Title IX 1972 Education Act).

**DISCRIMINATION AND HARASSMENT:** The Lancaster School District policy regarding Discrimination and Harassment (Policy 5150.5) is as follows: The Lancaster School District Board desires to provide an orderly, caring, and non-discriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements. It is the policy of the Lancaster School District that discrimination and harassment are unacceptable and will not be tolerated.

- Acts of discrimination and harassment are inflammatory to those victimized by such acts and jeopardize the safety and well-being of students and staff.
- Students who harass other students shall be subject to appropriate discipline.
- District programs and activities shall be free from discrimination, including harassment with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disabilities.

**DISTRICT PROPERTY:** The parent or guardian of a Lancaster student shall be liable to the district for all property belonging to the district and loaned to the student and not returned to the district upon demand of an employee of the district. records may be withheld from students and/or parents pending compensation for damaged or missing school property (E.C. 19910, C.C.1741.1)

**DISTURBANCE OF SCHOOL (E.C. 32210):** Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500.00).

Any person who unlawfully fights within any building or upon the grounds of any school, community college, university, or state university or challenges another person within any building or upon the grounds to fight, or maliciously and willfully disturbs another person within any of these buildings or upon the grounds by loud and unreasonable noise, or uses offensive words within any of these buildings or upon the grounds which are inherently likely to provoke an immediate violent reaction is guilty of a misdemeanor punishable by a fine not exceeding four hundred dollars (\$400) or by imprisonment in the county jail for a period of not more than 90 days or both. (Penal Code 415.5)



**DRUG-FREE SCHOOL POLICY:** The law requires us to make the community, parents and, students aware of the dangers of using drugs, alcohol and, tobacco. The Lancaster School District policy is as follows: (Policy 3515.3)

Drugs, alcohol, and tobacco possession, sales, or use are not permitted at any school or District site or any activities, athletic events, or meetings. This includes employees, students, and visitors.

**FREEDOM FROM RELIGIOUS INSTRUCTION AND WORSHIP:** The Lancaster School District refrains from religious instruction or worship in the classrooms or on campus (Board Policy 6141.2 and Licensing-Personal Rights).

**MEDICAL AND HOSPITAL INSURANCE AND SERVICES:** The Lancaster School District does provide Student Accident Insurance for injuries incurred while school is in session and while attending or participating in school sponsored and supervised activities. This insurance is SECONDARY to any accident or medical insurance the student's family may have and will be on a reimbursement basis ONLY by claim forms available at the school office.

**PHYSICAL EXAMINATION:** Immunizations and physical screenings are required for school entry; however, these may be waived by parent request. The child may be sent home if, for some reason, he/she is believed to be suffering from certain contagious or infectious diseases. (E.C. 49451)

**USE OF PROFANITY:** As per Penal code Sections 415(2) and 415(3), the use of profanity on school premises or in the school office is prohibited by law and is punishable by imprisonment in the County Jail for a period of not more than 90 days, a fine of not more than \$400.00, or both such imprisonment and fine.

**RIGHT TO DUE PROCESS:** Federal law requires that a free and appropriate education in the least restrictive environment be offered to all handicapped students. A parent and a pupil may initiate procedural due process to any decision regarding the pupil's identification as an individual with exceptional needs; the pupil's assessment and implementation of the individualized educational program; and the denial, placement, transfer, or termination of the pupil in a special education and related services program, and the child's placement. Further information is available at the local school. Uniform Complaint Procedures (Title 5 CCR) are available upon request from the Department of Student Services Director. (E.C. 56329, 53680, 56506, PL94-142, PL 101-476)

**THE SCHOOL ACCOUNTABILITY REPORT CARD:** A copy is available upon request from your school or from the Educational Services Department at the District Office (E.C. 35256).



**SEXUAL HARASSMENT:** Sexual Harassment can be an expellable offense (E.C. 212.5, 48900.2) (Board Policy 5145.7). The Board of Trustees prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any person who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee, or to the Assistant Superintendent of Personnel Services. Any student who feels that he/she is being harassed should immediately contact the principal or designee, or the Assistant Superintendent of Personnel Services, in order to obtain a copy of Policy 1312.3 Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures. The District prohibits retaliatory behavior and any complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

## Notifications

A copy of the District's Sexual Harassment Policy shall:

- Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
- Be displayed in a prominent location near each school principal's office.
- Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session.
- Appear in any school or District publication that sets forth the school or District's comprehensive rules, regulations, procedures and standards of conduct.

## Enforcement

The principal or designee shall take appropriate actions to reinforce the District's Sexual Harassment Policy. These actions may include:

- Removing vulgar or offending graffiti.
- Providing staff in-service and student instruction or counseling.
- Taking appropriate disciplinary action as needed.

**STUDENT RECORDS:** Student records are available in our preschool office. You have the right to inspect and review any and all records, files, and data related to your child at any time. If you have any concern regarding the accuracy or appropriateness of any information or record maintained, please do not hesitate to inform the office. The school district does not release information or records concerning your child to non-educational organizations or individuals without your consent. Directory information, to include student's name, address, date and place of birth, participation in officially recognized sports, dates of attendance, awards received, and the most recent previous public or private school, may be released to the following persons or agencies: representatives of the news media, including but not limited to newspapers, magazines, radio and television stations, parent organizations serving the school from which the information is requested. The district may limit or deny access to the aforementioned information based upon a determination of the best interest of the pupils. No directory information shall be released regarding any pupil when a parent has notified the school district that such information shall not be released. (E.C. 49060, 49063, 49069, 49073)



# RESOURCES



**We work hard** each day to communicate about your child, their adventures, and readiness for kindergarten.

## LEARN MORE ABOUT US

Visit [lancasterpreschool.org](http://lancasterpreschool.org) | Call (661) 723-0351  
Early Learning Department (Main Office)  
44327 Fig Avenue  
Lancaster, CA 93534

## CLASS GOOGLE SITE

Newsletter is posted on classroom Google site. Includes important information about curriculum, stories, activities and helpful reminders

## JOYSCHOOL English

Gain conversational confidence while developing social and emotional learning with Joy School English.  
<https://joyschoolenglish.com/>

## LEARNING GENIE

Activate you account in order to receive program and classroom communication via Learning Genie

## FOOTSTEPS2BRILLIANCE

The comprehensive Footsteps2Brilliance curriculum contains thousands of interactive eBooks, songs, and games in English or Spanish.  
<https://www.footsteps2brilliance.com/>

## UNITED WAY

2-1-1 provides referrals to hundreds of health and social service resources  
Call 2-1-1 or go online at [211.org](http://211.org)

**Early Learning Department**  
Main Office

Open Monday-Friday 8:00am-4:00pm  
(661) 723-0351 (X1)  
44327 Fig Avenue  
Lancaster, CA 93536