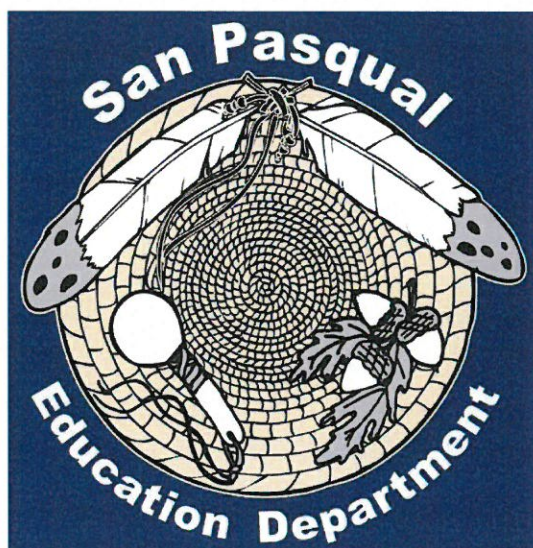


SAN PASQUAL EDUCATION DEPARTMENT

Children's Center



HANDBOOK
2019-2020

CHILDREN'S CENTER POLICIES

Enrollment

Parents must complete a San Pasqual Education Department registration packet. Registration packets must be complete and approved before enrollment. Parents must attend the Children's Center orientation before their child begins the program. In order for your child to begin the first day of school, he/she must be potty trained and 3 years old by September 3, 2019, orientation day. **Families must have a working phone number for their child to attend.** Due to end-of-the year activities and transition, the last day to enroll in the current Children's Center is December 2, 2019. Late Start Students must be students transitioning into Kindergarten the following year. Students enrolling late may be added to our waitlist.

Attendance

~School hours are Monday through Thursday from 8:00 am to 12:30 pm.

~CC gate opens at 8:00 am.

~Early Release Monday school hours are 8:00 am to 11:00 pm. Please plan accordingly due to our Tutorial students arrive at 12:20 pm.

Times are subject to change due to field trips and special events. Parents will be notified of any schedule changes via DOJO app. Your child's teacher will share the DOJO link on orientation day. If your child becomes ill or has a doctor's appointment, please notify the Children's Center staff so that they can plan accordingly.

Your child may be dropped from the program for the following reasons: reoccurring absences, continually bringing your child late, or picking up your child late. If your child refuses to follow classroom rules and guidelines he/she will be sent home (e.g. using foul language, throwing objects at others, and endangering others or themselves are grounds for being sent home).

We request one week written notice for all vacations and two-week notice if you will be terminating enrollment.

When to Keep Your Child Home

Although we expect your child to attend classes regularly, there are reasons to keep him/her home from school:

- Nausea and/or vomiting
- Abdominal cramps
- Diarrhea
- A cold or runny nose (resulting in yellow/greenish mucus)
- An uncontrolled cough

- Rash
- Conjunctivitis (pink eye)
- Sore throat, especially a strep infection
- Lice
- If the child is overly tired or emotional
- Any infectious disease or rash diagnosed by your doctor
- A fever
- A child may return when a fever is gone and/or after approval by a doctor's note

In order to protect the health of others, if a staff member identifies any of these symptoms, your child will be sent home.

Screenings

Pre- and post-screenings will be conducted to determine your child's academic progress throughout the year. Results will be discussed with parents at conference time (you will be notified of upcoming parent-teacher conferences).

San Pasqual Education Department works in collaboration with Valley Center Pauma Unified School District for additional screenings such as speech and hearing. If you have any questions about the referral process, please contact the program coordinator.

T.A.C.K.L.E.

Technology and Culture Kumeyaay Literacy Education aims to introduce language and culture through computer literacy skills. Parents/guardians must read and sign consent forms in order for their student to participate.

Dress

1. The first day your child attends the Children's Center, please bring a complete set of clothing and shoes that will remain at school. **Please put your child's name on all clothing.** We cannot be responsible for lost items.
2. Children are required to wear closed-toe shoes and socks to school. **NO flip-flops are allowed.**
3. A child's play is a child's work. Children learn by participation in play and this may mean getting dirty and messy. It is not a good idea to send your child in "their best" clothing.

Breakfast

We encourage our students to have breakfast before coming to school. We will provide a simple breakfast bar for those who need it.

Lunch

In preparation for kindergarten students are required to bring a lunch every day.

Lunch with a Loved One

There may only be one loved one attend per student. Loved one can bring any food they wish for their student and themselves. Please no siblings. This is a time for your student to bond one on one.

Birthdays

We will be celebrating birthdays as a class. We will be having a celebration together once a month. We will be providing birthday ice cream on celebration day and therefore we ask that parents do not bring additional items. If you would like to attend or provide special treats for your child's birthday, you **MUST** contact your child's teacher a week in advance. Teachers will notify parents/guardians of allergies and approve items.

Field Trips

Field trips are an extension of a child's experience and expose them to their community. For these reasons we schedule field trips and ask for your participation. We will send home permission slips for you to sign and return promptly. If we do not have your signed permission, your child will not be allowed to participate in the field trip.

Children's Center parents/guardians must accompany their child (ren) on all field trips.

Smoking is prohibited on all field trips and all school events.

Promotion

Children's Center **registered** students who attended our program and are enrolling in kindergarten for the Fall of 2020 will participate in our end of the year promotion ceremony. Your child's teacher will provide promotion information during spring conferences.

Emergency Information

It is mandatory that your emergency information is kept current. If your child becomes ill or injured while in a San Pasqual Educational Program, you will be notified and either you or someone on your emergency list must pick up your child immediately. **Should any information change (your address, phone number, etc.) notify the Children's Center staff immediately.**
Your child will not be able to attend without updated contact information.

Children's Center Phone Numbers

Education Department	(760) 751-1474	Emails:
Lorraine Orosco, Director ext. 5144		Lorraineo@sanpasqualtribe.org
Deana Martinez, Program Manager ext. 5190		Deana@sanpasqualtribe.org
Yessenia Cervantes Program Coordinator ext. 5148		Yesseniac@sanpasqualtribe.org
Desiree Maes, Teacher ext. 5145		DMaes@sanpasqualtribe.org

Children's Center Requirements

Participants must

- Be potty trained AND 3 years of age by September 3, 2019.
- Attend regularly. Continual absences may result in dismissal from the program.
- Have a complete set of clothing and shoes at school. Please put your child's name on all clothing.
- Have a working phone number
- Must adjust well to the preschool environment. (Students that regularly display inappropriate behavior may result in an adjusted preschool start date.)

Potty Training

Prior to December 1st these are the procedures:

- If a student has a urine accident, they will be changed and the parent will be notified at the end of the school day.
- If a student has a bowel movement, the parent will be called immediately to pick up their student. If the parent is unreachable, the next emergency contact will be called.
- More than five accidents in a month will not be considered "potty trained" and the student must stay home until they have mastered potty training.

After December 1st, these are the procedures:

- If a student has 2 accidents within a given month, the student will need to stay home for 2 weeks without any accidents.
- If a student has another accident after he/she returns, the student will need to stay home until he/she has mastered the skill.

Potty Training Continued

4-5 year olds:

There will be no transition time offered for students who are 4 and 5 years old and the procedures for after December 1st will be followed.

Children's Center Classroom Rules

- Be kind
- Be safe
- Be neat

Disciplinary Procedures

Disciplinary procedures may include the following and are determined by staff and director, depending on severity and number of incidents:

- Verbal warning
- Call parent/guardian
- Notify parent to pick up student
- Parent conference

The following behaviors may be grounds for sending a student home:

- Inappropriate or disrespectful language
- Fighting or hitting others
- Uncontrollable behavior/tantrum

Lice

The goal of lice prevention, control, and treatment at the Education Department is to prevent the spread of lice from one student to another student. Lice control takes teamwork. We at the Education Department are here to help in that process:

- If a staff member identifies any lice or eggs (dead or alive) your child will be sent home.
- Upon returning, your child will be re-checked and may return if they are free of lice and nits (dead and alive).

- If lice is evident at the Education Department lice checks on all/any registered students will take place and the above policy will be followed for any student with evidence of lice. Lice checks will take place 3 weeks after school begins, and after all major holidays.

The National Pediculosis Association, recommends the No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school.

I have read and understand the above rules and disciplinary procedures. I have also read the CC handbook and agree to adhere to the procedures of the Children's Center.

Parent name (Print)

Parent signature

Date