

# Berkeley Unified School District Early Childhood Education Parent/Caregiver Handbook



Franklin: 1460 Eighth Street



Hopkins: 1810 Hopkins Street



**Madeleine Rogin**, Early Childhood Education Principal: 510-644-4533  
Community Care Licensing: 510-622-2602

## 2024-2025

Last Revised on 8/29/2024

**Parent Handbook**  
**Early Childhood Education**  
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## **Welcome to Our Program**

Thank you for choosing the Berkeley Unified School District Early Childhood Education program! It is our goal to provide a high quality, comprehensive preschool educational program for all eligible children and their families.

We are committed to providing an educational program with activities that facilitate a child's individual learning style in physical, cognitive, social and emotional development. We strive to have centers which provide a warm, safe and nurturing environment for young children, so that they can develop a sense of trust and belonging. We work to provide an environment where teachers ensure children feel safe, and where children are encouraged to explore materials as well as establish relationships with peers and adults that help in developing their learning experiences in a racially integrated, linguistically diverse environment.

Welcome to our program! We look forward to working with your family during these exciting preschool years.

Sincerely,

Madeleine Rogin, Early Childhood Education Principal

## **Legal Requirements**

Our programs are currently funded through our contracts with California Department of Education Child Development Division with our California State Preschool Program (CSPP) contract under Title 5, federally funded through Head Start and nutrition program, and Proposition 98 funds for Quality Rating and Improvement System (QRIS).

## **Definition of Terms**

"Contractor" and "Agency" refer to Berkeley Unified School District Preschools.

## NON-DISCRIMINATION STATEMENT

The Berkeley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, age, religious creed, gender, sexual orientation, gender expression, marital or parental status, ancestry, national origin, ethnic group identification, disability, medical condition, homelessness or foster status, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Discrimination based on protected class includes sexual harassment, sexual violence, and bullying. All inquiries or concerns regarding BUSD's nondiscrimination policy 5145.3 or the filing of discrimination complaints should contact:

District Compliance Officer & Title IX Coordinator  
Office of the Superintendent  
2020 Bonar Street Berkeley, Ste. 113  
Berkeley, CA 94702  
Phone: 510.486.9338  
Fax: 510.644.7712

Inquiries may also be referred to the:

Office for Civil Rights  
U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105-1813  
Telephone: 415-486-5555  
FAX: 415-486-5570; TDD: 800-877-8339  
Email: ocr.sanfrancisco@ed.gov

### USDA Nondiscrimination Statement

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, audiotope, 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 [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**

## **PROGRAM PHILOSOPHY**

We believe that quality preschool is vital for all children. The BUSD Early Childhood Education Department provides preschool programs that nurture young children's physical, cognitive, social and emotional development. We develop transitional kindergarten and kindergarten school readiness skills and empower families with respect to their cultural and linguistic diversity and unique characteristics.

## **GOALS & OBJECTIVES**

1. Provide preschoolers with experiences, activities and curriculum that contribute to their physical, cognitive, social and emotional development by using Creative Curriculum™, Positive Behavioral Systems, Desired Results Developmental Profile, and the California Preschool Learning Foundations and Framework.
2. We provide confidentiality with all records and information in our centers.

## **VISION STATEMENT**

Through teacher and parent collaborations we strive to promote child-centered play and learning in all aspects of children's development. Our students will leave preschool as confident, caring, responsible, and eager children who enjoy school and are ready to participate in all life experiences and environments.

## **Registration Offices**

Hopkins Child Development Center  
1810 Hopkins Street, Berkeley, CA 94707  
Phone: 510-644-8939 Fax: 510-644-6715  
Contact Person: Delia Lopez-Caloca, ECE Administrative Assistant

Franklin Child Development Center  
1460 Eight Street, Berkeley, CA 94710  
Phone: 510-644-6339 Fax: 644-7710  
Contact Person: Maura Blanco, ECE Administrative Assistant

Community Care Licensing  
Oakland Regional Office  
1515 Clay St., Suite 1102  
Oakland, CA 94612  
510-622-2602  
Community Care Licensing Department Complaint Hotline: 1-844-538-8766

## **Eligibility and Enrollment Requirements/Guidelines**

All applications for services are made at the Registration Offices located in the Hopkins Early Childhood and Franklin Preschool.

**We enroll children into our preschool who are between the ages of two years-seven months and five years old. This age category is in alignment with Alameda County CSPP Pilot programming. Please note: Children must turn three years old by December 1 of the current year to be eligible.**

**We maintain a waiting list and openings are filled according to the eligibility priorities. Eligibility is based on the State and Federal guidelines and is determined at the time of application. If your child has a disability, reasonable accommodations will be made under ADA regardless of their special needs.**

Once you have been notified by the principal or administrative assistant at the site that there is a space for your child, you will need to come to the site, complete the paperwork and meet with the administrative assistant or designee regarding the certification process of your child in the program. **You will have five business days to complete the registration process after notification.**

## **Guidelines**

We are one of the state-subsidized programs in Alameda County. We determine eligibility based on factors determined by the State, including income, family size, and other needs. There is no guarantee that you will receive assistance through a subsidized child care program because regulations may change due to budget and/or State guidelines.

## **ELIGIBILITY (Categories for eligibility: Protective services, Exceptional Needs, current aid recipients, income eligible, and homeless, etc.)**

Documents such as...

- Receiving Child Care Protective Services (CPS)
- Exceptional Needs (Active IEP)
- Working Schedule
- Looking for Work Plan
- Attending school or in training
- Homeless
- Medically incapacitated
- Your income falls at or below 100% of the state median income

Other documents necessary when enrolling...

- Proof of birth records (of all your children)
- Proof of residency
- Family gross monthly income such as paycheck stubs, taxes, etc.
- Immunizations record

## **The following Requirements Apply to CSPP (Full Day) Preschool Enrollment:**

### **Admission Enrollment Priorities:**

**First priority:** CPS/At Risk (child is recipient of Child Protective Services or At-Risk of being neglected, abused or exploited)

**Second Priority:** Child with exceptional needs from income eligible family (the lowest income families shall be enrolled first according to the income ranking table.)

**All other priorities** we will follow the guidance of CDE when the final priority guidance is released for

fiscal year 2024-25.

### **Enrollment Process**

- Application for Service
- Notification Process
- Documents to Bring for Appointment/Submit by a specific date

### **How to Qualify for the Program**

The parent is responsible for providing documentation of the family's total countable income and the contractor is required to verify the information, as described below. The parent(s) shall document the total countable income for all the individuals counted in the family size. Eligibility:

1. Family has a child who is at risk of abuse, neglect, or exploitation, or receiving child protective services through the county welfare department
2. Children with exceptional needs (3 and 4 year olds with an active IEP)
3. Family is a cash aid recipient
4. Family is income-eligible
5. Family is homeless

The parent is responsible for providing documentation of the family's total countable income and the contractor is required to verify the information. The contractor shall calculate total countable income based on income information reflecting the family's current and ongoing income.

### **Half-Day Program**

Families in Half-day preschool programs are certified 24 months or end of the fiscal year. CSPP Half-day programs do not assess a Family Fee for subsidized families.

### **Family Size**

The size of the family, or composition of the family size, is initially determined by the number of adults and children that the applicant parent presents to your agency and who are identified on the application. **"Family"** means the parents and the children for whom the parents are responsible, who comprise the household in which the child receiving services is living. For purposes of income eligibility and family fee determination, when a child and his or her siblings are living in a family that does not include their biological or adoptive parent(s), "family" shall be considered the child and related siblings.

### **Birth record for each child counted in the family size**

The number of children shall be documented by providing one of the following documents, as applicable:

1. Birth certificates;
2. Court orders regarding child custody;
3. Adoption documents;
4. Records of Foster Care placements;
5. School or medical records;
6. County welfare department records; or
7. Other reliable documentation indicating the relationship of the child to the parent.

### **Self-Certification, Absent Parent and Single Parent Status**

If only one parent has signed an application for enrollment in child care services, and the birth record information for the children counted in the family size indicates that there is a second parent who has not signed the application, the parent who has signed the application shall self-certify single-parent status under penalty of perjury (Sections I and V, Confidential Application for Child Development Services and Certification of Eligibility). The parent who has signed the application shall not be required to submit additional information documenting the presence or absence of the second parent.

### **Parent Appeal information:**

Notice of Action - Whenever an agency makes changes to child care services (for example, by approving or denying services, by changing the approved hours of care, or by terminating services), the agency must notify you by giving you a document called a "Notice of Action" (NOA). The NOA will inform you of the type of action taken, the reasons for the action, and the date when the action shall take effect. Parents must file a notice to appeal the action within 14 days from the date the NOA is given to the parent, or 19 days if mailed to the parent. Your Notice of Action provides you with specific instructions for appealing an action. Please keep a copy of your NOA. If a parent disagrees with the local hearing appeal decision, the parent may appeal for a state review of the local hearing decision. The Parent Appeal Information Pamphlet (attached) provides information regarding the two levels of appeal described above. Please see your Notice of Action for specific instructions on how to appeal.

**When a family voluntarily requests a reduction to their family fee** by reporting a change such as family income, days and hours of care needed, or family size, the contractor must reassess the family fee as described above. The parent must provide documentation to support the reported change. The family fee reduction takes effect on the first of the month following the receipt and approval of the required supporting documentation. This documentation may not be used to make any other changes to the family's service agreement (MB 20-13).

### **Attendance:**

Attendance, for the purposes of reimbursement for our program, includes excused absences because of illness or quarantine of the child, illness or quarantine of the parent, family emergency, court ordered visitations, or a reason which is clearly in the best interest of the child. BUSD ECE staff have the right to determine if an absence is excused or unexcused. Excused absences and unexcused absences do not constitute credits or adjustments to any monthly fee. BUSD ECE Private Pay families have unlimited use of excused and unexcused absences if they remain in compliance with the terms of the Financial Agreement.

If the absence is excused, the sign in and sign out record shall contain verification that includes the date(s) of absence, the specific reason for the absence and the full legal signature of the child's authorized representative or authorized BUSD ECE representative if verification is made by telephone.

### **The following is a list of acceptable excused absences:**

- Child ill or quarantine- please be specific as to symptoms, for example, "fever, cold," etc.
- Parent/Guardian ill or quarantine
- Family Emergency Leave
- Court Appointed Visitation (copy of court order required)



- Best Interest

### **Family Emergency Leave**

For families on a state subsidy program, you are allowed to take a family emergency leave. The leave is limited to death in the family, traveling out of town due to an ill family member, sibling ill, state of emergency, shelter-in-place, act of nature outside of the family's control or transportation issue.

### **Court Appointed Visitation**

For families on a state subsidy program or an alternative payment voucher program, if the excused absence is based on time spent with a parent or other relative as required by a court of law, a copy of the Court Order must be on file with BUSD ECE. The Court Order must include the days or dates in which the visitation is ordered.

### **Best Interest Days**

Families on a state subsidy program or an alternative payment voucher program are allowed ten (10) Best Interest days per fiscal year (July 1-June 30), except for children who are recipients of protective services or at risk of abuse or neglect who have an unlimited number of Best Interest days. If there is a break in service/program of three or more months within the same fiscal year, ten (10) Best Interest days are then allowed. The following are Best Interest Days.

- Family bonding with a new sibling
- Out of town
- Parent vacation day
- Sibling field trip
- At home
- Visiting family member
- Religious holiday
- Or any other reason clearly in the best interest of the child

### **Abandonment of Care**

Abandonment of care is when a family has not been in communication with BUSD ECE for seven (7) consecutive days and has not notified BUSD ECE of the reason for the absence. BUSD ECE will attempt to contact the parent through written notice and phone. Failure to communicate with BUSD ECE may result in disenrollment of Early Learning & Care services. If there is no communication from the parent for 30 consecutive calendar days, a Notice of Action will be processed to disenroll the family based on abandonment of care.

### **Income Eligibility**

At initial certification, a family will be considered income-eligible if that family's adjusted monthly income is at or below 100% percent of the SMI, adjusted for family size.

Once a family establishes eligibility for the Full and Part Day Program, the families will remain eligible for 24 months.

Contractors must notify parents, at the time of initial certification, and at recertification, the dollar amount that equals 100 percent of the SMI, based on their family size. Parents are required to report when their family income exceeds the 100% dollar amount for their family size within 30 days.

When family income exceeds the identified 100% of SMI for the family size, the contractor must dis-enroll the family and issue a Notice of Action (NOA) citing the family has exceeded the 100 percent of the SMI adjusted for family size.

Specifically, contractors must inform the parent in writing of the maximum adjusted monthly income the family could earn, based on the family size most recently certified, before the family is no longer income-eligible for services. To do this, the contractor must provide the family with a copy of the most recent Schedule of Income Ceilings (100 percent SMI) for Recertification,

**Family INCOME SCALE October 1, 2023**

Recertification Schedule of Income Ceilings (100 percent SMI) for Recertification Child Care and Development Programs

Effective October 1, 2023, contractors must:

- Use the Schedule of Income Ceilings (100 percent SMI) for the Recertification chart when determining ongoing income eligibility for families receiving subsidized childcare and development services.

**Schedule of Income Ceilings (100 percent SMI) for Recertification**

Family Size	Family Monthly Income
1-2	\$93,110
3	\$105,482
4	\$122,993
5	\$142,672

**Family Fee** - Families will be assessed either a flat monthly full-time fee or part-time fee, based on hours of care certified for the month, income, and family size. Families with a certified need of fewer than 130 hours per month will be assessed a part-time fee while families with a certified need of 130 hours or more per month will be assessed a full-time fee. The assessment of the family fee is based on a family fee schedule issued by the California Department of Education.

The family fee is paid prior to service each month. No adjustment is made for excused or unexcused absence. The Family Fee is assessed based on the family’s child enrolled for the longest period of child care. **Family fees shall be considered delinquent after seven (7) calendar days from the date the fees were due. A Notice of Action shall be issued for delinquent family fees.**

### **Family Fee, continued**

Child care services shall be terminated two (2) weeks from the date of the Notice unless all delinquent fees are paid before the end of the two (2)-week period for NOA appeal. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for child care and development services until all delinquent fees are paid. The program shall accept a reasonable plan from the parent(s) for payment of delinquent fees. Child care service shall continue to be provided to the child, provided the parent(s) pays current fees when due, and complies with the provisions of the repayment plan.

For new family fees due as the result of recertification and updates to the family file, an NOA must be issued to the family showing the new fee to be imposed and contain an effective date either 14 or 19 calendar days after service of the NOA, depending upon whether the NOA was personally served or mailed to the family. The fee is due on the first of the month following the effective date of the NOA.

### **Credit for Fees Paid to Other Service Providers:**

This section shall apply to child care and development services provided by someone other than the contractor:

- (a) When a contractor cannot meet all of a family's needs for child care for which eligibility and need as specified in Education Code Section 8263(a)(1) and (a)(2) have been established, the contractor shall grant a fee credit equal to the amount paid to the other provider(s) of these child care and development services.
- (b) The contractor shall apply the fee credit to the family's subsequent fee billing period. The family shall not be allowed to carry over the fee credit beyond the family's subsequent fee billing period.
- (c) The contractor shall obtain copies of receipts or canceled checks for the other child care and development services from the parent. The copies of the receipts or canceled checks shall be maintained in the contractor's fee assessment record.

### **Documentation of Need for Full-day Preschool**

Upon establishing initial eligibility or ongoing eligibility for services, a family shall be considered to meet all eligibility and need requirements for those services for not less than 24 months, before having their eligibility or need recertified. Families have a right to voluntarily report changes if: it reduces the family fee, it increases the family's services, or it extends the period of eligibility, per Title 5 section 18084.2 and the Alameda County Pilot. Families shall, **within thirty (30) calendar days**, notify the enrollment office if the family's gross monthly (pre-tax) income exceeds the maximum allowable income ceiling (100 percent SMI). Families shall not be required to report changes to income or other changes for at least 24 months Education Code (EC), Section 8261(h)(1).

Each adult counted in the family size must have a need for child care services. If it is determined by the enrollment specialist that there is no documented need for subsidized child care, a Notice of Action to deny or terminate services will be issued. The following are some Title 5 regulatory categories of documentable need for childcare and adjusted to meet the Alameda Child Care Pilot Requirements:

1. **At Risk of Abuse or Neglect** - When the basis of need is At Risk of Abuse or Neglect, a child who has been identified by a legally qualified professional in a legal, medical, social services agency, or emergency shelter as being at risk of abuse, neglect, or exploitation, and referred for child care and development services. At-risk/CPS families may receive a 24-month fee exemption when a legally qualified professional from a legal, medical, social services agency, or emergency shelter specifies in

the referral that it is necessary to waive the family fee. For families with a fee exemption, income information will not be required and fees will not be assessed or collected.

If the referral from the legally qualified professional from a legal, medical, social services agency or emergency shelter does not waive the fee, income information must be obtained from the family. Fees must be assessed and collected, as applicable, based on the most recent fee schedule issued by the CDE, CDD. Fee assessment and collection will begin on the first day of enrollment unless the fee is waived.

**2. Children with exceptional needs** - Only the children in the family who are children with exceptional needs may be enrolled under the eligibility criteria of this clause. Until June 30, 2024, the second priority for services for both part-day and full-day CSPP shall be given to all three- and four-year-old children with exceptional needs from families with incomes below the income eligibility threshold. Within this priority category, children with exceptional needs from families with the lowest income according to the income ranking table, as published by the Superintendent at the time of enrollment, shall be enrolled first. The child must have an active IEP.

**3. Child Protective Services (CPS)** - When the basis of need is CPS, a written referral from a legal, medical, social service agency, or emergency shelter is required. The written referral shall include a statement that the child is at risk of abuse or neglect and that the child care services are needed to reduce or eliminate that risk. CPS shall certify that the child is receiving protective services and that child care is a necessary part of the CPS plan. Note: A “legally qualified profession” means a person licensed under applicable law and regulation of the State of California to perform legal, medical, health, or social services for the general public.

**4. Employment** – When the basis for need is employment, means of verification may include but is not limited to: Pay Stubs, Record of Wages, Proof of Self-Employment, letters from clients, and/or Tax Returns, self-declaration of income form, as well as completed Employment Verification Form.

**5. Seeking housing** - When the basis for need is for seeking housing, a seeking permanent housing plan form needs to be submitted. This document acknowledges that you are seeking permanent housing and asks you to submit a plan to secure a fixed, regular, and adequate residence. In addition, if the family is residing in a shelter, services shall also be provided while parent attends appointments or activities necessary to comply with the shelter participation requirements within the certified schedule. Services are not to exceed 5 days and 32.5 hours per week and are confined by our hours of operation.

**6. Vocational training leading directly to a recognized trade, para-profession, profession, or education degree** - When the basis of need is training, child care services may be authorized for six years from initiation of services. Twenty-four semester units, or its equivalent after the attainment of a Bachelor’s Degree. Parents must identify a vocational, occupational, or educational degree objective.

**7. Homeless** - When the basis for need is homelessness, participants may be approved under the McKinney-Vento Homeless Assistance Act which includes the following: sharing housing with other persons due to loss of housing, economic hardship, or a similar reason. Staying in a shelter or other emergency housing. Staying in a hotel or motel, trailer park or camping ground due to a lack of alternative accommodation. Sleeping in a car, park, bus or train station, or campsite. Moving from place to place due to lack of permanent housing.

**8. Seeking permanent housing for family stability** – When the basis of need is seeking permanent housing, participants may be approved to seek permanent housing for no more than 32.5 hours per week for consecutive working days, Monday to Friday.

**9. Incapacity** - When the basis of need is Incapacity, child care and development services shall be based on the documentation provided by the legally qualified health professional which shall include; a statement that the participant is incapacitated and incapable of providing care and supervision for the child. The documentation must identify the extent to which the participant is incapable of providing care and supervision. Child care cannot exceed 50 hours per week.

### **Admission Procedure**

Parents are expected to have a personal interview with the ECE administrative assistant, administrator or principal in order to:

1. Discuss questions about the school program.
2. Discuss health, educational and social/emotional information about your child.
3. Complete health and emergency forms.
4. Review policies and procedures.

### **Arrival and Pick-Up of Children**

1. It is the adult's responsibility to bring the child into the center and sign the child in. Under no circumstances should you send the child in alone.
2. Adults are to indicate the time plus a full signature in ink at each arrival and departure.
3. If your child is going to be absent, please notify the center. **Be sure to specify a reason for the absence. For example, Family Emergency if there was a sudden death in the family, or transportation issue, etc. In addition, if the child was ill, be specific regarding the type of illness, "cough, cold, fever" etc., and write that reason directly on the sign-in sheet. Then sign your name in full.**
4. Children will be released **only** to those authorized and responsible individuals you have designated on the emergency card. If staff is unfamiliar with the person picking up your child, they will ask for photo identification to make sure that person is authorized by the parents/guardians.
5. You may arrange for someone (**14 years or older**) who is NOT listed on the emergency card to pick up your child in one of two ways; 1) Parent writes a note which includes the date and name of the authorized person who will pick up that day. 2) Call the teacher one hour before pick-up time.
6. In order to deny a parent the right to pick up a child, there must be a court order to that effect and there must be a copy in the center file. Please provide a photo of the person named in the court order.
7. *Upon departing school and after you have signed the child out of their classroom, the parent and child must leave the center (this includes the play yard) and not delay departure. The school is not responsible for your child after they are signed out for the day.*
8. *Do not leave your child in a classroom, playground, and/or street alone.*
9. *Please check your child's backpack for papers, art, and any wet clothes that need to go home (please restock a set of dry clothes as needed).*

### **Late Pick-Up of Children**

It is very important that each child be picked up at the time their classroom closes (depending on the hours of the class).

1. In an emergency, please phone the center immediately. You and the staff can then work out a safe pick-up arrangement. Late pick-up also refers to your contracted hours. For example, if your hours end at 3:00, then 3:05 p.m. is late.
2. Parents who are late in picking up their child/children 3 times will receive a notice of termination, Notice of Action.

### **Potty Training**

It is **highly recommended** that all children enrolled in the preschool classes be potty trained (exception: they are in an integrated classroom and have a BUSD IEP).

Potty-trained means the following:

1. A child is proficient at using the toilet independently when going to have a bowel movement or urinate. In addition, they are able to pull their clothes down and up, and attempt to wipe themselves.
2. A maximum of two to three accidents a week.
3. Can verbalize and/or show us that they need to use the bathroom.

It would be ideal if each child in our program is able to take care of their toileting needs with minimum assistance from their teacher.

### **Health Requirements**

To ensure the health of all children in our program, the following information is required before entry into the program:

1. A statement by a physician, indicating that your child is in good health, both physically and emotionally.
2. Your child's Immunization Record. The Immunization Record must show the date for each required shot. If you do not have an Immunization Record, or your child has not received all required shots, call your doctor for an appointment immediately. SB 277 law does not allow for exemption of immunizations for Personal Belief Exemption (PBE) based on personal or religious beliefs for children in child care.
3. Fill out the Child's Preadmission Health History – Parent Report, Licensing Form 702.
4. If the child has to have medication administered on-site, the parent is required to train classroom staff and also give permission to staff to administer the medication based on the medical action plan. A Medication Consent and Training Form needs to be filled out by parent and staff on the first day the child is enrolled.

### **Emergency Information Requirements**

It is essential that we have accurate emergency information on each child. You will need to fill out two (2) emergency cards for your child when you register. In the event of a serious injury or emergency, we will make every attempt to contact you or any other adult on the emergency card.

Please provide current home and work or school phone numbers, plus phone numbers for several other adults who can be reached in the event of illness or late pickup. Notify the other adults that you have listed their names on your child's emergency card. Updating all contact information is required throughout the year.

## **Illness**

For the protection of all children, state regulations require that all children be checked daily for illness before entering the group.

If your child was ill the night before or has complaints of sore throat, stomach ache, headache, fever, or appears ill in the morning, please keep him/her at home. A child should be symptom-free (without medication) for 24 hrs. before returning to school. *In addition, because of COVID-19, we are following current District and City Health guidelines (note that these guidelines are subject to change).* We are not able to care for sick children.

If your child becomes ill during his/her time with us, we will contact you so that you may pick up your child (pick-up by either parent or other authorized adult should be within 30 min. of notification). It is important that the center has up-to-date and current emergency telephone numbers and alternative pick-up contacts.

*Undiagnosed rashes require a doctor's note when the student returns to school.*

## **Medication**

In order for us to administer medicine to your child, we need a written statement from the doctor stating the kind of medicine, the amount of dosage, the time of administration, under what circumstances the medication should be administered, any side effects, and how the staff is to respond if the problem continues after the required dose is given (for example, as in the case of an asthmatic child who continues to wheeze). Parents must also sign the Pre-K Health Form #20, available at any of our registration offices, which gives the teacher or designated school personnel permission to administer the medication. All medication needs to have a doctor's label with the child's name on it and all the information above. We cannot administer over-the-counter medication without the above Pre-K Health Form #20 being completed.

*Please keep the school fully informed as to new allergies or medications.*

## **The Staff**

Our program has a total of 1 preschool teachers (5 special education teachers), and 54 instructional assistants so that we can maintain a 1:8 adult:child ratio. The Administrators for Early Childhood Education supervise all three school site programs and are accessible to parents upon telephone/email request or by appointment. Our teaching staff is culturally diverse and includes many bilingual adults. In addition to meeting state requirements for licensing and teacher credentialing, all of our staff participates in ongoing training and education. Curriculum specialists work with both children and staff in areas of music, movement, literacy, gardening, and art to provide enrichment to the daily programs. We have one administrative assistant and custodian at each site. In addition, we have one Response to Intervention and Instruction Coordinator and Tier II teacher that go to each site on different days.

Under a partnership with the Federal Berkeley YMCA Head Start Program, additional support services are provided by two family advocates, a health manager, and an educational monitoring manager.

## **Special Services**

- **Vision Screening:** Vision screening is available at a scheduled date for all children. Parents are encouraged to alert the teacher if they feel there is a problem or need as well.
- **Hearing Screening:** Hearing Screening is available at a scheduled date for all children. If there is a problem, parents are encouraged to follow up through their private resources.
- **Speech and Language Pathologist:** Teachers or parents may make referrals to the Speech Therapist if there are concerns. Following the referral, the Speech Therapist observes the child in the classroom. A parent may then be contacted to sign an assessment form. The signed form gives the Speech Therapist parental consent to formally assess the child.

## **Students with Special Needs**

The BUSD Preschools are committed to serving children with varying needs and abilities. We comply with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA). Our Preschools will provide children with special needs reasonable accommodation to participate in activities, programs, and services. If you feel that your child requires an accommodation to participate in activities, please contact the Program Supervisor.

## **RTI2**

**Response to Intervention and Instruction (RTI2):** RTI2 is a multi-step approach that Berkeley Unified School District utilizes to provide services and intervention to our students. The goal of RTI2 is to support the academic, social, and emotional needs of all students. This approach includes providing high-quality instruction in the classroom to meet the majority of students' needs. For some students, additional small group support is suggested to provide for more specific and targeted interventions in a certain area. And for a few students, a more individualized intervention may be appropriate. All interventions are closely monitored, which allows the teachers to determine whether some children could benefit from further interventions in order to master the necessary skills related to early academics and behavior regulation/classroom expectations.

In the Early Childhood Program, all students are observed by their teachers and classroom staff, and teachers complete assessments (DRDP) and review the parent-completed screen (ASQ-3) in order to determine student's development and learning. Parents and teachers discuss these at parent-teacher conferences. Teachers attend monthly RTI2 meetings with support staff to be able to provide the appropriate support and resources to all students.

## **Days and Hours of Operation**

BUSD Preschools has three calendars. The Part-day program is a 190-day program, 9:00 am to 12:00 pm, 11 am to 2:00 pm, and 12:30 pm to 3:30 pm class. The Integrated/ Special Education classes are 180 days and for four hours each day. The start times for the integrated/SPED classes vary by site. The Full-day classes are a 240-day program, and hours vary by site and classroom.

## **Daily Schedule for Preschool**

A classroom calendar and a daily schedule are posted in your child's classroom and sent to the families via email/Learning Genie. These calendars will help you stay aware of daily activities and ongoing curriculum.



Many of the activities available throughout the day are focused on specific themes being taught and other activities focus on physical, social and emotional development.

Most often, our day begins with free choice activity centers and breakfast. Children should arrive at school within the first half-hour from the start of their classroom time. Children participate in a variety of directed learning and discovery activities throughout the day.

Weather permitting, children spend part of each morning indoors in both directed and free choice activities, and part of each morning outdoors where they also have a choice of a variety of teacher-directed or unstructured activities. Daily activities include storytime, art, blocks, books, science discovery, writing center, music, and dramatic play. Small manipulative games and puzzles are available for children to select. Outdoor activities also include equipment for large motor development such as riding a tricycle, ball skills, and climbing. In the full-day classrooms, a healthy breakfast is served the first 30 minutes of the day in the morning and lunch is served around noon. For full-day programs, following a hot lunch, children rest as part of their day. The afternoon program continues the emphasis on directed learning and discovery learning with time for both indoor and outdoor activities.

Special activities such as Library, Gardening, and Music & Movement are scheduled throughout the week. These activities are noted in the classroom calendar.

### **Meals Provided**

Meals are prepared and delivered by the district. Children will be provided the required number of meals depending on the specific program they are in.

- Part-day program – snack only
- Integrated/SPED Class- snack and hot lunch
- Full day program – breakfast and hot lunch
- Extended day program – breakfast, hot lunch, and snack

### **Field Trips/Assemblies**

Our preschool classes take at least one field trip each year. We also have assemblies from outside organizations at least twice a year. All field trips and assemblies are planned around our preschool curriculum.

### **Transportation for Field Trips**

No transportation will be provided unless required by Special Education Services for District transportation.

### **Open Door Policy**

We encourage parent involvement and education at our preschools (EC 8261 and 5 CCR 18275).

When you enroll your child in our preschools the Administrative Assistant will review eligibility criteria and priorities for enrollment, fee requirements, and due process procedures.

Families will receive an orientation - called "Back to School Night" - that include topics such as program philosophy and program goals, objectives, and activities. In addition, twice a year you will have individual

conferences with the classroom teacher. This is a great time to share information between staff and parents concerning your child's progress. There will be additional parent meetings and parent workshops offered during the year. You can also participate in our Preschool School Site Council (SSC) once a month and advise us on issues related to services to families and children.

We encourage parent participation in activities that parents can help prepare from home whenever possible. You can speak with the classroom teacher, secretary, and/or principal to discuss participation, ideas, activities, etc. Your help is always welcome and it is great to have children see their parents participating in their education!

### **Notice of Action; Parental Right to Appeal Process**

When you receive your Notice of Action, you have the right to appeal the action. Your request for an appeal meeting must be written on Form CD-7617 (reverse side of the Notice of Action in the section of Appeal Information – Step 1). A copy of the Notice of Action is in Appendix A.1 and A.2. Your request to the agency representative must be received within 10 days of the action. If you need an additional form you may obtain one at the Registration Offices.

If the parent disagrees with the written decision, the parent has 14 calendar days in which to appeal to the CDD. If the parent(s) do(es) not submit an appeal request to the CDD within 14 days, the parents' appeal process shall be deemed abandoned and the Program Administrator may implement the intended action.

To protect your appeal rights, you must follow the instructions described in each step listed below on your Notice of Action.

STEP 1: Complete the following appeal information to request a local hearing on the back of the Notice of Action.

STEP 2: Mail or deliver your local hearing request within 14 days of receipt of this notice to the site mentioned in Step 2 of the Notice of Action on page 2.

STEP 3: Within ten (10) calendar days following the agency's receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.

STEP 4: Within ten (10) calendar days following the hearing, the agency shall mail or deliver to you a written decision.

STEP 5: If you disagree with the written decision of the agency, you have 14 days from the date of the written decision to file an appeal with the California Department of Education (CDE). Your appeal to CDE must include the following documents and information: (1) a written statement specifying the reasons you believe the agency's decision was incorrect, (2) a copy of the agency's decision letter, and (3) a copy of both sides of this notice. Mail your appeal to the following address:

California Department of Education

Child Development Division

1430 N Street, Suite 3410

Sacramento, CA 95814

Attn: Appeals Coordinator

Phone #: +916-322-6233

STEP 6: Within 30 calendar days after the receipt of your appeal, CDD will issue a written decision to you and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of CDE's decision letter.

### **Withdrawal**

Please give two weeks advance notice if it is necessary to withdraw your child from the program.

### **District Uniform Complaint Procedure**

The District has a formal uniform complaint procedure. If you have a complaint or concern and would like to fill out a form, please see the school secretary and/or go to our Berkeley Unified School District Website and search Uniform Complaint Procedures Form or go to...

<https://www.berkeleyschools.net/wp-content/uploads/2021/02/Uniform-Complaint-Procedures-Form.pdf>

## **Child Abuse and Neglect**

The BUSD Office of Early Childhood Education will report any suspected child abuse to the Department of Social Services. All staff is trained and required to report suspected child abuse.

## **911 Emergency Service**

If immediate medical care is required, the 911 Emergency Service will be called to take your child to Children's Hospital. A staff member will stay with your child until you arrive.

## **Discipline Policy and Procedures**

GOAL: Every child has a right to a safe and productive environment while attending our Early Childhood Education programs and Special Day classes. This discipline policy has been developed to protect that right.

## **THE DISCIPLINE PROCESS**

### **1. PARENT/TEACHER CONTACT**

Because Pre-Kindergarten children are in the process of learning appropriate social behaviors, and because their skills are still in a formative stage, we will contact parents (with the exception of severe behaviors, such as biting, or some specific dangerous bodily harm to another child) only if the child's behavior is excessive, or out of the range of normal 2.9 to 5-year-old behavior.

### **2. DISMISSAL**

Suspension shall only be used as a last resort in extraordinary circumstances when there is a serious safety threat that cannot be reduced or eliminated without removal. To the greatest extent possible, we shall endeavor to ensure the full participation of enrolled children in all of our activities. Before a suspension is deemed necessary, we shall collaborate with parents or legal guardians to the best extent possible and use appropriate community resources, as needed, to determine no other reasonable option is appropriate, and provide written notice to the parents or legal guardians. Prior to dismissing a child due to a child's persistent and serious behaviors, we shall expeditiously pursue and document reasonable steps, including, but not limited to, consulting with the child's parents and legal guardians and teacher, and, if available, engaging any mental health consultant, to maintain the child's safe participation in our program. In addition, see California State Education Codes 48900 for grounds for suspension and expulsion, and 48915 for reasons for expulsion and procedures.

### **3. TYPES OF DISCIPLINE NOT PERMITTED**

No corporal punishment nor violation of personal rights shall be permitted in disciplining children (Community Care Licensing, Title 22 Personal Rights, 101223). All staff are forbidden from using any corporal punishment, which may be defined as the use of negative physical touching. Some examples are spanking, slapping, tapping, pulling of arms, ears, or hair, pinching and lifting by the arm against the child's will if for a punitive reason. This list is not all-inclusive. In addition, the staff is not allowed to use any handling techniques that inflict pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other action of punitive nature.

## Important Information for Parents

1. Please label clothing, etc., with your child's name. Many garments are similar and labeling helps children locate and be responsible for their possessions. The Lost and Found basket is located in the office. Parents/guardians must label clothing or it will be placed in lost & found.
2. Every child needs to have an extra set of clothing at school. ( As your child grows, you might want to replace the clothes.)
3. Formal Parent-Teacher conferences are held twice a year for preschoolers to discuss your child's progress, etc. Informal conferences with teachers and/or staff may be held anytime at your request or the teacher's request.
4. In keeping with our policy of open communication between staff, children and family, we encourage you to keep staff informed of important changes or events at home and please discuss any concerns with the staff.
5. Please do not send gum, candy, and/or money to school.
6. Please do not send toys from home. (Toys come to school for special occasions - your child's teacher will inform you of the appropriate time.)
7. In case of a serious accident, you will be contacted immediately. If you cannot be reached, someone on your emergency card will be called; for this reason it is important that the center has up-to-date and current emergency telephone numbers and alternative pick-up.
8. Services may be terminated at the discretion of the agency if:
  - a. A child is hurtful to him/herself or to others (see Dismissal process above).
  - b. A parent is abusive to staff and or other parents.
9. Our program refrains from religious instruction and worship.

## Other Important Information for Parents

Form needed prior to volunteering in the classrooms:

### ***EARLY CHILDHOOD EDUCATION CODE OF CONDUCT***

Name \_\_\_\_\_ Position \_\_\_\_\_

This Policy applies to community members, volunteers, and parents.

**POLICY:** Courteous and respectful behavior between and among program participants is essential for Berkeley Unified School District Child Development Centers to achieve its mission, help assure a positive environment and promote the safety and security of children and families, and staff.

**Standards of Conduct:** All parents and volunteers will:

1. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability;
2. Follow program confidentiality policies concerning information about children, families and other staff members;
3. Leave no child alone or unsupervised while under their care and not leave children unattended during registration, visitation, pick-up, and drop off;
4. Use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs;
5. Conduct themselves personally and professionally in a manner that reflects positively upon the program's reputation and upon the children and families the program serves; and
6. All volunteers are required to report any suspected child abuse to the Protective Services, the police and/or Community Care Licensing.

The Berkeley Unified School District Child Development Centers will not tolerate the following behavior by parents, volunteers, or anyone else involved with the program. Examples of violations could include but are not limited to the following:

- Threats to staff, parents or children,
- Physical or verbal punishment of a child,
- Swearing or cursing,
- Smoking, bringing drugs, alcohol or weapons to program sites or events,

- Interfering with daily routine(s) while staff are attending to children,
- Quarreling, verbal fighting, loud shouting and displays of anger,
- Physical violence,
- Inappropriate or excessive displays of physical contact between adults,
- Any form of sexual harassment, including physical demonstrations, leering, and inappropriate touching, and
- Inappropriate dress, including, for example, a low-cut top, bare midriff or clothes with words or pictures inappropriate for young children.

If a parent/ volunteer violates the standards of conduct, we reserve the right to:

1. Restrict access to program children, classrooms and activities,
2. Terminate the child’s enrollment,
3. Remove the child’s name from the waiting list,
4. Contact Child Protective Services,
5. Contact Community Care Licensing,
6. Contact the police, or
7. Take civil or criminal action.

**PROCEDURES:**

1. The staff person who witnesses the violation will speak directly with the person in private when possible, practical and if safety is not an issue, and report to the site supervisor.
2. When safety is threatened, staff will call the police. This could be, but is not limited to when parents continue to quarrel, fight or threaten children, staff, or other parents or adults.
3. Staff will notify the Principal as soon as is practical and as immediately as possible. In the Principal’s absence, the site supervisor should be notified.
4. The Principal will determine the program response to the violation and will notify the person(s) involved.

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**EARLY CHILDHOOD EDUCATION CODE OF CONDUCT**

Name \_\_\_\_\_ Position \_\_\_\_\_

I have read and agree to abide by the program’s Code of Conduct.

Signature: \_\_\_\_\_

Circle One:

Parent/Guardian/Volunteer

Date: \_\_\_\_\_

**BASIC SCHOOL RULES:**

Please review the rules with your child. Ask them to explain the rules to you after.

1. PLEASE REVIEW **INDOOR** and **OUTDOOR BEHAVIOR EXPECTATIONS** with your child (Next Page)
2. Be Helpful, Be Kind, and Be Safe (3 B's)
3. Ask Permission
4. Follow Directions
5. School toys stay at school.
6. Candy, gum and junk food stay at home.
7. Toys, including dangerous objects, play guns and swords must stay at home.
8. Keep our school clean.

**BUSD Preschools - 3 Bs**

<u>Indoor Behavior Expectations for BUSD Preschoolers</u>		
<u>Be Helpful</u>	<u>Be Kind</u>	<u>Be Safe</u>
● Share/take turns	Play cooperatively; Use positive words	Use walking feet
● Help clean up	Respect space and boundaries	Keep hands to yourself
● Invite others to join	Laugh together	Wash hand before meals and after using the bathroom
● Ask for help when needed	Build a sense of community	Use materials appropriately
● Use a calm voice	Include others in play	Clean up materials when done
	Help solve problems	
<u>Outdoor Behavior Expectations for BUSD Preschoolers (and Teachers, as applicable)</u>		
<u>Be Helpful</u>	<u>Be Kind</u>	<u>Be Safe</u>
Ask for help when needed	Play cooperatively	Have places for both quiet and noisy play
Share/take turns	Have empathy when a child is hurt – like a pat on the back or asking, “What’s wrong?”	Have planned group activities and games
Help clean up	Invite others to play	Equipment is in good condition
Care for the environment	Use positive words	Adults are engaged in all areas
		Follow school yard rules

The indoor and outdoor behavior expectations are for our BUSD preschool children. We are using the 3 Bs (Be Helpful, Be Kind, and Be Safe) to model expected behavior.



**Appendix A**

**Berkeley Unified School District  
Bullying Complaint Form (Policy 5131.2)**

School: \_\_\_\_\_

**Definition of bullying:** Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, that inflicts physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the victim’s school performance or participation. Bullying is often characterized by an imbalance of power.

Name of Student/ Date of Report:

Parent/Guardian/School Staff/Community member (if filing on behalf of a student):

Person(s) your complaint involves:

Date(s) of incident:

Where did the incident take place?

Did you report this incident of bullying previously?

If yes, to whom?

When?

Please describe your complaint in as much detail as possible. (Use back of form or extra sheets of paper if necessary.) Attach any documents related to this complaint.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form to the school Administrator/Principal. If you need assistance completing this form, please contact your site Administrator/Principal.

CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

- 1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complaint to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

\_\_\_\_\_ BUSD Preschools \_\_\_\_\_
Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

# COVID-19 Guidance Addendum

\*Subject to change per City of Berkeley and School District Guidelines

## KEEP YOUR CHILD HOME FROM SCHOOL WITH ANY OF THESE SYMPTOMS

### COVID-19 SYMPTOMS (CDC)

- Fever (100° or higher)
- Chills
- Cough
- Shortness of Breath or Difficulty Breathing
- Fatigue
- Muscle or Body Aches
- Persistent Headache
- New Loss of Taste or Smell
- Sore Throat
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea



BUSD school staff will also be expected to remain at home if they are experiencing any of these symptoms.