

# Newhall District State Preschool Program Handbook



**Newhall District State  
Preschool** welcomes your  
family to our Part-Day  
Preschool program.





This **handbook** was designed to assist families with understanding the requirements to participate in a State Preschool Part-Day program. Please read and keep this handbook for future reference. We look forward to serving you!



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**Newhall School District Office**  
**25375 Orchard Village Road**  
**Valencia, CA 91355**  
**661.291.4000**

**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>)

**Operating Hours:** Monday – Friday

**A.M. Session:** 7:45 am-11:15 am

**P.M. Session:** 11:45 am-3:15 pm

**Center Locations:**

McGrath State Preschool  
21501 Deputy Jake Drive  
Newhall, CA 91321  
661.291.4092

Newhall State Preschool  
24607 Walnut Street  
Newhall, CA 91321  
661.291.6723

Peachland State Preschool  
24800 Peachland Avenue  
Newhall, CA 91321  
661.291.4022



## **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 Preschool Office to make arrangements.

## **Group Sizes:**

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

### Preschool Ratios

1 adult for every 8 preschoolers

## **Equal Access/Non-Discrimination Statement:**

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

## **Confidentiality:**

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

## **Refrain from Religious Instruction:**

Our programs refrain from all religious instruction and worship.

## Philosophy:

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

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

## Family Involvement:

We encourage parent participation in our preschools. Parental involvement may include volunteering in the classroom, assisting the teacher with projects at home, joining the Parent Advisory Committee, and attending Parent Education Workshops.

- We welcome parent volunteers in our classrooms. Due to the requirements of SB-792 all parents who volunteer in the classroom on a regular basis will be required to provide vaccination records for the following: influenza, pertussis, measles, and a current negative tuberculosis test.
- Parent Advisory Committee meetings offer parents an opportunity to provide input on the nature and operation of the program. These meetings occur three times a year. All parents/guardians are invited to participate on the committee.
- The Desired Results Parent Survey issued by the California Department of Education (CDE) is given annually. The Survey asks for your feedback pertaining to your child's education and the quality of our program. Your responses will be confidential and will help us improve the services provided to you.
- Parent/Teacher Conferences are held twice a year. Conferences provide an opportunity for parents to collaborate with the teacher to develop goals for their child.
- ParentSquare is a key tool of communication between home and school. Updates on your child's activities and school information and resources will be sent via this app regularly. The app translates messages automatically into your preferred home language.



## Health & Social Services:

**Our goal** is for families to know where to access community health and social services to meet their unique family needs. A Family Social Service Need Request & Referral form is completed during parent orientation and annually thereafter. This form helps to identify the needs of both the child and family, so that the child may be successful in care and school.

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

## Education Program:

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

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

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

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

**Physical** development is supported by:

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

**Social/Emotional** development is supported by:

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

**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



## 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 CLASS Environment Tool is completed on each classroom annually by an assessor. The assessor and teacher collaboratively develop and take action steps for continuous quality improvement.

## Curriculum:

Newhall District State Preschool's curriculum is aligned with the California Preschool Learning Foundations and Curriculum Framework, which guides teachers in supporting and extending each child's development and learning to establish a strong foundation for future learning. All instructional practice is supported by current educational research and best practices for Early Childhood Education. The curriculum embraces children's natural curiosity and encourages them to explore, play, and engage with the world around them.

## Nutrition Services:

School Day Café provides a nutritious meal daily for students. The meals meet the USDA recommended nutritional guidelines and adhere to the Newhall School District's Wellness Policy. A monthly menu is posted on the parent information board.

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

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

Candy, gum, soda and juice are not allowed in the classroom!

## 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.

## 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, CLASS Environment tools, and California's Quality and Improvement System

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



## Code of Ethical Conduct:

Parents and visitors are always welcome to our program. However, all visitors are expected to be a positive presence and conduct themselves appropriately. The Newhall School District's civility policy is strictly adhered to and enforced on school campuses. All parents, staff and other adults on school campuses must demonstrate the following core standards/values:

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



## Safe School & Harassment Policy:

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

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

# SAFE SCHOOL NOTICE



## ALCOHOL, DRUG AND WEAPON FREE ZONE.

# GENERAL POLICIES

## Suspected Child Abuse:

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

## Daily Schedule:

Classroom daily schedules may vary from classroom to classroom. The daily schedule is posted in each classroom.

## Parking:

Parents are required to follow all traffic laws and safety rules. Please do not block driveways or double-park. Each child is to be escorted to and from the classroom by an authorized adult, 18 years of age or older. Children must be placed in a proper car/booster seat when transporting and children of any age should NEVER BE LEFT ALONE IN A CAR. All of our staff are mandated reporters and will notify authorities if they see any violations of the law relating to transporting children.

## Clothing & Items from Home:

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Shoes must be worn at all times. Tennis shoes are great. Please send a change of clothes for your child in case of a spill or accident.

## Birthday Celebrations:

Birthdays will be celebrated with special recognition during class time. Parents are welcome to, but not obligated to provide a store-bought, healthy snack. Arrangements must be made ahead of time with your child's teacher and please keep in mind to send nutritious snacks, with sugar at a minimum.



# GENERAL POLICIES

## Discipline & Guidance:

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

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

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

## Suspension or Expulsion:

**Our program prohibits or severely limits** the use of suspension and expulsion because of a child's behaviors. In addition, the program can not persuade or encourage a child's parents or legal guardians to voluntarily unenroll from the program due to a child's behavior.

The program will take many steps to address a child's challenging behaviors, with the goal being to aid the child's safe participation in the program.

**In the event a child is suspended or expelled due to persistent and serious behaviors**, the program will issue a Notice of Action that is effective 24 hours after the notice is issued.

Persistent and serious challenging behaviors are either repeated patterns of behavior that significantly interfere with the learning of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance.

## 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:

- Adhere to the No Cell Phone policy when dropping off/picking-up your child. This can be distracting. Give your child your undivided attention.
- Notify the teacher in the event their child will be absent.
- Record the reason of the absence on the Absence Excuse slip.
- Report safety and supervision concerns to staff immediately.



**NOTE:** If a child is suspended or expelled, the parent has the right to file an appeal directly to the State Department no later than 14 calendar days after receipt of the Notice of Action. (For more information, see Grievance/ Complaint Procedures/Program Decision Complaints)

# GENERAL POLICIES

## Daily Health:

Mild illness is common among young children and does not usually constitute a reason for excluding children from their usual school activities. However, children with the following symptoms may pose a risk to their classmates and teachers and should NOT be sent to school:

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

Children who have been ill may not return to school until they are free of symptoms for a 48-hour period. If your child appears to have symptoms of illness, they will immediately be isolated from the other children and parents/guardians will be contacted to pick up their child.

## Medication:

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

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



## Child Injury:

Staff are trained to administer CPR and First Aid. If your child is hurt during the day, staff will administer first aid and provide an injury/incident report.

If your child incurs an injury requiring immediate medical attention you will be contacted and your child will be transported via ambulance to the closest hospital. A staff member will accompany them.

## Emergencies:

Each centers 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.

## Child Admission Priorities:

Children, whose family lives within the Newhall School District boundaries are eligible to receive State Preschool services if they are three or four years old and meet one of the following criteria:



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

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

**Third:** Eligible children not enrolled in Transitional Kindergarten. Prioritize children with the lowest income ranking first.

If 2 or more children are within the same ranking prioritize dual language learners, then based on the child who has been on the waiting list for the longest time.

**Fourth:** 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).

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

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

**5% of preschool enrollment** is set-aside for children with exceptional needs.

**NOTES:** Only the child in the family who has exceptional needs may be enrolled within this enrollment category.

### Income 100% of SIM

Family Size	Total Countable Monthly Income
1-2	7,759
3	8,790
4	10,249
5	11,889
6	13,529
7	13,837
8	14,144

### Income 15% above SMI

Family Size	Total Countable Monthly Income
1-2	8,923
3	10,109
4	11,787
5	13,673
6	15,559
7	15,912
8	16,266

## Certification of Eligibility:

Enrollment into the preschool program is determined by specific family eligibility criteria. In addition, a child's parent must live in California. Family's complete a certification process at initial enrollment and remain eligible to receive services for the remainder of the program year and for the following program year, 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 CSPP means that your child will benefit from additional support from the program in order to develop their home language and English language skills. This identification will serve them only in preschool and is different from any identification process or program supports a child might receive as an English learner in Transitional Kindergarten or Kindergarten.

## 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)
- Individual Family Service Plan (IFSP)



# PARTICIPANT QUALIFICATIONS & CONDITIONS



## Proof of Family Size:

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

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

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

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

## Health & Emergency Information

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

## Court Order

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

# 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

Medi-Cal, CalFresh, CalWORKs, 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, such as 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



### Current Aid Recipient

- Documentation of CalWORKs Cash-Aid (Example: Notice of Action | Receipt of Cash-Aid | Verification of Benefits)

## Importance of Attendance:

**Attend today, achieve tomorrow**  
**Your child's regular attendance matters...**



<p><b>Infant/Toddler</b></p> <p>Time to develop stable, nurturing relationships. A healthy attachment base is the cornerstone for life long learning.</p>	<p><b>Preschooler</b></p> <p>Time for building the social, emotional, cognitive &amp; language skills necessary for school readiness.</p>	<p><b>Elementary</b></p> <p>Time to develop reading skills needed to transition from "learning to read" to "reading to learn"</p>	<p><b>Middle or High Schooler</b></p> <p>Time to develop strategies to become independent, build future dreams &amp; habits for college and/or the workforce.</p>	<p><b>Adult</b></p> <p>Time to land a great job. Good attendance, dependability &amp; work ethic are valued above all other soft skills.</p>
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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 preschool based on their 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 experience.

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

## Sign In & Out Procedures:

California State Law requires that all children be signed in and out daily by an adult 18 years of age or older. A full legal signature with the exact time of arrival and departure is required. When the staff is not familiar with the person who is picking up your child, they will ask to see a picture ID and check to make sure this person is listed on your child's emergency card. Children will not be released until the adult picking them up shows proof of identification. This practice applies to parents, family members, and friends. Parents are welcome to add or delete names to their emergency cards throughout the year. If a name is not on your emergency card, you can either send a note, email, or call the preschool site.

## 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 or due to sheltering in-place

**Best Interest Days** (maximum of 10 days per program year)

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

## Reporting Absences:

When a child is absent parents must fill out an absence slip. On the absence slip parents will record the date, the reason and sign it.

## 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.



## 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
- Non-compliance of agency policies
- Parent changes residency outside of California as reported by the parent
- 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
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of Enrollment priority.



# GRIEVANCE / COMPLAINT PROCEDURES

## Complaints Regarding Program Staff:

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

### Level 1:

Complaint is brought to the attention of the Teacher

### Level 2:

If complaint is not resolved by the Teacher, it is brought to the attention of the Site Supervisor

### Level 3:

If complaint is not resolved by Site Supervisor, it is brought to the attention of the Program Director

## Uniform Complaint Procedure:

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

## Program Decision Complaints (Appeal Process):

Parents 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, with the exception of children who have been suspended or expelled. In the event a child is suspended or expelled due to persistent and serious behaviors that impact the safety of children, the child may NOT attend the program during the appeal process. 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.

Request for hearing may be submitted by mail, in person, phone or e-mail to:

### **Newhall School District Preschools**

Attn: Kate Peattie

25375 Orchard Village Road

Valencia, CA 91355

Email: [kpeattie@newhallsd.com](mailto:kpeattie@newhallsd.com)

Telephone: 661.291.4000

### Step 2: Schedule Hearing

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

### **Step 3: Conduct Hearing**

The hearing will be conducted by an administrator who will 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 the decision within 10 calendar days after the hearing.

### **Step 5: Request for Appeal Hearing with STATE DEPARTMENT**

If parent disagrees with the agency's hearing decision OR if the action taken is due to child suspension or expulsion, the parent has 14 days from date of the written decision/action to file an appeal with the appropriate Department. The appeal(s) must include a written statement specifying the reasons the parent disagrees with the agency's action, a copy of the decision letter and a copy of both sides of the NOA.

Request for State Department hearing must be submitted to:

#### **California Department of Education 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

### **Step 6: EED/CCDD Hearing Decision**

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