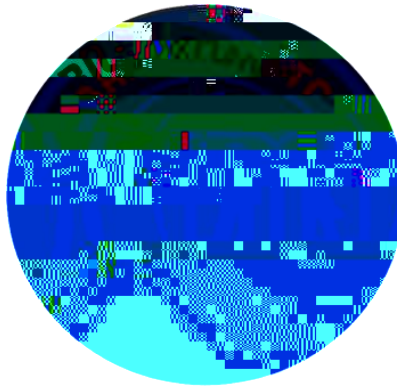




## BOARD OF TRUSTEES

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## Child Development Office

Gianna Roca, Program Administrator  
*Learning and Teaching*

Dear Families,

Welcome to the Ontario-Montclair School District State-Funded Preschool Program. This is an

## OUR MISSION

The mission of the Ontario-Montclair School District's State-Funded Preschool Program is to provide quality child development services to income-eligible students and foster kindergarten readiness skills.

## OUR PROGRAM

The Early Learning and Care Division (ELCD) of the California Department of Education provides funding that allows Ontario-Montclair School District to operate its half-day subsidized childcare and development programs for children ages three and four. The program runs three (3) hours and 15 minutes per day, Monday through Friday and includes a snack or meal, for 175 school days each year. (CCR Title 5). Transportation is to be provided by parent or guardian. Morning and/or afternoon classes are held at the following school sites:

Bon View	El Camino	Lehigh	Monte Vista	Ramona
Corona	Haynes	Lincoln	Montera	Sultana
Del Norte	Kingsley	Mariposa	Moreno	

Ontario-Montclair School District Child Development classrooms are licensed and follow all State of California Department of Social Services Community Care Licensing Division regulations. (CCR Title 22)

CCR Title 22 - 101200 - INSPECTION AUTHORITY:

Any duly authorized officer, employee, or agent of the department may, upon presentation of proper

The Ontario-Montclair School District, including the state preschool program, does not discriminate on the basis of race, color, religion, national origin, ethnic group, identification, disability, sex, age, or marital status. The program does not discriminate on the basis of mental handicap, or sexual orientation, in determining which children are served. The program does not discriminate on the basis of

- 3 Welcomes the enrollment of children with disabilities
- 3 Understands the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children
- 3 Implements those accommodations

EMC /P /MCIt(5r2BDC q0.00000912 0 612 792 reW\* nBT/F1 9 Tf1 0 0 1 54 594.1 Tm0 g0 G(0-3(PL)a)5(l)-3(s)-2(-)-390.0009343r2BDC q0.00Ch12 792 (PL 101-336,104 Stat. 327 ADA of 1990; 42 USC 12101 et seq. (2000), Title 5 Section 4900 et seq.)

### PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Philosophy - We believe that all children should have a positive, nurturing environment, which promotes a successful school experience. The State Preschool Program is committed to provide a language rich based curriculum designed to meet the needs of children.

Goals and objectives - The major goals of

Is inclusive of children with special needs.

Encourages respect for the feelings and rights of others.

Supports children's social and emotional development by building trust, planning routines and transitions so they occur in a timely, predictable, and unhurried manner.

Helps children develop emotional security and facility in social relationships.

Provides for the development of each child's cognitive and language skills.

Promotes each child's physical development, promotes, and maintains practices that are healthy and safe.

Staff Development CCR Title 5 - 18274 - Our qualified staff and leadership are dedicated to providing the highest quality, safe, nurturing and educational environment. All staff hold the appropriate credentials/permits required by the State of California.

New employees are provided an orientation to guide them to understand how agency policies relate to their respective job description.

We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth.

Our staff members are evaluated annually.

We have internal communication which includes email, phone, and monthly meetings to provide staff with information necessary to carry out their respective duties.

Parent Involvement and Education CCR Title 5 - 18275

Parent involvement and education activities are

7. An assessment of the program by parents using desired results parent survey. The parent survey is an annual distribution that asks for information about how the program helps parents support their child's learning and development and meets the family's needs.

### Health and Social Services CCR Title 5 - 18276

Special Education Programs - Parents interested in special education programs can attend Community Advisory Committee (CAC) meetings at the Ontario-Montclair School District Special Education Local Plan Area (OMSD-SELPA). Monthly meetings include informational presentations on topics that may interest you. Information brochures are available at each site, on the OMSD website ([www.omsd.net](http://www.omsd.net)), or through our Special Education Office at (909) 459-2500, ext. 6420. This advisory group is a great resource for parents in our community.

Health Services - If your child has a special health condition, the school needs to know what it is and what has been done to correct the condition. If limits need to be put on his/her physical activities, the school will adjust its program to meet his/her individual needs. The school nurse will assist and give counsel to parents and teachers concerning a pupil's health issues.

Community Involvement – CCR Title 5 - 18277 - Ontario-Montclair School District State Preschool program solicits support from the community. OMSD provides information to the community regarding the services available.

Nutrition – CCR Title 5 - 18278 - Each site includes in its program a nutrition component that ensures that the children have nutritious meals and snacks during the time in which they are in the program. The meals and snacks are culturally and developmentally appropriate for the children being served and meet the nutritional requirements specified by the U.S. Department of Agriculture, National School Lunch Program. Meals and snacks are provided at no additional charge to the parent. (CCR Title 5 -18111)

### Program Self-Evaluation Process CCR Title 5 - 18279

Our annual program self-evaluation includes:

- An assessment of the program by parents using the Desired Results Parent Survey.
- An assessment of the program by staff and board members as evidenced by written documentation.
- An analysis of the Desired Results Developmental Profiles, the Environmental Rating Scales and the Desired Results Parent Survey.

Our program is modified to address any areas identified during the self-evaluation as needing improvements.

## How to Continue in the Program

Families must abide by agency policies, procedures and program requirements. Parents must notify the child development office of any changes in income or family size within five days.

### PROGRAM POLICIES

Attendance - Regular attendance plays a key role in the success a preschooler achieves in school. Early learning experiences help to develop a child's educational foundation, the District encourages regular attendance by all children enrolled in the Ontario-Montclair State-Funded Preschool Program. Parents are responsible for picking up and dropping off their child(ren) on time. The State Preschool Program is three 3 hours and 15 minutes in



2. Reason for absence
3. Date of Absence
4. Signature of parent/guardian for written excuse.

### Definition of Absences

Excused Absences - Absence from school may be excused for the following reasons:

1. Illness of the child or parent/guardian, ailment, communicable disease, injury, hospitalization or quarantine
2. Appointment for child or parent/guardian, which includes doctor, dentist, mental health, counseling, or therapy
3. Court-ordered visitation\*
4. Best interest of the child (limited to 10 days)\*\*
5. Family emergency \*\*\*

\* If an 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 given to the teacher to be filed in the child's basic data file. (Ed Code 8208)

\*\* Absences in the "best interest of the child" might include but not be limited to religious activities, family vacation or special time spent with relatives. Excused absences "in the best interest of the child" shall be limited to ten (10)

### Steps for Promoting Social Problem Solving

1. Teachers will discuss and model appropriate preschool behavior and give ample opportunities for practice.
2. To deal with everyday classroom situations, adults rely on encouragement and a problem-solving approach rather than on a system based on praise, punishment, or reward.
3. Teachers approach discipline situations calmly, and focus on the natural and logical consequences of children's behavior. They use a six-step process to help children think through and resolve the problem.

The six steps are:

- 1) Approach calmly
- 2) Acknowledge feelings
- 3) Gather information
- 4) Restate the problem
- 5) Ask the children for ideas and solutions and choose one together
- 6) Be prepared to give follow-up support

If your child has a fever of 100 degrees or above, diarrhea, a persistent cough, is vomiting, has yellow or green nasal discharge or unexplained rashes, please keep your child home until he/she is symptom free for 24 hours and/or has been seen by a doctor. (101226.1 Title 22)

Immunization: For the safety of all students, certain immunizations are required by state law. These include polio; diphtheria, tetanus and pertussis (DTP or DTaP); measles, mumps and rubella (MMR); hepatitis B; Hib; and chickenpox (varicella). Pupils may be exempt only for medical reasons. Students not exempt must have immunizations to attend school. You will be notified by the school nurse when additional immunizations are needed. Failure to produce proper documentation of current immunizations will result in suspension of your child from the preschool program.

EMERGENCY INFORMATION in case of illness, accident or emergency - Emergency information will enable the school to proceed efficiently in case of illness, accident or emergency. Please help us keep records current so that we may reach you quickly. Any change of address, telephone, parents' work, physician or name of person designated to pick up your ill or injured child, should be reported to the school office and the Preschool Office at once.

All parents must sign LIC 627 - Consent for Emergency Treatment, (CCR Title 22 - 101226C) which states that " the licensee shall obtain emergency medical treatment without specific instructions from the child's authorized representative if the authorized representative cannot be reached immediately or if the nature of the child's illness or injury is such that there should be no delay in getting medical treatment for the child."

Change of Clothing - Parents are responsible for providing a change of clothing.

For children who are not toilet trained, parents are responsible for providing any necessary disposable underwear and flushable wipes. If a child has toileting accident:

Program staff will assist the child to remove soiled clothing

Ontario-

MAIL SECOND APPEAL TO:  
Attn: Appeals Coordinator  
California Department of Education  
Early Education and Support Division  
1430 N Street, Suite 3410  
Sacramento, CA 95814

Parent Concern - Most parents' /guardians' concerns can be resolved informally with the school principal or program administrator. If this is not possible, a Formal Complaint form may be filed. The complaint form must be submitted to the District Compliance Officer at the address listed below. Complaints will be investigated in the manner that protects the confidentiality of the parties to the extent necessary to conduct the investigation. The Board of Education prohibits retaliation in any form for the filing of a complaint or participation in the complaint procedure.

The District will investigate, mediate, if necessary, and report to the complainant within 60 calendar days. The complainant has the right to appeal the final report to the California Department of Education, State Superintendent of Public Instruction, P.O. Box 944272, Sacramento, CA 92444-2720, within 15 calendar days of receiving the decision.

Office of Student & Family Support Services  
Steve Garcia, Executive Director  
Ontario-Montclair School District  
950 West D Street  
Ontario, CA 91762

Termination Policies - Under the following circumstances, our office may terminate services to a family:

Changes that would make a family ineligible for services according to State Preschool guidelines.

Failure to turn in required forms by required date. This includes, but not limited to, immunizations update

Assembly Bill No. 752 states: If OMSD has expeditiously pursued and documented reasonable steps to maintain the child's safe participation in the program and determines, in consultation with the parents or legal guardians of the child, the child's teacher, and, if applicable, the local agency responsible for implementing the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), that the child's continued enrollment would present a continued safety threat to the child or other enrolled children in OMSD State Preschool Program.

## IMPORTANT PHONE NUMBERS

Gianna Roca, Program Administrator  
(909) 418-6898

Bon View School (909) 947-3932	Lincoln School (909) 983-9803
Corona School (909) 984-6411	Mariposa School (909) 983-4116
Del Norte School (909) 986-9515	Monte Vista School (909) 626-5046
El Camino School (909) 986-6402	Montera School (909) 445-1062
Haynes School (909) 984-1759	Moreno School (909) 445-1661
Howard School (909) 591-2339 (Head Start)	Ramona School (909) 627-3411

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