

Early Childhood Learning Center

IUSD Preschool



Parent Handbook



Dear Parents and Students,

Welcome to the new school year! We hope you all enjoyed a wonderful summer break and are eager for a new school year to begin. Each year, the ending of one school year and the start of a new school year brings with it many transitions for children, families and staff. It represents a time of closure and new beginnings filled with new hope and opportunities yet to unfold.

ECLC programs will continue to focus on the following initiatives:

- Social Emotional Development
- Early Childhood - Positive Behavioral Intervention Strategies (EC-PBIS) – CUBS Care!
- Language Development and Play
- Family Involvement
- Student safety and building security

In this handbook, you will find valuable information regarding the preschool program and policies, family resources, and school safety. Please take the time to familiarize yourself with the handbook to ensure a successful school year at ECLC. If you have any questions, please feel free to contact ECLC staff at (949) 936-5890.

Please visit our web-site regularly, www.iusd.org/eclc, to find up-to-date information about ECLC and upcoming events! Additionally, our web-site offers a plethora of family resources to assist families in supporting the early skill development of preschool children in developmentally appropriate ways.

I encourage each of you to become a member of the ECLC PTA (Parent Teacher Association). PTA provides resources to support all of our students, teachers, and staff at ECLC. Each year, through effective fund raising efforts, PTA supports emergency preparedness; multiple assemblies; book fairs; teacher and staff appreciation days; hospitality for parent education workshops, back-to-school and open-house nights; technology purchases; and instructional supplies. Please look for information throughout the year regarding ways to participate and get involved in the ECLC PTA.

On behalf of the ECLC staff, we look forward to a fabulous year of learning for all!

Warmly,



Robin Hunter

Principal

Table of Contents

ECLC Mission Statement, Vision, Core Values, Philosophy	3
Instructional Program	4
Preschool Curriculum.....	4
Student Progress Monitoring.....	5
Family Involvement.....	6
ECLC Staff and Administration	6
School-wide Program Monitoring.....	6
Kindergarten Transition	7
Nondiscrimination Statement.....	7
Preschool Operations.....	8
Office Hours	8
School Calendar	8
Fee-based Enrichment Classes.....	8
Classrooms	9
Family Involvement, Education, and Resources.....	11
Parent Teacher Association (PTA).....	11
Home School Connections, Volunteer Opportunities.....	11
Family Education Opportunities, Family Resources, Family Concerns	12
Admission, Eligibility and Tuition Policy.....	13
Admission and Eligibility	13
Tuition Policy.....	15
Program Policies.....	17
ECLC School Etiquette	17
Arrival and Departure	17
Late Drop-off or Early Pick-up.....	18
Late Pick-up.....	18
Attendance.....	18
Cell Phones.....	19
Park Permission.....	19
Nut-free School	19
Snacks.....	19
Birthday Celebrations and Holidays.....	19
Sharing and/or Bringing Items from Home.....	20
Clothing.....	21
Health.....	21
Medication	21
A Child Who is Ill	22
Injuries	23
Early Childhood Positive Behavioral Interventions and Supports (EC-PBIS).....	24
Termination of general education services	25
Withdrawal.....	25
Confidentiality.....	25
Child Abuse Reporting, Sexual Harrassment – Students Board Policy 5145.7	26
IUSD Civility Policy.....	26
IUSD ECLC Observation Policy.....	26
School Safety.....	28
ECLC Building Security.....	28
Parking Lot Safety	28
Emergency Plan.....	28

ECLC Mission Statement

The Early Childhood Learning Center's mission is to intentionally build a collaborative learning community which supports the growth of physical, social/emotional, language, literacy, and pre-academic skills for all children through developmentally appropriate practices that serve as a foundation for future learning.

Vision

To create and maintain a safe, supportive, and nurturing learning environment for all children, families, and staff which promotes social/emotional competence as a foundation for developing the whole child.

Core Values

Expertise
Collaboration
Reflective Practice
Ongoing Learning
Family Involvement
Inclusive Environments

Philosophy

ECLC serves IUSD preschoolers and their families through a seamless continuum of inclusive programming. ECLC provides children and families with developmentally, culturally and linguistically appropriate opportunities that facilitate and support ongoing learning and development.

We believe that...

- Optimal growth and learning evolves from positive, supportive, and responsive relationships with peers and adults
- Every child learns within the context of relationships and through playful interactions
- All children have the ability to learn and grow when actively engaged
- Every child has unique gifts and abilities that are to be celebrated and nurtured
- Family education plays a critical role in the early childhood experience and empowers families with knowledge as their child's first teacher
- Every child and their family deserve access to high-quality learning opportunities with appropriate supports to meet their unique needs

Instructional Program

ECLC believes that all children should be provided with a nurturing, active, and challenging environment that encourages curiosity, hands-on learning activities, problem-solving skills, language development and a positive self-image. The preschool curriculum is aligned with the CA State Department of Education 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 practice for Early Childhood Education. The preschool curriculum embraces children's natural curiosity and encourages them to explore, play and engage with the world around them. Instructional activities are organized into three ways of learning:

- Large group instruction – circle time and story time experiences
- Small group instruction – directed activities that build knowledge and skills in curriculum areas
- Learning centers – intentional play, social interactions, child-initiated learning opportunities, exploration and skill generalization

The following early education resources are utilized at ECLC:

- *CA Department of Education Preschool Learning Foundations (2008)*: The Foundations provide an overview of the key knowledge and skills that most preschool children can achieve when provided with interaction, instruction and environments shown to promote early learning and development.
- *CA Department of Education Preschool Curriculum Frameworks*: The Frameworks provide an overall approach for teachers to support student learning through environments and experiences that are developmentally appropriate, reflective of thoughtful observation and intentional planning, individually and culturally meaningful and inclusive of children with special needs.
- *CA Department of Education Desired Results Developmental Profile (DRDP)*: The DRDP is an observation-based assessment instrument. Refer to Student Progress Monitoring later in this section for additional information.
- *Scholastic Big Day for Pre-K curriculum*: The Scholastic Big Day for Pre-K Preschool instructional program is aligned with the California State Preschool Learning Foundations and focuses on 5 key research based principles that support:
 - Social-Emotional Development
 - Language Development
 - Integrated Learning
 - Responsive Instruction
 - Partnership with Families

Preschool Curriculum

The primary goal of preschool is to develop language, socialization and pre-academic readiness skills in all children. ECLC staff use developmentally appropriate practices and instructional strategies to assist children in learning the skills to support a smooth transition to kindergarten. Developmentally appropriate practice is an approach to teaching grounded in the research on how young children develop and learn and in what is known about effective early education instruction. The framework is designed to promote young children's optimal learning and development. At ECLC, instructional staff strives to meet young children where they are developmentally, both as individuals and as part of a group; and help each child meet challenging and achievable learning goals.

Social Emotional Skills

EC-PBIS places building positive relationships with children, families and colleagues as the foundation of all other practices and the universal conditions that are necessary for the promotion of social competence and behavior. ECLC strives to develop nurturing and responsive relationships with all children, to create and maintain high quality supportive environments, and to provide targeted social-emotional supports and intensive interventions as appropriate to meet children's needs.

Language Skills

Language learning is dependent on children's functioning in all areas of development. An underlying assumption for language development is that children experience positive interactions and relationships, along with opportunities for enriched activities and play.

Motor Skills

Children are provided a wide variety of materials, activities, music and outdoor play to encourage and support fine and gross motor development.

Pre-academic Skills

Pre-academic skill development is integrated into all area of the instructional day. Children continually build their foundational understanding of concepts through their interactions, play, experiences, discoveries, and challenges. Because preschool is considered to be a developmental period of growth, expectations for academic skill mastery begin at the end of the Kindergarten year. A specific pre-academic skill set is NOT required for Kindergarten entry.

Student Progress Monitoring

Desired Results Developmental Profile (DRDP)

- The DRDP is an observation-based assessment instrument used to observe, document and reflect on the learning, development and progress towards achieving the six Desired Results for Children as identified by the State Department of Education:
 - Children are personally and socially competent
 - Children are effective learners
 - Children show physical and motor competence
 - Children are safe and healthy
 - Families support their children's learning and development
 - Families achieve their goals
- Observational data will be collected a minimum of two times per year (Fall and Spring) to measure your child's progress in all areas. Staff uses DRDP data to inform instructional planning to ensure that children continue to make progress in all areas of development.
- Refer to the CA Department of Ed's website for more information:
<http://www.cde.ca.gov/sp/cd/ci/desiredresults.asp>

Family Involvement

ECLC welcomes you as an active partner in your child's education. Research clearly identifies that one of the most influential factors in a child's education is parent involvement. We practice an open door policy and encourage you to take part in your child's experience at ECLC! Please talk to your child's teacher about the many opportunities to become involved at ECLC and consider joining our ECLC PTA. Refer to the Family Involvement, Education and Resources section of this handbook for additional information.

ECLC Staff and Administration

ECLC leadership is provided by the school Principal and Assistant Principal. Fee-based and state-funded classrooms are licensed by the State of California Health and Welfare Agency, Department of Social Services. State-funded classrooms are contracted through the California Department of Education, Child Development Division (CDE-CDD). A variety of services promoting health and school readiness are funded through the Children and Families Commission of Orange County.

ECLC is staffed with highly qualified instructional staff, including Early Learning Specialist, Early Childhood Support Specialist, Early Childhood Educators, Education Specialists, and a variety of Designated Instructional Staff (DIS) including SLPs, OTs, PTs, Psychologists, Parent Educator, Nurses, and Behavior Specialists.

ECLC is committed to providing high-quality preschool opportunities for all children. We hire qualified staff with appropriate credentials and/or permits as required by the State of CA. Additionally, staff participates in:

- ongoing professional development opportunities based on information gathered through program monitoring efforts
- professional learning communities (PLCs) to improve professional practice and learning
- annual goal setting and evaluations, unless otherwise determined
- monthly staff meetings

School-wide Program Monitoring

ECLC participates in a yearly self-assessment process with a variety of assessments including, but not limited to: Classroom Assessment Scoring System (CLASS), Environmental Rating Scale (ERS), Teaching Pyramid Observation Tool (TPOT), parent surveys, Desired Results Developmental Profile (DRDP), and Early Education & Support Division (EESD) Review Instrument as a means of improving professional practice and providing effective preschool programming that meets the needs of all children, their parents and the community. The self-assessment process supports continuous improvement efforts in the following areas: teaching and learning, classroom environment, family education and involvement, staff training and qualifications, and policies and procedures.

ECLC professional and instructional practices are informed by the IUSD Continuous Improvement Efforts located at: http://iusd.org/education_services/ContinuousImprovementEfforts/index.html

Kindergarten Transition

ECLC recognizes the critical role early childhood education has in the trajectory of learning for all children. ECLC aligns professional practices with IUSD initiatives in developmentally appropriate ways to support a smooth transition into Kindergarten. Specifically, ECLC aligns with the following IUSD district-wide initiatives:

- Continuous Improvement
- Professional Learning Communities
- Positive Behavior Interventions and Supports (PBIS)
- The continuum of standards: Pre-K Learning Foundations to Common Core State Standards

ECLC provides a seamless transition into kindergarten programs and services by providing:

- children - ongoing opportunities to develop the foundational skills necessary for school success
- families - information needed to support understanding of year-end kindergarten expectations, child development, and their child's strengths and areas for growth
- school teams - information needed to support a smooth transition into kindergarten through ongoing articulation with community preschools and IUSD kindergarten teams

Nondiscrimination Statement

The Irvine Unified School District is committed to equal opportunity for all individuals in education. District programs and activities including membership in student clubs shall be free from discrimination based on race, color, ancestry, nationality, ethnic group identification, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The District does not discriminate in enrollment in or access to any of the activities and programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework where applicable. The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs. The Irvine Unified School District also does not discriminate in its hiring or employment practices.

**Irvine Unified School District
Notice of Non-Discrimination**



The Irvine Unified School District does not discriminate on the basis of actual or perceived race, color, national origin, ethnicity, religion, sex (gender), disability, age, or sexual orientation in its programs, activities or employment practices, and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Melissa DiScala Coordinator, Mental Health 3387 Barranca Parkway Irvine, CA 92606 (949) 936-7523	Title VI Coordinator Shawn Wirth, Student Services 5050 Barranca Parkway Irvine, CA 92604 (949) 936-5176	Title IX Coordinator Keith Tuominen Director, Secondary Education 5050 Barranca Parkway Irvine, CA 92604 (949) 936-5047
Americans with Disabilities Act Title II Coordinator Shawn Wirth, Student Services 5050 Barranca Parkway Irvine, CA 92604 (949) 936-5176	Age Discrimination Act and Age Discrimination in Employment Act Coordinator Rena Thompson Director, Human Resources 5050 Barranca Parkway Irvine, CA 92604 (949) 936-5136	Title VII Coordinator Rena Thompson Director, Human Resources 5050 Barranca Parkway Irvine, CA 92604 (949) 936-5136

Any person may also contact the San Francisco Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.

Office for Civil Rights
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105
Telephone: 415-486-5555

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Roybal Federal Building
255 East Temple St., 4th Floor
Los Angeles, CA 90012
Telephone: 1-800-669-4000

Other agencies dealing with non-discrimination issues include:

California Human Rights Commission
25 Van Ness Avenue, Room 800
San Francisco, CA 94102-6033
Telephone: 415-252-2500

U.S. Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530-0001
Telephone: 202-353-1555

Preschool Operations

Office Hours

7:30-4:00 PM Monday thru Friday

School Calendar

ECLC follows the District's year-round calendar.

- IUSD District Calendar located at http://iusd.org/calendars_events/
- ECLC calendar posted on the ECLC website at <http://www.iusd.org/eclc/calendar.html>

AM and PM Programming

Classroom	Days of Attendance	AM	PM
Enrichment Classes	Varies	Varies	Varies
General Education	* M, T, Th, F *Income Eligible students attend Wednesdays	8:35-11:35	12:20-3:20
Specialized Instruction	M, T, Th, F	8:35-11:35	12:20-3:20
Intensive Specialized Instruction	M, T, Th, F	9:00-2:00	-

NOTE: ECLC determines classroom placement, considering a variety of factors, to ensure that all children have access to appropriate learning opportunities.

Fee-based Enrichment Classes

The schedule of classes is posted on the ECLC website.

Class	Description
Social Skills	Classes focused on promoting social skills in young children.
Language and Learning	Classes focused on promoting language and vocabulary development for children.
Get Ready for Kindergarten	Classes focused on promoting the foundational skills that support a successful transition into Kindergarten.
Learning Link	A hands-on, drop-in parent education program for parents with children birth to age 5, focused on facilitating and promoting developmentally appropriate learning in all areas. Specialists provide information on specific topics. Health and developmental screenings are available.



NOTE: If your child attends Enrichment Classes, which are funded by the Children and Families Commission of Orange County, you may be asked to provide demographic information which will be used to enhance services provided by Commission funding. While participation is completely voluntary, information provided will remain protected and you and your child will never be identified by name.

Classrooms

All classrooms are multi-age learning environments, serving 3-5 year olds, and designed to meet the unique needs of all learners. A variety of resources, including staff, are available on campus to support unique needs and/or situations as appropriate. Fee-based enrichment classes are available to families interested in providing enrichment opportunities outside of the preschool day.

Classroom	Description
General Education A Learning Community	<p>Primary instruction is provided through large and small group activities, exploration of their environment, and incidental learning with moderate opportunities for direct instruction. Developmentally appropriate preschool curriculum aligns with the California Preschool Learning Foundations and focuses on the development of language and literacy, communication, social emotional, play, behavioral, sensory/motor, fine motor and self-help skills. Curriculum and activities are provided throughout the day in a balance of structured and less structured activities. Classroom routines are designed to foster student independence with a focus on the development of readiness skills in preparation for the transition to Kindergarten. Adult to child ratio does not exceed 1:8</p> <p>The class is co-taught during portions of the day by a general education preschool teacher and an education specialist and serves preschool students with or without individualized education plans (IEP).</p>
Specialized Instruction in a Learning Center Classroom	<p>The LCC is available to children whose IEP team recommends a more individualized and supportive program that cannot be provided solely within the co-taught general education classroom. The LCC provides moderate levels of structure and support, including direct instruction in small and/or whole group focused on goals and objectives that address identified student needs. Typical peer interaction occurs daily in accordance with the student's IEP.</p>
Specialized Instruction in an Intensive Classroom	<p>This class provides a highly structured environment and daily routine which supports evidence based practices to address the individual student's need in a smaller teacher/student ratio. A global, developmentally appropriate pre-academic preschool curriculum is utilized.</p>

Our general education classrooms are licensed by California Department of Social Services, Community Care Licensing Division, and must comply with Title 22 Health and Safety Regulations. These regulations can be found at <http://www.dss.cahwnet.gov/ord/PG587.htm>. The CA Department of Social Services has the authority to inspect facilities, interview children or staff and audit child care records without prior consent.

Participation

ECLC offers a variety of collaborative learning experiences for all children. When participating together in developmentally appropriate activities, children gain valuable experiences in diversity, supporting others, and developing social skills and friendships. Collaborative learning experiences include site-wide events, assemblies, classroom, and outdoor activities.

Family Involvement, Education, and Resources

ECLC believes in building strong partnerships with families. Research has proven that children make greater gains in their education when families participate in school activities. ECLC maintains an open door policy, and encourages parents of currently enrolled children to get involved with the PTA, attend parent education classes and share in their child's learning. When parents are involved, children do better in school! The most accurate predictor of a child's school success is the extent to which the family is able to create a home environment that encourages learning, express realistic expectations for their child's achievements and become involved in their child's education at school and in the community.

Parent Teacher Association (PTA)

The ECLC PTA supports teachers, staff, and families by organizing, funding, and helping in school improvement efforts and supporting educational enrichment activities. Specifically, ECLC PTA supports site-wide special events such as assemblies, harvest festival, and red-ribbon week; hospitality for parent education, back-to-school night and open house; fund-raising efforts through Scholastic Book Fair, Jog-A-Thon and Square-one Art; staff-appreciation week; and purchasing technology and emergency preparedness supplies. Please show your ECLC support by joining the PTA!

Home School Connections

Communication between school and home can occur in the following ways:

- notes, email, phone calls home
- classroom newsletters, parent communication boards
- the ECLC website www.iusd.org/eclc
- periodic ECLC email blasts
- parent teacher conferences or IEP meetings
- Please check daily for important communication from school.
- Please keep staff informed of changes that may affect your child's participation in the program, i.e., a rough night's sleep, a parent away for an extended trip, illness, etc.

Volunteer Opportunities

- All volunteers must complete the online volunteer application @<http://tinyurl.com/iusdvapp> before volunteering. Coordinate with the front office and bring a valid ID in order to complete the screening. Volunteers must be:
 - At least 18 years of age and have been immunized against influenza, pertussis, and measles (Senate Bill No792 – CA Health and Safety Code 1596.7995).
 - Under the direct supervision of the classroom teacher and never left alone with children
- All classroom visitations and volunteer times must be scheduled in advance.

- Siblings are not allowed to accompany parents while volunteering in the classroom.
- If volunteer time in the classroom adversely impacts the learning of your student or the learning of others, ECLC staff reserve the right to limit your participation in classroom volunteering.

Family Education Opportunities

ECLC goals for parent education:

- To increase parent understanding related to child growth and development
- To increase parents knowledge related to parenting
- To increase parent understanding of their role in their child's education
- To create a network of support to help families
- On-going parent education opportunities are planned throughout the school year and updated on the ECLC website. A current schedule can be found at: <http://www.iusd.org/eclc/parent-resources.html>
- Learning Link: A hands-on, drop-in parent education program for parents with children birth to age 5, focused on facilitating and promoting developmentally appropriate learning in all areas. Specialists provide information on specific topics.

Family Resources

ECLC is committed to providing linkages to resources and appropriate referrals to agencies/services to ensure that family/child needs are met. Access to a variety of resources can be found through the:

- ECLC Website: <http://www.iusd.org/eclc/parent-resources.html>
- IUSD Special Education website: http://www.iusd.org/education_services/SpecialEducation.html
- ECLC Early Childhood Support Team:
 - To provide current preschool children and families with the resources needed for a successful early childhood educational experience

Family Concerns

When parents have a concern, you are encouraged to speak directly to the classroom teacher. If further assistance is needed, parents are encouraged to call the ECLC front office to make an appointment to speak with an administrator.

Uniform Complaint Procedure

It is the intent of the Irvine Unified School District to fully comply with all applicable laws and regulations. Individuals, including parents, students, employees, an authorized representative, an interested party, public agency, or organization can file complaints regarding the alleged violation of a statute or regulation that the CA Department of Education is authorized to enforce. This includes allegations of unlawful discrimination in any program funded directly by the State Department of Education. All complaints will follow the IUSD uniform complaint procedures. http://iusd.org/board_of_education/board_policy/complaint-procedures.html .

Admission, Eligibility and Tuition Policy

Admission and Eligibility

In accordance with Federal and State policies, IUSD prohibits discrimination on the basis of race, color, sex, age, handicap or disability, religion or national origin. Reasonable accommodations will be made for children with special needs.

- Participation is dependent on compliance with program policies, procedures and requirements.
- For all classrooms, children must be between the ages of 3 and 4 years old and may attend until they are Kindergarten or Transitional Kindergarten eligible.
 - Fee-based and Specialized Instruction classrooms: All children must reside within the IUSD attendance boundaries.
 - State and Enrichment classrooms: Priority admission is given to children residing within the IUSD attendance boundaries.
- All families must:
 - Enroll through IUSD's on-line enrollment
 - Register by providing residency verification, in-person, as per IUSD requirements outlined at: <http://iusd.org/enrollment/RequiredDocuments.html>
 - Complete an ECLC enrollment packet
- Before a child can enter preschool, all necessary documents must be on file. Final registration and tuition (as appropriate) are handled by the ECLC front office.

Unique eligibility requirements

If accessing specialized academic instruction: must be eligible for special education and have an active IEP which requires specialized instruction.

If accessing subsidized preschool: must meet CA State Department of Education eligibility requirements

- All families are required to provide documentation to verify eligibility and family size as required by the CA State Department of Education. Child Development Division (CDE-CDD). Eligibility documentation must be completed before an entry date is scheduled.
- Eligibility is based on documentation and verification of at least one of the following categories:
 - Homeless: Agency written referral or parent's written declaration of homelessness.
 - Current cash aid recipient: Copy of current grant award.
 - Income:
 - Income must not exceed the income ceilings established by the CDE-CDD Family Fee Schedule.
 - Total countable income refers to all income of the individuals counted in the family size, for example, gross wages, overtime, tips, cash aid, child support payment, student grants not identified for educational purposes, etc.
 - Documentation of all income sources verifying the month preceding certification, such as:
 - Employment: payroll check stubs, record of wages issued by employer, employment verification form, etc.

- Self-Employment: A letter from the source of income; copy of current tax return; other business records, such as ledgers, receipts or business logs, etc.
- Child protective services referral: Certified statement from the local county welfare department dated within 6 months of enrollment.
- At risk of neglect, abuse, or exploitation: Certified statement from a legally qualified professional dated within 6 months of enrollment.
- Family size must also be established at part of the eligibility process. Families must provide supporting documentation regarding the number of children and parents in the family by submitting at least one of the following:
 - Birth certificates, child custody court order, adoption documents, foster care records, school or medical records, county welfare records or other reliable records indicating the relationship of the child to the parent.
 - Record of divorce, domestic partnership, legal separation, court ordered child custody arrangements, child support payments, or residence documents of the responsible party.
- We reserve the right to ask for all necessary documentation to determine eligibility and income.
- An eligibility list is maintained in accordance with the CDE-CDD admission priorities. Interest applications are maintained and prioritized by income and family size. Eligible families are admitted based on their ranking on the wait list. Families are asked to complete an enrollment packet as openings arise.

Priority enrollment guidelines for subsidized preschool

- Children living within the IUSD boundaries will receive priority before children living outside the district boundaries. Residency verification is required upon enrollment. Refer to the IUSD web-site for information related to residency verification: <http://iusd.org/enrollment/RequiredDocuments.html>
 - The first priority for services will be given to children receiving child protective services or recipients who are at risk of being neglected or abused as defined in the CDE-CDD requirements, upon written referral from a legal, medical, or social services, without regard to income. Within this priority, children receiving services through the county welfare department shall be admitted first. If IUSD is unable to enroll a child in the first priority, the child's parent/guardian will be referred to the local resource and referral agency so services can be located.
 - Second eligibility is given to eligible four-year old children prior to serving eligible three-year old children. Within these age groups, families with the lowest adjusted monthly income shall be admitted first. Families must meet the income eligibility criteria established by CDE-CDD. Children must be at least three-years old by September 1 of the current school year to be admitted.
 - IUSD will maintain an eligibility wait list when the classrooms are at full capacity.
 - Eligible applicants will be contacted when vacancies occur.
- When parents are notified of an opening, an appointment will be made to begin the enrollment process. Parents will be advised of the appropriate application documentation needed for enrollment purposes.
 - If eligible, parents will be required to complete enrollment forms and submit required documentation. Applications and forms that are not signed by the parent will be denied. Use of disclosure of individual information concerning children or their

families will be limited to purposes directly related to the administration of the ECLC preschool.

- Enrollment cannot be completed until all required documentation is received. Prior to enrollment, the staff member shall certify the eligibility, sign the Notice of Action and an entry date will be established.
 - Notice of Action: Parents will be notified of a Notice of Action for the initial enrollment certification and for any change in family status and services thereafter. If an application is denied, the reason will be stated on the Notice of Action. If denied, you have a right to appeal to the Hearing Officer as explained on the reverse side of the Notice of Action. The Hearing Officer shall be a different staff member (usually the Principal) that will hear your appeal and then notify you with a written notice within 10 days. If a parent cannot prove they are eligible, the District does not have an obligation to serve them. It is the responsibility of the parent to prove eligibility, not the District.
- Any fraudulent, false, incomplete, deceitful or misleading information provided to the IUSD that is used to establish initial or ongoing income eligibility and/or need, will be grounds for termination. CDE requires that IUSD recover the cost of services provided during the period of ineligibility from the family/applicant. The District has the right to verify information submitted for the purposes of determining eligibility.
- Children participating must re-qualify each school year.

Tuition Policy

General education classrooms (with the exception of families qualifying for State subsidized programming)

- There is a non-refundable registration fee due upon submission of a completed enrollment packet. There is a reduced registration fee for siblings or returning ECLC students.
- Tuition payments are based on a daily rate and the number of school days in the month.
- No refunds or credits given if a child is absent, ill, or on vacation.
- If a child withdraws from the program prior to the next scheduled payment, no refunds are given.
- There will be an additional \$25.00 late charge if the payment is received after the due date. All services will be terminated immediately if payment is not received within seven days of the due date.
- The preferred method of payment is via credit card through My School Bucks or check or money order. **Please make checks payable to Irvine Unified School District**. Write your child's name and room number on the check.
- If a check has been returned from the bank for insufficient funds or a closed account, checks will no longer be accepted for payment. Thereafter, cash, money orders or certified checks will be required and a \$25.00 fee assessed.
- Fee payments are due and payable in accordance with the tuition payment schedule, which can be accessed at: <http://www.iusd.org/eclc/enrollment.html>

Program Policies

California Education Code section 48980 requires that, at the beginning of a regular school term, the governing board of each school district must notify parents/guardians of their rights or responsibilities under certain provisions of the Education Code. Education Code section 48982 requires acknowledgment of being informed which is performed by signing the parent acknowledgement card as an acknowledgment of being informed as required by existing statutes. Parents are encouraged to review all material contained in the notification of parent and student rights and responsibilities brochure located on the IUSD website at:

- http://iusd.org/board_of_education/board_policy/documents/AnnualParentsNotification.pdf

ECLC School Etiquette

- **Supervise your children at all times!**
- Always check in at the front office to obtain your visitor's badge.
- Be mindful of the learning and work environment as you move through the building.
- Use indoor voices and avoid gathering inside the building near offices and/or classrooms.
- Turn cell phones OFF or on vibrate while in the building.
- Keep gates and doors closed and latched.
- Playing on campus before or after school is not permitted for safety reasons.
- Promptly leave campus after picking up your child.
- Keep children out of the bushes, planters and off the retaining walls.
- Smoking is prohibited on school campuses.
- Deposit trash in trash bins located in the parking lots or within the building to help keep our campus clean.

Arrival and Departure

- Parents must park in the front parking lot or on Smoketree only. The **back parking lot** is reserved for staff and handicapped parking only.
- For the safety and supervision of all children, State law requires parent/guardian or authorized representative (someone 18 years of older) specified on the emergency card with children in licensed classrooms to sign their child in and out each day on time, using a full legal signature.
 - The attendance sheet is located at the drop off/pick up area for each classroom. Staff may request identification of anyone picking up a child they do not recognize.
 - Failure to accurately complete the attendance sheet daily will result in dismissal from the preschool.
- Emergency information must be kept up-to-date in the event we are unable to contact parents directly when a child becomes ill, injured or an emergency arises. This includes current phone numbers and names of people authorized to drop off/pick up the child.
 - Please inform your neighbor, relative or friend that you have placed their name on your child's emergency information. Go to the parent portal to update your information.
<https://my.iusd.org/>
- If we are unable to locate you or anyone else on your emergency card, the **Irvine Police Department will be contacted at (949) 724-7000**.
- Legal documents delineating a child's current custody or release must be on file at ECLC.

- Notify your child's teacher directly regarding any changes and be prepared to provide the required documentation.
- We regret that children may not come early to play or remain on the campus and play once their session is over. IUSD has a closed campus policy when programs are in session. Your child must leave ECLC since other children are present and under the supervision of the school. Parents are encouraged to visit the park next to ECLC or a neighborhood park for additional outdoor time for your child.

Late Drop-off or Early Pick-up

- Please make every effort to drop-off and pick up your child on time. When a child arrives late to school, or a parent/guardian is picking a child up early, it creates a disruption to learning and can make it difficult for a smooth transition.
- When a child arrives late to school, or a parent/guardian is picking a child up early, the parent/guardian (or adult specified on child's emergency card) **must sign in/out at the ECLC main office**. If the child is late, ECLC staff will escort the child back to the classroom.

Late Pick-up

- Each child must be picked up on time and in accordance with the class schedule. A late parent can be very upsetting to a young child. Since preschool is not a childcare program, nor do we have extended care, we are unable to accommodate late pickups. Please notify the ECLC Preschool office as soon as possible once you know you will be late in picking up.
- If a child has not been picked up after the end of the preschool session, the child will wait for the arrival of the parent/guardian with ECLC staff. There will be a 10 minute grace period.
- ECLC reserves the right to drop any family from a general education classroom after three late pick-ups per year.
- If the ECLC front office is closed and the child has not yet been picked up by a parent/guardian, the Irvine Police Department will be contacted. (949) 724-7000.

Attendance

- Consistent attendance is highly recommended for participation in the ECLC preschool program. Consistent and on-time attendance is vital to your child's future success in public school and preschool is a critical time to establish habits that support regular and on-time participation.
- It is expected that all children will attend school according to their regular scheduled class times. Frequent absences, bringing a child late to school or picking a child up late from school have a negative impact on the child's education and social/emotional development. Please do all that you can to have your child here each school day, and on-time for drop off and pick up.
- It is essential for optimal learning that your child starts class on time. Attendance will be monitored to ensure each child has access to an optimal preschool experience.
- Children should only be absent from preschool for a verified illness, medical appointment, or family emergency. If a student is absent for reasons other than excused absences, the child may be at risk for dismissal from the preschool program.
- Please call your child's teacher or the front office if your child will miss school due to illness or other important reasons.
- A doctor's note will be required after 10 absences related to illness.
- For additional information, please refer to the IUSD website for information related to absences, located at: http://iusd.org/education_services/health_services/documents/Absences.pdf

Subsidized preschool attendance guidelines

- Funding for children accessing subsidized programming is based on your child's attendance in school as verified by the daily sign in-out sheet. All absences must be verified upon your child's return to school. Please indicate the reason for the absence (cold, flu, family emergency, etc.) with a full signature on the daily sign in-out sheet. These records are very important to ensure attendance requirements are met to receive State funding.
 - All absences are categorized as excused or unexcused as follows:
 - Excused
 - Each child is allowed ten best interest days: (vacation, special events, family functions, religious holidays, court appearance, and anything in the best interest of the child)
 - Child illness or quarantine (stomach ache, headache, sore throat, fever, runny nose, diarrhea, cold, flu, unidentified rashes, ringworm, scabies, head lice, medical appointment or any other serious illness or contagious disease)
 - The parent/guardian is ill or quarantine (same as above)
 - Court ordered visitation (verification must be on file)
 - Family emergency (including but not limited to: uncontrollable or unfortunate circumstances and/or incidents: death, accidents, disasters affecting family home, extreme weather or environmental conditions affecting transportation and safety, sibling illness, car problems, no transportation)
 - Unexcused
 - Child did not feel like coming to school
 - Child overslept
 - Any absence not falling in the best interest or excused absence categories
 - Any absence beyond the ten day best interest limit
 - You will jeopardize your child's enrollment when attendance becomes irregular or your child has three unexcused absences. Parents will be notified when their child has used their ten best interest day allotment.

Cell Phones

- ECLC prohibits the use of cell phones while on campus unless in an extreme emergency.

Park Permission

- Occasionally our classes use the park, which is located next to the playground at ECLC. This is technically part of IUSD's campus, but located outside of the fenced area. Each year, we hold our ECLC jog-a-thon event at the park adjacent to the school playground.

Nut-free School

- ECLC is a nut-free school. This means that all necessary precautions are being taken to ensure the health and safety of children who may be allergic to peanuts or tree nuts or those nut products of any kind. Teachers will be complying with the request for a "nut-free" environment by avoiding the use of nuts in classroom projects.
- PLEASE DO NOT send your child or treats to school that contain any kind of nut. If products containing nuts are sent with your child, the item will not be given to the child and will be sent back home.
- Reinforce with your child that there is to be no sharing of food or drinks at school.

Snacks

- Snack time is a part of the instructional program in both AM and PM classrooms, providing an opportunity to develop self-help, social skills and nutritional awareness.
- ECLC participates in the Great American Lunchbox snack program. Snacks are available for a fee or at no cost based on income eligibility criteria (see below).
- If you choose to send a snack with your child, please be thoughtful about choosing nutritious, kid friendly snacks.
- Please send your child to school each day after eating a healthy meal.
- If your child follows a special diet or has food allergies, please **communicate directly with the classroom teacher** and provide specific snack items as appropriate.

Sliding fee snack guidelines

- Snack is served daily and vended by Great American Lunchbox.
- Families that access subsidize programming are eligible for a nutritionally balance snack at no cost.
- If interested in accessing a snack at no cost, families can fill out a “Meal Benefit” form. Those families that choose to bring a snack for their child fill out the “Decline to Participate” form.
- Snacks are varied in accordance with the Child and Adult Care Food Program (CACFP) guidelines. Menus are post on our website and on the parent board outside of your child’s classroom.
- Children requiring special diets due to food allergies must have a physician’s statement on file. Substitutions for non-medical reason (vegetarian, religious) will be evaluated at the time of enrollment.

Birthday Celebrations and Holidays

- Birthdays and celebrations are very important events for children and they love to share with their friends. Birthdays will be acknowledged in the classroom and if you are interested in arranging a special activity, please contact your child’s teacher at least two days prior to the date.
- ECLC recognizes that each child and family has their own culture, religion, customs and/or traditions that define your holiday celebrations. It is our goal to respect and celebrate the diversity of our community. Holiday celebrations will be centered on the children’s interests and specific religious holidays will **NOT** be the focus of a teacher directed activity.

Sharing and/or Bringing Items from Home

- All instructional supplies will be provided for the children during the preschool day.
- Items brought from home for the purposes of Share Time are allowed; however, staff cannot be responsible for items that are broken, lost or stolen.
- The Irvine Unified School District’s “Zero Tolerance” policy forbids guns or weapons on any school campus, including toy replicas. Any toy that promotes violence is forbidden (including logos on clothing) while your child is on the ECLC campus. For additional information refer to:
 - <http://www.iusd.org/eclc/documents/FactsAboutReplicaGuns.pdf>
- Please do not send your child to school with money, candy, or gum.

Clothing

- Please dress your child in clothing appropriate to the weather conditions and sturdy shoes suitable for outdoor play. Flip flops and open toe sandals are not permitted at school due to safety concerns. Please select clothing and shoes that are easy for your child to manage alone.
- Your children will be participating in activities that could get messy; please dress them in clothing that is easily washable, durable and easy to move in.
- Please clearly mark all outerwear and backpacks with your child's name. ECLC is not responsible for any personal belongings, including clothes, brought to the classroom.
- Although some preschool children may already be toilet trained, sometimes accidents happen. An extra change of clothes must be provided for each child. These items will be left in the classroom and must be labeled with each child's name. Clean clothes to change into allow children to continue to participate in preschool activities. Soiled clothing will be sent home. Please promptly replace the items.
- NOTE: If your child has an accident, you may be called to bring a change of clothing or to take your child home due to illness.
- If your child is in the process of potty training and wears Pull-Ups or diapers, you must provide wipes and diapers or Pull-Ups to the classroom teacher.

Health

- Hand washing is the single most effective way of preventing the spread of germs in our classrooms. For this reason, all children and adults engage in pro-active hand washing routines.
- Healthy children do better in school and in life. School nurses and staff support the following:
 - Health, wellness, safety and nutrition education
 - Vision and hearing screenings for children
 - Body Mass Index, Height and Weight measurements for children
 - Referrals to community health resources, including child dental and medical assistance
 - Mental health services
- Families are supported with referrals and case management, as appropriate, to ensure children's optimal health for growth and learning.
- The health needs of children will be identified by parents on the Health and Developmental History questionnaire and by the Doctor on the physical examination forms (state-funded and fee-based classrooms).
 - If the physical exam form is not returned within 30 days of enrollment, the child will be excluded from the program.
- Immunizations: A copy of each child's up-to-date immunization record is submitted with enrollment paperwork and will be kept in the child's file.

Medication

- We encourage parents to arrange your child's medication schedule so that doses are given before or after school hours, as much as practicable.
- If your child needs to take medication during the preschool day, it will be stored in the ECLC Health Office. It must be in the original container with the child's name and printed directions on the label with a doctor's prescription. Over-the-counter medicines will not be administered (including cold medicines and sunscreen) without a prescription. Only authorized personnel will be allowed to administer medication with the parent's/guardian's written permission indicated on the release form in the enrollment packet. Please contact the ECLC Office for the proper forms and procedures.
 - NOTE: Over the counter medications such as Tylenol, Motrin, antibiotic ointment, OR sunscreen cannot be administered at school without medical authorization.

- Parents are provided with a checklist for permission to use over the counter products such as cleaning wipes/alcohol, Vaseline, calamine lotion and eye wash.
- For more information, refer to IUSD Medication guidelines located at: http://iusd.org/education_services/health_services/Medication.htm

A Child Who is Ill

- EMERGENCY and parent contact information must be kept current to assist the staff in the event of an emergency. This can be updated on the parent portal: <https://my.iusd.org/>
- The teaching staff will assess the well-being of each child upon arrival and throughout the day.
- No child will be admitted with a severe cold, fever, or other communicable illness. Please examine your child each day before bringing them to preschool.
- If your child has been ill during the night, you will save time and stress by keeping them home. If your child is not well enough to go outside and play, they are not well enough to be at preschool. The following are examples of reasons to keep your child home:
 - Fever
 - Persistent cough
 - Vomiting
 - Diarrhea
 - Heavy nasal discharge
 - Unexplained rash
 - Difficulty breathing/wheezing
 - Swollen, red, crusty or itch eyes
 - Any communicable disease (chicken pox, mumps, etc.)
 - Parasites (i.e., lice, etc.)
- A child who becomes ill during the day will be escorted to the school's Health Office and the parents will be notified and expected to arrive (or arrange for someone specified on the emergency card to arrive) immediately to pick-up the child. It is at the teacher's discretion to call for parents to pick up a sick child. Children should be symptom-free for 24 hours before returning to school.
- Please call the classroom immediately if your child has a communicable illness (chicken pox, lice, etc.) so that we can inform other families as needed.
 - Children absent with a contagious illness cannot return without a signed doctor's note.
- For more information, refer to IUSD Health Guidelines located at:

http://iusd.org/education_services/health_services/documents/HealthGuidelinesforSchoolAttendance.pdf

Incidental Medical Services Policy

All intermittent health care will be provided by staff of IUSD/ECLC. All staff are required to maintain current CPR and First Aid certifications as a condition of their employment. As per state law, the administration of insulin must be provided by a licensed health care provider. The following medical services may be provided by *trained* staff members:

First Aid	G-Tube Feedings	Tracheotomy Treatments
Glucose Testing	Inhaler Administration	Diastat Administration
Epi-Pen Admin.	Ileostomy Bag Care	Medication Administration

Please note that this is not a comprehensive list and training in other areas will be provided based on a child's individual health care needs. The school nurse will develop a written, individualized Health Care Plan (HCP) for any student requiring ongoing health support at the school.

Medication can be administered with the completed medical forms signed by the child's physician. All medication and medical equipment are stored in the health office and/or travel with the child based on their HCP and is supervised by trained 1:1, health aide or nurse. In the event of an emergency, all medication and/or medical equipment will be taken to the evacuation site. Parents and teachers have access to a log of medications and procedures in the health office. Parents of children who have any emergency healthcare or first aid will be notified by a phone call and given a written notice at pickup. ECLC has one school nurse on site as well as a health clerk who triages daily medical/health needs of the students. Universal precautions will be followed in the administration of medication, intermittent healthcare and first aid. Plans for ensuring proper safety precautions are in place, such as, wearing gloves during any procedure that involves potential exposure to blood or bodily fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

Serious and unusual incidents will be reported to Community Care Licensing within 24 hours.

Injuries

- EMERGENCY and parent contact information must be kept current to assist the staff in the event of an emergency. This can be updated on the parent portal: <https://my.iusd.org/>
- Minor injuries sustained at school, will be handled by the staff. Soap, water and Band-Aids will be the extent of first aid rendered. Parents will be notified via the "ouch report."
- In the case of more severe injuries or concerns (bumps, cuts or bites), parents will be notified by phone. Parents contacted by phone concerning injuries are responsible for deciding if medical attention is needed. If parents cannot be reached, the physician listed on the Emergency card will be contacted if appropriate.
- If your child is seriously ill or injured, staff will give immediate care, and :
 - Call the paramedics for the following reasons:
 - Difficulties breathing
 - Uncontrolled bleeding
 - Fractures
 - Neck and/or back injury
 - First time seizure or seizures lasting more than 5 minutes
- If your child has received an injury at home, please inform the staff.

Early Childhood Positive Behavioral Interventions and Supports (EC-PBIS)

Early Childhood Learning Center

Where Little is Great!

Behavior Expectations

		Classroom/Playground	Inside the Building	Parking Lot
C Care for Others		<ul style="list-style-type: none"> • Help • Share • Listen 	<ul style="list-style-type: none"> • Hands & feet to self • Inside voices 	<ul style="list-style-type: none"> • Listen
U Use Language		<ul style="list-style-type: none"> • Ask questions • Ask for help • Talk to friends 	<ul style="list-style-type: none"> • Greet others • Ask for help 	<ul style="list-style-type: none"> • Ask permission
B Build Friendships		<ul style="list-style-type: none"> • Play together • Take turns 	<ul style="list-style-type: none"> • Hold hands • Help each other 	<ul style="list-style-type: none"> • Greet others
S Stay Safe		<ul style="list-style-type: none"> • Hands & feet to self • Follow directions 	<ul style="list-style-type: none"> • Walk • Stay with adult 	<ul style="list-style-type: none"> • Hold adult hand • Walk • Watch for cars



CUBS Care



1 Smoketree, Irvine CA 92604 - Office (949) 936-5890 - FAX: (949) 936-5859

- Staff utilizes positive behavior intervention strategies to teach and provide children opportunities to practice the CUBS Care expectations as a part of the instructional program.
- ECLC Preschool staff supports the development of appropriate pro-social behavior for children by implementing the following practices:
 - developing a positive, supportive relationship with each child
 - establishing appropriate routines and expectations
 - providing developmentally appropriate materials that promote children's engagement
 - using positive attention and encouragement to support pro-social behavior
 - teaching children about the expectations of the classroom/school environment, using friendship and solving problems skills
- Children are expected to
 - participate in daily instructional activities.
 - maintain caring cub behaviors.
- Parents and the educational team will meet when children demonstrate consistent and challenging behaviors which:
 - interferes with learning
 - interferes with engagement in pro-social interactions
 - jeopardizes the safety of self and/or others
- Special Education Students: The IEP team will convene to discuss and determine appropriate steps to address the child's behavioral needs.

Termination of general education services

- ECLC is committed to ensure parents and children are successful in preschool. However, circumstances may arise which are considered grounds for dismissal.
- Failure to comply with any policy, procedure or regulation set forth by the Irvine Unified School District or State Department of Education can lead to termination of services for a minimum of one year from the date of termination. Reasons for termination include, but are not limited to the following:
 - Fraudulent, false, incomplete, deceitful, or misleading information provided to IUSD regarding status of income, family size, and employment or seeking employment that is used to determine initial or ongoing eligibility.
 - Parent consistently fails to meet the fee payment policy. (Does not apply to State funded programming)
 - Falsification of attendance sheets that does not accurately reflect attendance.
 - Child's behaviors interferes with learning and/or compromises the safety of self/others.
 - Parent exhibits volatile, hostile or aggressive adult behavior that disrupts school/office operations or threatens the health and safety of children and adults.
 - Parent is found to be ineligible or no longer meets eligibility requirements as determine by the CA State Department of Education for State-funded classroom participation.
 - Non-compliance with program policies and procedures as outlined in this handbook.
 - 10 or more unexcused absences.

Withdrawal

Written notice must be given to the ECLC office two weeks prior to the child's last day. This will allow the space to be filled by the next child on the waiting list without delay. NO refunds will be given.

Confidentiality

The use or disclosure of all information pertaining to a child and his/her family shall be restricted to the purposes directly connected with the administration of programming. Any release of information must have written prior approval from the parent.



NOTE: If your child attends Enrichment Classes, which are funded by the Children and Families Commission of Orange County, you may be asked to provide demographic information which will be used to enhance services provided by Commission funding. While participation is completely voluntary, information provided will remain protected and you and your child will never be identified by name.

Child Abuse Reporting

The welfare of all children is of concern to all adults at ECLC. The state of CA requires (Section 11166 of the Penal Code) all employees working in child development programs to report all “suspected/possible” physical, emotional, neglect, and/or sexual abuse to the Child Abuse Registry. All parents need to be aware and need to report to staff any situation and/or conditions that may affect the welfare of any child in the program. The Department or licensing agency has the authority to interview children, or staff, and to inspect and audit child or child care center records, without prior consent.

Sexual Harassment – Students Board Policy 5145.7

The Board of Education is committed to maintaining a learning environment free from harassment, intimidation or insult, student-to-student or adult-to-student, on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender expression. Positive action will be taken when necessary to eliminate such practices or remedy their effects.

Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination in violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964. In addition, sexual harassment constitutes violation of the California Education Code, regulations of the State Board of Education, and District Policy. As such, sexual harassment may constitute just cause for discipline pursuant to applicable Education Code Sections. https://iusd.org/board_of_education/board_policy/policies/5145_7.htm

The following persons have been designated to handle inquiries and complaints regarding the sexual harassment policy:

ECLC: Robin Hunter, Principal, 1 Smoketree, Irvine, CA 92604, (949) 936-5884

District Office: Title IX Coordinator – Keith Tuominen, Director, Secondary Education, 5050 Barranca Pkwy, Irvine, CA 92604, (949)936-5047

IUSD Civility Policy

ECLC strives to promote positive communication, mutual respect, civility and orderly conduct among employees, parents and the public to ensure a safe, harassment free workplace for children and staff. Volatile, hostile or aggressive behavior that disrupts school/office operations or threatens the health and safety of children and adults will be reported to the appropriate authority. Refer to IUSD Board Policy 1313.

IUSD ECLC Observation Policy

Families and professionals are welcome to observe instruction or other school activities in accordance with IUSD guidelines for classroom observations. In order to prevent undue interference with instruction and other activities, the following conditions apply to observations:

- A request for observation shall be made at least two school days in advance, either directly with the teacher and/or an administrator.
- Classroom observations will occur at a mutually agreed upon time.
- All classroom staff shall be informed of the observation at least one day in advance.
- All classroom observers must sign in at the front desk and wear a “visitor’s” badge.
- No more than two (2) observers may observe in a classroom at any one time.
- Siblings are not allowed to accompany parents while observing in the classroom.
- Classroom observers will be accompanied during the observation by a staff member.
- Observers shall be expected to control their movement and their remarks so that teaching or learning is not interrupted.
- Any questions or comments regarding the observation, etc. can be discussed with the teacher outside of instructional time.
- In the event that an observation unduly impacts classroom instruction or the children’s ability to learn, the observation will be terminated. The observer may be asked to reschedule the observation.
- A 15-20 minute observation is recommended as being most appropriate in our preschool learning environment. The duration of any observation shall not exceed 30 minutes unless otherwise authorized.
- The frequency of observation for parents and/or professionals of any individual student and/or class shall not exceed three times per year, nor more than once per month unless otherwise authorized.
- Observers will maintain confidentiality about the students and learning environment in which they observe.
- All Professionals conducting an observation must provide a copy of the observation notes to the teacher.

School Safety

ECLC Building Security

- All adults are required to wear an ID badge when in the building. Staff will be identified as IUSD staff and visitors to ECLC MUST sign in at the front office and wear a Visitor's Badge.
- All adults must enter through the Front office. All other doors will remain locked throughout the school day.
- Please be aware that staff may ask to see your visitor's badge if it is not visible.

Parking Lot Safety

- To ensure that families, children and staff are safe at all times, please exercise the utmost caution while in the parking lot by following these guidelines:
 - Never leave children alone in your car as you walk your child to class
 - Always hold the hands of any children you are escorting across the parking lot and street
 - Always have your child exit onto the sidewalk, not the street
 - DRIVE SLOWLY and ATTENTIVELY, as young children are unpredictable.
- Please park in the **front parking lot and along Smoketree only**. The back parking lot is reserved for staff of ECLC.
- Parking in red zones is never permitted; Handicapped parking spaces are restricted, by law, to only those with handicap permits. Violations are subject to citation from the Irvine Police Department.

Emergency Plan

- EMERGENCY and parent contact information must be kept current to assist the staff in the event of an emergency. This can be updated on the parent portal.
- Each year, ECLC submits a safe school plan to IUSD, outlining site safety priorities. ECLC participates in monthly emergency drills.
- In the event of an emergency or natural disaster, please follow these **re-unification** steps:
 - Follow the signs along the left side of the school.
 - Please allow emergency personnel and vehicles to access the school FIRST.
 - A student release table will be set up. Staff will bring the child to you.
 - Please sign the emergency card that you have taken your child off campus.
 - All children will remain with program staff until a parent or authorized person arrives.
 - On-site staff is trained in CPR, First Aide, and Emergency Preparedness. Food and emergency supplies are stored on campus.
 - Should it be necessary to evacuate children from school, the evacuation site will be posted on the office door and every effort will be made to contact parents/guardians.
 - The IUSD.org website will have up to date information during an Emergency.

