Child Development Programs
Half-Day & Full-Day Preschool Programs
Parent Handbook 2019-2020

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Welcome to the Saugus Union School District Child Development Programs (CDP)! We appreciate the opportunity to partner with you in meeting your child’s preschool needs. The CDP provides quality early childhood education and care to over 500 preschool children throughout the Saugus Union School District. We hope you enjoy your time with us, and look forward to working with you and your child.

**Purpose of this Handbook**
This handbook has been compiled to provide each family with information regarding the CDP Half-Day and Full-Day Preschool Programs. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the Site Supervisor of your preschool program will assist you. *It is your responsibility to read and follow the policies outlined and to ask your Site Supervisor for help or explanation if needed.*

**Philosophy**
Children learn through play. Through exploration and experimentation children develop physically, socially, emotionally, and intellectually. The CDP Preschool Programs provide a developmentally appropriate learning environment that blends child initiated and teacher directed activities designed to promote success for every child. Preschool Instructors plan activities to support spontaneous interactions that develop a child’s positive feelings toward learning and encourage confidence and self-esteem. The CDP Preschool staff is sensitive to diversity and welcomes all families served in the preschool program.

**Program Overview**
The CDP Half-Day and Full-Day Preschool Program is a community based early childhood program with goals to provide quality education and services for the families and children who are enrolled. The preschool classrooms are licensed through the Department of Social Services, Community Care Licensing Division and serve children who reach three or four years of age by September 1st of the current school year.

**Admission Policy**
In accordance with the guidelines established by the Department of Social Services, Community Care Licensing Division, the following eligibility requirements have been established for the CDP Half-Day and Full-Day Preschool Programs:

1. Up-to-date immunization records and completed physician’s report must be turned in to the Child Development Programs’ Site Supervisor.
2. The child entering will be 4 on or before September 1st of the current school year or 3 on or before September 1st of the current school year.
3. The child should be toilet trained.
4. Priority is given to students who reside within the SUSD attendance boundaries.
5. Half-Day Program:
   a. Four-year olds may enroll in the 5-day, 3-day, or 2-day option. Priority is given to four-year olds enrolling in the 5-day option.
   b. Three-year olds may enroll in the 5-day, 3-day, or 2-day option as space permits. Priority is given to three-year olds enrolling the 5-day option.
6. Full-Day Program:
   a. Four-year olds may enroll in the 5-day, 3-day, or 2-day option. Priority is given to four-year olds enrolling in the 5-day option.
   b. Three-year olds may enroll in the 5-day, 3-day, or 2-day option. Priority is given to three-year olds enrolling in the 5-day option.
**Classroom Ratios**
Class size of 24: 1:12 Teacher/Child Ratio or 1:8 Adult/Child Ratio
Class size of 18: 1:18 Teacher/Child Ratio; 1:9 Adult/Child Ratio

**Hours of Operation**
Each half-day preschool operates 3.5 hours per day, 8:30 a.m. - 12:00 p.m., Monday through Friday. A multi-day (3-Day or 2-Day) option is available at some locations. Extended care is not available for half-day preschool children. Half-day preschool is a ten-month program that follows the schedule of the Saugus Union School District calendar, August to June.

The full-day preschool program operates 6:30 AM – 6:00 PM, Monday through Friday. Children may be enrolled in a 5-Day, 3-Day, or 2-Day program. Full Day Preschool follows the schedule of the Saugus Union District calendar, August to June. A Summer Fun Program is offered June to August.

**Supervisory Staff**
The CDP Site Supervisors have the following Education/Training and Experience:
- Bachelor’s Degree in Early Childhood Education, Child Development or related field
- Site Supervisor Permit
- Two years’ experience in a children’s center
- A 7-hour Health & Safety Training
- Current Pediatric First Aid Certificate and Pediatric CPR Certificate required

**Teaching Staff**
The CDP teachers have the following Education/Training and Experience:
- Current Child Development Teacher Permit
- Six months’ work experience in a licensed day care center or comparable group child care program
- Current Pediatric CPR Certificate and Pediatric First Aid Certificate

The staff is dedicated to providing an enriching, safe, and nurturing environment for all children. All staff are mandated child abuse reporters and attend a rigorous staff development program driven by student data.

**Curriculum**
The CDP Preschool Programs are designed to provide developmentally appropriate experiences through a comprehensive pre-kindergarten curriculum, OWL (Opening the World of Learning). OWL prepares children for Kindergarten through playful, purposeful, and personalized instruction. OWL develops language and early literacy skills in the context of research-based and field-tested content, including math, science, and social studies.

**Goals**
The CDP Preschool Programs provide a warm and engaging atmosphere conducive to meet each child’s unique needs. The programs foster development in the following areas:
- Cognition
- Communication
- Creativity
- Social/Emotional
- Physical
Assessment/Parent-Teacher Conferences
Children attending three or more days or the full day program are assessed two times per year through naturalistic observation using the Desired Results/Developmental Profile. The assessment instrument was developed through the California Department of Education’s Child Development Division. Children are assessed within the first 60 days of enrollment and again six months later. Children who are assessed using the DRDP are required to attend the program at least ten hours per week (three or five days). The DRDP assessment tool is used during parent-teacher conferences to discuss children’s abilities, strengths, and needs. Parent-teacher conferences are conducted in the fall and spring for children who attend three or five days per week. Parents of children who attend less than three days may request a parent-teacher conference.

Discipline
It is important to establish limits for the child’s benefit, as well as, to ensure a safe and pleasant classroom environment for all children. It is our goal to help children build self-regulation behaviors, develop and foster friendships, make responsible choices, understand natural and logical consequences for behaviors, and to take responsibility for their behaviors. Center rules are established at each site by incorporating school rules and program policies into the classroom to ensure that each child’s personal rights are respected at all times.

The preschool staff works as a team to provide a consistent routine and schedule for the children as a first step to helping them manage their behavior. Most concerns with behavior are handled at the time challenging or inappropriate behavior is exhibited, in a manner appropriate to the age and developmental level of the child and the incident. Techniques and strategies to help children learn to manage their own behavior include the following:

- Providing positive reinforcement for acceptable behavior.
- Implementing conflict resolution techniques with the children involved; such as discussion, negotiation, and turn taking.
- Redirecting the student(s) to another more appropriate activity.
- Providing the child with a logical consequence such as temporarily excluding the child from a preferred activity.
- Changing the assigned group temporarily or permanently.

In each instance, the teacher will have a discussion with the child to explain how his/her actions affected others and why he/she is being redirected or provided with a consequence.

If methods such as the above prove not to be successful with an individual child, a meeting will be held with the child’s parents to determine alternative steps to take to help the child. Other techniques, accommodations, and/or interventions might then be used to help the child better learn to control their behavior. If the child continues to exhibit unacceptable behavior that puts the child or other children in jeopardy or impedes the learning environment of the classroom; or if a single incident severely harms or disrupts the program, it may be deemed appropriate by the preschool staff, Site Supervisor, and Child Development Programs’ Coordinator to remove the child from the preschool environment through suspension or termination from the program.
Play
Children participate in the preschool environment, so they get messy! Digging in sand, painting, and water play are all part of the curriculum. Encouraging creative expression with paints and other art materials make it difficult to always prevent stains on clothes. While we use washable paint and paint smocks, occasionally materials will stain children’s clothes. Please send your child to school in clothes that can get dirty.

Inside/Outside Learning & Discovery Centers
The following centers are available for exploration at various times during the school day. Children may choose from these activities in both the indoor and outdoor environments. The interest areas provide children the opportunity to explore, develop, and expand on interests, skills, and concepts introduced during group time. Daily details are available in the posted lesson plans.

- **Art Center**
  The art center allows children to express themselves creatively and fosters individuality. Children are encouraged to use a variety of materials that represent different textures, shapes, and colors.

- **Writing Center**
  Children develop fine motor skills as they practice writing letters and numbers. They build their knowledge of print and pre-literacy skills as they participate in spontaneous and teacher-directed pre-writing activities.

- **Science & Math Center**
  Children are encouraged to develop problem solving skills and experience phenomenon in the natural environment.

- **Dramatic Play Center**
  The dramatic play center allows children to use role-play to make sense of the world around them. This center also helps develop social and cooperative play skills.

- **Library Center**
  Children develop pre-reading and writing skills during their preschool years. Oral language skills are encouraged through storytelling and puppet theatre. The library is also a quiet space where children can process feelings in an appropriate setting. Children may also participate in the “listening center” with CDs, tapes, books, and headphones.

- **Music & Movement Center**
  Music and Movement is an environment where children can experiment and explore a variety of musical instruments.

- **Block & Manipulative Center**
  Children develop fine motor skills as well as cooperative play skills, sorting, and patterning. Children develop social, language, and problem solving skills by working together and taking turns.

Food Services
A nutritious snack is provided daily for students. A monthly snack menu is posted on the parent information board. Parents are asked to notify the school of any food allergies or special dietary restrictions their children have so that appropriate, alternative choices will be made available for those children as needed. All food is provided through the Santa Clarita Valley Food Services Agency (SCVFSA), the agency that provides all food for the Saugus Union School District. Food served meets all state nutritional guidelines and the Saugus Union School District’s Wellness Policy.
Students enrolled in the full-day program will be served a morning and afternoon snack. Parents will need to provide lunch for their child each day. Staff is not able to heat or refrigerate food.

**Shoes**
Children need to wear closed toed, rubber-soled shoes to school daily. Tennis shoe type footwear is preferable for the safety of your child. Staff will call the parents of children with open-toed sandals or high-heeled shoes and ask that appropriate footwear be brought to school or the child be picked up. This is an important safety issue and will be enforced.

**Extra Clothing**
Children must have an extra set of clothing kept in their cubby. Clothing should be changed to make it weather appropriate as the seasons change. Clothes are kept in a sealed plastic bag marked with the child’s name. Parents will be called and asked to provide an alternate set of clothing or to pick up their child if a change of clothes is necessary and unavailable.

**Health**
Your child should not be brought to school if he/she:

- Has had a fever of 100 degrees or higher in the last 24 hours
- Has had symptoms of possible communicable disease
- Has had vomiting or diarrhea within 24 hours of coming to school
- Has had a rash of unknown origin

Children who have been ill may not return to school until they have been free of symptoms for 24 hours, and fever free without fever reducing medication for 24 hours. Children may return to school 24 hours after starting prescribed antibiotics, unless otherwise stated by a physician.

Children who are ill at school will be removed from the group and a parent will be contacted. If a parent cannot be reached, the school will contact an authorized person from the child’s emergency card. Children must be picked up within one hour of the phone call. Parents are asked to keep addresses and phone numbers current on the child’s emergency card.

**Medication**
Medication will only be administered if a Parent Consent for Administration of Medications and Medication Chart Form (LIC9221) has been filled out by the prescribing physician detailing the type, amount, time and duration of the medication to be administered. This form must be on file in the office or child’s file. Medication must be kept in the original prescription container. Please ask your Site Supervisor for this form if needed.

**Field Trips**
If a child attends any field trip during which their behavior jeopardizes the safety of him/herself or others, the parent/guardian will be asked to pick up their child from the field trip location. Any child with previous/known behavioral issues may be ineligible to attend specific field trips that may impact the safety of the child or other children attending the trip.

**Newsletters**
Monthly newsletters are sent to parents with a calendar of upcoming events and meetings taking place. This is an important way to stay informed. Newsletters will be placed in parent mailboxes and posted on the parent bulletin board.
Birthdays
Birthdays are acknowledged during group time. The birthday child is also the special helper in the group on this day. Parents are asked to refrain from bringing in treats or gift bags to the child’s class.

Special Events
In compliance with Community Care Licensing regulations, parents are not permitted to bring siblings or other children to the preschool program to participate/view in special events.

During the school year, parents may be asked to bring food items for various activities and celebrations. Per District guidelines, all food items must be store bought and properly labeled with the ingredients.

Parental Involvement
We welcome and encourage parental participation in the preschool environment; however, during morning welcome and dismissal time instructors and instructional assistants must refrain from lengthy conversations to maintain safe practices. Parents wishing to speak with a preschool instructor are asked to set aside a time so they are able to have the staff’s full attention for questions or concerns.

Volunteers & Observation
Parent volunteers are welcome to help the staff by working in the classroom or helping with projects at home. As of September 1, 2016, parents who volunteer in the classroom, will be required to provide vaccination records for the following: influenza, pertussis, measles, and a current negative TB test (for more detailed information, please refer to the Parent Volunteer Guidelines). The CDP Preschool Programs maintain an open door policy where parents are welcome to observe their children in the preschool environment following all district observation guidelines. Parent volunteers must check in with the Site Supervisor or Preschool Instructor before entering the classroom.

Emergency Plan
In the event of an earthquake, fire, or any other disaster, students will be evacuated to a designated area on the playground. Emergency supplies are available at the elementary school in addition to the preschool’s emergency supplies. In a disaster situation, students will be released to parents and those listed on the emergency card only. All adults must have picture identification present at the time of release.

Absences
Parents/guardians are asked to notify the school by phone each morning the child will be absent and give the specific reason for the absence. If the child is ill, the specific illness must be stated (flu, cold, runny nose, fever, stomachache, etc.) If the child’s illness persists for 5 days or more, a doctor’s note is required upon the child’s return. Children will be considered excused if the absence is the result of:

- Illness or Quarantine of the student or parent/guardian
- Doctor or dental appointments for the child
- Family emergency (i.e., serious illness of a family member, first day of an unexpected transportation problem, death of an immediate family member, funeral for immediate family member, severe weather, serious damage to home, law enforcement evacuation, or lock-down, etc.)
• Court ordered visitation - if an excused absence is based on time spent with a parent or other relative as required by a court of law, the child’s file shall contain a copy of the Court Order.

Any other absence is considered unexcused. Five (5) unexcused absences may be grounds for termination of enrollment. A message can be left at the preschool site any time during or outside of operating hours.

Sign In and Out Procedures
It is a requirement of the State of California, Department of Social Services, Community Care Licensing Division and the Saugus Union School District that all children be signed in and out daily by an adult 18 years of age or older. Parents/Authorized persons must use their full signature (first and last name) to sign in and out. When the staff is not familiar with whom the person is picking up your child, they will ask to see a picture ID and check to make sure this person is listed as an authorized pick up. 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 list or authorized pick ups. This can be done at any time through the Parent Account or in an emergency, call the preschool site.

Late Arrival/Pick-Up Policy
Children need to be picked up and arrive on time daily to ensure they get the most out of their preschool experience. Entering school once class has begun, or late pick up, can be stressful and traumatic.

Should a child be signed out after 12:05 pm (applicable to Half Day Preschool only), the parent or guardian will be assessed a late fee of $1.00 per minute per family. Late fees will accrue from 12:00 pm. Should a full-day preschool child be signed out after 6:00 pm, the parent or guardian will be assessed a late fee of $1.00 per minute per family. Excess of ten (10) late pick-ups, or four (4) excessively late arrivals or pick-ups in a school year may result in termination from the program.

After the first late arrival/pick-up that exceeds 20 minutes, a First Notice shall be given to the parent by the classroom teacher. The teacher and parent will sign and date the notice. A copy will be given to the Site Supervisor and placed in the child’s file. The parent will be required to pay the $1.00 per minute, per family fee if the parent is picking up late.

After the second late arrival/pick-up that exceeds 20 minutes, a Second Notice shall be given to the parent by the classroom teacher in accordance with the procedure above. The parent will be required to pay the $1.00 per minute, per family fee if the parent is picking up late.

After the third late arrival/pick-up that exceeds 20 minutes, a Third Notice shall be given to the parent informing them that a mandatory Intervention Meeting will be scheduled. A copy of the notice shall be given to the Site Supervisor who will coordinate the meeting with the parent and classroom teacher. An agreement addressing the issue of late arrival/pick-up will be signed by all parties present at the meeting acknowledging that the next late arrival/pick-up will result in the termination of preschool services. The parent will be required to pay the $1.00 per minute, per family fee if the parent is picking up late.
The fourth late arrival/pick-up that exceeds 20 minutes will result in automatic termination of preschool services, with 10 days’ notice to find another preschool program. The parent will be required to pay the $1.00 per minute, per family fee if the parent is picking up late.

Registration

- For Priority, Early Bird, and Open Registration, prior to the start of the school year, registration will be conducted online. Upon approval of the online registration contract request, you will be required to pay the annual non-refundable registration fee for each child enrolled. If the non-refundable Registration Fee is not paid at the time of registration approval, your child’s enrollment will not be secured, and may be subject to the Open Registration fee.
- A registration fee will be paid upon enrollment of each new child, and upon re-enrollment for each year thereafter. Re-enrollment of a child who has withdrawn from the program during the school year will require payment of a new registration fee.
- Upon registration, if you choose to change your child’s program, that you initially requested, placement will be based on program availability. If the desired program is not available, your child (ren) will be placed on a wait list in the order received.

Monthly Tuition

Monthly tuition is based on the annual Saugus Union School District Calendar and divided equally over 10 months (August – May, excluding breaks). The monthly tuition billing runs from the 15th of each month through the 14th of the following month. Tuition invoices will be emailed around the 8th of each month. Tuition is due on the 15th day of the month and is non-refundable. Invoices are sent as a convenience and payment must be made even if no invoice is received. If no invoice is received, contact the CDP Accounting Department at 661-294-5300.

Should your child (ren) start the program in the middle of a billing cycle, tuition will be adjusted based on the first day of your child’s attendance.

For your convenience, we offer the following payment options for submitting your monthly tuition:

- **Auto Payments** Auto Pay is a convenient way to automatically pay your monthly invoice on the 15th of each month by setting this option up during the registration process, when entering a payment method or any time thereafter.
- **Online Payment Option** Parents may make a payment online by accessing your account dashboard.
- **Check or Money Order** Please make checks or money orders payable to SUSD and include your child’s name on the information section of the check. You may pay directly in the designated tuition payment box at the CDP site where your child is enrolled; or mail your check or money order to the SUSD CDP Accounting Department located at 24930 Avenue Stanford, Santa Clarita, California, 91355.
- **Personal Online Bill Pay.** Checks should be mailed to the SUSD CDP Accounting Department at 24930 Avenue Stanford, Santa Clarita, California, 91355. Please include your child’s name and CDP site on the information section of the check. Make checks payable to SUSD. SUSD is not responsible for payments that are late or have been lost in the mail.
Payments received after the 20th of the month will be assessed a $25 late fee. No grace period will be given for weekends, holidays, and breaks. Should your payment come from a third party, with the exception of CCRC, you are still responsible for the entire tuition and any late fees incurred due to payment arriving after the 20th of the month. Your child will not be allowed to attend the program if your account is not at a zero balance by the last day of the month. They may return to the program when the entirety of the overdue balance is paid in full, including all delinquent fees.

All payments are non-refundable. Refunds or adjustments will not be made for changes to or withdrawal from the program, absences, illnesses, holidays, vacations, non-school days, or suspensions.

Should any payment not clear the bank, a $30.00 Service Fee will be assessed. The outstanding balance (including applicable fees) must be paid via money order by specified deadline. The Click to Pay option will not be available during this time. After three (3) checks have been returned in six (6) months, you will be required to pay all fees by cashier’s check or money order. If your tuition account is consistently in good standing for six (6) months, the ability to write checks will be re-evaluated.

All unpaid accounts are subject to collections after three (3) months of lack of payment, inactivity, or abandonment from the Child Development Program. If an account is assigned to a collection agency, the account holder will be responsible for all collection agency and/or court fees.

Sibling discounts are available as follows:
- For regular half-day preschool (not including State Preschool), one child pays the full rate. The 2nd child or more receives a discount. Families with children concurrently enrolled in the Before & After School Program or Full-Day Preschool Program are eligible for a sibling discount.
- For Full-Day Preschool, one child (or the youngest child) pays the full rate. A sibling discount is available for a 2nd child or more. Families with children concurrently enrolled in the Full-Day Preschool Program, Before and After School Program, or Half-Day 5-Day Preschool Program, are eligible for a sibling discount.

Program Changes
Should you need to change your child’s program, you must contact your Site Supervisor to determine if space is available for your desired program. A $10.00 Administrative Fee is charged for all program changes. Changes or withdrawals must be made by the last day of the current month for the change to take effect at the next billing cycle (15th of the following month). If you fail to submit your request by the specified date, you will be responsible for the entire tuition. Program changes requested on or after the last day of the month are subject to review and approval. You must contact your Site Supervisor to determine if space is available for desired program.

Tax Information
Saugus Union School District’s Tax I.D. number is 95-6002879. It is the parent’s responsibility to keep track of child care tuition payments.
Termination of Enrollment
Daily attendance in the preschool classroom is critical to your child’s learning and development. Excessive absenteeism, along with chronic failure to adhere to the following program policies are causes for termination of enrollment in the CDP Preschool Programs:

- Five (5) unexcused absences.
- Repeated failure to sign your child in and/or out per licensing regulations.
- Repeated failure to drop off and/or pick up your child on time.
- Parent/Guardian who is belligerent, under the influence, and/or acting in a manner that puts staff or children at risk.
- If it is the opinion of the CDP staff that a child is emotionally, socially, or physically unprepared to cope in a preschool environment.

Parents/Guardians Responsibilities:

- Parents must sign their child in and out every day of preschool attendance following all licensing regulations.
- Parents must use their full signature (first and last name) to sign in and out.
- Parents must notify the center in the event that their child will be absent.
- Parents must check their child’s mailbox for communication from the center, and the parent bulletin board for program announcements, flyers, information, and bulletins.
- Parents must check children’s cubbies daily for his/her belongings and art work.
- If parents/guardians have a concern related to sexual harassment as related to California Education Code Section 213.5, parents should contact the District Child Development Programs office at 27177 Seco Canyon Rd, Saugus, CA 91350, (661) 294-5300, extension 5143.
- If parents/guardians have a complaint regarding an alleged violation of federal or state laws or regulations, parents/guardians should follow the steps in the SUSD Elementary Parent and Student Handbook in relation to the Uniform Complaint Process, Education Code #32289, which was distributed to parents/guardians upon enrollment.
- If parents/guardians have complaints, but there is no violation of federal or state laws or regulations, parents/guardians should contact the District Child Development Programs office at 27177 Seco Canyon Rd, Saugus, CA 91350, (661) 294-5300, extension 5143.

Community Care Licensing
Preschool Parents/Guardians have rights as outlined in the Child Care Center Notification of Parents’ Rights as posted at the preschool site. Community Care Licensing has the right to conduct unannounced visits to the preschool. The Department of Social Services Community Care Licensing Division has inspection authority to interview preschool children, and to inspect and audit child records without prior consent based on Licensing Regulation 101200. Parents/Guardians who have a concern or complaint in regard to the preschool site, can contact the California Department of Social Services, Community Care Licensing Division, Los Angeles Northwest Child Care, 6167 Bristol Parkway, Suite 400, MS 29-13, Culver City, CA, Phone: 1-800-let-usno.

Full-Day Preschool Additional Information
The following is a list of items your preschooler will need at the preschool site. Please remember to label all personal belongings with your child’s first and last name.

- A change of clothes to include at minimum: shirt, bottoms (pants, shorts or skirt), underpants, socks, and an extra pair of shoes.
- A regular-sized, fitted crib sheet and blanket for naptime. At the end of each week, the sheet and blanket will be returned home. Please wash the items and return them to
school on your child’s next school day.

- A cuddly, stuffed toy for naptime (optional) and different from one used for bedtime at home.
- Photographs: please bring in an individual photo of your child, as well as, a family photograph. These will help your child during the first few long days without you and will then be used for various purposes throughout the school year.

Optional Items

- Sunglasses (unbreakable), Hat (for outdoor use)

Please Do Not Bring:

- Glass containers or bottles, toys or valuable items.

Naptime

It is a policy of the program that after lunch, there will be a rest period of approximately ninety minutes to two hours. Every child is provided with a labeled, cushioned mat. Parents are expected to provide a regular-sized, fitted crib sheet (not a port-a-crib size) and blanket for their child’s mat which will be taken home weekly to be laundered. A cuddle toy may also be provided. Please make sure that your child’s sheet and blanket are clearly labeled with a permanent marker. Please keep in mind that there is limited storage space for your child’s belongings. If a child does not fall asleep within 30 minutes, he or she may be allowed to participate in quiet activities on their mat or in a quiet area in the classroom (space permitting).

Subsidized Care

The Saugus Union School District is an authorized child care provider contracted with CCRC (Child Care Resource Center).

Parents/Guardians that choose SUSD to provide child care must register their children and pay all registration fees prior to starting. Parents/guardians must adhere to the days/hours approval authorized by the subsidizing agency. Not adhering to the approval may result in out of pocket fees that the parent/guardian is responsible for and/or termination from the program.

Should your child(ren) begin care prior to our office receiving an approval, parents/guardians will be responsible for tuition.

Parents/guardians are responsible for the tuition amount that exceeds the Regional Market Rate (RMR) set by the California Department of Education. These fees known as co-pays, must be paid by the end of each month to avoid disruption in care.

Parents/guardians must sign in/out on a daily basis. In addition, parents/guardians are responsible to complete and sign their child’s monthly time sheet by the fifth day of the month.
Sample Full-Day Schedule
6:30 – 8:05 Learning and Discovery Centers
8:05 – 8:15 Restroom/Hand washing
8:15 – 9:00 Morning Snack/Outdoor Activities
9:00 – 9:15 Morning Meeting
9:15 – 9:30 Literacy Circle
9:30 – 10:00 Small Group Activities
10:00 – 11:15 Learning and Discovery Centers
11:15 – 11:30 Science/Social Studies Circle
11:30 – 11:40 Restrooms/Hand washing
11:40 – 12:40 Lunch and Outdoor Activities
12:40 – 2:30 Story Time and Nap
2:30 – 2:45 Wake-up: Music & Movement
2:45 – 3:00 Hand washing and Snack
3:00 – 4:30 Extend Your Day - Includes any and all of the following: Read Aloud, Nature Walk, Small Group Activities, and Outdoor Activities

Sample Half-Day Schedule
8:30 - 8:35 Arrival
8:35 - 8:50 Morning Meeting
8:50 - 9:20 Small Group Activities
9:20 - 9:50 Outdoor Activities
9:50 - 10:05 Hand Washing and Snack
10:05 - 10:20 Literacy Circle
10:20 - 11:30 Learning & Discovery Centers
11:30 - 11:35 Clean-up
11:35 - 11:50 Story Time
11:50 – 12:00 Wrap Up the Day

Please Note:
The CDP Preschool Programs:
- Reserve the right to revise any policies upon written notification to the parents.
- Refrain from religious worship and instruction.
- Reserve the right to document information regarding all school events. This may include photographic and video documentation.
- Are available to all qualified persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, or mental or physical disability.
- Welcomes the enrollment of students with disabilities and the facility is accessible to persons with disabilities. The program understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such students and implements those accommodations.
### Child Development Locations and Programs

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgeport CDP</td>
<td>23670 Newhall Ranch Road, Santa Clarita, CA 91355</td>
<td>Sara Mitchell, Site Supervisor</td>
<td>661-294-5376</td>
<td>Before &amp; After School Program, Half-Day Preschool Program</td>
</tr>
<tr>
<td>Highlands CDP</td>
<td>27332 Catala Avenue, Saugus, CA 91350</td>
<td>Heather Gonzales, Site Supervisor</td>
<td>661-294-5321</td>
<td>Before &amp; After School Program, Half-Day Preschool Program</td>
</tr>
<tr>
<td>Rosedell CDP</td>
<td>27853 Urbanbale Avenue, Saugus, CA 91350</td>
<td>Molly Cameron - Russell, Site Supervisor</td>
<td>661-294-5336</td>
<td>Before &amp; After School Program, Full-Day Preschool Program</td>
</tr>
<tr>
<td>Cedarcreek CDP</td>
<td>22500 Pamplico Drive, Saugus, CA 91350</td>
<td>Tami Dolin, Site Supervisor</td>
<td>661-294-5316</td>
<td>Before &amp; After School Program, Half-Day Preschool Program</td>
</tr>
<tr>
<td>Mountainview CDP</td>
<td>21220 W. Cypress Place, Santa Clarita, CA 91390</td>
<td>Lacey Belt, Site Supervisor</td>
<td>661-294-5326</td>
<td>Before &amp; After School Program, Half-Day Preschool Program</td>
</tr>
<tr>
<td>Santa Clarita CDP</td>
<td>27177 Seco Canyon Road, Saugus, CA 91350</td>
<td>Kelly Temmesfeld, Site Supervisor</td>
<td>661-294-5341</td>
<td>Before &amp; After School Program, California State Preschool Program (CSPP)</td>
</tr>
<tr>
<td>Emblem Academy CDP</td>
<td>22265 Esquella Drive, Saugus, CA 91350</td>
<td>Krista Hoover, Site Supervisor</td>
<td>661-294-5317</td>
<td>Before &amp; After School Program, Half-Day Preschool Program</td>
</tr>
<tr>
<td>North Park CDP</td>
<td>23335 W. Sunset Hills Drive, Valencia, CA 91354</td>
<td>Wendy Powell, Site Supervisor</td>
<td>661-294-5371</td>
<td>Before &amp; After School Program, Half-Day Preschool Program</td>
</tr>
<tr>
<td>Skyblue Mesa CDP</td>
<td>28040 Hardesty Avenue, Canyon Country, CA 91351</td>
<td>Cindy Post, Site Supervisor</td>
<td>661-294-5351</td>
<td>Before &amp; After School Program, Half-Day Preschool Program</td>
</tr>
<tr>
<td>James Foster CDP</td>
<td>22500 Pamplico Drive, Saugus, CA 91350</td>
<td>Tami Dolin, Site Supervisor</td>
<td>661-294-5336</td>
<td>Before &amp; After School Program, Half-Day Preschool Program</td>
</tr>
<tr>
<td>Charles Helmers CDP</td>
<td>27300 Grandview Drive, Valencia, CA 91354</td>
<td>Kimmerlee Henson, Site Supervisor</td>
<td>661-294-5346</td>
<td>Before &amp; After School Program, Half-Day Preschool Program</td>
</tr>
<tr>
<td>Rio Vista CDP</td>
<td>20417 Cedar Creek Street, Canyon Country, CA 91351</td>
<td>Marisol Curry, Site Supervisor</td>
<td>661-294-5331</td>
<td>Before &amp; After School Program, California State Preschool Program (CSPP)</td>
</tr>
<tr>
<td>West Creek Academy CDP</td>
<td>28767 N. West Hills Drive, Santa Clarita, CA 91354</td>
<td>Jane Jorgensen, Site Supervisor</td>
<td>661-294-5386</td>
<td>Before &amp; After School Program, Half-Day Preschool Program</td>
</tr>
<tr>
<td>Child Development Programs</td>
<td>Main Office Located at: 27177 Seco Canyon Road, Saugus, CA 91350</td>
<td>Dianna Gonzalez, CDP Coordinator</td>
<td>(661) 294-5300</td>
<td></td>
</tr>
</tbody>
</table>

**SAUGUS UNION SCHOOL DISTRICT**

24930 Avenue Stanford, Santa Clarita, CA 91355 – 661-294-5300 FAX 661-257-2831