



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students



OUSD **SPROUT**
Early Childhood Education

Thriving students start with us!

2014-2015 Family Handbook

Eligibility and Enrollment Policies and Procedures

ECE Eligibility and Enrollment Office

746 Grand Avenue, Room A, Oakland, CA 94610
510-434-5232 ext. 1590 or 510-273-1590

ECE Administration Office

746 Grand Avenue, Room B, Oakland, CA 94610
510-434-5232 ext. 1616 or 510-273-1616

TABLE OF CONTENTS

OUSD SPROUT Locations	Page 5
INTRODUCTION	Page 6
• Program Philosophy, Goals and Objectives	
• Enrollment Options	
SECTION 1: ELIGIBILITY AND ENROLLMENT	
<u>Pre-Enrollment</u>	Page 7
• 2014-2015 Age Eligibility	
• Toilet Training	
• Requirements for Service	Page 8
<u>The Enrollment Process</u>	
<u>Certification</u>	Page 9
• Required Documents to Determine Eligibility	
○ Documentation of Family Size	Page 10
○ Proof of Income	
○ Proof of Residence	
• Required Documents to Determine Need for Services	
○ Proof of Employment	
○ Proof of Enrollment in School/Training	
○ Proof of Seeking Employment	Page 11
○ Proof of Seeking Housing	
○ Proof of Incapacitation	
• Required Documents to meet Health Requirements	Page 12
○ Asthma, Allergies and Food Restrictions	
○ Parent Participation Requirements	
<u>Completing the Registration Process</u>	Page 13
• Selecting a Preschool or School-Age Program	
○ Wait List Policy	
• Programs for Exceptional Children (PEC) Enrollment	Page 14
• Registration and Enrollment Packets	

<u>Annual Recertification & Updates</u>	Page 15
<ul style="list-style-type: none"> • Recertification • Eligibility and Need Updates • Contact Information Updates 	Page 16
SECTION 2: OUSD SPROUT POLICIES AND PROCEDURES	
<u>Subsidized Fee Policies</u>	Page 17
<ul style="list-style-type: none"> • Fee Amounts • OUSD SPROUT Payment Policy • Credit for Fees Paid to Other Service Providers 	Page 18
<u>Attendance Policies</u>	Page 19
<ul style="list-style-type: none"> • Daily Attendance • Late Pick-Up • Absence Notifications • Best Interest Days • Toilet Training Issues • Extended Leave Policy 	Page 20
<u>Instruction</u>	
<u>General Policies and Information for Families</u>	Page 22
<ul style="list-style-type: none"> • Discipline Policy • Termination Policy • Voluntary Termination of Services • Open Door Policy • Non-Discrimination Policy • Confidentiality • Medications • Court Orders 	Page 23 Page 24 Page 25
<u>Parent or Guardian Rights and Responsibilities</u>	
<ul style="list-style-type: none"> • Parent or Guardian Responsibilities <ul style="list-style-type: none"> ○ Clothing ○ Small Items • Your Rights as a Parent or Guardian in OUSD SPROUT • Your Right to Request an Appeal Hearing • Your Rights as Mandated by Community Care Licensing • OUSD Uniform Complaint Procedures 	Page 26 Page 27 Page 28

OUSD SPROUT Locations

	Center Name	Address & Zip Code	Programs Offered				
			Full Day PreK	3-Hour PreK AM	3-Hour PreK PM	School-Age AM	School-Age PM
REGION 1	Alice Street	250 - 17th Street 94612	X	X	X		
	Emerson	4801 Lawton Avenue 94609	X	X			X
	Harriet Tubman	800 - 33rd Street 94608	X				X
	Martin Luther King	960 - 10th Street 94607		X	X		
	Prescott	920 Campbell Street 94607		X	X		
	Sankofa	581 - 61st Street 94609			X		
	Sequoia	3730 Lincoln Avenue 94602					X
	Yuk Yau	291 - 10th Street 94607	X	X	X		X
REGION 2	Allendale	3670 Penniman Avenue 94619		X	X		
	Bella Vista	2410 - 10th Avenue 94606	X	X	X		
	Bridges	1325 - 53rd Avenue 94601		X	X		
	Centro Infantil	2660 East 16th Street 94601	X	X	X		
	Fruitvale	3200 Boston Avenue 94602		X	X		
	Garfield	1640 - 22nd Avenue 94606		X			
	International	2825 International Blvd 94601	X	X	X		
	Jefferson	1975 - 40th Avenue 94601	X	X	X		X
	Laurel	3825 California Street 94619	X	X	X		X
	Manzanita	2618 Grande Vista 94601	X	X		X	X
REGION 3	Acorn Woodland	1025 - 81st Avenue 94621		X	X		
	Arroyo Viejo	1895 - 78th Avenue 94621	X	X	X		
	Brookfield	401 Jones Avenue 94603		X	X		
	Burbank	3550 - 64th Avenue 94605		X			
	Cox (Reach)	9860 Sunnyside Street 94603		X	X		
	CUES (Lockwood)	6701 International Blvd 94621		X	X		
	Highland	1322 - 86th Avenue 94621	X				X
	Hintil Kuu Ca	11850 Campus Drive 94619	X			X	X
	Howard	8755 Fontaine Street 94605		X			
	Lockwood CDC	1125 - 69th Avenue 94621	X				X
	Stonehurst	901 - 105th Avenue 94603	X	X	X		
	Webster	7980 Plymouth Street 94621					X

INTRODUCTION

The Oakland Unified School District (OUSD) SPROUT Early Childhood Education program is administered by the California State Department of Education, Early Education Support Division. OUSD is the contractor for the State and operates the program through its Early Childhood Education (ECE) Department. ECE is responsible for ensuring that all local, State and Federal requirements are met. ECE operates under Title 5 and Title 22 regulations and adheres to California Education Code.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

The purpose of the OUSD SPROUT program is to prepare children for success in Kindergarten and beyond by providing students with curriculum that is developmentally, culturally, and linguistically appropriate. The curriculum includes instruction in early literacy, math, science, art, physical development, and social/emotional development and is rooted in the California Preschool Learning Foundations. It is our goal to provide each child with individual attention that is essential during the early years, an engaging curriculum and a safe, nurturing environment in which students thrive.

ENROLLMENT OPTIONS

There are currently 83 OUSD SPROUT classrooms in 30 centers throughout Oakland:

- 26 – Full Day Preschool classrooms
- 46 – 3-Hour Preschool classrooms
- 11 – School-Age classrooms

Full Day Preschool Program: Days and hours of attendance are based on the needs of student or working parents/guardians.

3-Hour Preschool Program: Children attend a morning or afternoon program 5 days per week.

School-Age Program: Students in grades TK-5th grade attend before and/or afterschool care programs at their school site.

SECTION 1: ELIGIBILITY AND ENROLLMENT

PRE-ENROLLMENT

Before you begin the OUSD SPROUT enrollment process, please review the following three important pre-enrollment requirements.

1. 2014-2015 Age Eligibility

The OUSD SPROUT Eligibility and Enrollment Office must adhere to the age eligibility requirements that are set by the California Department of Education (CDE). According to Funding Terms and Conditions for California State Preschool Programs (CSPP), 2014-2015 age eligibility requirements are as follows:

- A CSPP eligible **four-year-old** is a child, regardless of their chronological age, who will have their fourth birthday on or before **September 1, 2014**. This is a child whose birthdate is between September 2, 2009, and September 1, 2010.
- A CSPP eligible **three-year-old** is a child, regardless of their chronological age, who will have their third birthday on or before **September 1, 2014**. This is a child whose birthdate is between September 2, 2010, and September 1, 2011.
- Children who turn three on or after September 2, 2014, are not eligible for CSPP in the 2014-2015 school year.
- Children who meet the age criteria to attend public Kindergarten are not eligible for the Part Day or Full Day CSPP program.

Children in TK/K - 5th grade are eligible for the OUSD SPROUT School Age program, depending on the services offered at each individual school site.

2. Toilet Training

Before enrollment can be completed for any OUSD SPROUT program, children must be **fully toilet trained**. Unlike infant/toddler programs, preschool centers are not organized to deal with ongoing toileting problems. Although preschool children occasionally experience “accidents”, ongoing toileting problems become a health risk for the other children in the program and the

staff. If a child is not fully toilet trained or experiences ongoing toileting problems the child's services will be terminated until such time as the child becomes toilet trained. (For more information on this topic please refer to page 20.)

3. Requirements for Service

In order to receive preschool services, families must meet eligibility and need criteria as specified below. The determination of eligibility shall be without regard to the immigration status of the child or the child's parent(s).

Each family applying for enrollment must submit **ALL** paperwork that is required in order for the Eligibility and Enrollment Office staff to determine eligibility and need for OUSD SPROUT services and to meet State licensing requirements. Refusal to provide or update paperwork as requested will result in the denial of an enrollment request or termination of services.

Families cannot begin the enrollment process unless the pre-enrollment requirements listed above are met.

THE ENROLLMENT PROCESS

All families begin the enrollment process by completing and submitting an ***Eligibility Application***. Eligibility Applications are available at the **ECE Eligibility and Enrollment Office located at 746 Grand Avenue, Room A, Oakland, CA 94610.**

To determine your eligibility status, a brief pre-screening interview will be conducted with you at the time that you submit your completed Eligibility Application. Families that pass the pre-screening process will be given an ***Enrollment Packet*** and a Registration Appointment date will be set. At the Registration Appointment, you will be required to submit all documents needed to verify need and eligibility for services.

STEP 1: PARENT OR GUARDIAN COMPLETES AN ELIGIBILITY APPLICATION

STEP 2: A BRIEF PRESCREENING INTERVIEW IS CONDUCTED BY ELIGIBILITY AND ENROLLMENT OFFICE STAFF

STEP 3: FAMILY IS GIVEN AN ENROLLMENT PACKET AND A REGISTRATION APPOINTMENT DATE IS SET

PLEASE NOTE!

- **Registration Appointments can take up to 90 minutes** to complete when a family comes fully prepared with all required documentation.
- **Failure to appear for a scheduled registration appointment, or being more than 15 minutes late**, may exclude your child from further consideration for OUSD SPROUT services. At least 24 hours notice must be given to reschedule your registration appointment.

CERTIFICATION

In order to qualify for preschool or school-age services, each family must complete a certification process that adheres to the State regulations governing licensed preschool programs. The chart below outlines the certifications that must be completed for each program type offered through OUSD SPROUT.

PROGRAM TYPE	ELIGIBILITY	NEED FOR SERVICES	HEALTH DOCUMENTATION
Full Day Preschool			
3-Hour Preschool			
School-Age Program			

REQUIRED DOCUMENTS TO DETERMINE ELIGIBILITY

- To be eligible for services the child’s parent(s) or guardian must live in the State of California.
- Families are eligible for services based on the income ceiling listed below and family size. Please note – per State requirements, income is calculated using the gross amount paid to the family.

Family Size	Family Monthly Income	Family Yearly Income
1 – 2	\$3,283	\$39,396
3	\$3,518	\$42,216
4	\$3,908	\$46,896
5	\$4,534	\$54,408
6	\$5,159	\$61,908
7	\$5,276	\$63,312
8	\$5,394	\$64,728
9	\$5,511	\$66,132
10	\$5,628	\$67,536
11	\$5,745	\$68,940
12	\$5,863	\$70,356

1. Documentation of Family Size

- A **certified birth certificate** must be submitted for all dependent children in the household. Passports are not accepted in place of the birth certificate.
- Single Parent Verification (when two parents are listed on the birth certificate, but only one is in the household)

2. Proof of Income

- One month of current income verification for all working adults in the household must be provided.
- If one parent of the enrolling child does not live in the household documentation must be provided to show **proof of support** from the second parent (child support records or arrangements) or **proof of the absence** of the second parent.

3. Proof of Residence

- One month of current proof of residence.
Examples:
 - a utility bill (electricity, water, cable, land-line telephone, garbage)
 - car registration or insurance
 - an official letter from a government or social service agency

REQUIRED DOCUMENTS TO DETERMINE NEED FOR SERVICES

1. Proof of Employment for Working Adults

- Working adults must submit the ***Employment Verification Form*** included in the Enrollment Packet.

2. Proof of Enrollment in School or Training and Educational Plan

- Adults in school or training must submit a long-term education plan prepared by a counselor and a current class schedule.
- Grades must be provided at the end of each semester of school.
- Participation in a vocational training program must lead directly to a recognized trade, paraprofession or profession.
- The vocational training plan shall be reviewed by the Eligibility and Enrollment Office at the beginning of each semester or quarter to determine that progress (a 2.0 grade point average or a passing grade)

is being made toward the vocational goals specified in the certification and eligibility documents.

- Services cannot be provided for repeating a class or program.

3. Proof of Actively Seeking Employment

- Adults actively seeking employment must submit an ***Employment Search Declaration***.
- The family's period of eligibility for this purpose is limited to sixty (60) working days during the fiscal year (July-June). Service is limited to no more than 5 days per week and for less than 30 hours per week.

4. Proof of Actively Seeking Housing

- Adults actively seeking housing must submit a ***Housing Search Declaration*** a letter from the OUSD Transitional Families department, or a letter from a shelter or homeless service agency.
- The family's period of eligibility for this purpose is limited to sixty (60) working days during the fiscal year (July-June). Service is limited to no more than 5 days per week and for less than 30 hours per week.

5. Proof of Incapacitation

- The documentation of incapacity shall include:
 - A statement that the parent is incapacitated, that the parent is incapable of providing care and supervision for the child for part of the day, and, if the parent is physically incapacitated, that identifies the care and supervision tasks that the parent is incapable of performing.
 - The number of days and hours per week that services are recommended to accommodate the incapacitation, taking into account the age of the child and the care needs.
 - The probable duration of the incapacitation.
 - The name, business address, telephone number, professional license number, and signature of the legally qualified health professional for verification, clarification, or completion of the provided statement.
 - The Eligibility and Enrollment Office will determine the days and hours of service based on the recommendation of the health professional.

REQUIRED DOCUMENTS TO MEET HEALTH REQUIREMENTS

The following documents must be submitted at your Registration Appointment in order to comply with State of California Licensing guidelines:

- Child's Immunization Records
- Child's TB Test Results (dated within 1 year)
- Child's Physical Examination (dated within 1 year)
- Asthma Action Plan/Allergy Information Form (dated within 1 year)
- Oral Health Assessment/Waiver Request (dated within 1 year)
- Parent's TB Test Results (dated within 1 year) (**3-hour preschool only**)

Asthma, Allergies and Food Restrictions

- Any child with a history of asthma **must** have a completed Asthma Action Plan on file in the Eligibility and Enrollment Office.
- If your child has an allergy or a food restriction, please make certain the Eligibility and Enrollment Office staff is informed.
- Information about children with asthma and allergies are shared with the classroom staff and with the OUSD SPROUT nurse(s).
- In order to provide special meals we must have a physician complete a *Medical Statement to Request Special Meals and/or Accommodations* form. The OUSD Nutrition Services department does not allow any substitutions to the menu unless this form is completed.
- Our program recognizes and respects the personal and religious beliefs of all families. If your child has a food restriction due to a personal and/or religious belief, we will work with you to accommodate reasonable requests.

Parent Participation Requirement (3-hour preschool only)

- The OUSD SPROUT program maintains a classroom ratio of 1 adult for every 8 students. In our 3-hour State Preschool classrooms, one of these adults is the parent or guardian of a child enrolled in the program.
- One parent or guardian per family is required to participate in their child's classroom as a parent assistant, for a total of six hours each month (two 3-hour sessions).
- **For the safety of all children, each parent or guardian must have a negative TB clearance on file in the Eligibility and Enrollment Office.**

- If a family needs support fulfilling the participation requirement, another adult can be designated on behalf of the family. A negative TB clearance for any substitute participant must be filed with the Eligibility and Enrollment Office prior to participation.

COMPLETING THE REGISTRATION PROCESS

1. Selecting a Preschool or School-Age Program

- The Eligibility Application provides space for families to indicate the preferred center or region of the city where OUSD SPROUT services will be provided. We will do our best to place your child in your preferred school, however if space is not available, Eligibility and Enrollment staff will work with you to place your child in another center in the region that you selected on your Eligibility Application.

Wait List Policy

- If there is no space available in the program (Full Day Preschool, 3-Hour Preschool or School-Age) requested, the child will be placed on our wait list for services.
- Priority for admission is based on a family's **Admission Priority Rank** – a number that is generated based on the family's size and monthly income that is provided on the initial ***Eligibility Application***.
- At no time is any OUSD employee authorized to promise a family enrollment in any OUSD SPROUT program.
- Families on the wait list will be notified via telephone when a space is available for their child and a Registration Appointment date will be set.
- At the Registration Appointment, parents will be required to present current data which will then be re-evaluated to determine eligibility for OUSD SPROUT services.
- Length of time on the wait list IS NOT a consideration for enrollment.
- Families must update the ***Eligibility Application*** any time there is a change in family status (i.e. change in income, the number in the family, or the number of parents in the home).
- ***Eligibility Applications*** remain active for the fiscal year (July-June), or until a family is called for an opening, no longer qualifies for the program, or asks to be removed from the waiting list.

PLEASE NOTE!

- **Transfers between OUSD SPROUT classrooms and preschool locations are highly irregular and are only granted on an urgent case-by-case basis.**
- Effective 2014-2015, there will be no individual wait list kept for any center, and children will be placed wherever there is open space.

2. Programs for Exceptional Children (PEC) Enrollment

- In partnership with the OUSD PEC program, spaces are reserved in predetermined 3-hour preschool classrooms for students who require special services. To determine eligibility and placement for PEC services, families must contact the Burbank Preschool and PEC Diagnostic Center at 3550 64th Avenue, Oakland, 94605, 510-729-7771. Families that are accepted into the PEC program must also complete the OUSD SPROUT certification process.

3. Registration and Enrollment Packets

- During the Registration Appointment, families will be required to complete and submit the following documents.* All forms are provided by the Eligibility and Enrollment Office, either in the Enrollment Packet or during the Registration Appointment.

California State Forms

- Identification and Emergency Information
- Parent Privacy Notification
- Child's Preadmission Health History-Parent's Report
- Confidential Application for Child Development Services and Certification of Eligibility (CD 9600)
- Notice of Action
- Receipt of Child Abuse Prevention Pamphlet
- Receipt of Personal Rights
- Notification of Parents' Rights

Oakland Unified School District Forms

- Student Disaster Preparedness Form
- Nutrition Services Meal Benefit Form
- Parent Authorization to Share Pupil Record Information
- Walking Field Trips Permission Form

OUSD SPROUT Forms

- Parent Agreement
- Intake Interview
- Fee Payment Agreement

*Please note that additional forms may be required as needed.

ANNUAL RECERTIFICATION & UPDATES

1. Recertification

- Families receiving Full Day or School-Age services through OUSD SPROUT must have their need and eligibility verified once in every 12-month period. The Recertification process must be completed prior to the date identified on the Notice of Action that was provided at the family's Registration Appointment.
- A Recertification Packet with instructions and necessary forms will be sent to the child's school no later than 30-days before the Recertification Due Date.
- It is the family's responsibility to complete the Recertification process prior to the deadline indicated. If the process is not completed on time, the child will no longer be eligible for services through OUSD SPROUT.

2. Eligibility and Need Updates

- Whenever there is a change in family size, income or need, the family must come to the Eligibility and Enrollment Office to update the application for services.
- Adults who are in training or in school are also required to provide updates at the start of each semester to determine continued enrollment. Enrollment in OUSD SPROUT services from one semester to the next is not automatic.
- Updates may also be requested by Eligibility and Enrollment Office staff as needed in order to determine or verify need and eligibility.
- Failure to provide updated information by the due date listed on the family's Notice of Action will result in termination from the OUSD SPROUT program.

- Many situations such as employment status, income changes or new members added to your household can change a family's eligibility, need, contract hours, or fees.

3. Contact Information Updates

- Please keep your contact information up to date at all times. It is very important for us to know how to reach the family by phone, by mail, and in case of an emergency.
- All changes to emergency contact information must be made in person at the Eligibility and Enrollment Office.

State law requires that our program be informed of all changes within five days.

SECTION 2: OUSD SPROUT POLICIES AND PROCEDURES

SUBSIDIZED FEE POLICIES

OUSD SPROUT is a subsidized preschool and school-age program. Subsidized programs help families pay for child care costs. All families approved for OUSD SPROUT services may be required to pay fees on a sliding scale depending on their income and family size.

1. Fee Amounts

- All fees are determined using a fee schedule provided by the California Department of Education, Early Education Support Division.
- All families are informed of their daily fee amount during their Registration Appointment.
- Fees are charged for each day that services are available at your child's school.
- No adjustment to the fee amount is made when a child is absent for any reason on a day when the school is open.
- **Family Fee Invoices are generated once every four weeks and delivered to families at their child's preschool or school-age classroom.**
- All invoices, payments and receipts are processed at the Eligibility and Enrollment Office.

2. OUSD SPROUT Payment Policy

- **Family Fees are assessed and paid in ADVANCE.**
- Families are required to pay for their child's first four weeks of care prior to the date that services begin.
- Subsequent payments **are due every month** for the upcoming four weeks of services.
- Fee payments can be placed in the payment lockbox at your child's school, or you can pay in person at the Eligibility and Enrollment Office.
- Fees may be paid by **MONEY ORDER** (no personal checks) and the **Family ID number** must be written legibly on each payment.
- Money orders should be made out to the name of the preschool or school where your child receives services.

- **Monthly fees are considered delinquent if they are not in the Eligibility and Enrollment Office by the 15th of each month.**
- If fees are unpaid on the 16th of the month a Notice of Action (NOA) terminating services will be issued unless a prior payment plan has been approved.

Delinquent fees are grounds for termination and families with outstanding fee balances cannot re-enter any OUSD SPROUT program until their fees are paid in full.

3. Credit for Fees Paid to Other Service Providers

- If a family pays for the care of a child age 12 or under during hours that OUSD SPROUT services are not available, the family may be eligible to receive a credit toward their monthly fees.
- To determine eligibility for a fee credit, a family must submit an **Other Child Care Services Verification Form**, which can be obtained from the Eligibility and Enrollment Office.
- If services are verified and a fee credit amount is approved, the family will need to submit receipts **monthly, and in person, at the Eligibility and Enrollment Office** to receive their credit.
- Before OUSD SPROUT services begin, it is the responsibility of the parent or guardian to complete and submit the Other Child Care Services Verification Form. If OUSD SPROUT services have already begun, families can complete an Other Child Care Services Verification Form to obtain fee credit approval for future payments.
- We will not accept fee credits for OUSD SPROUT fees that are past due, or for fees that were due prior to the Other Child Care Services Verification Form being completed.
- We will not provide fee credits for receipts that are submitted after the 15th day of the following month.

ATTENDANCE POLICIES

State law requires that each child be signed in and signed out by a parent, guardian, or other person designated by the parent who is 18 years old or older. The signature must include the first and last name and it **must be legible**. Initials are not legal under the law. Sign in/out sheets are located in individual classrooms.

1. Daily Attendance

- Your child must be brought to school each day according to your contracted arrival time. **Early and/or late arrivals and pick-ups are not permitted and are grounds for termination.** A family receiving three (3) late notices, within a fiscal year (July-June), may have their services terminated.
- We assign our staff according to the schedules of the children. **When children are not scheduled to be present but arrive early or leave late it changes the numbers of children for each adult present and endangers the safety of both the staff and the children. It can also put our program out of compliance with the law and result in a substantial penalty.**
- All changes to your contracted hours must be approved in advance by the Eligibility and Enrollment Office.
- If someone else will be picking up your child please make sure that the adult is listed on your child's emergency contact information and that the individual brings identification with them when they come to pick up your child.
- All individuals on the emergency contact list must be 18 years or older.
- Children will not be released to individuals who are not listed on the child's emergency contact forms or if the individual does not bring identification.
- Changes in the emergency contact information may only be made in person, not by phone.

2. Late Pick-up

- If a child is not picked up by the time contracted services end and/or the center closes, we will call parents and all emergency contacts to try to get the child picked up.
- If the child is not picked up within 30 minutes, the child is considered "Abandoned" and we will call the Oakland Police Department to come pick up the child.

- This obviously would be a very traumatic experience for everyone involved, especially the child.
- Please be sure to update your Emergency Contact Information with people who are close enough to pick up your child in case you are not available.

3. Absence Notifications

- It is very important that your child have good attendance.
- Please phone the school and send a note each time that your child is absent and specify the reason for the absence.
- Children who are sent home as result of an illness or health issue must remain at home the following day.
- After a five day absence or a communicable illness, a child needs to bring a note from the doctor.
- Five consecutive absences without contact with your child's school may result in termination of services.

4. Best Interest Days

- Each child is allowed 10 "best interest days" per fiscal year (July-June).
- These days can be used for any activity that is considered to be in the "best interest" of the child (i.e. family vacation, trip to the zoo, spending the day with grandmother; etc.).
- Children who exceed 10 "best interest days" per year may be terminated.

5. Toilet Training Issues

- If a child is experiencing toileting "accidents" the parent or guardian will be called and asked to pick up the child for the day.
- The family will be offered 10 days at home to work on toilet training.
- If after the 10 days of leave, the child continues to have toileting incidents, services will be terminated.

6. Extended Leave Policy

- If a family is experiencing an emergency or temporarily will not have a need for subsidized child care, they may request a "limited term service leave" by completing an **Extended Leave Request** form. Extended Leave Request forms are available at the Eligibility and Enrollment Office.

- The family must request the leave in writing at least two weeks in advance and must receive written approval before the leave can begin. The request must state the reason and the dates of the requested leave.
- This leave may not exceed four consecutive weeks.
- Enrollment will be maintained during the extended leave.
- Families will be required to pay all fees that are charged for days the classroom is open during the extended leave.
- Only one Extended Leave Request can be granted within each fiscal year (July-June).

INSTRUCTION

All OUSD SPROUT preschool programs provide curriculum and instruction in the classroom:

- Full group, small group and center based learning
- Dialogic Reading (interactive book reading technique focused on oral language development, comprehension, predicting, retelling, and vocabulary building)
- Hands on learning in centers: language arts, math, science, art, dramatic play, music, etc.
- Outdoor classroom (school yard) is intentionally set up each day with fine and gross motor activities, sand and water, outdoor library, writing area, math manipulatives, art, etc.

A note about play: While it is true that we encourage play, unstructured, endless play is not part of our program. Young children learn through play and our teachers have been trained to set up the physical environment with intentionally placed learning materials which promote student exploration. Classroom centers and the outdoor classroom are keys to promoting complex social play. Intentional play is an important precursor to more formal instruction in elementary school. The OUSD SPROUT instructional program is a combination of purposeful play and more structured learning as mentioned above.

The OUSD SPROUT School-Age program focuses on phonics and literacy skills, homework help and enrichment activities. During school holidays and in the

summer months, School-Age students experience a robust full-day program focused upon maintaining and building upon concepts learned in elementary school.

GENERAL POLICIES AND INFORMATION FOR FAMILIES

1. Discipline Policy

- OUSD SPROUT provides an environment where self-control is taught through a combination of support, encouragement, and setting limits.
- Children differ widely, but misbehavior can be lessened by use of a range of discipline techniques. The following are the most common methods used at the sites:
 - Talking individually with the child
 - Diverting the child and redirecting him/her to a new activity
 - Have the child take a time out from an activity
 - Providing a related consequence appropriate to the situation
 - Providing positive reinforcement
- These steps will be taken in a positive, yet firm manner, and in ways that are appropriate for the individual child's developmental level.
- **If after all steps are taken, the child continues to engage in behavior that is hurtful, destructive, unsafe, or interferes with the rights of other children to have a calm learning environment, the following actions will be taken:**
 - The parent or guardian will be called and asked to pick up the child for the day, and
 - An intervention plan for the child will be developed in cooperation with the parent or guardian and staff.
- **The parent, guardian or other emergency contact person must be able to pick-up the child within 20 minutes. If the family refuses to cooperate with these actions, the child may be terminated from the center.**
- Children are not permitted to hurt themselves, adults or other children. In keeping with this basic regard for physical well-being, State law and District policy, corporal punishment (hitting, striking, and spanking) is not permitted by staff or parents on the school site.

- Group child care is not appropriate for all children. In the event that your child cannot benefit from our program, we reserve the right to terminate services.
- School-age children must follow the same rules and regulations that govern behavior at Oakland Unified School District elementary schools. The OUSD Board of Education has adopted uniform policies and procedures for student conduct and discipline, Board Policy 5144.
- A copy of Board Policy 5144 is available from the Eligibility and Enrollment Office. School-age students who are suspended from the elementary school for any reason are not allowed to attend the center until their suspension has been terminated. Persistent misbehavior may be grounds for disciplinary action leading to termination of service.

2. Termination Policy

Your child care services may be terminated for any of the following reasons:

- Failure to maintain eligibility and need requirements
- Certification documents are found to be inconsistent or fraudulent
- Failure to provide eligibility or need information after a written request from the Eligibility and Enrollment Office
- Failure to pay applicable fees*
- Failure of parent or guardian to comply with a plan for payment of delinquent fees
- Expiration of 60 days seeking employment or seeking housing period and not eligible in another category
- Excessive unexcused absences (5 unexcused absences)
- Three late pickups within a year
- Failure to comply with center or department regulations
- When changes in family income or situation cause the family to become ineligible
- Potty-training issues that continue even after a 10-day break to remedy the issue
- When it is determined that the placement is no longer appropriate or in the best interest of the child or other children
- Failure to follow sign-in/sign-out procedure
- Violation of contract hours

- Failure of parent or guardian to notify the Eligibility and Enrollment Office within 5 calendar days of any change in family size, income, employment or other information related to eligibility or need
- Failure of parent or guardian to respond promptly when requested to remove child from center because of child's illness or suspension
- Failure of parent or guardian to secure required immunizations after the child is enrolled
- Violent or intimidating behavior or language that threatens the safety of site staff, enrollment staff, parents or students.

*Families whose OUSD SPROUT services are terminated due to delinquent fees cannot be re-enrolled until all fees have been paid.

3. Voluntary Termination of Services

- A parent or guardian may voluntarily withdraw a child from the program by notifying the Site Administrator of the preschool or school-age program, or by contacting the Eligibility and Enrollment Office.
- Fees will continue to accrue until service termination is confirmed.

4. Open Door Policy

- The OUSD SPROUT Open Door Policy is in effect and parents are always welcome during our hours of operation. In the event that a parent or guardian feels it is necessary to speak directly with a teacher, a mutually agreed upon time will be established for the conference.

5. Non-Discrimination Policy

- OUSD SPROUT services are open to any eligible family regardless of race, creed, color, religion, national origin, or age.

6. Confidentiality

- Family records are confidential and are kept in secured files accessible to authorized persons only.
- Photo identification of the enrolling parent or guardian is required to view or copy documents from the family file.
- Children's information will not be released to or shared with anyone without the written permission of a parent or guardian.

7. Medications

In order for staff members to administer medication to children at school, State law requires that we have the following:

- Written permission from the parent or guardian and from the child's doctor.
- Medicine labeled by a pharmacist with dosage and time of administration. You may wish to have the pharmacist use two containers for medicine so that one may be left at school.

All outdated medication must be sent home. In addition, we are unable to administer Tylenol, cough lozenges, ointments, or other over the counter medications unless a doctor prescribes them in writing. (Permission forms are available at the Eligibility and Enrollment Office.)

8. Court Orders

- If a parent or guardian has received a legal decision from a court on any family matter such as a restraining order or custody arrangement, please bring a copy of the court order to the Eligibility and Enrollment Office for placement in the family file.
- It is also the family's responsibility to inform your child's teacher of any court order that has been put in place.
- Emergency and Disaster information should also be updated with the Eligibility and Enrollment Office and your child's teacher if the court order affects any of the information that was provided during the original Certification or Recertification process.

PARENT OR GUARDIAN RIGHTS AND RESPONSIBILITIES

1. Parent or Guardian Responsibilities

Clothing

- Children should be dressed in comfortable play clothing. Play and learning activities often involve paint, water, clay and glue, which often end up on children's clothing.
- Dress pre-school children for easy toileting. Clothes that are simple and washable are most appropriate. Overalls, leotards and belts are difficult to remove and contribute to accidents. Well-fitting, sturdy shoes with flexible soles, such as tennis or running shoes are best; poorly fitted footwear can cause accidents.
- Mark all clothing with permanent ink or name labels; this includes underwear, socks, sweaters, jackets, hats, shoes and mittens. We encourage the children to care for their clothing and we cannot take responsibility for unmarked clothing lost at the center.
- Preschool children need to keep at least one set of clothing in her or his cubby. This will ensure that your child will have dry clothes in case of water play or rain.
- Occasionally, your child may wear another child's clothing or shoes home. Please call the center if this occurs, as a parent or teacher may be searching for the missing item. Be sure to return it the following day.

Small Items

- Check with your child's teacher for his/her special requests on what to leave at home.
- In general, candy, gum, toys, money, balloons and valuable jewelry should be left at home.
- Children should understand that anything brought to the center should either be shared or left in their cubby.
- Children often take small things home with them to remind them of school. If you find any small toys, puzzle pieces; etc., please return them to your child's classroom.

2. Your Rights as a Parent or Guardian in the OUSD SPROUT Program

- As a parent or guardian concerned with your child's well-being and education, we encourage you to bring your questions and concerns about

our program to the teacher or Site Administrator whenever they occur. You also have the right to visit the classroom at any time. We are trying to build a partnership with you and therefore we encourage you to be in close and frequent communication with us.

3. Your Right to Request an Appeal Hearing

- If you do not agree with a decision made by the OUSD SPROUT Eligibility and Enrollment Office as stated in your Notice of Action, you may appeal the intended action.
- To protect your appeal rights, you must follow the instructions described in each step listed below.
- If you do not respond by the required due date listed on your Notice of Action, or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

Step 1: Complete the local hearing request on the back of your Notice of Action.

Step 2: Mail or deliver your local hearing request within fourteen (14) days of receipt of the notice to:

Early Childhood Education Administration Office
746 Grand Avenue, Room B
Oakland, CA 94610
Attention: Appeals Coordinator

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

Step 4: Within ten (10) calendar days following the hearing, the agency shall mail or deliver a written decision to the address listed on your appeal request.

Step 5: If you disagree with the written decision of the agency, you have fourteen (14) calendar days in which to appeal to the California State Department of Education, Early Education Support Division (EESD). Your appeal to EESD must include the following documents and information: (1) a written statement specifying the reasons you believe the agency's decision was incorrect, (2) a copy of the agency's decision letter, and (3) a copy of both sides of the Notice of Action. You may either fax your appeal to 916-323-6853, or mail your appeal to the following address:

California Department of Education
Early Education Support Division
1430 N Street, Suit 3410
Sacramento, CA 95814
Attention: Appeals Coordinator
Phone: 916-322-6233

Step 6: Within thirty (30) calendar days after the receipt of your appeal, EESD will issue a written decision to you and OUSD SPROUT. If your appeal is denied, services will be terminated immediately upon receipt of the decision letter.

4. Your Rights as Mandated by the Office of Community Care Licensing

- The OUSD SPROUT program is committed to providing a safe physical and emotional environment in which children can grow and learn.
- The Department of Social Services Community Care Licensing division monitors and licenses these facilities to ensure that center's meet children's physical and emotional needs.
- If you have any concerns regarding these issues, you may report them to:
Community Care Licensing Division
1515 Clay Street Suit 1102
Oakland, CA 94612
Phone: 510-622-2602

5. OUSD Uniform Complaint Procedures

- The Governing Board of the Oakland Unified School District recognizes that the district has the primary responsibility to ensure compliance with

applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying.

- The district shall use the Uniform Complaint Procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.
- Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.
- For more information on the Uniform Complaint Procedures or to file a complaint, please contact:

Office of the Ombudsperson
Oakland Unified School District
1000 Broadway, Suite 680
Oakland, CA 94607
Telephone: 510-879-4281