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[www.srvusd.net/preschool](http://www.srvusd.net/preschool)



## **Early Childhood Education Preschool Program**

**Parent/Guardian Handbook 2025-2026**

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## **Welcome**

Welcome to the SRVUSD Early Childhood Education Preschool Program!

To meet the need for quality early childhood education for eligible families, SRVUSD proudly offers a state preschool program at two of our elementary school locations. Our program serves children ages 3 to 4 whose families qualify, with priority given to four-year-olds. Every child is supported in their emotional, social, physical, and intellectual growth within a safe and nurturing environment led by our caring and qualified staff.

We encourage you to share your suggestions, ideas, and feedback with our team throughout the year. Together, we form a strong partnership! We appreciate your role as a responsible and supportive parent and look forward to a positive and successful collaboration.

If you have any questions or need further information, please don't hesitate to reach out. You can contact the Educational Services Department at 925-552-5032 or connect directly with the elementary schools hosting the program.

Warm regards,  
Katie Witt  
Executive Director of Elementary Education  
[kwitt@srvusd.net](mailto:kwitt@srvusd.net)

## **Program History**

The California State Preschool Program started in 1956 to provide educational opportunities to eligible children. SRVUSD began its program in 2017, serving up to 48 children at Live Oak and Walt Disney Elementary Schools. The program follows state regulations for quality and safety.

## **Our Mission**

We create a positive and safe space that supports the whole child's development: social, emotional, cognitive, and physical.

## **Program Goals**

We follow California's high standards for early education by:

- Providing quality, age-appropriate learning experiences
- Offering equal access to all eligible children
- Supporting qualified staff and their ongoing training
- Encouraging parent and community involvement
- Operating within legal and ethical guidelines

## **Desired Outcomes for Children and Families**

Children will:

- Build social skills and personal confidence
- Develop effective learning habits
- Improve physical and motor skills
- Learn safety and healthy habits

Families will:

- Receive support to nurture their child's growth
- Access resources to help meet their family goals

Children's progress is assessed using the Desired Results Developmental Profile (DRDP) within 60 days of enrollment.

## **Admission Procedures**

Enrollment is finalized through a scheduled appointment to review program expectations and policies. Families must submit all required paperwork, along with up-to-date immunizations and health documentation, within 30 days.

## **Who We Serve**

The program is for families living or working in San Ramon, Danville, and Alamo within SRVUSD boundaries. Children must live in California.

## **Arrival and Dismissal**

- Sign your child in and out daily with your full signature.
- Children are released only to authorized adults (18+). Notify staff in writing if someone else will pick up your child.
- Bring photo ID at pick-up.
- Be on time. More than three late pick-ups may lead to removal from the program.
- Maintain at least two backup contacts able to pick up within 30 minutes.

## **Attendance**

Regular attendance supports your child's learning and program funding.

### **Excused Absences:**

- Illness or quarantine of child or parent
- Medical or mental health appointments
- Court-ordered visitation (with documents)
- Family emergencies
- Up to 10 "Best Interest" days per year (e.g., travel, religious holidays)

### **Unexcused Absences:**

Absences without verification may affect enrollment and could lead to termination after five days.

## **Calendar**

We follow the [SRVUSD 2025-2026](#) instructional calendar. The preschool's last day is one day earlier than the rest of the district.

## **Updating Your Information**

Please update your address, phone numbers, and emergency contacts promptly in the Parent Portal and provide any required documentation.

## **Clothing**

Dress your child in comfortable, washable clothes suitable for active play. Label all items. Shoes must be safe and supportive—no flip-flops. Provide a labeled extra set of clothes for accidents.

## **Communication**

Check classroom bulletin boards and school websites for updates and important information.

## **Confidentiality**

Your family's information is kept private and shared only when required by law or for your child's care.

## **Discipline**

We focus on helping children develop self-control, problem-solving skills, and confidence. Corporal punishment is never used.

## **Safety and Emergencies**

We conduct regular drills and have emergency plans on file. Children stay at school during emergencies unless evacuation is required. Parents will be notified immediately.

## **Eligibility**

Families qualify based on income, aid status, homelessness, child protective services involvement, or risk factors. Documentation is required and must be updated if circumstances change. The program welcomes children with disabilities and provides accommodations.

## **Field Trips**

Occasional on-site field trips may support learning. Parents will be informed and may be asked to help supervise.

## **Food and Nutrition**

We provide healthy snacks daily and free hot lunches. Notify staff of any dietary restrictions. The school is nut-free, and food sharing is not allowed.

## **Hours of Operation**

Live Oak Elementary:

- Monday, Tuesday, Thursday, Friday: 11:40 am – 3:00 pm
- Wednesday: 12:00 pm – 3:00 pm

Walt Disney Elementary:

- Monday, Tuesday, Thursday, Friday: 11:40 am – 3:00 pm
- Wednesday: 12:00 pm – 3:00 pm

## **Illness Policy**

Do not send your child if they have a fever of 100°F or higher, or have vomited in the last 24 hours. Children must be fever-free for 24 hours before returning. Report contagious illnesses promptly.

## **Medication**

Medications should be given at home when possible. If necessary at school, a signed form from a doctor and parent is required. Medication must be in its original container with instructions. Students cannot carry medication.

## **Non-Discrimination**

We welcome all children and families regardless of gender, ethnicity, race, religion, disability, or other factors. Accommodations are made for children with disabilities.

## **Parent/Guardian Education**

Parents have access to free educational videos and courses throughout the year.

## **Parent-Teacher Conferences**

Conferences are scheduled twice a year to discuss progress and goals. Additional meetings can be arranged.

## **Parent/Guardian Responsibilities**

- Report changes in contact or eligibility promptly
- Follow the late pick-up policy
- Keep immunizations and health records current
- Notify teachers of absences
- Sign children in and out daily
- Provide written permission for alternate pick-ups
- Attend orientation and follow program policies

## **Parent/Guardian Involvement**

We encourage participation in school activities, councils, and regular communication with teachers. Orientation is an opportunity to meet the teacher and tour the classroom.

## **Parent and Personal Rights**

You have rights under Community Care Licensing. Complaints can be directed to:  
Community Care Licensing

1515 Clay Street, #1102  
Oakland, CA 94612

## **Program Evaluation**

We conduct ongoing self-assessments and welcome parent feedback. State inspections ensure quality and safety.

## **Religious Instruction**

The program does not provide religious instruction or worship and treats all families with respect.

## **Sunscreen**

Please apply sunscreen before school. Staff can apply sunscreen only with written consent.

## **Termination of Enrollment**

Enrollment may end if:

- The program cannot meet the child's needs
- Behavior threatens safety
- Late pick-ups occur three times
- Health and safety policies are not followed
- Five or more unexcused absences happen
- Eligibility requirements are unmet
- Required health documents are missing
- Family or parent behavior is abusive
- Sign-in/out policies are not followed
- False information is given
- Immunizations are not current

## **Toys and Games from Home**

Toys from home are not allowed unless requested by the teacher.

## **Transportation**

Transportation is not provided by the program.

## **Visitors**

Visitors are welcome with prior notice. All must sign in and wear a badge. Identification may be requested.

## **Volunteers**

Family volunteers are encouraged. Requirements include registration and a negative TB test. Contact your child's teacher for opportunities.

Thank you for partnering with us. We look forward to a great year together!