

# Early Childhood Education State Funded Preschool Program Parent/Guardian Handbook



699 Old Orchard Drive | Danville, California 94526

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

2026-2027

## **Introduction and Welcome**

Welcome to the SRVUSD Early Childhood Education Preschool Program!

We are proud to offer a high-quality California State Preschool Program (CSPP) designed to support eligible families within our community. Our program is located at two elementary school sites and serves children ages 3 to 4, with priority given to four-year-olds.

At SRVUSD, we are committed to supporting the whole child. Through a safe, nurturing, and engaging environment, our experienced and caring staff foster each child's social-emotional, physical, language, and cognitive development through intentional, play-based learning experiences aligned with the Preschool Learning Foundations.

We are dedicated to creating an inclusive and welcoming environment where all children and families feel valued, respected, and supported. We honor the diverse backgrounds, cultures, languages, and abilities of our community and strive to ensure equitable access and meaningful participation for every child.

We value strong partnerships with families and recognize you as your child's first and most important teacher. Collaboration is key to each child's success, and we encourage you to share your ideas, questions, and feedback throughout the year as we work together to support your child's growth and learning.

If you have any questions or need additional information, please feel free to contact our Educational Services Department at 925-552-2984 or reach out directly to your child's school site.

We look forward to a wonderful year together!

Warm regards,

Katie Witt

Executive Director of Elementary Education

[kwitt@srvusd.net](mailto:kwitt@srvusd.net)

## **Childcare and Teaching Philosophies**

### **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.

## **Operating Information**

### **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

## **Calendar**

We follow the [SRVUSD 2026-2027](#) instructional calendar. The preschool's last day is one day earlier than the rest of the district.

## **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.

## **Enrollment, Waitlist, and Withdrawing Policies**

### **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.

### **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.

### **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

## **Sign-In and Pick-Up Procedures**

### **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.

### **Sample Daily Schedule**

A typical day includes:

- Arrival with daily health check, sign-in, and handwashing
- Indoor and outdoor free play and learning centers
- Meal/snack time with required handwashing and sanitation
- Circle time and small-group instruction
- Outdoor play and gross motor activities
- Story time and departure with sign-out procedures

Throughout the day, staff maintain required supervision, ratios, and hygiene practices, including regular handwashing and a clean, safe environment.

### **Meals, Snacks, and Additional Supplies**

#### **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.

#### **Clothing and Supplies**

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.

#### **Sunscreen**

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

### **Sick Days and Schedule Interruptions**

#### **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.

## **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.

## **Codes of Conduct and Discipline Procedures**

### **Discipline**

We focus on helping children develop self-control, problem-solving skills, and confidence.

Corporal punishment is never used.

### **Updating Your Information**

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

## **Health and Safety Regulations**

### **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.

### **Religious Instruction**

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

### **Confidentiality**

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

### **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.

## **Parent Conferences and Communications**

### **Communication**

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

### **Parent-Teacher Conferences**

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

### **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/Guardian Education**

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

### **Program Evaluation**

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

### **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.

### **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

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