

LOS ANGELES UNIFIED SCHOOL DISTRICT

Division of Instruction
Early Childhood Education



Early Childhood Education Procedures, Guidelines and Information for Parents

2017 - 2018

Welcome

It is our pleasure to welcome you to the Los Angeles Unified School District's Early Childhood Education programs. The Los Angeles Unified School District is proud to have a long history of serving young children dating back over sixty years. We currently operate more than 250 part-day and full-day California State Preschool and General Child Care and Development Programs throughout the District.

This Parent Handbook contains valuable information regarding the Los Angeles Unified School District's Early Childhood Education programs and the roles and responsibilities of both parents and staff members. We encourage you to read it carefully. Should you have questions, the administrator of your child's program will be happy to assist you.

We look forward to your participation in the program and working with you to support your child's growth and development.

Table of Contents

	<i>Page</i>
Mission, Vision and Beliefs	1
Program Descriptions	2
Program Directory:	
Early Education Centers	3
Part-Day Programs	7
CalSAFE	11
The Early Childhood Education Instructional Program	12
Requesting Pupil Records	13
Health, Social Services and Nutrition	14
Professional Development	17
Parent Involvement	18
Enrollment Procedures	
Eligibility List	19
Enrollment Process	19
Causes for Termination Policy	19
Qualifications	20
Family Fees	22
Emergency Information	23
Attendance Policies	24
How to Continue in the Program	25
Uniform Complaint Procedures	26
FORMS:	
PERSONAL RIGHTS.....	29
NOTIFICATION OF PARENT’S RIGHTS.....	30
PARENT ACKNOWLEDGEMENT FORM.....	31
INFORMATION RELEASE FORM	32
ANNUAL PESTICIDE USE NOTIFICATION.....	33

Mission, Vision and Beliefs

Our Mission

The mission of Early Childhood Education is to provide a high quality early education program to maximize school readiness.

Our Vision

The Los Angeles Unified School District, Early Childhood Education is committed to providing a quality early education experience that will prepare students for success in school and life, while valuing and respecting the needs, languages, and cultures of all students, families, staff and communities it serves.

Our Beliefs

- Each student has the right to be treated with dignity and respect and accorded a safe and nurturing learning environment to meet his/her needs.
- All students have a right to a developmentally appropriate and challenging educational program that integrates learning opportunities with high expectations.
- Value and respect for the languages and cultures of students, parents, staff and communities are essential to student success.
- All stakeholders must be committed to high standards.
- Competent, well trained and nurturing staff members are critical to the successful implementation of quality early education programs.
- Continuous quality professional development for all staff is vital for high standards of teaching and learning.
- Parents and nurturing adults are critical for children's academic success and must be included as full partners in their children's education.
- It is the responsibility of the leadership to promote high quality education practices to ensure student achievement.

The Los Angeles Unified School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's age, ancestry, color, disability (mental or physical), marital status, national origin, race, religion (including religious accommodation), sex, (actual or perceived including pregnancy, childbirth, or related medical condition), sexual orientation, or on the basis of a person's association with a person or group with one of these actual or perceived characteristics.

Program Descriptions

California Department of Education Programs

The Los Angeles Unified School District offers a wide variety of California Department of Education Child Development and Special Education Programs that provide high quality developmentally appropriate environments addressing the social-emotional, physical, cognitive and language needs of young children. These programs are:

- **California State Preschool Program (CSPP)**

Part-day and full-day programs, for 3 and 4 year old children and their families, are located at early education centers throughout the District. Families must meet State determined income criteria as well as be eligible for this program.

Part-day, part-year programs, for 3 and 4 year old children are at elementary and other school sites throughout the District. Families must meet State determined income criteria to be eligible for this program.

- **General Child Care and Development Program (CCTR)**

Full-day programs, for 2 year old and 5 year old children and their families, are located at early education centers throughout the District. Families must meet State-determined income criteria as well as be eligible for this program.

- **California School Age Families Education (Cal-SAFE)**

CalSAFE, located on high school campuses, is a program for infants and toddlers and their high school-age parents.

- **Infant and Preschool Special Education**

The District offers a wide variety of Early Childhood Special Education programs, supports and services for children birth to five years of age with identified disabilities as mandated in both Federal and State law.

- All Early Childhood Education programs refrain from religious instruction and worship.

Children 2 years and older enrolled in the CSPP or CCTR programs, should be able to use the restroom successfully. *(The Americans with Disabilities Act (ADA) provides for exceptions to this requirement when children have toileting needs due to their disabilities.)*

Los Angeles Unified School District
Early Education Centers (EEC)

NAME OF CENTER	ADDRESS	CITY	ZIP	PHONE
4 th Street EEC	421 Hillview Ave.	Los Angeles	90022	(323) 266-4024
24 th Street EEC	2101 West 24 th Street	Los Angeles	90018	(323) 733-2164
28 th Street EEC	747 East 28 th Street	Los Angeles	90011	(323) 231 - 6921
36 th Street EEC	3556 S. St. Andrews Place	Los Angeles	90018	(323) 734-3644
37 th Street EEC	1204 West 36 th Place	Los Angeles	90007	(323) 733-2133
66 th Street EEC	405 East 67 th Street	Los Angeles	90003	(323) 750-7861
75 th Street EEC	242 West 75 th Street	Los Angeles	90003	(323) 753-1177
95 th Street EEC	1027 West 96 th Street	Los Angeles	90044	(323) 777-0920
97 th Street EEC	430 West Colden Avenue	Los Angeles	90003	(323) 777-1233
102 nd Street EEC	1925 East 102 nd Street	Los Angeles	90002	(323) 569 - 8159
112 th Street EEC	1319 East 112nd Street	Los Angeles	90059	(323) 567 - 9631
Albion EEC	348 South Avenue 18	Los Angeles	90031	(323) 221-1798
Alexandria EEC	4304 Rosewood Avenue	Los Angeles	90004	(323) 662-8127
Anton, William EEC	831 N. Bonnie Beach Pl.	Los Angeles	90063	(323) 981-3670
Arminta EEC	7911 Goll Avenue	No. Hollywood	91605	(818) 765-4312
Bradley, Ethel EEC	10925 S. Central Avenue	Los Angeles	90059	(323) 563-7756
Broadous, Hillary EEC	11736 Bromont Ave	Pacoima	91331	(818) 897-2009
Brooklyn EEC	329 North Arizona Avenue	Los Angeles	90022	(323) 269-4085
Cabrillo Avenue EEC	741 West Eighth Street	San Pedro	90731	(310) 832-2809
Canoga Park EEC	7355 Vassar Avenue	Canoga Park	91303	(818) 348-2814
Castelar EEC	840 Yale Street	Los Angeles	90012	(213) 624-6740

Chase EEC	8635 N. Colbath Avenue	Panorama City	91402	(818) 830-4455
Collins EEC	901 West 52 nd Street	Los Angeles	90037	(323) 752-2119
Cleveland EEC	19031 W. Strathern Street	Reseda	91335	(818) 885-3677
Crescent Heights EEC	1700 Alvira Street	Los Angeles	90035	(323) 939-1224
Cruz, Bill EEC	1020 South Valencia	Los Angeles	90015	(213) 388-6485
Dacotah EEC	3142 Lydia Drive	Los Angeles	90023	(323) 268-9868
Dayton Heights EEC	3917 Clinton Street	Los Angeles	90004	(323) 664-1024
Dolores EEC	22309 Catskill Avenue	Carson	90745	(310) 830-6987
Eastman EEC	1266 South Gage Avenue	Los Angeles	90023	(323) 268-7408
El Sereno EEC	3802 Pueblo Avenue	Los Angeles	90032	(323) 221-2121
Escalante EEC	7221 S. Atlantic Avenue	Cudahy	90210	(323) 890-2380
Estrella EEC	120 East 57 th Street	Los Angeles	90011	(323) 846-4880
Evergreen EEC	1027 N Evergreen Avenue	Los Angeles	90033	(323) 269-0406
Fair EEC	11300 Kittridge Street	No. Hollywood	91606	(818) 985-1790
Gardena EEC	1350 West 177 th Street	Gardena	90248	(310) 354-5091
Gates EEC	2306 Thomas Street	Los Angeles	90031	(323) 222-0277
Glassell Park EEC	3303 N. Carlyle Street	Los Angeles	90065	(323) 221-1008
Gledhill EEC	16058 Gledhill Street	North Hills	91343	(818) 895-2491
Glenfeliz EEC	3745 Dover Place	Los Angeles	90039	(323) 665-4165
Graham EEC	8332 South Elm Street	Los Angeles	90001	(323) 582-1222
Grant EEC	1559 N St. Andrew's Place	Los Angeles	90028	(323) 463-4112
Gratts EEC	1414 5 th Street	Los Angeles	90017	(213) 481-3230
Haddon EEC	10085 Haddon Avenue	Pacoima	91331	(818) 896-5501
Hawaiian EEC	501 Hawaiian Avenue	Wilmington	90744	(310) 834-7186

Hobart EEC	982 South Serrano Avenue	Los Angeles	90006	(213) 380-0411
Holmes EEC	1810 East 52 nd Street	Los Angeles	90058	(323) 589-6427
Hooper EEC	1224 East 52 nd Street	Los Angeles	90011	(323) 232-3801
Hyde Park EEC	6428 11 th Avenue	Los Angeles	90043	(323) 751-4147
Laurel EEC	8023 Willoughby Avenue	Los Angeles	90046	(323) 654-0812
Lemay EEC	17553 Lemay Street	Van Nuys	91406	(818) 345-0731
Locke EEC	320 East 111 th Street	Los Angeles	90061	(323) 755-0721
Logan EEC	1712 West Montana Street	Los Angeles	90028	(213) 413-1380
Marina EEC	4908 Westlawn Avenue	Los Angeles	90066	(310) 822-8436
Marvin EEC	2341 S. Curson Avenue	Los Angeles	90016	(323) 933-5882
McAuliffe EEC	8914 Hunt Avenue	South Gate	90280	(323) 249 - 5760
Meridian EEC	6124 Ruby Place	Los Angeles	90042	(323) 254-6749
Mikes, Wanda EEC	7720 South Vermont Ave.	Los Angeles	90044	(323) 758-1136
Miles EEC	2855 Saturn Avenue	Huntington Park	90255	(323) 581-2410
Miramonte EEC	1341 East 70 th Street	Los Angeles	90001	(323) 581-6223
Monte Vista EEC	5509 Ash Street	Los Angeles	90042	(323) 258-3842
Murchison EEC	1537 Murchison Street	Los Angeles	90033	(323) 225-2787
Noble EEC	8315 Noble Avenue	North Hills	91343	(818) 894-2716
Normandie EEC	4407 Raymond Avenue	Los Angeles	90037	(323) 292-0266
Normont EEC	25028 Petroleum Avenue	Harbor City	90710	(310) 326-3344
Northridge EEC	17960 Chase Street	Northridge	91325	(818) 678-5190
Pacoima EEC	11059 Herrick Avenue	Pacoima	91331	(818) 896-3722
Park Western EEC	1220 Park Western Pl.	San Pedro	90732	(310) 833-2875
Parks Huerta EEC	1020 West 58 th Street	Los Angeles	90044	(323) 759-0667

Pinewood EEC	7051 Valmont Street	Tujunga	91042	(818) 352-4469
Roberti, David EEC	1156 East Vernon Avenue	Los Angeles	90011	(323) 234-1428
Rosemont EEC	430 N. Rosemont Avenue	Los Angeles	90026	(213) 413-2999
San Fernando EEC	1204 Woodworth Street	San Fernando	91340	(818) 365-9105
Shenandoah EEC	8861 Beverlywood Street	Los Angeles	90034	(310) 838-7328
State EEC	3210 Broadway	Huntington Park	90255	(323) 589-3718
Sylvan Park EEC	15011 Delano Street	Van Nuys	91411	(818) 997-8972
Telfair EEC	10915 Telfair Avenue	Pacoima	91331	(818) 896-2118
Toluca Lake EEC	4915 Strohm Avenue	No. Hollywood	91601	(818) 980-0925
Trinity EEC	3816 Trinity Street	Los Angeles	90011	(323) 232-4017
Vanalden EEC	6212 Vanalden Avenue	Reseda	91335	(818) 343-5595
Vaughn EEC	11480 Herrick Avenue	Pacoima	91331	(818) 899-2278
Vine EEC	6312 Eleanor Avenue	Los Angeles	90038	(323) 465-1167
Wadsworth EEC	1047 East 41 st Street	Los Angeles	90011	(323) 232-0581
Westminster EEC	1010 Main Street	Venice	90291	(310) 392-4581
Wilmington Park EEC	1419 Young Street	Wilmington	90744	(310) 518-3207
Wilton Place EEC	4030 W. Leeward Avenue	Los Angeles	90005	(213) 383-4971

**California State Preschool Programs (CSPP)
Morning and Afternoon Sessions at School Sites**

NAME OF SCHOOL	ADDRESS	CITY	ZIP	PHONE
99 th Street Elementary CSPP	9900 S. Wadsworth Ave,	Los Angeles	90002	(323) 564-2677
107 th Street Elementary School CSPP	147 East 107 th Street	Los Angeles	900003	(323) 756-8137
186 th Street Elementary School CSPP	1581 West 186 th Street	Gardena	90248	(310) 324-1153
Allesandro Elementary School CSPP	2210 Riverside Drive	Los Angeles	90039	(323) 666-7162
Amestoy Elementary School CSPP	1048 West 149 th Street	Gardena	90247	(310) 327-5592
Andasol Elementary School CSPP	10126 Encino Avenue	Northridge	91325	(818) 349-8631
Ann Street Elementary School CSPP	126 East Bloom Street	Los Angeles	90012	(323) 221-3194
Barrett Elementary School CSPP	419 West 98 th Street	Los Angeles	90003	(323) 756-1419
Barton Hill Elementary School CSPP	423 North Pacific Avenue	San Pedro	90731	(310) 547-2471
Beachy Elementary School CSPP	9757 Beachy Avenue	Arleta	91331	(818) 899-0241
Braddock Dr. Elementary School CSPP	4711 Inglewood Blvd.	Culver City	90230	(310) 391-6707
Broad Ave Elementary School CSPP	24815 Broad Avenue	Wilmington	90744	(310) 835-3118
Burbank Elementary School CSPP	12215 Albers Street	North Hollywood	91607	(818) 763-6497
Calvert Charter for Enriched Studies CSPP	19850 Delano Street	Woodland Hills	91367	(818) 347-2681
Capistrano Elementary School CSPP	8118 Capistrano Avenue	West Hills	91304	(818) 883-8991
Cardenas Elementary School CSPP	6900 Calhoun Avenue	Van Nuys	91405	(818) 908-6700
Century Park Elementary School CSPP	10935 S. Spinning Avenue	Inglewood	90303	(323) 757-8231
Cheremoya Elementary School CSPP	6017 Franklin Avenue	Los Angeles	90028	(323) 464-1722
Coliseum Elementary School CSPP	4400 Coliseum Street	Los Angeles	90016	(323) 294-5244
Corona Elementary School CSPP	3825 Bell Avenue	Bell	90201	(323) 560-1323
Coughlin Elementary School CSPP	11035 Borden Street	Pacoima	91331	(818) 686-6428

El Sereno Elementary School CSPP	3838 Rosemead Avenue	Los Angeles	90032	(323) 222-3389
Escutia Primary Center CSPP	6401 Bear Avenue	Bell	90201	(323) 585-8237
Fernangeles Elementary School CSPP	12001 Art Street	Sun Valley	91352	(818) 767-0380
First Street Elementary School CSPP	2820 East First Street	Los Angeles	90033	(323) 269-0138
Fullbright Elementary School CSPP	6940 Fullbright Avenue	Canoga Park	91306	(818) 340-6677
Gardner Elementary School CSPP	7450 Hawthorn Avenue	Los Angeles	90046	(323) 876-4710
Gates Elementary School CSPP	3333 Manitou Avenue	Los Angeles	90031	(323) 225-9574
Gault St. Elementary School CSPP	17000 Gault Street	Van Nuys	91406	(818) 343-1933
George De La Torre Jr. Elementary CSPP	500 North Island Avenue	Wilmington	90744	(310) 847-1400
Granada Elementary School CSPP	17170 Tribune Street	Granada Hills	91344	(818) 363-3188
Haddon Elementary School CSPP	10115 Haddon Avenue	Pacoima	91331	(818) 899-0244
Hamasaki Elementary School CSPP	4865 East First Street	Los Angeles	90022	(323) 263-3869
Harmony Elementary School CSPP	899 East 42 nd Place	Los Angeles	90011	(323) 238-0791
Hart Street Elementary School CSPP	21040 Hart Street	Canoga Park	91303	(818) 340-6222
Hazeltine Elementary School CSPP	7150 Hazeltine Avenue	Van Nuys	91405	(818) 781-1040
Holmes Avenue Elementary School CSPP	5108 Holmes Avenue	Los Angeles	90058	(323) 562-7239
Hooper Primary Center CSPP	1280 East 52 nd Street	Los Angeles	90011	(323) 233-5866
Hughes Elementary School CSPP	4242 Clara Street	Cudahy	90201	(323) 560-4422
Huntington Park Elementary School CSPP	6055 Corona Avenue	Huntington Park	90255	(323) 869-5920
Jones Primary Center CSPP	1017 West 47 th Street	Los Angeles	90037	(323) 235-8911
Kentwood Elementary School CSPP	8401 Emerson Avenue	Los Angeles	90045	(310) 670-8977
Kester Elementary School CSPP	5353 Kester Avenue	Van Nuys	91411	(818) 787-6751
Kittridge Elementary School CSPP	13619 Kittridge Street	Van Nuys	91401	(818) 786-7926
Knollwood Elementary School CSPP	11822 Gerald Avenue	Granada Hills	91344	(818) 363-9558

Korenstein Elementary School CSPP	7650 Ben Avenue	North Hollywood	91650	(818) 255-4140
Lassen Elementary School CSPP	15017 Superior Street	Sepulveda	91343	(818) 892-8618
Latona Avenue Elementary School CSPP	4312 Berenice Avenue	Los Angeles	90031	(323) 221-5148
Lexington Avenue Primary Center CSPP	4564 West Lexington Avenue	Los Angeles	90029	(323) 644-2884
Limerick Elementary School CSPP	8530 Limerick Avenue	Canoga Park	91306	(818) 341-1730
Magnolia Elementary School CSPP	1626 Orchard Avenue	Los Angeles	90006	(213) 748-6281
Maple Primary Center CSPP	3601 South Maple Avenue	Los Angeles	90011	(323) 232-0984
Middleton Primary Center CSPP	2410 Zoe Avenue	Huntington Park	90255	(323) 826-9533
Murchison Street Elementary School CSPP	1501 Murchison Street	Los Angeles	90033	(323) 222-0148
Nestle Elementary School CSPP	5060 Nestle Avenue	Tarzana	91356	(818) 342-6148
Normandie Avenue Elementary CSPP	4505 South Raymond Avenue	Los Angeles	90037	(323) 294-5171
North Hollywood/Gluck CSPP	10952 Whipple Street	North Hollywood	91601	(818) 763-4377
Ochoa Elementary School CSPP	5027 Live Oak Street	Cudahy	90201	(323) 869-1302
O'Melveny Elementary School CSPP	728 Woodworth Street	San Fernando	91340	(818) 365-5621
Osceola Street Elementary CSPP	14940 Osceola Street	Sylmar	91342	(818) 362-1556
Panorama City Elementary School CSPP	8600 Kester Avenue	Panorama City	91402	(818) 895-4230
Park Western Elementary School CSPP	1214 Park Western Place	San Pedro	90732	(310) 833-3591
Plummer Elementary School CSPP	9340 Noble Avenue	North Hills	91343	(818) 895-2481
Primary Academy for Success CSPP	9075 Willis Avenue	Panorama City	91402	(818) 920-2932
Rosa Parks Learning Center CSPP	8855 Noble Avenue	North Hills	91343	(818) 895-9620
Russell Elementary School CSPP	1263 East Firestone Blvd.	Los Angeles	90001	(323) 582-7247
San Miguel Elementary School CSPP	9801 San Miguel Avenue	South Gate	90280	(323) 567-0511
San Pedro Elementary School CSPP	1635 South San Pedro Street	Los Angeles	90015	(213) 747-9538
Selma Elementary School CSPP	6611 Selma Avenue	Los Angeles	90028	(323) 461-9418

Sheridan Elementary School CSPP	416 N. Cornwell Street	Los Angeles	90033	(323) 263-9818
Sierra Park Elementary School CSPP	3170 Budau Avenue	Los Angeles	90032	(323) 223-1081
Stagg Elementary School CSPP	7839 Amestoy Avenue	Van Nuys	91406	(818) 881-9850
Stanford Primary Center CSPP	3020 Kansas Avenue	South Gate	90280	(323) 563-9208
Stanley Mosk Elementary School CSPP	7335 Lubao Avenue	Canoga Park	91306	(818) 700-2020
Stonehurst Elementary School CSPP	9851 Stonehurst Avenue	Sun Valley	91352	(818) 767-8014
Stoner Elementary School CSPP	11735 Braddock Dr.	Culver City	90230	(310) 390-3396
Strathern Elementary School CSPP	7939 St. Claire Avenue	North Hollywood	91605	(818) 765-4234
Sunland Elementary School CSPP	8350 Hillrose Street	Sunland	91040	(818) 353-1631
Toluca Lake Elementary School CSPP	4840 Cahuenga Blvd.	North Hollywood	91601	(818) 761-3339
Union Avenue Elementary School CSPP	150 South Burlington Avenue	Los Angeles	90057	(213) 483-1345
Valerio Elementary School CSPP	15035 Valerio Street	Van Nuys	91405	(818) 785-8683
Vista del Valle Elementary School CSPP	12441 Bromont Avenue	San Fernando	91340	(818) 838-3860
Walnut Park Elementary School CSPP	2642 Olive Street	Huntington Park	90255	(323) 588-3145
Washington Primary Center	860 W. 112 th Street	Los Angeles	90044	(323) 779-7550
Weemes Elementary School CSPP	1260 West 36 th Place	Los Angeles	90007	(323) 733-9186
Weigand Elementary School CSPP	10401 Weigand Avenue	Los Angeles	90002	(323) 567-9606
West Athens Elementary School CSPP	1110 West 119 th Street	Los Angeles	90044	(323) 756-9114
Wilmington Park Elementary School CSPP	1140 Mahar Avenue	Wilmington	90744	(310) 830-8404
Wisdom Elementary School CSPP	1125 East 74 th Street	Los Angeles	90001	(323) 586-5760

California School Age Families Education (Cal-SAFE)

NAME OF SCHOOL	ADDRESS	CITY	ZIP	PHONE
Cleveland EEC Infant Center	19031 W. Strathern Street	Reseda	91335	(818) 885-3677
Locke EEC Infant Center	320 East 111 th Street	Los Angeles	90061	(323) 755-0721
Ramona High School Infant Center	231 South Alma Avenue	Los Angeles	90063	(323) 263-1120
Roosevelt High School Infant Center	456 South Mathews Street	Los Angeles	90033	(323) 780-6635

The Early Childhood Education Instructional Program

Early Childhood Education programs offer settings in which children will:

- Develop early literacy skills such as oral language, listening and speaking, phonemic awareness, vocabulary development, problem solving, pre-writing and comprehension and critical thinking skills.
- Participate in a rich learning environment.
- Develop cognitive and effective skills through active involvement in concrete learning experiences.
- Become self-directed and self-reliant while participating in a planned indoor/outdoor instructional program.
- Grow socially, emotionally, mentally and physically in a comfortable and relaxed atmosphere.
- Receive guidance, instruction and support from nurturing and understanding adults.
- Receive nutritionally balanced meals each day.

Promoting the Social Development of Young Children and Addressing Challenging Behavior

An important role of Early Childhood Education staff members is to facilitate children's social emotional development so that they have the skills needed to be successful in school and in life. These skills include the ability to solve problems, communicate needs and emotions appropriately and effectively and build friendships. Our staff members provide:

- A caring community.
- Schedules, routines and expectations for safe, responsible and respectful behavior.
- Models of effective communication.
- Activities that are meaningful, meet the individual needs of all children, and promote engagement with other children and adults.
- A team approach to addressing challenging behavior which includes parents as active participants.
- An environment free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, threat, mental abuse, or other punitive actions.

The Desired Results Developmental Profile 2015

Staff members in Early Childhood Education programs provide a personalized learning plan for each child through the use of an assessment tool developed by the California Department of Education, Early Education and Support Division. The Desired Results Developmental Profile (DRDP) is a validated assessment instrument that covers the developmental domains of physical, cognitive and social-emotional development and is aligned with the K -12 standards. It gives specific feedback that informs ongoing instructional planning throughout the year and is an important tool for articulation between early childhood education and elementary school staff as children transition to kindergarten. Children are assessed using the DRDP within 60 days of enrollment and every six months thereafter. Parent input is a necessary component of this assessment.

The Environmental Rating Scale

The California Department of Education, Early Education and Support Division, requires the use of the *Environmental Rating Scale* designed to assess quality in Early Childhood Education programs. Depending upon the ages served, programs use either the *Infant/Toddler Environmental Rating Scale* or the *Early Childhood Environmental Rating Scale*. Each scale has items to evaluate the physical environment, basic care, curriculum, interactions that go on between staff and children, schedule and program structure, and parent and staff education.

Requesting Pupil Records

Parents/guardians may request pupil record information about their child by providing the school with a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected. Parents/guardians who would like to request a change to a record should contact the principal.

Health, Social Services and Nutrition

Health

In order to ensure that all of our children are healthy and safe while at school, the following procedures and routines have been established:

- All children enrolled in licensed child care facilities and public schools must provide a record of current immunizations. Prior to, or within 30 calendar days following enrollment, a written report of the child's physical exam, prepared by a licensed physician, must be provided. The preferred form is the Department of Social Services form LIC 701, "Physician's Report". TB tests are not required for children entering preschool programs unless certain risk factors are present. The LIC 701 has a checkbox at the bottom that indicates whether there is a need for TB screening. Any physician's report provided by the parent must be less than one year old.
- New students will not be enrolled unless a written immunization record, provided by a health care provider or the health department, is presented at the time of enrollment and immunizations are up-to-date. Students who require additional vaccine doses at the time of enrollment or who lack a written record are no longer allowed a grace period. All students new to the District, or transfer students within the District, must show that they have received all currently required immunizations in order to be enrolled.
- The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department. A doctor may exempt your child from some or all immunizations (for example, due to a medical condition). You may exempt your child because of your personal or religious beliefs.

Starting January 1, 2014, state law requires the completion of a new the Personal Belief Exemption (PBE) form to exempt children from immunizations that are required for school entry or advancement. The PBE form is a statement signed and dated by a health care practitioner and parent indicating that the practitioner has provided, and the parent has received, information about the benefits and risks of immunizations and the risks of vaccine-preventable diseases. Ask your school or childcare provider for details.

- A daily wellness check is completed upon the arrival of each child to ensure that children are healthy and able to participate in daily activities. When it is observed that children arrive to the classroom ill, they will be required to be taken home. (Illness does not refer to medical conditions that are not contagious.)
- A child suspected of having a communicable disease will be excluded from an early childhood education program until guidelines for readmission are met.

Guidelines for exclusion and readmission follow policies set forth by the school district, the State Department of Health and Department of Education. Guidance in addressing communicable diseases also comes from the Center for Disease Control and Prevention and national organizations.

Temporary exclusion generally occurs for communicable diseases including, but not limited to the following: measles, conjunctivitis (pink eye), impetigo, strep throat, chickenpox, scabies, head lice, and whooping cough. Readmission to the program is based on condition and appropriate treatment.

- In order for the school nurse or designated early childhood education staff member to provide a child with prescription medication a District required form, *Request for Medication to be Taken During School Hours* must be completed and signed by both the physician and parent. The form is available at the early education center or elementary school office.
- A child returning to school with sutures, casts, crutches, braces or a wheelchair must have a health care provider's written permission to attend school and must comply with any safety procedures required by school administration and health services personnel. A child returning to school following a serious or prolonged illness, injury, surgery or other hospitalization must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.
- A current District Emergency Information Card must be on file at the school so that parents can be notified promptly in case of accident or injury involving their child. **A child may only be released to an adult at least 18 years old listed on the Emergency Information card.**

School nursing support is provided to Early Childhood Education programs. Services include: assistance with medication administration, first aid training, health appraisals, dental and vision screening, medical/health referrals and follow-up, communicable disease control, immunization follow-up, health education for children and parents, and on-site staff training.

Social Services

Mental health consultants are available to provide support to families and staff members in order to help children develop healthy relationships with peers, family, school and community and to develop problem-solving skills and a sense of self-confidence. They provide a range of services including parent education, mental health consultation and positive behavior support planning.

Nutrition

All children enrolled in Early Childhood Education programs will receive at least one nutritious meal daily, depending upon the length of the program. At both the Early Education Center and the CSPP at the elementary school, meals are served in the classroom where children can enjoy a pleasant social atmosphere. At mealtime they practice eating independently, eat and enjoy a variety of foods and engage in social and instructional conversations with other children and adults at their tables.

The LAUSD Food Services Division is responsible for the preparation of meals for the early childhood education programs. All meals served meet or exceed limitations on total fat, saturated fat, calories, sodium, additives and dyes, and trans-fats that are required by law.

- Children attending part-day programs will be provided a breakfast or a lunch depending upon the session in which they are enrolled.
- Children in full-day programs may receive breakfast, lunch and an afternoon snack, depending on the hours they are attending.
- Dietary modifications can be made for children who meet the criteria of special needs definitions. Children must have a completed medical statement submitted for evaluation and approved by a District nutrition specialist. Should your child require a special diet, please ask the Early Education Center or elementary school office for a *Medical Statement to Request Special Diet* form.
- A copy of the menu is posted on the Parent Bulletin Board.

Professional Development

The Los Angeles Unified School District is committed to providing high quality early childhood education. All teachers hold the appropriate credential/permit required by the State of California.

- New teachers and support staff are provided an orientation to guide them to understand how agency policies relate to their respective job description. Orientation also includes topics such as child abuse reporting procedures, the California Desired Results System, supervision of children, curriculum and program schedules, first aid procedures, and positive behavior support for children.
- We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth.
- Professional development activities are provided at your child's school site as well as by the Local District and Early Childhood Education central offices.
- Our staff members are evaluated on a regular basis according to specifications outlined in their respective collective bargaining contracts.
- We have sound internal communication mechanisms which include email, phone, meetings and newsletters to provide staff with information regarding professional development opportunities necessary to carry out their respective duties.

Parent Involvement

Parent involvement is an important component to the operation of each of our Early Childhood Education Programs. We value the role you play as your child's first teacher and recognize the importance of the partnership between home and school.

- Because your child's first 5 years of life are so important, we want to help you provide for his/her best start. Within the first 40 days your child attends their Early Childhood Education program you will be asked to answer questions about some of the things your child can do and cannot do. The questions are from a screening instrument, the *Ages and Stages Questionnaire (ASQ-3)*, which is used in programs nationwide. You will be asked about your child's communication, gross motor, fine motor, problem solving and personal social skills. Your answers will help us provide a program to best meet the needs of your child.
- Parent education workshops are offered at early education center and elementary school sites on a variety of topics of interest. In addition, opportunities for participation on Parent Advisory Councils, committees, annual program review teams, at special events and in the classroom are encouraged.
- Parent-teacher conferences are held a minimum of 2 times each year to share information and discuss children's progress. Moreover, conferences are always available upon request.
- We ask that you participate in the annual *Desired Results Parent Survey*. The survey asks for parent feedback about the program your child attends. The California Department of Education is very interested in how the program helps to support your child's learning and development and meets your family's needs. Responses are completely confidential and your feedback will help to improve the services provided to you and your child.

We welcome you to visit your child's classroom at any time and to ask the teacher how you can be involved in the many opportunities offered by your early childhood education program.

Enrollment Procedures

The Los Angeles Unified School District, Early Childhood Education programs receive both State and Federal funds and follow regulations as set forth in Title 5, *California Code of Regulations* and Title 22, *California Child Care Licensing Requirements*. The regulations regarding enrollment and admission follow.

Eligibility List

An Eligibility List is maintained at each Early Childhood Education program site. The term "eligibility" is used because families are ranked by eligibility factors established for California subsidized child care and education programs. Families whose children are receiving child protective services or whose children are at risk of being neglected or abused are admitted first. Next are families in accordance with family income, with the lowest per income ranking admitted first. Eligible 4 year old children are admitted before eligible 2 and 3 year old children.

Enrollment Process

The Early Childhood Education program will notify you by phone or mail when they have space available for your child. They will provide you with a checklist of documents needed to complete the certification and enrollment process. On receipt of all the required documentation, an appointment will be scheduled to complete the *Confidential Application for Child Development Services and Certification of Eligibility*.

You will be issued a *Notice of Action* following the completion of the *Confidential Application for Child Development Services and Certification of Eligibility*. The *Notice of Action* will indicate the date of entry into the program, the family fee, if applicable, and the days and hours for preschool services.

A *Notice of Action* is also issued when:

- Recertification is completed
- Changes that affect need, fees, eligibility and contract hours occur
- The family is to be terminated from the program
- The family fee is delinquent

Termination of Services

If the change or termination is involuntary or initiated by the Early Childhood Education program, the parent/caretaker has 14 calendar days (19 if the Notice of Action is mailed) to appeal. When given to the parent, the parent's initials acknowledging receipt are required.

Causes for Termination Policy

The following are causes for termination of early education center services, not to exceed three occasions per year:

- Violation of program policies and procedures
- Behavior of a family member that presents a risk to children and staff such as a parent using profane language, threats or destroying property
- Delinquent family fees. Fees are due on the first working day of each month and are delinquent seven days after that date. On the eighth day, a termination NOA will be issued and services will be terminated in 14 days if hand-delivered, 19 days if mailed if fees are not paid in full.

- Failure of parent/guardian to comply with a plan for payment of delinquent fees.
- Expiration of 60 day seeking employment period.
- Excessive unexcused absences are limited to five days per school year.
- Failure to cooperate with District personnel where such failure materially disrupts the smooth and efficient operation of the program.
- Failure to follow sign-in/sign-out procedure.
- Failure of parent/guardian to notify the center within five calendar days of any pertinent change in material, family, financial status, employment or other information relating to eligibility or need.
- Making a false material statement regarding family, financial status, employment or other information relating to eligibility or need.
- Conduct of child tending to seriously disrupt the smooth and efficient operation of the program.
- Child not trained in toilet habits.
- Failure of parent/guardian to provide eligibility or need information within five calendar days after a written request by the center.
- Failure of parent/guardian to respond promptly when requested to remove child from center because of child's illness or suspension.
- Violation of contract hours, early drop-off or late pick-up, on three occasions per school year.
- Late pick-up of children after center closing or program ending hours (termination of services may occur on the fourth instance of late pick-up following three written warnings within a one year period of time)

If you do not agree with the agency's action as stated in the Notice of Action, you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step listed on the back of the Notice of Action. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned. The appeal is sent to the Early Childhood Education Division address that appears on the back of the Notice of Action.

How to Qualify for a **Part-Day, Part-Year** California State Preschool Program (CSPP)

Eligibility is established at the time of enrollment. **First** priority is given to children receiving child protective services or who are at risk of abuse, neglect, and/or exploitation. **Second** priority is given to eligible four year olds defined as children turning 4 on or before September 1 of the school year). **Third** priority is given to eligible three year olds (defined as children turning 3 on or before September 1 of the school year). Within these priorities, families with the **lowest gross monthly income and based on the family size** are admitted first.

Eligible three and four-year-old children can attend **part-day, part-year** California State Preschool programs for up to two years before they are enrolled in kindergarten or transitional kindergarten. Families must establish eligibility at the time of initial enrollment and will remain eligible for the remainder of the program year. Families of children eligible to continue for a second year of preschool will have their income eligibility recertified prior to the beginning of the new preschool year.

Income Eligibility

Verification: Total countable income is all income of the individuals, 18 years and older, counted in the family size, for example:

- Gross wages or salaries including overtime and tips
Verified by: Consecutive pay stubs for the most recent month prior to acceptance into the program (if paid monthly, 2 consecutive monthly check stubs). Parents must sign an authorization for the center to contact the employer to verify employment and wage information. If you are self-employed and/or have income that fluctuates, verification may include as many of the following types of documentation as necessary to determine income: letter from source of income, copy of the most recently signed and completed tax return, other business records, such as ledgers, receipts, check stubs or business logs.
- Cash aid
Verified by: *Department of Public Social Services "Notice of Action", "Verification of Benefits", bank statement showing automatic deposit, unemployment or disability statements, if applicable*
- Child support payment received
Verified by: Copy of court decree, agreement, checks
- Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies
Verified by: Copy of grant or scholarship
- Other countable income
Verified by: Copies of documentation of all non-wage income or self-certification of any income for which no documentation is possible

Determination of Family Size

As defined by the Education Code, a "Parent" means a biological parent, stepparent, adoptive parent, caretaker relative or any other adult living with the child who has responsibility for the care and welfare of the child. Parents must provide documentation to determine the number of children and parents in the family, with at least one of the following:

- Birth certificates
- Court orders regarding child custody
- Baptismal certificates
- Adoption documents
- Record of Foster Care placements
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

How to Qualify for a **Full-Day** California State Preschool Program (CSPP) or a General Child Care and Development Program

Eligibility is established at the time of enrollment. **First** priority is given to children receiving child protective services or who are at risk of abuse, neglect, and/or exploitation. **Second** priority is given to eligible four year olds (defined as children turning 4 on or before September 1 of the school year). **Third** priority is given to eligible

two, three and five year olds. Within these priorities, families with the ***lowest adjusted gross monthly income*** are admitted first.

Additionally, for full-day Early Childhood Education programs, priority 2 and 3 families must provide documentation verifying that all adults counted in the family size are employed, actively seeking employment (limited to 60-working days, not to exceed 6 hours per day), attending school/training during center hours (including online courses), have a parental incapacity or are seeking permanent housing (limited to 60-working days, not to exceed 6 hours per day). Required documentation may include:

- Employment and Self-Employment – Including Days and Hours Employed
Verification of countable income (see page-20) which must include days and hours employed
- Seeking Employment
A written parental declaration signed under penalty of perjury stating that the parent is seeking employment
- Attending School or Training Toward Vocational Goals
Documentation of the days and hours of training to include the parent's vocational goal, name of training institution, dates of current quarter, semester or training period, signature or stamp of the training institution's registrar. (A "Verification of Training" form can be obtained in the early education center office.) At the completion of the quarter, semester or training period, a report card, a transcript, or if the training institution does not use formal grades, a "Progress Report" form can be obtained in the Early Education Center office.
- Parental Incapacity
A written release signed by the incapacitated parent authorizing a legally qualified health professional to disclose information necessary to establish that the parent meets the definition of incapacity and needs services. Documentation provided by the legally qualified health professional verifying that the parent is incapable of providing care and supervision to their child. (A "Statement of Incapacity" form can be obtained in the early education center office.)
- Seeking Permanent Housing
See page 19, Homelessness

Family Fees

The following information applies to the assessment and collection of family fees:

- Some families in full-day programs may be required to pay fees if their income is below the income ceiling but falls within the Family Fee Schedule limits.
- There are no family fees for part-day part-year programs.
- There are family fees in full-day and part-day programs.
- Family fee assessment is based on income and family size. No adjustment is made for excused or unexcused absences.

- Fees are not assessed for days the program is closed.
- Credit is given for fees paid to other child care providers such as babysitters or other programs providing day care services. A receipt or cancelled check is required and credit is for the subsequent billing period.
- All fees must be paid in advance of service by check or money order. Fees must be paid on the first working day of each month.
- Fees are considered delinquent after 7 calendar days of the due date. Services shall be terminated within 2 weeks unless delinquent fees are paid within two weeks. A reasonable repayment plan will be accepted and the parent must comply with the repayment plan for continued services, not to exceed three occasions per year.
- In accordance with Los Angeles Unified School District and State Department of Education regulations, fees shall not be assessed for field trips or for any other activity or service.

Emergency Information

Every parent, legal guardian or caregiver must complete an Emergency Information card for each child at time of enrollment. Emergency information must include the following:

- Home address and current telephone number, including cell phones
- Employment/business addresses and phone numbers
- Relative/friend's first and last names, addresses and telephone numbers, authorized to pick-up and care for a child due to illness, in an emergency situation, or after program closing hours, if a parent cannot be reached. **In these situations, children will only be released to an adult at least 18 years of age listed on the Emergency Information card.**

Change of Residence and/or Other Emergency Information.

It is the responsibility of every parent, legal guardian or caregiver to immediately inform the early childhood education program of any change of address, telephone number or emergency information on the official Emergency Information card.

Attendance Policies

Signing In and Out

Signing children in and out daily upon arrival and departure is required by law for the safety and supervision of the children and for program fiscal accountability. **The parent or other authorized adult must enter the time of arrival and departure on the sign-in/out sheet using a full signature.** Children may only be signed out and picked up by an adult (18 years or older) that is on the student's emergency card. Proper identification may be requested.

Absence Policy

Children learn and develop in ongoing and predictable educational environments. Their engagement through consistent and regular attendance is crucial to their success. When there are circumstances where your child must be absent from school, it is the parent's responsibility to notify the program as to the reason for the absence on the same day of the absence, or in case of an emergency as soon as possible. In order for the center to obtain an accurate meal count, parents should call **before 9:00 am** on the day of the absence. Excessive absences, or failure to contact the center in a timely manner when a child is out, may result in termination from the program. Our program does not receive State reimbursement for excessive unexcused absences.

Excused absences include:

- Illness or quarantine of the child or parent, not a sibling
- Court ordered, unlimited time spent with a parent/guardian or other relative
- Family Emergency - The duration of family emergencies will depend on the nature of the emergency, the place of occurrence and what is reasonable under each specific circumstance. Family emergencies include:
 - Accident involving members of the immediate family
 - Automobile failure
 - Death in the family
 - Act of nature, with damage to the home, such as an earthquake, flood or fire
 - Civil unrest, police action in the neighborhood
- Best Interest Days – children are allowed 10 “best interest days” per program year. These 10 days may include:
 - Vacation
 - Funeral, other than a family member
 - Cultural or religious celebration
 - Other family occasion such as parent or sibling graduation
 - CPS unlimited number of days for best interest of child

Unexcused Absences

Students with good attendance do better in school, have more friends, like school and are more likely to graduate from high school.

Any/all unexcused absences may be cause for termination of services; this will be limited to no more than five days per school year. Parents will be informed, in advance, if they are-in danger of being terminated for excessive unexcused absences.

Examples of unexcused absences are:

- The child did not feel like coming to school
- The parent or child woke up late
- The weather was too cold or too hot
- Family errands
- Court appearance, not requiring the child

Limited Term Service Leave for families enrolled at Early Education Centers

If a family temporarily has no need for subsidized child care and development services, they may request a limited term leave. Limited term leaves can be granted for a maximum of 12 weeks for the reasons that follow:

- A parent's place of employment does not require him/her to work, or is closed during certain dates. Examples are:
 - School district employees during off-track or summer periods.
 - Garment industry workers who may not be needed by their employers during slow periods
- School parents during vacation periods provided they resume training at the next regular school session following the temporary leave period.
- The child's visit with the non-custodial parent that is not ordered by the court
- Family vacation in excess of best interest days

Limited term leaves may be granted for a maximum of 16 weeks for:

- The birth and care of a newborn child of the parent
- For placement with the parent of a child for adoption or foster care
- A medical or family leave

Paperwork must be completed at the Early Education Center prior to the start of the limited term leave. The child must return to the center at the close of the limited term service leave.

How to Continue in the Program

Families receiving **full-day** California State Preschool and Child Care and Development program services must notify the Early Education Center of changes in family income, family size or the need for services within **5 calendar days of the change**. In addition, families must verify need and eligibility as follows:

- All families are recertified at intervals not to exceed twelve months. For recertification, families shall be required to provide documentation to support continued eligibility and need for services. Families will be notified in advance of the recertification date.
- Eligibility and/or need based on "At Risk", recertification shall be within three (3) months and need shall be on any other need criterion - not "At Risk".
- Families must abide by Agency Policies, Procedures and Program Requirements.

CONFIDENTIALITY

Information obtained from families to determine eligibility and complete enrollment is strictly confidential. This information is maintained by authorized District personnel, and

can only be viewed by authorized District and funding source personnel. Confidential records will not be released unless stipulated by the parent/s or otherwise authorized by applicable law.

UNIFORM COMPLAINT PROCEDURES (UCP)

The Los Angeles Unified School District recognizes that the District has the primary responsibility to ensure compliance with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging failure to comply with the law in Adult Education, Career Technical Education, Child Development Programs, Consolidated Categorical Programs, Migrant and Indian Education, Nutrition Services, Special Education and laws regarding unlawful student-to-student, adult-to-student, and non-employee discrimination/ harassment on the basis of age, ancestry, color, disability (mental or physical), ethnic group identification, gender, national origin, race, religion, sex (actual or perceived), sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the District. For additional information regarding the District's Uniform Complaint Procedures process or assistance in filing a complaint, please contact the Educational Equity Compliance Office at (213) 241-7682.

Compliance Officer

The Educational Equity Compliance Office Director has been designated as the District's Compliance Officer responsible to receive and direct the investigation of complaints, maintain records of complaints and subsequent related actions, and ensure District compliance with the law.

Notifications

The District shall annually notify in writing its students, employees, parents and guardians, district advisory committees, appropriate private school officials or representatives, and other interested parties of these procedures and the person responsible for processing complaints.

Filing of UCP Complaints

A written complaint of alleged noncompliance with a federal or state law or regulation governing education programs must be filed with the District's Compliance Office in the Educational Equity Compliance Office. When the subject matter of a complaint is not covered by this policy, the complainant will be so advised in writing.

Uniform Complaint Procedures forms are available upon request from any school or District office, or by calling the Educational Equity Compliance Office at (213) 241-7682. Any person, including, but not limited to individuals with a disability, requesting to file a complaint and who is unable to prepare a written complaint will be assisted by District staff in filing the complaint.

Any student, parent, or non-employee individual, or specific group of individuals who allege that he/she or they were subjected to unlawful discrimination may file a Uniform Complaint Procedures (UCP) complaint alleging unlawful discrimination. Discrimination complaints must be filed no later than six months from the date the alleged discrimination occurred or the date when the complainant first obtained knowledge of the facts of the alleged discrimination unless the time of filing is extended by the District

superintendent/designee.

Investigation of Complaint

Upon receipt of the complaint and the determination that the allegations are under the jurisdiction of the Uniform Complaint Procedures process, the Compliance Officer/designee will open a complaint investigation. At the discretion of the District's Compliance Officer/designee and with the consent of the parties, the Compliance Officer/designee may undertake a resolution of the dispute via mediation. The complainant and/or complaint's representatives and the District representatives will be provided an opportunity to present information that is relevant to the complaint during the mediation and/or investigative process. By filing a complaint, the complainant authorizes the District to investigate and make disclosures, as may be reasonably necessary to the investigation and resolution of the complaint. To ensure that all pertinent facts are considered, the District's complaint investigator may request other individuals to provide additional information. Complainants are advised that, while the District will make an effort to protect their privacy and confidentiality, investigation of their complaint may require disclosure of certain information to others. Complainants are protected by law from retaliation for filing a complaint and/or their participation in the complaint investigation process.

Written Decision

Within sixty (60) days of receiving the complaint, unless the complainant agrees in writing to an extension of time, the Compliance Officer/designee shall prepare and send to the complainant a written report of the District's investigative findings, and corrective action(s) if appropriate. The investigative report shall be written in English and in the language of the complainant whenever feasible or required by law.

Appeals to the California Department of Education

If a complainant is dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the District's decision. The appeal must be in writing and must include a copy of the original complaint, as well as a copy of the District's decision and specific reasons for appealing the District's decision. The appeal should be sent to:

California Department of Education
1430 N Street, Sacramento, CA 95814

Complaints Not Under the Jurisdiction of the District's Uniform Complaint Procedures Process

In accordance with Section 4611 of Title 5 of the California Code of Regulations the following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to these complaint procedures:

1. Allegations of employment/work, employee-to-employee or student-to-employee discrimination/harassment complaints may be referred to the District's Equal Employment Opportunity Office at (213) 241-7685.
2. Allegations of suspected child abuse shall be referred to the Los Angeles County Department of Family Children Services (DCFS) or the appropriate city police department or Los Angeles County Sheriff's Department, as applicable.
3. Allegations of fraud shall be referred to the responsible division/branch/department/unit/administrator/supervisor or to the Office of the Inspector General.

4. Personnel action complaints shall be referred to the appropriate division/branch/department/unit/administrator/supervisor.
5. Health and safety complaints regarding a Child Development Program shall be referred to the Department of Social Services, for licensed facilities.

PERSONAL RIGHTS**Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Department of Social Services, Community Care Licensing Division

Los Angeles Northwest Regional Office
6167 Bristol Parkway, Suite 400
Culver City, CA 90230
(310) 337-4333

Los Angeles East Regional Office
1000 Corporate Center Drive, Suite 200B
Monterey Park, CA 91754
(323) 981-3350

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Department of Social Services, Community Care Licensing Division

Los Angeles Northwest Regional Office
6167 Bristol Parkway, Suite 400
Culver City, CA 90230
(310) 337-4333

Los Angeles East Regional Office
1000 Corporate Center Drive, Suite 200B
Monterey Park, CA 91754
(323) 981-3350

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)



**LOS ANGELES UNIFIED SCHOOL DISTRICT
PARENT/STUDENT ACKNOWLEDGEMENT FORM**

**EARLY CHILDHOOD EDUCATION PROCEDURES, GUIDELINES AND
INFORMATION FOR PARENTS**

Dear Parent/Guardian:

Our program annually notifies parents/guardians of their rights to services and programs offered through Early Childhood Education. You must sign a notification form and return it to your children’s schools acknowledging that you have been informed of your rights.

Please read the Information for Parents and return the signed form below to the school. Your signature does not constitute consent to take part in any particular program.

----- Tear-Off -----



LOS ANGELES UNIFIED SCHOOL DISTRICT

RECEIPT OF ANNUAL NOTIFICATION OF INFORMATION FOR PARENTS

I acknowledge, with my signature below, the receipt of the required annual notification of parent/student rights on behalf of my son/daughter.

Please PRINT the name, birth date and grade of your child.

STUDENT’S NAME:

Last Name	First Name	Birthdate	Grade
Middle Initial			
Signature of Parent/Guardian		Date	

INFORMATION RELEASE FORM

Under Federal and State law, school districts may share student directory information with authorized individuals, organizations and/or officials. Pursuant to California Education Code section 49073, LAUSD has identified the categories of information listed below as directory information that may be released to the officials and organizations named below. Parents of students 17 years or younger and adult students 18 years or older may request the school principal limit the release of directory information or not release directory information at all. The request to withhold the student directory information is applicable only to the current school year.

INFORMATION RELEASE FORM

PLEASE READ AND COMPLETE THE INFORMATION RELEASE FROM BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL. UNLESS THIS FORM IS RETURNED, YOUR STUDENT'S INFORMATION MAY BE RELEASED AS INDICATED.

LOS ANGELES UNIFIED SCHOOL DISTRICT - PARENT STUDENT HANDBOOK

SCHOOL NAME: _____ DATE: _____

STUDENT NAME: (Please Print)	Date of Birth:	Grade:
Address:	City:	Zip Code:
Telephone Number:	Record Room:	

STUDENT DIRECTORY INFORMATION

1. I do not wish to have any directory information released to any individual or organization.
- OR
2. I request to withhold the directory information according to the box(es) I check below:

	DO NOT RELEASE
PTA	
HEALTH DEPARTMENT	
ELECTED OFFICIALS	
DCFS	
DEPT. OF MENTAL HEALTH	
PROBATION DEPARTMENT	

	DO NOT RELEASE
• Name	
2. Address	
3. Telephone Number	
4. Date of Birth	
5. Dates of Attendance	
6. Previous School(s)	

NEWS MEDIA RELEASE OF INFORMATION

- My child may be interviewed, photographed, or filmed by members of the news media.
- My child may not be interviewed, photographed, or filmed by members of the news media.

Signature of Parent/Guardian (if student is under 18)

Date

Los Angeles Unified School District

ANNUAL PESTICIDE USE NOTIFICATION

The District has adopted an Integrated Pest Management (IPM) policy. This policy includes notifying parents/guardians of pesticide use. During the school year, it may be necessary to apply pesticides at your child's school to avoid serious health problems posed by pests and/or maintain the integrity of a structure. However, should you feel that your child's or your (for school staff) health and/or behavior could be influenced by exposure to pesticide products, you are notified as follows:

- An application of products on the Approved List may be applied during the school year (see attached list of pesticide products that have been approved for use at District sites).
- In the event the use of a product is required that is not on the Approved List, you will be notified 72 hours in advance. (Exception: Emergency circumstances that warrant an immediate response).
- Additional information regarding pesticide products, including those on the District's Approved List, is available online at <http://www.cdpr.ca.gov>

Please complete, detach and return the form below to the school's main office, indicating whether you wish to be pre-notified each time a pesticide is scheduled to be used at the school.

-----Cut here and return if applicable-----

PARENT/GUARDIAN REQUEST FOR NOTIFICATION

I would like to be pre-notified every time a pesticide application is to take place at my child's school (i.e., in addition to annual notification). I understand that the notification will be sent home with my child, or provided to me as a school staff member at least 72 hours before application. (Exception: Emergency circumstances that warrant an immediate response).

I do not need to be notified every time a pesticide is to take place at the school. I understand that I will receive an annual notification in the Parent Student Handbook, or by other means, of pesticides approved for use at schools.

Child's name (print): _____

Room Number: _____

School: _____

Name of parent/guardian (print): _____

Signature of parent/guardian: _____ Date: _____

Note to Site Administrator

File the original in the Main Office. If the above "I would like to be pre-notified" box is checked, forward a copy of this notice via school mail to Pest Management Department as soon as they are received from the parents and staff.

**Maintenance and Operations Central 3 and Special Services
1240 S. Naomi Ave., Los Angeles, CA 90021
Attn.: Adrian Saldivar**

Los Angeles Unified School District Approved Pesticide Product List

(1)

(2)

PESTICIDE NAME	ACTIVE INGREDIENT	PHYSICAL FORM	APPLICATION METHOD	TARGET PEST	USEPA TOXICITY CATEGORY	LABEL DESIGNATION	COMMENTS	EPA REG. NO. or CA. REG. NO.
Advance Granular Ant Bait	abamectin B1 0.011%	Granule	Indoor cracks, crevices and voids Outdoors per the label.	Ants	3	Caution	Bait attractant Applicator refer to product label for appropriate PPE	499-370
Avert Cockroach Gel Bait (Formula 3)	abamectin B1 0.05%	Gel (Formula 3)	Crack & crevice bait gel	Cockroaches	3	Caution	Bait attractant Applicator refer to product label for appropriate PPE	499-410
Avert Dry Flowable Cockroach Bait (Formula 1)	abamectin B1 0.05%	Dust	Crack & crevice bait dust	Cockroaches	3	Caution	Bait attractant Applicator refer to product label for appropriate PPE	499-294
Bora-Care Termiticide, Insecticide and Fungicide Concentrate	disodium octaborate tetrahydrate 40%	Liquid suspension	Spray used for wood boring insects	Termites	3	Caution	Applicator refer to product label for appropriate PPE	64405-1
ContraC Blox	bromadiolone 0.005%	Bait block	Rodent bait Used in bait stations only	Rodents	3	Caution	Used infrequently in bait stations Applicator refer to product label for appropriate PPE	12455-79
Demize EC	Linalool 37%Piperonyl butoxide 40%	Liquid	Spray application	Fleas	1	Danger	Pest Supv. to approve each use. To be used in unoccupied facilities only. IPM Team to be notified at following Team meeting. Applicator refer to product label for appropriate PPE	4758-161-57076
Distance IGR	Pyriproxyfen 0.5%	Granule	Local or broadcast	Fire ants	3	Caution	Applicator refer to product label for appropriate PPE	1021-1728-59639
Drax Liquidator Ant Bait	Orthoboric Acid 1.0%	Liquid	Used in bait station only	Ants	3	Caution	Exterior use only Pest Supv. to approve each use. Applicator refer to product label for appropriate PPE	9444-206
Drax Ant Kil Gel	orthoboric acid 5%	Gel	Interior and exterior crack and crevice sugar based bait	Ants	3	Caution	Applicator refer to product label for appropriate PPE	9444-131
EcoExempt D	2- Phenethyl Propionate 4.5%, Eugenol 1.75%	Dust	Hand Duster	Stinging insects and roaches	3	Caution	Use in voids and other enclosed areas. Not for use in areas occupied by people. Applicator refer to product label for appropriate PPE	FIFRA Exempt
EcoExempt KO	2- Phenethyl Propionate 5.0%, Eugenol 0.5%	Aerosol	Interior and exterior crack and crevice and void treatments	As listed on the label	3	Caution	Applicator refer to product label for appropriate PPE	FIFRA Exempt
Generation Mini-Block	difethialone 0.0025%	Solid	Bait used in stations only	Rodents	3	Caution	To be used in tamper proof bait stations. Applicator refer to product label for appropriate PPE	7173-218

Genrol IGR Concentrate	hydroprene 9%	Liquid	Crack & crevice spray	Cockroach, fleas, storage pests	2	Warning	Structural use only. Insect growth regulator Applicator refer to product label for appropriate PPE	2724-351
M-Pede	potassium salts of fatty acids 49%	Liquid	Direct spray to pest	Africanized honey bees, thrip, and white fly	2	Warning	Applicator refer to product label for appropriate PPE	53219-6
MotherEarth 2% Py	Pyrethrin 2.0% (a botanical insecticide)	Aerosol	Use according to label.	Fleas, gnats, mosquitos, bees, bird mites	3	Caution	Follow food handling precautions when using this product. Applicator refer to product label for appropriate PPE	499-520
Niban Granular Bait and Niban-FG	Orthoboric Acid-5%	Granules and Fine Granules	Interior and exterior bait	Various insects	3	Caution	Applicator refer to product label for appropriate PPE	64405-2
NiBor-D	Disodium Octaborate Tetrahydrate-98%	Dust	Applied wet or dry	Various insects	3	Caution	Applicator refer to product label for appropriate PPE	64405-8
PT 565 Plus XLO Formula 2	pyrethrins-0.5% piperonyl butoxide - 1% n-octyl bicycloheptene dicarboximide 1%	Aerosol	Use according to label.	Fleas, gnats, mosquitos, bees, bird mites	3	Caution	Restrict re-entry to occupied areas for 24 hours after application. Follow food handling precautions when using this product. Applicator refer to product label for appropriate PPE	499-290
PT Wasp Freeze	phenothrin 0.12% d-trans allethrin 0.129%	Aerosol	Outdoor aerosol spray directly to wasps and bees	Wasps, hornets, & bees	3	Caution	Obtain supervisor approval prior to each use. Applicator refer to product label for appropriate PPE	499-362
Recruit IV AG (Sentricon)	Noviflumuron 0.5%	Solid	Bait used in station only	Subterranean Termites	3	Caution	Applicator refer to product label for appropriate PPE	62719-454
Recruit IV (Sentricon)	Noviflumuron 0.5%	Solid	Bait used in station only	Subterranean Termites	3	Caution	Applicator refer to product label for appropriate PPE	62719-453
Rozol Pocket Gopher Bait	Chlorphacinone.....0.005%	Grain bait	Place in gopher burrows only	Gophers	3	Caution	Application to fields and landscape areas when students are not in immediate area. Applicator refer to product label for appropriate PPE	7173-184
Suspend SC	deltamethrin 4.75%	Liquid	Spray	Fleas, ticks, fire ants,	3	Caution	Use for exterior only on fleas, ticks, and fire ants. Restrict re-entry of area for 24 hours after application. Applicator refer to product label for appropriate PPE	432-763
Tim-Bor Professional	disodium octaborate tetrahydrate 98%	Powder	Applied wet or dry	Wood destroying organisms and fungus	3	Caution	Applicator refer to product label for appropriate PPE	64405-8
Victor Poison Free Wasp &	Mint Oil 8% and Sodium Lauryl Sulfate 1%	Aerosol	Spray	Wasps, Hornets &	N/A	N/A	Exempt under FIFRA Applicator refer to product label for	FIFRA Exempt

Homet Killer (No. 604)				Yellow Jackets			appropriate PPE	
Wilco Ground Squirrel Bait	Diphacinone 0.005 %	Grain bait	Placed in bait stations only.	Ground Squirrels	3	Caution	Do not use when rain is eminent. Obtain supervisor approval before each use. Applicator refer to product label for appropriate PPE	36029-20
ProFoam Platinum	Sodium Decyl Sulfate, Sodium Lauroampho Acetate, Sodium Lauryl Sulfate.....60%	Foam	Foaming agent; non pesticide	Various uses	3	Caution	Applicator refer to product label for appropriate PPE	Ca. Reg. 1051148-50001-AA
Summit Bti Briquets	Bacillus thuringiensis subspecies israelensis solids, spores and insecticidal toxins-10%	Solid briquet	Floating larvicide	Mosquito larvicide	3	Caution	Applicator refer to product label for appropriate PPE	6218-47
Mosquito Larvicide GB 1111	Aliphatic Petroleum Hydrocarbons- 98.7%	Liquid	Apply to surface of water	Mosquito larvicide	3	Caution	Any application of this product is subject to caution tape or barricade use in the application area and use of warning signs. All uses shall be reported to the IPM Team at the following Team meeting. Inventory management measures shall be used. Applicator refer to product label for appropriate PPE	8329-72
Altosid Briquets	S-Methoprene- 8.62%	Briquet	Floating larvicide	Mosquito larvicide	3	Caution	This product is not to be used in flowing water in areas such as storm drains and catch basins and any other areas where it is reasonable to assume that there will be flowing water. Applicator refer to product label for appropriate PPE	2724-375