



Parent Handbook

2024-2025

Hours of operation:
7:45 a.m. to 5:00 p.m.

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Dear Parents,

Welcome to Village Valley Preschool. We thank you for allowing us to join with you in providing for the caring, loving, and nurturing of your child.

The early years of the child set the stage for the child's later years. As educators, we have the opportunity and responsibility to create and provide an atmosphere of good living. Through a climate of love, acceptance, and security, we offer daily activities designed to stimulate the child's physical development, emotional health, intellectual growth, social skills, and creative abilities.

Your child will be given TIME. Time to grow; to explore; to experiment; to discover; to play; time to be a child.

We ask that each parent reads the information in this Handbook and in supplemental notes and newsletters you may receive. The collective information will guide you through our policies and procedures. We want you to be a part of discussing and setting the goals for your child, so that together, we may help your child develop to their full potential.

We look forward, with eagerness, to the school year ahead!

The Director and Staff,
Village Valley Preschool

ABOUT US

PHILOSOPHY

Our preschool philosophy is based on two concepts. First, we believe that each child is a unique individual. Each child will develop physically, cognitively, emotionally, and socially at their own pace. Furthermore, we believe children are competent learners who are capable of engaging with ideas and the world around them. Second, we believe children learn through play. Play is their work. It is through play, art, and a hands-on approach that we introduce language arts, math, and science. We believe that is essential to create an atmosphere of trust and safety where children will strive to become independent, critical thinkers.

Services offered by Village Valley Preschool

Children enrolled at Village Valley Preschool will be introduced to age-appropriate learning activities such as language, arts, math, STEAM, nature. Village Valley Preschool will help each child develop intellectually, physically, emotionally, and socially. Children will have the skills to be successful upon entering kindergarten.

Mission Statement

The mission of Village Valley Preschool is:

1. To increase the child's security and self-esteem at an early age.
2. To promote the physical, emotional, social, intellectual, linguistic, and artistic developmental experiences and play so that they are academically ready for school.
3. To provide an enriching environment that allows each child to develop a sense of wonder and curiosity to meet the challenges of each day.
4. To provide warm, nurturing care while children are at Village Valley Preschool.
5. We recognize parents as the primary educators of their children.

Inclusion and Diversity

We actively promote inclusion and diversity in our programs. We welcome the sharing of diverse cultures and promote home languages. Our program promotes the active use of both English and Spanish.

ADMISSION POLICIES

We accept families of all faiths, religions, cultures, and backgrounds. The criteria for preschool admission are based on three factors. First, all children must be at least two years of age before entry to preschool. Second, children must be fully potty trained. We will accept children who still require the use of Pull-Ups. Finally, parents must abide and agree with the rules and regulations of Village Valley Preschool.

PRESCHOOL REQUIREMENTS

At the time of application for enrollment for Village Valley Preschool, the parent must attest that the child is at least 2 years of age and is fully toilet trained (If not will accept student in diapers, preferably pull-ups). If the staff feels that a child is having more than the "normal" number of accidents due to lack of training and/or readiness, the school reserves the right to dismiss the child until toilet training is completed.

1. Trial Period: The first two weeks a child attends Village Valley Preschool is a trial period. If a child fails to make an adequate adjustment, we will ask that the child be removed from school to attend at a later date. We will conduct a parent conference and ten days' written notice will be given.
2. Documentation: All forms listed on the FORMS page must be completed and returned before the child can attend school. A Physician's Report must include dates of immunizations and a negative T.B. test. Immunizations received must meet minimum State Health Department requirements to attend a school program. Any additional immunizations required at a later date to satisfy these requirements are the responsibility of the parents and proof must be provided to the school.
3. State Regulatory Agency: The inspection authority of the department or licensing agency in regard to specific Health and Safety Codes is as follows:
 - a. The Department or licensing agency shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent. The licensee shall make provisions for private interviews with any clients, including children or staff members, and for the examination of all records relating to the operation of the facility.
 - b. The Department or licensing agency shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement and to have a licensed medical professional physically examine the client.

HOW TO ENROLL

1. An introductory meeting and tour are held prior to enrollment.
2. Tuition payment must be made prior to the child's first day of school.
3. Non-refundable registration fees must be made prior to the child's first day of school.
4. Spots may be reserved only if tuition and registration fees are paid at the time of registration.
5. Required enrollment paperwork must be complete and on file prior to the child's first day of school.

MONTHLY TUITION

Preschool Hours Only

8:00am – 12:30pm

\$270	2 half days per week
\$370	3 half days per week
\$470	4 half days per week
\$570	5 half days per week

Full Days

7:45am – 4:00pm

\$900	5 full days per week
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Extended Full Days

7:45am – 5:00pm

\$1,100	5 full days per week
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Hourly Rate

Additional hours may be added on an as needed basis

\$8 per hour

Tuition Due Date

Tuition payments are due on the 3rd of each month. If paying by Venmo you are responsible for the payment to be received by the 3rd of each month (it takes 1 to 3 days to process and if the 3rd falls on a Saturday or Sunday payment is due on the previous Friday).

FEES

Yearly Fees

All fees are per child, due annually, and due upon enrollment. Fees are nonrefundable. Fees are not prorated at the time of enrollment.

Registration Fee:	\$180.00
Supply Fee:	\$100.00
Earthquake Fee:	\$20.00

Returned and NSF Checks

There will be a \$25.00 fee charged for any returned checks. After 10 days, non-sufficient funds (NSF) checks are turned over to the District Attorney's office for collection. Any family one month behind in tuition payment will be given a two-week notice to bring the account balance current or find an alternative placement for their child. Arrangements can be made with the director in cases of hardship. If no arrangements are made, the account will be turned over for collection.

Late Payment Fees

1. There is a \$5 per day fee for each day that tuition is late beyond the third of the month. This is due at the time that tuition is paid.

Late Pick-Up Fees

1. There is a \$1 per minute fee if your student is picked up late outside of their contracted time. If you require additional time, please re-visit your contract hours with the director or make arrangements for additional hourly care as needed.

Payment Methods

We accept the following payment methods:

1. Cash
 - a. Please place in a sealed envelope with the child's last name and the tuition month written on the outside of the envelope
2. Check
 - a. Please make the check out to Village Valley Preschool and include the child's last name and tuition month on the memo line.
3. Venmo
 - a. Venmo may be sent to @Maria-Angulo-29 with the last 4 phone number digits as -2478
 - b. Venmo must be sent 3 business days prior to the due date to allow for any processing times. Please include the child's last name and the tuition month in the notes.

To Unenroll a Student

It is the parent/guardian's responsibility to give a written 30-day notice of intent to unenroll their student from Village Valley Preschool prior to the child's last day of school.

Parents are responsible for paying tuition up to the 30-day mark after submitting a written notice of intent to unenroll their student from Village Valley Preschool.

Tuition must be paid through the end of the 30-day mark after submitting written notice of intent to unenroll their student from Village Valley Preschool whether the child attends through the end of the 30-days or not.

Preschool Schedule and Calendar

Village Valley Preschool is a year-round school. We are open 12 months of the year. Our operating hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. We are closed on weekends and major holidays.

We are closed for the following holidays:

- New Year's Break
- Martin Luther King, Jr. Day
- Presidents Day/Lincoln's Day
- Cesar Chavez Day
- Good Friday (Friday before Easter)
- Easter Break
- Memorial Day
- Juneteenth
- Fourth of July/Independence Break
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Break
- Christmas Break

We close at 12:00pm on the following days:

- Valentine's Day
- Halloween
- Friday before Thanksgiving

We are closed for the following breaks:

Spring/Easter Break
Thanksgiving Break
Christmas Week
New Year's Week

We are closed for the following in- service days:

We are closed for three in-service days each year. Dates vary annually and are announced on the annual calendar that is given out during enrollment.

*What is an in-service day? In-service days are days where our staff attend professional growth workshops, meetings, conferences, and/or training to further their skills and better meet the needs of our students.

Daily Routine

When your child enters school each morning, a teacher greets them. By 8:00 a.m., we request that all children be present and ready to begin their day. This helps reinforce routine and minimize disruptions. Arrival by 8:00 am is not mandatory but is highly encouraged.

7:45 – 8:15	WELCOME AND FREE PLAY IN CENTERS
8:15 – 8:30	RESTROOM BREAK
8:30 – 10:00	FREE PLAY / CENTER WORK / ART
9:45 – 10:00	RESTROOM BREAK
10:00 – 10:15	SNACK TIME
10:15 – 11:30	FREE PLAY / CENTER WORK / ART
11:30 – 12:00	CALENDAR TIME
12:00 – 12:30	LUNCH
12:30	HALF DAY PRESCHOOL STUDENTS ARE DISMISSED
12:30 - 1:00	FREE PLAY / RESTROOM BREAK PRIOR TO NAP
1:00 – 3:00	NAP / QUIET TIME
3:00 – 3:15	WAKE UP / SOCKS AND SHOES / RESTROOM BREAK
3:15 – 3:30	SNACK TIME
3:30 – 5:00	FREE PLAY / FULL DAY STUDENT DISMISSAL

The daily schedule can change slightly due to the needs of the students.

The restroom is available at all times for students as needed outside of planned restroom breaks. (We only assist students in the restroom if needed we do not wipe)

Arrivals and Departures

Arrival

Parents or another designated adult must park in the parking lot and walk the child to the preschool check-in gate in the morning. The child must NOT be left to walk to and from the classroom alone for safety reasons. On rainy days, we will use the VVP door that faces the parking lot.

Your child must be signed in and out daily. Please sign your name and write the time in the spaces provided. The school cannot assume responsibility for a child who has not been signed in when they arrive for the day. Adults who are responsible for carpools must sign in and sign out each child in the carpool.

Departure

Drivers must park in the school parking lot and walk to the gate or parking lot door to pick up a child. Young children should never be in the parking lot unattended.

ONLY people whose names are on file on the student's emergency contact form may pick up your child. A permission slip must be sent and a notification to the director must be given if anyone whose name is not on the file will be picking up your child. Please remember to promptly update your child's emergency information with new contacts when there is a change.

Curriculum Topics

This is an example of topics we may be covering throughout the year. We try to follow the interests of the children, so topics are definitely subject to change.

January	Snowflakes & Winter
February	Friendship, Love, Cultures, & Post Office
March	Rainbows & Mother Goose
April	Spring, Rain, Flowers, & Umbrellas
May	Mothers & Mother's Day, Flowers, Butterflies
June	Bugs, Fathers, & Father's Day
July	Summer Fun & Water
August	All About Me & End of Summer
September	I Am Special, Apples, & Leaves
October	Spiders, Pumpkins, Fall, & Owls
November	Traditions, Turkey, Home, & Family
December	Winter, Holidays, & Christmas

A monthly calendar will be posted on the Parent Bulletin. Please feel free to discuss curriculum ideas with us and to explore the community for persons, places, or objects which will enrich the curriculum for everyone. We exclude, as much as possible, stereotypes of any form.

Non-Discrimination Policy

Village Valley Preschool admits children of any race, sex, gender, color, creed, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the school. The school does not discriminate on the basis of race, sex, gender, color, creed, or ethnic origin in the administration of its education policies, admission policies, and other school administered programs.

Child Protection Policy

All suspected cases of physical, emotional, or sexual child abuse will be reported to the proper authorities.

All staff members are Mandated Reporters. This means that all staff members are required to report suspicions of child abuse. All staff members are required to complete the California Department of Social Services Mandated Reporter Training for Childcare Providers. This training is renewed every two years.

Mandated Child Safety Staff Training

Primary Teachers and the Director are trained and certified in Adult and Pediatric CPR through the American Heart Association's Pediatric Heartsaver Program. We will perform CPR until emergency personnel arrive on site.

All staff members are trained to administer basic first aid. Should your child have a minor accident or injury while under our care, we will administer basic first aid. An accident/injury report will be in your child's cubby and a copy will also be maintained on file with Village Valley Preschool.

In the case of an emergency, it is our policy to first call 911. We will notify the parents of the emergency and location that emergency services are taking their child for care as soon as it is safe to do so.

Student Health and Safety / Sick Policy

The State Department of Social Welfare requires that all children have a physical exam before enrollment. The Physician's Report of good health must be signed by your child's doctor. The State requires all children who attend school to have the immunization series for measles, diphtheria and polio before being admitted to school. A test with a negative result for tuberculosis is also required.

The teacher who greets your child when he/she arrives will determine whether the child is well enough to stay. If the child is not well, you will be asked to take your child home or to another person who can care for your child that day. Children who become ill at school will be isolated and the parents notified to pick them up at that time, or to make arrangements to have someone else come for him/her.

PLEASE DO NOT BRING YOUR CHILD TO SCHOOL IF HE/SHE HAS A FEVER OR ANY CONTAGIOUS SYMPTOMS!

A child will not be allowed to stay in the morning if any of the following symptoms are present:

1. Fever (Without fever reducing medication)
2. Excessive coughing
3. Obvious, fresh cold symptoms
4. Rash (Unidentified)
5. Vomiting or diarrhea
6. Over-tiredness
7. Runny nose (If discharge is not clear)

When a child has any contagious condition, i.e., ringworm, pinworm, lice, scabies, etc., the child will not be able to attend school until the school receives a note from the doctor stating that the child is no longer contagious and may be around other children.

Children **MUST** be free from fever, excessive coughing, vomiting or diarrhea, and other contagious symptoms for at least 24 hours from the last occurrence prior to returning to school.

Should your child require any type of medication during school hours (prescription or non-prescription), the school's **MEDICATION FORM** must be filled out carefully for each medication. No medication will be given without this form completed by you and your child's doctor. All medication must be brought in the original container, clearly labeled with the child's name, name of medication, and dosage to be administered.

First Aid

When children play, scratches and bumps are inevitable. Such injuries will be cleansed and/or iced, and treated with a first aid cream and bandaid. In the event that a more serious accident occurs, you will be notified immediately. We will provide an accident/injury report in your child's cubby for reportable injuries beyond minor boo-boos.

Discipline Statement

All Primary Teachers at Village Valley Preschool are experienced early childhood educators. All Primary Teachers participate in and are members of NAEYC (National Association for the Education of Young Children) in order to remain alert to the ever-changing needs of today's families and to the findings of current research. Our Staff Aids are beginning their careers and education and are actively mentored in appropriate methods of discipline according to the NAEYC.

Teachers, in their role of caring for children, model and teach appropriate behavior. Children need to know what we expect from them before they can follow our directions. We, therefore, expect teachers to use constructive and preventative methods of discipline, and to maintain an atmosphere of love, acceptance, and order. This atmosphere is one in which children respect themselves, their peers, their teachers, and trusted adults.

Techniques we will **NOT** use:

All staff are forbidden to use any form of corporal punishment, which is defined as the use of negative physical touching. This includes, but is not limited to spanking, slapping, pinching, pulling ears, arms, or hair. Any infraction of this requirement will result in the immediate termination of the staff member using the punishment.

Staff are also required to not use any child-handling technique which results in unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other action of a punitive nature. This includes, but is not limited to interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning.

Techniques we **WILL** use:

Prevention, Redirection, Modeling, Guidance, and if necessary, "Time In" Breaks with support staff. Teachers plan ahead for possible areas of conflict. Are there enough toys and activities? Do the children know what to expect next? Do they know everyone will get a turn?

Learning Steps to Discipline

1. Verbal warning. A verbal warning is issued to the child and the child is redirected to another activity/toy that is acceptable. We warn only once.
2. Remove the child from the conflict area. If the behavior persists, we remove the child calmly and promptly. We explain that the privilege of playing in that place is lost.
3. Time-In Break. We do not do time-outs or isolate. We do time-in breaks with support staff and if not able to redirect will notify parents and will have to pick up.
4. Discuss feelings and rules. We will do this in an understanding way, while still being clear and firm when stating the rule as well as the reason for it.
5. Discuss problem solving. We discuss what happened, why it happened, and how we can make better decisions in the future.
6. Wait for the child to decide when they are ready to return.

7. Help the child return to the activity/toy and be more successful moving forward.

Discipline Statement Cont.

Learning Steps to Discipline Reasoning

This method gives the child the experience of substituting acceptable choices for unacceptable behavior. This is one of the many opportunities we have to use positive reinforcement, i.e.: "I liked the way you used your words. Good job!" If a child has hurt another child, we encourage the child who did the hurting to aid the other by helping with ice, bandaid, gentle pats to comfort, etc. Once the comforting has been done by the child and teacher, the teacher will sit down with both children and help each one to put their thoughts and emotions into words.

If several attempts at positive discipline have failed, the unacceptable behavior continues, and attempts at redirection have been exhausted, the teacher is to inform the director so that guidance may be provided. It may be that other techniques can be used, or perhaps the parents need to be informed so that we may enlist their cooperation in helping the child (after attempts to redirect and if not successful we will have staff with student until the parent picks up). The school will ask the parents to attend a conference if, in the opinion of the school, the child is displaying negative behavior which may require additional professional guidance. The school reserves the right to dismiss the child for the day if we have exhausted all efforts to assist the child in maintaining acceptable behavior. The school also reserves the right to permanently dismiss a child if, in the opinion of the school, the child's needs can no longer be met by the school. A parent conference will be conducted, and ten days written notice will be given.

FOODS

Snack

We have a snack every morning at 10:00 a.m. and in the afternoons at 3:15pm. Village Valley Preschool will be responsible for providing snacks for the preschool. We do ask for donations, and we do post a list with items and a sign in sheet every month. Donations are not mandatory.

We ask that you choose the snacks carefully. No fried foods, sugary foods, or sugary drinks please. The food needs to be ready to serve and prepared for young children by being cut up into small pieces. Here are some popular and nutritious snack ideas:

Protein

Yogurt
Peanut Butter
Cheese

Fruit

Any kind

Vegetables

Carrot or celery
sticks, sliced thin,
with or w/out dip

Grain

Crackers
Rice cakes
Granola
Bagels
Tortillas
Pretzels
Chips

Breakfast

VVP does not provide breakfast. Your child will need to eat breakfast before arriving at school. We recommend a high protein breakfast and less sugar. This will help your child start the day off full and help relieve any sugar crashes, which in turn, helps with overall better behavior.

Lunch

Your child will need to bring a nutritious lunch daily. Please do not include candy, carbonated drinks, cans, or bottles. Please do not allow your child to bring chewing gum or candy to school.

Beverages

Your child will need to bring their own, labeled water bottle daily. Flavored water is acceptable, but we ask that sugary drinks be avoided. If your child runs out of water, we have filtered water to refill their water bottles.

Birthdays

We are happy to share in the celebration of your child's birthday! Each child receives special items from the school to identify them as the birthday celebrant.

If you would like to bring a birthday treat to share, we do ask that it be kept simple and small. For example: cookies or mini cupcakes. Please bring enough for 32 students and 4 staff, if you would also like to share with staff. We are unable to store ice cream. We are unable to use piñatas. Your child will be given the privilege of passing out the birthday snack to friends. Please let a teacher know in advance if you will be bringing a "Birthday" snack.

If you are planning to hand out invitations for an off-premises party, it is our policy to invite all children who attend on the day that you pass invites out. You may also invite either all boys or all girls, depending upon the gender of your child.

Baggage / Backpacks / Cubby System

In order to minimize germs, clutter, and overwhelm, your child will need to bring only their lunch and water bottle daily. No backpacks. If your student naps, please provide them with a blanket and a small stuffy toy, if desired, in a labeled duffel bag. Personal items should arrive at the beginning of the school week, and we will send them home at the end of the school week to be washed at home.

We use a cubby system for additional personal items that need to stay at the school. This includes wipes, pull-ups, and changes of clothing. Personal cubbies are about the size of a larger plastic shoe bin. Each cubby is individually labeled for each student.

Change of Clothing

We ask that you please provide 2 changes of clothing for your child. The outfits should be appropriate for warm and cold weather. We will use the most appropriate available outfit to help your child change. Please provide a labeled bag with their name to send home soiled clothing in. If soiled clothing is sent home, please send in a new change of clothing with another labeled bag.

Personal Toys and Other Items

A wide variety of toys, games, and play equipment are provided by the school for all students to use. We ask that children leave ALL personal toys at home, except for a small stuffy to use at nap time. We cannot be responsible for the loss of damaged toys, jewelry, or personal articles brought to school by the children.

You may have something of special interest to add to the topic being studied. Your child may bring "discoveries" from home or nature for our Discovery Table. Books and music may be brought to add to our daily activities.

On Campus Visitors / On-Site Field Trips

Instead of off-site Field Trips, we have our Community Helpers come to us. Each year, we invite firefighters, police officers, a librarian, dentist, and others to share their jobs with the children. We are so grateful to our Community Helpers!

Nap-Time / Nap Items

VVP provides nap mats for children who stay through nap time. Each nap mat has its own storage bag, so that when stored, it does not directly contact another student's nap mat. We routinely sanitize our nap mats and bags.

You may provide an additional personal mat, if desired, which will be used on top of our provided mat. Each child should bring a small blanket, a crib sheet to cover their nap mat, and a small stuffy, if desired. The personal nap items will be sent home every week at the end of the week to be laundered and returned at the beginning of the next school week. All items listed should be labeled with the child's first and last name, using a permanent marker. All personal nap-time items should be in their own, labeled duffel bag. No long straps please.

Student Sign-In/Out Cubbies

Please check your child's cubby daily for completed lessons, artwork, and to see if a change of clothes needs replacing. This is also where we will send home tuition receipts, calendars, notices, and other printed communications from the school.

Preschool Dress Code

Boys: Hair neatly trimmed, out of the eyes, and above the shirt collar. No fad or extreme styles, (i.e. uneven shaving, close shaving of all or part of the scalp.)

Pants, sweatpants, or shorts. Jeans may be worn. No holes please.

Shirts, t-shirts, and button-ups are acceptable. No tank tops.

Shoes should be soft-soled, preferably tennis shoes, that are good for running and climbing. No boots, thongs, open-toed sandals, or plastic shoes. Closed-toe sandals are acceptable, as long as there is a strap across the back of the heel to keep them secured on feet.

Girls: Hair should be combed and in a simple style, out of the eyes, and appropriate for school.

Pants, sweatpants, leggings, skirts, or shorts. Jeans may be worn. No holes please.

Tops, blouses, and t-shirts are acceptable. No tank tops.

Dresses with shorts underneath.

Shoes should be soft-soled, preferably tennis shoes, that are good for running and climbing. No boots, thongs, open-toed sandals, or plastic shoes. Closed-toe sandals are acceptable, as long as there is a strap across the back of the heel to keep them secured on feet.

All clothing should be appropriately styled, modest, neat, and clean. All clothing should be appropriate for the weather. We are primarily outside, so dressing in layers is highly recommended. Pants must be without holes, and shoes and socks must be worn. We reserve the right to request a change of clothing or additional clothing as needed for the weather, or request that your child be picked up if their clothing is unsuitable for the day.

Kindergarten Readiness Screening and Priority Enrollment

Preference will be given to children who will be five years old by September 1.

It is especially important that parents understand that readiness is not an intellectual issue. Many very bright children, in addition to children of other ability levels, may need a little more time to develop the maturity to feel successful socially, emotionally, and academically, in Kindergarten, and all of the grades following.

VVP is happy to provide readiness screening for your student at the end of their enrollment period with us, at the end of each school year, or as requested by parents. Due to time constraints, we are unable to complete more than one assessment per student per school year.

Harassment Policy

Village Valley Preschool is committed to providing a learning environment that is free from harassment in any form. Harassment of any student or preschool employee by any other student or employee will not be tolerated. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school or work environment which is hostile or intimidating because of the individual's age, status, race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

- Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- Physical Harassment:** Derogatory physical touching, contact, assault, injury to another individual, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual Harassment:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawing, or gestures. Exposure of body parts that are normally deemed private.
- Sexual Harassment:** Unwelcome sexual advances, bodily exposure, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Forms of Communication and Communication Policy

Village Valley Preschool uses the following forms of communication:

1. Phone Call with Director
2. Text with Director
3. Email with Director
4. Email and Print notifications
5. Phone call from teachers (With Director Authorization)
6. Notice Board at Sign-In/Out Podiums
7. Brief update from teachers at drop-off and pick-up

Village Valley Preschool uses the following Social Media:

1. Facebook

Village Valley Preschool uses the following online technology:

1. Website

If you have any questions or concerns regarding student behaviors, tuition and payment, contract, or administrative issues, please contact the director first.

Village Valley Preschool Communication Policy:

Due to limited time available, our teachers are only able to provide a very brief update of your child's day. For more in-depth information, please contact the director to have a phone call discussion or in-person conference.

Licensing Requirements & Information

We are licensed through Community Care Licensing. Our license number is 4262144092. Licensing has the right to interview all children, parents and staff, and to review all facility files. We follow the Title 22 regulations from the State of California Health and Human Services Agency Department of Social Services. As per the licensing regulations, reports are available to parents, and we are required to provide copies of any reports that have a type A violation.

The Community Care Licensing Division's (CCLD) mission is to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

This is accomplished by:

- Promoting strategies to increase voluntary compliance
- Providing technical assistance to and consulting with care providers
- Working collaboratively with clients, their families, advocates, care providers, placement agencies, related programs and regulatory agencies, and others involved in community care
- Training staff in all aspects of the licensing process
- Educating the public about CCLD and community care options
- Promoting continuous improvement and efficiency throughout the community care licensing system

The core mission of the Child Care Licensing Program is to ensure the health and safety of children in care. The Child Care Licensing Program strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the childcare community.

The Child Care Licensing Program provides oversight and enforcement for licensed Child Care Centers and Family Child Care Homes through 21 Regional Offices located throughout California. All children and families, regardless of age, ethnicity, cultural background, gender, socioeconomic status, or ability, are afforded the same protections under law and regulations for childcare facilities.

Questions regarding the Program can be directed to your local Regional Office, the Child Care Advocate Program (916-654-1541), or the Centralized Complaint and Information Bureau.

Licensing reports will be included at the end of our parent handbook for you to reference.

Department of
SOCIAL SERVICES

Community Care Licensing

COMPLAINT INVESTIGATION REPORT

Facility Number: 426214409
Report Date: 06/03/2024
Date Signed: 06/03/2024 04:30:24 PM

Substantiated

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY	CALIFORNIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING DIVISION SANTA BARBARA CC RO, 6500 HOLLISTER AVE., SUITE 200 GOLETA, CA 93117
COMPLAINT INVESTIGATION REPORT	

This is an official report of an unannounced visit/investigation of a complaint received in our office on **03/06/2024** and conducted by Evaluator **German Negrete**

PUBLIC	COMPLAINT CONTROL NUMBER: 17-CC-20240306113611
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FACILITY NAME: VILLAGE VALLEY PRESCHOOL	FACILITY NUMBER: 426214409
ADMINISTRATOR: MARIA E. ANGULO	FACILITY TYPE: 850
ADDRESS: 3346 CONSTELLATION ROAD	TELEPHONE: (805) 733-7330
CITY: LOMPOC	ZIP CODE: 93436
CAPACITY: 32	STATE: CA
	CENSUS: 8
MET WITH: Maria Angulo	UNANNOUNCED DATE: 06/03/2024
	TIME BEGAN: 01:27 PM
	TIME COMPLETED: 04:00 PM

ALLEGATION(S):

1	1.Food Service
2	2.Personal Rights
3	
4	
5	
6	
7	
8	
9	

INVESTIGATION FINDINGS:

1	On 06/03/2024, Licensing Program Analysts (LPAs) German Negrete and Sylvia Ceja conducted an
2	unannounced inspection at the Village Valley Preschool to deliver the findings of the above mentioned
3	complaint allegations received on 03/06/2024. LPAs met with Director Maria Angulo, and Clarisa
4	Gonzalez was present during the visit. LPAs explained the purpose of the inspection. LPAs toured the
5	preschool inside and out. The ratio at the time of the inspection was the Director providing care and
6	supervision to 8 children. Lead Teacher was cleaning and organizing the center.
7	
8	In regards to Allegation#1 Food Service: Staff do not provide adequate food service to day care children
9	Interviews were conducted with parents, staff and the Parent Hand book 2023-2024 was reviewed.
10	Parent Interviews revealed some parents provided their own snacks for their children, some parents did
11	not know what was served for snack even though they may be donating food items. Some parents had
12	no knowledge of a snack menu. Some parents indicated Ritz crackers, Gold Fish, and other types of
13	crackers. In addition, staff indicated various cracker , Gold Fish, and Bars were served. Continued on
	LIC9099-C

Substantiated	Estimated Days of Completion:
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SUPERVISOR'S NAME: Ana Tolentino	TELEPHONE: (805) 218-0429
LICENSING EVALUATOR NAME: German Negrete	TELEPHONE: 805-315-8362
LICENSING EVALUATOR SIGNATURE:	DATE: 06/03/2024

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:	DATE: 06/03/2024
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This report must be available at Child Care and Group Home facilities for public review for 3 years.
 LIC9099 (FAS) - (06/04) Page: 1 of 6
 Control Number 17-CC-20240306113611

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY COMPLAINT INVESTIGATION REPORT (Cont)	CALIFORNIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING DIVISION SANTA BARBARA CC RO, 6500 HOLLISTER AVE., SUITE 200 GOLETA, CA 93117
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FACILITY NAME: VILLAGE VALLEY PRESCHOOL FACILITY NUMBER: 426214409
VISIT DATE: 06/03/2024

NARRATIVE	
1	Information also revealed children were not provided a second serving when requested. Review of the
2	Parent Handbook 2023-2024, Page 16 reveals the Village Valley Preschool is responsible for providing
3	snacks for the preschool. Although, donations are accepted, but not mandatory. The Parent Handbook
4	lists Protein, Fruit, Vegetables, and Grain.
5	
6	Based on record review of Parent Handbook 2023-2024, parent interviews, and staff interviews revealed
7	the center has not met the above requirement: Page 16 of the Parent Handbook 2023-2024, reveals the
8	Village Valley Preschool is responsible for providing snacks for the preschool and is not providing at
9	least two major food groups. Parent and staff interviews revealed the following: center is serving
10	primarily Ritz crackers, Gold Fish, other type of crackers, and sometimes bars. It was also found parents
11	have donated food items such as various types of crackers. In addition, children were not provided a
12	second serving if requested. Also, snack menus are not posted for parent review.
13	
14	In addition, it was also found at least 3 children were not provided enough snack and at times would eat
15	the crackers from the ground. One of the staff told the lead staff to give the children more. However, the
16	lead staff's comment was this is a "snack not a meal".
17	
18	Allegation #2 Personal Rights: Staff handled day care child in a rough manner
19	
20	
21	Investigation included interviewing parents and staff. Investigation revealed it was a rainy day and all the
22	children were inside the center and none of the children were allowed to play outside. It was also
23	disclosed that parent #1 was contacted to pick up child #1 due to behavior concerns. Child #1 was
24	running around in the classroom which was concerning. In addition, other children were also very
25	energetic such as running around jumping, play-fighting, throwing toys, and kicking toys.
26	
27	Interviewed conducted with complainant, staff, and parents.
28	Complainant stated on 03/01/2024, a call was received to pick up child #1 due to behavior issues so she
29	went to the facility and arrived around 12:00 PM. Complainant stated she observed child #1 was in a
30	different classroom and observed staff #7 holding child #1 by the forearm and marching ahead of child
31	#1 with child #1's arm stretched. Child #1 crying and staff #7 parked child #1 in front of the door and
32	walked away before complainant could talk to staff #7.
	Continued on LIC9099-C

SUPERVISOR'S NAME: Ana Tolentino	TELEPHONE: (805) 218-0429
LICENSING EVALUATOR NAME: German Negrete	TELEPHONE: 805-315-8362
LICENSING EVALUATOR SIGNATURE:	DATE: 06/03/2024

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:	DATE: 06/03/2024
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LIC9099 (FAS) - (06/04) Page: 2 of 6
 Control Number 17-CC-20240306113611

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL
SERVICES
COMMUNITY CARE LICENSING DIVISION
SANTA BARBARA CC RO, 6500 HOLLISTER AVE.,
SUITE 200
GOLETA, CA 93117**COMPLAINT INVESTIGATION REPORT**

This is an official report of an unannounced visit/investigation of a complaint received in our office on **03/06/2024** and conducted by Evaluator **German Negrete**

COMPLAINT CONTROL NUMBER: 17-CC-
20240306113611

FACILITY NAME: VILLAGE VALLEY PRESCHOOL	FACILITY NUMBER: 426214409
ADMINISTRATOR: MARIA E. ANGULO	FACILITY TYPE: 850
ADDRESS: 3346 CONSTELLATION ROAD	TELEPHONE: (805) 733-7330
CITY: LOMPOC	STATE: CA ZIP CODE: 93436
CAPACITY: 32	CENSUS: 8 DATE: 06/03/2024
MET WITH: Maria Angulo	UNANNOUNCED TIME BEGAN: 01:27 PM
	TIME COMPLETED: 04:00 PM

ALLEGATION(S):

1	Staff used inappropriate discipline practices with day care child
2	
3	
4	
5	
6	
7	
8	
9	

INVESTIGATION FINDINGS:

1	On 06/03/2024, Licensing Program Analysts (LPAs) German Negrete and Sylvia Ceja conducted an
2	unannounced inspection at the Village Valley Preschool to deliver the findings of the above mentioned
3	complaint allegations received on 03/06/2024. LPAs met with Director Maria Angulo, also present was
4	Lead Teacher Clarisa Gonzalez Angulo during the visit. LPAs explained the purpose of the inspection.
5	LPAs toured the preschool inside and out. The ratio at the time of the inspection was Director providing
6	care and supervision to 8 children while the Lead Teacher was cleaning and organizing the center.
7	
8	In regards to Allegation Staff used inappropriate discipline practices with day care child.
9	LPAs conducted parent interviews and staff interviews. LPAs interview complainant. The details of the
10	complaint alleged food being taken away from children as a form of punishment. All parents who were
11	interviewed could not corroborate allegation #3. Although allegation #3 may have happened or is valid,
12	there is not a preponderance of evidence to prove the alleged violations did or did not occur, therefore
13	the allegation is Unsubstantiated. Exit interview was conducted with director Maria Angulo. Notice of site
	visit provided.

Unsubstantiated**Estimated Days of Completion:**

SUPERVISOR'S NAME: Ana Tolentino
LICENSING EVALUATOR NAME: German Negrete
LICENSING EVALUATOR SIGNATURE:

TELEPHONE: (805) 218-0429
TELEPHONE: 805-315-8362
DATE: 06/03/2024

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:**DATE:** 06/03/2024

FACILITY NAME: VILLAGE VALLEY PRESCHOOL
 DEFICIENCY INFORMATION FOR THIS PAGE:

FACILITY NUMBER: 426214409
 VISIT DATE: 06/03/2024

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 06/03/0101 Section Cited CCR 101227(a)(4)(5)(6)	1 101227 (a) (4)(5) & (6) Food Service: 2 Between meals, snacks shall be 3 available for all children unless the food 4 a child may eat is limited by dietary 5 restrictions prescribed by a physician. 6 Each snack shall include at least one 7 serving from each of two or more of the four major food groups. (5) The following shall be offered daily: (A) Full-day programs shall offer a midmorning and a midafternoon snack. (B) Full-day programs shall ensure that each child has a lunch. 1. The child's authorized representative may send meals and/or snacks for the child.	1 Correct Immediately. 2 Submit a written to the Department for 3 review. 4 5 6 7
	(C) Half-day programs shall offer a midmorning or midafternoon snack. (6) Menus shall be in writing and shall be posted at least one week in advance in an area accessible for review by the child's authorized representative. Copies of the menus as served shall be dated and kept on file for at least 30 days. Menus shall be made available for review by the child's authorized representative and the Department upon request.	
	8 his requirement is not met as evidenced 9 by: 10 Based on record review of Parent 11 Handbook 2023-2024, parent 12 interviews, and staff interviews revealed 13 the center has not met the above 14 requirement:	8 9 10 11 12 13 14
CCR		1 2 3 4 5 6 7
		1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Ana Tolentino	TELEPHONE: (805) 218-0429
LICENSING EVALUATOR NAME: German Negrete	TELEPHONE: 805-315-8362
LICENSING EVALUATOR SIGNATURE:	DATE: 06/03/2024
I acknowledge receipt of this form and understand my appeal rights as explained and received.	
FACILITY REPRESENTATIVE SIGNATURE:	DATE: 06/03/2024

FACILITY NAME: VILLAGE VALLEY PRESCHOOL
 DEFICIENCY INFORMATION FOR THIS PAGE:

FACILITY NUMBER: 426214409
 VISIT DATE: 06/03/2024

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 06/04/2024 Section Cited CCR 101223(a)(1)(2)(3)	1 The licensee shall ensure that each 2 child is accorded the following personal 3 rights: (1)To be accorded dignity in 4 his/her personal relationships with staff 5 and other persons. (2)To be accorded 6 safe, health- ful and comfortable 7 accommodations, furnishings and equipment to meet his/her needs. (3)To be free from corporal or unusual	1 Correct Immediately. 2 Submit a written to the Department for 3 review. 4 5 6 7
	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 functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.	
	8 This requirement is not met as 9 evidenced by: Based on interviews 10 conducted with staff and parents 11 revealed staff #7 was observed to 12 inappropriately handle and speak to 13 child #1. It was also found at least 3 14 children were not provided enough snack & at times would eat the crackers from the ground. One of the staff told the lead staff to give the children more.	8 9 10 11 12 13 14
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Ana Tolentino	TELEPHONE: (805) 218-0429
LICENSING EVALUATOR NAME: German Negrete	TELEPHONE: 805-315-8362
LICENSING EVALUATOR SIGNATURE:	DATE: 06/03/2024
I acknowledge receipt of this form and understand my appeal rights as explained and received.	
FACILITY REPRESENTATIVE SIGNATURE:	DATE: 06/03/2024

Please sign, date and return the following 3 pages:

ACKNOWLEDGEMENT OF RECEIPT OF LICENSING REPORTS

I, as the parent/legal guardian of _____, currently attending or newly enrolled at Village Valley Preschool _____ child care center/family child care home acknowledge I have received the following information as required by Health and Safety Code sections 1596.8595 and 1596.8895.

Copy of any licensing report that documents a Type A deficiency cited at this facility; Type A deficiencies are those that, if not corrected, represent an immediate risk to the health, safety or personal rights of children in care. This includes facility visits and substantiated complaint investigations.

Date(s) of licensing report(s) provided: June 3, 2024 _____

Copy of licensing documents pertaining to a conference conducted by a local licensing agency management representative and the licensee of this child care center/family child care home in which issues of noncompliance are discussed.

Date of document provided: _____

Copy of the Accusation Summary indicating the Department's intent to revoke the license of this child care center/family child care home, until that accusation is either dismissed or resolved through the administrative hearing process or stipulated agreement.

Date of document provided: _____

As a parent/legal guardian of a newly enrolled child in this child care center/family child care home, I have been provided the documents identified above received by the licensee during the 12-month period prior to my child's enrollment.

My signature below verifies I have received the documents identified above.

PARENT/LEGAL GUARDIAN SIGNATURE: _____

DATE DOCUMENTS RECEIVED: _____

Village Valley Preschool

Payment and Fees Agreement:

Please read and initial each section.

_____ This agreement constitutes an enrollment reservation and agreement to Village Valley Preschool's tuition and fees policies as stated in this handbook.

_____ All tuition is payable in advance of services on the third day of each calendar month.

_____ Registration fees are due prior to the student's first day of school.

_____ Late pick-up fees are due at the time of pick-up.

_____ Tuition is based on a 12-month calendar year, and tuition rates are the same each month, regardless of holidays or breaks.

_____ Failure to attend due to sickness, appointment, vacation, or other obligation is a non-refundable cancellation.

_____ Parent/Guardian agrees that if 7 days pass beyond the tuition due date without a payment being made, parent/guardian will be given 30-days' notice to find alternative childcare. After this, all childcare services will be terminated and the collections process with the District Attorney's office will begin.

_____ A written 30-day notice must be given prior to unenrolling your student.

_____ Village Valley Preschool reserves the right to modify any of the conditions of this agreement with 30-days written notice to the parent or guardian.

I, (Parent/Guardian Name, PRINT) _____, the Parent/Guardian of (Student Name, PRINT) _____, have read and understand the payment and fees policies of Village Valley Preschool.

I hereby agree to follow the payment and fees policies of Village Valley Preschool.

_____ Parent/Guardian Signature

_____ Date

*A signed copy of this agreement must be on file with both the school and the parent/guardian.

Village Valley Preschool

Parent Handbook and Policies Agreement

My initials and signature below indicate that I have received and read the Village Valley Preschool Handbook. I understand the policies set forth in this Parent Handbook and agree to abide by these rules.

I have been informed that this program has an “open door” policy, meaning that parents can visit any time and may request a conference as needed. I also understand that the State of California Licensing Agency has the right and authority to inspect the facility and interview the children at any time.

I have completed and submitted to the office at VVP the following forms/certificates:

1. ___ Preschool Admission/Preschool Contract
2. ___ Preschool Admission/Registration Form
3. ___ Preschool Parent Handbook Agreement Form
4. ___ Preschool Fee Agreement Form
5. ___ Child’s Pre-Admission Health History – Parent’s Report (Lic. Form 702)
6. ___ Notification of Parent’s Rights (Licensing Form 995) signed and dated
7. ___ Notification of Personal Rights (Licensing Form 613A) signed and dated
8. ___ Consent for Emergency Medical Treatment (Lic. Form 627)
9. ___ Physician’s Report (Lic. Form 701)
10. ___ Identification and Emergency Information (Lic. Form 700)
11. ___ Immunization Record (Copy or Printout)
12. ___ Child’s Birth Certificate (Copy)

In affirmation and agreement of all of the above:

Student’s first and last name (print)

Parent’s first and last name (print)

Parent’s Signature

Date

Director’s Signature

Date