

# CSBA Sample Board Policy

Students

BP 5148.3(a)

## PRESCHOOL/EARLY CHILDHOOD EDUCATION

Note: The following policy is **optional** and may be used both by those districts that do and those that do not operate their own programs; see appropriate sections below. CSBA's publication [Expanding Access to High-Quality Preschool Programs: A Resource and Policy Guide for School Leaders](#) provides information about characteristics of effective preschool programs and actions that the district and Governing Board can take to encourage and/or provide high-quality preschool education, including a worksheet to assist districts in the development of policy pertaining to preschool and early childhood education.

SB 1629 (Ch. 307, Statutes of 2008) establishes a statewide Early Learning Quality Improvement System Advisory Committee to develop recommendations, by December 31, 2010, for the evaluation and improvement of child development programs providing services from birth to age 5, including preschool, and for the best use of local, state, federal, and private resources to achieve high-quality programs.

The Governing Board recognizes that high-quality preschool experiences for children ages 3-4 years help them develop knowledge, skills, and attributes necessary to be successful in school and provide for a smooth transition into the elementary education program. Such programs should provide developmentally appropriate activities in a safe, well-supervised, cognitively rich environment.

*(cf. 6011 - Academic Standards)*

*(cf. 6143 - Courses of Study)*

### Collaboration with Community Programs

Note: The following **optional** section may be used by all districts, regardless of whether or not they provide their own preschool programs.

The Superintendent or designee shall collaborate with other agencies, organizations, the county office of education, and private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a community-wide plan to increase children's access to high-quality preschool programs.

*(cf. 1020 - Youth Services)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

Information about preschool options in the community shall be provided to parents/guardians upon request.

Note: The following **optional** paragraph is for use by districts that maintain elementary schools.

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

The Superintendent or designee shall establish partnerships with feeder preschools to facilitate articulation of the preschool curriculum with the district's elementary education program.

**District Preschool Programs**

Note: The following **optional** section is for use by districts that choose to provide preschool/early childhood education programs for children ages 3-4 years and should be revised to reflect district practice. Also see BP/AR 5148 - Child Care and Development.

AB 2759 (Ch. 308, Statutes of 2008) amended Education Code 8235-8239 to establish the California State Preschool Program (CSPP) with subsidized services for low-income or otherwise disadvantaged children ages 3-4. Effective July 1, 2009, the CSPP consolidates funding and program requirements for a number of state programs that served children ages 3-4, including state preschool programs (Education Code 8235-8237), prekindergarten and family literacy programs (Education Code 8238-8239), and general child care and development programs to the extent that they served children ages 3-4 (Education Code 8240-8244). Agencies that provide general child care and development programs for children younger than age 3 or older than age 4 will continue to have a general child care and development contract for those services in addition to a CSPP contract. See the accompanying administrative regulation for major program requirements.

Preschool programs also may receive funding through the state migrant child care and development program (Education Code 8250-8252), state program for severely disabled children (Education Code 8230-8233), federal Head Start program (42 USC 9831-9852), or Title I preschool program (20 USC 6311-6322). None of these programs is being consolidated into the CSPP and thus their funding and program requirements are not affected.

When the Board determines that it is feasible, the district may provide preschool services in facilities at or near district schools.

The Board shall set priorities for establishing or expanding services as resources become available. In so doing, the Board shall give consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

*(cf. 0520.1 - High Priority Schools Grant Program)*

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 0520.4 - Quality Education Investment Schools)*

*(cf. 6171 - Title I Programs)*

Note: Pursuant to Education Code 8236, districts have the authority to subcontract with an appropriate public or private agency to operate a district CSPP program.

On a case-by-case basis, the Board shall determine whether the district shall directly administer preschool programs or contract with public or private providers to offer such programs.

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

Facilities for preschool classrooms shall be addressed in the district's comprehensive facilities plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations.

*(cf. 7110 - Facilities Master Plan)*

*(cf. 7210 - Facilities Financing)*

To enable children of working parents/guardians to participate in the district's preschool program, the Superintendent or designee shall recommend strategies to provide a full-day program and/or to link to other full-day child care programs in the district or community to the extent possible.

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.1 - Child Care Services for Parenting Students)*

*(cf. 5148.2 - Before/After School Programs)*

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning. Program staff shall encourage volunteerism in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 6020 - Parent Involvement)*

Note: The California Department of Education (CDE) is in the process of developing voluntary "preschool learning foundations" which describe the knowledge, skills, and competencies that children are expected to exhibit as they complete their first or second year of preschool. In January 2008, learning foundations were issued in the areas of social-emotional development, language and literacy, English language development for English learners, and mathematics. Learning foundations in visual and performing arts, physical development, and health are expected in 2011, followed by foundations in history/social science and science. Companion curriculum frameworks are also being developed. The "Desired Results Developmental Profile-Revised," a child observation tool used in the Categorical Program Monitoring/Contract Monitoring Review process, will be revised to align with the foundations.

The CDE's Prekindergarten Learning and Development Guidelines (2000) provide further guidance on how to develop a high-quality preschool program and will be revised in the future to incorporate the learning foundations.

The district's program shall be aligned with preschool learning foundations published by the California Department of Education which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. Program components shall address social-emotional, physical, and cognitive development in key areas that are necessary for kindergarten readiness.

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

The district's preschool program shall provide appropriate services to support the needs of English learners and children with disabilities.

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*  
*(cf. 6174 - Education for English Language Learners)*

To maximize the ability of children to succeed in the preschool program, program staff shall support children's health through proper nutrition and physical activity and shall provide or make referrals to health and social services.

*(cf. 3550 - Food Services/Child Nutrition Program)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5141.32 - Health Screening for School Entry)*  
*(cf. 5141.6 - School Health Services)*

Note: The Commission on Teacher Credentialing issues permits for child development program directors, site supervisors, master teachers, teachers, associate teachers, and assistants pursuant to criteria established in Education Code 8360-8370 and 5 CCR 80105-80125.

Professional development resources pertaining to preschool/early childhood education are available through the CDE, California Preschool Instructional Network, and others. See the management resources below.

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

*(cf. 4112.2 - Certification)*  
*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*  
*(cf. 4112.5/4312.5 - Criminal Record Check)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4212.5 - Criminal Record Check)*  
*(cf. 4222 - Teacher Aides/Paraprofessionals)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

Note: 5 CCR 18279-18281 require an annual evaluation using the standardized "Desired Results for Children and Families" system developed by the CDE. The system requires a self-evaluation that includes, but is not limited to, an assessment of the program by staff and the Board, a parent survey, and an environment rating scale using forms selected by the CDE.

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

The Superintendent or designee shall regularly report to the Board regarding enrollments in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

*Legal Reference:*

EDUCATION CODE

8200-8499.10 *Child Care and Development Services Act, especially:*

8200-8209 *General provisions for child care and development services*

8230-8233 *Migrant child care and development program*

8235-8239 *California state preschool program*

8250-8252 *Programs for children with special needs*

8263 *Eligibility and priorities for subsidized child development services*

8300-8303 *Early Learning Quality Improvement System Advisory Committee*

8360-8370 *Personnel qualifications*

8400-8409 *Contracts*

8493-8498 *Facilities*

8499.3-8499.7 *Local child care and development planning councils*

54740-54749 *Cal-SAFE program for pregnant/parenting students and their children*

HEALTH AND SAFETY CODE

1596.70-1596.895 *California Child Day Care Act*

1596.90-1597.21 *Day care centers*

120325-120380 *Immunization requirements*

CODE OF REGULATIONS, TITLE 5

18000-18434 *Child care and development programs*

80105-80125 *Permits authorizing service in child development programs*

UNITED STATES CODE, TITLE 20

6311-6322 *Title I, relative to preschool*

6319 *Qualifications for teachers and paraprofessionals*

6371-6376 *Early Reading First*

6381-6381k *Even Start family literacy programs*

6391-6399 *Education of migratory children*

UNITED STATES CODE, TITLE 42

9831-9852 *Head Start programs*

9858-9858q *Child Care and Development Block Grant*

CODE OF FEDERAL REGULATIONS, TITLE 22

101151-101239.2 *General requirements, licensed child care centers, including:*

101151-101163 *Licensing and application procedures*

101212-101231 *Continuing requirements*

101237-101239.2 *Facilities and equipment*

CODE OF FEDERAL REGULATIONS, TITLE 45

1301-1310 *Head Start*

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

*Management Resources:*

CSBA PUBLICATIONS

*Expanding Access to High-Quality Preschool Programs: A Resource and Policy Guide for School Leaders, 2005*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California Preschool Learning Foundations, Vol. 1, 2008*

*Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2007*

*Prekindergarten Learning Development Guidelines, 2000*

*First Class: A Guide for Early Primary Education, 1999*

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

*08-13 California State Preschool Program, November 2008*

*01-06 The Desired Results for Children and Families System, May 31, 2001*

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Good Start, Grow Smart, April 2002*

WEB SITES

CSBA: <http://www.csba.org>

California Association for the Education of Young Children: <http://www.caeyc.org>

California Children and Families Commission: <http://www.cafc.ca.gov>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education: <http://www.cde.ca.gov>

California Head Start Association: <http://caheadstart.org>

California Preschool Instructional Network: <http://www.cpin.us>

Child Development Policy Institute: <http://www.cdpi.net>

Cities, Counties, and Schools Partnership: <http://www.ccspartnership.org>

First 5 Association of California: <http://www.f5ac.org>

National Institute for Early Education Research: <http://nieer.org>

National School Boards Association: <http://www.nsba.org>

Preschool California: <http://www.preschoolcalifornia.org>

U.S. Department of Education: <http://www.ed.gov>

# CSBA Sample Administrative Regulation

**Students**

AR 5148.3(a)

## **PRESCHOOL/EARLY CHILDHOOD EDUCATION**

Note: The following administrative regulation reflects the major requirements of Education Code 8235-8239, the California State Preschool Program (CSPP), as amended by AB 2759 (Ch. 308, Statutes of 2008). Effective July 1, 2009, the CSPP consolidates funding and program requirements for a number of state programs that served children ages 3-4, including state preschool programs (Education Code 8235-8237), prekindergarten and family literacy programs (Education Code 8238-8239), and general child care and development programs to the extent that they served children ages 3-4 (Education Code 8240-8244). Under the CSPP, the district may provide part-day and/or full-day programs and should select the appropriate section(s) below to reflect district practice.

The district may revise or replace the following administrative regulation to reflect other preschool program(s) it offers which were not consolidated into the CSPP, such as the state migrant child care and development program (Education Code 8250-8252), the state program for severely disabled children (Education Code 8230-8233), the federal Head Start program (42 USC 9831-9852), or the Title I preschool program (20 USC 6311-6322).

In addition to the program requirements described below, preschool programs may be subject to other policies contained throughout the district's policy manual. For example, see BP/AR 5148 - Child Care and Development, AR 3514.2 - Integrated Pest Management, BP/AR 1240 - Volunteer Assistance, and food safety standards and nutrition requirements in BP/AR 3550 - Food Service/Child Nutrition Program. Districts should consult legal counsel if they have questions regarding the applicability of other laws to the district's preschool program.

When approved by the California Department of Education under the California State Preschool Program (CSPP), the district may operate one or more part-day and/or full-day preschool programs in accordance with law and the terms of the state contract.

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.1 - Child Care Services for Parenting Students)*

*(cf. 5148.2 - Before/After School Programs)*

### **Eligibility and Enrollment Priorities for Full-Day and Part-Day Programs**

Children eligible for the district's full-day or part-day CSPP program include those who will have their third or fourth birthday on or before December 2 of the fiscal year in which they are enrolled in the program. (Education Code 8235, 8236)

Note: Pursuant to Education Code 8499.5, the child care and development planning council in each county has established a "centralized eligibility list" which allows subsidized child development providers to identify eligible children. Families are ranked by eligibility factors for subsidized care (e.g., income, family size, and need). As a condition of receiving state funding, the provider must refer to this list to fill any vacancies.

The Superintendent or designee shall refer to the county's centralized eligibility list to identify children in need of services.

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

Children shall be eligible for subsidized services if their family meets one or more of the criteria specified in Education Code 8263 and 8263.1. (Education Code 8235)

Note: The following paragraph is for use by districts that operate one or more full-day CSPP programs.

For a child to be eligible for the district's full-day program, his/her family shall, in addition to meeting the above criteria, demonstrate need for the services due to any of the following circumstances: (Education Code 8235, 8263)

1. The child is identified by a legal, medical, or social services agency or emergency shelter as a recipient of protective services; as being neglected, abused, or exploited; or as at risk of being neglected, abused, or exploited.
2. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are employed or seeking employment; seeking permanent family housing; or are incapacitated.

Note: The remainder of this section is for use by districts that operate either part-day or full-day CSPP program(s).

First priority for enrollment in any CSPP program shall go to neglected or abused children age 3-4 years who are recipients of child protective services or who are at risk of being neglected, abused, or exploited, upon written referral from a legal, medical, or social service agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8236)

*(cf. 1020 - Youth Services)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

Note: Pursuant to Education Code 8236, second priority for enrollment must be granted to children age 4, as provided in the following paragraph. In any CSPP program operating with funding that was initially allocated in a prior fiscal year, at least one-half of the children enrolled at a preschool site shall be children age 4 unless an exception is granted by the Superintendent of Public Instruction.

After all such children are enrolled, the district shall give priority to eligible children age 4 years prior to enrolling eligible children age 3 years. (Education Code 8236)

**Additional Requirements for Part-Day Program**

Note: The following **optional** section is for use by districts that offer part-day program(s) under the CSPP.

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

The district's part-day CSPP program shall operate a minimum of three hours per day but less than four hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8235)

*(cf. 6111 - School Calendar)*

*(cf. 6112 - School Day)*

After all eligible children have been enrolled, the program may fill up to 10 percent of its enrollment, calculated throughout the entire contract, with children whose family income is no more than 15 percent above the income eligibility threshold. (Education Code 8235)

The district may certify eligibility and enrollment up to 120 calendar days prior to the first day of the beginning of the preschool year. After establishing eligibility at the time of initial enrollment, a child shall remain eligible for the part-day program for the remainder of the program year. (Education Code 8237)

Fees shall not be assessed for families whose children are enrolled in the part-day program. (Education Code 8235)

**Additional Requirements for Full-Day Program**

Note: The following <b>optional</b> section is for use by districts that offer full-day program(s) under the CSPP.
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The district's full-day CSPP program shall operate the number of hours per day necessary to meet the child care and development needs of families and for a minimum of 246 days per year, unless otherwise specified in the program's contract. (Education Code 8235)

Fees for participation in the full-day program shall be assessed and collected in accordance with a fee schedule established by the Superintendent of Public Instruction. (Education Code 8235)

*(cf. 3260 - Fees and Charges)*

Note: Because full-day CSPP programs are subject to the fee requirements of Education Code 8263, a district that chooses to charge a fee for field trips or to require parents/guardians to provide diapers is <b>mandated</b> to adopt policy to include parents/guardians in the decision-making about such fees, as provided below. The following paragraph may be modified to delete diapers as appropriate for the age of the children served.
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The district shall involve parents/guardians in the decision-making process to determine whether and how much to charge for field trip expenses and whether to require parents/guardians to provide diapers. A child shall not be denied participation in a field trip

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8263)

Note: According to California Department of Education (CDE) Management Bulletin 08-13, if children enrolled in a full-day CSPP program become ineligible after initial enrollment, they may either continue in the program if their parents/guardians pay the full cost or they may participate in part-day services, as provided below.

Families shall establish eligibility for their children for subsidized services at the time of initial enrollment and shall provide ongoing eligibility documentation as changes in income or family size occur. If a child becomes ineligible for subsidized services, he/she shall continue to be eligible for part-day services, if available, or the family shall pay the full cost to remain in the program. If the need for services drops below four hours per day, the child shall be enrolled for only part-day services.

**Additional Requirements for Prekindergarten and Family Literacy Programs**

Note: The following **optional** section is for use by districts that offered prekindergarten and family literacy programs pursuant to Education Code 8238.4 prior to July 1, 2009. Although these programs were consolidated into the CSPP pursuant to AB 2759 (Ch. 308, Statutes of 2008), CDE Management Bulletin 08-13 clarifies that services originally funded under this program have additional requirements as provided in the following section. However, such programs may now serve children age 3 as well as age 4.

Prekindergarten and family literacy programs offered by the district prior to July 1, 2009, shall continue to provide classes in the attendance area of elementary schools in deciles 1-3 on the 2005 base Academic Performance Index. (Education Code 8238.4)

Such programs shall operate a minimum of 175 days for part-day services and 246 days for full-day, full-year services unless otherwise specified in the contract. (Education Code 8238.4)

Prekindergarten and family literacy programs shall provide: (Education Code 8238-8238.3)

1. Age and developmentally appropriate activities that are designed to facilitate children's transition to kindergarten
2. Opportunities for parents/guardians to work with their children on interactive literacy activities as defined in Education Code 8238

*(cf. 6020 - Parent Involvement)*

3. Coordination of parenting education for parents/guardians of participating children to support their children's development of literacy skills

**PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

4. Referrals to providers of adult education and English as a second language as necessary to improve parents/guardians' academic skills

*(cf. 6200 - Adult Education)*

5. Staff development of participating teachers in accordance with Education Code 8238.3

*(cf. 4131 - Staff Development)*

The district may select a family literacy and education coordinator to coordinate the provision of literacy services to families in the district and community, create an organizational partnership between the program(s) and adult education programs in the district or community, and promote parent/guardian involvement in participating classrooms. (Education Code 8238.2)