



Preschool Family Handbook

Welcome to WUSD Preschool!

We are so excited to partner with you during your child's early learning journey. At WUSD Preschools, we believe every child deserves a joyful, enriching start to school—a place where they feel safe, supported, and inspired to explore. Our classrooms are filled with hands-on learning, language-rich experiences, and opportunities to build strong social and emotional skills.

Together, we can build a strong foundation for your child's future success.

Our Mission

At Washington Unified School District, our mission is to give every student an educational advantage by fostering personal growth through:

- A rigorous, engaging curriculum
- Instruction that connects to their lives and home experiences
- Positive, supportive relationships
- Respect for cultural and linguistic diversity

In preschool, this means we provide safe, caring classrooms where children learn through play, inquiry, language development, and meaningful hands-on experiences.

Facilities

West Fresno Preschool (559) 495-5615

2910 S. Ivy, Fresno, CA 93706

Two classrooms serving up to 23 children each (ages 3–5) from income-eligible families.

American Union Preschool (559) 495-5650
2801 W. Adams Ave., Fresno, CA 93706
One classroom serving up to 23 children (ages 3–5) from income-eligible families.

Program Hours & School Calendar

Our preschools are open **Monday–Friday, 8:00 AM–2:20 PM**.

Children attend preschool **180 days per year**. We follow the WUSD district calendar with a few preschool-specific exceptions. Families will be notified in advance of any changes.

Enrollment Eligibility

To enroll in WUSD Preschool, children must:

- Be **3–5 years old** (must turn 3 before entering)
- Meet California State Preschool Program (CSPP) eligibility requirements
- Have **up-to-date immunizations** and a TB test within 1 year of starting
- Submit all enrollment forms and income verification documents

Priority Enrollment follows state guidelines:

1. Children receiving child protective services or at risk of abuse/neglect
 2. Eligible 4-year-olds (especially those entering kindergarten next year)
 3. Eligible 3-year-olds
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Waitlist Procedures

If classrooms are full, families may join the district waitlist once paperwork and documentation are complete.

When a spot becomes available:

- Families will be contacted by our staff.
- You will have **48 hours** to accept the spot and begin attendance.

If a family does not confirm in time, the opening will be offered to the next child on the list.

Re-Enrollment

Each school year requires:

- Updated application & income documents
 - Updated immunizations and TB screening
 - Completion of PowerSchool forms
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Staffing & Safety

Our preschool classrooms maintain a **1:8 adult-to-child ratio**. All staff hold required child development permits and undergo fingerprinting, background checks, TB testing, and reference screenings.

Sign-In/Sign-Out Procedures

For your child's safety, the State of California requires:

- A parent/guardian or authorized adult (18+) must sign in and out daily.
- Full legal signature is required (no initials).
- Only adults listed on the child's emergency card may pick up.
- Written authorization from parent/guardian is required for exceptions.

Please drop off and arrive on time for pick up—we do not offer extended care.

Attendance Expectations

Strong attendance builds strong learning academically and socially! WUSD recommends **95% attendance**.

A child may be excused for:

- Illness
- Medical/dental appointments
- Quarantine
- Family emergencies (as defined by state code)
- Religious or court-related reasons

Children should stay home if they show signs of contagious illness. Call the attendance office as soon as possible to report all absences.

10 consecutive unexcused absences may result in disenrollment.

Communication

We value open communication. You can expect:

- Notes and updates in your child's classroom cubby
- Messages via ParentSquare
- Monthly Family Cohort Meetings
- Updates posted on the WUSD Preschool website & social media

Please keep us informed about changes at home that may affect your child's mood or behavior—we're here to help and support.

Court Orders & Custody

We honor all **legal custody orders**. Please provide:

- A certified copy of current court orders
- A written letter from the custodial parent if another adult should not pick up the child

We cannot rely on verbal notifications—documentation must be on file.

Meals & Snacks

We provide **nutritious breakfast and lunch** daily. Menus are available on our district's website and in classrooms. Students receive support during their meal to ensure proper nutrition.

If your child has food allergies:

- Note them on the Emergency Medical Form within PowerSchool
 - Provide medical documentation so we can ensure safe meal accommodations
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Birthdays

We love celebrating your child!

- Store-bought treats may be shared at the **end of the day**.
 - No party invitations may be distributed at school.
 - If you prefer no birthday recognition, let the teacher know.
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Toys From Home

To avoid lost or damaged items, please leave toys at home unless the teacher requests something for learning.

Not allowed at school: toy weapons, money, candy, violent/expensive items.

Books are always welcome!

Field Trips & Events

Occasionally we explore the community or host special campus events. Families will receive permission slips ahead of time.

Siblings may not attend field trips for safety reasons.

Clothing

Preschool is active, creative, and sometimes messy! Please send children in:

- Comfortable play clothes
- Closed-toe shoes (no sandals or slippers)
- Weather-appropriate layers

Label all jackets and backpacks. No clothing with inappropriate graphics or language.

Toileting

We understand accidents happen.

- Children will be guided by classroom teachers to clean and change themselves.
 - Please provide a spare change of clothing stored at school.
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Nap/Rest Time

- All students participate in quiet rest time. Families may send a small blanket or towel, which will be sent home for washing as needed per site plans.
 - Children who do not nap may participate in quiet activities.
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Medications

For any medication administered at school:

- A doctor's note is required
- Parent/guardian written permission is required

Only trained staff may administer medications.

Emergency Procedures

If your child is injured, staff will:

1. Contact the parent/guardian
2. Contact the child's physician if needed
3. Take appropriate action, including EMS if required

Please keep your emergency contact information up to date.

Behavior Expectations

We help children develop self-control, empathy, and respect through:

- Modeling positive behavior
- Clear expectations
- Supportive problem-solving

Children may not:

- Hurt others or animals
- Destroy property

We use redirection, reminders, and positive reinforcement. Families will be notified of serious concerns, and behavior support plans can be created as needed.

Nondiscrimination

WUSD Preschool welcomes all children regardless of race, ethnicity, religion, gender, disability, or family background.

Religious Instruction

No religious instruction or worship occurs in WUSD Preschool classrooms.

Fees

There are monthly fees to attend WUSD Preschool, based on household income in accordance with CSPP regulations and WUSD policy. Fees are assessed on a sliding scale, and families will be notified of their fee amount at the time of enrollment. Payments must be submitted to the school site's front office using a check, cash, or money order made payable to **Washington Unified School District**. Please include the student's first and last name and the payment month on the memo line. Payments may also be dropped off or mailed to the District Office at **7950 S. Elm Ave., Fresno, CA 93706**.

Fresno County Children's Services Waitlist

Families are encouraged to join the countywide eligibility list to ensure timely placement in preschool programs.

Student Records

Before attending, we must have:

- PowerSchool enrollment forms
- Immunization records
- Emergency card
- Income documentation
- CSPP/CDSS forms

All records are confidential and used only for program enrollment.

Family Involvement & Volunteering

Family involvement is essential to student success! You can participate by:

- Attending Family Cohort Convenings & Engagement Nights
 - Volunteering in the classroom
 - Sharing skills or cultural traditions
 - Communicating regularly with teachers
 - Joining advisory committees (School Site Council, ELAC, etc.)
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Conferences

Formal parent-teacher conferences are held twice a year to review your child's progress using the Desired Results Developmental Profile (DRDP) assessment. Teachers, site staff and families may request additional meetings anytime.

Complaints & Licensing Rights

Families may file complaints directly with:

Community Care Licensing Division

770 E. Shaw Avenue, Suite 3000, Fresno, CA 93710

(559) 445-5700

You may also contact the District State Preschool Coordinator with concerns.

WUSD is fully committed to maintaining safe, high-quality preschool programs.

Mandated Reporting

Our staff are legally required to report any suspected child abuse or neglect.

Sexual Harassment & Uniform Complaint Procedures

Students and families have the right to an environment free from harassment or discrimination. Full policy details remain available in the original handbook.

Termination of Services

Services may be ended if:

- Eligibility information is falsified
 - Policies/procedures are repeatedly violated
 - A child has 10 consecutive unexcused absences
 - A family does not cooperate with program requirements
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American Union Preschool – Full Day Schedule

Time	Activity
8:00 – 8:30 a.m.	Morning Meeting: Arrival, Student Sign-In, Handwashing, Restroom Break
8:30 – 8:55 a.m.	Breakfast (Cafeteria)
8:55 – 9:30 a.m.	Restroom Break for All Students + AM Recess (Outdoor Physical Development)
9:30 – 9:45 a.m.	AM Circle Time: Whole Class ELA Instruction (Heggerty, OWL & SEAL Strategies)
9:45 – 10:30 a.m.	AM Center Time (Small Groups): Waterford, Literacy – SEAL, OWL & HWOT
10:30 – 10:55 a.m.	Restroom Break + PM Recess (Outdoor Physical Development)
10:55 – 11:30 a.m.	Lunch
11:30 a.m. – 1:00 p.m.	Restroom Break + Nap/Rest/Quiet Individual Activities
1:00 – 1:10 p.m.	Restroom Break + Music & Movement (Whole Class Instruction)
1:10 – 2:00 p.m.	PM Center Time (Small Group Instruction: Math, Science, Art) + Indoor Free Exploration
2:00 – 2:15 p.m.	Restroom Break + Snack Time
2:15 – 2:20 p.m.	Wrap-Up, Dismissal, Student Sign-Out

West Fresno Preschool – Full Day Schedule

Time	Activity
8:00 – 8:30 a.m.	Morning Meeting: Arrival, Student Sign-In, Handwashing, Restroom Break
8:30 – 8:50 a.m.	Breakfast (Cafeteria)
8:55 – 9:30 a.m.	Restroom Break for All Students + AM Recess (Outdoor Physical Development)
9:30 – 9:45 a.m.	AM Circle Time: Whole Class ELA Instruction (Heggerty, OWL & SEAL Strategies)
9:45 – 10:30 a.m.	AM Center Time (Small Groups: Literacy – SEAL, OWL & HWOT)
10:30 – 10:45 a.m.	Restroom Break + PM Recess (Outdoor Physical Development & Handwashing)
10:55 – 11:25 a.m.	Lunch
11:30 – 11:55 a.m.	Restroom Break + Waterford Activities
12:00 – 1:00 p.m.	Nap/Rest/Quiet Individual Activities
1:00 – 1:10 p.m.	Music & Movement (Whole Class Instruction)
1:10 – 2:00 p.m.	PM Center Time (Small Group Instruction: Math, Science, Art) + Indoor Free Exploration
2:00 – 2:15 p.m.	Restroom Break + Snack Time
2:15 – 2:20 p.m.	Wrap-Up, Dismissal, Student Sign-Out



Preschool Family Handbook Enrollment Agreement

Parent/Guardian Initials

Yes, I have read the WUSD State Preschool Handbook and agree to follow all rules and regulations regarding attendance, health, clothing, and all other items specified within. I understand that a copy of this agreement will be placed in my child's personal file.

Yes, I have received a copy of the Uniform Complaint Procedure located in the handbook (pg. 10).

Yes, I have been informed of the reasons my child may be disenrolled from WUSD State Preschool and understand the termination clause (pg.10).

Yes, I have been informed of school policies regarding excused absences, family emergencies, and unexcused absences (pg.4).

Yes, I have been informed of enrollment procedures when my student is placed on the district waitlist, and understand that I have 48 hours to confirm enrollment and attend school.

Yes, I have been informed of the monthly fee associated with my student's attendance and understand that payment is required each month, either at the school site or by submitting it to the District Office in person or by mail.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

Washington Unified School District

7950 S. Elm Ave.

Fresno, CA 93706

(559) 495-5600 / / <https://www.washingtonunified.org/wusdpreschool/>

West Fresno Preschool

License #103808033

American Union Preschool

License #103810022

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