



Family Handbook

We are kind. We are thoughtful. We are courageous.

At Golestan, we apply a constructivist approach to drive deep learning that is both relevant and inspiring for our young learners. Our heuristic approach to hands-on, experiential learning supports a deeper and more meaningful education for each child. Golestan is committed to developing an intentional, challenging, and inspiring learning environment for each of our students.

At the core of everything we do at Golestan is kindness and an understanding and respect for others and the world we live in. We promote an awareness that each of our choices in life (however small or large) impacts others. We ask ourselves this: *What would the world look like if everyone were to... [pick a flower from someone's front yard] [call their child's teacher at 10pm] [lend a helping hand, even when in a hurry]?*

We work hard to develop a high standard of practice across grades at Golestan. Our teachers are kind, compassionate, and nurturing and model these values for the students every day. To that end, we use Golestan's [Guide to Teaching](#) as a starting point for training all teachers and volunteers. Many families find this document to be very useful at home as well!

This Family Handbook is designed to familiarize you with our policies. Please keep this handbook and other forms with your child's school records.



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Expectations

We see ourselves as your partners in raising your children. For this reason, it is important that we clearly communicate the core values of our school, so that families may determine whether Golestan is a good fit for their child(ren) and family culture. If parents/guardians do not feel an affinity for some core aspects of the school, they are encouraged *not* to enroll so that a family that is more aligned has the opportunity to join our community. Our expectations include:

1. Families should not choose Golestan solely for its language programming. Specifically in the preschool program; while the Persian language immersion program is a big draw for enrolling at Golestan, it is only *one* of the many facets of our school.
2. The school values a collaborative approach to working with children and their families. For this reason, it is imperative that there be an environment of mutual trust and respect, and that the school and the families promote the same values and philosophies for congruence in the home-school connection.
3. The daily rhythm at Golestan is very structured, but the students are free to explore and experiment within that structure. There are a lot of opportunities for independent work, but the children are in a collaborative atmosphere.
4. On most days, students go home filthy from head to toe with the exception of their faces and hands. This is because of the experiential, heuristic approach to teaching at Golestan.
5. For preschool children: A full immersion program is a very effective means of raising native speakers in a heritage (or world) language. The school, however, should not be relied upon as the sole means of teaching language to children. Whenever possible please speak your heritage language at home if you are able.
6. While many have requested a no-media policy for students, the school does not impose a formal policy at this time. We do, however, encourage a media-free household (including smartphones, tablets, and electronic toys) for young children, so that they may be better able to adapt to the rhythm of the school. We believe a media-free childhood is one of the more valuable gifts you can give your child(ren).
7. We are committed to raising courageous risk-takers so that children coming out of Golestan will have the confidence to do things that are difficult for them; as students, as allies, as athletes, or simply as community members rooted in kindness and empathy.
8. Aside from unconditional love and kindness, perhaps the most important factors in a child's happiness are adequate sleep and nutritious food. A sleep-deprived child is unable to focus or to control their impulses, as is a child with low or high blood sugar. For this reason, we ask that you please ensure that your child has a minimum of 11 to 13 hours of sleep every night.

General Information

Preschool/PreK (ages 2 - 5 years old)

- Our preschool program is year round, starting in the first week of September each year.
- The standard schedule is Monday through Friday, 9:00 am to 3:00 pm.
 - We do not offer part-time schedules.
- Extended hours are offered for an additional cost and are subject to availability.
 - Early drop off starts at 8:00am.
 - Aftercare ("Rangin Kamaan") is until 5:30pm.

Rangin Kamaan (aftercare for preschool):

Preschool families who need a late pick up option for their preschooler, can register for the Rangin Kamaan (Rainbow) class at the start of the year (or later in the year if there is space). Rangin Kamaan is a mixed-age class for preschoolers from 3:00 to 5:30 pm, enrollment can be one to five days per week, space permitting.

Rangin Kamaan Drop-In: Throughout the school year, you have the option of requesting a drop-in session subject to availability. The drop-in fee for Rangin Kamaan class is \$60 per day. To request a drop-in session, please email admin@golestankids.com. We ask that you please let us know at least 24 to 48 hours in advance. The space is limited; the sooner you submit your request, the more likely you are to get a spot.

Elementary School (ages 5 - 11 years old)

- Our Elementary program is from the first week of September through mid-June.
- The standard schedule is Monday through Friday, 9:00 am to 3:00 pm.
- Extended hours are offered for an additional cost and are subject to availability.
 - Early drop off starts at 8:00am.
 - Our After School program is until 5:30pm.

After School Program (K - 6th grade):

Golestan offers a bilingual Persian language enrichment after school program for students in Kindergarten through 6th grade. The program consists of students from our elementary school, as well as those from other schools in the area.

The after-schoolers enjoy a low student:teacher ratio, and the program includes a healthy homemade nourishing snack, projects, outdoor play, and games.

Instruction is project-based and process-driven. Students participate in an array of enrichment activities which center around collaboration, respect for others, and creative processing.

While working cooperatively with their peers, they learn knitting, painting, cooking, music, yoga, ceramics, gardening & farming, performing arts, storytelling, STEAM and much more. In all these activities, there is an emphasis on the reuse of materials and creative applications for everyday objects whenever possible.

The program runs Monday through Friday, 3:00pm to 5:30pm, with an option to enroll one to five days a week.

Schedule Changes

For changes in your extended hours schedule, please email the Admin team before the 20th of the month. Should you need to cancel or reduce your schedule, you are committed to that schedule through the end of the month.

Home-School Connection

At Golestan, we believe that we are raising your children together. For this reason, it is imperative that there be regular open and honest communication between parents/guardians and teachers.

Please notify your teachers if there are any changes at home that may affect your child's behavior at school. This includes changes in sleep or diet, houseguests, a parent/guardian traveling, behavioral changes, etc.

Play Policy

We take play and exposing our students to healthy risk very seriously. At Golestan, we believe children should be exposed to risk early in life so that they may develop the following: healthy risk aversion, the courage to try new things, gross motor skills, confidence, problem solving skills, creativity, collaboration, executive functioning skills, core strength, and so much more!

All parents who choose to enroll their children at Golestan must agree to [our Play Policy](#).

Student Clothing

Please dress your child casually and sensibly. We want everyone to feel comfortable without worrying about their clothes getting dirty. Please choose clothing that enables your child to move freely and comfortably exercise self-care (for example, changing or going to the toilet).

Children must wear socks and closed shoes with non-slip soles. We want children to be able to engage in safe, uninterrupted, and vigorous play.

Please include one of each to remain at school (please label everything!):

- A seasonally appropriate change of clothing (including socks and underwear),
- sun hat or visor,
- raincoat,
- rain boots,
- a water bottle

While we ask parents to apply sunscreen to their child(ren) every morning, mineral based, organic sunscreen is available for reapplication later in the day.

Cubbies and Personal Belongings

Each child has a cubby for personal belongings such as changes of clothing, projects, notes to take home, etc. All personal belongings, except a change of clothing, need to be taken home at the end of every week.

Children may not bring personal items, toys or accessories to school. These items tend to create sharing and ownership issues among the kids and can be very disruptive for the class. Exceptions are made for younger children who are attached to particular objects that comfort them for naptime, as well as days they are scheduled for *Show & Tell*. Please check with your child's

teachers before bringing these items to school.

Superhero figures and/or war toys, in particular, are strictly prohibited; dressing your child in clothing with images of such characters or items is also discouraged.

Separation Process

We encourage you to schedule a home-visit before your child's first day of school, or before moving to a new class. This will enable you and your child to develop a relationship with their new teachers, helping to ease the transition.

Please take the time to collaborate with your child's teachers during your home visit for a transition plan that will work best for your child. Together, you can develop a healthy separation routine.

Most well-adjusted preschool and young elementary school aged children, with a deep attachment to their family, can be reluctant to separate from them. We respect and appreciate that every family dynamic is different and has a different separation style. However, if at all possible, we request that you limit your daily separation routine to 10 minutes maximum.

Children often sense their grownup's anxiety. If you project confidence and joy about school, it will help your child feel safer and more confident about being in school. *If you are ever concerned about your child, you may call the school for an update at any time.*

Drop Off & Pick Up

Please do not bring your child(ren) to school more than 10 minutes early (8:50am). Letting children in early interferes with the teachers' preparation time. Please apply sunscreen to your child's face and ensure they have clean hands prior to dropping off.

Likewise, **please be prompt** in picking up your child(ren) at the end of each day, as the teachers need to clean up and prepare to leave for the day. **If you will be unavoidably delayed, please notify the Admin team as soon as you are able.**

If you are dropping your child off later than 9:00am, or picking them up earlier/later than 3p, please provide as much advance notice as possible to the Admin team.

- For late drop off (after 9am), please have your child come to the office to be logged for attendance.
- For early pick-up (before 3p), please come to the office and a staff member will bring your child to meet you.
- For late pick-up (after 3p), please contact the Admin team at your earliest convenience so we can accommodate accordingly.

Sign-in & Sign-out

Preschool only: You are required by the state of California to sign your child(ren) in and out every day.

Please make sure anyone coming to pick up your child(ren) is included in your authorization form. Otherwise, please email the Admin team authorizing their release.

The school may be fined for every signature missed. Please help us avoid this penalty.

While we do not require **elementary school students** to be signed out, they must be picked up by a designated individual or given written permission to leave campus alone.

Absences

Please notify the Admin team and your child's teachers if your child will be absent, *as soon as you are able*. The more information you are able to provide (expected return date, for example), the better the teachers can plan accordingly.

If a student is absent without notice, you may receive a follow up from the Admin team.

Discipline

We approach all our work with children with empathy and compassion; we determine the cause of all behaviors to the best of our ability in order to address the root of the issue, rather than the outcome. We don't discipline our students, rather, we help them develop an awareness of the impact of their choices both on themselves and others. We also help them recognize their triggers so that they can learn to self-regulate before their emotions escalate. The class comes together as a community to support each other in supporting the class rules of conduct which always center around kindness and compassion.

Providing an age-appropriate environment with a thoughtful rhythm and predictable routine helps children be more grounded. The teachers provide a consistent and predictable environment while establishing developmentally appropriate limits including: redirection, clarifying choices, problem solving, and implementing timely intervention before behavior escalates.

When the need arises, natural/logical consequences with warning are used to help a child understand the effects of their choices and actions. The child may be removed from a situation to help reset, in the comforting presence of their teacher. These are used as learning and centering tools, not as punishment.

Physical punishment, humiliation, techniques of intimidation, or "time-outs" are NEVER used and are not allowed at Golestan.

We combine affection with limits, rather than demanding obedience. Our aim is to nurture emotional and social growth by providing developmentally appropriate boundaries. As collaborators in raising your children, mutually respectful and consistent communication between teachers and a child's parents/guardians is very important. If a child is disruptive, the teachers will discuss the issue with you in an attempt to find a solution to the problem.

On the rare occasion that the measures described above are not effective in helping a child make better/safer choices, the teachers will give the child two warnings before sending the child home for the day.

Parent/Guardian-Teacher Conferences

Conferences are held twice a year; please reference the academic calendar in the Appendix to see when your child's conference will be held (preschool vs elementary).

Tuition Payments & Refund Policy

Tuition payments may be paid monthly and are due by the 5th of each month, or if you prefer, quarterly, bi-yearly, or yearly tuition payments can be arranged.

If a student is withdrawn, you will be responsible for all of the tuition for that year.

Payment plans:

Preschool and afterschool families are invoiced monthly.

Elementary school families follow an installment plan of 11 installments, **from May through April, excluding February**; when the deposit to secure the spot for the following year will be due.

Invoices are sent and payments are made through the PlaygroundApp Platform. Families can set up payment via ACH Bank or credit card. There is a fee for credit card payments.

Late Payments

A \$20 late fee will be charged for payments after the 5th (for families on a monthly schedule)

We do not offer tuition refunds for school days missed due to vacations, personal time off, school closures, illness, or any other reason.

Meals

Our kitchen is the heart of our school. The comforting scents that emanate from the kitchen bring comfort and joy to children and adults alike. From baked bread to hearty stews, the scents from the kitchen are dizzying. At the end of the meals, the sound of the children dining and singing songs of thanks can be heard as far as the office. We believe what you put in your body and where it comes from is just as important for learning and a child's well being as math.

Children are encouraged to taste everything that is served that day, even if they think they won't like it. Even our pickiest eaters soon discover new favorites and begin to expand their palates.

Every day, the school offers children at least two healthy snacks and a warm and hearty homemade lunch. Straus Family organic whole milk is served with all snacks and meals. All food served at Golestan is unprocessed and organic. Lunch consists of one protein, one grain, and at least two vegetables. Salad is served every day. All produce is seasonal and comes either from the school garden or from local farms, with the exception of bananas. Our meat is free range, grass fed, pasture raised and sourced directly from Marin Sun Farms. Our bread and crackers are whole grain and baked at the school. No juice or refined sugars are served at the school, with the exception of cooking classes for our elementary/middle school aged students.

We always have plant-based/vegetarian options, and will do our best to accommodate as many dietary restrictions as possible. Please notify your teachers and the Admin team of any food allergies, sensitivities, or dietary restrictions. Please do not send food from home. You can contact the Admin team to discuss any special accommodation requests.

Due to allergies, no nuts or nut products are allowed on school premises.



Field Trips

Our students partake in regular field trips that relate to each grade's units of inquiry throughout the year. Parents/guardians are encouraged to join as chaperones. If there are not enough chaperones for a field trip, the trip may be canceled. An emergency first aid kit, water and snacks, lunch (if applicable), a list of families' contact information, and emergency contact numbers will be taken on all field trips. More specific information for each field trip will be shared by the teachers and the Admin team.

Safety

If your child sustains an injury while at school, they will be treated accordingly, and the teacher will submit an 'Ouch Report' to their file with a copy to be sent home. Depending on the severity of the injury, the parent/guardian may be called to pick them up.

In case of a medical emergency, we will contact you and other person(s) listed on the child's "Emergency and Identification" form. If necessary, we will call 911.

Health

Please notify the school if your child has any food allergies or has contracted a contagious disease. The staff respects your privacy and will keep this information confidential, unless otherwise noted by you.

Children with the following infectious diseases should stay home: Chickenpox, pinworms, head lice, conjunctivitis, vomiting and/or diarrhea, strep throat, hand-foot-and-mouth disease, or symptoms of any other viral or bacterial infection (fever and/or lethargy).

A child who is ill to the point that they cannot participate in the daily activities and/or need constant one-on-one adult supervision, should not attend school that day and will be required to be taken home.

We ask that, for the benefit of the other children and teachers, that parents/guardians refrain from sending their child(ren) to school if the child is in the first stages of a cold, as this is the time a child is most contagious – **please do not wait until the illness / cold is full blown to keep them home.**

Pinworms: If your child shows any signs of Pinworm infection, please consult with your child's healthcare provider for treatment. If a pinworm infection is confirmed, **please keep your child home until after administering the first dose of treatment.**

Lice: If your child is infected please do not send them to school until they are completely nit/lice free, **as Golestan has a no nit policy.** Please inform the school as soon as you become aware that your child has nits/lice. This allows us to take precautionary measures right away to prevent the spread of lice.

Administration of Medication

If your child has been medicated before coming to school, please notify their teacher. Please do not leave medication in your child's cubby; it should be brought to the admin office.

Preschool families must have a completed *Consent for Medical Treatment form (LIC 624)* on file before leaving any medication for your child at the school (please see the list of required forms below).

Elementary families are asked to give or withhold consent for over the counter medication to be administered in their annual tuition agreements. Please communicate any changes to the office so student records can be updated.

Safety Protocols

This is a dynamic document and is subject to change.

[Air Quality Safety Protocol](#)

Emergency Preparedness

The school schedules several fire and earthquake drills throughout the year.

In accordance with the Earthquake Preparedness checklist, we have standard earthquake kits for children and emergency food, water, blankets, and masks in storage containers in the yard.

Optional: Please provide a note of comfort and assurance to your child that you will be reunited as soon as possible. Return the note along with a family picture in a zip-lock bag to your child's teacher. We will keep these items and pin them on your child with a safety pin in the event of an emergency. We hope that these small measures will help reduce the level of stress in the event of an emergency.

Required Forms and Documents

Each preschool family must complete and submit the following forms before the school year begins:

1. Current Admission Agreement
2. California School immunization Records
3. Parent Consent for Administration of Medication and Medication Chart (LIC 9221)
4. Identification and Emergency Information forms (LIC 700)
5. Child's Pre-admission Healthy History- Parents Report forms ((LIC 702)
6. Child's Pre-admission Healthy History- Physician's Report Forms (LIC 701)
7. Documentation required for health-related services (e.g. blood-glucose monitoring, and nebulizer care) (LIC 9166)
8. Gastrostomy Tube Care: Physician's checklist (LIC 701A)
9. Consent for Medical Treatment forms (LIC 624)
10. Unusual Incident/Injury or Death Reports (LIC 624)
11. Signed, dated receipts of Notification of Parent's Rights (LIC 995)
12. Signed, dated Personal Rights receipts (LIC 613)

Elementary school families must submit their child's updated immunization records before the start of each year.

Immunizations

Per California state law all students must have completed all required immunizations before entering [preschool](#) or [kindergarten](#). California schools are mandated by law to check all immunization records before admitting a student.

Medical exemptions are accepted only if they meet the requirements stated by California health and human services agency. Click [here](#) for more information. Exemptions must be approved by a qualified physician that is not on [this](#) list.

Volunteering

While there is no requirement for volunteering at the school, we never turn down help. There is never a shortage of work to do at Golestan, from gardening to assembling furniture, to organizing the supplies room... we are always deeply grateful for any and all help.

If you have time or a specific skill that you'd like to lend, please reach out to the Admin team and we will gladly coordinate.

Room Parents: At the beginning of each school year, we ask for parents/guardians to volunteer as their class's Room Parent. Responsibilities include organizing field trips and birthday gifts for their teachers, and any other support the class may need.

Golestan Community Association (GCA)

The Golestan Community Association is a group of parent/guardian volunteers that opt-in to this dedicated group to support the school, much like a PTA.

Mission

The Mission of the GCA is to bring Golestan's extended family and circle of friends together to support the activities of the school and collaborate with our local/greater community.

Goals

The goals of the GCA are to:

- create individual committees to coordinate and facilitate the following activities: fundraisers, arts and cultural events, seminars and educational events, holiday events, and work parties,
- build bridges with our local community, and
- provide service to the greater community. This usually involves our children so that they may grow up with a sense of altruism, civic engagement, and social responsibility.

If you are interested in joining the GCA, please email the Admin team.

Teachers/Staff Gift Fund

To show our appreciation for our teachers and staff we give several gifts to each individual over the course of the year (birthday, end of the year, etc). Families are encouraged, but not expected, to contribute to the gift fund an amount that is comfortable for them for the year. These funds are pooled and managed by the GCA, and are distributed to room parents to purchase gifts for their assigned staff member. Donations generally range from \$100-200, but no one is expected to give beyond their means.

Communication

You may reach out to our Admin team at any time, for any reason, by emailing Admin@GolestanKids.com or calling the office at (510)704-8541.

To ensure you are up to date with all things related to your child(ren) and the school, please be sure to have an updated phone number and email address on file with us, and please check your messages regularly.

Thank you for entrusting us with your children. Together, we will raise a generation of altruistic, thoughtful, hard working, generous, responsible, curious, and kind individuals that embody compassion and integrity.

APPENDIX

Please also visit our [website](#) for the most up-to-date versions of the calendar!

Golestan School Calendar 2025-2026

First Day (All)

Last Day Elementary

Last Day Preschool

Summer Camp & Preschool in session

Summer Camp & Preschool in session, Elementary Team PD

Summer Camp only in session, All staff workdays

School Closure

All Staff PD or Work Day (no students)

Elementary Team PD/Workday (no students)

All School Conferences*, no classes

Elementary Conferences (no class)*, Preschool closure

Elementary Conferences (no class)*, Preschool in session

Preschool Conferences (no class), Elementary in session

*4th & 5th grade conferences will be in person with student participation

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13-15 Elementary Work Days

14: Last Day of Preschool & Summer Camp

15: All Staff Work Day

16-20: All Staff Work Days/Preschool & Facilities off

25 & 26: All Staff Work Days

27: First day of 25/26 school year

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1: Closed: Labor Day

13: Closed: Indigenous Peoples' Day & PD day

31: Guardian/Teacher Conferences

- no classes*

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13: Closed: Indigenous Peoples' Day & PD day

31: Guardian/Teacher Conferences

- no classes*

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3: Guardian/Teacher Conferences - no classes*

11: Closed: Veterans Day Observed

24-28: Closed: Thanksgiving Break

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22-31: Closed: Winter Break

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2: Closed: Winter Break

5: Closed: Staff Work Day

12: Closed: Martin Luther King Jr Day

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22: Closed: Staff Workday

25: Closed: Memorial Day

January 2026

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

21 22 23 24 25 26 27

28 29 30

5: Last Day of Elementary - Team dismissal

4 & 5: Preschool Conferences, no class

8-11: School Closure: Elementary workdays

12: School Closure

19-21: Elementary workdays

21-22: Last day of Summer Camp

31 & 9/1: All staff Work Days

9/2: First day of new school year

February 2026

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

21 22 23 24 25 26 27

28 29 30 31

16-20: Closed: Presidents Day

20 & 23: Elementary Conferences (no class)*

Preschool closed 3/20, in session on 3/23

3: Closed: Independence Day

19-21: Last Day of Preschool

21-22: Elementary workdays

21-22: Last day of Summer Camp

31 & 9/1: All staff Work Days

9/2: First day of new school year

March 2026

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

19-21: Last Day of Preschool

21-22: Elementary workdays

21-22: Last day of Summer Camp

31 & 9/1: All staff Work Days

9/2: First day of new school year

July 2026

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

19 20 21 22 23 24 25

26 27 28 29 30 31

19: Last Day of Preschool

21-22: Elementary workdays

21-22: Last day of Summer Camp

31 & 9/1: All staff Work Days

9/2: First day of new school year

August 2026

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 1 2

19: Last Day of Preschool

21-22: Elementary workdays

21-22: Last day of Summer Camp

31 & 9/1: All staff Work Days

9/2: First day of new school year

FOR PRESCHOOL FAMILIES:

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children cannot by law be given an exemption that would allow them to own, live in or work in a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://ccld.ca.gov/contact.htm>.



NOTIFICATION OF PARENTS' RIGHTS

THIS NOTICE MUST BE POSTED IN A PROMINENT, PUBLICLY
ACCESSIBLE AREA OF THE CHILD CARE CENTER

AS A PARENT/AUTHORIZED REPRESENTATIVE, YOU HAVE A RIGHT

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive from the licensee the Caregiver Background Check Process form.

<http://www.ccl.d.ca.gov>

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

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

Licensing Office Name: _____

Licensing Office Address: _____



Licensing Office Telephone Number: _____

PUB 030 (12/02)

STATE OF CALIFORNIA • HEALTH AND HUMAN SERVICES AGENCY • DEPARTMENT OF SOCIAL SERVICES