



Family Handbook

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

At Golestan, we use a hands-on approach to help our young learners explore, grow, and learn in ways that are both meaningful and exciting. By encouraging curiosity and active participation, we create a learning environment where each child can develop a love for learning. Our goal is to offer an intentional and engaging experience that supports every child's growth, while making sure they feel challenged every day.

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.

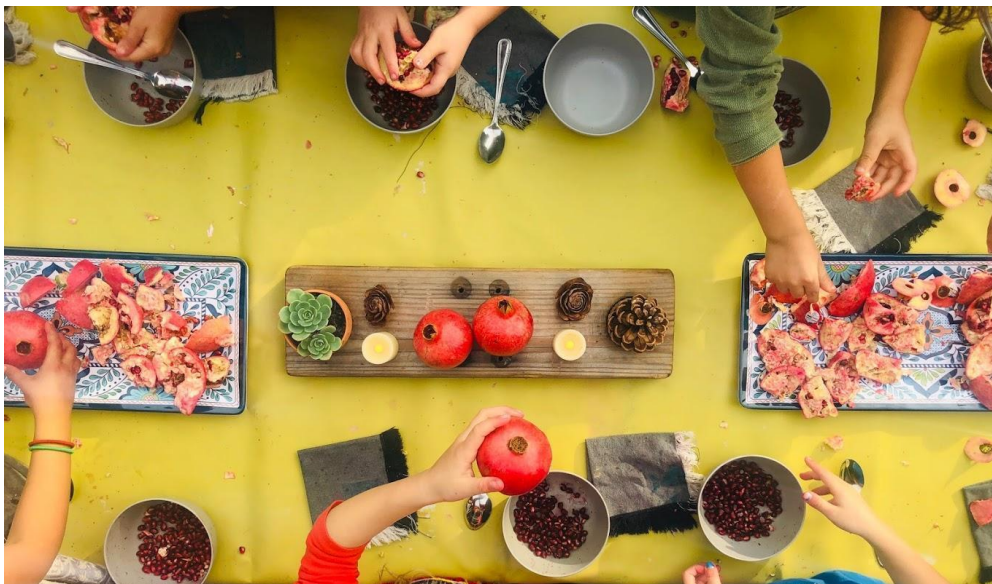


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Expectations

At Golestan, we view families as essential partners in the shared responsibility of raising and educating children. Our approach is rooted in clear values, intentional practices, and a strong sense of community. This section outlines what we expect from families in order to maintain a supportive, aligned, and respectful environment for all children and staff.

We ask all families to review these expectations carefully and ensure they are in alignment with their own values and goals before committing to Golestan. If key aspects of Golestan’s approach do not resonate, we encourage families to thoughtfully consider whether this is the right learning environment for them.

1. Alignment with Core Values

Golestan should not be chosen solely for its Persian language program, particularly in the preschool years. Language immersion is just one part of a much broader, holistic educational approach. Families should be aligned with the school’s values, including respect for children’s autonomy, emotional intelligence, and collaborative learning.

2. Commitment to Partnership

We depend on open communication and mutual respect in our relationships with families. We ask parents and guardians to partner with us by supporting school policies, working collaboratively with educators, and approaching concerns with curiosity and trust.

3. Structure and Freedom

Our programs are designed to balance structure with freedom. Children are offered the space to explore, take initiative, and work independently within a thoughtfully designed daily rhythm. This fosters both self-direction and a strong sense of community.

4. Outdoor and Experiential Learning

Children spend much of their time engaged in hands-on, nature-based learning. It is common for them to go home with mud-streaked clothing, dirt under their fingernails, or paint on their sleeves—evidence of joyful, engaged exploration. We ask families to embrace this aspect of the program and dress children accordingly.

5. Language at Home

To support our immersion model, we strongly encourage families who speak a heritage language to use it consistently at home. Children learn best when there is continuity between their home and school environments.

6. Media Use

While Golestan does not have a formal media policy, we strongly encourage families to limit or eliminate screen exposure for young children. We have found that reduced media consumption at home directly supports children’s attention, imagination, emotional regulation, and overall readiness for learning.

7. Raising Courageous, Kind Humans

Our goal is to help children grow into resilient, curious, and compassionate individuals who are able to navigate challenges with integrity and care. This includes supporting children in building strong relationships, practicing empathy, and taking healthy risks.

8. Sleep and Nutrition

Children's physical and emotional well-being is deeply affected by their sleep and nutrition. We ask families to ensure:

- **Preschoolers & Kindergarteners:** 11–13 hours of sleep per night
- **Elementary-aged Children:** 9–11 hours of sleep per night

A well-rested, well-nourished child is better able to learn, play, and participate fully in our school community.

General Information

Preschool/Pre-K (Ages 2–5)

Our preschool program runs year-round, beginning the **Wednesday before Labor Day** each year.

- **Standard schedule:** Monday–Friday, 9:00 am–3:00 pm
- **Part-time schedules:** Not offered
- **Extended hours:** Available at additional cost, subject to availability
 - **Early drop-off:** Begins at 8:00 am
 - **Aftercare ("Rangin Kamaan"):** Until 5:30 pm

Rangin Kamaan (Preschool Aftercare)

Preschool families who need a late pick-up option can enroll in the **Rangin Kamaan (Rainbow)** class.

- Mixed-age preschool class held **3:00–5:30 pm**, Monday–Friday
- Enrollment available for **1–5 days per week**, space permitting
- Registration may occur at the start of the year or later if space is available
- See below for schedule changes policy

Drop-In Option

Drop-in sessions for Rangin Kamaan are available **by request** and **subject to space**.

- **Fee:** \$70 per day
- **How to request:** Email admin@golestankids.com
Please provide **24–48 hours notice**; requests submitted earlier have a higher chance of being accommodated

Elementary School (Ages 5–11)

Our elementary program runs from **early September through mid-June**.

- **Standard schedule:**
 - Monday–Thursday: 9:00 am–3:00 pm

- Friday (early release): 9:00 am–1:20 pm
- **Extended hours:** Available at additional cost, subject to availability
 - **Early drop-off:** Begins at 8:00 am
 - **After School Program:** Until 5:30 pm

After School Program (Elementary)

Golestan offers a **bilingual Persian-language enrichment** program for elementary students, with a thoughtful and comprehensive inquiry based curriculum. The program is open to students from other schools.

- Runs **Monday–Friday, 3:00–5:30 pm**
- Enrollment available for **1–5 days per week**
- Features:
 - Low student-teacher ratio
 - Homemade, nourishing snack
 - Project-based, process-driven instruction
 - Emphasis on creativity, collaboration, and reuse of materials
 - Monthly themes focused on environmental stewardship, culture and traditions, identity and diversity
 - Persian literacy program offered for new and native speakers
 - Activities include: carpentry, ceramics, cooking, gardening, knitting, music, painting, performing arts, STEAM, storytelling, yoga and more

After School Program Late Pick-Up Policy: A **\$30 late fee** will be charged for each instance of **pickup more than 10 minutes late**, starting with the **fourth occurrence** in a school year.

Schedule Changes (Extended Hours)

To make changes to your extended hours schedule:

- **Email the Admin Team** by the **20th of the month**
- If reducing or canceling, you are committed to your current schedule through the **end of that month**

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

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.

- If you anticipate a late pick-up (after 3:00 PM), please contact the Admin Team as soon as possible. **If a child is not picked up within 15 minutes of dismissal they may be placed in the After School Program (if space allows) and families will be charged the daily drop-in rate.**

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.

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.

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 5 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.*

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 space 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.

Smart Watch and Cell Phone Policy

To support a focused and distraction-free learning environment, we ask that students **do not bring smart watches or cell phones to school**. If a smart watch or cell phone is needed for **after-school safety or communication**, it must be checked **in at the office** upon arrival and picked up after school.

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 may send the child home for the day.

Conferences & Progress Reports

Conferences for parents/guardians with teachers 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). Preschool progress reports are reviewed at the conferences and sent shortly after, mid autumn and early June. Elementary families have conferences in mid autumn and in mid March. 4th & 5th grade conferences are student led and therefore always in person. Elementary students have twice-a-year progress reports that are sent over winter break and at the end of the school year.

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. Organic whole milk is served with all meals. All food served at Golestan is unprocessed and organic, whenever possible. 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 baked at the school. No juice or refined sugars are served at the school, with the exception of cooking classes for our elementary 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.

Fieldwork Trips

Our students partake in regular fieldwork 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 trip, the trip may be canceled. An emergency first aid kit, snacks, a list of families' contact information, and emergency contact numbers will be taken on all fieldwork. More specific information for each fieldwork trip will be shared by the teachers and the Admin team. Please see our [Golestan Fieldwork Chaperone Expectations](#) if interested in chaperoning.

For elementary school fieldwork trips, families need to pack their child a nut-free, candy-free lunch to bring with them on the trip if the class will be off campus during lunch time. Please also send their water bottles and appropriate clothing and footwear, as most fieldwork trips require quite a bit of walking.

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 office promptly about any food allergies or communicable diseases. The staff respects your privacy and will keep this information confidential, unless otherwise noted by you.

WHEN TO KEEP YOUR CHILD HOME

Based on CDC guidelines, your child should stay home if they have:

- **Fever:** Temperature of 100.4°F (38°C) or higher. Child should remain home until fever-free for 24 hours without fever-reducing medication
- **Vomiting or diarrhea:** Keep home until symptoms have resolved for at least 24 hours, and your child can eat and drink normally
- **Chickenpox (Varicella):** Keep child home until all lesions have crusted (usually 4-7 days) and **fever-free for 24 hours** (usually 4–7 days)
- **Conjunctivitis (Pink Eye):** If bacterial, child can return 24 hours after starting antibiotic treatment. If viral, consult healthcare provider for return guidance
- **Strep throat:** Child may return 24 hours after starting antibiotics if they have no fever
- **Hand, foot, and mouth disease:** Keep child home while they have fever; until the blisters have dried up and are no longer actively spreading fluid; and until feeling well enough to participate in activities
- **Respiratory symptoms:** Significant coughing, difficulty breathing, **increased secretions** (phlegm, runny nose) or other symptoms that would interfere with learning or require additional care.

Early cold symptoms (runny nose, sore throat, fatigue, sneezing) are the most contagious—please keep your child home at the **earliest signs** of illness to help reduce spread to other children and teachers. **Please do not wait until the illness / cold is full blown to keep them home.**

Head Lice:

- **Strict No Nit Policy:** Child must be completely free of lice AND nits before returning
- Please notify the school office immediately upon discovering lice/nits so preventative measures can be taken

Pinworms:

- Treatment should begin as soon as diagnosed
- Child may return after treatment has started
- Good hand hygiene is essential to prevent transmission

If your child is unable to participate in regular activities or requires more individual attention than staff can provide, please keep them home until they recover.

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.

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 appreciation for all our teachers and staff (including kitchen, facilities, specials, and admin), the GCA raises funds to purchase a birthday gift to each staff member. Families are encouraged—but not expected—to contribute to the annual birthday gift fund in an amount that feels meaningful to them. Contributions are pooled and managed by the GCA and used solely for birthday gifts. Donations typically range from \$100–\$200, but no one is expected to give beyond their means. Other gifts on behalf of parents—such as holiday or end-of-year gifts—are not funded by the GCA. Room parents may reach out separately if they choose to coordinate those, or families may choose to give individually if they prefer.

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. Enrolled families can text the office at 510-680-2558.

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, courageous, responsible, curious, and kind individuals that embody compassion and integrity.

Golestan School Events & Closures 2025-2026

NOTE: EVERY FRIDAY IS EARLY RELEASE for Elementary @ 1:20pm

Elementary Crew takes place the first Friday morning of most months at 9:00 am (Families invited)

Tue, Aug 26th	Meet & Greet Your Teachers 3:00 - 4:00 pm
Wed, Aug 27th	First Day of 2025/2026 Academic Year
Mon, Sept 1st	ALL School Closure: Labor Day
Fri, Sept 5th - Sat, Sept 6th	Kindergarten/1st Grade Family Camping Trip at Tilden Regional Park
Thu, Sept 11th	Elementary Back to School Night, in person (adults only)
Sun, Sept 14th	Visit our booth at Solano Stroll
Fri, Sept 19th - Sat, Sept 20th	2nd/3rd Grades Family Camping Trip at Tilden Regional Park
Thu, Oct 2nd	Preschool New Family Orientation Evening, in person (adults only)
Fri, Oct 3rd - Sat Oct 4th	4th/5th Grades Family Camping Trip at Tilden Regional Park
Sat, Oct 4th - Sun, Oct 5th	Preschool Family Camping Trip at Tilden Regional Park
Mon, Oct 13th	ALL School Closure: Indigenous People's Day/Staff Work Day
Thu, Oct 16th	Picture Day
Sun, Oct 19th	Campus Work Party
Fri, Oct 31st & Mon, Nov 3rd	ALL School Closure: Preschool & Elementary Conferences
Tues, Nov 11th	ALL School Closure: Veteran's Day
Thu, Nov 13th	Elementary Celebration of Learning at 6pm
Mon, Nov 17th - Fri 21st	4th/5th Grade Class at NatureBridge (sleepaway camp)
Mon, Nov 24th - Fri, Nov 28th	ALL School Closure: Thanksgiving
Sat, Dec 6th	Open House for Prospective Elementary Families 10:00 am - 11:30 am
Fri, Dec 19th	Winter Solstice Evening Celebration
Mon, Dec 22nd - Mon, Jan. 5th	ALL School Closure: Winter Break
Mon, Jan 5th	ALL School Closure: Staff Development Day
Sat, Jan 10th	Wander and Wonder Event for Prospective Families (Current Families Welcome!) 10:00 am - 11:30 am
Mon, Jan 19th	ALL School Closure: Martin Luther King, Jr Day
Mon, Feb 16th - Fri, Feb 20th	ALL School Closure: President's Week
Wed, Mar 11th	Bahar: Springtime Musical Celebration 2nd-5th grade 9:15 - 9:45 am
Thu, Mar 12th	Bahar: Springtime Musical Celebration, Kindergarten/1st grade 2:45 - 3:15 pm
Tue, Mar 17th	Charshanbeh Suri + Elders' Day! 2:30 - 3:30 pm
Fri, Mar 20th	ALL School Closure: Elementary Conferences - Preschool Closed for Norooz
Mon, Mar 23rd	Elementary ONLY School Closure: Elementary Conferences (Preschool IN SESSION)
Mon, Apr 6- Fri, Apr 10	ALL School Closure: Spring Break
Sat, Apr 18th	Campus Work Party
Sat, Apr 25th	Annual Golestan Evening Fundraiser (adults only)
Thu, May 14th	Elementary School Celebration of Learning 6:00 pm
Thu, May 21st	Elementary School Spring Event to Welcome New Families (Current Families Welcome!) 3:30 - 4:30 pm
Fri, May 22nd	ALL School Closure: Staff Development
Mon, May 25th	ALL School Closure: Memorial Day
Wed, Jun 3rd	Volunteer Appreciation Evening Party (adults only)
Thu, Jun 4th	Preschool ONLY Closure: Guardian/Teacher Conferences
Fri, Jun 5th	Preschool ONLY Closure: Guardian/Teacher Conferences
Fri, Jun 5th	Last Day of Elementary School, Early Release for Flying Forward 11:00 am. No After School.
Mon, Jun 8th - Fri, Jun 12th	ALL School Closure: Summer Break (Elementary Work Days 8th-11th)
<i>Mon, Jun 15th- Fri, Jun 26th</i>	<i>Summer Camp Sessions 1 & 2</i>
<i>Mon, Jun 29th - July 2nd</i>	<i>Summer Camp Session 3</i>
Friday, July 3rd	ALL School Closure: Independence Day (observed)
<i>Mon, Jul 6th - Fri, Jul 31st</i>	<i>Summer Camp Sessions 4, 5, 6 & 7</i>
<i>Mon, Aug 3rd - Fri, Aug 21st</i>	<i>Summer Camp Sessions 8, 9 & 10</i>
Wed, Aug 19th	Last Day of Preschool, End of Year Celebration 3:00 pm. No Rangin Kamaan.

Updated as of 7/3/25

FOR PRESCHOOL FAMILIES:

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

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://cald.ca.gov/contact.htm>.



Community Care Licensing

CHILD CARE CENTER



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.cclcd.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: _____

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