



JEFFERSON
Elementary School District

2025-2026 School Year
Parent / Guardians Handbook
J.E.S.D. Preschool

631 Hanover Street
Daly City, CA 94014

(650-)991-1258

Hours of Operation: 8:30am - 3:00 pm
Days of Operation: Monday - Friday (Except Holidays)

Dear Parent(s)/Guardian(s):

Welcome to the Jefferson Elementary School District (JESD) California State Preschool Program (CSPP). We are pleased to have your child with us and look forward to creating a welcoming, engaging, and safe school environment for all of our families and children.

About Our Program

Our program serves child(ren) based on principles of child growth and development and the belief that children learn through play. Development of language and preparation for kindergarten is the primary aim of the program.

About Us

We comply with the Title V (5) and Title 22 regulations and adhere to Community Care Licensing regulations to ensure the safety of your child.

The privacy act assures parents that family record information is kept confidential. Children who are eligible for services are served without regard to race, color, national origin, religion, sex, ethnic background or physical handicap.

Open Door Policy

Our open door policy ensures accessibility. Open communication and access to information. Families and staff are encouraged to speak directly to the director with any questions, concerns, or ideas!

Mission Statement

The Jefferson Elementary School District Preschool will provide a quality program which serves and educates both children and parents without regard to religion, sex, ethnic background or physical handicap.

Our Mission is to provide inclusive classrooms and learning environments for both our students and their families.

Staff

Program Director

Lisa Zimiga650-991-1258

Administrative Assistant

Geneva San Miguel.....650-991-1258

Office Assistant

Monica Martinez.....650-991-1258

Community Involvement

J.E.S.D. Preschool actively engages with our local community, and encourages community involvement by:

- Soliciting support from the local community, including the solicitation of donated goods and items.
- Providing information to the local community regarding our services for children and families.

Health and Safety:

Physical and Immunization requirements

All children enrolling in the preschool program must have an up to date physical exam and must meet the California immunization requirements which can be found in our enrollment packet.

The California Health and Immunization requirements for our preschool program is to get and maintain updated documents such as Physician' Reports and immunization records. Each family will be notified when a child's physical exam is expiring and if they need updated immunization records.

Behavior Standards for Children

The health, safety and social-emotional well-being of children are our program's top priority. We view social-emotional development as a skill that children must develop throughout the child's early years. We strive to help children learn and play, problem solve, and learn conflict resolution strategies. All children and adults are expected to be kind (help others, share, take turns), respectful (clean up, listen when others talk, follow class schedule) and safe (keep our hands/feet to ourselves, walk inside).

Positive behavior support at J.E.S.D. Preschool is developed through encouragement of positive behavior through a planned environment that provides a variety of activities. Staff utilizes daily activity time and interaction to teach social-emotional skills, conflict resolution and problem-solving skills. Classroom staff review classroom expectations with children, encourage appropriate behaviors, model conflict resolution skills and stay alert to situations throughout the day.

When persistently challenging or unsafe behavior occurs, it is dealt with immediately through various strategies such as individual guidance between teacher and child, an invitation to work with a staff member in order for child to receive individualized attention or redirection to alternative activities if necessary.

In all cases when a child displays persistent, serious, challenging behavior, program staff will request a meeting with the child's parent(s) to discuss the behavior. The center staff and parent(s) will collaborate on the development of strategies to resolve the behavior.

If behavior does not improve during the above process, other resources and options may be explored: 1. Program staff and parent(s) will explore community services/referrals as necessary. 2. Explore changing the current service agreement (e.g. decrease child's school schedule, changing classroom if available. 3. When the program has exhausted all possible resources and a child persistently exhibits safety threats to themselves or other enrolled children, disenrollment may be recommended.

Program Self-Evaluation

J.E.S.D. Preschool conducts an annual self-evaluation of the program to ensure that we are effectively meeting the needs of children and families, and to promote continuous quality improvement.

Program General Policies required in handbook

- Field trip and diapers
- Confidentiality of records
- Grievance/complaint procedure remain at the program level
- How to file a complaint for violations of Federal or State laws governing education programs, including allegations of unlawful discrimination, harassment policies-inclusive of, but not limited to a person whose behavior presents a risk to child or staff
 - Be specific-for example:using profane language, making threats, destroying property, etc...
- Sexual Harassment
- Weapons policy
- Drug policy

Termination of Child Care Services

Your Childcare services may be terminated at J.E.S.D. Preschool for the following reasons:

- Failure to maintain eligibility and/or need
- Failure to document eligibility and/or need
- Absence of more than 3 days without notifying the office (abandonment of position)
- Verbal or physically aggressive behavior by parents or children towards staff or other
- Failure to pay monthly Family Fee or Monthly Tuition

Program policies

Daily Sign In/Out Policies (5 CCR Section 18065)

Daily sign in/out process is required by Community Care Licensing and is the source of documentation used to claim reimbursement from California Department of Education:

- On each day of attendance, the parent or other authorized adult must enter the actual time of arrival and departure on the sign-in/out sheet along with your full legal signature at each point.
- For any absence on a day of enrollment you must provide the reason for the absence and your full signature.

Absence Policies

We highly encourage consistent attendance in order for your child to maximize his/her learning. If your child will be absent from school, you MUST contact the Main Preschool Office, 650-991-1258, to report your child's absence each day no later than 9am each day. Absences are either "excused" or "unexcused"

Families must submit a Doctor's note with the reason for your child's absence if they exceed 3 or more consecutive days. In addition to calling in your child's absence daily to the Preschool Main Office.

Abandonment of Care

Families are required to communicate with the program about all absences. Consistent communication allows the program to keep track of your child's well-being as well as reason for the absence.

When the program has not heard from you, the parent, for seven consecutive calendar days of the reason the family is not using the services, the program staff will use a variety of communication methods to reach out to you.

When all communication methods have failed and there is no communication for thirty (30) consecutive days, the program shall issue a Notice of Action (NOA) to disenroll the family on the basis of Abandonment of Care.

Health and Social Services

Our program offers a health and social service component for all families. If your family has health and/or social service needs, we encourage you to discuss those needs with the program director. J.E.S.D. Preschool will provide you with referrals to appropriate community agencies, based on your specific needs, and will follow up with you to ensure that your families' needs have been met.

Meals

Our program offers meals to each student enrolled in our CSPP program and monthly menus shall be posted in the classroom. Outside food is not permitted in the classroom unless a special meal request form has been completed by a physician and approved by the Director.

Eligibility & Enrollment Process

Applying for subsidized services

Each family interested in applying for subsidized services must fill out a program application package to begin the process. The application can be obtained through J.E.S.D. website or on site at General Pershing Preschool - 631 Hanover Street, Daly City. Once the application is complete, parent/guardian can return the application for processing. An eligibility ranking will be assigned to the family based on income and family size reported on the application. Families will be contacted based on the identified priorities and ranking from California Department of Education, Title V Child Development Division regulations to verify income and family size when a space is available. (Enrollment priorities can be found below)

Family Selection Process: (EC Section 8263)

At the time when a family submits an eligibility wait list form, priority will be identified and/or a ranking number will be issued based on the parent/guardian's initial reporting of their family size and gross income. Based on the initial reporting of family size and income, the program staff will refer to the California Department of Education income eligibility ceiling chart to issue a ranking number. Families will be enrolled based on priority and/or the lowest ranking first until all spaces are filled. When 2 or more families have the same ranking number, program staff will contact the family with the lowest income within the ranking number first.

Our program maintains an eligibility wait list when spaces are filled. Families will be contacted based on the running number issued at the time the wait list form was submitted. If income and/or family size changed after the wait list form submission, please contact the office to update your information. Based on the change(s) reported, the program staff will update the ranking number as needed. Families will be contacted as soon as spaces become available.

Eligibility Criteria

The parent is responsible for providing documentation for the family's total countable income and the contractor is required to verify the information. The parent(s) shall document total countable income for all individuals counted in the family size. The contractor shall calculate income based on the income information reflecting the family's current and on-going income.

Eligibility is based on documentation and verification of at least ONE of the following:

1. Family has a child who is in Child Protective Services OR is at risk of abuse, neglect, and/or exploitation.
2. Family is a current cash aid recipient
3. Family is Income eligible
4. Family is homeless-when the basis of eligibility stated on the application for services is homelessness, the family date file shall include documentation of homelessness. The documentation of homelessness shall include, a written referral from an emergency shelter or other legal, medical or social services agency, or a written parental declaration that the family is homeless and a statement describing the family's current living situation.

Upon establishing initial eligibility or ongoing eligibility for services, **a family shall be considered to meet all eligibility and need requirements for those services for no less than 24 months**, before having their eligibility or need recertified, and shall not be required to report changes to income and other changes for at least 24 months. Ed. Code (EC), Section 8261 (h) (1) - adapted for Pilot 24-month eligibility.

The exception to the 24-month certification is when a parent's Need criteria is **"Seeking Employment"**. Seeking employment **will be certified for no less than 12-months**. A recertification will occur to determine the family's eligibility for continual services.

When a family voluntarily requests a reduction to their family fee (if applicable) by reporting a change such as a family income, days and hours of are needed, or family size, the contractor must reassess the family fee. The parent must provide documentation to support the reported change. The family fee reduction takes effect on the first of the month following the receipt and approval of the required supporting documentation. This documentation may not be used to make any other changes to the family's service agreement (MB 17-11).

Families in Half-Day preschool programs are certified for 24-months. Half-Day preschool programs do not assess a family fee.

The California State Preschool Program follows guidelines for admission that are mandated by the Department of Education, Early Education and Support Division.

Child Eligibility

“Eligible three-year olds” who, regardless of their chronological age, will have their third birthday on or between September 2nd - December 2nd, of the fiscal year may receive services.

Family Size

The size of the family or composition of the family size, is initially determined by the numbers of adults and children that the applicant parent presents to the agency or who is identified on the application.

“Family” means the parents and the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

“Parent” means a biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, domestic partner of the parent as defined in Family Code section 297 or any other adult living with a child who has responsibility for the care and welfare of the child. 5 CCR Section 18078 (f) (m)

Supporting documentation for the number of children shall be at least ONE of the following:

- Birth Certificate
- Child custody court order
- Adoption documents
- Foster care replacement records
- School or medical records
- County welfare department records
- Other reliable documentation indicating the relation of the child to the parent

Self-Certification, Absent Parent or Single Parent Status

If only one parent has signed an application for enrollment in child care services, and the birth record information for the child(ren) counted in the family size indicates that there is a second parent who has not signed the application, the parent who has signed the application shall self-certify single parent status under penalty of perjury (Section I & V,, Confidential Application for Child Development Services and Certification of Eligibility). The parent who has signed the application shall not be required to submit additional information documenting the presence or absence of the second parent.

What is Countable Income? (5 CCR Section 18078)

Total countable income means all income of the individuals counted in the family size.

For Example:

- Gross wages or salaries
- Commissions
- Overtime
- Tips/bonuses
- Gambling/lottery winnings
- Public cash assistance
- Child support payment received
- Portion of student grants or scholarships not identified for education purposes as tuition, books or supplies

Income documentation is for the month preceding certification. Current documentation will be requested.

If the basis for eligibility is employment income, documentation shall include but not limited to.

- Release authorization and payroll check Stub OR
- Release authorization and letter from employer OR
- Other record of wages issued by your employer

A release authorization allows the contract's designed staff to contact the employer(s). The release authorization includes : **Employer's name, address, telephone number and usual business hours.**

Self-Employment Income

If the basis of eligibility is self-employment, you shall provide a combination of documentation necessary to establish current income for at least the month preceding certification or recertification. The documentation shall consist of as many of the following types of documentation as necessary to determine income:

- Letter from source of income
- Copy of most recently signed and completed tax return with a statement of current estimated income for tax purposes OR
- Other business records, such as ledgers, receipts or business logs.

If documentation of income is not possible, you may provide a self-certification of income.

"Self-certification of income" means a declaration (written statement) that is signed under "Penalty of Perjury" identifying:

- Employer, date, of hire, rate and frequency of pay, total amount of income received for the preceding month(s), type of work performed, and hours and days of employment:OR
- The amount and frequency of sources of income for which no documentation is possible

Family Fee

Families receiving full day child care will be assessed whether a family fee applies based on the income and family size. The family fee is a flat monthly full-time or part-time fee based on the hours of care certified for the month. Families with a certified need of less than 130 hours per month will be assessed a part-time fee while families with a certified need of 130 or more hours per month will be assessed a full-time fee. The agency can charge a part-time fee or the cost of care fee (calculated by multiplying the days of enrollment by the rate), whichever is less, depending on the number of hours of certified enrollment for the month. The Standard Reimbursement Rate may be used to determine actual cost of service for center-based programs. The assessment of family fee is based on a family fee schedule issued by the California Department of Education.

The family fee is paid prior to service each month. No adjustment is made for excused or unexcused absence. The family fee is assessed based on the family's child enrolled for the longest period of child care. Family fee shall be considered delinquent after seven (7) calendar days from the date the fees were due. A Notice of Action shall be issued for delinquent family fee.

Child care services shall be terminated two (2) weeks from the date of the Notice unless all delinquent fees are paid before the end of two (2)-weeks period for NOA applies. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for child care and development services until all delinquent fees are paid. The program shall accept a reasonable plan from the parent(s) for payment of delinquent fees. Child care service shall continue to be provided to the child, provided the parent(s) pays current fees when due and complies with the provisions of the repayment plan.

The fee for the initial certification is due at enrollment. For new family fees due as the result of recertification and updates to the family file, a NOA must be issued to the family showing the new fee to be imposed and contain an effective date either 14 or 19 calendar days after services of the NOA, depending upon whether the NOA was personally served or mailed to the family. The fee is due on the first of the month following the effective date of the NOA.

When the initial enrollment is not on the first day of the month, the contractor can assess a fee based on the certified hours for the partial month and another fee for each subsequent month based on certified hours as documented in the application for services. For example: a family works 40 hours per week or full-time; and their initial enrollment date is May 20. For the month of May, the family will utilize less than 130 hours. In this example, the family will be assessed a prime-fee for May and a full-time fee for each subsequent month of services. If a new family fee is assessed, the fee will become effective on the first day of the month following the issue date of the NOA.

Credits for Fee Paid to Other Providers

This section shall apply to child care and development services provided by someone other than the contractor.

- (a) When a contractor cannot meet all of the a family's needs for child care for which eligibility and need as specified in Education Code Section 8263(a)(1) and (a)(2) have been established, the contractor shall grant a fee credit equal to the amount paid to the other provider(s) of these child care and development services.
- (b) The contractor shall apply the fee credit to the family's subsequent fee billing period. The family shall not be allowed to carry over the fee credit beyond the family's subsequent fee billing period.
- (c) The contractor shall obtain copies of receipts or canceled checks for the other child care and development services from the parent. The copies of the receipts or canceled checks shall be maintained in the contractor's fee assessment record.

When Families Voluntarily Request a Reduction of Family Fee

When a family voluntarily requests a reduction to their family fee by reporting a change such as family income, days and hours of care needed, or family size, the contractor must reassess the family fee by requesting for documentation to support the reported change. The family fee reduction takes effect on the first of the month following the receipt and approval of the required supporting documentation. **This Documentation may not be used to make any other changes to the family's service agreement.**

A Notice of Action (NOA) must be issued immediately upon receipt and approval of the required supporting documentation so that the new family fee will become effective on the first day of the month that follows the issue date of the NOA. For example, if a NOA is issued on July 28, 2017, the effective date of the reduced fee would be August 1, 2017.

NOTE: Unlike other changes to the service agreement, the fee reduction should be implemented immediately and prior to the parent's opportunity to appeal so as to give families the immediate benefit of the reduction in fees.

Families must still be given 14 days from the issue date of the NOA, if the NOA is hand delivered to the parent, or 19 calendar days from the issue date if the NOA is mailed, to file an appeal. The reassessed fee must be collected monthly in accordance with 5 CCR, Section 18114.

Notice to parents regarding changes in state law, July 2, 2017, for initial certification continuing certification, and phase recertification. (San Mateo Pilot Child Care Program)

When a family is initially certified or recertified on the basis of income eligibility: The family shall, within thirty (30) calendar days, report changes to ongoing income that causes their adjusted monthly income, adjusted for family size, to exceed ongoing income eligibility. Once determined and certified as income eligible for services, families remain income eligible until their adjusted monthly income exceeds 115 percent of the most recent SMI, adjusted for family size. The schedule of income ceilings to establish ongoing income eligibility are included in MB-17-09 Recertification.

Program must notify parents, at the time of initial certification, and at recertification, the dollar amount that equals 115 percent of the SMI, based on their family size. Parents are required to report when their family income exceeds the 115%-dollar amount for their family size.

When family income exceeds the identified 115 percent of SMI for the family size, the program must dis-enroll the family and issue a Notice of Action NOA citing the family has exceeded the 115 percent of the SMI adjusted for family size. Specifically, the program must inform the parent in writing of the maximum adjusted monthly income the family could earn, based on the family size most recently certified, before the family is no longer income eligible for services. To do this, the program must provide the family with a copy of the most recent Schedule of Income Ceilings (115 percent SMI) for Recertification.

The following Schedule of Income Ceilings must be used for determining income eligibility for families initially certified or recertified on or after July 1, 2025. The schedule must also be used for determining maximum monthly income for 15 percent above the income eligibility threshold.

State Fiscal Year 2025–26 Schedule of Income Ceilings

<u>Family Size</u>	<u>Family Yearly Income Ceiling (100 percent of State Median Income [SMI])</u>	<u>Family Monthly Income Ceiling (100 percent of SMI)</u>	<u>Maximum Monthly Income for 15 percent above Income Eligibility Threshold</u>
<u>1-2</u>	<u>\$96,854</u>	<u>\$8,071</u>	<u>\$9,282</u>
<u>3</u>	<u>\$109,904</u>	<u>\$9,159</u>	<u>\$10,532</u>
<u>4</u>	<u>\$127,338</u>	<u>\$10,612</u>	<u>\$12,203</u>
<u>5</u>	<u>\$147,712</u>	<u>\$12,309</u>	<u>\$14,156</u>
<u>6</u>	<u>\$168,086</u>	<u>\$14,007</u>	<u>\$16,108</u>
<u>7</u>	<u>\$171,906</u>	<u>\$14,326</u>	<u>\$16,474</u>
<u>8</u>	<u>\$175,726</u>	<u>\$14,644</u>	<u>\$16,840</u>
<u>9</u>	<u>\$179,547</u>	<u>\$14,962</u>	<u>\$17,207</u>
<u>10</u>	<u>\$183,367</u>	<u>\$15,281</u>	<u>\$17,573</u>
<u>11</u>	<u>\$187,187</u>	<u>\$15,599</u>	<u>\$17,939</u>
<u>12+</u>	<u>\$191,007</u>	<u>\$15,917</u>	<u>\$18,305</u>

Exceeds Income Ceiling: Tuition Based Enrollment

If a family believes that their income will exceed the San Mateo County Income Ceiling they have the option of fee based enrollment. The family does not need to provide proof of income documents. Each family's tuition will be before or on the first day of service each month. No adjustments will be made for excused or unexcused absences. Tuition will be considered delinquent after seven (7) calendar days from the date tuition(s) were due resulting in the possibility of disenrollment.

Documentation of Need for Full-Day Preschool

(56 CCR Sections 18086.1 through 18092.5)

Upon establishing initial eligibility or ongoing eligibility for services, a family shall be considered to meet all eligibility and need requirements for those services for no less than 24 months before having their eligibility and need recertified. The family shall not be required to report changes to income or other changes for the 24-months. Ed Code (EC) Section 8261 (h) (1) and San Mateo County Pilot.

Each Adult counted in the family size must have a need for child care services. If it is determined by the enrollment specialist that there is no documented need for subsidized child care, a Notice of Action to deny or terminate services will be issued. The following are the categories of documentable need for child care.

1. **At Risk of Abuse or Neglect** - When the basis of need is AT Risk of Abuse or Neglect, a child who has been identified by a legally qualified professional in a legal, medical, social services agency, or emergency shelter as being at risk of abuse, neglect, or exploitation, and referred for child care and development services. At-risk families may receive a 24-month fee exemption when a legally qualified professional from a legal, medical, social services agency, or emergency shelter specifies in the referral that it is necessary to waive the family fee. For families with a fee exemption, income information will not be required and fees will not be assessed or collected.

If the referral from the legally qualified professional from a legal, medical, social services agency or emergency shelter does not waive the fee, income information must be obtained from the family. Fees must be assessed and collected, as applicable, based on the most recent fee schedule issued by the CDE, CDD. Fee assessment and collection will begin on the first day of enrollment unless the fee is waived.
2. **Child Protective Services (CPS)** - When the basis of need is CPS, a written referral from a legal, medical, social services agency, or emergency shelter is required. The written referral shall include a statement that the child is at risk of abuse or neglect and that the child care services are needed to reduce or eliminate that risk. CPS shall certify that the child is receiving protective services and that child care is a necessary part of the CPS plan. NOTE: A "legally qualified profession" means a person licensed under applicable law and regulation of the State of California to perform legal, medical, health or social services for the general public. CPS families may receive 24-month fee exemption when a legally qualified professional from legal, medical, social service agency, or emergency shelter specified in the referral that it is necessary to waive the family fee.
3. **Employment** - When the basis for need is employment, means of verification may include but is not limited to: Pay Stubs, Records of Wages, Proof of Self-Employment, and/or Tax Returns, as well as completed Employment Verification Form.
4. **Vocational training leading directly to a recognized trade, para-profession, profession or education degree** - When the basis of need is training, child care services may be authorized for six years from initiation of services. Twenty-four (24) semester units, or it's equivalent after the attainment of a Bachelor's Degree. Parents must identify a vocational, occupational, or educational degree objective.
5. **Seeking Employment** - When the basis for need is seeking employment, participant(s) may be approved to seek employment for **not less than 12 months**, working days, and for no more than 32.5 hours per week.
6. **Seeking Permanent Housing for Family Stability** - When the basis of need is seeking permanent housing, participant may be approved to seek permanent housing for no more than 32.5 hours per week for consecutive working days, Monday to Friday
7. **Incapacity** - When the basis of need is incapacity, child care and development services shall be based on the documentation provided by the legally qualified health professional which shall include; a statement that the participant is incapacitated and incapable of providing care and supervision for the child. Child care cannot exceed 50 hours per week

Family's Right to Voluntarily Report Changes

A family may at any time voluntarily request for a reduction to their service level or a re-evaluation of their family fee. Before a contractor may make any actions, a parent shall submit a written request of the request changes which may include, the days and hours per day requested, the effective date of a proposed reduction of service or parent's income

status change. The parent must acknowledge in writing that he/she understands that the parent may retain their current certified child care service level.

Upon receipt of the parent's written request, the contractor shall notify the family in writing of the parent's right to continue to bring their child pursuant to the original certified service level, and collect documentation, issue a Notice of Action for the requested change in service level. No other changes to the services agreement shall be made using the received information. (Title 5, Section 18084.2, The Family's Right to Voluntarily Report Changes.)

Notice of Action (NOA) (5 CCR Sections 18094,18095,18118,18119, &18120)

Parent/Guardian will receive a Notice of Action (NOA) at:

- Initial certification to approved or deny services
- Recertification
- Changes in service
- When your family fee payment is delinquent
- Disenrollment from the program

Parent Appeal information

Notice of Action - Whenever the program makes changes to child care services (for example, by approving or denying services, by changing the approved hours of care, or by terminating services), the agency must notify you by giving you a document called a "Notice of Action" (NOA). The NOA will inform you of the type of action taken, the reasons for the action and the date when the action shall take effect. Parents must file a notice to appeal the action within ten (10) days from the date the NOA is given to the parent, or 14 days if mailed to the parent. Your Notice of Action provides you with specific instructions for appealing an action. Please keep a copy of your NOA. If a parent disagrees with the local hearing appeal decision, the parent may appeal for a state review of the local hearing decision. The Parent Appeal Information Pamphlet (attached) provides information regarding the two levels of appeal described above. Please see your Notice of Action for specific instructions on how to appeal.

Approval for Services

- Families must first meet the program's specific California Department of Education (CDE) approved requirements for eligibility.
- Families are certified for services for twenty-four (24) months at the time of initial enrollment
 - ***Please note: if the Need for service is seeking employment, the family is eligible for no-less than twelve (12) months of the twenty-four (24) months certification***
- A Notice of Action (NOA) will be issued on the status of the enrollment

Fraud Policy

The California Department of Education requires J.E.S.D. preschool to take reasonable action to recover funds due to fraud. Fraud is submission of false or misleading information or documentation in order to obtain subsidized child care services. This includes but is not limited to providing false or misleading information or statements, altering documentation, or failure to report income exceeding 115% SMI, need for services, family size, or family information. If a determination is made that fraudulent activity has occurred, one or more of the following actions will take place:

- The participant's case will be terminated and s/he may no longer be served by J.E.S.D. Preschool
- The case will be referred to the appropriate agency for investigation and possible prosecution.

Acknowledgment

I hereby acknowledge that I have read, understood and received a copy of the Parents/Guardians Handbook for the Jefferson Elementary School District (JESD) Preschool and agree to follow the guidelines accordingly.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Child's Name: _____

Please Print Child's Name

ACKNOWLEDGEMENT OF RECEIPT OF PARENT POLICIES/HANDBOOK-Receipt with original signatures stays in file and parent receives a copy.