

NORTH
ORANGE
COUNTY

ROP

2026-2027
PRESCHOOL
PROGRAM
PARENT
HANDBOOK

NORTH ORANGE COUNTY REGIONAL OCCUPATIONAL PROGRAM

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About Our Program



North Orange County ROP Preschools are state-licensed laboratory preschools held on high school campuses that offer quality early childhood education to preschool students and provide career training in early childhood careers to high school students. North Orange County ROP is fully accredited by the Accrediting Commission for Schools, the Western Association of Schools and Colleges.

A state-certified Career Technical Education Teacher serves as the ROP Instructor/Preschool Director and is assisted by a preschool teacher, as well as high school student trainees. Under the direction of the instructor and preschool teacher, the ROP trainees will observe, assess, and assist your child in their growth and development.

ROP Preschools are laboratory training sites with a two-fold objective:

1. To provide training to high school students for careers in early childhood occupations.
2. To offer quality early childhood education to preschoolers.



Accidents/Emergency Procedures

Even with the most diligent care, accidents may happen. Accidents occurring at the school are reported to the instructor and director, and an Accident Report is completed. (Title 22, Div. 12, Art. 6, Sect. 101226.3) The instructor will complete a NOCROP Student/Employee Accident or Incident Report and submit it to the director. Parents will be informed of minor accidents when they pick up their child, and serious accidents immediately. If you are called, please come and evaluate your child's condition to decide if there is a need for you to take them to the doctor.



We do not apply any medications to minor scrapes or cuts. We will wash the area with water and if necessary, we may apply an adhesive bandage.

In case of a serious medical emergency, any or all of the following steps may be taken:

1. Call 911
2. Contact the parent or guardian
3. Contact any of the persons listed on the emergency information list
4. Contact the child's physician

If we are unable to contact the parent, guardian, or the child's physician in a serious emergency, we may do any of the following:

1. Call another physician
2. Call an ambulance

We conduct fire and earthquake/disaster drills monthly. a critical incident drill is conducted every semester. The critical incident drill is used in the event it is necessary to lockdown the campus. Please make sure your contact numbers are current and up to date. If numbers change during the school year, you must notify the instructor and update the information.

NORTH ORANGE COUNTY ROP PRESCHOOLS

Getting Your Child Ready for School

The first day of school is an important milestone for every child and we are so happy that you have chosen us to be a part of this special event in your child's life. Here are some tips to prepare your child for the big day:

- Talk about Preschool with your child and encourage questions about what your child will be doing at preschool.
- Read books about going to school with your child.
- Calendar Countdown: Circle the date for the 1st day of preschool and have your child cross off each day that passes.
- Pick out a special outfit for the 1st day of school, keeping in mind that kids can get dirty at preschool
- Practice saying the teacher's names with your child.
- Remember to smile on the big day. Your child will look to you for reassurance so it is important that you display a confident attitude even if you feel like crying. Once you walk your child into the classroom and introduce them to the teacher it is important to leave promptly. By not clinging to your child, you will teach them that school is a safe place to be. This will prevent any future problems with goodbyes.

Arrival & Dismissal Policy

Community Care Licensing, a division of the California Department of Social Services, requires all children to be signed in and out each day, upon arrival and departure, with a complete, legible signature. The individual must be 18 years or older, and must be listed on the Identification and Emergency Information Form. (LIC 700)

In accordance with state law, we will not be able to release your child to anyone who does not have a car seat. No infant or child should ever be left unattended in a vehicle. (CA-DSS-CCL, Title 22, Div. 12, Art. 6, Sect. 101225)



NORTH ORANGE COUNTY ROP PRESCHOOLS

Attendance

Consistent attendance maximizes the benefit of the program to the preschool student. A preschool student whose absences average 20% of the monthly schedule may be dismissed from the program.

Chronic tardiness for drop off and pick up will result in dismissal from the program.

Calendar of Important Days

We operate on the same schedule as the high school, and may not have preschool due to, but not limited to the following: assembly schedules, late start days, registration schedules, and student testing. You will be notified in a timely manner of "no preschool" days. ***Each preschool will publish an annual Calendar of Important Days for your reference.***



Child Care Center Licensing Form Requirements

Under Title 22 regulations, the following forms are required and must be completed prior to a child's start date. (Title 22, Div. 12, Art. 6, Sect. 101221)

1. Child's Preadmission Health History - Parent's Report (LIC 702)
2. Consent for Emergency Medical Treatment (LIC 627)
3. Identification and Emergency Information (LIC 700)
4. Immunization Records **Note: Children will not be enrolled unless an immunization record is presented and all immunization are up-to-date.**
5. Notification of Parent's Rights (LIC 995)
6. Personal Rights (LIC 613A)
7. Signed Careers with Children Preschool Enrollment Form

Title 22 requires the form, Child's Preadmission Health Evaluation - Physician's Report (LIC 701) to be completed prior to, *or within 30 calendar days* following the enrollment of a child. (Title 22, Div. 12, Art. 6, Sect. 101220)



Clothing Policy

Preschool students should be dressed to allow for safety, freedom of movement, and participation in creative activities. Follow the guidelines below when dressing your child.

A

Tennis shoes are suggested: Boots, plastic shoes, strapless shoes, and flip-flops/thongs are not permitted.

B

Play clothes: Messy play is a natural part of a preschooler's day.

C

Easy to wear clothes: Allows for ease when using the restroom.

D

Label all items with your child's name.



Philosophy & Curriculum

ROP Developmental Preschool Philosophy

The Careers with Children North Orange County ROP Preschool implements a developmentally appropriate Early Childhood Education (ECE) curriculum in the daily program. The environment is prepared and presented in order to enable your child to learn and grow at their own pace. The ECE curriculum is child-centered and reflects the children's interests and lives. ECE activities are designed to value the process more than the finished product.

As children explore the provided activities, they work towards developing in the following areas: physical, social, emotional, creative, and intellectual skills. Our goals are to provide children with opportunities to explore and develop at their own rate of readiness in an environment that encourages them to express their creativity and to build self-esteem.

Daily Curriculum/Transitions

North Orange County ROP preschools are state-licensed lab training sites for high school students with the **two-fold objective:**

1. To provide training for careers in early childhood occupations and
2. To offer quality early childhood education (ECE) to preschoolers.

As students develop knowledge and understanding of age-appropriate ECE activities that support the Learning Domains the preschool children will be provided with specific ECE curriculum areas that will enhance their developmental process. The daily ECE curriculum areas change on a transition cycle as posted in the classroom are Manipulative Activities, Creative Art, Language & Literature and Music & Movement, and Outside play.



Daily Health Check

To maintain the health of your child and others, please do not send your ill child to school. A daily health inspection is conducted at arrival time. (Title 22, Div. 12, Art. 6, Sect. 101226.1) Children will not be admitted to preschool with the following symptoms:

1. Cough: Deep coughs or coughs sounding like a seal bark.
2. Diarrhea and Vomiting: within the last 24 hours
3. Fever: A temperature greater than 99 degrees within the past 24 hours.
4. Head Lice (Nits): Itchy scalp or lice is visible on the nape of the neck or behind the ears.
5. Nasal Discharge: Excessive nasal drainage or discolored drainage indicating a contagious infection.
6. Pinworm: Symptoms include restlessness, irritability, fretful sleeping, and rectal itching.
7. Rash: Any child with a rash cannot be admitted unless a doctor's written statement is provided.

Children should not return to school unless:

1. They are free of a fever for 24 hours.
2. Vomiting or diarrhea has ceased for 24 hours.
3. The head is completely free of lice and nits.

Please call if your child will be absent because of an illness.

NOCROP Preschools Contact Information

Anaheim: 811 W. Lincoln Ave. Anaheim, CA 92805 | 714.409.1310

Cypress: 9801 Valley View St. Cypress, CA 90630 | 714.952.1769

Katella: 2200 W. Wagner Ave. Anaheim, CA 92806 | 714.502.7801

Loara: 1765 W. Cerritos Ave. Anaheim, CA 92804 | 714.502.7802

If your child becomes ill during the school session, the instructor will arrange for the child to be picked up.

Emergency Kit

In the event of a major earthquake or emergency, each preschool student is required to have an emergency kit. The items listed below can be placed in a one-gallon sized, sealable plastic bag.

- (2) 8 oz juices with pop tops (canned only; boxed juices can leak) or 8 oz bottled waters
- (2) 4 oz cans of fruit with pop tops OR (2) dried fruit packages (snack size)
- (2) 3 oz cans of tuna or other luncheon meat in a pop top can
- (2) Granola bars, heat sealed in foil
- (2) Plastic fork or spoon, wrapped in napkins
- Individually wrapped moist towelettes
- Small photograph of family members
- Brief letter from Mom and Dad

The emergency kit will be stored on site and will be returned when the school year is over.

Enrollment Policy

Preschool students must be at least 2-years-and-9-months-old and toilet trained to participate. A birth certificate is required to verify age. Enrollment is available on a first-come, first-served basis. The instructor is responsible for the maintenance of the wait list and enrollment information.

In order to enroll, the parent/guardian must participate in an orientation meeting that is scheduled prior to the preschool start date. Parent/guardian participation is required without children.

Preschools do not discriminate on the basis of race, color, national origin, sex, or handicap; however, each preschool student admitted must be able to benefit from the program offered. This is determined through initial interactions and observations of the preschool students during the probationary first three weeks of preschool. If it is determined that the preschool student is unable to transition with the rotating schedule of high school trainees, assimilate with the high school student trainees and/or accommodate safely to the environment and surroundings, the preschool student will be withdrawn from the program.

Incidental Medical Services

(CCL Health-Related Services; Policy 101226) The following will be provided by preschool facility staff who are not licensed medical professionals, provided the following protocols are met:

Administering Inhaled Medications

Inhaled medication shall refer to medication prescribed for the child to control lung-related illness, including, but not limited to, local held nebulizers.

- Staff must be provided with written authorization from the child's parent/legal guardian or authorized representative to administer and contact the child's health care provider. (CCL Form LIC 9166)
- Staff will comply with specific written instructions from the child's physician which will include:
 - Specific indications for administering the medication pursuant to the physician's prescription.
 - Potential side effects and expected response.
 - Dose-form and amount to be administered pursuant to the physician's prescription.
 - Instructions for proper storage of the medication.
 - The telephone number and address of the child's physician
- Staff shall record each instance and provide a record to the child's parent or legal guardian on a daily basis.
- Staff who administers inhaled medication must be instructed on how to administer inhaled medication by the child's parent/guardian.
- Any training materials pertaining to nebulizer care that staff received in the process of obtaining renewing pediatric first aid certificate shall be kept on file at the facility.

Blood-Glucose Monitoring for Diabetic Children

- The Test must be approved by the FDA for over-the-counter sale to the public without prescription.
- Staff performing the test must have written permission from the child's parent/guardian or authorized representative to administer the test to the child. (CCL Form LIC 9222).

Incidental Medical Services (Continued)

- Staff performing the test must have written instructions from the child's physician or designee regarding how to:
 - Properly use the monitoring instrument and handle lancets, test strips, cotton balls, or other items used while conducting the test.
 - Determine if the test results are within the normal or therapeutic range for the child, and any restrictions on activities or diet that may be necessary.
 - Identify the symptoms of hypoglycemia or hyperglycemia, and actions to take when results are not within the normal or therapeutic range for the child and any restrictions on activities or diet that may be necessary.
 - The written instructions must include the telephone numbers of the child's physician and parent/guardian or authorized representative.
- Staff performing the test will comply with written instructions from the child's physician (or designee, such as a nurse practitioner.)
- Staff performing the test will record the test results and provide them to the child's parent/guardian or authorized representative on a daily basis.
- Staff will comply with universal precautions and post a list of universal precautions in the area where the test is performed.

EpiPen Jr., and EpiPen

Parent must provide written authorization to administer and child's physician's instructions to administer. (LIC 9221) Staff will:

- Use in accordance with the directions and as prescribed by a physician.
- Keep ready for use at all times.
- Protect from exposure to light and extreme heat.
- Note the expiration date on the unit and request a replacement of the unit prior to that date or if the solution is discolored or contains a precipitate.
- Cal 911 and child's parent/guardian/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

Gastronomy Tube Care

An individual plan must be submitted to Community Care Licensing for approval prior to admission into program (CCL Form LIC 701A and LIC 701B)

Glucagon Administration

- Written permission must be obtained from the child's parent/guardian/authorized representative.
- Staff must be trained by a competent person designated in writing by the child's physician; verification of the training must be maintained in staff files. The person designated by the physician to provide the training may be the child's parent/guardian/authorized representative.
- One staff person that has been trained to administer the glucagon must be available at any time a child requiring this emergency intervention is in care.
- Staff administering the glucagon must comply with written instructions from the child physician or designated person regarding how to:
 - Recognize the symptoms of hypoglycemia and take appropriate action.
 - Properly administer the glucagon.
 - Call 911 and the child's parent/guardian/authorized representative immediately after administering the glucagon.
 - Recognize potential side effects of glucagon such as nausea and vomiting and the need to place the child on his or her side to prevent choking.
 - Review the glucagon for expiration.
 - Document in the child's file each time glucagon is administered.

Medication (Prescription or Over-the-Counter)

- Parent must provide written authorization for staff to administer any medication (CCL Form LIC 9221)
- Parent must provide physician's authorization and instructions to administer medication during preschool hours.
- Staff will document administration of medication and provide parent/guardian a daily copy. (CCL Form LIC 9221)

Inspection Authority

Agents of the Department of Social Services (DSS), Community Care Licensing (CCL) are authorized to interview preschool students or staff and to inspect and audit preschool student or facility records without prior consent. The licensee must provide for private interview with any preschool student(s) or any staff member and for the examination of all records relating to the facility operation.

Inspection Authority (Continued)

The Department of Social Services (DSS), Community Care Licensing (CCL) is authorized to observe the physical condition of the preschool student(s), including conditions which could indicate abuse, neglect, or inappropriate placement , and to have a licensed medical professional physically examine the preschool student(s). (Authority cited, Section 1596.81, Health and Safety Code)

Instructor and/or Preschool Teacher Absences

Just as any other preschool program, North Orange County ROP must comply with the Department of Social Services (DSS), Community Care Licensing (CCL) student-to-instructor/preschool teacher ratio requirements at all times. This means if the instructor and/or preschool teacher must be absent and an approved substitute meeting the DSS/CCL requirements is not available, preschool must be cancelled. When this happens, preschool staff will contact parents with as much advanced warning as possible; however, emergencies do happen and preschool may be canceled that same morning.

Nutrition

We provide a snack each day and teach proper, basic nutrition to your child. A weekly snack menu is posted in the classroom. (Title 22, Div. 12, Art. 6, Sect. 101227) Please notify us if your child has any food allergies or special dietary needs or restrictions.

Withdrawal

If circumstances warrant withdrawal from the program, written notice must be given to the instructor two weeks prior to the child's exit from the program.



PRESCHOOL PROGRAM REQUIRED SIGNATURES

Part 1: Printed Preschool Student Name: _____

Part 2: Printed Parent/Guardian Name(s): _____

Part 3: Authorizations

A. Parent Directory Authorization

We are required by the State of California to offer a Parent Directory to the parents of the children enrolled in our programs. (Health & Safety Code, Div. 2, Ch. 3.5, Art. 3, 1597.07) **Do you give consent to be included in the Parent Directory?**

My signature below acknowledges that I was given the option to be included in the parent directory and was provided the opportunity to obtain a copy of the Parent Directory.

Parent/Guardian Signature: _____ Date: _____

Note: If you elect to be in the Parent Directory, please complete the information below which will be included with parent and student names.

Address:	
Phone Number(s):	Email Address(s):

B. Parent Handbook Acknowledgement

I have read, understand, and agree to follow the policies and procedures found in the North Orange County ROP Preschool Program Parent Handbook.

Parent/Guardian Signature(s): _____ Date: _____

C. Student Media and Publicity Consent and Release Agreement

North Orange County ROP is known for its high-achieving students, instructors, and programs and likes to publicize these achievements. Because events and interviews are often needed on the spur of the moment, we are requesting your permission to photograph or film students in advance.

Please indicate whether or not you give permission for North Orange County ROP and organizations, consortiums, and associations connected with it to represent the student named below, in photograph(s), video recordings, and with interview comments for use in educational, promotional, and publication purposes. These items may be distributed to individuals, groups, and the news media and published in, but not limited to, advertisements, catalogs, class schedules, news releases, newsletters, slide shows, video presentations, social media, and the internet.

☐ *Yes. I do give my permission.*

☐ *No. I do not give my permission.*

Parent/Guardian Signature(s): _____ Date: _____



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