

Program Self-Evaluation Survey Questions Fiscal Year 2024–25

California Department of Education

March 2025

The purpose of this document is to provide a complete list of all questions included in the Fiscal Year 2024–25 Program Self-Evaluation (PSE) SNAP Survey. This document is intended solely to inform contractors about the content and questions asked in the survey. It serves as a reference tool and does not replace the official survey submission process.

Program Type

- Part Day

Staff and Board Member Participation

In accordance with the 5 CCR, Section 17709(b)(3) provide an assessment, in a narrative format, summarizing the Staff and Board Member participation in the Program Self-Evaluation (PSE) process:

- A summary of the PSE process and findings was presented to the board and gathered input from board members

The Board of Directors are updated weekly with a Newsletter about what is happening at each Preschool Site and members visit sites regularly. Program Evaluation will be presented to the Board Members for review in the May Board Meeting

I. Family Files

EED 01: Family Selection

Families with children enrolled in the California State Preschool Program (CSPP) are selected according to the priorities for that program, whether full-day or part-day.

- Meets requirements.
WSD is a Part-Day CSPP. Upon student enrollment, families must meet eligibility criteria based on family size, income, and age. After enrolling, each family meets with the Administrative Assistant to review and verify their information and income. Families are then placed on a list and ranked according to the regulations outlined in the California Code of Regulations. Family files are stored at the District Office, while the emergency information required by teachers is kept in an emergency binder in the classroom office.

EED 02: Family Eligibility Requirements

Families with children enrolled in the program have met eligibility requirements, and the required documentation is complete. A family data file has been established for each family, including a completed application for services, supporting documentation, and a completed family language interest survey.

- Meets requirements.

All supporting documents are stored in the District Office/Preschool Main Office. Throughout the year as new students enroll, they will follow the same procedures.

EED 03: Child Need Requirement Verification for Full-day CSPP

Families with children enrolled in full-day services have met the need requirements if applicable. Certified hours of childcare must correspond to the need of the parent/caretaker, as documented by the contractor at the initial certification and recertification or at the voluntary request of the family to increase or decrease the hours of need for service or hours must be within the parameters as otherwise provided by law.

- Meets requirements.

WSD is a Part-Day Program

EED 04: Correct Fee Assessed

Families with children enrolled are assessed the correct monthly fee according to the current Family Fee Schedule issued by the CDE with the exception of families/children certified in a part-day/part-year CSPP program, families receiving CalWORKs cash aid, and CPS/At-risk families with referrals for up to 24 months. Additional payments, in cash or in kind, as a condition of participation shall not be required or collected, with the exception of field trips and/or diapers if the program's board and/or parents have approved.

- Meets requirements.

WSD is a Part-Day Program

EED 05: Compliance with Due Process

The contractor complies with the program's due process requirements, including: (1) providing parents with written information regarding their responsibility to comply with program rules; (2) issuing a Notice of Action (NOA) where appropriate; (3) establishing procedures for parental appeal of any contractor's decision contained in the Notice of Action; and (4) establishing procedures for suspension, expulsion, and unenrolling a child due to behavior.

- Meets requirements.

During the registration process, each family reviews and signs the Program Rules. Upon meeting eligibility requirements, the Notice of Action is completed and reviewed, and the Appeal Process is also reviewed and signed. Our program strives to manage behavior effectively, often with the support of the Special Education Department and staff from the affiliated School District. Most student unenrollment's occur because families relocate, often due to our proximity to the Air Force Base.

EED 06: Recording and Reporting Attendance

The program has adopted policies and procedures that are consistent with statutes and regulations on excused absences including best interest days and abandonment of care. Documentation of recording and reporting attendance records are consistent with certified hours of enrollment that are established for the child/parent/guardian.

- Meets requirements.

Attendance is recorded daily at drop off and pick up. Each class has sign-in and out sheets for each student. Parents are required to do so at the time and if not are called back to the facility. Restrictions on excused absences are illness, lack of transportation, doctor's appointment or Best Interest Day. The preschool schedule is Monday through Friday, 8:30 am – 11:30am and we follow the same calendar as the Wheatland Elementary School District. Attendance Reports are turned in monthly to the Administrative Assistant at the District Office.

II. Family Engagement and Strengthening

EED 07: Parent Engagement and Strengthening

There is a parent engagement and strengthening component that the programs ensure that there is effective, two-way, comprehensive communication between staff and parents is conducted on a regular basis throughout the program year including the sharing of information of the child's progress.

- Meets requirements.

Wheatland School District has always prioritized student safety. We will continue to greet parents during drop-off and pick-up times and maintain daily communication with parents at classroom sites, ensuring easy access to teachers. Teachers are available after class for one-on-one meetings if needed. The main office has an open-door policy, welcoming parents to speak with the Administrative Assistant or the Director. Parent/Teacher Conferences are held in November and April, coinciding with the Fall and Spring DRDP assessments, providing valuable insights into each child's progress.

Parents are encouraged to participate in the educational process by volunteering in the classroom or assisting with additional tasks. All volunteers must undergo Livescan fingerprinting and provide immunization records as required by SB 792. We have a high percentage of parent volunteers who also join field trips. At the beginning of each school year, we host a parent orientation and an Open House, inviting families to visit the classrooms. Additionally, we offer at least two classes or workshops for parents annually. The Parent Advisory Committee meets every two months with teachers and administration to review classroom projects, discuss fundraising, and allocate funds.

EED 08: Health and Social Services

The program includes identification of the child or family health, and social service needs and makes referrals to appropriate agencies for services. The program does follow-up to ensure that identified needs have been met.

- Meets requirements.

The health and safety of our students starts as they enter the door. By greeting each student, we can see how they might be feeling and address the student or parent accordingly. We partner with WSD Special Education Program for support if there are needs of a student that we need advice or help with. Student evaluations are done through WSD Special Education Team and if a student qualifies for a Speech IEP, they will receive services from the WSD Speech Teachers.

EED 09: Community Involvement

The program includes a community involvement component that promotes the solicitation, collaboration and facilitation of services and goods to the families being served while providing information about the services offered to the community.

- Meets requirements.

In our small community, we are fortunate to collaborate with various community members, businesses, and families. Our local pumpkin farm generously donates and organizes field trips for the preschool twice a year. We also partner with the local farm-stand, which supplies fresh fruits and vegetables for the preschool to taste and use in the Grocery Project. This project involves creating a store in the classroom where parents can come in to "shop."

EED 10: Site Licensure

Each site has a current license issued by the authorized licensing agency.

- Meets requirements.

WSD License for both Lonetree Preschool and Wheatland Child Development is paid each year through our Business Department and filed at the office. Licensing Documentation is posted in each classroom and on file at the District Office. Our program does not currently have any citations.

EED 11: Local Educational Agencies (LEA) Operating CSPPs Exempt from Licensing Regulations

LEAs operating part-day or full-day CSPP classrooms that are exempt shall continue to meet all legal and contractual requirements of the CSPP, which include adequate health and safety standards, using the Health and Safety Checklist.

- Meets requirements.

Licensed for both Lonetree Preschool and Wheatland Child Development.

EED 12: Staff-Child Ratios

The applicable staff-child ratios are met for each age group.

- Meets requirements.

Wheatland School District CSPP maintains staff-child ratios as set forth in Title 5.

EED 13: Classroom Assessment Scoring System (CLASS) Second Edition and CLASS Environment

Contractors are required to use the CLASS Second Edition Pre-K–3rd and CLASS Environment tools to observe CSPP classrooms. CLASS shall be implemented with a graduated phase-in

approach beginning in 2024–25. CSPP contractors must provide data and information requested by the Regional and Statewide CLASS Leads funded through ASPIRE. Is your program achieving the goal of observing 15% of CSPP classrooms using the CLASS and CLASS Environment Tool as outlined in your agency's contract?

- Meets requirements.
We meet requirements. We used Child Care Planning Council of Yuba & Sutter Counties to provide the CLASS assessments required. The reports are available, and they will be providing staff support, ongoing coaching and professional development planning.

Additional Requirements for CSPP

Ensure their schedules provide a balance of structure and flexibility. The schedule must include the following each day:

A variety of play activities

- Meets requirements
- Needs Improvement to meet requirements

Both gross motor and less active play

- Meets requirements
- Needs Improvement to meet requirements

At least one indoor and one outdoor play period (weather permitting)

- Meets requirements
- Needs Improvement to meet requirements

3. Post written handwashing procedures in a place that is visible to children and adults. Handwashing procedures must be followed by children and adults.

- Meets requirements
- Needs Improvement to meet requirements

4. Provide storage spaces with security provisions where staff can store their personal belongings.

- Meets requirements
- Needs Improvement to meet requirements

5. Have space and/or policies in place to support staff for work-related tasks such as conferences and meetings and to support staff for personal breaks.

- Meets requirements
- Needs Improvement to meet requirements

EED 13a - Requirements Specific to LEAs with License Exempt Classrooms

Do you have any licensed exempt classrooms?

- Yes
- No

EED 14: Nutrition

The program provides meals that are nutritious and are culturally and developmentally appropriate for the children in attendance and shall meet the nutritional requirements specified by the federal Child and Adult Care Food Program or the USDA Child Nutrition Programs.

- Meets requirements.

We provide snack in the classroom. The food is provided by the Food Service Department at each elementary school and meets Federal and State guidelines. Each classroom has a menu, and it is also posted on the website monthly. A list of food allergies is kept with the Kitchen Manager, Teacher and the Office. If there are provisions based on allergies, the food service team will implement the change in the food that is sent to the classroom.

EED 15: Developmental Profile

The program maintains age-appropriate Desired Results Developmental Profiles 2015 (DRDP 2015) to monitor the progress of the child's learning. The program uses DRDP data to plan and conduct age and developmentally appropriate activities.

- Meets requirements.

Staff (Teachers) are responsible for completing the DRDP's in accordance with the Fall and Spring timelines. The lesson plans for the week are created in advance by the teachers in a bi-weekly manner. This enables us to make adjustments and be flexible. We are currently using the Genie App and the assessments are being done in the moment the measures are met. This information can be reviewed to see what students need to continue working on and what areas they are mastering. When the first assessments are completed, the Administrative Assistant and Director review the findings and create a plan for what areas need help and how we are going to implement that plan as well as reviewing the areas that are doing well. In the Fall the Staff (Teachers) will hand out the Parent surveys and have them turned in anonymously to the Administrative Assistant. At that time, the survey information is loaded into the spreadsheet provided and the data is reviewed for areas that need work on and areas that parents think we are doing well as a program. The information is presented to the parents at a Parent Activity Meeting where all parents are invited for the review and discussion. This information is also reviewed as a team in February. The observations and findings enable us to see what our program needs to continue and change. All compiled information is reviewed with the whole team and then copies are sent to each class in order to reflect on the areas that might still need attention.

EED 16: Parent Survey

The program annually distributes a parent survey to parents and analyzes the results to plan and conduct activities to help parents support their child's learning and development and to meet the family's needs. The survey is utilized as part of the annual self-evaluation process.

- Meets requirements.

Parent surveys are given to each parent yearly between December and February. Parents turn the surveys in anonymously to the Administrative Assistant. At that time, the survey information is loaded into the spreadsheet provided and the data is reviewed for areas that need work on and areas that parents think we are doing well as a program. The information is presented to the parents at a Parent Activity Meeting where all parents are invited for the review and discussion.

EED 17: Staff Qualifications

Program staff are qualified for the position held. Each program operating two or more sites or a FCCHEN has a qualified program director. Each program with more than one site has a qualified site supervisor at each site. Each site has qualified teachers.

- Meets requirements.

All Staff and our Director are qualified for their positions held. Classroom Roster is updated yearly before the school year starts and updated as needed. A copy is sent to Licensing each year as well. Copies of permits, credentials and/or certificates of our staff are kept in our Human Resources Department in the District Office.

EED 18: Staff Professional Development Program

The program has developed and implemented a staff development component.

- Meets requirements.

WSD Preschools teachers and aides participate in every two-year American Red Cross CPR and First Aid course, and we add on an additional EPI-Pen training. This ensures that the teachers and aides are certified and feel confident should an emergency arise. Every year we participate in the annual training that the School District designates. This year we focused on Health and Safety. Our preschools participate in the same drills to include fire, earthquake and lock-down that the Elementary schools do where they are located. We have been working closely with our Special Education Team for an inclusive program to aid us with students that may need a little extra help or possibly have special needs. We are also working with a team from the Child Care Planning Council through Quality Rating and Improvement Systems (QRIS) to improve areas in the classrooms and work with our team of teachers and aides to continue providing high-quality early education and care. Trainings outside of our organization are encouraged and reimbursed.

EED 19: Prohibition Against Religious Instruction or Worship

The program refrains from religious instruction and worship.

- Meets requirements.

There is no religious instruction at WSD. **POLICY STATEMENT:** The purpose of the Preschool is to provide an education in a safe, healthy environment, conducive to the development and growth of young children. **NON-DISCRIMINATORY POLICY:** The State Preschool Program is operated on a non-discriminatory basis which gives equal treatment and access to services without regard to sex, race, religion, ethnicity, or physical handicap. **RELIGIOUS POLICY:** This program refrains from religious worship and instruction.

IV. Administrative

EED 20: Inventory Records

Inventory records are maintained by the contractor for all equipment and all non-disposable items with an estimated useful life of more than one year, such as computing devices and electronics, purchased in whole or in part with contract funds.

- Meets requirements.
Inventory records are maintained through the Business Department of WSD and asset tags are on items that are more than \$500.00.

EED 21: Program Self-Evaluation Process

The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement.

- Meets requirements.
The Annual Program Self-Evaluation begins at the start of each school year. We review the previous year's evaluation and continue our efforts based on its findings. Fall DRDP assessments are completed before winter break, allowing us to identify areas where students are progressing and those needing additional support. Parent surveys are conducted between December and February, giving parents time to familiarize themselves with our program and providing our team the opportunity to address their needs. Environmental Rating Scale Summaries are typically completed by February. However, this year, the Child Care Planning Council of Yuba & Sutter Counties conducted the CLASS Environment assessment. The assessment report will be reviewed by our coaching staff to support our teachers and school sites with ongoing planning and improvements. This process allows us to rotate manipulatives for the students and make immediate changes to the classroom environment if needed. Supplies and materials will be purchased as necessary. Once these assessments are complete, our team formulates a plan. DRDP assessments continue, and upon completing the second round, we can observe the students' progress. For areas that did not meet or exceed our expectations, our team will reassess and implement strategies to support those students for the remainder of the school year, preparing them for the next year of preschool or their transition to TK/Kindergarten.

EED 22: Written Information

The Program has developed written policies and procedures. Written information shall be provided to families and providers. The written policies and procedures may not conflict with the law, regulations, and terms of the contract.

- Meets requirements.
The Wheatland School District provides employee policies and procedures. Upon registration, families receive a handbook and are required to review and sign the policies and procedures related to families and students.

V. Fiscal/Audits

EED 23: Fiscal Reporting

The program has submitted fiscal attendance and accounting reports to the CDE consistent with the laws for state or federal fiscal reporting and accounting, including the set-aside for enrollment of children with disabilities.

- Meets requirements.
Financial reporting is done quarterly. Information is gathered from enrollment and attendance, this includes students in the program that receive speech services, services for special needs, dual language learners. This information and the financial expenditures are entered into the Child Development Provider Accounting Reporting Information System (CPARIS) the Administrative Assistant, the Director and the WSD CBO.

Percentage of Contractor's Funded Enrollment

In accordance with EC sections 8208(c)(1) and (d)(2)(A), a percentage of the contractor's funded enrollment will be set aside specifically to allow children with exceptional needs, including children with severe disabilities, to be enrolled until the set aside is filled.

Please indicate the total percentage of children with exceptional needs (including severe disabilities) that are currently being served under your CSPP enrollment.

- Meets requirements. Setting aside 5% of funded enrollment to serve children with disabilities

The total percentage of children with exceptional needs (including severe disabilities) that are currently being served under your CSPP enrollment is 14%. Wheatland School District (WSD) will continue to allocate a portion, meeting the requirement of 5% or greater of the contractor's funded enrollment specifically for children with exceptional needs, including those with severe disabilities, until the set-aside is filled. This policy applies to preschool students enrolled at Lone Tree Preschool and Wheatland Child Development.

EED 24: Annual Fiscal Audit

The program has submitted to CDE's Office of External Audits an acceptable financial and compliance audit.

- Meets requirements.
The end of year audit is complete at our final quarter of July. The Administrative Assistant, Program Director and WSD Business Department finalizes the quarterly ADA and the financials within the CPARIS and an independent auditor reviews all information sent to the state for accuracy.

Additional Data Collection Questions

Additional Nutrition Question (for data collection only)

Does your program provide healthy fruits and vegetables, including organic and/or locally sourced foods for meals and snacks?

- Yes
- No

Additional CLASS Question (for data collection only)

Please review the following questions regarding your program's ability to meet the required goals for observing CSPP classrooms using the CLASS and CLASS Environment Tools in the upcoming program year

Will your program be able to meet the goal of observing 30% of CSPP classrooms using the CLASS Tool as outlined in your agency's contract next program year?

- Yes
- No

If your program does not meet the required percentage for the next program year, what identified support(s) do you need? (Narrative Response)

Will your program be able to meet the goal of observing 30% of CSPP classrooms using the CLASS Environment Tool as outlined in your agency's contract for next program year?

- Yes
- No

If your program does not meet the required percentage for the next program year, what identified support(s) do you need? (Narrative Response)