



San Miguel Infant and Preschool Program

2400 South J Street Oxnard, CA 93030
Phone: 805-385-1578 Fax: 805-487-6935

Welcome Back San Miguel Families!

We are so excited to welcome our students back. For their safety and ours, please review the below procedures and guidelines before the first day of school.

Parent Parking & Student Arrival/Dismissal Procedures

For Everyone's Safety: Obey all speed limits, traffic signs, and parking guidelines.

- **The San Miguel parking lot is ONE-WAY only.** Do not use the exit to enter the parking lot or attempt to use the entrance to leave the parking lot.
- **Enter and exit the parking lot slowly and cautiously.** Our parking lot is very-busy at arrival and dismissal time. During that time, nothing is more important than the lives of our little ones. Drive slowly and be alert to what is going on around you. Please do not be on the phone when entering or leaving the parking lot. Even if "hand-free," it is still a distraction and safety concern.
- **Student Drop Off/Pick Up:** Students will be received and released from the designated drop-off/pick up zone located at the grassy quad area by the school entrance (see map provided below). For the safety of all our students, students will not be received or released in any other location.
- **Please be kind and patient** with our staff as we work quickly to get all our students safely to where they need to be.
- **Parking:** Parents are encouraged to park in the green parking zone in front of the school for student drop off/pick up.
- **Parent Parking:** There are four (4) parking spaces reserved for "parents only." However, parents may park in any available space in the front parking lot.
** **When parking on campus to drop off/pick up students,** please know that the ability to leave may be delayed until busses have been released.
- **Late drop offs and early pickups** will need to check in at the front entrance to sign students in and/or out.

Notes:

- **State Preschool students** must be signed in at drop off and signed out at dismissal. Parents will receive further guidance on their procedures from the State Preschool Program.
- **Illness/Fever:** Please do not bring your child to school if they are sick and/or have a temperature.
- **Bus Riders:** Parents/Guardians/Child care providers of students taking the bus are responsible for taking students' temperatures and monitoring for symptoms in the morning before placing them on the bus.



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First Day of School: Given the current health and safety factors, parent(s) will not be able to escort their child to class on the first day. Staff will receive students at the designated location indicated above. For some students, this may be their first time at school and for others they are returning after a long break. Most children do well, but some may have difficulty with the transition. Please know our staff is trained and prepared for this. While it may be hard to let go at that moment, the best thing you can do for your child is say your good-byes and let the staff comfort them and take them to the classroom. This is perfectly normal and the teacher will keep regular communication with you.

Visitors on Campus

For the health and safety of our staff and students, Visitors on campus are limited to essential purposes only. These include scheduled appointments, such as special education assessments, related services and parent meetings, including IEPs. Parents/guardians will continue to have the option to request a meeting be held virtually or by teleconference when available.

- All staff must wear masks indoors when students are present
- Adult visitors are required to wear masks on campus and ask not to bring additional children or adults to their appointments when possible.

Classroom observation will be based on district protocol at the time. Please contact the front office at least one week prior to the date you would like to visit the class. Typically, the administrator or other staff member accompanies visitors during the observation. Observations are limited to 15 to 20 minutes. Additional observations may be scheduled if needed. Please know that additional people in the classroom can sometimes be overwhelming to the students, if this occurs the visit may need to be ended early.

Parent Volunteers are at the discretion of the classroom teacher and will be based on district protocol at the time.



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Special Education Preschool Student School Supplies

Morning students: Will start their day in our common room where they will be provided breakfast. Parents are still encouraged to pack a small snack for later in the day.

Afternoon students: Have a shorter day, lunch is not provided. Parents are encouraged to have students eat lunch before school and pack a small snack for snack time.

What does my child need to bring to school?

- Backpack (Daily)

- A Snack and Beverage (Daily)
Here are some healthy snack suggestions:
 - 1/2 a sandwich
 - Sliced fresh fruit (apple, orange, banana, melon) or fresh vegetables (carrots, tomato)
 - Crackers and cheese; or Bagels and cream cheese
 - Yogurt or cottage cheese with granola

- **Two (2) changes of clothes in a plastic or ziplock bag with child's name (to be stored in at school)**

- **If your child is NOT toilet trained, please send the following:**
 - Extra Diapers, pull-ups or underpants – Marked with child's name
 - Large box of wipes – marked with child's name

We hope this answers any immediate questions you may have, but please feel free to contact us anytime if you have any additional questions. Please be aware that calls are not put through to the classrooms during instruction. The office is here to assist you and accept messages for the classroom teacher and staff.

Please be sure to notify the office if the matter is time sensitive or urgent in nature.

San Miguel Administrator and Office Staff:

- Site Administrator: Mary Truax
- Office Manager: Rosie Casas
- Attendance Tech: Blanca Gaytan
- School Nurse: Lauren Lepisto
- Office Assistant: Wendy Viveros