

Linda Beach Cooperative Preschool
2016-17 Parent Handbook
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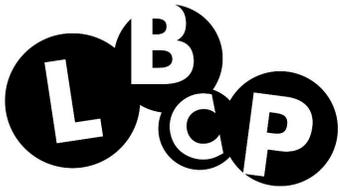
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Linda Beach Cooperative Preschool SCHOOL PHILOSOPHY

Co-operative: 1. the association of a number of people in an enterprise for mutual benefits, 2. an organization owned collectively by members acting or working together for a common purpose.

The early years of child development are exciting, challenging and thoroughly amazing. At no other time in your child's life will so many changes take place within such a short time span. Linda Beach Cooperative Preschool strives to make these "wonder years" fun-filled as well as instructive.

Since its inception in 1941, Linda Beach Cooperative Preschool has emphasized the development of each child through independent and group play activities. The school was founded on the belief that children learn more in an environment rich with age-appropriate stimuli and caring adults. Introducing children to the world around them involves love, creativity and sensitivity. A nurturing atmosphere also promotes social development, allowing children to expand their awareness of themselves and others. The preschool is a **play-based program**.

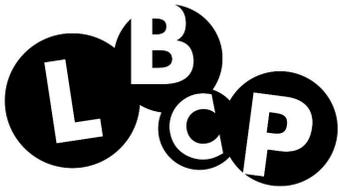
While an academic curriculum is not the focus of the school, care is given to gently guide the children toward kindergarten readiness. As they progress through the program, structured play activities help enable the children to:

- Sit and listen for longer periods of time
- Follow increasingly complex instructions
- Express themselves more clearly
- Increase their abilities to problem solve
- Improve communications skills
- Become more aware of appropriate conduct
- Become more tolerant
- Direct their energies toward appropriate activities
- Learn acceptance
- Improve socialization and peer interaction
- Gain a better appreciation for adult and child humor

The Pre-K program, while still play-based, focuses more specifically on kindergarten readiness for 4 ½ - 5-year-olds.

At all times, your child's physical and emotional well-being is the prime concern of the teachers at Linda Beach. As parents themselves and experienced teachers, they thoroughly understand the importance of your child's early school experience. Personal commitment to make this experience a positive one is cornerstone of Linda Beach's programs. Your choice of a cooperative preschool shows that you share this commitment.

As a cooperative preschool, Linda Beach provides a larger community which supports parents through the exhilarating and exasperating preschool years. Parents find support from the experienced teachers, as well as from each other. Many families share childcare of younger siblings on their participation days as well as arrange after-school play dates. The Linda Beach community also supports each other in times of need – whether due to the arrival of a new baby or a family emergency. Through the experience of classroom participation, parents have the unique opportunity to see their child in the context of his/her peers and to receive feedback from other parents about their child.



Linda Beach Cooperative Preschool

PARENT RESPONSIBILITIES

Linda Beach strives when possible to maintain an equal balance of boys and girls in each class and therefore acceptance into the program is first come, first served, with this in mind. We encourage applicants of all races, ethnicities, religions, and sexual orientations and we do not discriminate on the basis of race, color, religion, national and ethnic origin or sexual orientations in administration of educational policies, admission policies, or of the scholarship program.

Teacher Biographies

Shelley Kelly, Director

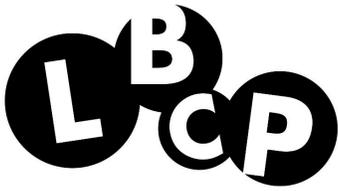
Shelley Kelly was born and raised in Oakland, California. She studied Early Childhood Education at Merritt College. She has a BA in Political Science from University of California, Berkeley and a Multiple Subject Teaching Credential from California State University, Hayward. She taught Kindergarten and First Grade in the Castro Valley Unified School District. Her three children went to Linda Beach, and she has been working as a Linda Beach teacher for over 10 years – first as the lead teacher of the Pre-K program, and then as Director.

Yvonne Loey, Assistant Director

Yvonne Loey grew up in the San Francisco Bay Area. She has a B.A. in Broadcast Journalism from San Francisco State University and received her Early Childhood Education Teacher certification at Diablo Valley College. Her son attended Linda Beach. She was a kindergarten assistant at the St. Theresa School for 2 years and worked as a para-educator for the San Ramon Valley School District before joining Linda Beach with the start of the Pre-K program in 2005. She became Assistant Director in 2016.

Danielle Morse, Teacher

Danielle Morse was born and raised in the Bay Area. She received her B.A in Communications from Santa Clara University and a Multiple Subject Teaching Credential and Child Development Master Teacher Certification from Chapman University. Both of her sons attended Linda Beach while she served on the parent Board both as Secretary and twice as President. Danielle joined our teaching staff in 2016 after many years' experience at Linda Beach as a substitute teacher.



Linda Beach Cooperative Preschool

PARENT RESPONSIBILITIES

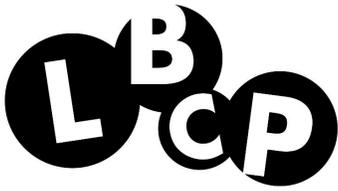
The teachers and Parent Board are happy to have you as a family at our school and are excited to welcome you to the Linda Beach community. The purpose of the Linda Beach Handbook is to provide information to help orient your family to processes, procedures, and requirements you will encounter as a family at our school. Please read the handbook in its entirety and ask questions!

Enrollment Paperwork

All enrollment paperwork must be completed and received by Linda Beach in order for a child to start school. Any questions regarding paperwork can be directed to the appropriate Membership Chairperson.

School Day Information

- **School Hours** - Morning preschool classes begin at 9 AM and end at 12 PM. Afternoon Pre-K begins at 12:30 PM and ends at 3:30 PM.
- **Sign-in/out** - When arriving at school each day, remember to sign the attendance book. In accordance with state law, the attendance book must contain your full signature for drop off and pick up.
- **Lunch** - Students will bring a lunch/snack to school every day they attend. Water will be provided. **Please see our No Nut Policy under the [School Rules](#) section of this handbook.**
- **Birthdays** - We celebrate all children's birthdays on the class day closest to your child's actual birthday. You should plan to participate on that day so you can share in the festivities. For the birthday celebration, you are encouraged to bring birthday treats (cupcakes, muffins, etc.) for the class. **Please refer to the Nut Policy information in the [School Rules](#) section, as many store-bought dessert items contain traces of nuts.** Summer birthdays will be celebrated during the last two weeks of school; parents/guardians are asked to coordinate with the teachers.
- **Labels** - Please label all belongings: lunch boxes (on the outside), umbrellas, jackets, hats or any other item your child brings to school.
- **Personal Toys/Sharing** – Personal toys should stay at home with the exception of M/W/F sharing days. M/W/F students may bring one favorite item from home for sharing time **on the day that their parent participates in the classroom.** (Inappropriate items include weapons, fragile or delicate items, or anything of a violent nature.) Items should be brought and kept in a bag until sharing time.
- **Mailboxes** - Every family has a mailbox in the hallway outside the classroom. Please check your mailbox on school days for announcements and handouts.
- **Email Communication** - In addition to parent meetings and school mailboxes, we use email and Google groups to communicate easily and cost-effectively with families. Please make sure the Board Secretary has your email address and notify us if it changes during the year.
- **Field Trips** – The M/W/F and Pre-K classes go on several field trips throughout the year. Each family is required to participate as a chaperone/driver for a minimum of two field trips (this requirement depends upon the size of the class). Drivers must have valid driver's license, proof of sufficient and current car insurance coverage, and be 21 years of age or older. It is mandated by state law that all children, of preschool age ride in a car seat. Car seats (with child's name clearly labeled) are to be left at the school the



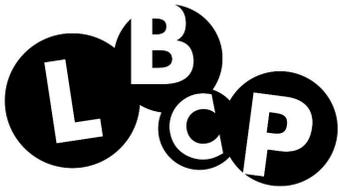
Linda Beach Cooperative Preschool

PARENT RESPONSIBILITIES

morning of the field trip. The T/TH class goes on several walking trips around the school including the park and fire station in Piedmont. These walking field trips do not require additional parent chaperones (aside from the parents already participating in the classroom).

Other Helpful Information

- **Conferences** – Parent/Teacher conferences for M/W/F and Pre-K students are held at the end of January. A sign-up sheet will be posted at that time. In addition, the Pre-K teachers meet with Pre-K families during the first week of school. Conferences may also be scheduled at any time during the school year. Please contact the Director if you would like to schedule a conference outside of the designated times in January.
- **Conflict Resolution** - The preschool has a Mediation Committee in place to handle sensitive issues that cannot be resolved with either the Director or President. The President and/or Director may convene this special committee at any time during the year. The Mediation Committee is usually comprised of 2 appointed parents and selected Board Members. This committee is available for all parents, board members or school staff to address and resolve difficult issues.
- **Emergency Procedures** - In the event of an emergency, it is mandatory that all participating parents stay with the class until parents have retrieved their children and the teacher/student ratio is appropriate for the participating parents to leave. The teachers at Linda Beach Cooperative Preschool have CPR and First Aid training. The school has both a disaster plan and supplies. In an emergency situation, parents will be notified, providing communication is available. Parents are to come to the Linda Beach classroom to locate their child. If the emergency requires evacuation, our back-up location is Havens Elementary School located at Highland and Oakland Avenues in Piedmont.



Linda Beach Cooperative Preschool

PARENT RESPONSIBILITIES

As a cooperative preschool, parent participation is an **essential** part of the curriculum. Below is a summary of the minimum responsibilities asked of every family on an annual basis. More detailed discussion and explanation of each of these items follows in this section.

1. Attend parent meetings

- Meetings last approximately one hour and are held at 7:30 PM on the first Tuesday in September and June, and the second Tuesday of other designated months. Fines will be assessed for missed meetings (please see page 6 for details).

2. Participate in the classroom

- M/W/F and T/TH - Participate in the classroom as necessary to ensure there are always two (2) parents in the classroom. This usually averages to once every 3-5 weeks, but depends upon the size of the class. This classroom participation requirement may be fulfilled by a parent/guardian or by a family member/caregiver close to the child, such as a grandparent or nanny.
- Pre-K - Parents participate in the classroom as they are able on special events and fieldtrips.

3. Fulfill 1 cleaning day per year

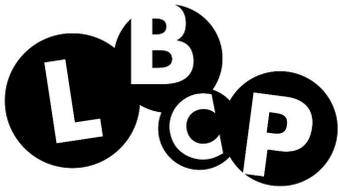
- One parent from each family must volunteer for one cleaning day per year, which is a two-hour commitment, typically on a Saturday. This involves cleaning/organizing the school classroom or playground. There are four cleaning days per year. For specific dates, see the school calendar.

4. Volunteer for special job(s)

- Families are required to volunteer for one "Category A" special job or two "Category B" jobs.
- Families sign up for these jobs online using SignUpGenius. You can also sign up in person at our first parent meeting on September. If you do not have a special job or have questions, please contact the Vice President.

5. Fulfill financial obligations

- Families are obligated to fulfill 4 financial responsibilities:
 - a. Payment of a \$200 deposit upon enrollment (typically refunded at the conclusion of the final school year at Linda Beach – see Financial Obligations section for more details)
 - b. On-time payment of the monthly tuition installment by the 15th of each month (or one-time payment of the yearly tuition)
 - c. Fulfillment of scrip obligation (per family): accumulate \$1500 in qualifying scrip purchases, or pay \$150 fee directly to the school. (See scrip section for more detail.) This obligation will be pro-rated for families joining late in the school year at a rate of \$150 scrip dollars per month or \$15 per month opt-out fee (September-June).
 - d. Payment of any assessed fines



Linda Beach Cooperative Preschool **PARENT RESPONSIBILITIES**

6. Adhere to school rules

- The school rules were developed to ensure the safety of the children and to foster respect for the teachers, families, and the school environment. Suggestions about the rules or any other aspect of the school are always welcome and should be discussed with the Director and/or Board President.

7. Check email regularly

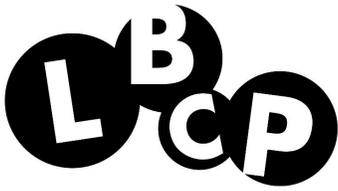
- Regular reminders and information are sent out over email. Families are asked to be sure that the email on file with Linda Beach is accurate, and to follow up if distribution list emails are not being received.

8. Participate in community building/fundraising events

- Various fundraising and community events take place throughout the year. Families are encouraged to attend these events, and expected to volunteer their time and to contribute financially as they are able.

9. Help spread the word about Linda Beach

- Nearly all of our families come to us by way of recommendations received from friends and by reviews they have read on online reference boards. Families are encouraged to distribute referral cards and to write online reviews sharing their Linda Beach experience.



Linda Beach Cooperative Preschool PARENT RESPONSIBILITIES

Parent Meetings

The parent meeting serves as the main form of communication between parents and the school. **Parent participation is the cornerstone of the school's philosophy; therefore meeting attendance is mandatory.** The first parent meeting will be held on **Tuesday, September 6, 2016**. There will be an orientation for new families at **6:30 PM** followed by a parent potluck/all-family meeting at **7:30 PM**. Other meetings will be held **at 7:30 PM on the second Tuesday of specified months October-May**. See the school calendar for specific meeting dates. **The final parent meeting of the year will be held on the first Tuesday in June, or June 6, 2017.**

Remember, the success of the program is dependent upon your cooperation and involvement! Meetings may include:

- Important announcements concerning upcoming events/school calendar items
- Tuition collection
- Discussion of issues relative to the well-being of the students
- Other problem solving/brainstorming for school events
- Guest speakers on topics relevant to the school community

These scheduled meetings are for parents or their representatives only (no children). Infants in car seats or carriers are allowed.

Missed Meeting Fines

1st Missed Meeting: No Fine

2nd Missed Meeting: \$50 Fine

3rd Missed Meeting: \$75 Fine

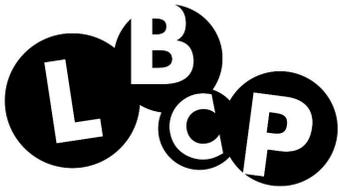
4th Missed Meeting and thereafter: \$100

Orientation Meeting for New Families

A one-hour orientation meeting for new families will be held at **6:30 PM prior to the first parent meeting in September**. The first parent meeting of the year, attended by all parents, will directly follow this orientation at 7:30 PM.

The new family orientation covers issues such as:

- School policy and procedures
- Participation day information
- Classroom work day information
- Financial obligation overview
- Volunteer job review
- Fundraising event information



Linda Beach Cooperative Preschool

PARENT RESPONSIBILITIES

Classroom Participation Days

(For T/Th and M/W/F Families)

Participation in the classroom is one of the fundamentals of a cooperative preschool. Our staffing plan is predicated on two teachers supplemented by two participating parents in the classroom **every day**. The best part of participating in the classroom is receiving extra hugs, watching your child's growth and development, and being involved in your child's education!

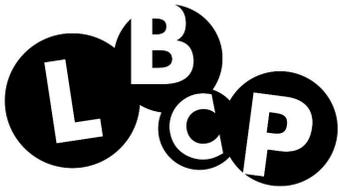
Each family is required to participate in the classroom on a regular basis. This classroom participation requirement may be fulfilled by a parent/guardian or by a family member/caregiver close to the child, such as a grandparent or nanny.

- T/Th and M/W/F - participation cycles run about every 3-5 weeks, depending on class size
- Pre-K- there is no regular classroom participation expected, however, parents/guardians are asked to assist with field trips and special occasions

Process

The participation day sign-up calendar is available through SignUpGenius.com and released by the Participation Chairperson. Each family will need to create a personal account to access classroom schedules. Please notify the Participation Chairperson if your email changes or if you have difficulties with the online sign-ups.

- A participation calendar for each class will be released periodically throughout the school year. You will typically sign up for three months of participation days at a time. Select the days that work best for you. **Please put these dates in your calendar so you do not forget!** Each month's calendar can be viewed on SignUpGenius and also can be viewed in the front of the sign-in book. An automated e-mail will be sent to you prior to your scheduled participation day.
- The Participation Chairperson will automatically sign up parents for the day closest to your child's birthday. If this date does not work, you may swap with another family for a more convenient day.
- If you do not sign up online, you will be assigned classroom participation days and notified by the Participation Chairperson via email. You are responsible for swapping participation days/arranging for a paid substitute if you cannot participate on these assigned days.
- If you cannot work on your participation day due to schedule change or illness, it is **your responsibility** to either switch workdays with another parent or arrange for a paid substitute. (A list of potential substitutes will be provided after the first parent meeting. The fee for a paid substitute is \$50, payable to Linda Beach Cooperative Preschool.)
- A calendar with the participation day assignments will be posted in the classroom each month.
- If you miss your scheduled participation day and do not arrange for a replacement, or if you fail to sign up for the required number of days, you will be fined \$75 for each missed day, payable to Linda Beach Cooperative Preschool.



Linda Beach Cooperative Preschool PARENT RESPONSIBILITIES

What to Do on Your Participation Day

You will see how thrilled your child is to have you in the classroom! **No siblings (including infants) are allowed in class on any participation day. Please also refrain from using your cell phone for any reason other than photography.**

On your participation day, you are responsible for arriving **promptly at 8:45 a.m.** and remaining until all children have been picked up.

Upon arrival in the classroom:

- Check with the teachers about activities for the morning and ask what you can help prepare for projects or special events
- Put out play equipment from the outside storage unit, including tricycles and other requested equipment
- Check play yard for debris, litter, sand, etc.
- Wipe down the slide if necessary (towels are in the classroom)
- Check bathroom for toilet tissue, soap, etc.; stock as needed

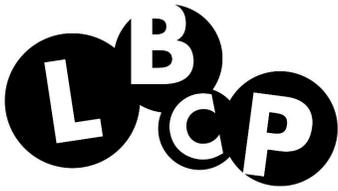
During class:

- Be flexible and available to assist in the bathroom
- Play and engage with the children
- Assist at story and circle time
- Help with the art project
- Help tidy up the classroom before the children go outdoors
- Supervise the playground
- Fill water pitchers for lunchtime

At the end of the morning:

- Vacuum the rugs, if needed
- Wipe down tables and chairs
- Sweep the floor
- Clean the bathroom/sink and damp mop the bathroom floor
- Check supplies (toilet paper, paper towels, etc.)
- Help put away toys, games, art supplies
- Empty the trash
- Put the outdoor play equipment back in the storage unit
- Evaluate the morning with the teachers

Most importantly, the participating parents are there to support the teachers in their work. The teachers are a wonderful resource for learning how to deal with challenging behavior in your own child and other children. It is critical for participating parents to be comfortable interacting with all of the children with both encouraging good behavior and redirecting inappropriate behavior. If you are unsure about how to do this, please speak with the teachers and with returning parents.



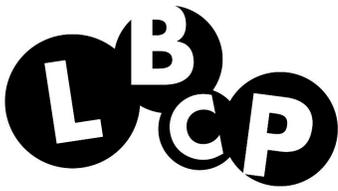
Linda Beach Cooperative Preschool **PARENT RESPONSIBILITIES**

Cleaning Days

All cleaning, upgrading, and maintaining of the classroom is performed by parents on cleaning days. Each family is required to participate in one cleaning day during the school year. See the school calendar for specific dates. If a family is unable to work on one of these days, alternatives can be worked out with the Vice President. Failure to meet this obligation by the end of the year will result in a \$100 fine.

Tasks on work days could include:

- organizing toys
- organizing daily art supplies
- play yard maintenance
- restocking supplies
- cleaning the classroom
- assembling furniture
- hanging pictures
- cleaning and organizing the bathroom

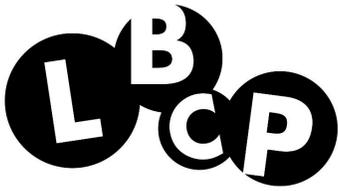


Linda Beach Cooperative Preschool PARENT RESPONSIBILITIES

Special Jobs

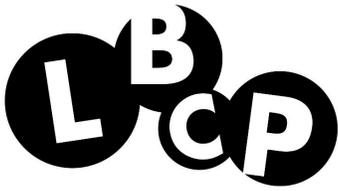
In order to keep the school running smoothly, families are required to volunteer for a minimum of one “Category A” special job or two “Category B” special jobs. The following is a list of those jobs. Jobs may be added/modified as needed during the school year. Board positions are typically filled during the spring for the following school year. Sign-ups for most other special jobs will take place during the summer. If you are unable to attend the first parent meeting or did not sign up for a job during the summer, you will be assigned a job and notified by the Vice President.

Job	Category	Number of Parents Needed
President	A Board	1 person – Work with the Director, teachers and board to oversee the administrative and fiscal responsibilities of the school. Lead the parent and board meetings.
Vice President	A Board	1 person – Assist the President and the Director. Ensure parent participation for Special Jobs and Cleaning Days. Coordinate school service project (i.e. Book Drive, Food Drive). Organize the Board Year End/Turnover Dinner.
Treasurer	A Board	1 person – Responsible for all tuition payments, fines, reimbursements and school bills. Works closely with the school bookkeeper, tax accountant and insurance agencies.
Secretary/Participation Chairperson	A Board	1 person – Take and publish minutes of the Board and Parent meetings. Maintain school rosters and sign-in binders. Coordinate the online sign-ups for participation days throughout the year.
Membership Chairperson – Tu/Th	A Board	1 person - Field inquiries from prospective families for the Tu/Th class. Send applications, acceptance letters and related correspondence. Ensure all enrollment paperwork is completed and filed for each student. Coordinate summer playdates, open houses, preschool fair, and school tours in collaboration with other Membership Chairperson.
Membership Chairperson – M/W/F & Pre-K	A Board	1 person - Field inquiries from prospective families for the M/W/F and Pre-K classes. Send applications, acceptance letters and related correspondence. Ensure all enrollment paperwork is completed and filed for each student. Coordinate summer playdates, open houses, preschool fair, and school tours in collaboration with other Membership Chairperson.
Membership Assistant	A	1 person – File online immunization paperwork with the state. Assist with open houses and tours as requested by Membership Chairpersons.
Website/Marketing	A	1 person - Make cosmetic changes to the school’s website and update as necessary. Ensure email, domain and website hosting is up-to-date. Coordinate online presence and marketing activities, such as on Yelp, BPN, and the school’s Facebook page. Work with board and other parents to advertise events as needed throughout the year. Manage email distribution lists.
Scrip Coordinator	A	1 person - Coordinate scrip program.



Linda Beach Cooperative Preschool PARENT RESPONSIBILITIES

Job	Category	Number of Parents Needed
Spring Fundraiser Chairperson – Solicitations/Auction	A	1 person – Coordinate solicitations and silent auction for Spring fundraiser
Spring Fundraiser Chairperson – Day-of Coordinator	A	1 person – Coordinate food, decorations, funds tracking, and act as day-of coordinator for Spring fundraiser
Class Representative	B	3 people (1 person per class) – Serve as point person for class specific community building events. Assist new families in adjusting to LBCP. Coordinate teacher gifts at winter break, teacher appreciation, and at the end of the school year.
Spring Fundraiser Committee	B	8 people – Serve on the committee (under the two chairpersons) for the Spring fundraiser
Auction Art Item	B	3 people (1 from each class) - Coordinate and help the children create the selected art auction item for the fundraiser – includes deciding on the art project, obtaining supplies and working with children during class to create the project.
Christmas Stockings	B	3 people (1 from each class) - Make and stuff stockings for children for the holiday celebration
Classroom Decorator	B	1 person – Work with teachers to decorate the classroom for holidays/changing seasons throughout the school year.
Costco Buyer	B	1 family - Purchase supplies for school at Costco as needed throughout the year. Submit receipts for reimbursement.
Disaster Preparedness	B	1 family – Review and update school’s disaster preparedness plan and supplies
Facility Coordinator	B	1 person - Be available to the teachers for minor fix-it jobs and communication/coordination with the church
Family Picnic Coordinator	B	1 person – Coordinate weekend family picnic/potluck in the fall
Field Trips	B	1 person (M/W/F only) – Organize field trips in coordination with teachers.
Hospitality/Chair Set Up	B	3 people – Set out all chairs for parent meetings. Arrange for refreshments at parent meetings. Put all chairs away at the conclusion of each meeting and dispose of all trash/recycling. Coordinate meals for families with new babies or with family needs.
Parties	B	2 people (1 from each class) - Organize all holiday and special occasion parties, including working with parent volunteers to make sure that there are snacks/paper goods for each classroom event.
Photographers/DVD Creator	B	2 people (1 from each class) - Take and collect photos of students throughout the year. Create a digital “yearbook” for the last parent meeting of the school year, the sale of which serves as a school fundraiser.
Santa	B	3 people (1 from each class) - Dress up in Linda Beach Santa outfit, deliver stockings and participate in holiday party.
See’s Candy Coordinator	B	1 person – Coordinate See’s Candy fundraiser in October/November.



Linda Beach Cooperative Preschool PARENT RESPONSIBILITIES

Special Job Budgetary Guidelines

Several of the special jobs require purchasing items for the school. If you purchase items on behalf of the school, you will be reimbursed as long as your purchase is within the established budget for your special job and you keep your receipt. Budget guidelines are communicated to individuals as they sign up for their jobs at the beginning of the school year. If you need clarification on the budget for your job, please contact the Vice President. Reimbursement forms are available at school. Submit your reimbursement form and receipts in the treasurer's folder in the classroom. You can expect to receive your reimbursement within two weeks.

Financial Obligations

Tuition

Tuition for the school year (\$5500 Pre-K, \$3450 M/W/F, \$3000 Tu/Th) is payable in 10 monthly installments, starting in September and ending in June. Prior to the commencement of the school year, the September and June installments are due **in one payment**. For the months of October through May, eight equal payments will be paid on the first Tuesday of each month and will be considered **delinquent after the 15th of the month**. A fine of \$10 is due with late tuition. Failure to pay tuition for more than thirty days may result in the dismissal of the child from Linda Beach Preschool. If your situation requires special payment options, please speak with the Treasurer. A fine of \$25 will be assessed on all returned checks. If more than two checks are returned, either cash or a cashier's check will be required for future payments.

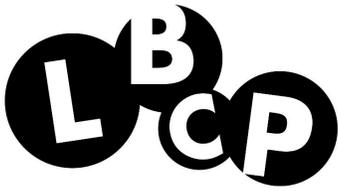
If your child(ren) will be beginning at LBCP after the start of the school year, the yearly tuition will be pro-rated based on the number of school days remaining (including holidays). Contact the Board Treasurer or Board President for more information.

A 2% discount on tuition is available if the full year's tuition is paid at the beginning of the school year.

Automatic Bill Payment

Please consider using the Automatic Bill Payment with your personal bank in order to pay your monthly tuition. This saves a lot of time and energy for both you and the LBCP Treasurer and ensures no late payments! Simply sign up online with your bank and add Linda Beach to the Payee List within their Online Banking Program. Please note that this is not a "direct deposit" payment to LBCP's account. Your bank will need to mail a check to the school. Although each bank has different policies and procedures, the necessary information you should provide to your bank is the following:

Payee: Linda Beach Cooperative Preschool
Address: 400 Highland Avenue, Piedmont, CA 94611
Amount: \$300 (T/TH), \$345 (MWF), or \$550 (Pre-K) – October through May
Date: Checks to be received at LBCP on or before the 1th of each month
Memo: Child's full name/class



Linda Beach Cooperative Preschool PARENT RESPONSIBILITIES

Extended Vacations

If your family will be traveling for more than 30 continuous days during the school year, Linda Beach will offer a one-time discount of 50% off a single month's tuition installment. Any subsequent tuition installments must be paid in full.

Jean Spees Scholarship Fund

Upon Jean Spees' retirement in 1992, the school established a scholarship fund in honor of her 22 years of dedicated service as the Director of Linda Beach Cooperative Preschool. The purpose of the fund is to aid families who find themselves in need of financial assistance, either on a temporary or long-term basis. The scholarship application form is available upon request from the President or Director. All scholarship decisions are made by the Director, President and Treasurer and are kept in strict confidence.

School Budget

While tuition covers the majority of the costs of running LBCP's programs, we rely upon fundraising to make necessary school improvements, refresh our scholarship fund, and maintain an emergency reserve to weather unexpected financial challenges. The two primary ways we raise additional funds are described below.

1. Scrip

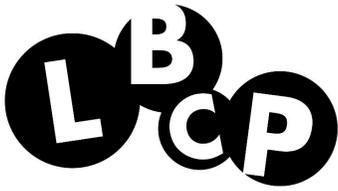
Scrip is a way of purchasing merchandise and groceries that raises funds for the school at no additional cost to you. If you have registered electronically, used a member card and/or used paper scrip, Linda Beach receives a percentage (usually 2-5%) back from participating vendors from who you made purchases. As part of your commitment to Linda Beach, each family is required to make \$1500 worth of purchases that result in credit to Linda Beach. Please note that this \$1500 commitment does not increase with additional children enrolled at Linda Beach. This obligation may be satisfied in any of the following ways:

1.) Great Lakes Scrip

A wide variety of scrip options (gift cards for various vendors) are available from the Great Lakes Scrip program. The Scrip Coordinator will provide more information at the parent meetings and via email.

2.) eScrip

eScrip is a program which allows you to register your credit cards, debit cards, and phone numbers. When you shop at a store that is an eScrip merchant and use your registered card, Linda Beach automatically receives a percentage of your purchase. You can register by logging on to www.escrip.com and follow the easy prompts to link your card to Linda Beach. You can also have relatives and friends register with eScrip as well. To ensure that you receive credit for your relative's and friend's purchases, you must email the Scrip Coordinator with their names. eScrip also offers an online shopping option. Simply log onto www.escrip.com and click "At the Online Mall" in the upper right hand corner of the home page. While we will receive progress reports, you can also track your own progress by logging on. There is a two to three month lag in reporting purchases and crediting your account.



Linda Beach Cooperative Preschool PARENT RESPONSIBILITIES

3.) Berkeley Bowl

Berkeley Bowl “paper” scrip is available for purchase from the Scrip Coordinator at each parent meeting. You use this paper scrip for purchasing items at Berkeley Bowl rather than cash, check, or credit/debit cards. To ensure there is enough scrip for all the parents, please email the Scrip Coordinator two weeks before any parent’s meeting when you would like to buy some.

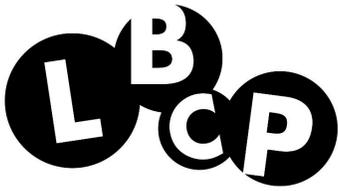
4.) Donate \$150.

Rather than using any of the above methods, you can simply make a \$150 contribution to Linda Beach.

The scrip year runs from August 1st through June 30th, so all purchases made during this time will be counted towards your commitment. A family can participate in one or all five of the above options. If a family’s commitment is not satisfied during the August-June time period (either with \$1500 in purchases or \$150 cash/check contribution), that family will be assessed the portion of \$150 analogous to the unmet scrip commitment, up to a maximum of \$150. (For example, if a family met 50% of the scrip requirement through purchases, then 50% of \$150 would be assessed.) If a family joins Linda Beach for a portion of the school year, the commitment will be pro-rated at a rate of \$150 scrip dollars per month or \$15 donation per month (September-June). The Scrip Coordinator will send out an email in January and May to those families who have satisfied their commitment. Due to the reporting lag, a family that fails to satisfy its commitment will likely not receive a bill for the assessed difference until September of the following year. For students that join mid-year, the scrip requirement will be pro-rated at the rate of \$150/month.

2. Fundraisers

We hold several small fundraisers throughout the school year, and a larger spring fundraiser/community event. Specific fundraising requirements and expectations will be outlined during parent meetings. In addition to being an important source of funds for the school, these fundraisers are enjoyable events for Linda Beach families and their friends and family. **All families are encouraged to participate in these events.** Specific responsibilities and expectations for these events will be discussed at the parent meetings. Although the requirements may change from year to year, families are expected to volunteer their time as part of, or in addition to, a special job, and to contribute financially as they are able to the fundraising efforts.



Linda Beach Cooperative Preschool PARENT RESPONSIBILITIES

Additional Fees

In choosing a cooperative preschool, you choose to share both the benefits and obligations. Linda Beach is a small school and even one or two families failing to meet these obligations dramatically affect the success of the cooperative. Following is a summary of additional fees that could apply, as previously outlined in this handbook:

- Late tuition (after the 15th) \$10
- Returned check fee \$25
- Paid substitute for classroom participation day \$50
- Missed classroom participation day* \$75
- Missed parent meeting \$50 for the 2nd missed meeting
(see p. 6 for a complete breakdown of fines for meetings missed in excess of 2)
- Missed cleaning day \$100
- Donation in lieu of Scrip \$150 per year

**Includes failure to sign up for the required number participation days*

Deposits

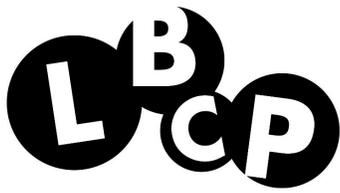
Any money remitted for the last month's tuition installment is non-refundable under any circumstances, including withdrawal during the summer or during the school year, with or without notice. The \$200 deposit will also be non-refundable if students are withdrawn for any reason prior to the close of the school year. Repeated failure of any family to meet its obligations, including the payment of fines, will jeopardize the family's continued attendance at the school. The Director and Board may assess extra fees for non-participatory families. The Director and President will also try to work with any families who are experiencing financial hardship.

Each family must pay a **\$200 deposit per child** to secure each child's space in the school. Your deposit will be returned to you at the end of the school year if the following criteria have been met: (1) you have fulfilled all of your financial obligations including tuition and scrip, and (2) you have no fines or additional fees outstanding. Continuing families will have their deposits rolled over to the following year.

Note: Deposits will **not** be applied to the final tuition installment, as June's installment will have already been paid before the start of the school year.

Returning Families

Families who will be returning to Linda Beach for a subsequent school year must submit a commitment letter (form to be provided by the Membership Chairperson) to the school by February 1st in order to secure a spot ahead of new applicants. Withdrawal from Linda Beach after April 1st will forfeit the \$200 deposit.

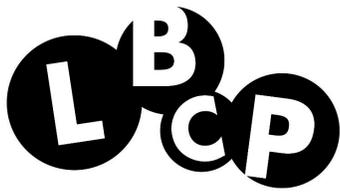


Linda Beach Cooperative Preschool

SCHOOL RULES

In order to ensure a positive and safe school experience for every child, certain rules must be established and followed. Please be certain that **anyone caring for your child is aware of the following rules.**

- **Enrollment Requirements** - All students entering Linda Beach Cooperative Preschool must be 2 years and 9 months old; students entering the Pre-K program must be 4 years 6 months old. Modifications to this rule may be made at the discretion of the Director. **All students must be toilet trained before entering Linda Beach Cooperative Preschool.** Pull-Ups are not acceptable. If your child is not toilet trained, you may elect to withdraw your child from school or pay your tuition monthly to hold your spot until your child is toilet trained.
- **Negative TB Test Requirement** – **Any adult participating in the classroom** must provide proof from a doctor of a negative intradermal tuberculin (TB) test, a negative IGRA (blood test), or chest x-ray within the previous 2 years. This is required by law and **includes babysitters or grandparents that might occasionally help out.**
- **Punctuality** – Preschool hours are regularly 9:00 AM until 12:00 PM, and Pre-K hours are 12:30 PM until 3:30 PM. Please plan to pick up morning students between 11:45 AM and 12:00 PM, and afternoon students promptly at 3:30 PM. Please plan ahead for parking issues and traffic. When you pick up or drop off your child, please leave the classroom and hallway directly and conduct any visiting outside. **If you will be late for any reason, please call the school at 510-547-4432.**
- **Sign In/Out** - Every child must be signed in at the beginning of the day and signed out at the end of the day with a full signature as required by the State of California. Once your child is situated in class, your prompt departure is requested by the teachers. This will allow your child to build independence, enable the classroom routine to remain consistent, and allow class to start on time.
- **No Nut Policy and Allergies** - Because many children have life-threatening food allergies, we abide by a strict **no nut policy** for snack/lunch (this includes peanuts, tree nuts, nut butters, or any products that “may contain traces of nuts” or have been “produced on shared equipment with peanuts or tree nuts”). Because children will be bringing their snacks/lunches from home each time they go to school, please be vigilant and read the ingredient lists and allergy warnings on the labels of products. For the safety of the children, we will need to remove any food that does not comply with this policy. Please remember this policy when your child’s birthday is celebrated at school; most store-bought cupcakes/cakes/baked goods contain warnings that they “may contain traces of nuts.” Most boxed mixes/canned frosting do not have this warning and are a safe option. The teachers for each class will make the parents aware of any severe allergies and/or special dietary requirements for students in that class.
- **Absence and Illness** - In the case of absence, please leave a voice mail message at the school by 8:30 AM. Please keep your child home if he or she has a fever, symptoms of a cold, or any other contagious illness. If your child has had a fever, diarrhea or vomiting, he/she should remain home for **24 hours** after symptoms have disappeared. Teachers will send children home who have these symptoms. **Inform the school as soon as possible if your child has contracted a communicable disease or condition (e.g. chickenpox, head lice, pink eye) and keep your child at home until the condition is cleared.**



Linda Beach Cooperative Preschool

SCHOOL RULES

- **Medications/Immunizations** - Inform the school if your child is taking any medications. Notify the school of any allergies to food, animals, insects, materials, etc. that your child may have and supply the teachers with any necessary emergency medication. Medication forms are necessary for medications to be administered at school. Immunizations must be up to date with records on file, as mandated by the State of California.
- **Respect for Others** – We encourage parent discussions, but ask that they take place in the hallway, not the classroom. Please be sensitive to other students' and parents' feelings when making play-dates, planning birthday parties, special outings, etc. It is preferable for those plans to be made outside of school.
- **Classroom/Church Safety** - The church **prohibits** the use of the church driveway for any Linda Beach Cooperative Preschool purpose. This includes dropping off or picking up children, as well as use as a pedestrian/stroller walkway. Violation of this rule may result in the dismissal of your child from Linda Beach. Running and excessive noise in the hallway are also prohibited by the church.
- **Appropriate School Attire** - Do not send your child to school in open-toes shoes, crocs, jellies, or any clothing that might impair your child's ability to play safely. On the days that your child's class has motor development, children should not wear tights.
- **Emergencies** - Children will only be released to a parent or those designated on the emergency information forms. If your child will be going home with someone else, written notification with the additional person's name and phone number must be presented to the teachers. Parent signature is also required.
- **Withdrawing from School** - A thirty-day written notice is required if a child is to be withdrawn from school during the school year. No withdrawals will be accepted after May 1, 2017, and the final month's tuition installment is to be paid in full. All monies paid to Linda Beach are non-refundable with the exception of the \$200 deposit (refer to page 15).