

La Verne  
Parent  
Participation  
Preschool  
[www.lvppp.com](http://www.lvppp.com)



*Hand in Hand We Grow Together*

# Parent Policies and Procedures Handbook

2016-2017

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### ***INTRODUCTION...Our History***

La Verne Parent Participation Preschool was established as a parent participation nursery school in Claremont in 1971. In 1974, the school was moved to La Verne and the name was changed to Los Chiquitos. In 1983, the general membership voted to change the name of the school to La Verne Parent Participation Preschool. The name was chosen to reflect the co-op tradition and location of the school.

La Verne Parent Participation Preschool, Inc. is a non-profit parent organization owned and operated by member families. The Board, composed of elected parent members, is generally responsible for the operation of the school with major policy changes approved by a quorum of member families. Each family is encouraged to participate and contribute as much as they are able beyond the basic requirements.

### ***WHAT IS A CO-OP?***

"Cooperative" or "co-op" defines a group of people bonded together in a joint effort. A cooperative nursery school is a group of parents joining together to best educate their young children.

A co-op differs from other schools in how it is managed. A cooperative nursery school is guided by a volunteer Board of Directors, which meets monthly to establish policies and guidelines for the operation of the school. Parents, in a cooperative situation, have the power to change what they are not satisfied with.

Co-op preschools are terrific places to share your child's initial school experiences.

Co-ops are not-for-profit, non-discriminatory organizations, owned, maintained, and administered by the parents of the children enrolled.

### ***PURPOSE***

La Verne Parent Participation Preschool has been created to provide children with educational experiences to help them to grow socially, emotionally, cognitively and physically. This is done through a developmentally appropriate curriculum facilitated by parent participation and to give parents the opportunity for learning positive ways for working and living with children.

### ***GOALS FOR CHILDREN***

1. To create an atmosphere which will allow each child to grow at his/her own pace with increasing confidence and self-awareness.
2. To have adults act as facilitators rather than instructors, thus encouraging the child to be self-motivated in his/her pursuit of knowledge.
3. To provide a multi-ethnic environment in which the child feels comfortable meeting with other children and adults.

### ***GOALS FOR PARENTS***

1. To acquire a deeper awareness of the growth and development of our children with observations and comments from the professional staff.
2. To observe interaction of children with their peers.
3. To meet and interact with other families of preschool children for the purpose of sharing experiences.
4. To have an opportunity for parent education.

### ***GOALS FOR TEACHERS***

1. To plan and implement a developmentally appropriate curriculum for the children's preschool.
2. To set up the preschool environment in a loving, nurturing, and rewarding manner.
3. To direct the parents in their role, making suggestions that will help parents to work effectively in the classroom and with children.
4. To model appropriate interactions with children.

## ***REGISTRATION...Tuition***

1. A **non-refundable fee** is required. Also, a deposit equivalent to one month's tuition is due by July 15<sup>th</sup> to retain your position. If enrolling after the start of school, deposit is due upon enrollment. All fees must be current to register for the next school year.
2. Health forms and shot records must be provided for each child. Participating parent and/or substitute (for non-participating parents) must provide a current TB test and proof of measles, and pertussis vaccinations prior to the first day of attendance.
3. Parents **must** study the handbook of policies and procedures.

## ***TUITION***

1. Tuition is due on the 15<sup>th</sup> day of the month. (A 10% late fee will be imposed if not paid by the 20<sup>th</sup> of the month). Your child may not attend school if tuition is not paid by the 30<sup>th</sup> day of the month. Arrangements may be made with the Treasurer under certain circumstances.
2. Tuition must be paid by CHECK, MONEY ORDER, CASH, or CREDIT CARD. Cash payments **must** be paid directly to the office. Credit Card payments will include a processing fee.
3. Tuition is based on the school year and divided into 10 equal payments (August through May). Parents will pay a full month's tuition regardless of holidays and vacations. Parents may also elect to buy out the fundraising requirement and have it added to the monthly tuition payment.
4. Families must give written notice of at least ten school days prior to withdrawing from school and will be responsible for all outstanding fees and morning participation days. This includes, but is not limited to, fundraising, work maintenance hours and committee job. The Board may relieve the withdrawing family of any tuition and/or participation obligations at its discretion. Families withdrawing after April 1st shall be expected to pay tuition for the remainder of the school year.
5. Families must be in good financial standing at all times. Families that stop payment on checks or have non-sufficient fund fees will be responsible for monies owed. Outstanding payments may result in bad standing and dismissal from the school at the Board's discretion.

## ***Fees***

***Participation*** is the key word in making our school run smoothly and effectively. We always want our children to be around a positive working environment. The following is a list of fees for those times when commitments are not properly met.

Late Pick-up Charge: \$10.00 **per each** 15 minutes after the close of school when a child is picked up late, payable to the teacher who stayed with your child.

Late Tuition Payment: 10% late fee added on your tuition if not paid by the twentieth of the month.

Missed Participation Day: \$50.00 for not showing up on your scheduled participation day (\$25.00 for a substitute + a \$25.00 fine), added to your tuition bill. If you arrange your own substitute there is no fee beyond what you pay the sub.

Non-Sufficient Fund Checks: A \$25.00 NSF fee will be added to your tuition bill the first time a check is returned to the school unpaid. The fee will increase to \$30.00 thereafter. If a third check is returned to the school, all further payments will need to be made in cash.

Tardies on Participation Day: \$10.00 **per each** 15 minutes will be added to your tuition bill if you arrive at school after 8:45 a.m. on your scheduled participation day. If a substitute covers for you until your arrival, a fee will be paid to that person. Early departures will result in a \$10.00 fee **for each** 15 minutes you leave before the end of the scheduled work day (12:15 p.m.).

Work-Maintenance Hours: 4 hours per semester (totaling 8 hours per year) is required for each family. Sign-up sheets are posted at the beginning of each semester. Parents who have signed up for a specific work maintenance day must give the Workday Coordinator 24 hours' notice, if unable to attend, or a \$100.00 "no-show" fee will be assessed (\$50 no-show fee & \$50 substitute fee). **You may hire a substitute**, in advance, for \$50.00 per semester or schedule hours at alternate times. Fees will be assessed each semester for uncompleted work hours. Please contact the Workday Coordinator for further information.

Fundraisers: Participation in fundraisers is mandatory. There are many fundraisers to choose from to meet this goal. A profit of \$175 for each family or \$240 for multiple sibling families must be met. Half of fundraising requirement must be met by January and the second half must be met by May. Any unmet goals will be billed with tuition. You have the option of buying out of fundraising and having it added to your monthly tuition bill.

Parent Meetings/Parent Ed: Attendance is mandatory for all parent meetings by at least one parent. If you must miss a meeting you may make up non-attendance by either doing

an extra 2 hours of Work Day participation, or by a \$50.00 fee added to your tuition bill. For each Parent Ed obligation not met, there will be assessed a \$25 fine.

Board and Committee Jobs: A fee up to \$80.00 per semester will be assessed for committee jobs not maintained. Please see Committee Coordinator if a problem arises in completing your committee job.

### ***General Information***

1. For the safety of others, children are not allowed to bring toy weapons such as guns, lasers, swords, or any type of war toy. Gum, candy, or any toy or object intended to go into the mouth (i.e. whistle, pacifier, bottle and sipper cups) are not allowed at school. Water bottles are allowed to be left in cubbies.
2. Children should come to school in clothes they are allowed to get dirty and that are appropriate for the weather. They must wear sneakers or rubber soled properly fitted shoes.
3. Shoes and all items of outerwear (jacket, sweater, etc.) should be labeled in some manner with the child's name.
4. Children should always have a change of clothes kept at school.
5. Birthdays: Your child's birthday may be celebrated at school during snack time. You may provide special plates and napkins for snack, you may also bring a special snack (Favorite healthy snack) when ADVANCE APPROVAL has been received by your child's teacher & snack coordinator. If prior approval has not been received, we may not be able to serve your snack. If you are planning a birthday party outside of school, please mail the invitations to the guests, unless you intend to invite the whole class, in which case, they may be placed in the family mailboxes (not in the classroom cubbies).
6. Check with snack coordinator when bringing in any unsolicited food for allergies.
7. When entering and exiting classrooms, be sure to securely attach the gate. We need to ensure the safety of the children at all times.
8. Each parent is responsible for reading the Friday E-mails from the school, checking the room 2 window and their family mailbox for important information.
9. Unforeseen circumstances in the School's operation may necessitate changes in policies. Members will receive prior notification.

## ***Allergy Awareness Policy***

La Verne Parent Participation Preschool aims to practice an allergy conscious environment this includes providing for the needs to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts or other allergens to which they are sensitive. While it is not possible to guarantee that the preschool environment will be completely free of potential hazards, risks can be minimized by compliance with reasonable guidelines. The Preschool aims to protect children who have allergies, yet also help them, as they grow up, to take responsibility as to what foods they can eat and to be aware of where they may be put at risk.

### **Definition**

Anaphylaxis (also known as anaphylactic shock) is an allergic condition that can be severe and potentially fatal.

Anaphylaxis is your body's immune system reacting badly to a substance (an allergen), such as food, which it wrongly perceives as a threat.

The whole body can be affected, usually within minutes of contact with an allergen, though sometimes the reaction can happen hours later.

This policy refers to nuts, but at present includes sesame seeds, pine kernels, coconut and sunflower seeds.

### **Symptoms**

The symptoms of anaphylaxis usually start between 3 and 60 minutes after contact with the allergen. Less commonly, they can occur a few hours or even days after contact.

An anaphylactic reaction may lead to feeling unwell or dizzy or may cause fainting due to a sudden drop in blood pressure.

Narrowing of the airways can also occur at the same time, with or without the drop in blood pressure. This can cause breathing difficulties and wheezing.

### **Staff**

- Will be made aware of students who have an anaphylactic responses, including nut allergy
- Will supervise students during snack and/or lunch and will be vigilant in regard to this policy
- Will participate in training to understand procedures related to anaphylaxis (Severe allergic reactions) as the need arises.

- All product packaging must be checked for warnings directed at nut allergy sufferers and ensure proper supervision and supervised hand washing
- Provide a secure but relevant location for EpiPens, provided by the parents

### **Parents**

- Are requested NOT to send food to LVPPP that contains nuts (or other identified allergens). This includes, but is not limited to, peanut butter, Nutella, most nuts, peanut cooking oil and other foods that may contain nuts
- Will be informed of this policy at the beginning of each school year
- Will provide a care plan from the doctor if their child has a serious allergy.
- Where EpiPens are required the parents are responsible for the provision and timely replacement of the EpiPens

### **Students**

- Will not be permitted to share food brought from home.
- Will be reminded about the good hygiene practice of washing hands before and after eating which helps to reduce the risk of secondary contamination.

### **Actions**

#### **In the event of a child suffering an allergic reaction:**

- We will delegate someone to contact the child's parents
- If the child becomes distressed or symptoms become more serious contact 911
- Keep calm, make the child feel comfortable and give the child space
- If medication is available it will be administered as per training and parents/doctor instructions.

## ***Child Attendance***

1. School hours are 9:00 a.m. to 12:00 p.m. Please make an effort to be prompt to give your child the full benefit of the program. Late arrivals tend to be disruptive to the class.
2. Parents may not leave their child at school prior to 9:00 a.m. This allows the working parents to help the teacher with preparations for the school day.
3. Parents must take their child into the classroom each morning, register on the sign-in sheet and make sure the teacher greets the child. Only those persons listed on the Student Release Form will be permitted to sign the child IN and OUT, unless other arrangements have been made by the parents in writing.
4. A \$10.00 fee will be charged for each 15 minutes, or portion thereof, if the child is picked up late. A late fee will be assessed beginning at 12:05 for school hours and 2:05 for Extended Day hours.

5. If a child becomes ill or injured at school, parents must pick up their child immediately once they are notified of the child's illness/injury.
6. Please notify the staff if a child will be absent. Excessive absences may result in dismissal from the program at the Director's and Board's discretion. Consistent attendance is important to the program and the well-being of the child.
7. A small nutritious snack is served to the children midway through their three-hour morning to help stabilize their energy levels until lunch. Snack will consist of foods from at least two different food groups. Every effort will be made to purchase products that are low in sugar and contain the least amount of artificial ingredients and additives. A typical snack will consist of a cracker or cracker substitute (i.e. pretzel, cereal mix, etc.) and a fresh fruit or vegetable. Water, fruit juice or milk will also be offered as a beverage. The children will be offered the opportunity to try new foods, including foods relating to the cultures of their classmates.
8. Extended Day is offered on Monday, Tuesday, Wednesday and Thursday. See Extended Day for further information.

### ***Participation Requirements***

#### **CLASSROOM PARTICIPATION**

1. Each family is required to participate in the classroom. We use [signupgenius.com](https://signupgenius.com) to signup in advance for the participating parents classroom. While you are working in the classroom, you are the teachers assistant helping with the duties of the classroom. In the MWF program you may work 3-4 times in a month, per child, and the TTh program 2-3 times per month, per child. The scheduler determines how many days needed for the month and divides them among the families. It is vital to our program that parents arrive on time and ready to work on their participation day.

#### **COMMITTEE, BOARD, and EVENT PARTICIPATION**

1. Every family will have a parent participate as a member of the Board or serve on a Committee.
2. All families must work a 1 ½ hour shift at one major school event (i.e. Halloween Party, Open House, etc.), or provide a substitute. Each family will also be responsible for two hospitality events (ie. Set up or clean up).
3. Every family is responsible for complete fulfillment of their Event and Committee or Board Job. If jobs are not fulfilled to the Board's and the Director's satisfaction, fines totaling no more than \$80.00 per semester will be imposed. If the jobs are not maintained, the fines can be imposed each month on your tuition bill. Children will not

be allowed to attend school if there are outstanding fees due. Committee jobs and/or Board jobs that are continually not met are subject to review by the Board and Director.

4. All Committee and Board duties need to be conducted before or after class if you are a working parent (not during class time).

5. Any Board and/or Committee Jobs that involve the handling of money require that a monthly financial report be submitted to the Office Manager listing all transactions. All money should be given to the Office Manager to be kept in the school safe.

### **FUNDRAISING**

1. Participation in the fundraisers is required. Families may opt out of fundraising by having the fundraising goal be added to monthly tuition. Families must meet half of their goal or buy out by January and fulfill the requirement by May or be billed.

2. Several fundraisers are scheduled throughout the year to give families ample opportunities to meet their goal. Fundraisers help us to keep our tuition low, so participation by families is very important.

### **GENERAL (PARENT) MEETINGS & Parent Education**

1. Attendance at General (Parent) Meetings is MANDATORY by at least one parent. Be sure to sign in upon arrival at the meetings.

2. If a General (Parent) Meeting is missed, the family will be responsible to pay a \$50.00 fine or arrange for additional duties as approved by the Committee Coordinator and/or the Director with a signed "Make Up Of Work Maintenance Hours" form as verification. Continual absences at General (Parent) Meetings, without reasonable cause and approval, will be subject to review by the Board.

3. Parent Education meetings are offered monthly right after school. Parents should bring their child a lunch, and staff will host a lunch date and play while the meeting is going on. There will be 10 meeting during the year and each family is required to attend a minimum of 5 meetings during the year. There will be a \$25 fine for non-attendance up to the minimum requirement.

### **WORK-MAINTENANCE HOURS**

1. Participation on scheduled work-maintenance days will be 4 hours per family per semester. Workdays are listed on your school calendar. The Workday Coordinator will provide a schedule for families to sign up for their work-maintenance day participation in advance.

2. Parents who have signed up for a specific work-maintenance day must give the Workday Coordinator **24-hours' notice** if they are unable to attend. It is the responsibility of the family to provide a substitute or trade their work-maintenance day with another

family if they are unable to attend. If you fail to meet these obligations and are a no-show, a \$100.00 fee will be assessed.

3. If you are unable to find a substitute on your own, arrangements can also be made with the Workday Coordinator, **in advance**, for a workday substitute. In this case you will be billed \$12.50 per sub work hour or \$50.00 for 4 hours.

4. Children **may not** attend these workdays.

5. Work-Maintenance days help to keep our school clean and safe. Participation in Work-Maintenance days is important to our program. Failure to participate in Work-Maintenance days is subject to review by the Board.

### ***PARTICIPATION AT LA VERNE PARENT PARTICIPATION PRESCHOOL***

Participation at LVPPP is the heart and foundation of our program; therefore, buying out of all duties is not in the best interest of our program and will not be permitted.

#### ***Guidelines for Participating Parents***

##### ***YOUR FIRST PARTICIPATION DAY***

Your first participation day need not frighten you. We do not expect you to learn all about the school on your first day. We know it will take time. Watch the teachers and experienced helpers. See where supplies are kept, how to set them up and put them away. Feel free to ask questions. We hope the following information will make your participation days easier for you.

##### ***BENEFITS FROM PARENT PARTICIPATION***

1. Learn new skills
2. Make new friends
3. Share in your child's education
4. Become aware of your child's strengths & weaknesses
5. Build your support system
6. Gain confidence
7. Have some fun

##### ***PARENT RIGHTS AND RESPONSIBILITIES***

1. To be welcomed in the classroom.
2. To be informed regularly about my child's progress.

3. To always be treated with dignity and respect.
4. To learn about the operation of the program in all aspects.
5. To work with the teacher, staff and other parents in a cooperative way.
6. To guide children with love, patience, and most of all, by our example.

### ***PARENT CODE OF CONDUCT***

1. Treat all people with respect: children, parents, and teachers. Model appropriate behavior at all times. If a situation does arrive, please contact the Director or a Board Member immediately.
2. Keep personal issues, gossip, and conflicts outside of the school (including, but not limited to yelling, threatening or other inappropriate conduct).
3. Dress appropriately for working with children.
4. Respect classroom schedules, rules, policies and procedures.
5. Supervise children at all times.
6. Keep child and family information confidential. Please do not comment to parents about their children, refer them to the teacher to discuss “how their day went”. And always ask the teacher about your child’s day, not the working parents.
7. Keep socializing at a minimum while you are serving as a working parent. Supervision is most important.
8. Discrimination is not allowed because of color, race, religion, age, disability, or ethnic background.
9. LVPPP is firmly committed to providing a safe environment for our children and employees. Smoking and the use of smokeless tobacco products are prohibited in **all** buildings and on the grounds of LVPPP. We also ask that you refrain from using products that produce a strong scent, strong enough to be perceptible by others.

### ***CONFIDENTIALITY***

1. In working with children and parents in the classroom, you may be exposed to a great deal of information about families or situations. Please keep strictly confidential any information you may learn about a child, a family, or situation.
2. Confidential school matters should never be discussed in the community.

3. If you have concerns about a child, parent, or family, please inform the Teacher and/or Director.
4. If you are not sure what kind of information regarding the school, children and their families is confidential, please check with the Teacher and/or the Director.
5. Be sensitive and have respect for children, their families, and our school.

### ***DAILY PARTICIPATION DAY REQUIREMENTS***

#### **What must the participating parent do?**

1. Arrive promptly and be ready to work by 8:45 a.m. in comfortable clothes and shoes (you will probably get dirty so don't wear anything you're fond of). You must also be physically able to fully participate in all tasks given or you must hire a sub.
2. Check in with the teacher in the room in which you are working and pick up an apron from the hook by the rear door located in the kitchen. If you are Housekeeper, check in with the Director.
3. Sign your child in on their classroom sign-in sheet.
4. Follow the instructions on the classroom duties sheet for the position you are working: Room 1, Room 2, Room 3, or Housekeeper. You will find the card posted in the appropriate room or see "General Duties" for each position. The Housekeeper card is posted in the kitchen in Room 1.
5. Supervise the children on the play yard, being sure that there are always two working adults present. Supervising requires your full attention, no cell phones.
6. Assist the teacher in transitional activities, including hand washing.
7. Talk to children on their eye level.
8. Stop dangerous behavior and re-direct negative behavior.
9. Let children solve their own problems whenever possible.
10. Never discuss a child within his/her hearing.
11. Circulate yourself to as many areas of the room as you can during "inside time," unless directed otherwise by the teacher.
12. Parents must stay until 12:15 pm to help supervise the children until their parents arrive and to clean up the room.

13. Remember to have fun!!!

**How can I help the teacher and children?**

1. Assist the children with art or craft activities, making sure the child does the work themselves.
2. Assist the children with manipulative play.
3. At circle time, sit between those children who need help paying attention.
4. Read or tell a story, sing a song, or role play.
5. Work closely with one child who may need help with a task. Spend one-on-one time with **all** children, if possible. Try to avoid working only with your child. Parents are to work with all children.
6. Get materials ready for use.
7. Play a game or a musical instrument.
8. Talk with a child or children.
9. Work with a small group on a task.
10. Help and interact with children during outside time.
11. Repair toys, books, or equipment when you notice a problem. Or bring to the teacher's attention any unsafe items.
13. Lead large and small motor activities.
14. Help with bulletin boards.
15. Share your ideas.

**What is allowed during outside time?**

1. Your job is to observe and supervise the children's play groups in your area.
2. The children may remove their shoes during warm weather. Encourage them to tuck their socks inside their shoes and place in their cubby, or on the outside table.
3. Children may swing on their bottoms or bellies -- but no twisting.  
\*Watch for children crossing in front of, or behind swings.

\*Give children only a few pushes to encourage them to try different activities and develop their pumping skills.

4. Children may play with water or mud on warm days. We try to teach them to play with it, not in it, and to keep their clothes dry. Please have children remove their shoes. The children are not to use the outside drinking fountain for water play. It is only for drinking. We are a water conscious school and try to minimize letting water run.

5. The sand toys need to stay in the sand areas on the play yard. Watch for flying sand and remind the children that "the sand stays on the ground".

6. Do not allow children to climb onto the playhouse roofs or fences at any time.

7. Bike riding is in a clockwise direction. Please be sure children are wearing shoes and helmets on two wheelers. Monitor turns if a child is waiting for a bike. Slow down speedy drivers. Children may not push a bike or wagon from the rear.

8. Children are never allowed in the bike shed. They will be asked to ride bikes up to the doors only.

9. We want you to enjoy your time here, but please remember that your job is to supervise the children for their safety. Please do not let visiting with other adults leave your area poorly supervised.

### ***DISCIPLINE AT PRESCHOOL***

It is important for participating parents to know our philosophy on discipline so that they will be able to handle situations which may arise when they are working. We realize that everyone has their own style of discipline at home, but we feel it is important that the children have consistency from all adults at school.

Discipline is teaching. It is instruction of the appropriate way to behave. It is also a learning experience in which children are guided so that they can develop their own self-control and learn the rules from adult role models. A child learns to be in charge of their actions by learning how to deal with difficult situations. They learn to think and reason by being taught how to solve problems. Learning to give and take and to solve problems with peers is necessary preparation for school and for becoming mentally healthy adults. To discipline is not to punish, but rather to develop and nurture the child's self-esteem by giving them the confidence and power to solve their own problems.

The following are guidelines to help you handle problems at school:

1. Use positive approaches when working with children.
2. Model a positive, cheerful attitude for a pleasant atmosphere.
3. Stop negative behavior or intervene when necessary.
4. Encourage cooperation rather than competition.
5. Make eye contact when speaking to a child.
6. Use positive words instead of negative words. For example, rather than saying "Don't throw sand!" say, "The sand stays on the ground." If the action continues, say "If you keep throwing sand, you'll have to play somewhere else." Be sure to carry through if the action continues.
7. Our basic school rule is "You cannot hurt others!" This is something all the children can understand and it covers most problem areas.
8. When you want a child to stop doing something, redirect them to something else. If a child is throwing sand, a way to respond would be, "The sand needs to stay on the ground. Instead of throwing sand, lets make a volcano." If the child wants to throw, a proper response would be, "We can throw balls."
9. Don't give children a choice if there really isn't one. Say, "It's time to come inside for snack," not "Do you want to come in now and have snack?"
10. Help children solve their own problems. "How else could you have gotten a turn on the bike? Let's go and tell Matt that you would like a turn. If that doesn't work, we'll think of something else."
11. Be a good role model. If we express our anger in a quiet and constructive way, or explain about other people's feelings, our nurturing and caring will show children the proper way to treat others. Don't forget to apologize if you are wrong or if you hurt someone. Modeling is the best way to teach what "I'm sorry" really means.
12. Verbalize for children that lack language skills to help them understand their feelings. "You really want to hit him because he grabbed your toy. I understand. I would be angry too, but I can't let you hurt him. You need to tell him, don't take my truck away! I don't like it."
13. Stop hitting, pushing, etc. Make the rule clear, "We do not hurt others!" Then lavish sympathy and attention on the victim. Have the attacker help by having them get a cold sponge or band-aid. There is no real pay-off for the attacker.

14. Keep the child who is having difficulty controlling impulses close to you, being aware of what is going on with that child at all times. If all else fails, physically remove the child from the group and redirect them toward more calming activities.

15. Sometimes a child is so angry and out of control that it is impossible to resume normal play. A few minutes of withdrawal may be in order. Use a matter-of-fact voice to tell the child, "I think you need a rest (a little quiet time) until you calm down." Find a quiet spot (like the library area) and stay near the child while he/she reads a book.

16. Biting is dangerous and has to be stopped. The child needs to know this behavior is not allowed at school; "It hurts people!" First, care for the victim and have the biter help. Reinforce the rule, "We do not hurt people! I cannot let you hurt anyone and I will not let anyone hurt you." Be sure to supervise the biter. Be sure to report all bites to the teacher, both minor and serious.

17. Don't become caught up in power struggles with children. It is usually damaging to everyone. Ask a teacher to take over.

18. Have a sense of humor and be flexible. The unpredictable is predictable here. Sometimes we have to adjust, bend and laugh at what goes wrong.

19. With discipline, the message is always, "I like you. I don't like your behavior!" It leaves the child's self-esteem intact.

20. Don't forget to comment on good behavior, "I like the way you shared blocks with Noah."

21. Never yell, grab, push or spank any child, including your own, while on school property. Whatever your discipline method is at home, while at school we need to follow state guidelines.

### ***Disciplinary Policy***

The family of any student who continuously harms or injures another child will be asked to meet with the Director, teacher and an executive board member to establish a personal discipline plan. This plan will outline expected actions on the part of the family to help rectify the behavior and will outline actions to be taken during class to prevent and address the behavior. As part of the plan, a parent may be asked to remain with the student while they are in class. The parent may not serve as a working parent while serving as an aide for their child. If the school is unable to meet the needs of the child through the discipline plan, the family may need to seek an alternate education setting.

**If you feel uncomfortable handling a problem, feel free to ask for a teacher's help, even if it's with your own child.**

## ***Sick Children...Guidelines for excluding children with Illness***

Only healthy children may be sent to school. Sick children may be refused admission or may be sent home at the discretion of the Teacher or Director. If the child has a contagious disease, notify the staff immediately. If the child has an allergy, please bring a note from his/her doctor verifying such.

1. Respiratory illness and colds: Children with runny noses will not necessarily be excluded. However, if the mucous is profuse and cannot be controlled by normal wiping, then the child can be excluded at the Teacher or Director's discretion. A child will also be excluded if the runny nose is associated with an abnormal temperature, infected throat, congestion, persistent cough or general irritability.
2. Diarrhea: A child with one loose or watery stool will be observed. If it is repeated, the child must be excluded. Children who have diarrhea should not return to school the following day unless they have had a least one normal bowel movement. Children should be carefully bathed before returning to school.
3. Fevers: Children must be free of fever for 24 hours before returning to school. Teachers will take temperatures if a child's condition warrants it.
4. Conjunctivitis: Children with conjunctivitis (pink eye) must see a doctor. They can return to school after medication has been administered.
5. Other symptoms: Symptoms, which might warrant exclusion or special attention, include: earaches and/or ear drainage, unusual listlessness, red or watery eyes, unexplained rashes or sores, difficulty breathing, vomiting, headaches, croupy coughs, etc. If your child is not well enough to participate in normal activities, he/she should remain home.

The observation of illness at home can help prevent parental inconveniences and prolonged child illness. If you observe the following signs of illness, PLEASE KEEP YOUR CHILD HOME!

- ❖ An oral temperature over 99.6 degrees
- ❖ Nausea or vomiting
- ❖ Stomach cramps, diarrhea
- ❖ Earache, sore throat, red or runny eyes
- ❖ Runny nose (unclear yellow or green mucous)
- ❖ Swollen glands
- ❖ Unusual pallor, flushed face
- ❖ Unusual listlessness or quietness
- ❖ Excessive coughing

- ❖ Skin infections: open, runny oozy sores; blisters; patch-like scaling eruptions; scaly, crusty lesions; itching or skin rash.
- ❖ Need for frequent use of the toilet
- ❖ Evidence of head lice

When children develop illness, especially a contagious illness, the school should be notified at once (e.g.: chicken pox, head lice, impetigo, conjunctivitis, hand-foot-mouth disease). If a child is still receiving medication when they return to school, please notify the teacher. Medication may cause loose stools, listlessness or other signs that may be interpreted as further symptoms of illness.

If there is a declared outbreak by the Health Department, unvaccinated children will be asked to remain at home until deemed safe by the Health Department. There will not be a break in tuition or participation requirements. The school is required to report the vaccination status on all children attending school.

Effective June 2016, following new guidelines, LVPPP will no longer permit exemptions based on personal beliefs under SB 277.

### ***Extended Day and Stepping Stones***

Extended Day is a lunch program we offer at preschool. It gives you the opportunity to extend your child's day by two hours, while giving your child the opportunity to bring their lunch and play with their friends.

Stepping Stones is a Room 3 program, paid monthly, wherein the kids bring and have lunch, play time and an additional academic program. The cost for Stepping Stones is \$9 per day, billed monthly.

The Extended Day program is offered Monday through Thursday from 12:00 to 2:00 p.m., unless there is a special activity. A minimum of four children must sign up **in advance**, or the program will be cancelled for the day. It is possible to add your child in the morning when you arrive at school; however you take the risk that it may have already been cancelled because the minimum was not met. Children in Room 1 must have the approval of their teacher and/or the Director to stay for the full two hours. It is also important for families to reserve their space in advance because just as a minimum must be met; there is also a maximum number of children that can be accepted. Children must be checked in **by** 9:30 a.m., or their space may be given to another child.

The cost of the Extended Day program is \$8.00 per child, paid in advance, or \$10 the morning of with space availability. This must be paid in **cash**. Your child will need to bring a lunch and a drink that is kept in their cubby (refrigeration is not always available). Please

pack a healthy lunch for your child. Candy, gum, soda and other "junk food" are not allowed.

So, if you need your child to stay an extra two hours because you have an appointment or something special planned, or your child is just dying to use that new lunch box, be sure to sign up in advance. You will find the sign-up sheets on the bulletin board outside Room 1. You may also call before noon the day before to have your child added to the list.

Extended Day at times can become very full. If you sign your child up to attend Extended Day and they are unable to stay, it is the parents' responsibility to call and cancel their space. If you do not call to cancel **by** 9:30 a.m., you will be held accountable for that spot and charged the \$10.00. However, if the help has already been hired, you will still be responsible for the payment.

### ***Comfort Kits***

Each child should have a Comfort Kit. The kits are to include the items listed below. All items should be placed in a one or two gallon Ziploc bag. Label the bag with your child's name and room number.

1. Small blanket (receiving blankets work well)
2. Small flashlight or light stick
3. Small toy and/or family picture
4. 72 hour supply of essential medications your child must take (seizure medication, asthma inhaler, etc. -- must be in original container with prescription label)
5. Emergency Contact Card (Blue Card)

- ❖ Comfort Kits must be turned in with your paperwork by the first day of school.
- ❖ Kits will be given to our children strictly as a means of comfort (except medications).
- ❖ Our earthquake storage shed contains food, water and supplies to sustain us for 72 hours.
- ❖ Read and understand the "Earthquake Procedures" policy.

The Director can answer any questions.

## ***Earthquake Procedures***

Major earthquakes can spell disaster, but taking proper steps before, during and after an earthquake can reduce the number of deaths, injuries, and amount of damage. There is about a 14% chance that a major earthquake would happen during school hours.

### During the shake

- Do not panic, remain calm, and reassure others and children. The greatest immediate danger is from falling objects shaken from buildings and structures. Another hazard is fire or explosion resulting from broken gas or power lines. Here are some rules to follow to help you and our children survive and avoid injury.
- If indoors, stay indoors. Take cover under a table, doorway or against an inside wall. Stay away from windows and furniture that might slide or topple over.
- If outdoors, move to an open area away from buildings, utility lines or other high structures that could fall. When in a safe spot remain there.

### After the shaking

- Check for injuries and apply emergency first aid, if needed.
- If anyone should die in the earthquake, cover and remove from the immediate area.
- Check for fire and hazards.
  - Sniff for gas leaks starting at the water heater under the kitchen sink. Shut off gas line if evidence of leakage. The gas meter is found at the east end of the property building, just outside the Head Start gate. A wrench to turn the valve off can be found with the earthquake supplies in the Earthquake storage shed in the play yard.
  - If the water pipes are damaged, shut off the supply at the main valve. The main valve is underground on the east side of the entrance driveway located at the east end of the parking lot.
  - If electrical wiring is damaged, TURN OFF POWER. The fuse box is located in the boys Head Start bathroom.
  - Make sure sewage lines are intact before using toilets and other plumbing.
- Listen to the radio for emergency information. Make an assessment of the severity of damages in surrounding community and effects on communication and transportation. This will help make decisions on possible confinement of staff and students at school.
- Do not use the telephone except for emergency calls.
- Be prepared for after-shocks. Some may be large enough to cause additional damage. Stay out of heavily damaged buildings. Aftershocks can cause the collapse of structures already weakened by the initial earthquake.
- Clean up spilled materials that could be harmful.

- Open closet and cupboard doors carefully and watch for objects that might have fallen against the doors.
- Cooperate fully with public safety officials.

#### School procedures

- We will maintain adequate supplies of food, water, various emergency items and a First Aid Kit. First Aid Kits can be found in the office, in each classroom, and in the storage shed. Earthquake supplies can be found in the storage shed (at the east end of the playground) and in the kitchen pantry.
- The emergency information backpack is located in each room. This will hold the children's emergency cards, a map of the shut off valves and the departure record sheet.
- If it is necessary to move the children from the school, a sign with specific location of the children will be posted on the school sign on Juanita Street (in front of the school). This information will also be logged with the La Verne Fire Department along with a copy of the destinations of the individual children and whom they were released to.
- The Director will be in charge, assisted by the teachers and parents. Parents working in the classroom will follow the teacher's instructions. This means parents **may not** leave the classroom or school to see about their own child or family members, unless given permission by the Director.
- Parents who are not working at school that day will have responsibilities:
  - Do not call the school. It is important to keep the phone lines open.
  - Come and pick up your child at once. Children will not be released until his/her name, destination, and the name of the adult taking responsibility have been logged.
  - If you live a far distance from the school, prearrange for someone close to the school to pick up your child.
  - All parents need to develop a personal emergency plan whereby an adult will automatically know to pick up your child, possibly while you are picking up the older children from their school. BE SURE THESE PEOPLE ARE LISTED ON OUR FILES.

#### Extended procedures

- Make an assessment of the area, if the building and grounds are no longer safe the children need to be moved. La Verne's designated shelters are:
  - -Community Building - Veteran's Hall on Bonita and Wheeler
  - -Bonita High School on D Street
  - -Community Building on D Street
- Depending on the severity of the disaster, it will be necessary to take along the supplies, emergency records, files, and each child's personal "Comfort Kit."
- Within the first hour:
  - Give medical treatment.

-Turn off valves, gas, power and water as necessary.  
-Establish your record center. No child leaves without recording who they are leaving with and their destination. This is very important, as some of our parents may not be able to get back into the area for an extended period of time.

- As the children are picked up, the adults may be released at the Director's discretion, leaving no less than one adult per ten children with a minimum of two adults at any time.
- After 4:00 p.m., if there are children remaining, they need to be taken to a shelter for the night if our building is unsafe, or be taken with the remaining parent or teacher. In either event, a representative from LVPPP must stay with the child until he/she is turned over to someone on their emergency card or Social Services.
- After all the children have been dispatched, the last adult will take the departure record of all the children to the La Verne Fire Department. This will enable all parents to locate their children who were taken to friends, relatives or other LVPPP homes.

THE MORE PLANNING THAT CAN BE DONE BEFOREHAND, THE BETTER EQUIPPED WE WILL ALL BE TO DEAL WITH THE DISASTER!

## ***Commonly Asked Questions***

### 1. What is the classroom sign-in sheet?

The form is located in the binder on the tray outside your child's classroom or with the teacher. Please be sure to fill in all spaces accurately. It is a state law that you sign your child in and out on this form. Remember to use your legal name (i.e. Debbie Smith or D. Smith). Sorry, "Mom" or "Dad" is not enough. Print legibly, these are our fastest way to obtain info in an emergency.

### 2. How are participation days assigned?

We use a program called signupgenius.com. It is your responsibility to set up an account with them. Before each schedule you will receive an invitation to sign up for the next schedule. Our Friday email will let you know when to anticipate the signups. Follow the instructions on the schedule to sign up for the correct number of participation days. You must sign up for an occasional Housekeeper position, in addition to working in your child's classroom, when assigned by the scheduler.

### 3. What are the duties of the Housekeeper?

The Housekeeper duties are posted on the cabinet in kitchen. The duties include collecting extended day money, preparing snack for all three rooms, cleaning the kitchen and bathrooms, and setting up the trays for the next day. A daily menu and detailed instructions are posted on the refrigerator in the kitchen area. Be sure to check the

dietary restriction list that is also posted on the refrigerator. The Housekeeper will be responsible for answering the phones and taking messages in the absence of the Office Manager.

4. What if I cannot work on my scheduled day?

You are responsible for your participation days. If you cannot work because of a conflict of some type, illness or injury, you are responsible to find your own replacement. A school telephone roster will be given to you when it is available. Usually you may trade with a person who is working at a later scheduled date. Try to trade a Room 1 with a Room 1, a Housekeeper with a Housekeeper, etc. Also listed on the schedule are people designated as "Paid Subs", that are to be used on an emergency basis or if conflicts arise. These people will work your participation day for a flat fee (\$25) rather than trading for a later day. Paid subs are not always available, so be sure to call them as soon as you know you have a conflict. When you trade days, please make changes on the classroom schedule. Remember, Dads and Grandparents are always welcome to participate as long as they have a completed health form and verification of a current T.B. (within 1 year), measles & pertussis on file. You will be able to locate phone rosters and schedule on the closed family page of Facebook, in the files. You can also post looking for a sub, but it is your responsibility to ensure that there will be coverage in the classroom.

5. How much is the Paid Sub Fee, and when should they be paid?

The fee is \$25.00 and should be paid by cash on or before the day they work for you.

6. What do we do at General (Parent) Meetings?

In general, school business is discussed. It is an ideal time for asking questions, making suggestions, etc. Many times there are guest speakers and items of interest are presented. Meetings usually last 1 to 1½ hours. Be sure to sign in! Childcare is usually available for \$3 per child with advance sign-ups.

7. What if I miss a General (Parent) Meeting?

General (Parent) Meetings are mandatory. A missed meeting may be made up by either doing an extra 2 hours of Work Day Maintenance or by having a \$50.00 fee added to your tuition bill. In any event, the appropriate person needs to be notified so that a verification form can be completed.

8. What is Parent Ed?

Parent Education meetings are our opportunity to discuss relevant topics of families. They will be held immediately after school and last approximately ½ hour. During the Parent Ed, the staff will be watching children out on the playground, we ask that parents bring their child a lunch. There will be 10 meetings throughout the school year and we require families to attend a minimum of 5. Topics will be announced in advance.

9. Who can attend a Board Meeting?

All parents are welcome to attend the monthly Board Meeting. The dates are

pre-determined on annual calendar. Board Meetings are really the best way to know what is happening at school. All comments and suggestions are welcome. If you have a matter to present to the Board, you must advise the Director or President in advance.

10. What if my child is hurt while at school?

If your child is seriously injured or becomes ill, you will be contacted immediately. We will also contact you for any kind of head bump. For this reason, accurate information on the daily sign-in sheet is very important. Please provide the correct telephone or cell phone number where you can be reached. You will also provide the school with a list of emergency contacts we can call if you cannot be reached. A minor injury will be treated with first aid and noted on an "ouch report" that we will place in your family mailbox.

11. What are Saturday (Work Maintenance) Workdays?

Each family is responsible for 4 hours of work-maintenance per semester, to be fulfilled by the end of January, and the end of May. One 4-hour workday with two participating parents will count as 8 hours, or the entire year's obligation. All the workdays are scheduled on the school calendar to help you remember. There will be a sign-up sheet, so you must sign up in advance. General maintenance is done on these days (i.e., deep cleaning classrooms, repairs, yard work, etc.).

12. May I bring my child to a Saturday Workday?

Sorry, **NO**. We have found that not as much work is accomplished, and we are not able to provide a safe environment for them at a workday.

13. What if I cannot work on a Saturday?

We have many repair and home projects that can be done for workday credit. You may also hire (\$50) or provide a substitute. Contact the Workday Coordinator for a list of projects and repairs, or to arrange individual work hours. If you have signed up for a work day, you must give a 24 hour advance cancellation notice, or you will be billed \$100 (\$50 to hire a sub & \$50 no-show fee).

14. What are my responsibilities in relation to the fundraisers?

There are many fundraisers to choose from to help you reach your goals for the year. The family goals will be addressed at Back to School Night. Fundraisers not only keep our tuition low, but also provide funds to buy new equipment and make improvements to our rooms and play yard. You may choose to opt out and have the fundraising goal added to the monthly tuition bill.

15. What kind of clothing should my child wear to school?

Please have them wear play clothes they are allowed to get dirty. They will get dirty! We want the children to be able to explore different art mediums and activities without worrying about their clothes. Also, be sure they wear shoes that they can run and climb in. Your child will be required to keep a "zip-loc" bag of extra clothes in their cubbies. This is not only in case of bathroom accidents, but also spilled juice and wet clothes. We

do allow them to explore and play with water when the weather is warm. We also allow them to remove their shoes in warm weather. Be sure to tell your child's teacher if you want their shoes to remain on.

16. Do I need to call if my child is too ill to attend school?

If your child is ill or will not be attending class, please notify the school. You can call anytime to leave a message on our answering machine and we will let his/her teacher know. If your child has an infectious disease, such as chicken pox or pink eye, please inform the Director so that she can post a notice of symptoms for other parents to be aware of.

17. Why am I charged full tuition for months in which there are vacations?

The school budget and tuition is based on a ten-month school term, and an even distribution through the entire school year is easier for all concerned.

18. What if I have a problem paying my tuition?

Tuition is due the **fifteenth** of each month, and can be mailed to the school or deposited in the box on the end of the rolling mailbox outside of the office. If you have a problem, please contact the Office Manager so that satisfactory arrangements can be made. Tuition is paid from August through May

19. If my child is absent for an extended period of time, is there a tuition credit?

No, tuition continues to hold your child's spot in school. Our classes are usually full with waiting lists. If excessive absences or extremely long absences occur, or are planned, you need to contact the Director, Teacher and Board President.

20. What if I need to pick up my child early?

Please call or let the teacher know when you arrive in the morning. If you will be picking your child up before 12:00 p.m., it is less disruptive to the child and the class if they know they are leaving early.

21. When must I pick up my child?

Children must be picked up promptly at 12:00 p.m. It is very upsetting for the child to be the last one remaining when everyone else has gone home. If an emergency arises, please call, if possible, so that we can reassure your child. If the door is closed please remain outside until the teacher excuses the class.

22. Social Media: The school hosts a private Facebook page. It is only for our member families currently enrolled in the school. It is a closed page. At school we might take pictures from time to time of things happening. We upload them on Shutterfly on our class websites, which are also closed. Each family will have access to their class page. If you take a picture you may share it on either of the closed pages. Please do not post any pictures to your personal FB page if it contains any other child besides your own.

### ***SUGGESTIONS***

1. Please visit with other parents outside the classroom away from the doors and windows. Parents who are talking in the classroom are a distraction for both students and the teacher. It is the teacher's responsibility to manage the learning environment and this may include asking talkative parents to leave the classroom.
2. Please let your child do his/her own work and refrain from visiting excessively or spending more time with him/her than the other children. Having difficulty with your own child or another? Don't hesitate to ask the teacher for assistance.
3. Respect each child as an individual. Accept each child's development as okay for that child. If you have concerns about a child please speak with the Teacher or Director after school. Never speak about a child in front of the child, other children, or fellow parents.
4. Children learn best through their own discovery. Help foster their independence by guiding them through questioning rather than by giving answers.
5. Teachers don't have time during the school day to conference with you about your child. Please schedule an appointment for a time before or after school.