

DCCNS Parent Handbook 2016-2017

DCCNS
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Staff

Name	Position	Contact information
Liz Allewelt-Smith	Director, Head Teacher, PM Program	530-400-5559 dccnsdirector@gmail.com
Paul Wolford	Head Teacher, AM Program	530-758-2492 paulwolford@comcast.net
Brenda Mohr	Head Teacher, Toddler Program	530-304-8934 Brendamohrcmt@gmail.com
Rosa Gregorio	Assistant Teacher, PM Program	530-758-2479 rosagregorio@yahoo.com
Patty Yeung	Assistant Teacher, AM and Toddler Programs	530-753-3911 psamsonyeung@gmail.com
Betsy van Kessel	Substitute Teacher	530-757-7459 betsyvkessel@hotmail.com
Liz Sheridan	Substitute Teacher	

DCCNS CALLING LIST

Need information? Have comments or expertise to offer?

Whom to call	When to call
President	Want to attend a board meeting, add an agenda item, voice a concern about the school for Board consideration, interested in leading a parent meeting
Class Representatives: Toddler, AM, PM, and Combo Class.	Ideas, concerns or questions about your specific class.
Treasurer	Questions about the school budget, reimbursement procedure (before making an unauthorized purchase), or financial aid. If you anticipate a

	late tuition payment and want to make plans to avoid late fees, not sure whether you've paid for a month, the amount of tuition
Registrar	Questions about registration forms, parent and child immunization requirements, spring registration
Family Task Coordinator	Questions about what a specific "task" involves, concerns that arise during the year about a task
Fundraising Coordinator	Information about specific fundraisers scheduled for the year, fundraiser participation requirements, carnival, new ideas
Handbook Coordinator	Questions about information in the handbook
Secretary	Questions about board minutes, posting location and schedule
Church Representative	Information on nursery school's relationship to DCC and church membership
Class Schedulers	Special circumstances (i.e., pregnancy) where it would be helpful to work more days at a certain time during the year and less at another
Webmaster	Updates content on the website, including handbooks (from handbook coordinator) and class lists
Parent Meeting Planners	Ideas for specific speakers/ topics
Event Assistant Coordinator	Need to sign up to work at a specific event
Work Party Coordinator	Need to sign up for mid-year work party
Safety Person	Any equipment or environmental hazards that you may notice, OSHA requirements, playground equipment (or you can tell a teacher)
Director	Any questions or comments pertaining to the school
Toddler Teachers	Any questions or comments pertaining to the Toddler class
AM Teachers	Any questions or comments pertaining to the AM class
PM Teachers	Any questions or comments pertaining to the PM class

DCCNS
PARENT/ ENROLLMENT AGREEMENT

2016-2017 School Year

This agreement is between DCCNS and _____ [parent(s), guardian(s)] for the care of _____ (child's name) in the AM PM Toddler (circle one) program.

DCCNS has three part-time nursery school programs. Parents are expected to participate in their child's program as indicated below.

TUITION: I agree to pay the tuition using the marked payment option.

___ I prefer to pay in full for the whole year - \$1,800 for AM/PM, \$1,305 for Toddler.

___ I prefer to pay monthly installments of \$200 a month for AM/PM, \$145 per month for Toddler. The first month's tuition is due at registration. In following month's tuition will be due on the 1st of the month for the following month (ie October Tuition is paid in September). There will be no payment due in May or June. After the 10th day has passed for the due date, I will pay a \$10.00 late fee for unpaid tuition.

WITHDRAWAL: In the event it is necessary for my child to leave school, I agree to give two (2) weeks' written notice to the registrar by filling out a withdrawal form, and to pay two (2) weeks' tuition after the completion of this form.

REFUND: If no notice is given, prepaid tuition will be used to cover the cost. If notice is given during the school year, the excess amount of two (2) weeks' prepaid tuition will be refunded. If a child is withdrawn from school prior to July 15, 2016, half of the tuition prepaid for the month of September will be refunded. If a child is withdrawn after July 15, 2016, tuition will not be refunded.

CLASS PARTICIPATION: DCCNS requires the consistent participation of the *child's parents*. Families with special circumstances must submit their concerns in writing, and their concerns will be considered on a case by case basis by the Board. I agree to participate in the classroom 2–3 days/month.

PARENT MEETINGS: I agree to attend five (5) parent meetings. All families are required to attend the class connection and parent orientation meetings held in September and all other mandatory meetings. Families who enter mid-year will meet with the Director or a designated board member to go over the terms of this agreement and to answer any questions.

SCHOOL EVENTS: I agree to plan/assist in one (1) school event in cooperation with the event coordinator. Events may include: Spaghetti Dinner, Carnival, Pig Day, Open House, Talent Show, etc.

SCHOOL MAINTENANCE: I agree to help in the opening and closing work parties on the designated days and at one additional Saturday work party. I will arrange with the Director to complete an approved alternative task if I am unable to attend a work party.

FAMILY TASK: I agree to perform a task from the list of family tasks.

FUNDRAISING: I agree to participate in the primary fundraiser in cooperation with the fundraising chair.

PHOTO/VIDEO CONSENT: I understand that while my/our child is enrolled at DCCNS, his/her photo may be taken. I grant permission for digital or traditional photographs of my child to be taken and used for the purpose of recording and remembering school-day activities and events during the year. Photos and videos taken at DCCNS and/or during fieldtrips may not be sold or used for commercial purposes.

RIGHT OF LICENSING AGENCY: The parent is aware that the State of California Licensing Agency has the following authority:

1. To interview children, or staff, and to inspect and audit child or facility records without prior consent.
2. To observe the physical condition of the child, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.



TERMS OF THIS AGREEMENT: (Please initial in adjacent box): This agreement may be modified upon thirty (30) calendar days written notice to the parent. The parent agrees that s/he will read a copy of the Parent Handbook and agrees to DCCNS' operating policies and procedures. This agreement may be terminated by DCCNS and a family may be dismissed for the following reasons:

1. Parents are using methods outside of the established Problem Solving Procedure to address concerns.
2. Tuition payments are forty-five (45) calendar days behind.
3. There is not sufficient agreement with the teacher about handling a child's behavior at DCCNS.
4. There is not sufficient support from the family for DCCNS' policies (including the fulfillment of parent commitments) or its staff.

Additionally, DCCNS reserves the right to cancel a class due to insufficient enrollment.

Signed: _____ (Parent/Guardian) Date: _____

Signed: _____ (Parent/Guardian) Date: _____

(BOTH SIGNATURES REQUIRED)

Signed: _____ (Registrar/Director) Date: _____

PRE-REGISTRATION FOR CONTINUING FAMILIES: A majority of the conditions of this contract must be met at the time of spring registration in order to re-register at DCCNS for the following year. **FINAL REGISTRATION FOR CONTINUING FAMILIES:** All conditions of this contract must be met by May 31st to remain registered for the upcoming year.

DCCNS

History of DCCNS

DCCNS is a child-centered, play-based preschool offering several multi-age programs for children between the ages of 2 and 5 years who are ready for a group experience. DCCNS is a non-profit, parent cooperative preschool staffed by certified, early childhood teachers who provide a planned, developmentally appropriate, hands-on curriculum. DCCNS offers varied play environments and continuous social experiences as a means of teaching and conveying important skills for school readiness.

DCCNS was established in 1973 as an outreach of Davis Community Church. Although DCCNS teaches no religious doctrine, curriculum is guided by a philosophy of mutual care, respect, and understanding, creating an environment in which families from all faiths, backgrounds, and traditions can feel welcome, comfortable, and valued.

DCCNS is licensed by the California State Department of Social Services and follows its regulations as well as the policies set by the school's board of directors.

The following sessions are currently being offered:

- 3-Day AM Program: Tuesday, Wednesday, Thursday, 9:00-11:45 a.m.
Parents must participate 2-3 times per month, which includes arriving by 8:45 a.m. for preparation and remaining until 12:15 p.m. for a discussion meeting.
- 3-Day PM Program: Tuesday, Wednesday, Thursday, 1:00-3:45 p.m.
Parents must participate 2-3 times per month, which includes arriving by 12:45 p.m. for preparation and remaining until 4:15 p.m. for a discussion meeting.
- 2-Day Toddler Program: Monday and Friday, 9:00-11:00 a.m.
Parents must participate 2-3 times a month, which includes arriving by 8:45 a.m. for preparation and remaining until 11:30 a.m. for a discussion meeting.
- 1-Day Combination Class: Monday, 1:00-3:45 p.m.
Parents must participate once per month, which includes arriving by 12:45 p.m. for preparation.

Philosophy

The program offers each child many opportunities to grow in all areas of development: emotional, social, intellectual, physical, and spiritual.

Each child is helped to experience answers to these questions:

- “Who am I?”
- “Who are you?”
- “What is my world like?”

Since children learn what they experience, our goals include helping them to:

- Gain love and concern for others (because they are loved);
- Gain trust (because they find people trustworthy);
- Gain competence and feelings of usefulness (because their efforts are valued);
- Gain in acceptance of self and others (because they are accepted); and
- Gain in acceptance and recognition of feelings, both their own and those of others (because their feelings are recognized and accepted).

We believe that children learn best through play and social interaction. Our philosophy is based on the premise that “Play is a child’s work.” Our main goals are:

- To nurture children in an atmosphere where they are encouraged to discover, experience and master new skills;
- To foster age-appropriate social skills; and
- To build self-esteem and self-confidence.

Our program is designed to meet the needs of the children and allow them the freedom to be children. We teach them life skills so they can form healthy relationships, be independent, solve problems and conflicts, learn self-discipline, and show respect towards others. We use a problem-solving method to teach children how to develop appropriately and believe that non-punitive disciplinary methods are the most effective.

DCCNS includes all children, regardless of their physical, emotional or intellectual status. To achieve a balance of ages, sexes, and special needs, the mix and composition of each class will be determined by the staff and selected board members.

The Parent Cooperative

Because parents are the most important people in a young child’s world, it is most important to his/her developing sense of self that the school be a pleasant and stimulating extension of the family experience. Every effort is made to provide learning experiences for both child and adult.

The preschool is a cooperative program. Parents are required to participate in the classroom, attend parent meetings, perform a family task, help with the annual fundraiser, assist in one DCCNS event, and participate in three work parties per year (opening, closing, and a Saturday mid-year) for cleaning and maintenance of the school. Parents are also encouraged to contribute in any other way they can. The staff is eager to incorporate parents' ideas, talents, hobbies, etc., into the program.

Smooth operation of our school depends on all families completing their assigned work. Any family who foresees a problem fulfilling any responsibilities to the school should bring the matter to the attention of the director, their teacher, or the family task coordinator so that alternate solutions can be worked out. Every attempt will be made, using good communication and creative solutions, to help the family fulfill required tasks so that the child may continue enrollment at the nursery school.

The preschool is a place for the education of the parents as well as the child. As a cooperative, we strongly encourage the consistent involvement of the child's primary caregivers. If a parent or parents have extenuating circumstances that prevent them from fully participating in the classroom and other activities, they should speak with their class representative about the use of a substitute.

A parent-cooperative preschool requires a commitment of time, energy and resources. It also requires tolerance--of different personality types and temperaments of the children and various parenting styles. How we all cooperate is not only important to the health and well-being of our children but the school as well.

DCCNS cannot stress enough the importance of open and direct communication between all members of our school community. If you have school- related concerns or questions, please address it directly to the people most closely involved (whether teachers, board members, or other parents).

When dealing with student issues/concerns/situations- the issues should always be broken down to the most basic concerns of the behavior/medical issue/educational concerns. When practical the parents/teacher/director/board should look at the situation without the student information as to be able to focus on the concerns/situation and not on the child.

Staff

Staff members prepare the school environment and curriculum. They help coordinate parent participation and other volunteers in order to ensure that there is a ratio of one adult for every five children.

- **Liz Allewelt-Smith**, Director, PM Head Teacher, has lived in Davis off and on (a little bit of Napa and Munich, Germany mixed in) since 1984. She graduated from UC Davis with a degree in Psychology and then later received her teaching credential with an emphasis on Cross- Cultural Education. Liz is also credentialed with an ECE Site Supervisor Permit. Her three grown boys are all graduates of DCCNS and the family holds many happy memories of friends and experiences here. She has worked with children in many environments, as a camp counselor, soccer coach, Campfire leader, and in the elementary schools, but her favorite place to be is our preschool classroom. "It's magical to watch children, parents and families work, play and learn together."
- **Paul Wolford**, AM Head Teacher, graduated from the University of Michigan in 1987 with an MSE in Electrical Engineering. After working over 14 years in various Silicon Valley high-tech companies, he resigned to be at home to raise his children. Paul moved to Davis in 2006; his daughter and son both attended DCCNS from 2006 through 2010 where he fell in love with the school, the staff, and the children. Paul is credentialed with a Site Supervisor Permit. Paul has been working at DCCNS since 2012, and has completed multiple extra hours of continuing education in ECE. Paul is married to Howard Freedland, his partner for more than 20 years; they are parents to Alex and Dominic who attend Davis schools.
- **Brenda Mohr**, Toddler Head Teacher, received her Bachelor of Arts from San Francisco State University in American Studies and her teaching credential from National University. She enjoyed teaching kindergarten and first grade before having children. Davis has been home to Brenda, her

husband Karl, and their three boys (all DCCNS alumni) since 1994. Brenda enjoys seeing the world through children's eyes and enjoys working with young children again.

- **Rosa Gregorio**, PM Assistant Teacher, moved to California from Spain. She has a Bachelor of Science degree in Agricultural Engineering and a California Preschool Teacher Permit. She worked as an Assistant Teacher as well as a Head Teacher for several years in a Parent Cooperative Preschool in Claremont, Ca. She moved to Davis in 2006 with her husband Timothy and her son Roberto and has been at DCCNS since 2007.
- **Patty Yeung**, AM and Toddler Assistant Teacher, has lived in Davis since 1988. Her main and most important job has been a stay-at-home mom raising 3 children (2 are DCCNS alumni) along with her husband, Dave. She attended UC Davis and acquired her bachelor's degrees in Human Development and Italian Literature. She holds a Masters of Art in Early Childhood Education from Sacramento State University. She feels well connected to families and children in town and has taught religious education classes at St. James Church in Davis to 5 year olds since 2004 and has also been an involved parent on the Board at DCCNS from 2005-2007. Patty began working at DCCNS in 2007. She enjoys contributing to the Davis community by teaching young children and working with families.
- **Betsy Van Kessel**, Substitute Teacher, is of Dutch origin and received her Bachelor and Master's Degrees in Education with a major in early childhood and elementary education. She taught for many years in the Netherlands, eight years as the director of a preschool-kindergarten. In 1983, she moved with her husband, Chris, to Maui, Hawaii, and in 1986, they moved to Saskatoon, Canada. At both locations Betsy worked with young children, the last 10 years of which she worked at the College Park Cooperative Preschool in Saskatoon. Betsy served at Director at DCCNS for 10 years and as a Head Teacher for 13 years. Betsy enjoys working with young children whose enthusiasm and positive outlook she finds to be very contagious. She loves the spirit of a parent co-operative.

Board of Directors

The board of directors is the policy-making body of the school. Any concern of policy may be brought to the attention of the board through the class representative. Board meetings are open to all interested persons, and meeting dates will be published in the calendar. Minutes of the meetings are available through the Board Secretary.

The purpose of the board is to support the staff of the nursery school, act in the best interests of all children and ensure the long-term health and survival of DCCNS.

The board is composed of 14 members, all of whom are parents of registrants, representing each of the class sessions. All parents are encouraged to seek appointments to the board. New members are self-nominated and then elected to a one-year term by the incoming parents.

Board members with one child enrolled are exempt from work parties. Board members with two children enrolled will work in one (1) work party.

Parent Involvement

Parent commitments include classroom participation, attending parent education/meetings, providing event help, completing a family task, participation in a fundraising event, and attending work parties. All obligations must be completed by the end of the school year to retain a registration or waitlist spot for the next year. Priorities of admission are described in the standing rules.

Classroom Participation Days (Working Parents)

DCCNS requires the consistent participation of the child's parents. Families with special circumstances must submit their concerns in writing, and their concerns will be considered on a case by case basis by the Board.

Should the Board approve classroom participation by another adult, both that person and the child's parents will be required to attend the mandatory class meetings.

Should a family start mid-year, their first Participation Day will be spent shadowing other working parents. This will not count as a Class Participation Day, but does serve as a substitution for the mandatory School Orientation and earns a parent meeting credit.

When you participate, the most important thing to remember is to be natural. Be yourself with the children. Wear comfortable clothing that can withstand paint, glue or other messy projects.

Please be on time.

Toddler Class -Please remember to arrive at least 15 minutes before the starting time for class to get instruction and to prepare. Plan to stay for an extra 30 minutes after class for a discussion meeting with the teacher and other participating parents of the day's session. Your child will be cared for during this time.

AM/PM Class – Please remember to arrive at least 15 minutes before the starting time for class to get instruction and to prepare. Plan to stay for an extra 30 minutes after class for a discussion meeting with the teacher and other participating parents of the day's session. Your child will be cared for during this time.

Combo Class - Please remember to arrive at least 15 minutes before the starting time for class to get instruction and to prepare.

Younger or older siblings may *not* accompany you on days you participate. Our state license does not allow more than 24 children in the class at one time, and we need one adult for every five children.

It is your responsibility to trade days with another parent if for any reason you cannot come on your participation day. A shortage of even one adult can affect the entire day and may violate the conditions of our license. A complete list of participating families will be prepared and

distributed for your convenience. It is the responsibility of the working parent to arrange for a participating parent substitute.

Problems regarding classroom participation will be considered on an individual basis by the teacher, the participation scheduler, and the family involved, in order to remedy the situation. If the teacher and participation scheduler feel that a family's lack of participation is having a negative impact on the class, and a satisfactory resolution cannot be achieved through discussion with the family, the board may notify the family in writing that scheduled days must be worked within the following month or the child will not be able to continue attending the program. If a child must be dropped from classroom enrollment due to problems with parent classroom participation, there will be no refund and no option to return to the school in subsequent years. This extreme case can be avoided through communication with staff if there are circumstances preventing the completion of scheduled participation days, and every effort will be made to find an agreeable and workable solution.

Parent Education/Meetings

Attendance at the two September orientation meetings is required. Including these meetings, families must attend enough meetings, or other educational events approved by the director, during the year to attain a total of 5 credits. One parent attending a meeting equals one credit, two parents attending equals two credits, with a maximum of 2 credits allowed per meeting, excluding social meetings which will earn 1 credit per family (i.e.: Spaghetti Dinner). Families may also be represented by another qualifying family member (prior board approval necessary) and receive credit. Parents beginning at DCCNS mid-year must attend a prorated number of parent meetings. Credits can also be earned by attending other parenting meetings in the community, *upon advance approval by the Director. To receive credit, a write-up of the event or activity must be submitted to the Director to be published in the DCCNS newsletter or emailed to families.*

Event Help

All parents are required to assist in the planning or work at one of the following events during the school year in cooperation with the event coordinator. More information will be given in the August Mailing.

- Spaghetti Dinner (late October)
- An alternate fundraising event announced the summer prior
- Pig Day (1st Saturday in March)
- Open House (1st Saturday in March)
- Carnival (Spring)

Family Tasks

Each family is required to contribute a task during the school year in some aspect of the nursery school program. A family with two children enrolled will be assigned two family tasks for the year. Families beginning at DCCNS mid-year will be assigned a family task.

Board members with one child enrolled in the school are exempt from family tasks as their position on the board serves as their task for the year. Board members with two children enrolled will be assigned an additional family task.

Upon registering, families will receive a list of family tasks from which they may indicate their preference. Family task descriptions are available on the DCCNS website. The family task coordinator will then assign each family a task and send a list of associated duties in an August mailing or distribute at the orientation meeting in September.

If a family task is not being maintained satisfactorily, the family task coordinator (FTC) will discuss it with the family to arrive at a solution and, if necessary, the FTC will send a written reminder to the family that the task must be completed. The FTC may need to suggest an alternate task to the family and reassign the original task. Any concerns regarding unfulfilled tasks should be brought to the attention of the FTC, who will discuss it with the teacher and/or board as necessary.

Fundraiser

Each family is required to participate in the nursery school's primary fundraising event, the annual rummage sale, by working one shift prior to, during or after the sale. Families with more than one child enrolled must work an additional shift.

The money from fundraising efforts will be used to purchase supplies and equipment not covered by tuition.

Work Parties

Each family is required to participate in three work parties during the year - the beginning of the year work party, the June closing party and their choice of one additional work party scheduled during the year. If a family has two children enrolled in the school, they are required to work one additional work party for a total of four (4) during the year.

Parents beginning at DCCNS mid-year must attend two Saturday work parties, one between October and May and the closing work party.

There are two big work parties: one at the beginning of the year (Saturday before school opens) to prepare the school for opening, and one at the end of the year to clean up (the Friday or Saturday after school is out). If you cannot attend the beginning of the year or end of the year work party(ies), please ask the director for an alternate task. In addition, each family is required to participate in one Saturday morning work party during the school year for cleaning and maintenance of the school. If you cannot attend the monthly work party that you requested, please trade work parties with another family. Families that are registered but are not currently attending (i.e., parents of toddlers not yet two) must also participate in three work parties.

A family who misses one work party will receive a reminder letter from the board that an alternate project should be completed within two months. The director will note the date for follow-up. If two

work parties are missed or the alternate project is not completed as agreed, the family could be ineligible to return to school in subsequent years.

DCCNS Board members with one child enrolled in the program are exempt from work parties. If a board member has two children enrolled in the school, he/she will be required to work one (1) work party during the year.

The School Experience

The First Week

A phase-in approach is used for aiding in the adjustment process. Each child will be assigned a “first day,” with only a portion of the classmates in attendance.

Talk with your child in advance about the school--what he/she might see and do. Tell your child the name of the teacher(s), as you prefer. Let your child know by your attitude that school will be a happy place.

You are welcome to stay at school until your child is comfortable. When you do leave, be sure to say goodbye and let him/her know when you will be back. It is especially important not to be late or even last to pick up your child if he/she is having difficulty adjusting.

What Children Should Wear

Simple play clothes are recommended. Since a child learns through play and through using all of his/her five senses, clothing should be washable. Be sure to label sweaters, coats and boots. Each child needs to be dressed for the weather since he/she will be going outside most days, even if only for a little while. Non-skid shoes are recommended for ease in climbing and for safety along sidewalks. Do not send children to school wearing flip-flops or sandals. Avoid long skirts if at all possible. Please bring a change of clothing to be kept in your child’s cubby at school.

Daily Checking In and Out

Please bring and pick up your child on time. Staff time is needed before 9:00am and 1:00pm to prepare for the day’s activities. After school, staff and working parents need time to meet. You are welcome to stay with your child if needed, but when you are in the school during school hours, you are considered a working parent and should be available as such.

9:00 A.M. or 1:00 P.M.

Bring your child into class and be sure the teacher greets him/her. It is necessary to sign children in on the attendance chart (you must sign your full name; initials are not acceptable) because this is when the school’s responsibility begins. Sign in all children in your carpool. Jot down who will pick up the child if it isn’t you. A note must be given to the teacher if the individual to pick up your child is not on the “pick-up” authorization on the Registration/Emergency Form. Consult with the registrar to add individuals to this list.

11:00 A.M., 11:45 A.M. or 3:45 P.M.

“Check out” your child on the attendance chart. Only adults (must be over 18) listed by you or your Registration/Emergency Form will be allowed to take your child. If special arrangements have been made since morning, notify the teacher in writing.

Parking Procedure

Please notice that space along 4th and D Streets are reserved as a green loading zone for your convenience during sign-in and sign-out periods. When working, please check out, use, and return a City of Davis parking permit. This will allow you to park on the 400 blocks of C and D Streets in the 90 minute slots for longer periods. Always place your permit on the driver's side of the dashboard. When returning your parking permit at the end of the school day, turn on your hazard lights to alert parking officials you are soon returning.

How the Day Goes

The teachers are responsible for planning and carrying out the children's daily programs. Teachers will generally be responsible for group times. Parents and volunteers will be assigned by the teachers to specific areas throughout the school day. Sometimes a person will be assisting, sometimes observing, sometimes in charge.

There are two rooms of activity. Each room includes several activity centers and several routine responsibilities throughout the day:

- The Circle Room includes blocks and toys, arts & crafts activities, the piano, and a dress-up corner.
- The Snack Room includes manipulative/game activity areas, science tables, the light table, loft and reading center, the writing center, sensory table, train table, and cooking facilities.

During snack period, children are grouped at tables, each of which is supervised by an adult. Each child will have an assigned table that remains the same for the entire school year, unless the child needs to be moved for increased personal comfort. A "family" feeling is created at snack time, and important attitudes are being learned during this activity.

A reasonably ordered environment helps a child gain a sense of security about his/her surroundings and what is predictable. Adults should become familiar with the storage system and placement of materials, because they share responsibility for putting things away with the children.

Adults are responsible for first aid and safety provisions and for helping children to use the toilet and wash hands. To prevent the spread of diseases, certain practices should be observed at all times with all persons. Hands should be washed with soap at the beginning of the school day, whenever dirty, before eating, before handling food, after wiping a nose, and if you come in contact with your own or another person's body fluids. Body fluids include: nasal and oral discharge, blood, urine, and feces. (*See Handwashing handout, available in the library along with other valuable handouts.*) To prevent the spread of disease, always use gloves when changing diapers or touching or cleaning a wound. Gloves are available in the first aid kit in the office, in the bathroom, and in the diaper changing kit. Please follow the procedure listed with the diaper changing equipment in the bathroom

Adults for all classes are expected to assist with the final cleanup before leaving. Children's work can usually be put into their cubbies. Tables should be wiped clean and the floor swept. All snack equipment should be washed and put away or in the dishwasher. Children can help.

Almost all behavioral incidents can be handled spontaneously--either by the children themselves or by an adult. When you have questions about the children's behavior, ask the teacher. If you are uncertain about how to cope with a particular incident, call on the teacher for assistance.

Teachers endeavor to include a song or poem of thankfulness during the day.

Visitors and Volunteers at DCCNS

Building community is a critical component of DCCNS' mission. This includes welcoming visitors and volunteers in our classrooms.

Visitors may be extended family or community members. All visitors should have prior permission from the class teacher before coming to school. Teachers strive to maintain a ratio of children and adults to balance optimal supervision with fostering independence in a child-centered environment.

If an adult other than a participating parent spends more than two full days per month in the classroom they may be considered a volunteer and would need to enter into a volunteer agreement.

General Guidelines for Working with Children

1. Your child's behavior may be different when you are at school. Don't be surprised if your child "acts up" more or stands around and wants to cling to you.
2. Children model behavior. If adults sit on tables, interrupt, etc., then children will do the same.
3. All feelings are valid to the person who has them. Help a child identify his/her feelings and express them in ways acceptable to you and others.
4. Let children solve their own problems whenever possible. Help them learn to do this by deciding not to give adult-imposed solutions. Children develop their own resources for problem solving and decision making primarily by doing it. But this does not mean adults should allow destructive responses. Children develop their own comfortable feelings with adults who define sensible limits and stay consistently within those limits.
5. Make positive statements whenever possible. Say: "The fence isn't for climbing. Why don't you try the slide?" (As opposed to: "Don't climb the fence!"). Directions defining "rules" can be done privately and quietly without over directing.
6. Respect the child as an individual. Children, like adults, can feel deeply embarrassed if they feel they have done something wrong. Be as courteous and diplomatic as you would be with an adult.

7. Anticipate problems in order to avoid them. Be alert to dangerous situations. In an emergency, do not hesitate to protect any child. Report all accidents, however minor, to staff.
8. Allow an opportunity for the children to choose activities themselves. Remember that watching is a vital form of participation. Children can be invited into activities, with “You can have a turn now,” or “There’s a place for you.” The question, “Do you want to ...?” is very broad and does not give the child a viable choice. Offer a choice only when there is clearly a choice.
9. When it is necessary to talk with other adults, use a low voice so children are not disrupted in their play. Be especially quiet during group activities. Learn to look, listen, and “record” during these times. Do not engage a child in private conversation during group time as this interferes with his/her participation and disturbs other children.
10. When you want to share observations concerning your own or other children, please do this when the children cannot overhear you. Perhaps save it for the after class meeting.
11. When unacceptable behavior does occur, redirect behavior whenever possible rather than scolding or lecturing. Try to be sure the child knows and understands why the behavior is not acceptable. It is important for the child to know that you are rejecting inappropriate behavior, and not the child. “I don’t approve of what you did, but I still like you.”

Progressive Steps of Action to Address Hurtful Words and Behaviors

The spirit of DCCNS lies in our sense of community. We strive to ensure that all of the children, parents and teachers at our nursery school feel that they are a part of a community - a community of helping, supportive people who care about one another.

When problems arise it is easy to rush to judgment and make quick decisions as a result. We have many resources at our disposal to help us deal with behavior problems, and we pledge to take all steps to help both the parents and the child involved in the situation. Our goal is not to exclude, but to the extent that we are able, to continue to include that child in our program.

The following guidelines were created in an effort to help solve problems, while also allowing for solutions that ensure the safety of our children, parents and teachers. While we realize that difficult situations may develop, we will make every effort to resolve them in the most efficient and careful way that we can.

The dialogs and questions suggested below are not meant to be an inflexible script; instead, get their gist and then say what is natural for you. Forms for documenting events that occur at school are available in the front of each class' sign-in binder. While not exclusively intended for documenting inappropriate behavior (bumps and bruises and praiseworthy events can also be recorded), all incidents involving inappropriate behavior must be written down on these forms.

If at any time in the problem-solving process the intervening adult feels too close to the incident to be calm and non-punitive, s/he should ask another adult to take over.

I. General Guidelines and Comments:

1. All children start at Step 1, described below, regardless of past behavior.
2. The dialogs and questions suggested below are not meant to be an inflexible script; instead, get their gist and then say what is natural for you.
3. Praise is empowering for all children. Anytime a child chooses a more appropriate behavior, constructive, descriptive praise is essential: "I see that you used your words instead of your hands. That takes real self-control!" or "You sat quietly through circle. I know sometimes that's not easy for you. You must be really proud of yourself."
4. Forms for documenting events that occur at school are available in each class sign in/out book. While not exclusively intended for documenting inappropriate behavior (bumps and bruises and praiseworthy events can also be recorded), all incidents involving inappropriate behavior must be written down on these forms, which are to be kept on file in the class log book.
5. If at any time in the problem-solving process the intervening adult feels too close to the incident to be calm and non-punitive, s/he should ask another adult to take over.

II. Progressive Steps of Intervention

Step 1: When aggressive behaviors occur (i.e., ones that hurt or threaten to hurt) or other inappropriate actions or language (this includes any action or language that threatens personal or emotional safety of children. i.e. repetitive use of bad words or name calling, children exposing themselves or inappropriate touching, etc.) occurs, the following actions will be taken:

- A. The child is completely and immediately removed from the activity s/he was engaged in by the adult witnessed the behavior.
- B. The child who was hurt is taken aside with the other child and encouraged to say to that child (for example), "Stop hitting me! That hurts!" and to explain how s/he feels when the other child treats him/her that way. Child who was hurtful is encouraged to apologize. (An apology should be encouraged and modeled, if necessary, but it should not, indeed cannot, be forced from a child.) Child who was hurt returns to play. Outcomes: child who was hurt is empowered; child who hurt is encouraged to take responsibility.
- C. Child who was hurtful has a cool-down time with the adult. This is an opportunity for calming down and problem solving, not a time for lectures or recrimination. Adult and child quietly discuss what happened. For example:
 - 1) What do you think happened? or Why do you think we're sitting here now?
 - 2) What did you do that was hurtful?
 - 3) How did you feel when that happened? How are you feeling now? (Adult should mirror and validate child's feelings of anger, frustration, fear... and help find successful alternatives for expressing them.)
 - 4) What could you have done instead? (Brainstorm appropriate alternatives.) OR...

- 5) Let's look at the other kids playing in the sandbox (if that's where the inappropriate behavior occurred.) What are they doing? (Together you can notice appropriate behavior: sharing, sand stays down, shovels are only scooping, etc.)
- 6) What will you do now?
 1. End with encouragement: "I need you to keep your hands to yourself. I know you can do it. Now show me."
 2. Communicate the situation with the teacher, either at the moment or at the after school meeting. Create an incident report as advised by the teacher.

Step 2: If the child commits a subsequent act of aggressive or inappropriate behavior, get a teacher. Step 1, A-C should be repeated. However, the child will not immediately return to play; instead, s/he will shadow the working parent: "I need you to stay by me for a little while so I can be sure that you won't be _____ (e.g., using your feet for kicking). Come help me _____" (redirect). Furthermore, if child's repeat aggressive behavior occurs in the same place or during the same activity (sandbox, bikes...), that activity is taken away for the rest of the day.

If child's pattern or behavior is more broad spectrum (occurs only outside, for example, or only with a certain child or group of kids) child should be sent to a different location (inside) or not allowed to interact with those children until a clear and logical point in the day (after the next circle; after school is over...) communication is key. If a child loses an activity, this must be made known to any other adults (but only those adults who will need to know this is in order to provide consistency.)
Consequences: adult proximity; loss of activity.

Step 3: If a subsequent unacceptable behavior occurs, Step 1, A-C should be repeated, followed by a shadowing of limited choices. For the rest of the day, a working adult will shadow child and actively intervene before further aggressive/ inappropriate behaviors occur (i.e., try to restrain child's hand gently before s/he hits another child and firmly state that, "Hands are not for hitting. It's not ok to hit.") To make shadowing as non-disruptive as possible, it will be used in tandem with limited choices: child will be given a choice of two activities which are directly supervised by an adult ("Do you want to play with the clay or at the workbench?") That adult will shadow the child for the duration of that activity. If child finishes or tires of the activity, two further choices of supervised activities should be presented. Child is then escorted to chosen activity, and supervising adult is given responsibility for shadowing the child. Again, communication is key, and because it will be done in the child's presence, communication respecting the child is even more essential. Consequences: constant adult supervision.

Step 4: If a documented pattern of aggressive behavior or other inappropriate actions or language (this includes any action or language that threatens personal or emotional safety of children. i.e. repetitive use of bad words or name calling, children exposing themselves or inappropriate touching, etc.) occurs a more serious level of an individualized plan of behavior modification will be developed by the director, the classroom teachers, and the child's parent(s). If an action/event of a more serious nature occurs, an individual plan may be made after the first incident.

Such a plan might include, but not be limited to, the following actions:

1. The parent is called and child is sent home for the day. (The decision to send a child home is made by the teacher after the parent has been told in advance that this step will be implemented.)
2. The child's parent shadows his/her child.
3. Professionals (i.e., child psychologist, child development specialist, pediatrician, outsider observers) consulted as necessary; discussion held about the appropriateness of a cooperative school for the child.
4. Problem-solving panel (re) convened.

Matters of Practical Policy

There are a few important rules that make a difference to classroom dynamics. With too many rules, adults become enforcers rather than sharing, caring people.

1. Destructive responses are not allowed.
2. Putting something away is part of playing with it.
3. We walk and use reasonable voices inside. Children who need to run or yell can go outside with supervision.
4. The fence is not for climbing.
5. Aggressive play (real or imaginary) is not appropriate.
6. Help children to do things themselves.

Conferences

Conferences are held during the year. A notice will be posted and parents can sign up for a conference date and time. You may schedule additional conference time if you desire by emailing your teachers.

Field Trips

Toddlers do not take field trips, however the other classes take trips ranging from a walk around the block to car trips to places of interest. Parents will be briefed on trip particulars prior to the outing. Parents must arrange transportation for the 2-3 non-walking field trips per year. Emergency forms and first aid kit will be carried by the teacher.

Health Care

During the year, please inform your teacher if any new medical issues arise for your child, such as new food allergies, medical conditions or physical limitations that are not indicated on the health form.

We request that you keep your child home for a full 24 hours after a fever has ended or a cold has begun. Outdoor play is an important part of our program. If a child is well enough to come to school, the child should be well enough to play outside.

If your child's condition is questionable when he/she arrives at school, the accompanying adult will take him/her home. When illness occurs during the school session, your child will be isolated and the procedure on the emergency form will be followed.

A child should not come to school or will be sent home from school if he/she has any of the following conditions:

1. A temperature of 100° or greater;
2. Persistent cough
3. Significant green or yellow nasal discharge
4. Vomiting
5. Diarrhea
6. Rash with fever
7. Conjunctivitis (pink eye)
8. Scabies, head lice, or other infestation;
9. Impetigo
10. Symptoms of possible severe illness such as lethargy, marked irritability, persistent crying, difficulty breathing, or other unusual symptom.

Children must be asymptomatic for at least 24 hours before returning to school (ie no vomiting/diarrhea/etc for 24 hours before returning to school). If a child has had a fever, he/she must have had a temperature below 100 degrees without fever-reducing medicine for 24 hours before returning to school.

Please also notify your teacher immediately if your child develops a reportable contagious disease. We follow Yolo County Health Guidelines and want to know in particular about the following: influenza (both seasonal flu and H1N1), bacterial gastroenteritis such as E. Coli or Salmonella, chicken pox, strep infection/scarlet fever, whooping cough (pertussis), mumps and measles.

If staff feel that a child's condition is questionable when he/she arrives at school, the accompanying adult will be asked to take his/her child home. If illness develops during school, the affected child will be isolated, and the procedure on his/her emergency form will be followed.

For more information about illnesses, their treatment, and exclusion/dismissal guidelines please see the "Health and Safety Notes" and "Head Lice (Pediculosis)" handouts in the library.

If a child requires that medication may need to be given during school hours, state licensing and DCCNS require that a detailed care plan be created and signed by the parents and physician. This care plan will be sent to licensing. Further, the parent needs to attend a staff meeting to discuss the child's situation, needs, and the care plan.

Diaper Changing/Toileting Policy

If a child should need a diaper change during the course of a school day, two adults must be present at all times while the diaper change occurs. If the parent of the child is present, then the parent should change their child's diaper and a second adult need not be present.

If a child should need help using the potty during the course of a school day, two adults must be present at all times. If the parent of the child needing assistance is present, then the parent should assist his/her child and a second adult need not be present.

If a child has an accident or otherwise requires assistance in changing their clothes then one of the following should occur: 1) the child may change their clothes by the cubbies in the classroom; 2) if the parent is present, then the parent should assist their child with changing their clothes and a second adult need not be present.; 3)if it is necessary for an adult other than the child's parent to assist a child in changing their clothes in the bathroom then two adults should be present at all times.

Accident/Emergency Procedures

In case of an emergency, illness or accident involving your child, we will call the number on your Emergency Procedure Form in our file.

Accidents

In the event of an accident, the following shall occur:

1. Locate the first aid kit in the DCCNS office, on the shelf above the phone.
2. Always wear gloves when dealing with any body fluids (blood, vomit, urine, stool.)*
3. Clean minor injuries and apply ice or a bandage, as appropriate.
4. Always inform the teacher of any injury that you treat, and ask for assistance if you are in doubt about how to handle a situation.
5. In the case of serious or life-threatening injury, an adult will call 911.
6. Fill out an "Incident Report" form located in class attendance book on the sign in table and give to the teacher.
7. The teacher will notify the child's parent of the accident verbally and/or with an "incident report" from.
8. The child's parent should sign and return the incident report to the teacher.

* FYI: There is a changing table with the supplies in the bathroom area.

Fire

In the event of fire, the following action shall occur:

1. Sound the fire bell, which is located over the paper towel holder in the snack room and the art room. Children should go to the head teacher of their class with the assistance of working

parents, then outside. Parents should not leave a child unattended. Each working parent will make sure all children are out of the room(s) that the parent was supervising when the alarm was sounded.

2. The person nearest the phone in the office will call 911. When using a cell phone dial 911.
3. Help the children leave the room in an orderly fashion. Close all doors behind you.
4. WALK TOGETHER AS A CLASS TO THE GRASSY FIELD BY THE CHURCH OFFICE ON THE CORNER OF 5TH AND C STREETS.
5. Have the children sit down. The teacher will take roll and, if necessary, call parents.
6. No one will go back in the building until the all clear sign is given by the fire department.
7. Remember: It is essential to remain calm and evacuate the children without frightening them.

Earthquake

In the event of an earthquake, the following shall occur:

1. Adults inside the building will help all children assume Civil Defense Protective Positions under the tables with their backs to the windows. Teach children to DROP, COVER AND HOLD ON!
2. Adults should also assume Protective Positions under the tables. DROP, COVER AND HOLD ON! Drop under sturdy desk or table, hold on and protect your eyes by pressing your face against your arm. If there is no table or desk nearby, sit on the floor against an interior wall away from windows and bookcases or tall furniture that could fall on you.
3. Children and adults outside the building should assume the Civil Defense Protective Position under the play structure. Teach children to DROP, COVER AND HOLD ON!
4. Teacher or another designated adult will take a head count and shut off the gas, water and electricity sources (if necessary).
5. Wait 10 minutes for aftershocks then the teacher will assess safety.
6. All children and adults will walk together to the GRASSY FIELD BY THE CHURCH OFFICE ON THE CORNER OF 5TH AND C STREETS.
7. Have the children sit down.
8. Teacher will take roll and call parents.
9. *See the Evacuation Map posted near the entrances.*
10. In the event of any major disaster, all children will remain at the school until their parents have been notified and appropriate arrangements have been made for their safe return home. Working parents may be required to stay until dismissed by the director to maintain appropriate ratios of parents to children.
11. In case of an emergency, illness or accident to your child, we will call the number on your Emergency Procedure Form in our file.

Community Emergency

1. In the event of a community emergency (e.g., school lockdown due to immediate danger in close proximity to the school), the following shall occur:
2. Teacher and working parents will bring children inside the classrooms and lock the doors.

3. Teacher and working parents will close any open windows and draw the curtains closed along the bottom row of windows.
4. Teacher and working parents will cover the small window in each door (e.g., tape sheet of paper over it).
5. Teacher and working parents will seat children on the floor in a safe location within the classrooms. Depending on the emergency, this may include sitting behind propped up tables, in the office, under the loft, or in any other arrangement that is deemed safest by the adults present.
6. Teacher will maintain contact with emergency personnel (police, fire or other) and take roll call.
7. Parents will be notified by telephone. In accordance with a lockdown situation, no one will exit the building and no parents will be permitted to enter the premises until the all clear sign is given by emergency personnel. No one is to open any door without permission from emergency personnel.

Snacks

A snack by our definition is not a meal, but it does provide needed calories for energy and should have nutritional value. A snack takes the edge off hunger and allows a break in the routine.

Snacks are an important part of the total program. Much learning takes place in the preparation and tasting of different foods, as well as the encouragement of good table manners. We welcome your contributions for nutritional snacks. *(For more ideas and suggestions for snack and sharing table time, see the "Everything That You've Wanted to Know About Snack and More" handout in the library.)*

**Please remember that DCCNS is a peanut and tree nut free school. Snacks with nuts in them are not allowed on school grounds. However, snacks that have been produced in a facility that processes nuts are acceptable. This includes snacks during school time, at after school meetings, family events and bake sale items.*

Birthdays

We want to have a special birthday celebration for each child. Summer birthdays will be celebrated on a day during the school year.. Parents may bring nut-free treats of their choice on their child's birthday or special day. Nutritional snacks are encouraged.

Holidays

DCCNS holiday celebrations reflect the school community's traditions and cultures. If you have any questions, ideas or suggestions, please talk to your class teacher.

Toys and Possessions

We request that children leave their toys and possessions at home, unless it is the child's sharing day. Toys and possessions may be brought to school for "sharing circle" but then must be stored in the child's cubby. Toy weapons are not allowed at DCCNS.

Calendar

DCCNS' calendar is based on the DJUSD calendar. Typically DCCNS begins one week after and ends one week before DJUSD. All holidays and breaks observed by DJUSD are observed by DCCNS with the exception of secondary school holidays.

DCCNS Policies and Procedures

Admission Policies

DCCNS accepts children from two to five years of age, regardless of the religious affiliation, race, color, or natural origin of their families.

Enrollment cannot exceed 30 children per session, as a condition of our license. Current DCCNS limits are: 24 children for the AM Program, 20 children for the PM Program, 17 children for the Toddler Program, and a desired limit of 15 children for the Combo Class.

Age Requirements for the AM and PM Programs

Children must be three years old on or before December 1st of the current year. Children may visit the class twice prior to the first day of attendance and must be accompanied by their parents.

Age Requirement for the Combination Class

Children must be kindergarten or transitional kindergarten eligible for the following school year according to DJUSD policies. Children also must have completed a year of AM/PM to be eligible for CC.

Age Requirements for the Toddler Program

Children must be between 24 and 36 months on or before September 1, of the year for which they are enrolled. Children may visit the class twice prior to their first day of attendance and must be accompanied by a parent. Children turning two in the fall (before Dec 1st) or just over 36 months may be admitted once they turn two with board approval.

In cases where there are openings in a class, exceptions may be made on a case by case basis by the board upon consultation with the teacher.

Registration

Pre-registration will take place in the spring of the previous school year. Currently enrolled families may register at this time if they are up to date on their obligations as described in the parent contract. All obligations must be completed by the end of the school year to remain registered for the next year. Priorities of admission are described in the standing rules. A nonrefundable registration fee is required in order to apply for admission.

Checks should be made payable to DCCNS. Once all spaces in each class are filled, additional applicants are placed on a waiting list.

Registration will be complete when forms and September tuition are received by date specified by the registrar. Those families failing to complete registration by the stated due date will be dropped from the list and waiting list families will be called to fill the vacancies. We are required by state law to have the following forms completed, signed, and on file before your child enters school:

Identification and Emergency Information:

1. Consent for Emergency Medical Treatment
2. Physician's Report
3. Child's Preadmission Health History
4. Immunization Record (provided by the parent)
5. Parental Fitness and Health Declaration
6. TB test results
7. Personal Rights
8. Notification of Parent's Rights
9. DCCNS Field Trip Permission Slip
10. Parent/ Enrollment Agreement
11. DCCNS' Privacy Policy
12. California School Immunization Record
13. Parentful proof of immunity for measles and pertussis

Tuition

September tuition is due with the registration packet. If payment is not received by the deadline, the child's name will be dropped from the class list and added to the waiting list. All other tuition is due the first of each month for the following month, September through April (i.e., October tuition will be paid in September). When a family begins after September, one month's tuition will be due prior to starting school – when the start date has been determined, the pro-rated amount for the first month (determined by the start date) will be paid for the second month.

Tuition is considered delinquent if unpaid by the tenth (10th) of each month. There will be a \$10.00 late fee unless a payment plan has been previously arranged with the assistant treasurer. If tuition and late fees are not paid by the forty-fifth (45th) day after the due date and no payment arrangements have been made, termination from the program will result.

If a child withdraws from the school during the year, two weeks' written notice to the Registrar must be given by filling out a withdrawal form. Tuition must be paid for two weeks' after the notice of withdrawal or until the child leaves the program, whichever is longer. Once the child leaves the school, the excess amount of two weeks prepaid tuition will be refunded. If no notice is given, prepaid tuition will be used to cover the cost. If a child is withdrawn from school prior to July 15, the full amount will be refunded. If withdrawn between July 15 and the start of school, parents will only receive a 50% refund.

Tuition Assistance

DCCNS is proud to offer tuition assistance to currently enrolled families truly in need of tuition assistance. Tuition assistance will pay up to 50% of monthly tuition and will be awarded semi-annually. To obtain tuition assistance, you must complete the application form by September 1st for the first half of the year and by February 1st for second half. (The second application is only needed in years with too many applicants.) Submit the form to the Executive Director, and if approved by the Financial Aid committee, your reduced tuition will start the following month. All applications will be kept CONFIDENTIAL. If board members who serve on the Financial Aid committee are applying for aid they must recuse themselves from the committee while their case is being decided. Tuition assistance will be distributed based on the number of applicants and available funds. Recipient families must be in compliance with the current DCCNS Parent Agreement and be in good standing. Assistance does not apply toward Registration. If further assistance is required (payment will be late) applicants should contact the Treasurer PRIOR to date that tuition is due.

Problem Solving Procedure

Direct and open communication in a cooperative nursery school is imperative and contributes to the growth of the school as well as to the parents, their children and our teachers. Direct communication with our teachers and the board of directors is the best source of information and is the level where problems and misunderstandings are most appropriately solved. Confidential communication regarding our children is a given. While our goal is to maintain an atmosphere free from conflict and problems, we provide the following procedure as a method for a parent or parents to resolve a problem when informal methods are unsuccessful or feel uncomfortable or inappropriate. Below is an outline of the procedure.

Step 1

When an issue first arises, discuss it with your class teacher and/or with the class representative. Together you will try to create a solution to your problem.

Step 2

If you are not satisfied after trying step 1, you may notify the board in writing. Teachers may also use this procedure. Once the board has received the letter, it will respond in writing within two weeks. If the complainant requests a hearing or the board feels a hearing is required, one will be scheduled within this time. The complainant may wish to have the teacher and/or class representative speak for him/her at the hearing if he/she chooses not to attend. He/she may also ask to be represented at the meeting by a board member.

During the hearing all efforts will be made to work out a solution to the problem, but if that is not possible, the board may either decide to engage a neutral mediator (such as City of Davis Community Mediation Services) or convene a problem-solving panel (PSP). The PSP consists of five members: the board chair or secretary, the handbook coordinator, the director, the class head teacher, and the class representative. Other members of the board may be asked to participate when necessary or

appropriate. If a conflict of interest exists due to personal involvement of any board or PSP member, the PSP may request that the member abstain from the final vote.

Step 3

If the board decides to convene a problem-solving panel, a notice to meet will be issued by the panel within ten (10) business days of the hearing. The PSP meeting will be attended by the concerned parents, appropriate teachers, other involved parties, and the PSP. After the hearing, the problem-solving panel will reach a decision by simple majority and report back to the board. Written notice of the PSP's decision will be issued to all interested parties within ten (10) business days and shall be final and binding.

While in process, this procedure can be amended by the PSP at any time as deemed necessary. Permanent changes to this policy will require board approval.

To ensure fairness and efficiency, it is expected that all parties involved will maintain strict confidentiality throughout the procedure.

Parents using methods outside this problem solving procedure, which are judged by the PSP to be disruptive to a class or the overall program, may be asked to leave the program, subject to board approval. In that event, tuition paid to DCCNS will be returned on a pro-rated basis.

OSHA Requirements

DCCNS operates within the guidelines established by Cal/OSHA, Section 3203 of the General Industry Safety Orders. In October 1991 the Board initiated an Injury and Illness Prevention Program to maintain health and safety in the school.

1. The health and safety officer (HSO) and/or the Executive Director will be responsible for overseeing this program, in cooperation and conjunction with the board.
2. Periodic inspections will be conducted: just prior to fall opening, mid-year, and year-end. Inspections are also required whenever there are structural changes on the premises or when the HSO becomes aware of a previously unrecognized problem.
3. All injuries and illnesses "of note" will be reported to the HSO, documented, and investigated to the satisfaction of the HSO and board. The criteria for determining whether or not an incident is worthy "of note" are as follows: "Anything that leaves evidence or a visible mark or that changes a person's behavior."
4. In order to help ensure the safety of staff, parents and children, all families are encouraged to conduct personal, informal inspections of the facilities at any time, and report any areas or situations of concern to the HSO.
5. Fire and earthquake drills will be conducted each year at an instructional level developmentally appropriate for each class; schedule to be determined by staff in cooperation with the HSO.

Email and Other Communication

Providing your email address to DCCNS allows the school to promptly send you notices and announcements, and save the costs of paper and postage. It also facilitates creating the parent community that is an essential part of DCCNS as a cooperative school. As such, parents are encouraged to contact each other outside of school and form connections. Sending emails to the rest of the parents in your class to invite them to a social event, such as a parents' evening out or a play-date in the park, is a regular part of class community building. Thus, when you provide your email address, unless you ask us not to do so, it will be made available to the parents of your child's classmates for these purposes, as well as receiving messages and notices from the school.

However, we must also be considerate of each other's' time and avoid flooding parents' in-boxes with unwanted or overly abundant messages; emails of a political or commercial nature are strongly discouraged, and requests not to send emails must be respected.

Should you desire to send an email to the school as a whole, it must (1) be related to early childhood education or development, and (2) be sent to the Director for approval, who will then send it to the class representatives for distribution.

Of course, we do not sell or otherwise disclose your email address outside of the school community unless compelled by law.

Due to limited space, similar guidelines apply to posting on the bulletin board outside of the classroom and to posting flyers. Items must (1) be related to early childhood education or development, and (2) be sent to the Director for approval before being posted.

DCCNS Standing Rules (as amended April 2016)

DCCNS shall operate under these Standing Rules that shall guide the Board, Executive Director, teachers, and parents in its day-to-day operation. A rule can be added, changed, or deleted by a vote of the Board (pursuant to), provided the suggested change has been presented at the preceding Board meeting or circulated to Board members in writing or email at least two weeks in advance. These Rules may not conflict with either the By-Laws or any California state licensing regulations.

Article I. Admission and Class Placement Policies

General

- A. Pre-registration will take place in the spring of the previous school year.
- B. Applications for the new school year received by the spring priority deadline are considered in the following order:
 - a. **Toddler, AM, and PM classes**
 - 1. Continuing students returning to the same class
 - 2. Children of DCCNS employees
 - 3. Currently enrolled students wishing to change classes. Currently enrolled students include Toddler, AM and PM children
 - 4. Siblings of currently enrolled children (Toddler, AM and PM)
 - 5. Children of active Davis Community Church members and employees (active membership to be verified by DCC)
 - 6. Alumni families (with gaps in attendance)
 - 7. Families who have been waitlisted since the previous enrollment period who reapply
 - 8. Community at large
 - b. **Combination Class**
 - 1. Children who are continuing from a full year of the AM or PM class and who are kindergarten eligible for the current school year.
 - 2. Children who are continuing from a full year of the AM or PM class and who are kindergarten or transitional kindergarten eligible for the following school year.
 - 3. Students accepted to the Combination Class under special circumstances (requires Board approval)
 - 4. Children who are continuing from a partial year (minimum of four calendar months) of the AM or PM class
 - 5. Children who are continuing from the Toddler Class
 - 6. Children who have completed a full year of AM or PM class but who will only be enrolled in the Combination Class. Families will be required to fulfill ALL parent commitments as described in the parent involvement section of this handbook.

Please note: When there are more applications for a class than spaces available and children have equal priority, class placement will occur by lottery.

Class Placement for Twins or Siblings

This policy applies to all class placement lotteries for families with two children, who are age eligible/class eligible, that have applied to the same class/program. During the lottery, the children will be treated as one entity. The lottery will proceed as normal until there is no longer space for the two children in question. If their name is drawn before class space runs out, their names will be placed on the list for enrollment in that particular class/program. If their name is drawn after class space has run out, their name will be placed on the wait list as individuals, in the order drawn.

Additional Information:

All required forms must be completed or in the process of being completed before admission. Required TB tests for participating parents and children are to be completed before entering program.

If a child can no longer benefit from the program, the staff will consult with the Board and make a decision on the child's continuation.

A leave-of-absence request will be considered by the staff in consultation with the Board, and shall be approved only if accompanied by full tuition payments for the duration of the leave.

A teacher cannot have their own child enrolled in the class in which they will teach.

A child of a DCCNS employee hired after the enrollment process has begun will be given the first available spot in the class of choice or be given first priority on the wait list. A child of a DCCNS employee cannot "bump" a child who has a confirmed spot in a class.

If or when an Admission Committee is necessary, it may include the following: Registrar, Board Chair, Director, and Church Representative.

Two-day Toddler Program (Monday and Friday mornings)

1. Children must be between 24-36 months old on or before September 1 of the academic year for which they are enrolled. In cases where there are openings in the class, exceptions may be made on a case by case basis by the board upon consultation with the teacher.
2. Our licensing allows for 24 children to be in school at one time, although 17 is the desired number for this class.

Three-day AM Program (Tuesday, Wednesday, Thursday mornings)

1. Children must be 3 years old by December 1st of the current year.
2. A maximum of 30 students may be enrolled, although 24 is the desired number for this class.

Three-day PM Program (Tuesday, Wednesday, Thursday afternoons)

1. Children must be 3 years old by December 1st of the current year.
2. Our licensing allows for 30 children to be in school at one time, although 18-20 is the desired number for this class.

One-day Combo Class (Monday afternoon)

1. Children must be kindergarten/transitional kindergarten eligible for the following school year according to DJUSD policies.
2. Our licensing allows for 30 children to be in school at one time, although 15 is the desired number for this class.

Article II. Program

A. Parent Involvement

1. Parents must participate in the classroom according to the schedule worked out for each program. (Families with special circumstances must submit their concerns in writing, and their concerns will be considered by the Board on a case by case basis.) The working parent is expected to remain for approximately thirty minutes after class for discussion with the teacher. Any family unable to participate will be asked to find a program that can meet their needs.
2. Attendance at the September orientation meetings is required. Including this meeting, families must attend enough meetings or other educational events approved by the director during the year to attain a total of 5 credits. One parent attending a meeting equals 1 credit, two parents attending are 2 credits with a maximum of 2 credits allowed per meeting, excluding social meetings which will earn 1 credit per family (i.e.: Fall Dinner). Families may also be represented by another qualifying family member and receive credit. Families beginning at DCCNS mid-year must attend a prorated number of parent meetings. Credits can also be earned by attending other parenting meetings in the community, upon advanced approval by the Director. To receive credit a write-up of the event or activity must be submitted to the Director to be published in the DCCNS newsletter.
3. One family task is required for each family. Two family tasks are required if a family has more than one child enrolled in the program.
4. Each family shall participate in DCCNS's annual Rummage Sale fundraising event, working one shift per child enrolled.
5. Each family shall assist in one DCCNS event per year.
6. Each family shall participate in the DCCNS's fall and spring work parties, and one Saturday work party during the year for a total of 3. If a family has more than one child enrolled at the school, 4 work parties are required.
7. Board members with one child enrolled are exempt from work parties. Board members with two children will work one (1) work party, unless they hold more than one board position concurrently.

Article III. Personnel

A. Personnel

Staff shall consist of an Executive Director, Head AM Teacher, Head PM Teacher, Head Toddler Teacher, Assistant AM Teacher, Assistant PM Teacher, Assistant Toddler Teacher, and one or two Combo Class teachers, depending on class numbers. When appropriate, an individual may hold more than one position.

B. Application for Positions

1. As deemed appropriate, a vacant position may be advertised in written form in the Davis Community Church Courier and other community newspapers and through such offices as the UCD Online Services Educational Placement Office as well as services offered through CSUS, the Community Colleges, Craig's List, etc.
2. Screening/interviewing teams to recommend a candidate to the Board for approval shall be composed as follows:
 - a. For an Executive Director: the Vice-Chair/ Personnel Liaison and two other Board members, preferably one from each class, a Head Teacher, and the outgoing Director whenever possible.
 - b. For a Head Teacher: the Vice-Chair/Personnel Liaison, one other Board member, and the Director.
 - c. For an Assistant Teacher: the Vice-Chair/Personnel Liaison, the Director, and a Head Teacher.
 - d. Additional Board members, teachers, and/or parents may be included on the screening/interviewing teams.

C. Personnel Qualifications

1. Executive Director
 - a. Fulfills minimum requirements for a nursery school director as outlined by the state licensing agency.
 - b. Approaches program and curriculum planning and implementation in manners consistent with the philosophy of the Nursery School as set forth in the By-Laws Article II.
3. Head Teachers
 - a. Fulfill minimum requirements for a nursery school teacher as outlined by the state licensing agency.
 - b. Approach program and curriculum planning and implementation in manners consistent with the philosophy of the Nursery School, as set forth in the Handbook.
4. Assistant Teachers

- a. Fulfill minimum requirements for a nursery school teacher as outlined by the state licensing agency.
- b. Approach program and curriculum planning and implementation in manners consistent with the philosophy of the Nursery School, as set forth in the Handbook

D. Contracts

Subject to the personnel evaluations conducted pursuant to Standing Rule Article III, Section E.3.c, renewed written contracts shall be offered annually to the Director and teaching team by April 1, and must be accepted by May 1.

E. Employment Conditions

1. Salaries

- a. The screening/interviewing team determines the appropriate salary to offer a candidate at the time of hiring, using the salary scale approved by the Board. When permitted by the budget, annual salary increases and/or bonuses may be offered to the Executive Director and teaching team.

2. Benefits

- a. The Executive Director and teachers are entitled to a paid leave of absence of six (6) contracted days per year for teachers in the 3-day A.M. Program, six (6) contracted days per year for teachers in the 3-day P.M. Program, and four (4) contracted days per year for teachers in the 2-day Toddler Program. These days may be accumulated to a maximum of nine (9) contracted days per year for teachers in the A.M. and P.M. Programs and six (6) contracted days per year for teachers in the Toddler Program. A paid leave of absence may be taken for jury duty, personal disability or illness, or the death or serious illness of a member of the immediate family. The Board may approve, with or without pay, an extension of leave for any other reason. Any planned leave of absence greater than five (5) days must be submitted to the Director and approved by the Board at least two weeks in advance. Leaves of absence without pay may be granted to staff at the discretion of the Board of Directors for periods not to exceed one (1) full year.
- c. The Nursery School carries Worker's Compensation insurance coverage for paid employees. For further details, see the insurance policy.
- d. DCCNS teachers substituting for other Nursery School teachers shall be paid their own wages in accordance with their respective contracts. Qualified parents who substitute for teachers shall be compensated at a fair market rate to be determined by the Salary Committee.
- e. All teachers shall be compensated for five (5) holidays per year for Toddler, AM, or PM. If a teacher is only teaching Combo Class, that teacher shall be compensated for two (2) holidays per year.

- f. **Teacher Layoffs.** In the event of financial hardship, the DCCNS board may layoff teachers in the order of reverse seniority. Seniority is defined as the teacher's hire date at DCCNS. This policy only applies to layoffs and not performance-based issues. If a layoff notice is issued, any other senior teacher may volunteer to be furloughed for the term in question. If layoffs must proceed after the furloughed term, these layoffs will occur in order of reverse seniority. When DCCNS hires back teachers, any furloughed or laid off teacher will be hired prior to any new personnel at DCCNS. Positions will be filled by order of seniority.
3. **Evaluation**
 - a. The Executive Director will work with the staff and Class Representatives to establish yearly goals and then evaluate the process toward these goals. Evaluation procedures may vary each year. Written evaluations will be filed with the Nursery School records.
 - b. The Executive Director will evaluate the performance of the teaching team.
 - c. The Board may evaluate personnel in executive session before renewing contracts according to criteria set forth in Standing Rules.
 - d. **Grievance:** The Board shall hear any grievance.

Article IV. Staff Responsibilities

A. Executive Director shall:

1. Plan, coordinate, direct and supervise the preschool program.
2. Assemble instructional materials and become familiar with Church and community resources in accordance with the policies of the Board.
3. Plan and direct the Parent Education Program with the assistance of the staff and the Parent Meeting Planners.
4. Manage the administrative duties of licensing, enrollment, attendance, and scheduling.
5. Aid the Handbook Coordinator in an annual review of the Parent Handbook.
6. Plan and lead a monthly staff meeting.
7. Train and supervise staff, parents, volunteers, student teachers and aides. The executive director may provide evaluation of each staff member to the Board prior to contract renewal.
8. Help establish program goals and policies in conjunction with the Board.
9. Maintain, with the assistance of the Church Representative, communication and liaison with the Church.
10. Maintain communication and liaison with other early childhood programs and activities in the area.

11. Oversee purchases of food, supplies, and equipment.
12. Attend Board meetings as an ex-officio member and report significant preschool matters.
13. Consult with the Treasurer on financial aid applications.
14. Serve as a member of the Endowment Fund Committee.
15. Attend all general Parent Meetings and report significant preschool matters.
16. Plan and organize work parties.
17. Create the Yearly Calendar and communicate room needs to DCC.

B. Head Teachers shall:

1. Plan, coordinate, direct and supervise their respective programs.
2. Plan curriculum and class events.
3. Attend monthly staff meetings.
4. Maintain attendance records.
5. Implement the philosophy of the preschool as set forth in the Handbook.
6. Hold at least one parent conference and one home visit for each participating family.
7. Train and supervise parents, volunteers, student teachers and aides.
8. Attend all general Parent Meetings.
9. Plan and preside at at least one Parent Meeting of their respective program, and any other individual class meetings as may be held.
10. Inform the Director of any supply and equipment needs.
11. Maintain material and facilities in an orderly fashion.
12. Spend an average of 4.5 hours per day at the school in the A.M. and P.M. programs, an average of 4 hours per day at the school in the Toddler program, or as otherwise provided in the respective Head Teacher contracts. The timing of the hours is to be established with the Director.
13. Spend at least one additional hour per school day planning and preparing the curriculum, with the Director's assistance as needed.
14. Conduct a before- or after-class discussion meeting with participating parents.
15. Give guidance to the Assistant Teacher as necessary in the A.M. and Toddler programs. Work out clearly defined role for the Assistant in supervising the children of participating parents during the after-class discussion meeting.
16. Attend Board meetings when requested.

17. Arrange for a substitute teacher with Executive Director's approval in the event of illness or leave of absence. A substitute teacher should be, in order of preference: a current DCCNS teacher or Executive Director, a former DCCNS teacher, a qualified parent in the school, or a member of the community with experience in working with preschool children and who fulfills the licensing requirements for working in the classroom.
18. Teachers' professional growth shall be continued by education in schools, at lectures, videos, first aid and CPR classes.

C. Assistant Teachers shall:

1. Work a four hour day on Tuesday, Wednesday, and Thursday (A.M. Assistant Teacher) or a 3.5-hour day on Monday and Friday (Toddler Assistant Teacher). The exact hours will be established by the respective Head Teachers and stipulated in contracts.
2. Attend all general Parent Meetings and individual class meetings of their respective programs.
3. Attend monthly staff meetings.
4. Assist Head Teacher with the daily program as mutually agreed upon and clearly defined by the Teacher and Assistant Teacher.
5. Assist Head Teacher in implementing the philosophy of the Nursery School as set forth in the By-Laws, Article II.
6. Help maintain materials and facilities in an orderly fashion.
7. Assist parents participating in the daily program.
8. Prepare and supervise an activity with the children of participating parents during the before- or after-class discussion meeting on Tuesday, Wednesday, and Thursday (A.M. Assistant Teacher) and/or on Monday and Friday (Toddler Assistant Teacher). For example, an AM after-school meeting would be held from 11-45am-12:15pm.
9. Attend Board meetings when requested.
10. Arrange for a substitute teacher with the Executive Director's approval in the event of illness or leave of absence. A substitute teacher should be, in order of preference: a current DCCNS teacher or Executive Director, a former DCCNS teacher, a qualified parent in the school, or a member of the community with experience in working with preschool children and who fulfills the licensing requirements for working in the classroom.

Article V. Financial Policies

DCCNS is operated on a non-profit basis. All income shall be used to improve and maintain the program.

The preschool is financed through registration fees, tuition, fundraising, and financial support as may be given by individuals or groups.

1. All fees will be determined by the Board.
2. A nonrefundable registration fee is required in order to apply for admission
3. September tuition is due in full by the date as set by the Registrar. After that tuition is due the first (1st) of each month, September through April, to be held for the following month's tuition (i.e., October tuition is paid in September). Tuition is considered delinquent if unpaid by the tenth (10th) of each month, incurring a \$10.00 late fee unless a payment plan has been previously arranged with the Treasurer and/or Assistant Treasurer. If tuition and late fees are not paid by the forty-fifth (45th) day after it is due and no payment arrangements have been made, termination from the program will result.
4. If a child is withdrawn from school prior to July 15th, the full amount will be refunded. If withdrawn after July 15th, only two weeks tuition will be refunded.
5. If a child withdraws from the school during the year, two weeks' written notice to the Registrar must be given by filling out a withdrawal form. Tuition must be paid for two weeks' after the notice of withdrawal or until the child leaves the program, whichever is longer. Once the child leaves the school, the excess amount of two weeks prepaid tuition will be refunded. If no notice is given, prepaid tuition will be used to cover the cost.
6. Tuition is payable and due for all registered students, whether or not they are attending class.

A. Financial Aid

1. Applications for financial aid shall be available from the Treasurer, Executive Director, and Registrar.
2. Applicants must submit to the Executive Director a written request for assistance, which shall include a completed application and needs assessment.
3. The family's participation, priorities, and financial need will be considered.
4. The amount and duration of financial aid shall be considered on an individual basis, although the amount shall not exceed fifty percent (50%) of the tuition.
5. All information regarding financial aid arrangements will remain confidential among the family, Executive Director, Chair, Treasurer and Assistant Treasurer.
6. As of March 31, 2007, scholarships are known as the Teachers Mary Cech and Ellen Watkins scholarships.

B. DCCNS Funds

1. The Treasurer shall maintain on behalf of DCCNS the funds described below.
2. The Primary Checking Account is established to pay for the ongoing operating costs of the DCCNS program. Tuition and registration, as well as other miscellaneous revenues associated with the program, shall be deposited into the Primary Checking Account. This account shall be used to pay budgeted expenditures, including but not limited to recurring costs such as staff salaries, class supplies, and insurance costs.
3. The Financial Aid Account is established to provide tuition assistance to families with financial need. The treasurer shall, at the beginning of the school year, ensure that sufficient revenues are available in the Financial Aid Account to provide tuition assistance for the year to three families. Contributions to the Financial Aid Account may come from interest earnings on any DCCNS funds, tuition payments, registration fees, or other sources as deemed appropriate by the Board.
4. The Endowment Fund was originally established by donations from parents and other interested patrons of DCCNS. The original intent of the Endowment Fund was to provide an investment vehicle, the interest earnings from which would be used to provide financial aid. This goal should remain the primary objective of the fund. However, the Endowment Fund may from time-to-time be used to pay for major capital projects or improvements to the physical facilities of the DCCNS program if deemed appropriate by the Board.
5. As of March 31, 2007, the Endowment Fund was renamed the Teachers Mary Cech and Ellen Watkins Endowment Fund (Endowment Fund).
6. The Endowment Fund Committee, consisting of the Board President, Treasurer, Church Representative, Nursery School Director, shall meet at least once each year to review the investment and use of the Endowment Fund. The Endowment Fund may be invested in one or more accounts as deemed appropriate by the Endowment Fund Committee.
7. A savings account will be maintained for excess revenue. These funds shall be used to pay for major capital projects or improvements to the physical facilities of the DCCNS program at the discretion of the Board with input from staff, and as an emergency fund for operating expenses if necessary.

C. Salary Committee

1. The Salary Committee shall require three members: the Vice President, President, and the Treasurer. These members shall solicit insight and advice from the Executive Director and teachers, particularly when there is a proposed change in status quo.
2. The committee shall meet in October and as necessary to review the salary schedule, staff benefits, and any related issues and shall report to the Board. The committee shall

meet in February to make salary recommendations and report these recommendations, in conjunction with the tentative budget, at the March Board meeting.

Article VI. Board Member Responsibilities

Board duties shall be divided into 14 Board positions, whenever possible, OR combined to fewer positions to best accommodate the current Board members. Two (2) people may opt to share one position.

A. President

1. Calls and presides at regular and special Board meetings and Parent Orientation.
2. In consultation with the Director, plans the agenda for monthly Board and Parent Meetings. Responsible for meeting administrative deadlines as outlined in the handbook.
3. Presides over Parent meetings as necessary.
4. Serves as official spokesperson for DCCNS.
5. Serves as liaison between the Board and the Director.
6. Writes a brief update on Board issues/decisions for the school's monthly newsletter.
7. Serves on the Financial Aid Committee, Salary Committee, Endowment Fund Committee, and the Admission Committee when necessary.
8. Signs staff contracts on behalf of the board.
9. Solicits new board members for the following year's board.
10. Signs checks in the Treasurer's absence.
11. Serves on the Problem-Solving Panel as necessary.
12. May act as Personnel Liaison when hiring new staff members - Article II
13. At the November, December and January parent meetings, during the business portion of the meeting, the chair will advise parents that registration for continuing families will be held in February. The chair will also advise families that the application priority is in the parent handbook and strongly urge parents to read this section of the handbook.
14. Authorizes school purchases made by the director.

B. Secretary

1. Keeps minutes of the proceedings of all meetings of the Board.
2. Distributes the most recent approved minutes to all Board members, the Director, and Staff, within two weeks after the meeting.

3. Files one copy of Board minutes and monthly financial statement in a folder in the Communication Box for Nursery School families to read at home
4. Keeps a notebook of all minutes, current Standing Rules and By-Laws. Maintain and make available to parents a file in the Nursery School containing By-Laws, Standing Rules, Budget, the years Minutes, and other appropriate documents. Families can also fill out a form requesting minutes be sent to them by e-mail.
5. Prepares correspondence for the Board, as directed by the Chair.
6. Three times per year, issues an all-school newsletter. Also, assists the director in creating the August Welcome Letter which is sent via email. Collects letters from the Board Chairperson and the Class Rep as needed. Collects photographs from class photographers. Reviews with Director and sends PDF of each newsletter to the web master for online posting.

C. Treasurer

1. *Attends Board meetings and presents a monthly report and Financial Statement.*
2. With the assistance of the Assistant Treasurer and Registrar, respectively, collects and records tuition and registration fees. Maintains the records for all checking and savings deposits and withdrawals. Records of all individual tuition payments are maintained by the Assistant Treasurer.
3. Is responsible for seeing that all money is deposited into either checking or savings accounts. A copy of the deposit slip for special funds will include the gift source and the intended use for the gift.
4. Receives receipts for items purchased by staff, parents or Board members and issues reimbursement payments, as approved by the Director.
5. Pays all bills
6. Serves on the Financial Aid Committee, Endowment Fund Committee, and Salary Committee.
7. Reviews financial situation with the Chair and other interested Board members and presents a tentative budget at the February or March Board meeting for the next school year (July 1-June 30). The Board must approve the final budget by the April Board meeting. The budget is presented to the Christian Formation Ministry in June.
8. Reviews insurance policy on a timely basis, before paying annual premium.
9. Prepares the Annual Treasurer's Report, as part of the Annual Report presented to the Church in June.
10. Maintains the Endowment Fund in accordance with the procedures listed in the handbook.

11. Determines the amount needed for next year's financial aid and makes a recommendation for how much can be used from the Endowment Fund interest and how much will be necessary to obtain from other sources.

D. Class Representatives (3 positions)

1. Represent, respectively, the Toddler, AM, and PM programs, as a member of the Board.
2. Attend monthly Board and any class specific meetings.
3. Publicize parent meetings and encourage and take attendance at them (5 parent meetings and three work parties are required per family). Notify parents in time to make up a shortage of meetings before spring registration.
4. Serve as liaison between the Board and parents. Receive and solicit suggestions from parents and communicate these suggestions to the Staff and, when appropriate, to the Board. Inform parents of Board policies and decisions.
5. The Class Representative conducts an annual survey regarding the school's daily schedule, how the children are adjusting and parents work experiences. This first evaluation is conducted in November. There is another evaluation conducted at the end of the year. A list of questions is provided for the Class Representative. The Class Representative may modify the questions with approval from the Board. The Class Representative then compiles the information and discusses it with the teachers and the Board.
6. Encourage a free exchange of ideas among the other Class Representatives.
7. Solicit and acquaint successors with the job responsibilities.
8. Keep the parent participation record and class commitment chart updated.
9. Submit material to be included in the school newsletter regarding your class's news and events. Material is to be submitted according to the newsletter deadlines set on the school calendar.
10. Meet and orient new families who join mid-year.
11. Oversees the Social Connections parent to coordinate gifts for teachers' birthdays, Teacher's Day and end of the year. Usually money is collected at the beginning of the year to cover gifts throughout the year.

E. Registrar

1. Attends monthly Board meetings and gives periodic reports on registration issues.
2. Takes calls and maintains a waiting list, if necessary, for each class.
3. Is responsible for maintaining enrollment in the Nursery School and is in charge of spring registration.

4. Coordinates advertisement of openings with the Director, Church Representative, and Publicity Coordinator.
5. Keeps accurate and up-to-date records on all children and participating adults. Is responsible for notifying the Director of discrepancies. These records must be in the classroom any time children are in session:
 - a. Children's' records: Identification and Emergency Information, Consent for Emergency Medical Treatment, Physician's Report, Child's Preadmission Health History, Immunization Record (provided by the parent), DCCNS Field Trip Permission Slip, Parent/ Enrollment Agreement, DCCNS' Privacy Policy, California School Immunization Record
 - b. Adult records for all adults working with children: Parental Fitness and Health Declaration, TB test verification renewed every four years, Personal Rights, Notification of Parent's Rights, and immunization records for measles, pertussis and influenza.
6. Maintains a current enrollment list for distribution to families, Board members, and Staff.
7. Completes Yolo County Health Department form in the fall concerning immunization records.
8. Coordinates with families who start mid-year to complete paperwork including Parent Agreement and field trip forms for AM and PM classes, and answer questions.
9. In January, the registrar will write an email about registration for continuing families. Included in the write up will be the application priority from the DCCNS handbook.

F. Handbook Coordinator

1. Attends monthly Board meetings and gives periodic reports on issues pertaining to the Parent Handbook.
2. Is responsible for coordinating the semi-annual review, preparation, and publication of the Parent Handbook, with help from the Director, Head Teachers, and Board Members.
3. Is responsible for distributing copies of the updated Handbook to each family who requests a hard copy at the beginning of the year, and electronic copies to each staff member, the Christian Formation Ministry Chairperson, the Secretary for the Secretary's notebook, the red nursery school binder, and the webmaster to post on the website.

G. Church Representative

1. Is a member of the Davis Community Church, whenever possible; is also the parent of a child currently enrolled in the Nursery School. In the event that a church member cannot be identified, a non-church member may be substituted.

2. Serves as liaison between the Nursery School and the Christian Formation Ministry, and as the official spokesperson to the Church.
3. Attends monthly Board meetings and gives periodic reports on issues shared by the Church and Nursery School.
4. Coordinates certain church related tasks, such as thank you gifts for the church staff, a holiday toy drive, and a yearly coffee hour for DCC's Sunday worship.
5. Attends Christian Formation Ministry meetings as needed and participates in the relevant aspects of that ministry.
6. Serves on the Endowment Fund Committee and Admission Committee when necessary.
7. If requested, give copies of the nursery school handbook and board meeting minutes to the chair of the Christian Formation Ministry.

H. Family Task Coordinator

1. Attends monthly Board meetings and gives periodic reports on family task issues.
2. Assigns family tasks to all families of registered children. Work with Director, Registrar and/or Chair on placement of families.
3. In late August, mails letters to all parents stating their family task. Addresses parents at September Orientation meeting to see if there are any questions/problems with family tasks.
5. Orients new families to their family task.
6. In Spring, distributes family task evaluation forms in parents' folders. Presents any suggested changes to the Board and changes descriptions as approved. These descriptions are used in next year's family task letters.
7. Is responsible for family task folder maintenance and familiarizing families with the file cabinet where task folders are located.

I. Fundraising Chair

1. Attends Board Meetings and makes monthly reports of fundraising activity.
2. With the help of the Fundraising Coordinators, organizes and oversees the Nursery School's annual fundraisers, (i.e., raffle, spaghetti dinner, rummage and bake sale, and talent show and carnival). Solicits participation in these events from all families.
3. Oversees on-going fundraising activities (e.g., e-scrip, paper scrip, schoolpop.com and Makit Products).
4. Emails DCCNS (via the Director) families regarding upcoming fundraisers and events.

J. Personnel Liaison/Vice President

1. Serves on the Salary Committee.
2. Reports to the Board as the Salary Committee meets throughout the year and, along with the Treasurer, recommends staff salaries for the following year at the March Board meeting.
3. Reviews the text of staff contracts before the February Salary Committee meeting, prepares the new contracts to be offered to the staff (by April 1, as stipulated in Article III, Section D.), and keeps the new contracts to be offered to the staff and keeps the originals in the Personnel folder once signed by the staff and Board Chair. Copies of the signed contracts should be given to each staff member, the Chair, and the Treasurer.
4. Meets with staff, as necessary, to become aware of ideas or concerns related to employment. Serves as an advocate for the staff on employment-related matters.
5. Coordinates search for new staff, when vacancies arise. Works with Publicity Coordinator to advertise positions as stipulated in Article III, Section B.
6. When needed to advise the Board on personnel selection, coordinates with the Board Chair to assemble a screening/interviewing team pursuant to Standing Rule Article III, Section B.2, contact applicants and establish interview schedules.
7. Run Board election at the September Orientation meeting.
8. Keeps records of all sick/bereavement leave, regardless of whether the substitute is paid or volunteers the time.
9. Coordinates with the Treasurer for the monthly transfer of funds to the Church for salaries.

K. Publicity Coordinator

1. Attends monthly Board meetings and makes periodic reports.
2. Responsible for advertising enrollment opportunities and job openings.
3. Responsible for advertising school events such as fundraisers, entertainment, and special curricula.
4. Utilizes local newspapers, including Small Talk, posters, flyers, and/or other means, such as : decorating the Davis Public Library display window, to best accomplish the above tasks.
5. Assist fundraising chair and Pig Day coordinator as needed.

L. Webmaster

1. Attends monthly Board meetings and makes periodic reports.

2. Keeps school calendar updated.
3. Updates content on the website, including handbooks (from handbook coordinator) and class lists.

Article VII. Procedure for Filling Board Vacancies

- A. Prior to spring registration, the Chair shall bring to the attention of parents available Board positions and their responsibilities. The Chair may do this in a variety of ways, including: posting information at school; making an announcement at a parent meeting(s); and including information in the newsletter.
- B. New Board members are self-nominated. Parents interested in a Board position should contact the current Board Chair or the Executive Director, or indicate their interest on the appropriate form in their registration materials. A Nominating Committee will be appointed by the Chair to solicit new Board members, if necessary, to ensure a complete slate of nominees.
- C. At the May Board meeting, the current Board shall approve a complete slate of interim Board members. New Board nominees shall be invited as guests to the June Board meeting. Board members shall assume their positions for one year, commencing July 1. The interim Board operates over the summer until the slate is presented to the school for election at the September Orientation Meeting.
- D. After the election, the Christian Formation Ministry and the Department of Social Services, if required, shall be notified.

These Standing Rules were originally adopted June 1983; they were previously amended 6/86, 6/87, 4/89, 7/90, 2/91, 6/92, 6/96, 5/00, 9/02, 12/02, 9/05, 5/07, 5/08, 8/10, 2/11, 4/11, 7/11, 4/12, 7/12, 8/13, 4/14, and 6/14 and 4/16.