
INFORMATION HANDBOOK 2021-22

Welcome to Laurelwood Preschool

Laurelwood Preschool has been a positive first school experience for three and four year olds in our community since 1965. We are play-based, parent participation preschool where children develop a lifetime love of learning in an engaging environment with nurturing teachers and parents. Our purpose is three-fold:

1. Provide parents of preschool children a better understanding of their child
2. Promote the health and welfare of preschool children
3. Provide age-appropriate skill-building activities that foster a love of learning

Laurelwood Preschool functions smoothly because we are a thoughtful, attentive community. Parents help one another by switching workdays, lending a helping hand when needed, and by being considerate of others. Families who enroll at Laurelwood Preschool do so because they greatly enjoy the friendships created for children and parents alike in our collaborative, dynamic preschool community.

We are a private, non-profit, non-sectarian organization. Our Federal Tax ID number is 94-2169784.

What is a Parent Participation Preschool?



A parent participation preschool is a school prior to kindergarten where the parents work in their child's classroom on a rotating basis, alongside the teacher, creating a warm, cohesive home-to-school transition. In the classroom, parents assist in:

- Prepping materials for class projects
- Running an activity station with children
- Guiding children in personal hygiene practices
- Preparing for and cleaning-up after snack time
- Helping supervise children during recess
- Directing children to an activity or friend
- Assisting the teacher with children, projects, etc.
- Cleaning the classroom for the next class

Classes Offered

<u>Early Childhood</u> (must turn 3 before December 1, 2021 <u>and</u> be toilet trained)	<u>Pre-Kindergarten</u> (must turn 4 before December 1, 2021 <u>and</u> be toilet trained)	<u>5-Day Pre-Kindergarten</u> (must turn 4 before December 1, 2021 <u>and</u> be toilet trained)
Tuesdays/Thursdays 8:30-11 or 12-2:30	Monday/Wednesdays/Fridays 8:30-11:30 or 12:15-3:15	M/T/W/R/F 12:15-3:15
\$210 per month	\$265 per month	\$470 per month
Parents work about every 5 th day of class or 16 days/year	Parents work about once every other week or 18 days/year	Parents work about once every 5 th class day or 34 days/year

Parent Workdays

Parents working in the classroom is one way we keep the cost of our preschool affordable. We welcome parents and other primary caregivers to participate in the classroom on assigned workdays. All adults in the classroom must have on file with the preschool:

1. A negative TB test,
2. Proof of measles and pertussis immunization, **and**
3. Proof of COVID-19 immunization **OR** provide proof of a negative COVID-19 test taken within 72 hours of the start of each class they will work.

All of our working parents must be able to understand and communicate in both written and spoken English. In an emergency, working parents assist the teachers in keeping our children safe. They must be able to read, listen, and follow directions to see our children to safety.

The Administrative Manager creates a three to four month work schedule, which is distributed to the parents several weeks in advance. Due to the overwhelming number of workday preference requests received, we cannot guarantee special requests for workdays. We can only accommodate special requests for families who are expecting a new baby.

All families work in the classroom. There is no formal “buy-out” option or opportunity to do other jobs in place of workdays. If a parent is unable to work on an assigned day, that parent is responsible for trading workdays with another parent in the same class prior to the start of class. We also maintain a list of parents who are willing to be a substitute for a \$40.00 per class fee.

There are three working parents each day:

- Parent #1 is the Helping Parent. This parent prepares for snack time and begins to clean the classroom while the children are at recess.
- Parents #2 is the Recess Parent. This parent helps the teacher supervise the children during recess. After recess, this parent also helps clean the classroom.
- Parent #3 is the Cleaning Parent. This parent will arrive before the end of class and deep clean the classroom prior to the start of the next class.

Please note that due to California licensing requirements, Parents #1 and #2 cannot bring unenrolled children with them during their workdays.

Parents may volunteer to assist on days when extra help is needed—for example, on field trips. Credit for working, however, is only given to parents who were assigned that day as their workday.

Parent Workday Regulations

1. Working parents must arrive at the classroom at the time designated by the teacher on their workday to receive instructions prior to the arrival of the children. Failure to arrive on time will result in a \$25.00 fine for the first infraction and a \$50.00 fine for subsequent infractions.
2. Parents failing to participate on their workday or arriving more than 15 minutes late, and not providing a substitute before the start of class, will be fined \$50.00 for the first infraction. Failure to pay the fine within 10 days of the infraction will result in the child being expelled.
3. Parents failing to provide a substitute on an assigned workday must pay the emergency substitute \$40.00 in addition to the fine owed to the preschool. Failure to pay the substitute within 10 days of the infraction will result in the child being expelled.
4. If a second workday is missed without providing a substitute, the child will be expelled.
5. If a family withdraws after January 15, 2022, that family will be responsible for covering all assigned workdays for the remainder of the school year, by either trading workdays or paying a substitute.

The Preschool Board

Parents and teachers also serve together on the Preschool Board to ensure that all aspects of the preschool run smoothly. Parents who serve on the Board are responsible for many important duties of related to the running the preschool. **We encourage all parents to apply for Board positions and attend monthly Board meetings.**

Registration

Online registration is available beginning on **June 21, 2021** at <http://www.laurelwoodpreschool.com/registration/>. Registration will continue until the classes are filled.

After completing our online registration form, please submit payment via PayPal for one month's tuition plus one \$85.00 registration fee per family. **Please include your child's full name in the note section.** The registration fee is non-refundable. The one month's tuition payment made at the time of registration counts as payment for the May 2022 tuition, and will be refunded only if the Administrative Manager is notified before September 1, 2021 of the withdrawal.

Registration Process

1. Children are placed in classes by lottery, based on when registration and payment are received. All the children with the same submission date are grouped, then randomly selected and placed in a class. We make every effort to place families in their first choice of teacher or time. When demand does not allow this, we reserve the right to place a child in a class that has space.
2. Children not placed in their first choice of teacher or time are added to a waitlist in the order their registration was drawn, for either the teacher or the time they requested, depending on the priority indicated at the time of registration. If openings become available, we will use the waitlist to fill those openings with children already admitted to our school, and then admit new children. The Administrative Manager will contact families if an opening becomes available.
3. Acceptance letters and the Acceptance Forms Checklist are delivered to families in July.

Admissions

Upon receipt of our acceptance letter and Acceptance Forms Checklist, please download, print, and complete all of the admissions forms at <http://www.laurelwoodpreschool.com/enrollment-forms/>.

The admissions forms include all of the following:

- Admissions Agreement (7 pages)
- Emergency and Disaster Release Cards (2 pages)
- Acknowledgment of Parent's Rights (1 page)
- Acknowledgment of Personal Rights (1 page)
- Physical Form – Signed by Doctor (2 pages)

If you received our acceptance letter and Acceptance Forms Checklist before August 1, 2021, submit completed admissions forms no later than **August 13, 2021**.

Your child's placement at Laurelwood Preschool is secured only by the completion of the following:

1. All completed admissions forms and supporting documentation, and
2. Your payment via PayPal of one month's tuition as payment for the April 2022 tuition and the \$40.00 cleaning deposit.

Mandatory Parent Orientation

Prior to the beginning of the school year, all adults who will be working in the classroom are required to attend our Mandatory Parent Orientation. This year, the Mandatory Parent Orientation will occur via Zoom. The Mandatory Parent Orientation for Early Childhood classes is scheduled for August 31, 2021 at 6 pm. The Mandatory Parent Orientation for Pre-Kindergarten classes is scheduled for August 30, 2021 at 6 pm. This meeting is for **adults only** and will last approximately 1½ hours.

Mandatory Parent Orientation Regulations

1. Parents who do not attend the scheduled Mandatory Parent Orientation must schedule a make-up session at a cost \$25.00, due at the time of the make-up session. Your child will not be allowed to attend class until the make-up session is completed.

Tuition and Fee Schedule

Tuition and fees cover all of Laurelwood Preschool's salary, tax, and property-related expenses, as well as for insurance, classroom supplies, and most field trips.

	Payment Due With		Refundable?
Registration Fee	\$85.00	Registration	No
May 2022 Tuition		Registration	Yes, if you email your withdrawal before August 1, 2021. No refunds after August 1, 2021.
April 2022 Tuition		Admission Forms	
Cleaning Deposit	\$40.00	Admission Forms	Yes, on May 2022 Cleaning Day.
September '21-March '22 Tuition		1st of each month	No

Tuition and Fee Regulations

1. Payment of tuition from September 2021 through March 2022 may be made on or before the first of each month, regardless of holidays, vacations, or absences. Tuition should be paid via **ProCare Solutions**.
2. A \$10.00 late fee is **automatically** charged to tuition received after the first of the month.
3. If tuition and the late fee are not received by the 10th of the month, your child will not be allowed to attend class until the tuition and late fee are paid.
4. If tuition and the late fee due are not received by the 15th of the month, your child will be expelled.
5. If tuition is late a second time, the regulations are the same as the above with an increased late fee of \$25.00.
6. The third time that tuition is not received by the first of the month, your child will be expelled.
7. In case of extended sickness or vacation, a child may temporarily withdraw from school. Tuition must be paid and workdays covered during the absence in order to ensure the child's place in the school. If tuition is not paid or workdays are not covered, the child will be expelled. **This policy includes situations where a family temporarily withdraws a child because of COVID-19 concerns, despite the continued operation of the preschool.**
8. We require four weeks' notice for a child to withdraw permanently from school. Notification must be made to the Administrative Manager at manager@laurelwoodpreschool.com. Parents are responsible for paying tuition during those four weeks and working in the classroom or finding a substitute for all assigned workdays.

Arrival and Departure

Upon arrival, **please take your child to use the bathroom.** Afterwards, please bring your child to the gate indicated at the Mandatory Parent Orientation at the start of class. Have your QR code ready to be scanned. All children and working parents will be required to have their temperatures taken prior to having your QR code scanned.

It is important that your child is picked up promptly at the end of class. If you are unable to pick up your child on time, please make arrangements for him/her to be picked up by another adult.



Arrival and Departure Regulations

1. We recommend parking along Teal Drive or Kensington Avenue and walking in. **Do not park in the Elementary School Parking Lot.** Cars parked in STAFF spaces will be fined \$25.00 for the first infraction and \$50.00 for each subsequent infraction.
2. If a child or working parent's temperature reads 100.4°F or higher, he/she will not be allowed into the classroom.
3. **Your teacher will check in children at the designated gate at the start of class and then again 15 minutes after the start of class. If you are more than 15 minutes late, please call your child's classroom—(408) 423-1615 (classroom P-1) or (408) 423-1616 (classroom P-2).**
4. If a parent or designated adult is five or more minutes late picking up a child from the time of class dismissal, a \$25.00 fine for the first five minutes plus \$1.00 for every minute thereafter will be issued for the first offense. The fine is to be paid immediately. Failure to pay the fine within 10 days of the infraction could result in the child's expulsion.
5. If a child is not picked up after dismissal for 30 minutes or more, and we are unable to reach anyone on the emergency card, then the police and/or CPS will be contacted to pick up the child.
6. Notify the teacher in writing if someone other than a parent or an adult listed on your Family Information Form will pick up your child.

Health

If your child has had an illness, do not bring him/her to school until he/she has been symptom-free for at least 24 hours. For example, no temperature, vomiting, hacking cough, etc. for at least 24 hours.

Please do not bring your child to school and notify your teacher **immediately** if your child contracts a highly contagious condition. For example, pink eye, strep throat, lice, etc.

Clothing

Clothing should be appropriate for school activities and the child must be able to remove and replace his/her own clothing while using the bathroom. Please label all clothing with your child's name.

Children will be playing outside on the playground every day, weather permitting. In cold and/or wet weather, please have your child wear appropriate clothing.

Fundraising

Laurelwood Preschool is a non-profit organization and we work hard to keep our tuition affordable. We operate solely on tuition, fundraising, and donations. We appreciate your support in making all of our fundraisers successful.

One easy way to donate to our school is to sign up for AmazonSmile. This link takes you directly to AmazonSmile in support of Laurelwood Preschool:

<https://smile.amazon.com/ch/94-2169784>. Once you sign up, shop as you usually would at <https://smile.amazon.com/> and Amazon will donate 0.5% of the price of eligible purchases—no fees, no extra cost!

If you choose to donate, many employers will match your donation amount, so please ask your human resources department if your company participates. Contributions are tax-deductible.

Snacks

Because of the COVID-19 pandemic, we are asking each family to pack a small, easy-to-eat snack for their child for every class and field trip. Please try to include at least one fresh fruit or vegetable. Suggested snacks include: carrot or celery sticks, apple or orange slices, melon chunks, grapes, raisins, whole wheat crackers, string cheese, a small Thermos of milk, etc. We will try to send home uneaten snacks to minimize waste.

Birthday Celebrations

If you are planning a birthday party for your child and are not inviting the entire class, please distribute the invitations to invited guests outside of the presence of those who are not invited. This will alleviate hurt feelings.

Because of the COVID-19 pandemic, please talk to your teacher and the other families in your class **before** bringing in small birthday treats or gifts to share with other students. We suggest individually sealed cakes or cookies, or other items that are easy to sanitize.

Field Trips

Prior to the COVID-19 pandemic, we scheduled field trips approximately once a month. This year, for the health and safety of our children, parents, and teachers, Laurelwood Preschool reserves the right to limit the number of field trips offered. Field trip locations may be limited to walks around the neighborhood, including but not limited to destinations such as Raynor Park.

Every child must return a signed permission slip for field trips **before** the field trip day.

Extra parents will be asked to volunteer for field trips. Credit for working, however, is only given to parents who were assigned that day as their workday.

On field trip days, class times may vary due to facility availability.