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# INFORMATION HANDBOOK 2022-'23

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## 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 a 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

<b><u>Early Childhood</u></b> (Must turn 3 on or before December 1 <sup>st</sup> of the applicable school year, <u>and</u> be toilet trained)	<b><u>Pre-Kindergarten</u></b> (Must turn 4 on or before December 1 <sup>st</sup> of the applicable school year, <u>and</u> be toilet trained)	<b><u>5-Day Pre-Kindergarten</u></b> (Must turn 4 on or before December 1 <sup>st</sup> of the applicable school year, <u>and</u> be toilet trained)
Tuesday/Thursday 8:30-11 or 12-2:30	Monday/Wednesday/Friday 8:30-11:30 or 12:00-3:00	M/T/W/R/F 12:00-3:00
\$250 per month	\$300 per month	\$500 per month
The number of parent work days are dependent on the number of enrolled students in the class.	The number of parent work days are dependent on the number of enrolled students in the class.	The number of parent work days are dependent on the number of enrolled students in the class.

## 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

All 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 monthly 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.

Depending on the number of enrolled students, there can be up to 3 working parents assigned to work each day. In a typical school year these are the roles working parents would fill:

- Parent #1 is the Helping Parent. This parent aids during 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 clean the classroom deeply prior to the start of the next class.

Please note that due to California licensing requirements, parents 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 their 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 every subsequent infraction.
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 the 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 March 31<sup>st</sup>, 2023, 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 related to running the preschool. **We encourage all parents to apply for Board positions and attend monthly Board meetings.**

## Registration

Online registration is available beginning on **March 7, 2022** at <http://www.laurelwoodpreschool.com/registration/>. Registration will continue until the classes are filled.

Complete our online registration through ProCare Solutions, at which time you will be charged an \$85.00 registration fee. The registration fee is per family, so if you register more than one child, the extra registration fee will be refunded. The registration fee is non-refundable. The two month's tuition payment, made at the time of registration and with admission forms, count as payment for April and May 2023 tuition, and will be refunded only if the Administrative Manager is notified before **August 1, 2022** of the withdrawal.

## Admissions

Upon receipt of your registration information through Procure, parents will be directed to download and complete all the admissions forms at <http://www.laurelwoodpreschool.com/enrollment-forms/>. Parents will then upload all completed forms onto their Procure account under the 'Documents' tab.

### 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 sent to families starting in April.

The admissions forms include all 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, submit completed admissions forms no later than **July 1st, 2022**.

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 Procure of one month's tuition as payment for the May 2023 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. The Mandatory Parent Orientation will occur at the end of August, 2022 (The specific time and day will be sent to parents at a later time). This meeting is for **adults only**.

### Mandatory Parent Orientation Regulations

1. Parents who do not attend the scheduled mandatory parent orientation must schedule a make-up session at a cost of \$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 Laurelwood Preschool's salary, tax, and property-related expenses, as well as insurance, classroom supplies, and most field trips.

Fees/Tuition		Payment Due With	Refundable?
Registration Fee	\$85.00	Registration	No
May 2023 Tuition		May tuition is paid as a deposit after initial registration	<b>Yes</b> , if you email your withdrawal <b>before August 1, 2022.</b> <b>No refunds after August 1, 2022.</b>
April 2023 Tuition		Admission Forms	<b>Yes</b> , if you email your withdrawal <b>before August 1, 2022.</b> <b>No refunds after August 1, 2022.</b>
Cleaning Deposit	\$40.00	Admission Forms	Yes, on May 2023 Cleaning Day.
September '22- March '23 Tuition		1st of each month	No

# Tuition and Fee Regulations

All fees will be paid through ProCare Solutions.

1. All tuition payments will be made on or before the first of each month, regardless of holidays, vacations, or absences. All invoices will be sent out and paid through ProCare Solutions.
2. A \$10.00 late fee is **automatically** charged to tuition if received after the first of the month.
3. If tuition and late fees are not received by the 10<sup>th</sup> of the month, your child will not be allowed to attend class until all fees are paid.
4. If tuition and late fees are not received by the 15<sup>th</sup> of the month, your child will be expelled.
5. If tuition is late a second time, the late fee is increased to \$25 and all regulations apply.
6. If tuition is late a third time, 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 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 any temporary withdrawals due to Covid-19 concerns, despite the continued operation of Laurelwood Preschool.**
8. We require four weeks' notice for a child to withdraw permanently from school. Notifications must be made to the Administrative Manager at [manager@laurelwoodpreschool.com](mailto:manager@laurelwoodpreschool.com). Parents are responsible for paying tuition during those four weeks and working in the classroom, or finding substitutes for all assigned workdays.

## Arrival and Departure

Before arrival, **please ensure your child has used the bathroom.** Once you have arrived at the school, please bring your child to the gate indicated at the Mandatory Parent Orientation at the start of class. Have your ProCare QR code ready to be scanned. All children and working parents will be required to have their temperatures taken prior to having the QR code scanned for sign-in.

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 the appropriate arrangements for him/her to be picked up by another designated adult.

## Arrival and Departure Regulations

1. We recommend parking along Teal Drive or Kensington Avenue and walking your child to the gated entrance outside the preschool. **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 parent's temperature reads 100.4°F or higher, he/she will not be allowed in the classroom.
3. **Your teacher will check in children at the designated gate at 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 not able 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 our fundraisers successful.

One effortless 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. No food will be supplied to your child by the school. 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, water 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

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.

\*Please be advised that Laurelwood Preschool resides on Laurelwood Elementary campus and is Santa Clara Unified School District property. All rules and regulations are subject to change.

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