



FAMILY INFORMATION

Child's Name _____ Day Time Phone _____

New Student or Continuing Student (Please circle one) If continuing, who was your teacher: _____

Name your child wants to be called at school, if different from given name _____

Mother's Name _____ Occupation _____

Father' Name _____ Occupation _____

Does your child live with both parents? YES NO If not, with whom do they live? _____

Names of siblings _____ Age _____

_____ Age _____

_____ Age _____

Is English the child's primary language? _____ If not, what language? _____

Is English the parent's primary language? _____ If not, what language? _____

Does your child speak in single words, phrases, or sentences? (Please circle one)

Is your child right or left handed? (Please circle one)

Has your child attended any other day care/nursery school/preschool? _____

 If yes, please provide the name: _____

What is your child's general health? (Please list any allergies or conditions such as diabetes, epilepsy, food allergy, etc.)

Is there anything about your child's developmental history that the teacher should know? (Premature birth, extended hospital stay, slow in learning to walk, talk, etc.)

Generally, who will be bringing and picking up your child? _____

Generally, who will be working in the classroom on your assigned days? _____

 Is Working Parent CPR certified? YES NO Certification Exp. Date _____

I have gone to LaurelwoodPreschool.com and read through the Parent Information Handbook. YES NO

I am interested in serving on the Board. YES NO If yes, this position: _____

OFFICE USE ONLY

Dutta AM • DeShera AM • Gradwohl AM • Lieberman AM • Pike PM

Missing: FI • AA • PIP • IW • SR • GP • PVHV • AFVD • MA • BP • PP • SBR • PP2 • HA • TB • PHY • CIMM • AIMM • BC •



ADMISSIONS AGREEMENT

As a parent participation preschool, the success of our program requires all members of our preschool family to read, understand, and adhere to guidelines provided in the Parent Information Handbook. When all members of our preschool community work together and follow the rules established by the Preschool Board, all aspects of the preschool thrive.

Please read the Parent Information Handbook at www.LaurelwoodPreschool.com and then acknowledge your agreement with the following statements by initialing in the box.

	I understand that it is my responsibility to download all required Admission Forms from www.LaurelwoodPreschool.com , fill them out and turn them in, with my <u>April and May 2024 tuition & \$40 cleaning deposit</u> , by August 1st, 2023 .
	I understand that I am required to attend the Mandatory Parent Orientation before school starts. I understand this meeting is for adults only and that if I bring a child, I will be asked to leave. I understand that if I miss this orientation, for any reason, my child will not be able to start school until I attend a make-up meeting and pay a \$25.00 fee.
	I understand that as a member of a parent participation preschool I will be working in the classroom, assisting the teacher. I am responsible for providing a qualified substitute if I am unable to work.
	I understand that the tuition for April and May 2024 and the cleaning fee is paid with registration. I understand that my April and May 2024 tuition is refundable only if the school is notified of my withdrawal by December 1st, 2023 . I understand that these months of tuition are non-transferable and cannot be used for my last months' tuition if I withdraw early.
	I understand that the September 2023-March 2024 tuition must be paid on or before the first of each month . I understand that if the September 2023-March 2024 tuition is received after the first of the month, I will pay a late fee.
	I understand that Laurelwood Preschool holds classes September through May and I am committing to attend for the entire school year (we do not run on semesters). I understand that if I withdraw before the end of the year, I am required to notify the Administrative Manager (manager@laurelwoodpreschool.com) four weeks before our last day of school . I am responsible for all tuition AND work days during those four weeks. If I withdraw <u>after March 31st, 2024</u> , I am responsible for ALL remaining assigned workdays for the year, either by working myself or by finding an acceptable substitute .
	I have read the Parent Information Handbook and understand how the preschool is organized, as well as my responsibilities as a parent at the preschool.
	I understand that my student is expected to participate in appropriate preschool activities, such as, sitting in circle time, following directions, and keeping hands and feet to themselves. If my child is disruptive to the experience and learning of other students, my student may be expelled from school without a refund.

Student(s) Name _____ Parent Signature _____



PRIVACY AND INFORMATION POLICY

In a parent-participation preschool we have no centralized office and therefore your information, not including information we consider sensitive, is often transmitted via email or other electronic means between various board members, administrators, and teachers.

In addition to internal use, we require the use of **ProCare Solutions**, our information and payment portal (for billing, calendaring, contact management, information distribution, photo sharing, etc.). Please refer to their Privacy Policy (<https://www.procaresoftware.com/privacy-policy/>) for additional information, if needed.

Laurelwood Preschool takes reasonable steps to protect the data we collect from unauthorized access, disclosure, alteration, or destruction. We do this by implementing industry-standard security procedures for storing and accessing information. However, you should be aware that we cannot ensure that all of your private communications and/or other personally identifiable information will never be disclosed in ways not otherwise described in this Privacy and Information Policy. By way of example (without limiting the foregoing), we may be forced to disclose information to the government or third parties under certain circumstances; third parties may unlawfully intercept or access transmissions or private communications; or users may abuse or misuse your information that they collect from the third party sites that we utilize at the preschool.

I, the undersigned parent or guardian, have read the above statement and understand this Privacy and Information Policy. I hereby acknowledge and accept the risks to my personal information and that of my student(s), and I expressly release and waive any claims against Laurelwood Preschool, and any officer/employee or members thereof, that might arise out of the loss or unauthorized disclosure of that personal information. This release and waiver includes, but is not limited to, any and all loss, damage, cost or expense related to any information that may be maliciously, unlawfully or otherwise intercepted, accessed, duplicated or destroyed. I also hereby agree to not collect data obtained through the school or the third party sites named above that we utilize to distribute to non-Laurelwood Preschool members.

STUDENT(S) _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____

INSURANCE WAIVER

The undersigned parent or guardian agrees to indemnify and hold Laurelwood Preschool and any officer, employee, or member thereof harmless from and against any and all loss, damage, cost, or expense for any injury which may be suffered by the undersigned’s student(s) arising out of or in any way connected with his/her participation in the activities of said Preschool.

The undersigned further agrees that he/she will not hold Laurelwood Elementary School, Santa Clara Unified School District or any of its officers, employees, or associates responsible or liable and waives all rights to claim for damages for injuries received.

PARENT/GUARDIAN SIGNATURE _____



STATEMENT OF RESPONSIBILITY

The Board of Directors and teachers of Laurelwood Preschool are concerned about our students' safety and security. The adult bringing your student(s) to school must walk the student(s) to the preschool entry gate and complete applicable drop off procedures. The applicable pick up procedures must be completed by the adult responsible for picking up the student(s) from school.

I, the undersigned parent or guardian, have read the above statement and accept full responsibility for seeing my student(s) to and leaving from the preschool entry gate. I hereby agree to indemnify and hold Laurelwood Preschool and any officer/employee or members thereof harmless from and against any and all loss, damage, cost, or expense for any injury which may be suffered by the undersigned's student(s) arising out of his/her proceeding to or leaving from the preschool entry gate.

STUDENT(S) _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____

GENERAL PERMISSION FORMS

1. My student(s), _____, has/have permission to participate in all preschool activities.

PARENT/GUARDIAN SIGNATURE _____

2. My student(s), _____, has/have permission to go for walks in the neighborhood with the class, including to Raynor Park.

PARENT/GUARDIAN SIGNATURE _____

PARENT VOLUNTEER HEALTH VERIFICATION

I, _____, who will be working in the classroom at Laurelwood Preschool, as a parent volunteer, do hereby certify that I am in good physical health.

PARENT/GUARDIAN SIGNATURE _____

ADULT FLU VACCINE DECLARATION

I have or will declined the flu vaccine for this school year: YES NO

PARENT/GUARDIAN SIGNATURE _____

MEDICAL AUTHORIZATION

In case of minor illness or injury, first aid will be administered. If serious illness or injury occurs, we will attempt to notify the parent/guardian. If we are unable to reach you, this authorization assures medical attention can be given.

In case of serious illness or injury, I authorize any duly licensed physician or surgeon to administer necessary treatment to my son/daughter/child under my legal care.

PARENT/GUARDIAN SIGNATURE _____



BITING POLICY

Biting is not an unexpected behavior for young children, but most children who bite outgrow the habit by age 4. However, biting can be harmful to other children, working parents, and teaching staff. Procedures have been developed with both of these positions in mind.

As a preschool, our main priority is maintaining a safe environment for all our students, staff, and working parents. By working together, we can help our students learn proper ways of managing and expressing emotions, both positive and negative.

If a Biting Incident Occurs

State regulations require the parents of both the biting child and the injured child be notified. The names of the children involved are not shared with other parents.

1st Offense

1. Child who bites will quickly be placed in "Time Out."
2. Teacher will comfort the child who was bitten and clean the bite.
3. Teacher will speak with the offending child about what has happened. The child will be reminded that teeth are for eating food and smiling, not for biting.
4. Both sets of parents will be notified of the incident.
5. **If the bite is severe enough, your child may be expelled.**

2nd Offense

1. The parents of the child who bit will be asked to pick up their child early.
2. Parents and teachers will meet to discuss ways to help the child understand that biting is unacceptable.
3. **If the bite is severe enough, your child may be expelled.**

3rd Offense

The Preschool Board and teacher will meet to determine the next steps, possibly including one or more of the following:

- Continued monitoring and early dismissal for biting incidents.
- 2-3 days off of school to address behavior at home.
- Parents are required to attend school with the child until the child is able to self-monitor their behavior.
- Expulsion.

Please Note: For the purpose of this policy, a severe bite is defined as a bite that leaves teeth marks, bruises, or breaks the skin. **Refunds are not provided if your child is expelled due to a behavioral issue.**

STUDENT(S) _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____

BATHROOM POLICY

I understand that parents may escort groups of students to the bathroom at the teacher's discretion, but parents must remain outside in the hallway. Parents are not allowed in the girls or boys bathrooms, even with their own child. Parents needing to use the bathroom, or help their own child use the bathroom, must use the bathroom inside the Laurelwood Elementary School Office.

PARENT/GUARDIAN SIGNATURE _____

LAURELWOOD



PRESCHOOL

PARENT INVOLVEMENT POLICY

In a parent participation preschool, parent involvement and participation play a very large role in the success of our classes and ability to provide a positive and healthy working environment for the students, teachers, and other parents.

We reserve the right to expel your family from Laurelwood Preschool if a parent or guardian:

- Fails to fulfill the duties set forth throughout the Information Handbook;
- Is a disruption to the class;
- Treats any teacher, other parent, or board member in a disrespectful manner; or
- Is not willing to help address difficulties with their child that arise in the preschool environment.

We strive to maintain a healthy and positive environment at Laurelwood Preschool and cannot tolerate behavior that disrupts the greater good of the preschool community.

STUDENT(S) _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____

STUDENT BEHAVIOR & READINESS POLICY

It is the duty of the parents to help their children understand proper student behavior, both in the classroom and on field trips.

While attending school, children are to be respectful to teachers, working parents, other children, and school equipment.

Laurelwood Preschool reserves the right to expel a student if we determine it would be beneficial to the class as a whole, including but not limited to:

- If a child’s behavior is disruptive to class proceedings;
- If a child's behavior is dangerous to the child, other students, working parents, or teachers;
- If separation anxiety is excessive.

If any of these problems are observed by our staff, parents will be contacted and consulted in designing an appropriate course of action to solve the problem. If a child's behavioral problems continue, parents will be asked to supervise their child in class until both the teacher and parents agree that the behavior is no longer a problem. If these problems occur at the beginning of the school year, they will need to be resolved by **October 31st** or the child will be expelled. If these problems occur during the school year, parents will be consulted and a timeline will be established before the child is expelled. Failure to resolve this issue may result in the child's expulsion.

We reserve the right to dismiss children who physically harm other students, parents, or staff, or display harmful aggressive tendencies, from Laurelwood Preschool without prior notice.

Teachers are available to schedule conferences at the request of the parents.

Refunds are not provided if your child is expelled due to a behavioral issue.

PARENT/GUARDIAN SIGNATURE _____

LAURELWOOD



PRECHOOL

PHOTO POLICY

In a parent participation preschool, photos are taken of the children singly and in groups by Laurelwood Preschool parents and staff. These photos are often posted at school, used in school materials (such as art projects, etc.), used in publications to Laurelwood Preschool members (such as monthly newsletters, yearbooks, etc.), and shared amongst preschool families. It is our intention to make parents aware of all the ways photos may be used.

Photos of classroom activities, projects, visitors, field trips, and special events are shared with class members in ProCare. They may also be shared with class members on other group messaging apps (such as WhatsApp). **As a parent, I will not post any photos of other preschool children at preschool sponsored events on personal internet sites without the consent of the parents of that child.**

No photos of children will be used in any public way (such as on a brochure, for newspaper publication, on the school website, posted in areas outside the classroom, etc.) without specific permission from the parents at the time of publication, with one exception: yearbooks may be displayed to the public during open houses and school fairs.

Please sign below to indicate that you have reviewed and agree to the Photo Policy at Laurelwood Preschool.

STUDENT(S) _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____

HANDBOOK ACKNOWLEDGMENT

I have read a copy of the current Information Handbook online at www.LaurelwoodPreschool.com.

I fully agree to comply with the policies, procedures, and regulations of Laurelwood Preschool.

I understand that failure to do so may result in disciplinary action, up to, and including expulsion. If expulsion results in litigation, and in that event only, the prevailing party in said litigation will be entitled to reasonable attorney's fees and costs.

I understand that the provisions of this handbook may be changed, amended, supplemented, or rescinded at any time and do not constitute a contract of membership.

Child's name (please print)

Parent's name (please print)

PARENT/GUARDIAN SIGNATURE _____