



2016-17

**Parent Information
Handbook**

WELCOME TO LAURELWOOD PRESCHOOL

Laurelwood Preschool is a private, non-profit, non-sectarian cooperative organization. Its purpose is to give parents of preschool children a better understanding of their child, to promote the health and welfare of preschool children in their home and community and to help bridge the gap between home and school.

The cooperative nature of our preschool cannot be stressed enough. Your help and involvement is essential for our program to succeed. It affords you an opportunity to observe your child's development in organized work and play and enhances the preschool experience for both of you.

Upon enrollment, you have a voice in how our organization operates. Each year in the spring a new board of directors is elected by the membership. The board is governed by an Executive Committee consisting of the President, Vice President, Secretary, Treasurer, Registrar and Tuition Collector. Representation on the board consists of both Early Childhood and Pre-Kindergarten parents. Parents are encouraged to attend all general meetings and are welcome at all board meetings. The school calendar will indicate the date, time and place of these meetings.

Laurelwood Preschool has been extremely successful since it began with a handful of 3-year-old students in 1965. It is with great anticipation that we look forward to the coming year. If you are new to our community and to our preschool and have any questions about our program, we will be most happy to answer them for you. You can contact us at laurelwoodpreschool@yahoo.com.

WHAT IS A COOPERATIVE?

A cooperative (or parent participation) preschool is one in which the parents volunteer to assume the many responsibilities of the administration of the preschool. All of the activities that make the school function at the optimum level are in our hands. All parents are required to attend a mandatory parent orientation, provide snack for all children on their assigned day, work in the classroom, and participate designated fundraisers.

A cooperative preschool provides a healthy, safe and diverse environment in which your child will develop physically, mentally, emotionally and socially. It allows you to see your child in a preschool setting with other children, to become aware of some of the common behavior patterns of young children and to learn how to adapt to these traits.

Laurelwood Preschool is a growing and changing organization. No two years are the same. New ideals are advanced with some being retained and some discarded. The organization depends upon your ideas for the improvement of the school. You, as a participating parent, can shape the programs that help your child to develop. You are vital to the functioning of your child's school, which is one of the greatest advantages of a cooperative preschool education.

In addition to the administrative and organizational responsibilities of a cooperative preschool, we could not function without thoughtful consideration of each other. Parents help each other by switching workdays when another parent has such a need, by working out transportation problems, by volunteering for necessary duties and by being considerate of others. The working together and the give-and-take are what most people particularly enjoy at Laurelwood Preschool.

POLICIES, PROCEDURES, AND REGULATIONS OF LAURELWOOD PRESCHOOL

The following information will serve as a guideline to the rules and regulations of Laurelwood Preschool. Each year there are changed to meet the needs of our dynamic program. Please read each section carefully for updated requirements and expectations.

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ADMISSIONS AGREEMENT

As a parent co-op preschool the success of our program requires all members of our preschool family to read and adhere to the Parent Handbook. When all members of our preschool community work together, following the rules established by the Preschool Board, all aspects of the preschool thrive.

- I understand that it is my responsibility to download all required Enrollment Forms from our website, www.LaurelwoodPreschool.com, fill them out and turn them in, with my April 2017 Tuition & Cleaning Deposit check, by due date.
- I understand that I am required to attend the Mandatory Parent Orientation meeting before school starts. I understand this meeting is for adults only and that if I bring children 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 the \$25.00 fee.
- I understand that as a member of a parent co-op I will be working in the classroom, assisting the teacher and am responsible for providing a qualified sub if I am unable to work.
- I understand that May 2017 tuition is paid with registration, April 2017 Tuition is paid with enrollment forms, and September 2016- March 2017 tuition is due on the **first of each month**.
- 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 withdrawal before the end of the year I am required to notify the **registrar four weeks before our last day**. I am responsible for paying tuition AND work days during those four weeks.
- I understand that May 2017 & April 2017 Tuition is refunded **ONLY** if the registrar is notified of a withdrawal before **July 1, 2016**.
- I have read the Parent Handbook on-line and understand how the preschool is organized and my responsibilities as a parent at the preschool, (I will receive a hard copy at the Parent Orientation Meeting).
- I will register for NeatSchool.net

BOARD OF DIRECTORS

Please remember that all board members are parent volunteers. There is no “Preschool Office.”

All preschool business is conducted in the private homes of board members.

Please be respectful of our parent volunteers.

If you have questions regarding....	Please contact our...		
General Preschool	President	Rachel Snowberger Huang	president.laurelwood@gmail.com
Fundraising	Vice Pres.	Teresa Stanko	teresamstanko@gmail.com
Board meeting minutes	Secretary	Rebekah Pelley	rebek93@hotmail.com
	Treasurer	Christie Connors	cristie.connors@gmail.com
	Marketing	Carrie Padgett	carrie@wreck.net
Tuition	Tuition	Heather Rodriguez	tuition.laurelwood@gmail.com
Shutterfly Group Sites	Membership	Honey Chambers	honey.chambers@gmail.com
Book Orders	Book Order EC	Dawn Pream	dawncharron@scbglobal.net
Book Orders	Book Order PK	Artemis Varasteh	artemis_s@hotmail.com
Items for the Calendar	Calendar	Anna Khayrullina	klavchik@yahoo.com
	Hospitality	Christin Schauer	manessacm@yahoo.com
	Hospitality	Joy Williams	joylham@gmail.com
Classroom Observations	Recruiting		
	Parties EC	Jyoti Mishra	jjotimishra10@yahoo.com
	Parties PK		
	Website	Justin Maksim	justinmaksim@live.com
T-shirt Orders	T-shirt	Priya Shirodkar	shirodkarpriya@gmail.com
Yearbook Photos	Yearbook	Holly Ghabra	holly.ghabra@gmail.com
Work Schedules/ Admission Forms	Business Manager	Lara Hedlund	laurelwoodbusinessmanager@yahoo.com
	Teacher PK	Angie Almond	Desheraa@yahoo.com
	Teacher PK+	Michelle Evans	kierstenschelle@aol.com
	Teacher EC	Kristi Gradwohl	kristianne_us@yahoo.com
	Teacher PK	Bekah Lopez	rebekah.lopez325@gmail.com
	Teacher EC	Tarini Kumar	Tarinisuresh@gmail.com
	Teacher EC	Bonnie Lieberman	bonnie849@yahoo.com

REGISTRATION

1. For the Early Childhood program (Tuesday/Thursday), children must be 3 by December 1, 2016. For the Pre-Kindergarten program (Monday/Wed./Friday), children must be 4 by December 1, 2016. Pre-K PLUS children must be 4 by September 1, 2016. Classes are for student concurrently enrolled in Pre-Kindergarten.
A child may not be enrolled in the Early Childhood and Pre-Kindergarten programs concurrently.
2. All children must be toilet trained prior to entrance into the school and verification of age by birth certificate will be required.
3. Registration begins approximately 6-8 months prior to the beginning of the school year. Families who are currently enrolled in the preschool, as well as children and siblings of alumni, are given priority registration dates before open registration for new families.
4. An Open House is held prior to open registration to afford new families the opportunity to visit the classrooms and have questions answered by teachers and Board members. Prospective members are also encouraged to observe classes and teachers in session by scheduling a visit with the parent volunteer, Recruiting Chairperson.
5. Registration forms are available at www.laurelwoodpreschool.com.
6. Before registering we encourage all families, new & old, to read through the **Parent Information Handbook** on our website and decide if Laurelwood Preschool is a good fit for your child and family situation.
7. Registration is **by mail only** and begins on the date indicated on the registration form. Early postmarks (before the initial date) will be considered last. No Exceptions.
8. To register, families mail a completed registration form and a check for May tuition plus one \$65 registration fee per family. **The \$65 registration fee is non-refundable.** The tuition payment made at the time of registration is applied toward the May tuition and will be refunded if the registrar is notified by **July 1st 2016** of a withdraw.
9. Children are placed in classes by lottery, based on postmark dates. All the envelopes with the first postmark date are put into a bag. Each envelope is randomly pulled and the child is placed in a class. Laurelwood Preschool makes every effort to place families in their first choice of teacher or time. However, with 30 EC openings & 36 PK openings for each time, we are not always able to give families their first choice. When the demand does not allow this, the school reserves the right to place a child in a class that has openings. This applies to both priority and open registration.
10. Acceptance letters with Enrollment Form instructions are mailed to families in early March.
11. Families who were not placed in their first choice of teacher **or** time are automatically placed on our internal waitlist in the order their envelope was drawn, for either the time or teacher they requested, which ever took precedence on the registration form. If any opening become available, we first use the internal waitlist to fill the opening from students already admitted to our school, and then admit new students. The Business Manager will contact families if an opening in their first choice becomes available.
12. Placement is conditionally offered and your student's placement at Laurelwood Preschool is secured only by the submission of ALL COMPLETED ADMISSION FORMS and the clearance of your check for both registration and tuition fees by the due date.
13. April & May Tuition are paid early as a deposit. If you attend the entire school year that money is used for your April & May tuition. If you withdraw early the tuition is forfeited. It may not be used for you "Last Month's" tuition if you withdraw before April.

ADMISSION FORMS

All Admission Forms are due in May. Completed forms and a check for April Tuition & the Cleaning Deposit secure your child's position in the preschool. All items are available for download from the website. Please submit ONLY Copies, not originals, of immunizations, TB tests, birth certificates, etc.

1. **Check for April 2016 Tuition & Cleaning Deposit** (tuition refunded ONLY if drop is by 7/1/16)
Cleaning Deposit is fully refunded to all families who participate in May 2014 Cleaning Day.
EC \$150 tuition + \$30 Cleaning Deposit = **\$180.00**
PK \$200 tuition + \$30 Cleaning Deposit = **\$230.00**
PK and PK Plus \$200 tuition + \$150 tuition \$30 Cleaning Deposit = **\$380.00**
2. A **Laurelwood Preschool Admissions Agreement** form (Use one provided with acceptance letter or Download)
3. A **Laurelwood Preschool Family Information** form (Download)
4. **Statement of Responsibility, Privacy, Handbook Acknowledgement** forms (3 pages) (Download)
5. An **Acknowledgment of Parent's Right Notification** form (Download)
6. A **State of California Personal Rights** form (Download)
7. An **Emergency Card** (Download)
Parents are required to notify the teacher and business manager and modify these cards in the classroom immediately each time there is a change in any information for the cards.
8. A **Disaster Release Card** (Download)
Parents are required to notify the teacher and business manager modify these cards in the classroom immediately each time there is a change in any information for the cards.
9. A **Physical** form (Download) Submit a COPY, keep your original. (Applies to new enrollees only)
All children must have a physical examination completed by a doctor within the one year prior to enrollment in the school and be determined to be a "healthy child". It is often hard to get appointments, so we highly recommend you do this asap.
10. A **Birth Certificate** for the child. Submit a COPY, keep your original. (Applies to new enrollees only.)
11. An **Immunization History** Submit a COPY, keep your original.
Record must include the following minimum required dosages: (Applies to new enrollees only)
DTP - 4 doses **Polio - 3 doses** **Measles, mumps, rubella - 1 dose**
Hib Meningitis - 1 dose **Varicella – 1 dose** **Hepatitis B - 3-dose series**
12. **ADULT Volunteer Immunizations:** Submit a COPY, keep your original.
For any adult (parents, grandparent, babysitter, etc) who will be working in the classroom
 Adult TB Test Test must be given within one year of enrolling at Laurelwood Preschool.
 Adult Pertussis
 Adult Measles
For any adult (parents, grandparent, babysitter, etc) who will be working in the classroom. **This test must have been given and read in the one year prior to the enrolling child's association with Laurelwood Preschool.** Available at County Health Departments throughout the area for a nominal fee – call 792-5200. (Applies to new enrollees only.)

PARENT ORIENTATION MEETING

1. We require attendance at just one **Parent Orientation Meeting** all year. It is held at the preschool, just prior to the beginning of school. The Parent Co-op aspect of our school is really what makes Laurelwood Preschool a great place for students to learn, parents to work, and teachers to teach. As a co-op we are only as strong as our weakest member. This meeting will acquaint you with your teacher, your child's classroom procedures and the expectations of our Parent Co-op Preschool. **THIS WORKSHOP IS MANDATORY FOR ALL ADULTS WHO WILL BE WORKING IN THE CLASSROOM.**
2. Attendance is essential for both **new & returning families.** As a co-op, we are constantly adapting and changing to make Laurelwood Preschool better. No two years are the same. Teachers and Board members are excited to share what's new and exciting at Laurelwood Preschool. **Returning Families** are also vital to helping us successfully orient new families to our preschool community. Any questions you may have about school and your role in ensuring a wonderful year for your child can be answered then.
3. This meeting is for **Adults only.** In order to cover all the required items in a timely manner we ask you to **make arrangements for your children to stay at home.** It is distracting to other parents, teachers and board member volunteers, who have all made arrangements for their own children, to have your children at the meeting. **If you come with children, you will be asked to leave and your student will not be able to attend school until a make-up session is completed and a \$25.00 fee paid.**
4. Any preschool family that does not attend the scheduled Parent Orientation Meeting must schedule a make-up session directly with their teacher. This make-up session will be done at the convenience of the teacher and will **cost \$25.00, due at the time of the session.** Your child will not be able to attend school until you complete the make-up session. Please make every effort to attend the regularly scheduled orientation meeting. This meeting is the only time your teacher has to address the entire class and it is important that every family, new and returning, attend.
5. At the Orientation you will...
 - Meet your child's fabulous, talented, and endearing teacher.
 - Listen to the joy that awaits your child when they enter school.
 - Learn how you can be the best Parent Helper on your working days.
 - Talk about what to bring on your snack days.
 - Hear what your job as a Working Parent will be during emergencies and drills.
 - Meet the parents who will be working with your child in class.
 - Have a chance to sign-up as a paid working parent substitute.
 - Talk with other parents to set-up carpools.
 - Get answers to questions from the Preschool Board & your Teacher.
 - Update any contact information.
6. A hard copy of the updated **Parent Handbook** (please review at NeatSchool.net) will be handed out. It is recommended that you take time to read the Handbook online and bring any questions to this meeting. You will be required to sign & turn in the Parent Handbook Receipt Form.
7. Meetings last for approximately 1½ hours. You will meet with your teacher in your classroom and with the Preschool Board. If you have children in both EC & PK classes you must attend each classroom session with the teacher, but only need to attend one session with the Preschool Board.

TUITION

1. Tuition for the 2016-17 school year is
 - \$150 per month for the Early Childhood (Tuesday/Thursday) program
 - \$210 per month for the Pre-Kindergarten (Monday/Wednesday/Friday) program.
 - \$360 per month for Pre-Kindergarten AND Pre-K PLUS (M/W/F & T/TH) program.
2. September – March tuition must be postmarked on the first of each month and is late on the second.
3. **Online Tuition Payment** is through NeatSchool.net. There is no fee to pay through your bank using Dwolla.
4. **Check Tuition Payment** must be mailed to the Tuition Collector at:
 - Laurelwood Preschool - Tuition Collector
 - 3561 Homestead Road #334
 - Santa Clara, CA 95051Do not send the payment to school or leave it in the Tuition Collector's mailbox.
Checks payable to Laurelwood Preschool. Add student's first and last name in the memo section.
5. Tuition shall be paid in full each month regardless of holidays, vacations and absences that may occur during that month. Post-dated checks are not acceptable. Tuition may be prepaid at any time.
6. Your **May** payment is due with your registration form & \$65.00 Registration Fee.
Your **April** payment is due with your enrollment forms & \$30.00 Cleaning Fee.
April & May Tuition is refundable ONLY if you withdrawal by **July 1st**.
Cleaning Fee is only refunded to families who participate in Cleaning Day in May.
7. A \$10.00 late fee is charged to all tuition **postmarked** after the **1st of the month**.
8. If the tuition and any fee due are not received by the 10th of the month, your child cannot attend school until the tuition and fee are paid.
9. If the tuition and any fee due are not received by the 15th of the month, the child will be immediately dismissed from school.
10. If tuition is late a second time, the regulations are the same as the above with an increased fee of \$25.00.
11. **The third time that the tuition is not received by the 1st of the month, the child will be immediately dismissed from school and the family's membership terminated.**
12. Any check that is returned from the bank because of insufficient funds will incur a \$20 bank service charge fee.
These fees should automatically be included with your tuition payment.
13. In case of financial problems, please contact the Tuition Collector or President. Laurelwood Preschool has a limited amount of scholarship money available each year. Scholarship requests are confidential among the Laurelwood Preschool Executive Board members.
14. In case of extended sickness or vacation, a child may **temporarily** withdraw from school. Tuition must be paid and work days covered during the absence in order to insure the child's place in the school. If the family does not pay tuition or cover work days, the child will be considered to have **permanently** withdrawn from the school.
15. The preschool requires **four weeks'** notice for a child to withdraw from the school. Notification must be made to the **business manager** at **laurelwoodpreschool@yahoo.com**. Parents are obligated to complete any assigned workdays during that four week period. **Please notify the business manager as early as possible to give adequate time to fill the spot.**

PARENTS' WORK DAYS

1. Parents working in the classroom is one way to help keep the costs of our preschool affordable. All families work in the classroom. There is not a "buy-out" or an opportunity to do other jobs in place of your classroom work days.

On your work day you will have many responsibilities:

- Prepping materials for class projects
- Running a station with children
- Preparing & cleaning-up after snack
- Helping supervise children on the playground
- Directing children to an activity or friend
- Assisting the teacher with children, projects, etc
- Preparing the classroom for the next class

2. Each parent will work in the classroom a certain number of assigned days (PK about 19, EC about 17, PK+ about 15). The Business Manager makes work-day assignments and keeps records of workdays. Parents may volunteer to assist on days when extra help is needed (i.e., field trips). Credit for working, however, is given only to parents who are assigned to work on the work schedule posted.

3. We welcome parents and grandparents to participate in the classroom on workdays. All adults in the classroom must have a negative **TB, Measles, & Pertussis tests on file** with the preschool.

4. All our parent workers 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 through safely.

5. There are three working parents each day.

- Parent #1 is the Snack Parent; you will bring a healthy, nutritious snack and drink for the class.
- Parent #2 is the Helping Parent; you will help the parent #1 set-up snack and clean-up during recess.
- Parent #3 is the Recess Parent; you will help the teacher supervise the children on the playground.

6. If you are unable to work on your assigned workday, **YOU** are responsible for finding your own substitute to work for you. **Do NOT call your teacher or the school voice mail.** You are encouraged to trade workdays with another parent on the schedule. If this is not an option, you may use a paid sub. All monetary transactions will take place between the two parties involved. Any substitute working in the classroom must have a negative TB test on file and report before school begins.

7. Working parents must arrive at the classroom at the time designated by the teacher (about **10 minutes early**) on their workday to receive instructions and arrange the room prior to the arrival of children. Failure to arrive early will result in a **\$25.00 fine for the first infraction and a \$50 infraction after.** **Class cannot start until working parents are present.**

8. Any parent 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.** If the classroom emergency snack supplies were used, they must be replaced. Failure to pay the fine within 10 days of the infraction will result in the child being dismissed from school and the family's membership terminated. If a second work day is missed without providing a substitute, the child will be dismissed from school and the family's membership terminated. Plan to **remain 15 minutes** after class ends to clean the room.

9. Any parent 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 dismissed from school and the family's membership terminated.

10. No other children, regardless of age, are allowed in the classroom with the working parent.

11. **Work Day Requests:** Due to the overwhelming number of requests received, the preschool does not take special requests for work days. Families will need to trade days with classmates to accommodate any needs. The **ONLY** exception will be for families who are expecting a new baby.

12. The Business Manager will schedule parents as snack parent close to their child's birthday.

13. **If a family withdraws after January 15th that family is required to cover all their remaining work days for the year. You may trade days with other families in your class or pay substitutes.**

SNACK DAY

- Working Parent #1, provides snack for their entire class.
- The preschool will supply cups & napkins.
- Snacks should be healthy and include at least one fresh fruit and/or vegetable.
- Please check with the teacher about possible food allergies in the class.

Suggested snacks:

- Orange or apple slices
- Grapes or berries
- Melon chunks
- ½ Banana
- Celery or carrot sticks
- Cucumber slices
- Wheat crackers or pretzels
- Real Fruit juice
- Milk
- ½ Mini Bagels
- Yogurt
- Granola
- ½ String cheese
- Cubes of cheese

Things to Remember:

- Bring snack ready to serve: washed, cut, etc. There is no “prep” area in the classrooms.
- Serve each child a small portion; it is better to give “seconds” than have food go to waste.
- The fridge in room P-1 is where both classes can keep snacks/drinks until snack time.
- Bring REAL juice or milk, save individual box juices for field trips. One carton of juice is good.
- Take all leftovers home.

* To celebrate your child’s birthday, you can bring a small treat for the class. We recommend mini-muffins, mini-cupcakes or a small cookie. Please make sure the rest of the snack/beverage is healthy.

ARRIVAL AND DEPARTURE

1. Please do not bring your child to school early. No supervision is available until school starts and the school cannot be responsible for children brought earlier.
2. Parents are responsible to see that their child passes safely into the classroom and must sign their child in and out on the sheet provided in the classroom, using the adult’s full name.
3. It is important that each child be picked up promptly at the end of class. If you are unable to pick up your child on time, make arrangements for him/her to be picked up by another adult.
4. If a parent or designated representative is **5 or more minutes late** picking up a child from the time of class dismissal, a **\$25 fine for the first 5 minutes plus \$1 for every minute thereafter** will be issued for the **first offense**. The fine is to be paid immediately. Failure to pay this fine within 10 days of the infraction could result in the child’s removal from school.
5. If a child is left after dismissal for **30 minutes or more** and we are unable to contact anyone from emergency card, then the police and/or CPS will be contacted to pick up the child.
6. Notify the teacher **in writing** if someone will pick up your child other than yourself or an adult listed on your General Permission form.
7. **PARKING: Do Not Park in the Elementary School Parking Lot. We recommend parking on Kensington and walking in.** Cars parked in STAFF spaces will be fined \$25.00 for the first offense and \$50.00 for each offense after.
8. Upon arrival at school and **before** you sign in, you are **required** to take your child to use the bathroom facilities in the cafeteria and to wash his/her hands.
9. For safety reasons, siblings and other children are not allowed to use any of the preschool equipment and/or toys before, during or after school.

FUNDRAISERS

Laurelwood Preschool is a non-profit organization and we work very hard to keep our tuition affordable. We operate solely on tuition and fundraising money. We are grateful for your support of time, talent, and monetary donations. Contributions are tax-deductible and 100% goes to support Laurelwood Preschool.

Our major fundraisers are the Silent Auction/Raffle and Bake Sale. The Silent Auction/Raffle is not Mandatory, but we appreciate the support of our families to make it successful. **Our Bake Sale is a MANDATORY Fundraiser and every family is required to participate.** If a family is not able to participate in the Bake Sale, a \$50.00 buy-out fee can be paid in lieu of participation.

Donations & Employer Matching

If each family donates the equivalent of one month's tuition we would meet our fundraising goal without any "selling" fundraisers. Many employers will match your donation amount, so please ask your Human Resources department if your company participates. Any amount you are able to donate will be doubled and go towards supporting the preschool.

TAX ID NUMBERS

The Internal Revenue Service Employer Identification (E.I.) number is 94-2169784.
The tax number for the State of California is 499-6400-0.

HEALTH

1. Notify the teacher if the child is allergic to any food.
2. No child or adult may come to school with any symptoms of illness. The teachers will send home anyone they believe to be ill.
3. If a child has a cold or other illness, do not send him/her to school until he/she has been symptom free **for at least 24 hours (no temperature, vomiting, hacking cough, etc for 24 hours).**
4. Notify your teacher if your child contracts a contagious disease (pink eye, strep, lice, etc).
5. It is not necessary to call the school or the teacher if the child will be out for one or two sessions.
6. No note is necessary when a child returns after an illness.
7. Please do not send notes asking that your child be excused from outdoor play at recess time. We do not have the staff/resources to accommodate such a request.

EMERGENCY EVACUATION PLAN

Laurelwood Preschool has a formal emergency plan that includes the preschool as part of the Laurelwood Elementary School plan should a major disaster occur. If an emergency occurs follow all directions given by BOTH Preschool AND Elementary School Staff. In an emergency, ONLY adults whose names appear on the Disaster Release card will be allowed to take students from school. A copy of the evacuation procedures is posted in each classroom. Our staff has all been trained in first aid procedures. Our emergency supplies include emergency cards, food, water, first aid equipment, flashlights and child centered activities. Emergency evacuation drills are held on a regular basis. In case of an emergency the working parents of each class may be required to stay and help with children until dismissed by the preschool teachers.

STUDENT BEHAVIOR POLICY

It is the duty of the parents to help children understand the rules pertaining to student behavior.

While attending school, children are to be respectful to the teacher, working parents, other children and school equipment. A child who displays continued disobedience or disrespect will, along with his parents, work with the teacher to resolve the situation. If a child's behavior 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. Failure to resolve this issue may result in the child's dismissal from school.

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.

Student behavior policy also applies to field trips.

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

PARENT INVOLVEMENT POLICY

As part of a co-operative preschool, parent involvement and participation plays a very large role in the success of our classes and ability to provide a positive, healthy working environment for the teachers, students and other parents. We reserve the right to dismiss your child from Laurelwood Preschool if a parent cannot fulfill the duties set forth throughout this handbook, if they are a disruption to the class, treat the teacher, other parents or board members in a disrespectful manner, or are not willing to help address difficulties with their child that arise in the classroom environment. We strive to maintain a strong, healthy, positive environment at Laurelwood Preschool and cannot tolerate behavior that disrupts the greater good of the preschool community.

CLOTHING

1. Clothing should be appropriate for school activities and the child must be able to remove his/her own clothing while using the bathroom. Please label all clothing.
2. Children will be playing outside on the playground every day, weather permitting. In cold and rainy weather, please send appropriate clothing.

FIELD TRIPS

- Fields Trips are scheduled about once a month. EC classes begin fieldtrips in January.
- On field trip days, class times may vary due to buses and facility hours.
- Every child must return a signed permission slip & fee paid for field trips prior to the field trip day.
- Extra parents will be asked to volunteer for field trips. This will not count toward the total assigned workdays for the year.
- Extra children are not allowed to accompany the preschool on field trips.
- Field trips costs are averaged over the whole year, but collected for each outing (about \$10 each). Ice Skating is about \$15 total for parent & child together.
- There are one or two fieldtrips where we ask each child to have an adult attend, like ice skating.

BATHROOM POLICY

Students must be able to use the bathroom facilities on their own, including removing/replacing their own clothes. Parents are not allowed in the bathroom with any child other than their own. Fingerprinted parents may escort groups of children to the bathroom at the teacher's discretion, but must remain outside. Adults needing to use the facilities or help their child must use the restrooms in the cafeteria.

BIRTHDAY PARTIES

1. You may bring a small store-purchased birthday treat on your child's birthday if previous arrangements have been made with the teacher.
2. If you are planning a birthday party for your child and not inviting the whole class, please mail the invitations to the invited guests, in order to alleviate hurt feelings.

CURRICULUM

ENRICHMENT ACTIVITIES

Crafts	Sharing	Social Studies (PK)
Story time	Field trips	Dramatic play (PK)
Nature walks and studies	Outdoor play	Free play - indoor/outdoor
Socialization	Sandbox	Music/Finger play
Simple cooking	Art Instruction (PK)	Seasonal activities
Visits to local park	Parties	Weekly Readers (PK)

READINESS ACTIVITIES

Eight basic colors	Balance
Comparative terms (large/small, high/low, in/out)	Hearing discrimination
First/last name recognition (PK)	Rote counting to 20 (PK)
Visual/motor skills (cutting, bead stringing)	Visual discrimination
Introduction to name printing (EC)	Object counting to 10 (PK)
Health science (body parts - head, knees, etc.)	Spatial discrimination
First name writing (PK)	Number recognition to 10
Small/large muscle discrimination	Textual discrimination
Introduction to consonant sounds (PK)	First name recognition (EC)
Basic shapes	Left to right sequence
Vocabulary building (PK)	Alphabet recognition
Rote counting to 10 (EC)	

MEMBER COPY OF WAIVERS AND AUTHORIZATIONS TO REMAIN IN HANDBOOK

LAURELWOOD PRESCHOOL STATEMENT OF RESPONSIBILITY

The Board of Directors and teachers of Laurelwood Preschool are concerned about our children's safety and security. The adult bringing your child to school must walk the child into the classroom and sign the daily attendance log. The log must then be signed again by the adult responsible for picking up the child from school. **Please indicate your understanding of this responsibility by signing this statement.**

I, the undersigned parent or guardian, have read the above statement and accept full responsibility for seeing my child (or children in my care) into and leaving from the classroom. I hereby agree to indemnify and hold Laurelwood Preschool Association 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 student arising out of his or her proceeding to or leaving from the classroom.

PARENT/GUARDIAN SIGNATURE _____

GENERAL PERMISSION FORMS

1. My child, _____, has permission to participate in all preschool activities.

PARENT/GUARDIAN SIGNATURE _____

2. My child, _____, has 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 declined the flu vaccine for this school year.

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.

PARENT/GUARDIAN 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, business manager, and teachers.

In addition to internal use, we require the use of NeatSchool.net, our Information and Payment Portal (for billing, calendar, email, document distribution and contact management) and suggest the use of Shutterfly.com (for the message board and photo sharing). Please refer to their Privacy Policies and Terms of Service for additional information if needed.

We (Laurelwood Preschool Association) take 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 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 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 Association, 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 maybe 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.

PARENT/GUARDIAN SIGNATURE _____

INSURANCE WAIVER

The undersigned parent or guardian agrees to indemnify and hold Laurelwood Preschool Association 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 student arising out of or in any way connected with his participation in the activities of said Preschool.

The undersigned further agrees that he/she will not hold the 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.

SIGNATURE _____

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 projects, 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 on the members-only portion of the Shutterfly Share Site (accessible only to members of Laurelwood Preschool who have been invited, and uses individually created passwords.) **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.**

Photos of children are also used as part of school materials (art projects, etc.) and documents that are distributed only to Laurelwood Preschool members (such as yearbooks, monthly class calendars, etc.). Some of these documents may be posted on the members-only portion of the Laurelwood Preschool Shutterfly Share Site.

No photos will be used in any public way (such as on a brochure, for newspaper publication, on the public pages of the school website, or posted in areas outside the classroom) 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.

PARENT/GUARDIAN SIGNATURE _____

HANDBOOK ACKNOWLEDGMENT

I have read a copy of the Laurelwood Preschool handbook online at www.LaurelwoodPreschool.com or NeatSchool.net and I acknowledge that I will receive a hard copy when I attend the Parent Orientation Meeting before school starts.

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 termination of me and my child. If termination 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)

DATE _____

PARENT/GUARDIAN SIGNATURE _____