



Parent Policies and Procedures Handbook

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History...Philosophy

INTRODUCTION

La Verne Parent Participation Preschool was established as a parent participation nursery school in Claremont in 1971. In 1974, the school was moved to La Verne and the name was changed to Los Chiquitos. In 1983, the general membership voted to change the name of the school to La Verne Parent Participation Preschool. The name was chosen to reflect the co-op tradition and location of the school.

La Verne Parent Participation Preschool, Inc. is a non-profit parent organization owned and operated by member families. The Board, composed of elected parent members, is generally responsible for the operation of the school with major policy changes approved by a quorum of member families. Each family is encouraged to participate and contribute as much as they are able beyond the basic requirements.

WHAT IS A CO-OP?

"Cooperative" or "co-op" defines a group of people bonded together in a joint effort. A cooperative nursery school is a group of parents joining together to best educate their young children.

A co-op differs from other schools in how it is managed. A cooperative nursery school is guided by a volunteer Board of Directors, which meets monthly to establish policies and guidelines for the operation of the school. Parents, in a cooperative situation, have the power to change what they are not satisfied with.

Co-op preschools are terrific places to share your child's initial school experiences.

Co-ops are not-for-profit, non-discriminatory organizations, owned, maintained, and administered by the parents of the children enrolled.

PURPOSE

La Verne Parent Participation Preschool has been created to provide children with educational experiences to help them to grow socially, emotionally, cognitively and physically. This is done through a developmentally appropriate curriculum facilitated by parent participation and to give parents the opportunity for learning positive ways for working and living with children.





Goals



GOALS FOR CHILDREN

1. To create an atmosphere which will allow each child to grow at his/her own pace with increasing confidence and self-awareness.
2. To have adults act as facilitators rather than instructors, thus encouraging the child to be self-motivated in his/her pursuit of knowledge.
3. To provide a multi-ethnic environment in which the child feels comfortable meeting with other children and adults.

GOALS FOR PARENTS

1. To acquire a deeper awareness of the growth and development of our children with observations and comments from the professional staff.
2. To observe interaction of children with their peers.
3. To meet and interact with other families of preschool children for the purpose of sharing experiences.
4. To have an opportunity for parent education.

GOALS FOR TEACHERS

1. To plan and implement a developmentally appropriate curriculum for the children's preschool.
2. To set up the preschool environment in a loving, nurturing, and rewarding manner.
3. To direct the parents in their role, making suggestions that will help parents to work effectively in the classroom and with children.
4. To model appropriate interactions with children.

Registration...Tuition

REGISTRATION

1. A **non-refundable** fee of \$55 is required. Also, a deposit equivalent to one month's tuition is due by July 1st to retain your position. If enrolling after the start of school, deposit is due upon enrollment. All fees must be current to register for the next school year.
2. Health forms and TB test results must be provided for each child, participating parent and/or substitute (for non-participating parents) prior to the first day of attendance.
3. Parents **must** study the handbook of policies and procedures.
4. Field trip drivers must provide a copy of their driver's license and insurance certificate, showing liability limits, prior to the trip.

TUITION

1. Tuition is due on the 15th day of the month. (A 10% late fee will be imposed if not paid by the 20th of the month). Your child may not attend school if tuition is not paid by the 30th day of the month. Arrangements may be made with the Treasurer under certain circumstances.
2. Tuition must be paid by CHECK, MONEY ORDER, or CASH. Cash payments **must** be paid directly to the office.



3. Tuition is as follows:

First child	MWF	\$172	TTH	\$127
Second child	MWF	\$138	TTH	\$102

*Each additional child attends at the second child rate.

4. Tuition is based on the school year and divided into 10 equal payments (August through May). Parents will pay a full month's tuition regardless of holidays and vacations.
5. Families must give written notice of at least ten school days prior to withdrawing from school and will be responsible for all outstanding fees and morning participation days. This includes, but is not limited to, fundraising, work maintenance hours and committee job. The Board may relieve the withdrawing family of any tuition and/or participation obligations at its discretion. Families withdrawing after April 1st shall be expected to pay tuition for the remainder of the school year.
6. Families must be in good financial standing at all times. Families that stop payment on checks or have non-sufficient fund fees will be responsible for monies owed. Outstanding payments may result in bad standing and dismissal from the school at the Board's discretion.

Fee Schedule

Participation is the key word in making our school run smoothly and effectively. We always want our children to be around a positive working environment. The following is a list of fees for those times when commitments are not properly met.

Late Pick-up Charge: \$10.00 **per each** 15 minutes after the close of school when a child is picked up late, payable to the teacher who stayed with your child.

Late Tuition Payment: 10% late fee on your tuition if not paid by the fifth of the month.

Missed Participation Day: \$40.00 for not showing up on your scheduled participation day (\$25.00 for a substitute + a \$15.00 fine), added to your tuition bill. If you arrange your own substitute there is no fee beyond what you pay the sub.

Non-Sufficient Fund Checks: A \$15.00 NSF fee will be added to your tuition bill the first time a check is returned to the school unpaid. The fee will increase to \$20.00 thereafter. If a third check is returned to the school, all further payments will need to be made in cash.

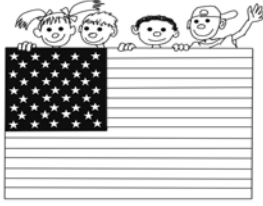
Tardies on Participation Day: \$10.00 **per each** 15 minutes will be added to your tuition bill if you arrive at school after 8:45 a.m. on your scheduled participation day. If a substitute covers for you until your arrival, a fee will be paid to that person. Early departures will result in a \$10.00 fee **for each** 15 minutes you leave before the end of the scheduled work day (12:15 p.m.).

Work-Maintenance Hours: 4 hours per semester (totaling 8 hours per year) is required for each family. Sign-up sheets are posted at the beginning of each semester. Parents who have signed up for a specific work maintenance day must give the Workday Coordinator 24 hours notice, if unable to attend, or a \$20.00 "no-show" fee will be assessed. **You may hire a substitute** for \$50.00 per semester or schedule hours at alternate times. Fees will be assessed each semester for uncompleted work hours. Please contact the Workday Coordinator for further information.

Fundraisers: Participation in fundraisers is mandatory. There are many fundraisers to choose from to meet this goal. A profit of \$175 for each family or \$250 for multiple sibling families must be met. Any unmet goals will require the family to buyout the balance in May.

Parent Meetings: Attendance is mandatory for all parent meetings by at least one parent. If you must miss a meeting you may make up non-attendance by either doing an extra 2 hours of Work Day participation, or by a \$20.00 fee added to your tuition bill.

Board and Committee Jobs: A fee up to \$80.00 per semester will be assessed for committee jobs not maintained. Please see Committee Coordinator if a problem arises in completing your committee job.



General Information

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1. For the safety of others, children are not allowed to bring toy weapons such as guns, lasers, swords, or any type of war toy. Gum, candy, or any toy or object intended to go into the mouth (i.e. whistle, pacifier, bottle and sipper cups) are not allowed at school.
 2. Children should come to school in clothes they are allowed to get dirty and that are appropriate for the weather. They must wear sneakers or rubber soled shoes. No cowboy boots are allowed for the safety of the children.
 3. Shoes and all items of outerwear (jacket, sweater, etc.) should be labeled in some manner with the child's name.
 4. Children should always have a change of clothes kept at school.
 5. Birthdays: Your child's birthday may be celebrated at school during snack time. You may bring a special snack when PRIOR APPROVAL has been received by your child's teacher. If you are planning a birthday party outside of school, please mail the invitations to the guests, unless you intend to invite the whole class, in which case, they may be placed in the family mailboxes (not in the classroom cubbies).
 6. When entering and exiting classrooms, be sure to securely attach the gate. We need to ensure the safety of the children at all times.
 7. Each parent is responsible for checking the outdoor announcement board, the room 2 window and their family mailbox for important announcements.
 8. Unforeseen circumstances in the School's operation may necessitate changes in policies. Members will receive prior notification.

Child Attendance

1. School hours are 9:00 a.m. to 12:00 p.m. Please make an effort to be prompt to give your child the full benefit of the program. Late arrivals tend to be disruptive to the class.
2. Parents may not leave their child at school prior to 9:00 a.m. This allows the working parents to help the teacher with preparations for the school day.
3. Parents must take their child into the classroom each morning, register on the sign-in sheet and make sure the teacher greets the child. Only those persons listed on the Student Release Form will be permitted to sign the child IN and OUT, unless other arrangements have been made by the parents in writing.
4. A \$10.00 fee will be charged for each 15 minutes, or portion thereof, if the child is picked up late. A late fee will be assessed beginning at 12:05 for school hours and 2:05 for Extended Day hours.
5. If a child becomes ill or injured at school, parents must pick up their child immediately once they are notified of the child's illness/injury.
6. Please notify the staff if a child will be absent. Excessive absences may result in dismissal from the program at the Director's and Board's discretion. Consistent attendance is important to the program and the well being of the child.
7. A small nutritious snack is served to the children midway through their three-hour morning to help stabilize their energy levels until lunch. Snack will consist of foods from at least two different food groups. Every effort will be made to purchase products that are low in sugar and contain the least amount of artificial ingredients and additives. A typical snack will consist of a cracker or cracker substitute (i.e. pretzel, cereal mix, etc.) and a fresh fruit or vegetable. Water, fruit juice or milk will also be offered as a beverage. The children will be offered the opportunity to try new foods, including foods relating to the cultures of their classmates.
8. Extended Day is offered on Monday, Tuesday, Wednesday and Thursday. See Extended Day for further information.

Participation Requirements



COMMITTEE, BOARD, and EVENT PARTICIPATION

1. Every family will have a parent participate as a member of the Board or serve on a Committee.
2. All families must work a 1-hour shift at one major school event (i.e. Halloween Party, Open House, etc.), or provide a substitute.
3. Every family is responsible for complete fulfillment of their Event and Committee or Board Job. If jobs are not fulfilled to the Board's and the Director's satisfaction, fines totaling no more than \$80.00 per semester will be imposed. If the jobs are not maintained, the fines can be imposed each month on your tuition bill. Children will not be allowed to attend school if there are outstanding fees due. Committee jobs and/or Board jobs that are continually not met are subject to review by the Board and Director.
4. All Committee and Board duties need to be conducted before or after class if you are a working parent (not during class time).
5. Any Board and/or Committee Jobs that involve the handling of money require that a monthly financial report be submitted to the Office Manager listing all transactions. All money should be given to the Office Manager to be kept in the school safe.

FUNDRAISING

1. Participation in the fundraisers is required. Families not meeting their requirement will be asked to buy-out the balance on their May tuition bill.
2. Several fundraisers are scheduled throughout the year to give families ample opportunities to meet their goal. Fundraisers help us to keep our tuition low, so participation by families is very important.

GENERAL (PARENT) MEETINGS

1. Attendance at General (Parent) Meetings is **MANDATORY** by at least one parent. Be sure to sign in upon arrival at the meetings.

2. If a General (Parent) Meeting is missed, the family will be responsible to pay a \$20.00 fine or arrange for additional duties as approved by the Committee Coordinator and/or the Director with a signed "Make Up Of Work Maintenance Hours" form as verification. Continual absences at General (Parent) Meetings, without reasonable cause and approval, will be subject to review by the Board.

WORK-MAINTENANCE HOURS

1. Participation on scheduled work-maintenance days will be 4 hours per family per semester. Workdays are listed on your school calendar. The Workday Coordinator will provide a schedule for families to sign up for their work-maintenance day participation in advance.

2. Parents who have signed up for a specific work-maintenance day must give the Workday Coordinator 24-hours notice if they are unable to attend. It is the responsibility of the family to provide a substitute or trade their work-maintenance day with another family if they are unable to attend. If you fail to meet these obligations and are a no-show, a \$20.00 fee will be assessed and the hours will still be required.

3. If you are unable to find a substitute on your own, arrangements can also be made with the Workday Coordinator, **in advance**, for a workday substitute. In this case you will be billed \$12.50 per sub work hour or \$50.00 for 4 hours.

4. Children **may not** attend these workdays.

5. Work-Maintenance days help to keep our school clean and safe. Participation in Work-Maintenance days is important to our program. Failure to participate in Work-Maintenance days is subject to review by the Board.

PARTICIPATION AT LA VERNE PARENT PARTICIPATION PRESCHOOL

Participation at LVPPP is the heart and foundation of our program; therefore, buying out of all duties is not in the best interest of our program and will not be permitted.



Morning Participation

1. Each family shall take part in morning participation days as scheduled. If special circumstances arise that prevent you from working, notify the Director. Cases will be reviewed on an individual basis. In an emergency situation arrangements can be made for an approved substitute to work. On the average, three-day-a-week families will participate 3-4 days per 4-5 week schedule, and two-day-a-week families will participate 2-3 days per 4-5 week schedule. When signing up for participation days, every family must sign up for at least one day as housekeeper when requested by the scheduler. In addition, families will be expected to work at least once in their child's room, unless otherwise requested by the Director or Teacher.

2. Failure to show up on your scheduled morning participation day will result in a \$40.00 fee (\$15 fine + a \$25 sub-fee). On the first missed morning participation day, a written warning will be issued. A second missed participation day will result in a meeting with a Board member. A third missed participation day will be cause for a formal hearing and termination from the program at the discretion of the Director and Board.

3. If it is necessary for you to find a substitute to work your scheduled participation day, you may call one of the approved substitutes **in advance** and pay that person \$25 cash directly. You may also choose to trade morning participation with another parent. The school must be notified of all changes and any changes must be written on the schedule in the classroom being affected. LVPPP places great importance on parent participation. We understand unanticipated situations arise that may conflict with a scheduled participation day, however, if you do not intend to participate in your child's classroom on a regular basis, please give thoughtful consideration as to whether LVPPP is the right school for you. Anyone who plans to participate, but is not the parent or legal guardian of the child, must get prior approval from the Director. All adults participating in the classroom must have a health form and current TB test. LVPPP reserves the right to refuse participation to anyone who does not meet these requirements.

4. The participating parent must arrive in the classroom by 8:45 a.m. and stay until 12:15 p.m. Upon arrival, the parents will check-in with the Director or Teacher. Late arrivals will be charged a late fee of \$10.00 **per each** 15 minutes or portion thereof. Just as late arrivals are subject to a fee, so are early departures. Participating parents will be charged \$10.00 **per each** 15 minutes or portion thereof for departures that occur before 12:15 p.m.

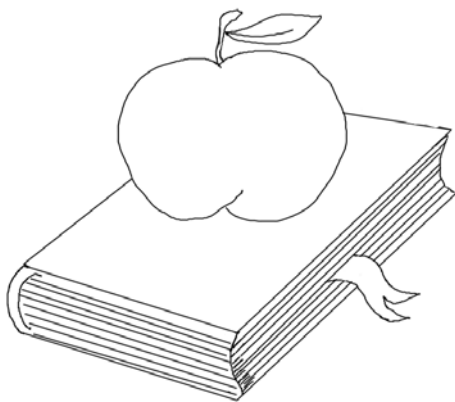
5. If there is a conflict in schedules, participating parents must arrange to hire a sub or trade days with a parent to cover their spot. Continuous tardiness, early departures, or not working your participation days are subject to review by the Board.

6. The use of cell phones during school hours is not permitted. The school phone may be used for emergency purposes.

7. Parents devote the majority of their time at school to working with the children and should never leave them unattended. You must be physically able to fully participate in all tasks given or you must hire a sub. All children must be within the visual sight of an adult at ALL times.

8. All participating adults must read and be familiar with the procedures outlined in "Guidelines for Participating Parents."

9. If the participating parents have not yet arrived at the school by 8:45 a.m., the Director may, at her discretion, close the school and send the children who are present home.



Guidelines for Participating Parents

YOUR FIRST PARTICIPATION DAY

Your first participation day need not frighten you. We do not expect you to learn all about the school on your first day. We know it will take time. Watch the teachers and experienced helpers. See where supplies are kept, how to set them up and put them away. Feel free to ask questions. We hope the following information will make your participation days easier for you.

BENEFITS FROM PARENT PARTICIPATION

1. Learn new skills
2. Make new friends
3. Share in your child's education
4. Become aware of your child's strengths & weaknesses
5. Build your support system
6. Gain confidence
7. Have some fun



PARENT RIGHTS AND RESPONSIBILITIES

1. To be welcomed in the classroom.
2. To be informed regularly about my child's progress.
3. To always be treated with dignity and respect.
4. To learn about the operation of the program in all aspects.
5. To work with the teacher, staff and other parents in a cooperative way.
6. To guide children with love, patience, and most of all, by our example.

PARENT CODE OF CONDUCT

1. Treat all people with respect: children, parents, and teachers. Model appropriate behavior at all times. If a situation does arise, please contact the Director or a Board Member immediately.
2. Keep personal issues, gossip, and conflicts outside of the school (including, but not limited to yelling, threatening or other inappropriate conduct).
3. Dress appropriately for working with children.
4. Respect classroom schedules, rules, policies and procedures.
5. Supervise children at all times.
6. Keep child and family information confidential.
7. Keep socializing at a minimum while you are serving as a working parent. Supervision is most important.
8. Discrimination is not allowed because of color, race, religion, age, disability, or ethnic background.

CONFIDENTIALITY

1. In working with children and parents in the classroom, you may be exposed to a great deal of information about families or situations. Please keep strictly confidential any information you may learn about a child, a family, or situation.
2. Confidential school matters should never be discussed in the community.
3. If you have concerns about a child, parent, or family, please inform the Teacher and/or Director.
4. If you are not sure what kind of information regarding the school, children and their families is confidential, please check with the Teacher and/or the Director.
5. Be sensitive and have respect for children, their families, and our school.



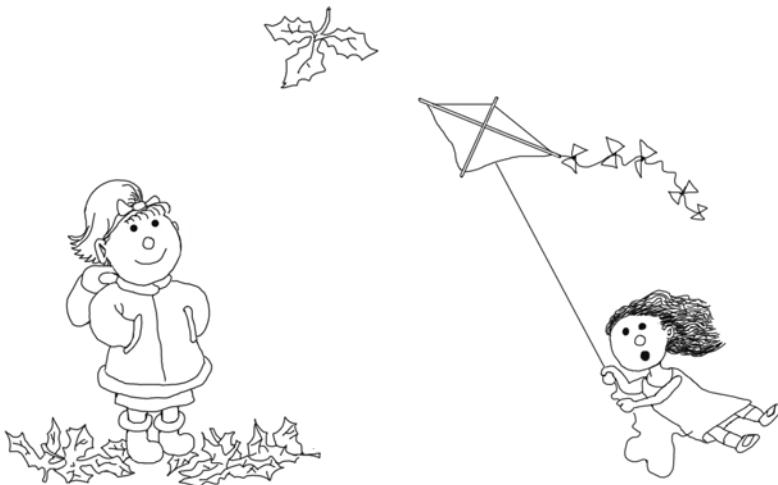
DAILY PARTICIPATION DAY REQUIREMENTS

What must the participating parent do?

1. Arrive promptly and be ready to work by 8:45 a.m. in comfortable clothes and shoes (you will probably get dirty so don't wear anything you're fond of). You must also be physically able to fully participate in all tasks given or you must hire a sub.
2. Check in with the teacher in the room in which you are working and pick up an apron from the hook by the rear door located in the kitchen. If you are Housekeeper, check in with the Director.
3. Sign your child in on their classroom sign-in sheet.
4. Follow the instructions on the classroom duties sheet for the position you are working: Room 1, Room 2, Room 3, or Housekeeper. You will find the card posted in the appropriate room or see "General Duties" for each position. The Housekeeper card is posted in the kitchen in Room 1.
5. Supervise the children on the play yard, being sure that there are always two working adults present.
6. Assist the teacher in transitional activities, including hand washing.
7. Talk to children on their eye level.
8. Stop dangerous behavior and re-direct negative behavior.
9. Let children solve their own problems whenever possible.
10. Never discuss a child within his/her hearing.
11. Circulate yourself to as many areas of the room as you can during "inside time," unless directed otherwise by the teacher.
12. Parents must stay until 12:15 pm to help supervise the children until their parents arrive and to clean up the room.
13. Remember to have fun!!!

How can I help the teacher and children?

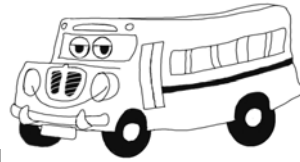
1. Assist the children with art or craft activities, making sure the child does the work themselves.
2. Assist the children with manipulative play.
3. At circle time, sit between those children who need help paying attention.
4. Read or tell a story, sing a song, or role play.
5. Work closely with one child who may need help with a task. Spend one-on-one time with all children, if possible. Try to avoid working only with your child. Parents are to work with all children.
6. Get materials ready for use.
7. Play a game or a musical instrument.
8. Talk with a child or children.
9. Work with a small group on a task.
10. Help and interact with children during outside time.
11. Repair toys, books, or equipment when you notice a problem.
13. Lead large and small motor activities.
14. Help with bulletin boards.
15. Share your ideas.





What is allowed during outside time?

1. Your job is to observe and supervise the children's play groups in your area.
2. The children may climb the trees in the sand area, but are not allowed to use any climbing aids except one tire. Please do not lift children into the trees or allow them to climb up on the slide.
3. The children may remove their shoes during warm weather. Encourage them to tuck their socks inside their shoes and place in their cubby, or on the outside table.
4. Children may swing on their bottoms or bellies -- but no twisting.
 - *Watch for children crossing in front of, or behind swings.
 - *Give children only a few pushes to encourage them to try different activities and develop their pumping skills.
5. Children may play with water or mud on warm days. We try to teach them to play with it, not in it, and to keep their clothes dry. Please have children remove their shoes. The children are not to use the outside drinking fountain for water play. It is only for drinking.
6. The sand toys need to stay in the sand areas on the play yard. Watch for flying sand and remind the children that "the sand stays on the ground".
7. Do not allow children to climb onto the playhouse roofs or fences at any time.
8. Bike riding is in a clockwise direction. Please be sure children are wearing shoes and helmets on two wheelers. Monitor turns if a child is waiting for a bike. Slow down speedy drivers. Children may not push a bike or wagon from the rear.
9. Children are never allowed in the bike shed. They will be asked to ride bikes up to the doors only.
10. We want you to enjoy your time here, but please remember that your job is to supervise the children for their safety. Please do not let visiting with other adults leave your area poorly supervised.



FIELD TRIP INFORMATION

If you are able to join your child on a field trip, please feel free to accompany the class. However, if you are unable to attend with your child, please notify your teacher. If you are scheduled to participate on a field trip day, please note that you will need to be with your scheduled classroom. All classes do not participate in all field trips. If you signed up for a classroom that is not going on the field trip, or Housekeeper, you will have to stay where you are scheduled. Notices of field trips will be placed in family mailboxes. Please pay careful attention to the schedule before signing up for your participation days. Parents are always welcome to join the classrooms on field trips or to serve as a driver. As a field trip volunteer the following responsibilities will be required:

If you are transporting children:

1. You will need to provide the school with a copy of your driver's license and proof of insurance to keep on file in the office. You must have minimum Liability limits of 50/100.
2. All children need to be in car seats that are securely strapped into seat belts. Their parents will provide car seats. If you have a passenger side air bag, children may not sit in the front seat.
3. You will be given a card by the field trip coordinator containing the names of the children you are transporting and the route to follow. Be sure to stay with the group in case there is trouble. Children must be together at ALL times. DO NOT make side trips for any reason.

If you are helping to supervise:

1. You will be assigned a small group of children.
2. Please keep your group together and in close proximity to the teacher and take regular counts of the children in your group.
3. Monitor the behavior of children in your group. If you have trouble with any child, please notify the teacher.
4. Be sure to tell the teacher if anyone in your group needs a "potty-stop".
5. Report any potential problems, hazards, ill children, or potty accidents to the teacher.
6. Assist in the distribution of food and drinks if we bring snack or lunch.
7. Provide extra help as needed by the teacher.
8. HAVE FUN!!!

DISCIPLINE AT PRESCHOOL

It is important for participating parents to know our philosophy on discipline so that they will be able to handle situations which may arise when they are working. We realize that everyone has their own style of discipline at home, but we feel it is important that the children have consistency from all adults at school.

Discipline is teaching. It is instruction of the appropriate way to behave. It is also a learning experience in which children are guided so that they can develop their own self-control and learn the rules from adult role models. A child learns to be in charge of their actions by learning how to deal with difficult situations. They learn to think and reason by being taught how to solve problems. Learning to give and take and to solve problems with peers is necessary preparation for school and for becoming mentally healthy adults. To discipline is not to punish, but rather to develop and nurture the child's self-esteem by giving them the confidence and power to solve their own problems.

The following are guidelines to help you handle problems at school:

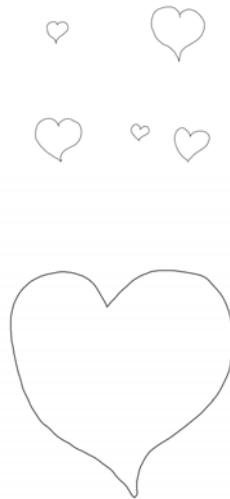
1. Use positive approaches when working with children.
2. Model a positive, cheerful attitude for a pleasant atmosphere.
3. Stop negative behavior or intervene when necessary.
4. Encourage cooperation rather than competition.
5. Make eye contact when speaking to a child.
6. Use positive words instead of negative words. For example, rather than saying "Don't throw sand!" say, "The sand stays on the ground." If the action continues, say "If you keep throwing sand, you'll have to play somewhere else." Be sure to carry through if the action continues.
7. Our basic school rule is "You cannot hurt others!" This is something all the children can understand and it covers most problem areas.
8. When you want a child to stop doing something, redirect them to something else. If a child is throwing sand, a way to respond would be, "The sand needs to stay on the ground. Instead of throwing sand, lets make a volcano." If the child wants to throw, a proper response would be, "We can throw balls."



9. Don't give children a choice if there really isn't one. Say, "It's time to come inside for snack," not "Do you want to come in now and have snack?"
10. Help children solve their own problems. "How else could you have gotten a turn on the bike? Lets go and tell Matt that you would like a turn. If that doesn't work, we'll think of something else."
11. Be a good role model. If we express our anger in a quiet and constructive way, or explain about other people's feelings, our nurturing and caring will show children the proper way to treat others. Don't forget to apologize if you are wrong or if you hurt someone. Modeling is the best way to teach what "I'm sorry" really means.
12. Verbalize for children that lack language skills to help them understand their feelings. "You really want to hit him because he grabbed your toy. I understand. I would be angry too, but I can't let you hurt him. You need to tell him, don't take my truck away! I don't like it."
13. Stop hitting, pushing, etc. Make the rule clear, "We do not hurt others!" Then lavish sympathy and attention on the victim. Have the attacker help by having them get a cold sponge or band-aid. There is no real pay-off for the attacker.
14. Keep the child who is having difficulty controlling impulses close to you, being aware of what is going on with that child at all times. If all else fails, physically remove the child from the group and redirect them toward more calming activities.
15. Sometimes a child is so angry and out of control that it is impossible to resume normal play. A few minutes of withdrawal may be in order. Use a matter-of-fact voice to tell the child, "I think you need a rest (a little quiet time) until you calm down." Find a quiet spot (like the library area) and stay near the child while he/she reads a book.
16. Biting is dangerous and has to be stopped. The child needs to know this behavior is not allowed at school; "It hurts people!" First, care for the victim and have the biter help. Reinforce the rule, "We do not hurt people! I cannot let you hurt anyone and I will not let anyone hurt you." Be sure to supervise the biter. Be sure to report all bites to the teacher, both minor and serious.

17. Don't become caught up in power struggles with children. It is usually damaging to everyone. Ask a teacher to take over.
18. Have a sense of humor and be flexible. The unpredictable is predictable here. Sometimes we have to adjust, bend and laugh at what goes wrong.
19. With discipline, the message is always, "I like you. I don't like your behavior!" It leaves the child's self-esteem intact.
20. Don't forget to comment on good behavior, "I like the way you shared blocks with Noah."
21. Never yell, grab, push or spank any child, including your own, while on school property. Whatever your discipline method is at home, while at school we need to follow state guidelines.

If you feel uncomfortable handling a problem, feel free to ask for a teacher's help, even if it's with your own child.



General Duties for Participating Parents

ROOM 1

1. Please arrive at 8:45 a.m. to help the teacher set up for the morning routine.
2. Help welcome the children and direct them to an open activity in the classroom.
3. During center time please keep the children in your group on task and participating in the activity. Enjoy the time getting to know them.
4. At circle time help the teacher by sitting with the children, sing the songs, and participate. This will help the children stay focused and you will get to know the movements and words so you can sing at home with your child.
5. At snack time, please remain near the table with the children should any of them need help with their food. Guide them to throw their trash away. Help them practice table manners.
6. During outside time, please be involved with the children during their play. Please keep socializing to a minimum. Proper supervision will help to keep kids safe.
7. Please help the teacher with the diaper checking, changing, and restroom check.
8. If the teacher is leading an activity or group and a child becomes disruptive where it is interfering with the lesson, please escort the child away from the group to another area until they are ready to participate.
9. At the end of the day, when children are outside, Rooms 1 & 2 are responsible for cleaning up the yard. Room 1 is specifically responsible for the sand and plastic toys. Please encourage the children to help.
10. At dismissal, one parent should stand at the door keeping the gate closed as each child is excused until all children are safely reunited with a grownup. The other parent should continue to help supervise the children in the classroom.
11. Once you have gotten the teacher's approval (not before 12:00 pm) you may begin cleaning the room. One parent sanitizes the tables, puts the chairs on the tables and sweeps the floor. The other parent vacuums the carpet. Until the 12:15 dismissal, use any remaining time to wipe down toys, windowsills, etc.
12. Parents, at dismissal, if the door is closed, please remain outside until the teacher excuses the children.

ROOM 2

1. Arrive at 8:45 a.m. to assist the teacher with any art or project preparation.
2. Help supervise children on the playground.
3. Assist children with going to the bathroom and hand washing. Help the teacher with diaper check and changing if necessary.
4. Assist children at the carpet during circle time.
5. One parent helps to set up class materials, while the other parent interacts with the children outside.
6. At circle time, help the children stay focused by sitting with the children, sing the songs and participate.
7. At snack time, please remain near the table with the children should any of them need help with their food. Guide them to throw their trash away. Help them practice table manners.
8. During free time, encourage children to focus on one activity at a time and clean up before moving on.
9. Assist children with classroom clean up.
10. At the end of the day, when children are outside, Rooms 1 & 2 are responsible for cleaning up the yard. Room 2 is specifically responsible for all bikes, swings and cars. Please encourage the children to help.
11. At dismissal, one parent should stand at the door keeping the gate closed as each child is excused until all children are safely reunited with a grownup. The other parent should continue to help supervise the children in the classroom.
9. Once you have gotten the teacher's approval (not before 12:00 pm) you may begin cleaning the room. One parent sanitizes the tables, puts the chairs on the tables, sweeps the floor and takes the trash out. The other parent vacuums the carpet. Until the 12:15 dismissal, use any remaining time to wipe down toys, windowsills, etc.
13. Parents, at dismissal, if the door is closed please remain outside until the teacher excuses the children.

ROOM 3

1. Check in with the teacher and pick up your apron. Sign your child in. It is Room 3's responsibility to set up the yard in the morning. Help put out the bikes, swings, and sand toys in the play yard. Be sure to close and lock the bike shed and playhouse when finished. Also, check the yard for hazards (trash, dog & cat droppings, toadstools, etc.) and remove them. Check to be sure the gate and Head Start kitchen door are closed. The yard needs to be set up no later than 8:55 a.m.
2. Fill the hand washing basins in Room 3 with soapy and rinse water. Check to be sure there are paper towels. Check with the teacher to see if there is any preparation for the day's activities that need to be done.
3. Outdoor time: Supervise the children while they play outdoors. Join in their play if they invite you. Always watch for potentially dangerous situations and remind the children of the play yard rules. Be sure there are always two adults supervising. If you should need to leave the yard for some reason (taking a child to the bathroom, first aid, etc.) be sure you inform the teacher so that another adult can cover you.
4. Circle time: Check with the teacher to see how the tables need to be set up for the next activity. Help keep children sitting down and focused on what is going on.
5. Center time: You will be assigned to one of three centers. Please follow the directions given and lead your group of four children through their activity. Try to keep the children focused on their task and close to you. If they finish early, they may sit and look at a book.
6. Free-play time: Supervise the children during this time. Help them to stay focused on one activity at a time and clean up before moving on to another area. Join the children in building or puzzles, etc. Supervise the children in the loft by making sure they are using it for quiet activities and keeping their feet on the floor. They need to use all steps going up or down the ladder. No jumping from the steps. Children are not allowed to take toys up into the loft without permission nor are they allowed to wear dress-up clothes or shoes. We want their hands free to use the handrail. Anyone throwing anything down from the loft needs to be removed. Do not allow children to congregate at the top of the ladder.
7. Snack time: One parent needs to assist the teacher in taking the children down to the bathroom to wash up for snack. The other parent needs to be sure the tables are ready for snack and the food is in the room. You may then join us to help the children wash. An adult needs to sit at each table and assist with serving the snack. Please help the children to remember to use good manners.
8. During our closing music time, you need to empty the trash and sweep the floor. Each day the rugs will be vacuumed after the program is concluded, but not before 12:00 pm. Check to see if there is any work that needs to be put in cubbies, then you may join us for music.
9. Dismissal time: Our front door will remain closed until music time is over. At the conclusion, you may open the door and stand "guard" to be sure that no child goes out the front door before an adult has signed them out. Until the 12:15 pm dismissal, please use remaining time to wipe down toys, windowsills, etc.



HOUSEKEEPER

1. Check in with the Director to let her know you have arrived. Pick up your apron from kitchen area. Be sure to sign your child in.
2. Check the snack menu that is posted on the refrigerator door, and verify that necessary ingredients are there. If you are missing anything let the Director know immediately.
3. Check the dietary restrictions list on the refrigerator for any children affected by the day's snack menu. Remind the teacher of any affected children and discuss with her what this child/children will have.
4. Fill the washbasins on the table outside of Room 2. Fill one with warm soapy water and one with warm rinse water.
5. Set up the easel area with paint, paper, a pencil and smocks.
6. From 9:00 – 9:15am please stand out front to collect extended day payments, if necessary.
7. Prepare the snack for all three classrooms so that they are ready to be served by 10:20 a.m., unless otherwise stated by the Director and/or teacher.
8. Wash snack dishes and set up the trays for the next day's snack. Trays should include: cups, napkins, two small pouring pitchers and a towel.
9. At approximately 11:15, clean up the easel area, bringing paints inside, and refilling cups as needed. Replace the lids with clean ones. Clean the soiled lids and paint brushes and stand up the brushes on the drying rack in the kitchen. Wipe off outside picnic tables Monday –Thursday.
10. Clean all three bathrooms (two in church building and one between Rm 1 & 2). Wipe down toilets, sink & empty trash. Sweep the bathrooms and kitchen floors. Clean the kitchen counter and sink. Sanitize faucet and handle on play yard drinking fountain. Empty kitchen trash. Place trash bags in trashcans by the gate. Dump outside wash bins in the bushes and empty trash. (Reminder: We only have janitorial service on the weekends, so thanks for doing a good job!)
11. Any free time you have, please check with the Director for additional duties.
12. Check with the Director before leaving at the 12:15pm dismissal.

DIAPERING PROCEDURES

1. Place blue plastic mat on the floor near a water source. Cover mat with paper. Be sure to have supplies within reach.
2. Lay the child on the mat. Cover hands with disposable gloves.
3. Remove soiled diapers and clothes.
4. Clean the child's bottom with a disposable wipe. Wipe front to back. Repeat with fresh wipes, if necessary. Be sure to pay special attention to skin folds. Dispose of wipes in diaper. Fold disposable diapers inward and reseal with tapes.
5. Discard gloves by wrapping them around dirty diaper.
6. Place clean diaper on child and dress him. Wash the child's hands.
7. Remove paper covering from mat. Dispose of diaper and covering in the diaper champ outside the kitchen door. Disinfect the mat and return to storage.
8. Wash your hands thoroughly!

Sick Children

Guidelines for Excluding Children with Illness

Only healthy children may be sent to school. Sick children may be refused admission or may be sent home at the discretion of the Teacher or Director. If the child has a contagious disease, notify the staff immediately. If the child has an allergy, please bring a note from his/her doctor verifying such.

1. Respiratory illness and colds: Children with runny noses will not necessarily be excluded. However, if the mucous is profuse and cannot be controlled by normal wiping, then the child can be excluded at the Teacher or Director's discretion. A child will also be excluded if the runny nose is associated with an abnormal temperature, infected throat, congestion, persistent cough or general irritability.
2. Diarrhea: A child with one loose or watery stool will be observed. If it is repeated, the child must be excluded. Children who have diarrhea should not return to school the following day unless they have had a least one normal bowel movement. Children should be carefully bathed before returning to school.
3. Fevers: Children must be free of fever for 24 hours before returning to school. Teachers will take temperatures if a child's condition warrants it.
4. Conjunctivitis: Children with conjunctivitis (pink eye) must see a doctor. They can return to school after medication has been administered.
5. Other symptoms: Symptoms, which might warrant exclusion or special attention, include: earaches and/or ear drainage, unusual listlessness, red or watery eyes, unexplained rashes or sores, difficulty breathing, vomiting, headaches, croupy coughs, etc. If your child is not well enough to participate in normal activities, he/she should remain home.

The observation of illness at home can help prevent parental inconveniences and prolonged child illness. If you observe the following signs of illness, PLEASE KEEP YOUR CHILD HOME!

- ❖ An oral temperature over 99.6 degrees
- ❖ Nausea or vomiting
- ❖ Stomach cramps, diarrhea
- ❖ Earache, sore throat, red or runny eyes
- ❖ Runny nose (unclear yellow or green mucous)
- ❖ Swollen glands
- ❖ Unusual pallor, flushed face
- ❖ Unusual listlessness or quietness
- ❖ Excessive coughing
- ❖ Skin infections: open, runny oozy sores; blisters; patch-like scaling eruptions; scaly, crusty lesions; itching or skin rash.
- ❖ Need for frequent use of the toilet
- ❖ Evidence of head lice

When children develop illness, especially a contagious illness, the school should be notified at once (e.g.: chicken pox, head lice, impetigo, conjunctivitis, hand-foot-mouth disease). If a child is still receiving medication when they return to school, please notify the teacher. Medication may cause loose stools, listlessness or other signs that may be interpreted as further symptoms of illness.

Extended Day

Extended Day is a lunch program we offer at preschool. It gives you the opportunity to extend your child's day by two hours, while giving your child the opportunity to bring their lunch and play with their friends.

The program is offered Monday through Thursday from 12:00 to 2:00 p.m., unless there is a special activity. A minimum of five children must sign up **in advance**, or the program will be cancelled for the day. It is possible to add your child in the morning when you arrive at school, however you take the risk that it may have already been cancelled because the minimum was not met. Children in Room 1 must have the approval of their teacher and/or the Director to stay for the full two hours. It is also important for families to reserve their space in advance because just as a minimum must be met, there is also a maximum number of children that can be accepted. Children must be checked in **by 9:30** a.m., or their space may be given to another child.

The cost of the program is \$5.00 per child. This must be paid in **cash** in the morning when you arrive at school. Your child will need to bring a lunch and a drink that is kept in their cubby (refrigeration is not available). Please pack a healthy lunch for your child. Candy, gum, soda and other "junk food" are not allowed.

So, if you need your child to stay an extra two hours because you have an appointment or something special planned, or your child is just dying to use that new lunch box, be sure to sign up in advance. You will find the sign-up sheets on the bulletin board outside Room 1. You may also call to have your child added to the list.

Extended Day at times can become very full. If you sign your child up to attend Extended Day and they are unable to stay, it is the parents' responsibility to call and cancel their space. If you do not call to cancel **by 9:30** a.m., you will be held accountable for that spot and charged the \$5.00. However, if the help has already been hired, you will still be responsible for the payment.



Comfort Kits

Each child will need a Comfort Kit. The kits are to include the items listed below. All items should be placed in a one or two gallon Ziploc bag. Label the bag with your child's name and room number.

1. Small blanket (receiving blankets work well)
2. Small flashlight or light stick
3. Small snack (granola bar, fruit roll-up, cheese and crackers, etc.)
4. Small toy and/or family picture
5. 72 hour supply of essential medications your child must take (seizure medication, asthma inhaler, etc. -- must be in original container with prescription label)
6. Emergency Contact Card
 - ❖ Comfort Kits must be turned in with your paperwork by the first day of school.
 - ❖ Kits will be given to our children strictly as a means of comfort (except medications).
 - ❖ Our earthquake storage shed contains food, water and supplies to sustain us for 72 hours.
 - ❖ Read and understand the "Earthquake Procedures" policy.
 - ❖ The Director or Emergency Supplies Coordinator can answer any questions.

Earthquake Procedures

Major earthquakes can spell disaster, but taking proper steps before, during and after an earthquake can reduce the number of deaths, injuries, and amount of damage. There is about a 14% chance that a major earthquake would happen during school hours.

During the shake

- Do not panic, remain calm, and reassure others and children. The greatest immediate danger is from falling objects shaken from buildings and structures. Another hazard is fire or explosion resulting from broken gas or power lines. Here are some rules to follow to help you and our children survive and avoid injury.
- If indoors, stay indoors. Take cover under a table, doorway or against an inside wall. Stay away from windows and furniture that might slide or topple over.
- If outdoors, move to an open area away from buildings, utility lines or other high structures that could fall. When in a safe spot remain there.

After the shaking

- Check for injuries and apply emergency first aid, if needed.
- If anyone should die in the earthquake, place the body in a plastic bag and remove from the immediate area.
- Check for fire and hazards.
 - Sniff for gas leaks starting at the water heater under the kitchen sink. Shut off gas line if evidence of leakage. The gas meter is found at the east end of the property building, just outside the Head Start gate. A wrench to turn the valve off can be found with the earthquake supplies in the Earthquake storage shed in the play yard.
 - If the water pipes are damaged, shut off the supply at the main valve. The main valve is underground on the east side of the entrance driveway located at the east end of the parking lot.
 - If electrical wiring is damaged, TURN OFF POWER. The fuse box is located in the boys Head Start bathroom.
 - Make sure sewage lines are intact before using toilets and other plumbing.
- Listen to the radio for emergency information. Make an assessment of the severity of damages in surrounding community and effects on communication and transportation. This will help make decisions on possible confinement of staff and students at school.
- Do not use the telephone except for emergency calls.
- Be prepared for after-shocks. Some may be large enough to cause additional damage. Stay out of heavily damaged buildings. Aftershocks can cause the collapse of structures already weakened by the initial earthquake.

- Clean up spilled materials that could be harmful.
- Open closet and cupboard doors carefully and watch for objects that might have fallen against the doors.
- Cooperate fully with public safety officials.

School procedures

- We will maintain adequate supplies of food, water, various emergency items and a First Aid Kit. First Aid Kits can be found in the office, in each classroom, and in the storage shed. Earthquake supplies can be found in the storage shed (at the east end of the playground) and in the kitchen pantry.
- The emergency information backpack is located in each room. This will hold the children's emergency cards, a map of the shut off valves and the departure record sheet.
- If it is necessary to move the children from the school, a sign with specific location of the children will be posted on the school sign on Juanita Street (in front of the school). This information will also be logged with the La Verne Fire Department along with a copy of the destinations of the individual children and whom they were released to.
- The Director will be in charge, assisted by the teachers and parents. Parents working in the classroom will follow the teacher's instructions. This means parents may not leave the classroom or school to see about their own child or family members, unless given permission by the Director.
- Parents who are not working at school that day will have responsibilities:
 - Do not call the school. It is important to keep the phone lines open.
 - Come and pick up your child at once. Children will not be released until his/her name, destination, and the name of the adult taking responsibility has been logged.
 - If you live a far distance from the school, prearrange for someone close to the school to pick up your child.
 - All parents need to develop a personal emergency plan whereby an adult will automatically know to pick up your child, possibly while you are picking up the older children from their school. **BE SURE THESE PEOPLE ARE LISTED ON OUR FILES.**

Extended procedures

- Make an assessment of the area, if the building and grounds are no longer safe the children need to be moved. La Verne's designated shelters are:
 - -Community Building - Veteran's Hall on Bonita and Wheeler
 - -Bonita High School on D Street
 - -Community Building on D Street
- Depending on the severity of the disaster, it will be necessary to take along the supplies, emergency records, files, and each child's personal "Comfort Kit."
- Within the first hour:
 - Give medical treatment.
 - Turn off valves, gas, power and water as necessary.
 - Establish your record center. No child leaves without recording who they are leaving with and their destination. This is very important, as some of our parents may not be able to get back into the area for an extended period of time.
- As the children are picked up, the adults may be released at the Director's discretion, leaving no less than one adult per ten children with a minimum of two adults at any time.
- After 4:00 p.m., if there are children remaining, they need to be taken to a shelter for the night if our building is unsafe, or be taken with the remaining parent or teacher. In either event, a representative from LVPPP must stay with the child until he/she is turned over to someone on their emergency card or Social Services.
- After all the children have been dispatched, the last adult will take the departure record of all the children to the La Verne Fire Department. This will enable all parents to locate their children who were taken to friends, relatives or other LVPPP homes.

THE MORE PLANNING THAT CAN BE DONE BEFOREHAND, THE BETTER EQUIPPED WE WILL ALL BE TO DEAL WITH THE DISASTER!

Common Questions

1. What is the classroom sign-in sheet?

The form is located in the binder on the tray outside your child's classroom. Please be sure to fill in all spaces accurately. It is a state law that you sign your child in and out on this form. Remember to use your legal name (i.e. Debbie Smith or D. Smith). Sorry, "Mom" or "Dad" is not enough.

2. How are participation days assigned?

After the first schedule, a blank schedule will be posted on the outside window of room 2 about two weeks before the end of the current work schedule. Follow the instructions on the schedule to sign up for the correct number of participation days. You must sign up for an occasional Housekeeper position, in addition to working in your child's classroom, when assigned by the scheduler.

3. What are the duties of the Housekeeper?

The Housekeeper duties are posted. Their duties include collecting extended day money, preparing snack for all three rooms, cleaning the kitchen and bathrooms, and setting up the trays for the next day. A daily menu and detailed instructions are posted on the cabinet above the sink in the kitchen area. Be sure to check the dietary restriction list that is posted on the refrigerator. The Housekeeper will be responsible for answering the phones and taking messages in the absence of the Office Manager.

4. What if I cannot work on my scheduled day?

You are responsible for your participation days. If you cannot work because of a conflict of some type, illness or injury, you are responsible to find your own replacement. A school telephone roster will be given to you when it is available. Usually you may trade with a person who is working at a later scheduled date. Try to trade a Room 1 with a Room 1, a Housekeeper with a Housekeeper, etc. Also listed on the schedule are people designated as "Paid Subs", that are to be used on an emergency basis or if conflicts arise. These people will work your participation day for a flat fee (\$25) rather than trading for a later day. Paid subs are not always available, so be sure to call them as soon as you know you have a conflict. When you trade days, please make changes on the classroom schedule. Remember, Dads and Grandparents are always welcome to participate as long as they have a completed health form and verification of a current T.B. (within 1 year) on file.

5. How much is the Paid Sub Fee, and when should they be paid?

The fee is \$25.00 and should be paid by cash on or before the day they work for you.

6. What do we do at General (Parent) Meetings?

In general, school business is discussed. It is an ideal time for asking questions, making suggestions, etc. Many times there are guest speakers and items of interest are presented. Meetings usually last 1 to 1½ hours. Be sure to sign in! Childcare is usually available for \$3 per child with advance sign-ups.

7. What if I miss a General (Parent) Meeting?

General (Parent) Meetings are mandatory. A missed meeting may be made up by either doing an extra 2 hours of Work Day Maintenance or by having a \$20.00 fee added to your tuition bill. In any event, the appropriate person needs to be notified so that a verification form can be completed.

8. Who can attend a Board Meeting?

All parents are welcome to attend the monthly Board Meeting. The date is determined monthly. Board Meetings are really the best way to know what is happening at school. All comments and suggestions are welcome. If you have a matter to present to the Board, you must advise the Director or President in advance.

9. What if my child is hurt while at school?

If your child is seriously injured or becomes ill, you will be contacted immediately. We will also contact you for any kind of head bump. For this reason, accurate information on the daily sign-in sheet is very important. Please provide the correct telephone or cell phone number where you can be reached. You will also provide the school with a list of emergency contacts we can call if you cannot be reached. A minor injury will be treated with first aid and noted on an "ouch report" that we will place in your family mailbox.

10. What are Saturday (Work Maintenance) Workdays?

Each family is responsible for 4 hours of work-maintenance per semester, to be fulfilled by the end of January, and the end of May. One 4-hour workday with two participating parents will count as 8 hours, or the entire year's obligation. All the workdays are scheduled on the school calendar to help you remember. There will be a sign-up sheet, so you must sign up in advance. General maintenance is done on these days (i.e., cleaning classrooms, repairs, yard work, etc.).

11. May I bring my child to a Saturday Workday?

Sorry, **NO**. We have found that not as much work is accomplished, and we are not able to provide a safe environment for them at a workday.

12. What if I cannot work on a Saturday?

We have many repair and home projects that can be done for workday credit. You may also hire (\$50) or provide a substitute. Contact the Workday Coordinator for a list of projects and repairs, or to arrange individual work hours.

13. What are my responsibilities in relation to the fundraisers?

There are many fundraisers to choose from to help you reach your goals for the year. The family goals will be addressed at Back to School Night. Fundraisers not only keep our tuition low, but also provide funds to buy new equipment and make improvements to our rooms and play yard.

14. What kind of clothing should my child wear to school?

Please have them wear play clothes they are allowed to get dirty. They will get dirty! We want the children to be able to explore different art mediums and activities without worrying about their clothes. Also, be sure they wear shoes that they can run and climb in. Your child will be required to keep a "zip-loc" bag of extra clothes in their cubbies. This is not only in case of bathroom accidents, but also spilled juice and wet clothes. We do allow them to explore and play with water when the weather is warm. We also allow them to remove their shoes in warm weather. Be sure to tell your child's teacher if you want their shoes to remain on.

15. What about tree climbing?

Children are allowed to climb trees in the sand area only! They may stand on one tire to reach into the tree, but all other climbing aids are forbidden. This includes having an adult lift them into the tree or standing on the slide. A determined climber often practices until the goal is achieved.

16. Do I need to call if my child is too ill to attend school?

If your child is ill or will not be attending class, please notify the school. You can call anytime to leave a message on our answering machine and we will let his/her teacher know. If your child has an infectious disease, such as chicken pox or pink eye, please inform the Director so that she can post a notice of symptoms for other parents to be aware of.

17. Why am I charged full tuition for months in which there are vacations?

The school budget and tuition is based on a ten-month school term, and an even distribution through the entire school year is easier for all concerned.

18. What if I have a problem paying my tuition?

Tuition is due the **fifteenth** of each month, and can be mailed to the school or deposited in the box in Room 3. If you have a problem, please contact the Office Manager so that satisfactory arrangements can be made. Tuition is paid from August through May

19. If my child is absent for an extended period of time, is there a tuition credit?

No, tuition continues to hold your child's spot in school. Our classes are usually full with waiting lists. If excessive absences or extremely long absences occur, or are planned, you need to contact the Director, Teacher and Board President.

20. What if I need to pick up my child early?

Please call or let the teacher know when you arrive in the morning. If you will be picking your child up before 12:00 p.m., it is less disruptive to the child and the class if they know they are leaving early.

21. When must I pick up my child?

Children must be picked up promptly at 12:00 p.m. It is very upsetting for the child to be the last one remaining when everyone else has gone home. If an emergency arises, please call, if possible, so that we can reassure your child. If the door is closed please remain outside until the teacher excuses the class.



SUGGESTIONS

1. Please visit with other parents outside the classroom away from the doors and windows. Parents who are talking in the classroom are a distraction for both students and the teacher. It is the teacher's responsibility to manage the learning environment and this may include asking talkative parents to leave the classroom.
2. Please let your child do his/her own work and refrain from visiting excessively or spending more time with him/her than the other children. Having difficulty with your own child or another? Don't hesitate to ask the teacher for assistance.
3. Respect each child as an individual. Accept each child's development as okay for that child. If you have concerns about a child please speak with the Teacher or Director after school. Never speak about a child in front of the child, other children, or fellow parents.
4. Children learn best through their own discovery. Help foster their independence by guiding them through questioning rather than by giving answers.
5. Teachers don't have time during the school day to conference with you about your child. Please schedule an appointment for a time before or after school.



LA VERNE PARENT PARTICIPATION PRESCHOOL, INC. BYLAWS

ARTICLE I NAME

The name of this Corporation shall be the *La Verne Parent Participation Preschool, Inc.*, hereinafter referred to as “School.”

ARTICLE II LOCATION

The principal office for the transaction of the business of the School shall be located at 909 East Juanita Avenue, La Verne, in the County of Los Angeles, State of California.

ARTICLE III PURPOSES

The School has been created to provide children with educational experiences to help them to grow socially, emotionally, cognitively and physically through a developmentally appropriate curriculum facilitated by parent participation and to give parents the opportunity for learning positive ways for working and living with children. These experiences are provided on a non-profit basis.

ARTICLE IV GOVERNING BODIES

SECTION 1: PROFESSIONAL STAFF

The persons referred to in the Bylaws as the Professional Staff, shall be hired by the Board of Directors to supervise the school sessions. Professional Staff are subject to yearly review.

SECTION 2: BOARD OF DIRECTORS

The General Membership of the School shall elect, by majority vote, the Officers of the School and Corporation who are called the Board of Directors, hereinafter referred to as the “Board.”

SECTION 3: MEMBERSHIP

The General Membership of the School shall be the parents and/or guardians of those children attending the School.

SECTION 4: POWERS AND DUTIES OF THE GOVERNING BODIES

- (a) The Director shall supervise the daily operation of the School and shall lend his/her advice and assistance to the Board in the establishment of the School policies.
- (b) The Board shall, with the advice and assistance of the Director and members, establish School policies and administer all business of the School within the limits of the Articles of Incorporation and these Bylaws. They shall make all decisions concerning the finances of the School and shall determine the amount of tuition to be paid for each child enrolled in the School. With the consent of a majority of the quorum, they shall make any changes in membership requirements, except as specifically indicated in the Bylaws, and shall establish limits of total enrollment with the advice of the Director and within legal acceptability. In addition, the Board shall have the power to make changes in the number of elected Officers as long as the number is not less than five (5). They shall replace, by appointment, any elected Officers who retire during their term in office. The Board may make changes in the duties of the elected Officers and may change the number of standing committees and their duties. The General Membership shall be notified of decisions made by the Board.
- (c) The General Membership shall, at announced General (Parent) Meetings, make and vote on proposals regarding the functioning of the School, as well as voting on proposals set forth by the Board (as defined in Section 4b of this Article). The General Membership shall also be responsible for fulfilling various committee jobs deemed necessary by the Director and the Board to the School functioning.
- (d) Any member of the Board may call an Executive Board Meeting upon 24 hours notice to all Board Members.

ARTICLE V BOARD OF DIRECTORS

SECTION 1: GENERAL BOARD OF DIRECTORS

The General Board of Directors shall be defined as all elected and appointed officers. The officers are those named as follows: President, Vice-President, MWF Scheduler, TTH Scheduler, Treasurer, Secretary, Ways and Means Chairmen, Committee Coordinator, Workday Coordinator and Council Representative(s).

SECTION 2: EXECUTIVE BOARD

- (a) The Executive Board of Directors shall be defined as the elected President, Treasurer, Secretary and up to two additional Board Members appointed by the General Board.
- (b) The Executive Board of Directors shall have the full power to act between Board Meetings on matters of policy and administration.
- (c) The Executive Board of Directors shall report their action to the General Board of Directors.

SECTION 3: POWERS AND DUTIES OF ELECTED OFFICERS

(a) **The President shall** call, organize and preside at General (Parent) Meetings and Board Meetings. The President shall appoint committees and chairmen of standing committees, appoint a Nominating Committee and shall call Executive Board Meetings whenever he/she deems necessary. The President shall chair an interviewing committee for personnel hiring consisting of the Vice-President, Director (Director will only be included if a Teacher or Office Manager is being hired) and up to 2 other Board Members. The President shall then call a Board Meeting following these interviews so that all information on applicants may be presented to the Board as a whole and vote by silent ballot can be conducted. The President shall exercise these and other such powers as prescribed by the Board and Bylaws. The President shall be responsible for keeping the original copy of the Bylaws current at all times with any amendments or revisions. The original Bylaws will be kept at the school. Two people may serve as Co-Presidents.

(b) **The Vice-President** shall preside at the meetings in the absence of the President, shall assist the President as needed, and shall also find a substitute when one of the teachers is absent.

(c) **The MWF Scheduler** shall maintain the Monday-Wednesday-Friday schedule of morning participation in the daily activity program of the School, shall administer the Extended Day Program on Monday-Wednesday-Friday, shall forward schedule to website coordinator, and shall assist the President as needed.

(d) **The TTH Scheduler** shall maintain the Tuesday-Thursday schedule of morning participation in the daily activity program of the School, shall administer the Extended Day Program on Tuesday-Thursday, shall forward schedule to website coordinator, and assist the President as needed.

(e) **The Treasurer** shall oversee all financial transactions of the School and be responsible for the maintenance of adequate records of these transactions. The Treasurer shall present a current Income/Expense report and Balance Sheet to the Board monthly. The Treasurer shall make available all up-to-date financial records for audit or review annually and have a statement prepared for the Board and kept on file at the School. A budget committee, appointed by the Board, shall be responsible for preparing a budget prior to the end of the fiscal year. The Treasurer shall sign all tax returns as an Officer of the School/Corporation. The School/Corporation shall absolve the Treasurer of any/or all liabilities resulting from an audit by an outside agency. An outside agent, as appointed by the Board, shall prepare the School's annual tax returns. The Preparer shall be liable for correctly applying the tax rules and regulations after having been supplied accurate financial records from the Treasurer. The Treasurer is also responsible for overseeing the Office Manager.

1. **The Office Manager** shall issue monthly tuition statements and collect all monies owed (tuition payments, deposits, fees, etc.). The Office Manager shall maintain accurate records of the transactions and provide monthly financial reporting to the Treasurer. All records must be made available for review upon reasonable request. The Office Manager shall welcome new families, maintain and be responsible for all forms related to registration, maintain and keep current at all times a membership book

containing names and addresses of all School members and distribute the membership roster to all School members. The Office Manager shall attend Open House to enroll families for the following year, coordinate all membership issues with the Director and assist the President as needed. The Office Manager shall also notify the appropriate members of the Board of any changes in membership that occur during the school year and assess fines for non-attendance at meetings.

(f) **The Secretary** shall keep a book of minutes of all Board Meetings and General (Parent) Meetings, shall display the minutes from Board Meetings and General (Parent) Meetings for membership review, shall maintain a separate record of any policy decisions made by the Board which are not included in the Bylaws and assist the President as needed. The Secretary shall maintain the alumni list and be responsible for any correspondence of the School as required by the Board. The Secretary shall be responsible for Board Meeting & Parent Meeting attendance and ensuring information is forwarded to the Office Manager.

(g) **The Ways and Means Chairmen** shall be responsible for all fundraising activities including maintenance of member participation records per family. The Ways and Means Chairmen are also responsible for monthly inventory and financial reporting to the Treasurer for all fundraisers, coordination and oversight of fundraising volunteers, and assisting the President as needed.

(h) **The Committee Coordinator** shall coordinate jobs, chairmanships and special event duties, adjust job descriptions to fit the School's needs, ensure that jobs are carried out and assist the President as needed. The Committee Coordinator shall keep records of committee participation, making quarterly checks to see that committee jobs are being conducted and will notify families if their duties are not being fulfilled.

(i) **The Workday Coordinator** shall be in charge of coordinating work maintenance days and School maintenance projects and assisting the President as needed. The Workday Coordinator shall maintain a record of family work maintenance hours, making quarterly checks to see that the work maintenance hours are completed and notify families if their duties are not fulfilled. The Workday Coordinator must be present at all work maintenance days in order to properly supervise. The Workday Coordinator shall advise the Office Manager of status of each family for billing purposes.

(j) **Staff Representative** shall be an annual appointed position, chosen by the Professional Staff Members. The Staff Representative will serve as the liaison between Professional Staff Members and Board Members with special regard to School policies.

(k) **Council Representative(s)** to the San Gabriel Valley Council of Participation Nursery Schools (SGVCPNS) shall represent the school at the San Gabriel Valley Council of Participation Nursery School Meetings and assist the President as needed. The Council Representative(s) shall be empowered to vote for the School at these meetings, shall take minutes of the meetings, shall provide the Secretary with a record of the minutes and shall report to the Board and General Membership on these meetings.

SECTION 4: VACANCIES OF THE BOARD OF DIRECTORS

Any Board Member may resign by giving written notice to the President or the Secretary of the Board.

Vacancies of the Board shall be filled by appointment at the direction of the President, with subsequent approval by a majority of the remaining Board at its next General or Special Meeting. Each Board Member so selected shall hold office until the expiration of the term of the replaced Board Member.

A vacancy or vacancies in the Board shall be deemed to exist in the case of death, resignation or removal of any Board Member, or if the authorized number of Board of Directors should be increased.

The Board may declare vacant the office of a Board Member who has been declared of unsound mind by a final order of the Court or convicted of a felony.

SECTION 5: REMOVAL OR RESIGNATION OF THE BOARD OF DIRECTORS

Any Board Member may be removed from office for failure to perform the duties of the office or for misconduct, or for any conduct deemed inimical to the best interests of the School, by a majority vote of the Board. In the event that, during a Board Member's term of office, the Board Member's membership in the Corporation is terminated, for any reason, the Board Member shall be deemed to have resigned, effective with the termination of membership and the vacancy shall be filled (as defined in Section 4 of this Article).

SECTION 6: NONLIABILITY OF THE BOARD OF DIRECTORS

No member of the Board shall be personally liable for the debts, liabilities or other obligations of this Corporation.

SECTION 7: TERM OF OFFICE

The fiscal year shall extend from July 1 to June 30. The term of office for Board Members shall be one year, with a maximum of two consecutive years in the same position (unless the position remains unfilled), and shall coincide with the School's fiscal year.

**ARTICLE VI
MEETINGS AND ELECTIONS**

SECTION 1: MEETINGS

The Board shall set the dates and the President shall call times of meetings of the General Membership. The President shall call the dates and times of the Board Meetings. The President shall be responsible for calling the first meeting of the General Membership during the first month of the school term. Notice for all such

meetings shall be given at least fifteen days in advance. Board Members shall miss no more than two meetings (Board and General) per year. The Board shall have the right to exercise (by majority vote) dismissal for excessive absences.

SECTION 2: ELECTIONS

Any member of the School may run for office. This may be done by informing the Nominating Committee of your interests in a Board position or being nominated (with the individual's consent). Nominations will be opened during the first General Meeting of the second semester, with elections being held, no later than April 30. The Nominating Committee shall consist of at least three members, those being the President and two additional Board Members, if possible. The voting will be done by ballot. Changes to the ballot require 48 hours notice to the General Membership. Electioneering will not be permitted during voting.

SECTION 3: QUORUM

A quorum of the Board shall be 2/3rds of the total Board Membership. A majority vote of this quorum shall be necessary to pass any measure.

SECTION 4: VOTING

Each member family shall have one vote regardless of the number of children enrolled.

SECTION 5: SPECIAL MEETINGS

The Director or any member of the Board shall be entitled to call a special meeting upon giving seven (7) days notice to the General Membership.

ARTICLE VII MEMBERSHIP

SECTION 1: ELIGIBILITY

- (a) To be eligible for admission to the School, a child shall be at least two (2) years old for Room 1 by December 2nd, three (3) years old for Room 2 by December 2nd, and four (4) years old for Room 3 by December 2nd of the current school year.
- (b) The parents/parent representative/member family shall actively participate in the program run by the School.
- (c) Admission of children and membership of parents shall be with approval of the Director, without regard to race, color, creed, or religion.
- (d) Each member must agree to abide by the rules set forth in the Parent Policies and Procedures Handbook.
- (e) Each member must agree to and sign a Membership Agreement.

SECTION 2: REQUIREMENTS

- (a) Each member family shall be required to participate in the program of the School as defined by the Board. Each member family is responsible for morning participation days, work maintenance hours,

- committee jobs, Special Events participation, General (Parent) Meetings and fundraiser participation as established by the Board.
- (b) Meetings and participation in the School shall be open to others in the Community, but such individuals shall not be considered voting members.
 - (c) Health requirements of children and participating parents or guardians as set by the State Department of Health, the Board and the Director must be fulfilled.
 - (d) Tuition is to be paid by the fifteenth day of the month. Tuition is paid monthly and is not reduced due to legal holidays or absence of the child. A member family shall keep up tuition payments as stated in their Membership Agreement with the School.
 - (e) A member family must give at least ten school days written notice of withdrawal from the School and will be responsible for all outstanding fees, including fundraising, work maintenance hours, committee job, and morning participation days. The Board may relieve the withdrawing family of any tuition and/or participation obligations at its discretion.
 - (f) Member families withdrawing after April 1st shall be expected to pay tuition for the remainder of the school year.

SECTION 3: MEMBERSHIP

Membership shall commence upon the enrollment of a child or children in the School and shall terminate upon withdrawal from the School or failure to re-enroll the child or children in the School for the following year or upon termination (as described in Section 4 of this article).

SECTION 4: TERMINATION OF MEMBERSHIP

A member family may be terminated from the Corporation, by action of the Board, for failure to perform membership duties as prescribed by the Board and as set forth in the Policies and Procedures of the School or for conduct which the Board shall deem not in the best interests of the School. Any member may also be terminated by the Board for cause. Such cause shall include but not be limited to: failure to comply with the Corporation's Rules or Bylaws; conduct detrimental to the stated purposes and goals of the Corporation; failure to attend two (2) General (Parent) Membership Meetings without reasonable cause; failure to pay tuition any two months; failure to abide by Membership Agreement.

Procedure of Termination: Should the Board determine that termination of a member or members is called for; the following procedure shall be followed:

- (a) A written notice shall be delivered personally and/or sent by first class mail, postage prepaid, to the most recent address of the member as shown on the Corporation's records, setting forth the proposed grounds for discipline to be reviewed at a meeting. Such notice shall be sent at least fifteen (15) days before the date upon which the Board proposes to act upon the termination. The notice shall state the date, time and place of the meeting.

- (b) The member in question shall be given an opportunity to be heard, either orally or in writing, before the Board meeting specified in the notice of proposed termination.
- (c) Following the meeting, the Board shall decide whether or not the member family should be terminated. The decision of the Board shall be sent to the member family in the same manner as the notice of the meeting. Any decision by the Board to terminate membership shall be final.

ARTICLE VIII BYLAWS

The Bylaws are primarily intended to implement the Articles of Incorporation. They are to be used as a guide, but are not intended to be rigid. They may be amended or revised on the recommendation of the Board, or at the suggestion of any member or person connected with the School, by a majority vote of the Board.

All members shall have the right to inspect all books and records of the Corporation, at reasonable times upon reasonable notice.

THIS IS TO CERTIFY, that I am duly elected, qualified and acting President of the La Verne Parent Participation Preschool, Inc., and the above forgoing Bylaws were adopted as the Bylaws of said Corporation on the 1st day of July 2009 by a majority vote of the quorum of the Board of said Corporation.

In witness whereof, I have hereunto set
My hand this 30th day June 2010

Stephanie Coombs
President