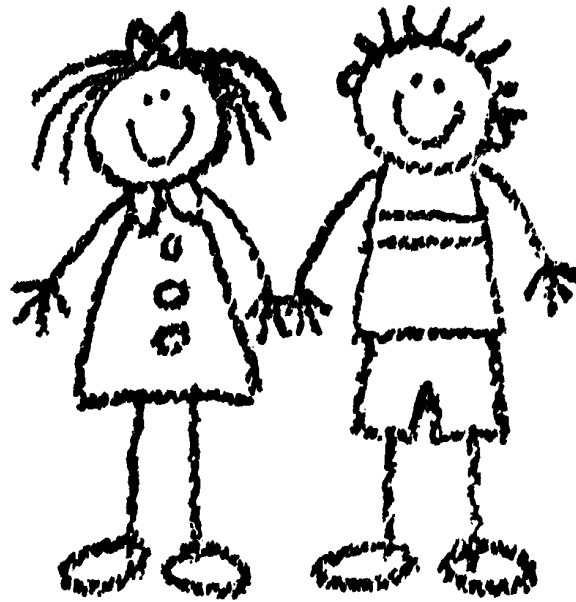




# Salinas Adult School Cooperative Preschool

## Parent Handbook



# SALINAS ADULT SCHOOL

## *Administration and Staff*

*Jim Earhart, Superintendent of Schools*

*Yvonne Ricketts, MPA, Administrative Coordinator, Salinas Adult School*

*Karen Estes, Program Specialist of Parent Education*

## ***Preschool Staff***

*Karen Estes*

*Lisa Bleicher Lasnik*

*Heide Smith*

The Parent Center is located at 20 Sherwood Place.  
We are closed on all legal and school holidays.

## **PRESCHOOL BY-LAWS**

Board of Directors: Each class shall elect a President, Vice-President, Secretary and Treasurer

Powers: The board shall determine the policies, finances, and routine details of the organization. All major decisions made by the Board shall be and will be considered approved unless disapproved by a vote of the members. Board members must demonstrate the appropriate personal and leadership characteristics for working closely with the preschool children, teacher, parents, and other Board Members. Actions not in keeping with the Preschool or Salinas Adult School's philosophy shall be grounds for loss of office.

Duties:

- A. The Board of Directors shall have the authority to act in confidential matters concerning an individual member
- B. The Board shall approve and schedule all money-making activities.

Election of Officers & Committee Chairperson:

- A. Elections shall be held once a year in the Fall.
- B. Terms of office shall be early Fall through the following school year.
- C. Members may be nominated for an office by nominations from the floor or by volunteering for the office. To nominate a member for an office, his/her consent should be obtained before-hand.

Duties of Officers:

- President:
  - A. Presides at business and board meetings
  - B. Has general supervision of the affairs of the organization
  - C. Makes appointments to fill vacancies in office
  - D. Works with Parent Participation Tracker to ensure completion of required hours. Meets with parent and teacher mid January to plan for completion if a minimum of 10 hours has not been completed.
  - E. Is a member in good standing in the parent group.
  - F. Attends the quarterly Preschool Advisory Board Meetings along with the teachers and Secretary. (or sends a representative from the class)
  - G. Orients new families to co-op. Matches new family with a buddy to help with co-op questions.
- Vice President:
  - A. Acts as President in the President's absence
  - B. Becomes President if the office becomes vacant
  - C. Does scheduling of help days
  - D. Is a member in good standing in parent group
- Secretary:
  - A. Keeps minutes and/or writes newsletter for the class
  - B. Conducts correspondence for the organization
  - C. Reads or distributes copies of minutes or newsletter
  - D. Is a member in good standing in the parent group
  - E. Attends the quarterly Preschool Advisory Board Meetings along with the teachers and President. (or sends a representative from the class)
  - F. Establishes a telephone tree or other means of fast communication among members. Activates a reminder prior to meetings, field trips, and other events or announcements as needed.
- Treasurer:
  - A. Collects and deposits tuition and fees
  - B. Maintains adequate school transaction records which shall be open to inspection by any member upon reasonable request.
  - C. Presents to the Program Specialist an account of the class's financial transactions each month

Meetings: A. Dates of Board of Directors meetings shall be set by the President or Teacher as needed.

Amendments: The By-Laws may be amended by a majority vote at any meeting or the organization, provided notice of the amendment has been given at a previous meeting or in writing to each member before the meeting at which the amendment is to be acted upon. When the amendment is approved, the secretary shall incorporate the change and provide the membership with the amended By-Laws.

## **PROPOSED SUPPORT POSITIONS**

Hospitality: Makes arrangements for refreshments at parent meetings. Gives monthly reminders and makes arrangements for substitutes (snack/drink) when someone is unable to attend a meeting. Establishes potluck sign-up when necessary. (4PPH)

Birthday/  
Special Day: Prepares birthday/special day supplies. Discuss with teacher type of activity to be done to celebrate children's birthday or special day. Supply scheduler with list of birthdays or special days to put on the schedule. (4PPH)

Playdough: Makes play dough 1-2 times a month. (4PPH)

Book Club: Collates order forms, and places book orders through the Book Club. Distributes books to the classes. (20 PPH)

Fund-Raiser: Represents the Preschool class in yearly fund-raising events: Wheel-A-Thon, and any others to be determined by Advisory Board. (4PPH)

Parent Participation Tracker: Keeps records of parental/helper attendance at evening meetings, work days, fund raisers and special events. Keep track of Parent Participation Hours. Establish system to verify hours they have completed/they owe/options for making up hours. (16 PPHS)

Memory Book Coordinator: Works with the photographer. Makes sure that materials are available for the yearly memory book. Provides monthly updates for parents throughout the school year. Suggested that several parents work together on this project. (4PPH)

## **POLICIES & PROCEDURES**

### Requirements for Child:

1. For the two-day per week morning class, the child shall be three years old by December 2.
2. For the three-day per week morning class, the child shall be four years old by December 2.
3. For the afternoon multi-age class, the child shall be three or four years old by December 2.
4. For the Pre-Kindergarten class the child shall be turning 5 between August and March.
5. Each child is required to have a physician's health statement and immunizations record on file and to have a TB Test within the last year before entering preschool.

Parent Health Requirements: The Parent (or parent-designated person, i.e., relative or friend) participating in the program must provide proof of current TB Test before the child starts school. A TB Test is required every two years.

### Orientation:

1. Orientation shall be conducted by the teacher at the first meeting of the year.
2. The registration information packet must be completed and returned by the designated deadline or before the child enters the class.
3. Any new student can participate with their parent one day free of charge.

Compatibility: For children whose behavior or needs require observation and evaluation, a child study plan will be done. The plan consists of child observation, staff evaluation, parent-teacher conference and plan for classroom management.

### Duties of Members:

1. Parent Involvement: Attendance at an evening parent education class (3 hours) for adults only is mandatory once a month. We ask that children stay at home during these evening meetings. Infants (up to four months) are welcome!
2. Parents must accrue a minimum of twenty (20) Parent Participation Hours. To acquire these hours, parents may select from a list of options that best meet their interest and schedules. A minimum of 10 hours must be acquired by January 31.
3. Fund-raising activities are held annually. All members are required to participate.
4. Co-oping Parents will be scheduled to help in their child's class.

### Assistance in Teaching for Co-oping Member:

1. Each parent is required to help in class the number of days per month as designated in their signed contract. The schedule will be arranged by the vice President.
2. In the event a parent cannot be present on an assigned day, it shall be the parent's duty to arrange for a substitute. The parent may trade a help day with another parent or hire a substitute for \$20.
3. During the school year, preschool members will be allowed to hire a substitute, depending on the number of days their child attends school:  
**T/TH – 2-3 times                      MWF – 3-4 times                      M-F 5-6 times**

At the rate of \$20/day. When the requests exceed the allowed number of days an additional \$10 fee will be assessed payable to Salinas Adult School.

4. If the parent fails to provide a substitute, there will be a \$20 fine. After a second unexcused absence, the Board of Directors will ask for the parent's dismissal.
5. Parent-scheduled Help Days are to begin at 8:45 a.m. or 12:30 p.m. for PreSchool/8:30 a.m. Pre K and end at 11:45 a.m. or 3:30 p.m. for Preschool/12 (noon) Pre K. Help Day Tardiness (5 minutes after seminar begins) is subject to additional Parent Participation Hours.

#### Attendance at Meetings:

1. One parent is required to attend the monthly parent meeting.
2. First unexcused absence at an evening parent meeting is subject to 4 extra Parent Participation Hours. A second unexcused absence at an evening parent meeting requires 8 extra Parent Participation Hours or 2 extra help days. A third unexcused absence is sufficient grounds for dismissal from the Preschool.
3. Under special circumstances (i.e. death in the family, sudden serious illness, etc...) a member may receive an excused absence providing they notify the teacher or leave a message at the Parent Center.

#### Emergency Leave of Absence:

1. Leave of Absence may be granted jointly to parent and child by the Board of Directors in emergency cases. Parent meetings and helper days missed during this time shall not be made up.
2. Normally during this time, no children from the family involved shall attend the Preschool. However, exceptions may be made by the Board.
3. Length of the leave of absence shall be determined by the Board.
4. Approval of cause of Leave of Absence shall be the discretion of the Board of Directors only.
5. When a leave of absence is granted to a parent and child, membership in the organization shall be maintained by payment of regular monthly tuition or the child's place in the class will be forfeited.

#### Maternity Leave of Absence:

1. A six week leave of absence from assisting in the classroom will be permitted after the birth of a child (children).
2. Parent meetings will be attended as long as possible.

### Tuition and Fees:

1. Tuition is paid each month at the first of the month, and is late after the tenth. (Tuition is 1 ½ for families with twins enrolled in the program.)
2. Without prior arrangements with the treasurer, a \$1/day late fee will be assessed to parents paying after the tenth.
3. There will be a non-refundable registration fee payable by new students.
4. September tuition is payable at registration to ensure a child's place in the class and is non-refundable. For children entering mid-term, registration and tuition are payable before the child starts school.
5. Short and long term partial scholarships are sometimes available. An application is required and confidentiality is maintained.
6. All tuition is non-refundable
7. A \$60 non-refundable materials fee is due at the beginning of the school year (September).

### Attendance Policy:

Call the office at 796-6971 or 6972 if your child is ill and will not be in class. Students should contact the teacher should a circumstance arise which may affect your attendance. There are many who are on a waiting list for our classes. **We are interested in parents who will attend the program regularly and who are committed to it.**

### Withdrawal Procedure:

Members are required to give 30 days notice in writing to the Preschool Board Vice-President and teacher prior to withdrawal in order for the teacher and the Board to arrange for good-byes and classroom coverage.

### Refund Policy:

The policy of the Salinas Adult School is that no refunds are given unless the class is canceled. In certain situations, approved by the Program Specialist, credit towards fees for the next quarter may be given. Please contact the office if you have any questions about this.

### Arrival and Departure:

**The Preschool door will remain closed until the first four helper parents have arrived** or additional parents are willing to stay! Children are to be brought into the center and signed in at the front of the room. No child is to be simply dropped off outside the door at any time. Please be on time. Children are not to arrive before their scheduled time  
(9:00 a.m. and 12:45 p.m. Preschool - 8:45 a.m. Pre K)  
**Helping parents need to arrive fifteen minutes early.**

At departure time each child is to be signed out by parent or authorized individual. Do not take your child from the outside playground without signing him/her out. Only those people whose names are on file as authorized by parents will be allowed to pick

up your child and it will be placed in your child's records. (In an emergency, a phone call will suffice for one day pick-up only with photo ID). Notify the teacher of any changes regarding persons authorized to pick up your child. Remember to check cubbies for items that need to go home. Pick up is no later than 11:30 a.m. or 3:15 p.m. Preschool and 11:45 a.m. Pre K. **The second time that a child is picked up more than five minutes late, a fine of \$1/minute will be imposed.**

**Failure to Meet Obligations:** The Board of Directors shall request the withdrawal of any parent and child if the parent fails to meet the attendance in class, evening meetings and help requirements and any other matters that might cause a disruption to the function of the classroom as defined by the policies and procedures.

## **Holidays/Teacher workdays**

We will follow the school calendar of the Salinas Union High School District. This means there will be vacations scheduled around the following holidays and designated Staff Development Days:

- |                     |                         |                  |
|---------------------|-------------------------|------------------|
| *Winter Recess      | *Martin Luther King Day | *President's Day |
| *Lincoln's Birthday | *Memorial Day           | *Dec. 16, 2011   |
| *Veteran's Day      | *Thanksgiving Recess    | *Spring Recess   |

*You will be notified well in advance of the exact days the school will be closed at these times.*

## **Toys**

Please help our staff by keeping your child's toys at home or in your car. Sometimes when toys are brought into the program they get lost or broken. If your child needs a favorite "lovey" to help with the transition from home, let the staff know and we will work with you.

## HEALTH REGULATIONS

**DO NOT** bring your child if one or more of the following symptoms of illness are apparent within the last 24 hours. We want all the healthy children protected from illness. Each parent needs to be responsible for the health of his/her own child.

- Oral temperature of 99.6 degrees or above
- Matter (yellow discharge) in the eyes
- Loss of appetite
- Copious amount of nasal drainage
- First two days your child is on antibiotics
- Rash behind ears or on body
- Sore throat or difficulty swallowing
- Incessant coughing
- Diarrhea
- Pain anywhere in the body
- Vomiting within the last 24 hours
- Headache
- Sleepy, fatigued, fussy behavior
- Rectal temperature of 100.6 degrees or above within the last 24 hours

In order to adequately safeguard the health of all our children, each child is given a brief visual health check immediately upon arrival. This is for the protection of the children, and to identify, isolate, and contain diseases. It is helpful to take note of your child's condition prior to bringing him/her to school, and it is necessary to have an alternate plan for child care when your child is ill. If signs of illness become apparent in your child during the course of the day, the child will be isolated by the staff, and you will be contacted to make arrangements for your child's pickup.

### Medication

The dispensing of medication at the center requires a written doctor's authorization and signed parent permission. Medical request forms are available through the Program Specialist and must be completed prior to dispensing of any medication. All medication includes over-the-counter drugs such as Tylenol, aspirin, cough syrup, Vaseline and other skin lotions, etc., and prescription medication.

### Sunscreen

As part of our health policy, we are unable to apply any lotions to your child. It is important that you apply daily sunscreen to your child before they come to school. Research shows that this is an important daily practice to protect your child's skin. This is a criteria of the National Association for the Education of Young Children.

### Immunizations

Current immunizations are needed to enter the center. A photocopy needs to be kept on file. Parents need to provide the center with an updated copy of any immunizations. A TB Test is required every two years.

Any questions about immunizations requirements, please inquire with the Parent Center staff.

### SIBLINGS

Additional siblings in these classes deter from the objective and minimize the supervision that can be given to the children. Therefore, **siblings are not allowed in the classroom** except on designated "Sibling Days". We encourage parents to schedule their help days around their school age child's calendar. Siblings under 4 months may attend the class if they are in a pack and do not disrupt the class and the parent has signed a waiver. The parent needs to be able to accomplish her/his assigned work.

## SNACK

Each child/parent will have the opportunity to bring snack. Parents will be scheduled to bring snack on selected helping days. Plan on bringing an appropriate low sugar, low salt, fat-free snack, napkins, 5 oz. cups for 31 people (24 children, 6 adults, 1 teacher), and 1-2 gallons of bottled water.

Suggested snacks are:

<i>fresh fruit, vegetables</i>	<i>carrots &amp; celery</i>	<i>pretzels</i>	<i>pumpkin bread</i>
<i>English muffins</i>	<i>yogurt</i>	<i>apple sauce</i>	<i>banana bread</i>
<i>rice cakes</i>	<i>raisin breads</i>	<i>mini-muffins</i>	<i>sandwiches</i>
<i>bagels &amp; cream cheese</i>	<i>bread</i>	<i>bread sticks</i>	<i>steamed vegetable(s)</i>
<i>peanut butter &amp; celery</i>			

\*National Association Education of Young Children Policy – Food that comes from home for sharing among children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.

## CLOTHING

Our playground and art activities are designed for the children's enjoyment. However, that often means messy activities and dirty clothes. Be sure that clothing is both sturdy and washable. Because of our sand, linoleum and climbing structure, we have observed that the safest shoes to wear are closed-toe, rubber soled shoes.

\*Be sure each item of clothing is marked with your child's name.\*

## FIELD TRIPS

Occasionally, field trips to points of interest will be taken. You will be notified of such plans in advance, and if for some reason you desire your child not participate in a specific trip, he/she should remain at home on that day. Field trips are special times, but they also have special demands. Parents will be responsible for transportation on field trips.

We ask that no siblings participate on field trips, except when the teacher designates a family field trip. Please make other child care arrangements for siblings.

## SPECIAL DAYS/BIRTHDAYS

Children are invited to celebrate their special day/birthday at school, but we would like to keep it simple. **(Therefore, no party favors or goody bags.)** A special story will be read during class and a special day/birthday song will be sung. Notify the Vice President so that you can be scheduled to help that day and bring a nutritious snack (No cake or cupcakes!) Children are building life long eating habits and we want to support them in making good food choices. The Preschool staff will help you with any suggestions.

## **CONFIDENTIALITY**

During parent discussions it is important to remember that confidentiality of information shared among group members is important. If you, as a student/parent, have a concern about something that was shared by another student during discussion, please consult your teacher first as to how to handle the situation in the most professional manner.

## **CELL PHONES**

Cell phones must be off when working in the classroom or on the playground! This is a time when your attention needs to be focused on the children and the classroom area you are responsible for. If you need to have family or a child care giver get in touch with you please have them call the front desk at 796-6900.

## **GRIEVANCE**

Concerns should be directed to Preschool staff in an attempt to resolve matters on an individual basis. If a resolution is not possible, the question or complaint should then be referred to the Program Specialist of Parent Education. If the complaint can not be resolved on the program level, a complaint form should be filled out. The complaint form will be directed to the Administrative Coordinator. Form is available at the back of this packet.

## **GUIDANCE FOR PARTICIPATING PARENTS**

(You act as the teacher in your assigned area; be alert to handle situations as they occur.)

1. Use the children's names when speaking with them.
2. Be supportive, warm and affectionate with the children.
3. Let the children feel that you enjoy them.
4. Kneel, sit or squat to the child's level when communicating with him/her. Use a quiet voice when ever possible.
5. Be alert and interested. Become familiar with your duties before entering classroom activities.

Remember:

- To react positively
- To give the child an acceptable solution that he/she can carry out
- To be patient and try again
- To trust the child's judgment
- To reinforce learning with praise
- To offer a child alternatives when possible

# What is expected?

## Preschool Classroom

- ❖ **Model:** You are the role model—children will see and do as you do! Please when working in your area and interacting with the children use the child’s name and **GET DOWN TO THEIR LEVEL!** You can bend down, sit on the floor or sit in a chair.
- ❖ **Participate:** Children may be watching you! Therefore during singing, dancing, etc. participate😊
- ❖ **Redirect:** If a child is having a hard time in one area of the classroom, redirect them to another area to try again for a more positive outcome. Example: “If you continue to knock down the blocks we will need to find another area for you to play in.” Follow through, take the child’s hand and help him/her select another area.
- ❖ **Choices:** When possible offer the child a choice. Example: “Would you like to sit on the floor or on a lap during circle.” “It’s time to go inside, would you like to walk by yourself or would you like me to hold you hand?”
- ❖ **Be Positive:** Let the children know what they **CAN** do as opposed to what they can’t do. Example: “You can run outside, inside I need you to walk”
- ❖ **Problem Solve:** Help children by giving them the words when there is a conflict. Example: “I know it is frustrating when Molly takes your toy without asking. What would work better?”
- ❖ **Challenging Behavior:** Young children will often try to test the limits. If you are having a difficult time with your child or another child please try all of the above. If needed take the child out into the hallway to “calm down” then join the class and try again.
- ❖ **Reminder:** Sometimes parents feel uncomfortable dealing with another child. You may see and hear things that you are not quite sure how to deal with. Please ask your instructor if you need additional assistance. It is important to remember that you are here to **help with all of the children in the classroom, not just your own!**