

2026-2027

WINTERS PARENT NURSERY SCHOOL

FAMILY HANDBOOK

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Mission: The Winters Parent Nursery School is a nonprofit, volunteer organization. We promote family engagement and involvement, foster a love of learning through play, and create community connections. We believe children learn through play and need educational play experiences to develop self-confidence to become prepared for the higher level of their educational journey.

Revised Spring 2026

TABLE OF CONTENTS

INTRODUCTION	Page 2
PHILOSOPHY	Page 2
CURRICULUM & GOALS	Page 2
STANDARD SCHEDULE	Page 3
MEMBERSHIP & TUITION	Page 4
MANDATORY FAMILY PARTICIPATION	Page 7
FUNDRAISERS	Page 7
FAMILY WORK WEEKEND	Page 8
BOARD & FAMILY JOB ASSIGNMENTS	Page 8
SCHOOL ORIENTATION	Page 10
FAMILY LEAVE/DISABILITY	Page 10
SCHOOL RULES, POLICIES, & GUIDELINES	Page 10
REGISTRATION	Page 12
FIELD TRIPS	Page 13
IMMUNIZATION REQUIREMENTS	Page 13
ADJUSTMENT AND DEVELOPMENT OF YOUR CHILD	Page 14
WHO TO CONTACT FOR HELP & RESOURCES	Page 14
"I NEED TO STAY HOME IF…" ILLNESS CHART	Page 15

Introduction

Welcome to Winters Parent Nursery School (WPNS)! WPNS is a non-profit, private nursery school composed of families who believe in the importance of preschool and value parental input. We are engaged at community, regional, and state levels with the California Council of Parent Participation Nursery Schools (CCPPNS). For more information about CCPPNS, visit www.ccppns.org.

We hire professional staff to provide a quality education program for children and their families. Family involvement ranges from facility maintenance and fundraising to classroom assistance, and all families are encouraged to participate as much as possible to enhance their children's preschool experience.

We offer classes for children ages two to six years old. While all classes focus on the "whole child" development, the curriculum for our 4-6-year-olds emphasizes TK/kindergarten readiness.

Philosophy

WPNS is a "Play-Based, Socially Structured" program. We believe children learn through play and need educational play experiences to develop self-confidence and prepare for their educational journey. WPNS provides a place for young children and their families to learn and play together, bridging the gap between home and formal school by fostering friendships, group coexistence, and cooperation with adults outside their family.

Children at WPNS learn and play in an environment tailored to their needs, where they clean up after themselves, make choices, and take responsibility for their actions.

Curriculum & Goals

Our staff, extensively trained in early childhood education, dedicates time to planning an integrated curriculum that encourages children to learn and grow. We provide a wide variety of materials and activities, including climbing structures for large muscle activity, puzzles and manipulatives for small muscle activity, a housekeeping and block area for dramatic play, and music, arts, and crafts for creative play.

Goals

1. Physical Comfort and Safety: We provide a stimulating environment that minimizes physical hazards for young children.
2. Emotional and Social Needs: We assist with separation issues, teach constructive ways to resolve disputes, and help children develop cooperation, sharing, turn-taking, verbalizing feelings, defending their rights, and respecting others. Our staff and parents support children in developing initiative, leadership, and self-respect while fostering open, happy relationships with others.

3. Age-Appropriate Activities: Our theme-based curriculum includes various arts and crafts, food preparation, sorting and classifying objects, molding play dough, dancing, games, monthly field trips, nature exploration, and more.
4. TK/Kindergarten Readiness: By the time children "graduate" to TK/kindergarten, they will have:
    - Developed strong self-confidence
    - Learned cooperation and turn-taking
    - Developed listening skills
    - Learned problem-solving and decision-making
    - Taken initiative in exploring interests
    - Developed self-respect and respect for others
    - Understood relationships between objects and events
    - Recognized similarities and differences
    - Felt encouraged and excited about the love of learning

Our staff draws from various "whole child" philosophies, referencing the book “Play” by Lisa Murphy and incorporating concepts from the “We Thinkers!” (formerly “Incredible Flexible You”) education series from Social Thinking.

STANDARD SCHEDULE

Early Drop Off Special Program

7:00-8:15 a.m.	Free Play Inside
8:15-8:30	Bathroom

Preschool Program

8:30 a.m.	Children arrive, parents sign in
8:30-9:30	Outside Play
9:30-9:40	Bathroom
9:40-10:00	AM Snack Time
10:00-10:30	AM Circle Time
10:30-11:00	Group/Table Activities/Free play inside
10:50-11:00	Bathroom
11:00-12:00	Outside Play
12:00	Children depart, parents sign out

Extended Afternoon Special Program

12:00-12:10 p.m.	Bathroom
12:10-12:40	Lunch
12:40-2:30	Nap/quiet time
2:30-2:40	Bathroom
2:30-2:50	Group activities/Free play inside
2:50-3:10	PM Circle Time
3:10-3:30	PM Snack Time
3:30-3:40	Bathroom
3:40-5:05	Inside/Outside Free Play

5:05-5:15 Bathroom
5:15-5:30 Quiet Story Time

Please note that the schedule is subject to change.

Membership & Tuition

WPNS offers three enrollment levels for the school year, running from the first Monday of August through the last Friday in May:

Programs

- 2-Day Program: Tuesdays and Thursdays, 8:30 a.m to 12:00 p.m.
    - Tuition: $325/month.
- 3-Day Program: Mondays, Wednesdays, and Fridays, 8:30 a.m. to 12:00 p.m.
    - Tuition: $430/month.
- 5-Day Program: Monday through Friday, 8:30 a.m. to 12:00 p.m.
    - Tuition: $625/month.

Special Programs

Special programs are offered at the discretion of the Director and with Board approval.

- Early Drop-Off (7:00 a.m. to 8:29 a.m.):
    - 2 days: $45/month
    - 3 days: $70/month
    - 5 days: $100/month
- Extended Care (12:00 p.m. to 5:30 p.m.):
    - 2 days: $285/month
    - 3 days: $410/month
    - 5 days: $535/month
    - Extended Care is available for TK and Kindergarten students. Transportation from the elementary program to WPNS must be provided by an adult.
- Drop-Ins
    - Early Drop Off: $10/day
    - School Day: $45/day
    - Extended Care: $65/day
    - All Drop-Ins must be coordinated with the Director in advance.

Early Drop-Off Policies

- Drop-In Early Drop-Off Before 8:30 a.m. (School Day)
    - A $10 fee is assessed if a child is dropped off before 8:25 a.m.
    - A five-minute grace period is provided from 8:25–8:30 a.m.; no fee is assessed during this time.
    - If a child arrives before 8:25 a.m. and remains under the supervision of their accompanying adult, the $10 fee does not apply.

- Drop-In Early Drop-Off Before 12:00 p.m. (Extended Care)
    - Due to building capacity limits, a maximum of 24 students may be present at any time.
    - If the school is at full enrollment (24 students), drop-in early drop-off before 12:00 p.m. is not available.
    - If enrollment is below capacity or a student is absent, early drop-off may be approved by the Director.
    - If approved, the following fees apply:
        - 11:30 a.m.–12:00 p.m.: $10 early drop-off fee.
        - 8:30 a.m.–11:30 a.m.: Consider a drop-in school day; the $45 drop-in school day fee applies.
        - 11:55 a.m.–12:00 p.m.: Five-minute grace period; no fee assessed.
        - If a child arrives between 11:30 a.m.–12:00 p.m. and remains under the supervision of their accompanying adult, the $10 fee does not apply.

- All drop-ins (extended care, school day, and early drop-off) must be coordinated with the Director in advance to ensure compliance with building capacity and teacher-to-student ratio requirements.

Brightwheel Sign-In and Sign-Out Requirements

To comply with licensing regulations, the adult dropping off or picking up a child must sign the child in and out using Brightwheel at each arrival and departure.

- If Brightwheel is unavailable or malfunctioning, a physical sign-in sheet must be used.

Fee for missed sign-ins/outs:

- If an adult fails to sign a child in or out three times within a month, a $5 fee will be assessed for each additional missed sign-in/out for the remainder of that month.

Family Requirements

All families must:

1. Attend one Family Work Weekend.
2. Hold a Monthly Job or Board position.
3. Fulfill fundraising requirements.
4. Contribute a supply drive fee.

Note: A 10% tuition discount is given for the second and any additional children enrolled. If children are enrolled in the same-day program, the discount applies to the lower-cost tuition.

Volunteer Requirements

A $50 credit will be applied to the fallowing months tuition if you volunteer in the classroom from 8:30am-12pm. This may be done twice per month. In order to receive the credit the following must be done.

- Show up by 8:30am and stay until 12pm
- Record your **name**, the **date** & **time** of completed tasks
- Sign off confirming all volunteer duties of the day have been completed
- Have a staff member review and initial the sign off form

Registration

There is a $50 non-refundable, annual registration fee per child, even if you register during the school year.

Tuition Payments

Tuition is budgeted as an annual fee divided over ten (10) monthly payments from August through May. Payments are due on the 1st of each month and are delinquent after the 5th. Payments are made through the Brightwheel platform.

A $25 late fee is added if payment is not received by the 5th. Tuition received by the 5th will be deposited within 48 hours. Tuition received after the 5th will be deposited by the 15th. For any tuition issues, contact the President or Income Treasurer before the 5th of the month. Unresolved disputes will be decided by the Board.

- Full month's tuition is charged for enrollment up to the 15th of the month.
- Half month's tuition is charged for enrollment after the 15th.

Financial Hardships

If payment cannot be made on time, contact the Income Treasurer before the 5th to arrange payment. Families may set up a Promissory Agreement with the Income Treasurer and Director to create a Payment Plan if tuition becomes a financial hardship. In a financial emergency, contact the Director to inquire about the school scholarship opportunity. The Income Treasurer, President, and Director will discuss and approve any decisions regarding financial emergencies.

Withdrawal from Program

Provide 30 days verbal notification to the Director and written notification to the Board of Directors. If notice is not given, two weeks' tuition will be charged. To change participation level, provide written notification two weeks in advance to the Director and Vice President.

Failure to Pay

Families failing to pay dues, including tuition, fines, mandatory fees, substitution fees, trade-in-kind agreements, and special program fees, will receive a written notification. Membership will be terminated if dues are not paid within 60 days. The Executive Board will provide an opportunity for the family to be heard at a scheduled Special Meeting before deciding on the termination.

Late Student Pickup

If students are picked up late, a $10 per minute late fee applies. A one time 10 minute grace period applies for students picked up late from the preschool day program. A one time 5 minute grace period applies for students picked up late from the extended day program.

Referrals

Families are eligible for a $100 tuition credit for referring another family who subsequently enrolls one or more children in WPNS.

Mandatory Family Participation

All families must fulfill the following required participation tasks:

Fundraisers

Family participation in major fundraising events is essential as tuition only covers basic operating costs. Funds raised benefit the entire school by supporting special programs, field trips, major building improvements, and our scholarship fund. For more details, see the Fundraisers section.

Family Work Weekend

Families work together twice a year to deep clean the schoolhouse and maintain play structures. Each family must attend one work weekend. Families unable to attend will be subject to a $200 fee.

Monthly Job or Board Position

All families must either fulfill a monthly job that helps the school function or hold a Board position (if available). Sign-ups occur at Orientation or upon student enrollment after August. Failure to complete your monthly job may result in a fine, communicated by the Vice President.

Supply Drive Fee

In August and January, parents will help fulfill classroom needs through a supply drive, with each family expected to pay a fee of $35 toward new supplies. Payments are made

through the Brightwheel platform and will be added to the tuition for August and January.

Fundraisers

All families must assist with the school's fundraisers as they are crucial for the school's financial stability. Families will be notified of all fundraisers approved by the Board through Brightwheel. The Fundraising Chair and Co-Chair will support families throughout the process.

Buyout Option

If a family cannot participate in a fundraiser, they must pay a "buyout" fee. Specific "buyout" fees for each fundraiser will be communicated via the Fundraising Chair prior to each fundraiser and will not exceed $600 cumulatively for all fundraisers throughout the school year.

The buyout fee excuses the family from all aspects of the fundraiser. If a family can complete all required duties but cannot work their assigned shifts at the event, they can provide a substitute (minimum age 14). The family must inform the Director of the substitute's name and phone number prior to the event. If the substitute fails to show, the family must pay the full buyout fee. All schedule/personnel changes must be communicated to the Fundraising Chair and Co-Chair at least 48 hours before the event.

Trike-a-Thon

Families must collect a minimum amount in pledges or donations ($100). This requirement is per family, not per student and is included in the cumulative fundraiser "buyout" fee.

Family Work Weekend

Family Work Weekends occur twice a year. All families must attend one of these weekends. The Vice President will notify families of the dates and duties.

Each work weekend is a minimum of four hours long and typically occurs on a weekend. Projects may include cleaning school grounds, painting, and repairing playground equipment.

The first work weekend occurs in the Fall and the second in the Spring. Families who enroll after the Fall work weekend must attend the Spring work weekend. Dates may change due to unforeseen circumstances.

Families who do not participate or fail to provide a representative (18 years or older) will be charged a $200 fee.

Board and Family Job Assignments

Monthly Job Assignment

All families must either sign up for a Board Position (if available) or a “Monthly Job” for each school year. Job descriptions will be included in the Orientation packet. Sign-ups for Monthly Jobs will be available on a first-come, first-served basis at the beginning of the school year. Families who do not sign up will be assigned a job by the Vice President.

- Job Assignment: Jobs are available for sign-up during Orientation. If a family does not select a job, the Vice President will assign one. Jobs with multiple families assigned may have separate time frames and must communicate the timeline with the Vice President.
- Job Completion: Failure to complete the job will result in the following fines:
    - First offense: $50 fine, due with the following month’s tuition.
    - Second offense: $75 fine.
    - Subsequent offenses: $100 fine for each additional offense.

Families must fill out the Monthly Job Report after completing their job to inform the Vice President and Director of what was done and to report any issues. Failure to submit the Monthly Job Report will result in a fine on the next tuition invoice.

Board of Directors

Board member elections occur in March. Positions include:

- Executive Board Members: President, Vice President, Secretary, Expense Treasurer, and Income Treasurer.
- Standing Committee Chairs: Fundraising Chair, Fundraising Co-Chair, and Class Representatives.
- Sign-ups: Begin in January.
- Election: Held in March.
- Term: June 1 to July 1 of the following year (e.g., June 1, 2025 to July 1, 2026).

The two-month period from May 1 to July 1 is for training, during which old and new Board members collaborate. New Board members gain voting rights as of June 1.

Current Board members are responsible for training their successors until the end of their term. For descriptions of Board positions, email the Director at wintersparentnurseryschool@gmail.com.

Monthly Board Meetings

Board meetings are held monthly, and board members are permitted one absence. A $50 fine will be assessed starting with the second absence.

- **Second Absence:** $50 fine, due with the following month's tuition.
- **Third Absence:** $75 fine.

- **Subsequent Absences:** Removal from the board and assignment of a monthly job

Families are encouraged to attend open Board meetings. To add items to the agenda, submit them to the President before the meeting. Minutes from Board meetings are available to families upon request.

Special Committees

Special committees may be formed throughout the year for specific projects or activities as determined by the President and Board. Committees disband upon project completion.

School Orientation

Orientation is held before the first day of school. Attendance is mandatory for all families. Orientation introduces families to the Board members, Teacher/Director, and other staff, and covers school rules and policies. Families will be assigned Monthly Jobs and sign up for required participation opportunities. Families unable to attend must meet with the Board President or Teacher/Director to review school rules and policies.

Family Leave/Disability

The school provides up to an 8-week leave of absence for a parent/guardian who is unable to perform school duties due to injury, illness, a new child, or other FMLA-recognized events. The Director and Vice President should be informed at least two weeks before the leave, if possible. During the leave, the family will be relieved of classroom work and Monthly Job responsibilities. However, other family members must still participate in fundraisers and are required to work or opt to pay the fundraising “buyout” fees.

School Rules, Policies, & Guidelines

Non-Discriminatory Policy

WPNS admits students of any race, color, nationality, and ethnicity, providing equal rights, privileges, programs, and activities. The school does not discriminate in policies related to health and safety, education, admission, and scholarships.

Operating Hours

- Regular Preschool Program: 8:30 a.m. to 12:00 p.m., Monday through Friday.
- Licensed Hours: 7:00 a.m. to 5:30 p.m.

Parents must sign children in and out. Early drop-off and late pick-up outside regular hours require enrollment in the Early Drop Off or Extended Care special programs. Please adhere to scheduled drop-off and pick-up times.

Photo Policy

Respect family preferences regarding photo sharing. Obtain prior consent before posting images of children on social media. WPNS is only responsible for photos on our official website and social media accounts. Photo Consent Forms are provided during Orientation.

Discipline Philosophy

WPNS promotes positive growth through role modeling, respect, and positive redirection. Limits are clearly stated, and logical consequences are enforced. Disruptive or dangerous behavior will be managed individually, with recurring issues leading to a Family Conference and potential behavioral contract. Persistent problems may result in permanent removal from the school.

Problems/Concerns

For issues regarding student behavior or school operations, contact the Director. Concerns about school administration or policies should be directed to the President. If unresolved, matters will be presented to the Board. Staff concerns should follow the "Corrective Action Policy" outlined in the WPNS Employee Handbook.

Statement of Conduct

WPNS values a positive atmosphere of appreciation, acceptance, and mutual respect. All parents and staff are expected to conduct themselves with respect for others. Failure to adhere to these standards may result in withdrawal from the program and denial of future enrollment.

Dress Code

There is no formal dress code. Dress children in seasonally appropriate clothing and provide an extra set of clothes in a labeled bag. As seasons change, update the extra clothes accordingly.

Medical Policy

Illness and Medication

- Sick Children: Keep ill children home and notify the school. If a child becomes sick at school, pick them up promptly or arrange for pickup. Children must be symptom-free for 24 hours before returning. Symptoms include vomiting, diarrhea, fever (99.6°F or higher), contagious rashes, yellow/green discharge, and new/worsening cough. Teachers may exercise discretion in determining whether a child exhibits signs of illness that warrant being sent home. For guidance on when your child should stay home due to illness, please consult the enclosed “I Need to Stay Home If…” chart.

- Medication: Medication must be administered by family members; no medication can be stored in the child's cubby. Written authorization from a physician is required for staff to administer medication. Medications are logged in and out by parents.
- Students must be symptom free for 24 hours without medication and be well enough to participate in a full, normal day of activities including outdoor play.

Daily Snacks and Lunches

- Snack and Lunch Requirements: Families provide an AM snack. Children in extended care must also bring a lunch and PM snack. All foods should be labeled with the child's name.

Food Allergy Policy

- Disclosure and Food Plan: Disclose all food allergies to the Director upon registration. Develop a "Food Plan" with the Director and President, including a sign with the child's photo and allergy details.
- Safety Measures: WPNS will notify families of allergies and implement safety measures, such as hand-washing and keeping allergenic foods out of reach. Sensitivity to food allergies is encouraged during school celebrations.

Disaster Plan Statement

- Emergency Preparedness: WPNS has a detailed emergency plan covering various scenarios, including fire, flooding, and civil disorder. The plan is available in a red binder near the Sign-In Table and distributed at Orientation.
- Evacuation: In emergencies, children and staff will relocate to the basketball court at City Park or, if necessary, Waggoner Elementary School. A 72-hour disaster kit is available. Expect communication from WPNS staff rather than calling the school.

Registration

Eligibility

- For children ages 2 years (24 months) to 6 years old or entry into First grade.

Registration Process

- Priority: Current students, siblings, and alumni families have registration priority, followed by new families.

- Requirements: Submit a non-refundable $50 fee, immunization reports, and required paperwork to secure enrollment. Incomplete packets may result in losing the spot. Contact the Director for any registration issues.

Summer School

- Program Details:
    - Open to children ages 2 years (24 months) to 6 years old or entry into First grade.
    - Runs from the first Monday following the school year graduation to July 31st, 7:30 a.m. - 5:00 p.m., Monday - Friday. School is closed for one week near July 4th for summer break.
    - Summer school tuition payments are due on the 1st of each month and are delinquent after the 5th. Payments are made through the Brightwheel platform. Late fees are consistent with school year late fees.

- Fees:
    - 2-Day Program: Tuesdays and Thursdays, 8:30 a.m to 12:00 p.m.
        - Tuition: $325/month.
    - 3-Day Program: Mondays, Wednesdays, and Fridays, 8:30 a.m. to 12:00 p.m.
        - Tuition: $430/month.
    - 5-Day Program: Monday through Friday, 8:30 a.m. to 12:00 p.m.
        - Tuition: $625/month.
    - Early Drop-Off (7:30 a.m. to 8:29 a.m.):
        - 2 days: $30/month
        - 3 days: $47/month
        - 5 days: $67/month
    - Extended Care (12:00 p.m. to 5:00 p.m.):
        - 2 days: $259/month
        - 3 days: $373/month
        - 5 days: $486/month
    - Drop-Ins
        - Early Drop Off: $7/day
        - School Day: $45/day
        - Extended Care: $59/day
        - All Drop-Ins must be coordinated with the Director in advance.

<u>Field Trips</u>

Field trips are a key part of the WPNS experience, offering engaging and interactive learning opportunities. Here's what you need to know:

- Participation: Family members, siblings, and special guests are welcome. Adults must act as chaperones and assist staff during the trip.
- Fees: Families will be responsible for all field trip fees including student, additional family member and non-enrolled children entrance fees. If cost

presents a barrier to a student's participation, please contact the Director to discuss available options.
- Attendance: Children must attend school on the day of the field trip to participate. If your child does not attend school that day, a parent or guardian must drive and chaperone the child for the entire duration of the field trip. The class will leave together and meet at the specified location.

Immunization Requirements

WPNS adheres to California's SB-277 law, requiring the following immunizations before enrollment:

- Polio: 3 doses
- DTP/DTaP: 4 doses
- MMR: 1 dose each of measles, rubella, and mumps or combined
- Hib: 1 dose on or after the 1st birthday
- Hepatitis B: 3 doses
- Varicella: 1 dose

Personal and religious exemptions are no longer accepted. Contact the Director if your child is in the process of updating immunizations. For more information, visit Shots for School.

Adjustment and Development of Your Child

Child Adjustment

- Initial Days: It's normal for children to need time to adjust. Families are encouraged to stay for the first few days if necessary. Avoid sneaking out, as it may increase anxiety.
- Support: Listen to your child's concerns and discuss them with the Teacher/Director if needed.

Child Development

- Staff and Family Roles: WPNS aims to create an environment that supports emotional and social development. Responsibilities include:
    - Families:
        - Ensure regular attendance and punctuality.
        - Dress children appropriately for the season.
        - Keep children healthy and free of communicable diseases.
        - Model and teach socially acceptable behavior and respect.
        - Encourage participation in school activities.
        - Get to know staff, teachers, and other families.

Who to Contact for Help & Resources

For questions or concerns, please refer to the following contacts:

- Health and Medical Forms: Contact the Director.
- Financial Matters: Contact the Income Treasurer or Director.
- Disagreements with Policy: Speak with the President or Director.
- Class Work Weekends/Classroom Work Days: Contact the Vice President or Director.
- Behavioral Issues or Family Concerns: Contact the Director.
- Board Meeting Ideas: Contact the President or Director.
- Medical Leave: Contact the Director and Vice President.
- Prospective Members: Contact the Director.
- Fundraising Ideas: Contact the Fundraising Chair or Co-Chair.

For unresolved issues or complaints, follow the chain of command: Director or President—>Staff member or Vice President—>Board of Directors if necessary. For contact lists or additional assistance, email wintersparentnurseryschool@gmail.com.

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE A RUNNY NOSE	I HAVE A PERSISTENT COUGH	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I have a communicable disease
								
Temperature of 99.6 or higher	Within the past 24 hours	With yellow/green discharge	Croupy Cough	Within the past 24 hours	Impetigo, ringworm, or body rash with itching or fever	Itchy head, active head lice or nits	Redness, itchy, and/or "crusty" drainage from eye(s)	Flu, Measles, MRSA, etc.
I AM READY TO RETURN TO SCHOOL WHEN I AM...								
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol or Motrin	Free from vomiting for at least 24 hours and have had at least 2 solid meals	On required antibiotics for at least 24 hours	Cleared by my doctor and have a note specifying my continued symptoms are not contagious to others	Free from diarrhea for at least 24 hours	Free from rash, itching, open sores, and fever. And I have been evaluated by my doctor, if needed	Treated with appropriate lice treatment at home and proof is provided that I no longer have lice or nits	Evaluated by my doctor, have begun appropriate medication, and/or have a note from my doctor stating I may return to school	No longer contagious and the incubation period for any communicable disease has passed