

Turlock Parent Participation Nursery School
Parent Handbook



The State of California licenses Turlock Parent Participation Nursery School
License No. 500332283

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Parent Handbook
Last updated & approved: July 2023

Disclaimer

For academic years affected by Pandemic/Extenuating Circumstances:

The Board of Directors will outline the following policies and procedures under past academic years for continuity. We will follow updates mandated by federal, state, and local health and education authorities. Policies may change moving forward for the facility to remain open. Affected policies include but are not limited to sign-in/sign-out procedures, tuition for the 2023-2024 school year, and health and safety protocol for students and parent participants.

Policy updates will be voted on during school board meetings, detailed on the school's website, and emailed to all enrolled families.

Mission Statement

To provide a safe and creative play based learning environment that fosters our children's social, emotional, cognitive and physical growth while instilling a child's respect for self and others, in partnership with our families.

Introduction

We are so glad you chose Turlock Parent Participation Nursery School to be a part of your child's educational experience! We hope you and your children will love being part of our community. Not only will your child experience fantastic learning opportunities, you, the parents in this co-op, are encouraged to create relationships with other parents through setting up playdates or organizing community activities. As members of TPPNS, you are the driving force in the school and are integral to our success. Above all, we hope you find a community that supports you and your child educationally and socially. Please ask the teachers, board members, or other parents questions regarding TPPNS. We want your family to feel supported!

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Who to Contact

Fees and tuition

Board Treasurer or Director

Registration, immunization, or TB questions

Director or Assistant Director

Can't work on your scheduled day?

Reach out to at least five people, then Scheduling Chair or the Director

Need to change your participation days indefinitely?

Scheduling Chair

Questions concerning the school program or your child

Director

Your child contracts an infectious or contagious disease

Director/Teachers

Suggestions, complaints, or agenda items

Board President

Questions regarding leaves of absence

Membership/Director

For up-to-date information, please visit:

Website: www.turlocknurseryschool.com

Your personal Brightwheel account: <https://schools.mybrightwheel.com>

Please ensure that any problems NOT about your child are directed to the appropriate board member, not the staff. Thank you!

History

Turlock Parent Participation Nursery School (TPPNS) was established in 1972 as an educational organization devoted to preschool children and their parents. In January of 1972, a group of local parents and teacher/director Penny Wade came together to form our non-profit. After eight months of preparation, the school was opened in September of the same year. Initially, the school was located at the Presbyterian Church on the corner of Crane and S. Palm (500 Crane Avenue). During the 1977-78 school year, after many years of fundraising and parent support, the school was able to purchase our current building at 415 Grant Avenue.

School Structure

TPPNS is a non-profit corporation licensed by the State of California. We offer a cooperative preschool program. Families enrolled in the parent participation program at TPPNS become members of the school corporation. Enrollment entitles each family to one vote and is further detailed in the School Bylaws. The Board of Directors is elected by and from the membership. Their responsibilities include, but are not limited to, establishing school policy reflecting membership preferences and handling some of the administration. Any member of the school is welcome and encouraged to attend the monthly board meetings. The working Board of Directors oversees the "behind the scenes" running of the school.

Philosophy

Turlock Parent Participation Nursery School is an educational organization devoted to preschool children and their parents. We provide a warm, inviting, and well-equipped setting where children are free and safe to play and learn. The equipment and the program are selected and planned to stimulate cognitive, physical, social, emotional, and creative growth.

We believe that the experiences at TPPNS will give children self-confidence, promote satisfying friendships, and help them deal effectively with their expanding world.

This specially designed setting also provides parents with many opportunities to learn about themselves, their child, and children in general. Parents may see new questions and resolve old problems through observation, participation, and discussion. We believe that the parent is the first and best teacher for the preschool child.

Our school is designed to meet the needs of the "Whole Child". That is their physical, creative, social, cognitive, and emotional development. Our program offers a balanced

curriculum that encourages and allows for total growth and development. It is a planned and structured free-flowing learning environment geared to the individual needs of the child as well as the group as a whole. The program alternates between active and quiet times, indoor and outdoor activities, group and individual play, art, music, crafts, language arts, dramatic play, block play, science, story-telling and dictation, creative expression, fine and large motor skills, problem-solving skills, and socialization. A preschool child's educational needs and learning methods vary dramatically from those of an older child. "PLAY IS THE WORK OF THE YOUNG CHILD" (Maria Montessori). Young children need to move about, experiment, explore and touch rather than sit, be lectured, and do worksheets. Their learning is active, not passive. An old Chinese proverb states, "When I hear, I forget. When I see it, I remember. When I do, I learn." Young Children must have the opportunity to experiment with a wide variety of media and materials and in many different situations. They should be free to derive their unique satisfactions from these experiences and associations with adults and children their age, as well as younger and older children. They need a feeling of acceptance and appreciation for spontaneous behavior that meets their needs and those of the group. They need praise and, most of all, a belief in themselves and their value to others. The first step in learning is A POSITIVE, HEALTHY SELF-IMAGE!

Goals for the Child

Our program is staffed by educated, experienced teachers and assistants who provide an environment of varied experiences that will allow your child to:

Develop a positive self-image

- Teachers strive to make children aware of their individual uniqueness.
- Teachers reinforce positive behavior with verbal praise and physical affection.
- Teachers strive to fulfill the needs of the individual child.
- Children are encouraged to try new activities and build self-confidence.

Develop self-expression and creativity through

- Art
- Dramatic Play
- Home Center
- Dress-up Clothes
- Blocks
- Construction Toys

Increase Independence

- Children are encouraged to choose how they want to spend their free time.
- Children are encouraged to help plan activities.
- Open classroom centers are provided to motivate children to work independently.

Learn to be with other children and to work in groups

- The children work and play with small groups of children in a first school experience.
- The children are encouraged to help each other and to cooperate.
- Many group activities, such as music, story groups, circle time, and unique art projects are provided.
- The children have the opportunity to meet new friends and learn about adults in a school setting.

Develop responsibility

- Children are encouraged to take responsibility for their behavior.
- Children are encouraged to take responsibility for the equipment they use and for their personal belongings.
- Practical life skills are encouraged, and the children help with general clean-up and cooking projects and each child is encouraged to wash their own hands.

Goals for the Parents

- Explore and discover the best ways for you and your young child to live together.
- Observe and discuss how your child is learning, growing, and adapting to their world.
- To discuss and exchange ideas with other parents about family-child relationships and behavior.
- Explore and discover your creative potential in working with individuals, groups, and materials.
- To make new friends within the Turlock Parent Participation Nursery School community.

Member Guidelines & Responsibilities

Requirements for children enrolled at TPPNS

- The child must be two years and nine months old.
- The child must be toilet trained.
- The entire registration packet, including the physician's form, must be completed before the child can attend school.
- All parent & adult volunteers must have a TB test, proof of MMR, TDAP, Flu, Hep B vaccine or waiver, and our Covid Liability & Good Health Statement on file.
- Any volunteers working in the classroom more than 16 hours a month will need a Department of Justice background check and must complete the California Mandated Reporter Training (as of January 2022).
- Enrollment in nursery school is necessary before the child can attend.
- If a child is absent, that child cannot make up that day by attending a session in which the child is not enrolled.
- We ask parents to observe their child and keep them home if they have symptoms of illness or infections.
- If your child has asthma or allergies, please have your physician add that to the Physician's Report form.
- Please notify the teacher if your child comes down with a contagious disease, such as chicken pox or Covid-19. We may ask for a doctor's note or a negative Covid-19 test before the child may return to school.
- If your child becomes ill at school, staff will follow the procedure outlined on the Consent for Emergency Treatment (LIC 627) form.
- Please notify us via Brightwheel or text if your child will be absent.
- If not used for school-run electronic platforms, pictures of school children other than their own should not be used on alternate family accounts unless the individual has express consent from the parent of the child. If the picture contains multiple children and no consent is obtained, all other children pictured must be blurred out before distribution.

Daily Schedule

8:00-9:00	School is open for Plan C students	Inside activities are available. Please do not bring your child before 9am if not enrolled in the early drop off program. The Tuition Coordinator will charge overtime fees for early drop-offs.
9:00-9:45	School is open & inside activities	Choice of art, cut and color table, easel painting, puzzles and manipulatives, table games, science, cooking, play dough, music, books, animals, dramatic play, blocks, and story writing available. On special occasions, outside play may be an option.
9:40	Five-minute announcement for clean-up	Notification to finish activity.
9:45-9:50	Clean-up Time	Children and adults straighten up school.
9:50-10:15	Circle Time	Sharing, calendar, and Child of the Week.
10:15-10:45	Outside Activities	Gross motor skill activities, hand eye coordination, problem solving and sensory awareness opportunities.
10:45-11:05	Snack Time	(Handwashing first) 3 tables with 3-6 children and 1-2 adults per table.
11:05-11:30	Circle Time	Singing, stories, finger plays, flannel board, games, body movement, dancing, sharing, etc. <u>All working parents participate.</u>
11:30-12:00	Outside activities	Climbers, obstacle course, swings, sand and water play, playhouse, creative movement, balance beam, fort, etc. Inside play may be an option also.
	Clean Up	Parents clean school, ie. Vacuum, sweep, clean up kitchen & dishes, clean bathrooms, and take out trash and recycling (a checklist is posted in the kitchen).
12:00 Noon	School Day Ends For nursery school only students	Time to go home; please be punctual. Staff or our Tuition Coordinator will charge an overtime fee to your Brightwheel account for late pick-ups. (\$10 for every 15 minutes).
12:15-12:55	Lunch & Free Play	Lunch & free play
12:55-1:00	Clean Up	Clean up
1:00	Lunch Group Ends	Time to go home; please be punctual. The staff or Tuition Coordinator will charge overtime fees for late pick-ups. (\$10 for every 15 minutes).

Rainy Day Schedule

Follow the above schedule with the following changes:

12:00 Noon dismissal may be at the front door.

Staff will limit outside play on rainy days. Most children and adults become restless on such days, so speaking and acting as calmly and relaxed as possible is important. Children still need movement activities, but the inside space of the school is limited, so we will likely put our hats and coats on and take a quick trip outside for a rain or fog run and fresh air time. We may also open up the side porch or playhouse for activities. This time in a different area gives working parents time and space for clean-up.

Yearly Schedule

Turlock Parent Participation Nursery School is a preschool that offers four different program options from 8:00 am until 1:00 pm. We follow the Turlock Unified School District's yearly calendar (Note: We start school one week after TUSD and end school one week after TUSD ends). We offer a two-hour Play Date before beginning a new year for new and returning students to familiarize themselves with the school, the teachers, and peers.

Closing the school between the end of the year and the beginning of the next year allows our staff to clean up from the end of the year activities and set up for the new school year. Occasionally parents ask why we are not open all the time, like other daycare facilities. The answer is simply this: "We are not a daycare facility; we are a nursery school that offers a preschool session in the mornings with an early morning and lunch hour option.

Sign-in & Sign-out Procedures

When you arrive at school, sign in on the Brightwheel APP on our iPad or your phone; do the same when you pick your child up. **State law requires a full legal signature and that we keep accurate records of the time children are at school.** Our Board Treasurer and staff can check the sign-in/out feature on Brightwheel. You will receive an invoice if your child is attending school for more time than enrolled.

Picking Up Your Child

Please pick up your child promptly when their session ends. It is disruptive to the school day for children not enrolled in a later program to remain on the school site after their day ends. If you wish to speak to one of the teachers, scheduling a time with our director or teachers when we have enough staff to accommodate a private discussion is best.

Child Pick-Up: For the protection of the children and the school it will be up to the teacher's discretion whether or not to dismiss a child with a parent or guardian who appears to be under the influence of alcohol or appears unable to drive the child home safely. The nursery school is responsible for the children in its program and will act accordingly. Please let a teacher know if someone new will be picking your child up on a particular day. Anyone other than the legal parent or guardian picking up a child must be added to the approved pick up list in your enrollment packet. We reserve the right to check the identification of the person picking up your child. For siblings at pick up, no playing on the playground or in classroom, please supervise siblings at all times.

Sharing or Talking Sharing

We encourage children to tell us about something special to them or bring something special or interesting to share. **Children may bring something to share when their parent or adult works in the classroom.** We encourage educational things to be shared rather than toys. For example, books, nature items, pictures (iPhone), or "talking sharing". We make an exception in January so that children can share Christmas gifts.

Toys from Home

We do not encourage children to bring their toys from home to school. Too often, they get lost or broken, leaving the child very unhappy. It is also a bit disruptive to the quieter time during circle time. The "no-toys-from-home" rule does not apply to a security blanket or toy your child feels they need.

Medication

Non-prescription drugs can only be administered if accompanied by a note from the child's physician with complete instructions. If a child is to receive a prescribed medication and is well enough to attend school, a written statement by both the doctor and the parent is required before the teacher can administer the medication. **According to Education Code Section 2: 49423, "any pupil who is required to take, during the regular school day, medication prescribed for them by a physician, may be assisted by the designated school personnel if the school receives (1) Written statement from such physician detailing the method, amount, and schedule by which such medications are to be given, (2) A written statement from the parent or guardian indicating the desire that the school assists the child in the matter outlined in the physician's statement.**

Childrens' Clothing & Cubbies

The nursery school is a place to learn, explore, experience, and enjoy. PLEASE EXPECT THAT YOUR CHILD MAY COME HOME WITH SOILED CLOTHING. During the day, children will have many opportunities to experiment with various media such as paints, clay, play dough, water, sand, mud, etc. IF COMFORTABLE OLD CLOTHES ARE WORN, THEN THE CHILDREN ARE TRULY FREE TO EXPLORE. We have limited cubby space, so your child's cubby may be shared with someone in the opposite class. Please send a jacket or sweater when the weather warrants it, and take it home daily. Also, please do not send backpacks full of toys; we simply do not have room for them at school. You may send a small bag or backpack with a change of clothes or comfort item and take it home daily.

Attending School

If You Are New to Turlock Parent Participation Nursery School

We expect each child to be different. Children grow and develop at different rates and have individual skills and interests. This first experience is a big step for a child, and their reactions may be new and different. Do not be disturbed if your child, in the first few weeks:

- Stands on the sidelines
- Hits a child while playing
- Wants to cling to you
- Refuses to give or take turns
- Cries often

When working in the classroom, try to keep in the background. However if your child comes to you from time to time or remains clinging to you, reassure them and follow their lead.

Beginning School with Young Children

Children meet new experiences in many different ways, and beginning nursery school is an important experience where parents and teachers need to respect a child's individuality. On their first visit some children will act as though they have been in nursery school all their lives, some will cling, some will cry, others unexpectedly will try to do everything at once, and still, others unexpectedly will hang back and watch. If the child is to learn effectively at nursery school, they must feel relaxed and secure. Parents may stay at school until the director or the teacher feel that the child is comfortable (any more than 16 hours volunteered per month will require a DOJ background check and Mandated Reporter Training). During the first few days parents and teachers can help the child learn that:

- Teachers and other parents are friendly and dependable.
- We call each other by our first names, both children and adults.
- There is a children's bathroom.
- The teacher will protect and support hurt, threatened, or fearful children.

- It is fun to have their mother, father, etc. come to school to help.
- Their mother, father, or someone they know will pick them up daily.
- Some familiar things will be there every day to play.
- Sometimes there will be surprises and new toys and materials.
- There will be a choice of activities.
- **Every child is an important part of the school.**

Special Events for Students

Birthdays

On the day your child's birthday is celebrated, your child wears a special birthday crown, and everyone sings Happy Birthday at our second circle time. Your child also picks a "treasure" from the special birthday box. You can bring a special treat at snack time to celebrate your child's birthday. Please notify staff at least a week in advance. We suggest small treats that respect the dietary needs or allergies in the class. Ask the teacher for ideas if you wish. Please save children's presents for home. Please do not pass out invitations at school unless ALL classmates are invited. It is a sad experience for those children not invited. During the last week of school, we will celebrate birthdays for those children whose birthday falls during the summer months.

End of the year

We have a water day on the last two days of school to celebrate our year together. At the end of the school day families and children will gather on the back lawn for a casual ceremony. Children who will move on to kindergarten or TK will get a graduation certificate. All children will receive a completion of the year certificate and a special "goodbye" gift from the teachers.

Field trips

Each driver must have the appropriate insurance information in our registration packet and will take no more children than the number of seat belts per car. Each driver counts the children before leaving and returning and reports the count to the teacher. **California Law effective 1-1-2012, "children under the age of 8 must be secured in a car seat, or booster seat in the back seats or children under the age of 8 who are 4'9" or taller may be secured by a safety belt in the back seat"**. Wait until the teacher has checked the children in your car before leaving. Make sure you know the directions for the destination in advance. Parents or guardians grant field trip permission in the registration packet. Staff will notify parents of field trips in advance. Please notify the teacher before the field trip if you do not wish your child to participate. Field trips are limited in number. Staff may schedule activities for the four-year-old group that are different from those in the three-year-old group. Many three-year-olds (and some four-year-olds) are frightened after leaving school, and trips need

to be a positive experience. Safety and type of activity must always be considered when planning a field trip. The emergency information file and a First Aid Kit are taken on all field trips. Teachers also have access to emergency information for children via the Brightwheel app.

Child of the Week

We honor one child a week throughout the school year: "Child of the Week". **Every child** will have one week designated as their week, which will be their time to share information about themselves and their families with the children, parents, and staff. The teacher will determine what week your child will be assigned, which will be available to all families on the monthly calendars.

Each family can put together a poster board with their child. You may use whatever materials you wish and be as creative as possible. Making a poster can be a wonderful activity for the child and parent to do together. To help you get started, here are some suggestions:

- Pictures: (snapshots) from birth to present featuring the child, other family members, pets, favorite outings, and family heritage.
- Magazine Pictures: Show favorite food, toys, colors, etc. A child can also print their name, draw handprints or footprints, etc.
- Label Everything: This is so teachers and others can discuss the poster throughout the week. If you and your child would like to provide special activities, please be sure to notify the director a minimum of one week in advance so we can be sure to schedule and prepare for it. A few ideas are:
 - Pets: Pets are welcome but must be accompanied by an adult.
 - Cooking Projects: Parents are welcome to share any cultural or family recipes. Parents can come for a time in the day and prepare a recipe or bring food already made.
- Books: The child may bring a favorite book to share at circle time.

Member Participation Responsibilities

Parent orientation

There will be a general orientation meeting in August for all families. **Attendance is mandatory.** Parents will be responsible for all information covered in the meeting.

Working in the classroom

Each family is responsible for participation days in the classroom. Please find a replacement if you cannot participate on your scheduled day. If maternity or surgical leave is necessary, please notify the Scheduling board member ASAP.

Providing snack

We ask that each family bring the items needed for the snack on a rotating basis, approximately every four to six weeks. (See section on participation for further discussion of snack)

30-day notice

We ask that each family remain in the nursery school for the entire school year or give a thirty (30) day notice.

Admission agreement

Each family must sign the Admission Agreement before the child is enrolled in the nursery school. This signed contract will apply for the entire year unless changes are needed, at which time the family must inform proper board members of necessary changes.

Keeping informed

Each family must keep informed of all information concerning the school. Please read all bulletins, email updates, newsletters, and Brightwheel notifications and check your family's school mail cubby regularly.

Fundraising

Each family is required to assist in the implementation of one fundraiser a year.

As a small private school, tuition only covers our operating expenses. We use fundraisers to provide a cash reserve, fund employee benefits, and pay for any additional items/programs the membership decides on, such as the music program, art supplies, special visitors, and playground equipment. We ask that **each family participate in the fundraising events** throughout the year. Participation in a fundraising event may constitute attending planning meetings for the committee you are assigned and active participation in the implementation of the event. One example is selling tickets for the event or dinner.

Classroom Participation

Classroom participation is the foundation of our school philosophy. To be enrolled here, every family must provide one parent or adult to work in the classroom as follows:

- **Families enrolled for two days a week must work once per month.**
- **Families enrolled for three days a week must work twice per month.**

Participation is per child. Parents will be scheduled regularly and must notify the scheduling chairperson 30 days in advance if they cannot maintain that schedule. If you are unable to participate on your scheduled day, please:

- Contact at least five other parents.
- Contact a family member or friend (**must have all volunteer paperwork on file**).
- Contact the TPPNS director or teacher to try and arrange a substitute at a \$60 cost to you. This charge will be added to your Brightwheel invoice.
- Please note days traded with other TPPNS parents on the refrigerator calendar.
- Please do not exchange cash payments between parents who substitute. If approved, the director will adjust your invoice on the Brightwheel app.
- Please be punctual on your participation day. State law requires we have the proper adult/student ratio. Our school can be closed down if we do not meet those requirements. Please arrive at 8:45 am, participate fully and stay until the end of clean-up, approximately 12:15 pm. Parents who arrive late to work days (after 8:55a) will be given two warnings, then fined \$20 for every late arrival.

Work Parties

Each family is required to attend one work party day per year.

Work party days are generally two hours. Typical jobs on work party days are outdoor yard maintenance, deep cleaning, or building maintenance. It can also include special projects, such as rebuilding play equipment, fences, etc.

Member Financial Responsibilities

Termination

The following are causes for termination:

- You or your child are not profiting from the preschool experience for physical, social, or emotional reasons.
- Failure to meet contractual agreement.
- Tuition payments are 30 days delinquent unless arrangements have been made with the treasurer and approved by the board.
- Failure to keep child's file (medical history, emergency form, etc.) current.
- Conduct that is detrimental to the functioning of the co-op, such as repeated prolonged criticism of the TPPNS curriculum, director, teaching staff, or board.
- Failure to have all necessary paperwork on file for any adult working in the classroom.

Payment of Fees

Registration fees are due upon registration and are non-refundable. **The first and last month's tuition is due at orientation (we combine August and June half months).** Subsequently, bills for tuition will be sent via the Brightwheel app by the first of each month. Payments are due by the 10th of each month. Payments not received by the 10th of the month are subject to a late fee of \$20. You can make a payment on the Brightwheel app. You can mail a check payable to Turlock Nursery School, 415 Grant Ave., Turlock, CA 95380, or deliver the payment to the locked white tuition box inside the school. Mid-month enrollments will be prorated.

Withdrawal and Fees

Please give Turlock Nursery School a thirty (30) day notice of withdrawal if your child needs to leave the nursery school before the end of the school year. Tuition will be charged for the last thirty (30) days of enrollment. Withdrawing families will not be required to participate in further fundraising activities beyond the final membership date.

Leaves of Absence

No fee credit is given for absences. If you plan to be gone for two weeks to a month, you must notify the membership chairperson or the director a month in advance. To hold your place in the school, you must pay half of the regular tuition for the time you are gone. For example, if you are gone for two weeks, you would pay the daily rate for the days you are here and 1/2 of the tuition due when you are gone. Each family can use the leave of absence discount only once per school year. You must pay the full monthly tuition rate for any additional absences to keep your place in the school. You can use the leave of absence for 14 – 30 days. The Board of Directors may approve a fee credit for Covid-19-related school closures lasting more than ten (10) days.

Siblings in School

When siblings enroll at TPPNS, each must pay the registration fee. The sibling attending the most days will pay the regular tuition, and the sibling with the same number of days or fewer days will receive a 10% discount on tuition. Fundraising and Work Party responsibilities are per family. Participation days are per child. You, or a family member, must work in the classroom the number of days required for each child's enrollment plan. **Siblings enrolled in different classes are not permitted to join their siblings on a non-school day.** For example, if one child is enrolled in our T/TH class, they may not also attend the M/W/F program with their sibling unless previously arranged with our school director.

Fines for Non-Participation

For non-participation in at least one fundraiser per school year: \$100. Participation in a fundraiser means that you are part of the implementation and execution of that fundraiser.

For non-participation in a work party day: \$100 (we will add this charge if a family fails to contact the work party chairperson or school director to reschedule and does not follow through with their rescheduled date).

For non-participation on a scheduled classroom participation workday: \$100. Failure to contact the school or find a substitute for your workday can affect our required licensing ratio of five children per 1 adult (5:1).

Classroom Participation

The following guidelines help you learn how the school operates and the important role you will play as a parent participant. Please read these guidelines thoroughly before your first workday and ask one of the teachers or a fellow member if you have any questions about your responsibilities.

Health Requirements of Participating Parents

- A current tuberculosis test (valid for three years) is required for each participating parent and those working in their place. These are given, for a small fee, at the County Health /Department office on Scenic Drive in Modesto. You may also be able to get a TB test from your family physician. Verification must be supplied to our Membership Coordinator before the parent or person working for them can attend school.
- Proof of MMR vaccination (lifetime vaccine)
- Proof of TDAP vaccination (10-year vaccine)
- Flu, Hep B Vaccine (verification or waiver)
- Covid-19 Liability & Good Health statement
- Copy of current Driver's License

General School Rules

- No child is allowed to harm him or herself.
- No child is allowed to harm another child or adult.
- No child is allowed to destroy property.
- The school director, site supervisor, or teachers have the authority to ask that a student be taken home if the behavior is deemed harmful and affects a positive and safe school environment.

Student Supervision

- Help children become aware of the right use of materials and equipment.
- Allow children the freedom to choose materials. Help children to accept the limitations necessary with group play.
- If a child is persistent in the improper use of materials, help them to change activities.
- Enter into children's play if invited, but avoid long periods of participation when it detracts from their play.

- Avoid overcrowding in any one area of play. 5-6 children in any area is a general rule of thumb.
- Print the child's name on their artwork. Ask the child where they would like their name. Ask the child if they wish to write their name.
- Encourage children to complete one activity and put it away before going to another play area.
- Supervise all play with animals closely. Children must be seated when holding animals, with an adult present.
- All toys are to remain in the designated play area. For instance, no manipulative toys should be taken into the art area or outside. There is room for using your judgment, especially if the children are engaged in imaginative play that you feel is manageable and beneficial.

Classroom Organization

- Learn where things are kept, the routine, and the children's names so that you can gradually assume more responsibility in the group.
- Make sure your area is cleaned up when you are finished. Enlist the children's help in putting toys away.
- You may begin your clean-up duties when children go outside to play at 11:30. Please refer to the checklist on the kitchen wall for details and the division of duties between participating parents.
- Please report any broken or unsafe equipment to the director or teacher.
- Please report supplies you notice are low to the director or teacher.

Conversation

KEEP CONVERSATION BETWEEN ADULTS TO A MINIMUM. The children need and deserve your attention. **Anything discussed at school about children and families is confidential and should not be shared with anyone outside the school.** Please do not talk negatively around children about families or other children.

Parent Activity

On one of your participation days, you may bring in or plan for a special game, task, project, music, etc. This may be as simple or as involved as you wish, as long as it is developmentally appropriate and preferably child-directed. Please talk to the director ahead of time if you plan to bring in a project. Sharing a project provides an invaluable means of becoming involved in the cooperative spirit of the school.

Siblings

Please do not bring siblings on your workday or to visit on a non-workday. In addition, siblings increase the number of children at school and could jeopardize the school's license.

Special Procedures: Fire Drill

When the teacher sounds the fire alarm, walk your group to the front door. Children and adults will walk calmly and quietly to the gate area inside the white fence in front of the school. Have the children stand together in a line and face the school. The teacher will check the school before leaving the building. Outside, the teacher will take attendance before having children and adults return to the school. **Please read and examine the fire drill procedures** (posted in the kitchen).

Hitting

"No hitting" is an important rule at nursery school. However, we know that most young children do hit occasionally. At first, you can discuss "no hitting" and "using your words, not your hands" at nursery school. Later, if hitting occurs, it is usually enough to remove the child from the situation and have them sit down in a different area. Explain that hitting hurts others and can be scary for our friends. Everyone should feel and be safe at school. It is always necessary to help children to learn verbal skills for aggressive action. Some things you might say are: *"You seem very mad. You need to use your words to tell how mad you are."* OR *"You were worried about their pushing. Use your words to tell them to stop it."* Sometimes you can help the child learn to empathize with the other child by saying, *"You made _____ very sad. Is there something you can say that might make _____ feel better?"* ("I'm sorry.") If two children have an ongoing difficulty, you might say, *"You two seem to be having a problem playing together. Maybe you should play somewhere else or play by yourselves for a little while."*

Biting

Biting is a normal stage of development during early childhood. Biting occurs for many reasons: teething, a lack of language, frustration, attention-getting, being overly tired, or simply trying to get a reaction from someone. Our policy on biting is as follows: If your child bites (even without breaking skin), the school director, site supervisor, or teachers have the authority to ask that a student be taken home if the behavior is deemed harmful and affects a positive and safe school environment. The child will be asked to go home immediately if the skin is broken due to a bite.

Injuries

Report all minor and major injuries to the director or teacher immediately.

Discipline

In any group of children, discipline issues arise. These are opportunities for the child to develop the skills of self-discipline, self-control, and how to handle situations. Our method of discipline is the beginning of a lifelong training process that helps to promote those skills. Our emphasis encourages children to learn more appropriate and effective ways to meet their needs. Our teachers and parents teach children how to react appropriately to situations. The acceptable methods of guidance include logical and natural consequences, anticipating potential problems, redirection, and problem-solving techniques; we implement these methods in loving, nurturing ways. Research in early childhood education indicates that traditional forms of "Time Out" do not help children understand conflict resolution and self-control. Talking about the problem, their feelings, and available choices help children understand. Suppose a child is continually having difficulty being in an area with others. In that case, teachers can require the child to choose another activity in a different area until they can return without disruption.

Progressive Discipline Procedure

1. **Redirection:** A child is reminded of the rules. If necessary, may be directed to a different activity.
2. **Loss of privilege:** If a child poses a danger to self or others, they may lose the privilege of using an item or area for an appropriate amount of time.
3. **Parent Involvement:** If a child needs time away from the environment or situation, you can bring them to the preschool director. You can gently bring a child who is causing physical harm to themselves or others, behaving disrespectfully, causing major disruption, or being blatantly disobedient, to the school director. A staff member may place a call to the parent to come to the preschool and take the child home.
Note: Discipline administered by the parent to their child must be done off the preschool campus. DO NOT DISCIPLINE YOUR CHILD AT SCHOOL AS YOU WOULD AT HOME. Please use our progressive discipline procedure or ask a teacher for assistance.
4. **Parent/Teacher/Director conference:** If a child shows continual misbehavior or disrespect for the teacher's authority, school property, or another student, the parent will be required to attend a conference with the teacher and the director before the child is allowed to continue in the classroom.

5. **Suspension:** A child may miss time at preschool if the above procedures are ineffective.
6. **Making other arrangements:** We will do our best to provide parents with resources and support for their family. However, if this effort is ineffective, a decision may need to be reached that our preschool is not the best place for the child. We reserve the right to dismiss any student who is habitually harmful to self or others, disruptive, disrespectful, or destructive to property.

Parent Classroom Schedule

8:45

Arrive at school promptly, ready to work.

9:00-10:45

Supervise Student Play: The teacher may ask you to supervise one of the following:

- **Art Area:** art projects and materials will be set up and ready. Assist children with the daily activity. When finished, wipe tables and clean up activity. Children at the play dough table and easels may also need your help.
- **Cognitive/Puzzle Table and Dramatic Play Area:** puzzles, games, table manipulatives, etc., are offered at this table. Children may need assistance and encouragement to select and work with these activities. Please be sure to watch those in dramatic play. They may need help with ideas, overcrowding in the play area, or reaching props.
- **Cut and Color Table and Block Area:** Cut and Color Table: Assorted materials of papers, crayons, markers, sticky dots, scissors, stencils, etc., will be ready for the children. Assist children with name writing on their papers. This table is a wonderful opportunity for conversations with the children and a world full of creativity. Blocks and Train Table: Building and dramatic play take place here. The teachers may add items to the train table or block area that reflect the current week's theme. Please be aware of how high blocks are stacked to help avoid fall injuries.
- **Circle Room:** this is our cozy room for reading stories, large floor puzzles, or building with manipulatives.
- **Outdoor Play:** Outside activities on our porch or outdoors may be available. Some children will play outside while others choose to play inside. The teachers will let you know how each day will flow.

9:45

Clean-Up Time. An important part of playtime that gives children a sense of completion and satisfaction. Five to ten minutes before put-away time, inform children that clean-up time will soon be here and they need to finish what they are doing. Please work with the child, so they learn their part of the job. **Praise, as you work, for a job well done.** You may do most

of the task, but see that the child helps finish. For example, the child puts the last few blocks on the shelf or the last dish in the cupboard. You might encourage students to use the bathroom or wash their hands during this transition.

9:50-10:15

First Circle. Gather children together and help them find a place to sit at circle time.

Join them as the teacher goes over the attendance, calendar, and weather. Your child can share at this circle time if you are working in the classroom. Assist children with the bathroom and jackets as they transition to outside play.

10:15

Outside Play. Choose an area to supervise on the playground: patio area, sandbox/garden area, back play structure/tire swing, and (if we have enough supervision) the playhouse. Supervise and assist if needed. You may need to help redirect behavior, help get items out of the garage or mend a skinned knee. The children must be safe and can take small risks, such as jumping off the back deck and "nailing the landing."

Outside Play Guidelines

- Be alert to the correct use of the environment and equipment.
- Know the limitations for the use of equipment, sand toys, etc. When in doubt, talk to a teacher.
- If you must leave the outdoor area, let a remaining adult know of your departure.
- Avoid large groups of children on top of the play structures.
- Watch that children do not play near the swingset when in use or climb the swing set.
- Do not lift children to play equipment. Anything they cannot climb themselves, they are not able to handle. If a child gets to a high spot on their own, spot them for safety.
- Do not allow children to punch, hit, or shove others.
- The climbing equipment is for climbing. Tree climbing is not permitted.
- Encourage children to take turns, be considerate and aware of the feelings of others.
- Report any emergency to a teacher immediately.
- DO NOT allow the opening of gates. State law requires us to have the gate unlocked.
- Tire Swing: Only THREE children at a time, and children must remain seated.

10:45

Snack Time. You may be asked to help prepare snacks and set up snack trays. Please be aware of allergies (posted in the kitchen). Gather 3-6 children at your table. **The serving of the snack does not start until all children are seated.** Children will pass napkins, cups, the snack and then pour beverages. Snacktime may be modified as we navigate Covid-19. All children sit during snack time. Talk quietly to the children and ask questions to get the conversation going. Encourage simple politeness and soft voices (by being a good example). This is a wonderful time for children to sample new foods and develop social and verbal skills. As a parent, set a good example by sampling the snack yourself! The children

put their disposable items in the trash when they finished with snacks. The staff will provide a white bin for the reusable dishes. Have children wait for the others at their table to finish before leaving for circle time.

11:05

Circle Time: **Join children** for group activities: Stories, songs, fingerplays, etc.

11:30

Outside Play: teacher/parent supervised.

11:45-12:15

Parent(s) Clean-Up Indoors: Parents will spend about fifteen minutes indoors cleaning the school for the afternoon. Instructions are on the door of the utility closet.

12:00

Children Leave. One parent or teacher must keep near the front door or back gate to help observe and assist children while being picked up.

Tips for Working with Young Children

- Listen to the children. Try not to interrupt them unless necessary. Too much talk can be confusing. Simple answers are sometimes best.
- Sit or squat to the child's level. Look directly at the child.
- Use the child's name frequently.
- Wait for the child to finish a thought. Respect their speed in talking.
- Use a soft, friendly tone of voice.
- Know what you want to say to the child. They need a clear definition.
- Be positive. Say, "Do this" rather than "Don't do that."
- Suggest another activity when you ask a child to do something different. "Rocks stay on the ground, Joe. You can throw that ball. Here, catch."
- Whenever possible, go to the child to talk instead of calling across the room or yard.
- Toilet accidents are taken matter-of-factly. In no instance is a child scolded or punished for an accident. Putting them promptly into clean, dry clothes is one of the best ways to develop the habit of dryness. Suggest using the toilet before putting dry clothes on in the event of an accident.
- Let one adult handle a situation to the finish. The teacher will protect the child's needs and not let you take on more than you are ready to handle. If you become involved in a situation more difficult than you can handle, please ask a teacher to take over for you.
- If you discuss the children in their presence or the presence of any other children, include them in the discussion.

- On your work day, you might ask for assistance guiding your child or let the teacher or another parent guide the child. You may ask a teacher for help and ideas for guidance and redirection. Remember, this is also a great opportunity for parents to learn as they participate.
- Respect the child as an individual. Be courteous to the child.
- Remember the "invisible child," who never seems to talk to adults or the child who is always playing alone. Seek them out and get acquainted.

Absence of a Participating Parent

When absence is necessary on a participation day, each parent is responsible for securing a substitute. Contact at least five people on the membership list before contacting the scheduling coordinator or director for assistance in acquiring a paid substitute. If you decide to pay a substitute teacher or member, this \$60 charge will be invoiced on the Brightwheel app. Failure to show up or get a substitute will result in a \$100 fine on your monthly bill.

If maternity or surgical leave is necessary, the family should file a written intention with the scheduling coordinator or director. Each family is eligible for two excused participation days and is responsible for finding a substitute. If a longer recuperative time is needed, you can make arrangements to trade participation days with another parent. Please ensure a teacher is made aware of all traded workdays. Mark the traded participation days on the schedule on the refrigerator.

Snacks

Our goal is to serve nutritious foods low in sugar, salt, additives, and preservatives. We occasionally like to cook and prepare foods with the children actively participating. As we know, we are models for our children, so our attitudes about new and different foods greatly impact them. Please be willing to sample the new and different foods so our children will be more willing to. Learning about nutrition and forming positive eating habits may be the most valuable benefits children develop from active participation in food preparation. By participating in a wide variety of food experiences, young children can learn to use important basics of nutrition.

Snacks are planned by the director and assistant director in advance and may relate to a given theme. However, we are flexible and encourage new ideas and recipes, so if you would like to share them, please let the director know ahead of time, and they will try to work it in.

The following list of foods often confuses when requested for a snack, so we have added comments, suggestions, and preferences. Hopefully, this will be of help to all of us!

- **Peanut butter:** watch for added sugars, salts, and additives.
- **Milk:** 1 or 2%. Organic if possible, dairy free when noted.
- **Seeds and nuts:** shelled and unsalted are often less expensive if purchased in bulk. Raley's is a good source. Avoid peanuts, it's been recommended by doctors to avoid them until children are six years old because of the danger of inhaling the small stem that connects the two sides of the peanut.
- **Juice:** 100% fruit juice, please; no soft drinks (including fruit "cocktails," power soft drinks, Kool-Aid, punches, or sodas)
- **Cheese:** please avoid processed cheese and cheese spreads.
- **Bread, muffins, and crackers:** 100% whole wheat or 100% whole grains. Be especially watchful when purchasing packaged items. Often they have unusually high amounts of sugars, salt, and additives.
- **Flour:** when we bake, we prefer to use whole grains and have found whole wheat pastry flour is terrific.
- **Coconut:** unsweetened.
- **Fruits:** typically, we use fresh fruits. If you can buy organic, that is great, or if you have fresh fruit or vegetables from your garden.

Frequently Asked Questions

Can I make up a day since my child was absent a day?

Unfortunately, because our school has two separate schedules, we cannot accommodate children attending school on an unscheduled day.

Can I bring a special treat for my child's birthday?

Yes, we prefer healthy birthday snacks. Please ask the director for suggestions and share any of your ideas. Please be aware of class allergies as we don't want any children to be left out.

Do I get credit for working in the classroom if I drive on a field trip?

Only if it is your scheduled participation day.

Can I bring a younger sibling on a field trip?

Only if it is NOT your scheduled participation day. Please check with a teacher to ensure the field trip accommodates siblings. Siblings can also be a distraction to the class experience.

Are board meetings open to anyone?

Yes, any co-op member is welcome to attend meetings. We encourage your participation. If you have a specific idea or concern, please get in touch with our board president so that they can add it to the meeting's agenda.

What if I see something that the school could improve? Who should I talk to?

Please talk to the Director or a member of the board.

I still don't understand why we need fundraisers. Doesn't our tuition bring in enough money for the school?

As a private school, we are not subsidized by a separate entity. Therefore, fundraising is necessary to meet any needs above our operating expenses.

Why are we closed between Christmas and New Year?

We follow the Turlock Unified School District calendar that also gives this time off. We believe it is important for our staff and children to be able to spend this time with their families.

Why doesn't this school just operate continuously like other schools?

We have found that it works best for our school to close during the summer. This schedule is in line with the Turlock Unified School District's calendar. It also gives our students and teachers time to prepare for the next year.

School Administration

Day-to-day administration of the school organization is essential to the ongoing success of our school. Every year, the membership of TPPNS elects its Board of Directors. If you are interested in running for office, please let one of the current board members know. In April, we will have an official nomination and election period. You can find detailed information about the school administration and job responsibilities in the school By-Laws, which we keep on file at the school. We also have four (sometimes more) standing committees that require members from the general membership. Look through the description of these committees, and if you are interested in them, please notify one of the current board members.

Board Positions & Job Descriptions

President

- Call and preside over the monthly board of directors' meetings and general membership meetings (twice a year).
- Prepare a written agenda. A copy of the agenda must be sent to each board member via email or Brightwheel a minimum of 24 hours before the meeting.
- Appoint committee chairs and serve as an ex-officio member of all committees.
- Hold power to act in an emergency until a special or regular membership meeting is held.
- Fill vacancies in offices with board approval until an election can take place.
- Act as a liaison between staff, board, and membership.
- Present welcome messages at formal fundraising events.
- Submit a monthly president's message to the newsletter.
- Utilizing input from the incoming board, appoint a Historian to serve the following academic year.

Vice President

- In the absence or disability of the president, the vice-president will perform all the president's duties until the current president returns or a new election is held.
- Keep a record of all families' participation in fundraisers.
- Assist president with duties outlined above.
- Coordinate orientation before school begins in tandem with the school Director.
- Work with board members and families to coordinate fundraising events.
- Other duties as assigned by the president.

Treasurer (CPA)

- Authenticate with signature and that of the appointed co-signer all checks and other school documents.
- Disburse funds as approved by the board.
- Chair the Budget Committee, composed of the treasurer, assistant treasurer, the school director, and a teacher representative chosen by the staff.
- Present the annual budget to the Board of Directors at the August board meeting.
- Keep up-to-date records on various budget categories to allow for accurate projection of expenses.
- Handle all tax exemption forms.
- Be responsible for securing adequate property and liability insurance.
- Consult with and report to the board on issues pertaining to money and paying bills through a monthly report at the board meeting.

Treasurer (Tuition Coordinator)

- Chair Budget Committee.
- Deliver all funds promptly to the treasurer. Give the treasurer a report of deposits with a breakdown of how much toward each revenue category. Record the monthly tuition.
- Check sign-in/out records and bill families that arrive before or stay after their scheduled time.
- Check the participation calendar and bill any families that did not fulfill their participation requirements.
- Promptly notify parents of delinquent payments and penalties and bill accordingly.
- Report problems relating to non-payment of tuition to the board at monthly meetings.

Secretary

- Takes minutes of all membership and board meetings, filing one copy as a permanent record in the minute book.
- Give a report (mini-minutes) of the board meeting each month to the individual in charge of creating the newsletter, including items that would be appropriate to print in the monthly newsletter and post on the bulletin board, Brightwheel, or social media.
- Establish and maintain files of the school records, reports, and communications.
- Record all changes in the By-Laws or standing rules and post virtually, as needed.
- Send thank-you notes and letters for donations of goods and services made to TPPNS.
- Maintain contact with supporting alumni through periodic mailings, emails, or social media.

Membership Coordinator

- Prepare and distribute a current membership list with members' names, addresses, and telephone numbers, keeping it up-to-date.
- Works with the director and assistant director on inquiries and interest in membership, assisting the director or assistant director with a waiting list of potential members from our online waiting list forms.
- Meet prospective members; explain school activities and procedures, obligations of membership, etc. Assemble registration packets with necessary forms for enrollment.
- Receive requests for leaves of absence and letters of resignation and notify proper board members of any change in membership.
- Keep an adequate reserve supply of current forms with information on how they are obtained. Keep the webmaster informed of new or updated forms to add.
- Maintain an adequate first aid kit at the school and reference materials on first aid and emergency procedures, keeping emergency telephone numbers up-to-date. Children's allergies and health issues are disclosed on the kitchen refrigerator. No personal names as this is a privacy issue.
- Complete the annual immunization audit on time.

Work Party Coordinator (Indoor/Outdoor Maintenance)

- Chair the Maintenance Committee.
- Oversee committee members responsible for outdoor maintenance, work parties, and indoor maintenance.
- Make sure all TPPNS families are signed up to work one outdoor maintenance and one work party per year.
- For outdoor maintenance and work parties, arrange chores to be completed during assigned workdays.
- A few days before a family's assigned maintenance weekend, place a check-off list in their box or via email with all tasks to be completed and any supplies needed.
- Follow up to be sure families have completed tasks, signed their task lists, and returned lists to be kept on file and used as a reference for the next week.
- Work with the director to identify indoor and outdoor projects for work party days.
- Coordinate with families working on a work party to identify skills and abilities.
- Be sure adequate cleaning supplies are on hand at all times. If new equipment is needed, report to the board.

Community Liaison

- Will serve as webmaster and social media moderator.
- Coordinate with the board and director to create and disseminate outreach information and solicitation as directed for alumni and prospective families.
- Coordinate PR events for the school.
- Chair committee for community outreach

Scheduling Coordinator

- Schedule the parents' participation and snack schedule on a rotating basis and put a monthly schedule in each family's box or send it via email or Brightwheel.
- Find substitutes after the parent has called five other parents and calls for your assistance.
- Maintain a current list of each family's tuition plan and notify the assistant treasurer if a family changes their choice.

Historian

- Collect and manage yearbook content (pictures, newspaper clippings, etc.).
- Create the yearbook and make it available for families to purchase before the end of the school year.

Standing Committees and Chairman

Budget Committee

Chair: Tuition Coordinator

Members: Tuition Coordinator, Director, Teacher Representative (if applicable), Treasurer (advisor, as needed)

Duties: develop and present an annual budget to the Board of Directors at the board meeting in August, maintain monthly budget reports for presentation to board monthly.

Fundraiser Coordinating Committee

Chair: Appointed position from the general membership

Members: President, Vice-President, and several members from the general membership as decided by the committee.

Duties: plan and implement fundraisers.

Maintenance Committee

Chair: Work Party Coordinator

Members: School Director, two appointed members from the general membership.

Duties: develop and maintain plans for all outdoor and indoor maintenance.

Community Outreach Committee

Chair: Community Liaison

Members: members from the general membership as decided by the committee.

Duties: Under guidance of community liaison, go out in to community to distribute flyers to community spaces, meet with community members for possible donations

Turlock Parent Participation Nursery School Financial Policy

Turlock Parent Participation Nursery School is an exceptional school that has endured for 50 years. It has been through both stable and unstable financial times as a parent co-op. With this in mind, the 1998-1999 TPPNS Board of Directors adopted the following financial policy.

- Operate the school with the registration and tuition income, meeting operating expenses (salaries, utilities, insurance, advertising, supplies, etc.) each month
- Raise \$10,000-\$12,000 through fundraising to cover capital expenses. (Playground equipment repair or replacement, new windows, new classroom equipment, exterior paint, etc.), school extra's (Last Day of School Party and End of the Year family picnic) and employee benefits (IRA's)
- Maintain a savings CD with a minimum balance of \$3000.00