



# FAMILY HANDBOOK

"OUR GOAL IS TO BUILD AN AMIABLE SCHOOL, WHERE CHILDREN, TEACHERS AND FAMILIES FEEL AT HOME. SUCH A SCHOOL REQUIRES CAREFUL THINKING AND PLANNING CONCERNING PROCEDURES, MOTIVATIONS AND INTERESTS. IT MUST EMBODY WAYS OF GETTING ALONG TOGETHER, OF INTENSIFYING RELATIONSHIPS."

– LORIS MALAGUZZI



LICENSE NUMBER: 493010694

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Dear Storybook Family,

We are thrilled and grateful to be chosen as part of your family's village as we welcome your family to our preschool community!

While getting to know your child, our primary goal is that you also get to know us—feel comfortable in your choice, and use this time to ask questions. This is the beginning of our trusted relationship and, hopefully, a lifelong bond. I know how much it means to you to find the right place for your child (and your family), and I do not take that trust lightly. Children only have one childhood, and you only have one parenthood with them.

As you share information in person and through preschool forms, we learn how to care for your child—including keeping them safe and healthy. Your enrollment packet, along with Licensing forms and this Family Handbook, also includes preschool and community resources to support your family.

We are excited to be part of this milestone and to strengthen your family through a positive partnership. Before your child's first day, we focus on creating meaningful opportunities to connect, ensuring a smooth transition for both children and parents.

As a proud California Teaching Pyramid Partner Site, we teach children pro-social skills through a relationship-driven framework. You'll hear us talk often about this approach because it truly reflects our passion for teaching through love, connection, and intentional practice.

To support your family in this transition, here are a few ways we connect home and school:

- Visits & Exploration: Bring your child to visit the preschool, explore the learning environment, and meet our educators. These visits give you conversation points to share at home.
- Family Orientation: Each September, we host an annual Back-to-School Night for all enrolled families. This shared experience provides information about our practices and policies, celebrates our goals, and honors each family. If you enroll midyear, we'll schedule time to review the school material with you.
- Family Presence in the Classroom: We ask you to share family pictures for our family books, classroom labels, family directory, and projects.

This Family Handbook serves as your guide to working alongside us to provide your child with a positive early learning experience that prepares them for later school and life successes.

Each parent enters a new school experience with their own perspective—one that evolves through meaningful interactions and growing connections with our team and other families. We hope you find both trust and joy in our time together. This is the beginning of a magical journey through the early years of parenthood and family participation.

We are honored to be part of your child's story, and in return, your family will always be part of ours. We can't wait to celebrate this journey with you!

With gratitude and excitement,

*Nicole Monachello*

Director & Owner

"I made a special rainbow with the Italy pens for our School. The colors are different in my rainbow because I like these colors, too."

Remi 4.3 y.o.



## *Agreements*

At our school, Agreements serve as our Program-Wide Expectations. Families, teachers, and visitors are all valued members of our learning community, each playing a vital role in ensuring the quality of educational relationships and enriching the experience of both children and adults.

This Handbook is designed to address common questions and highlight key areas that may need further clarification. Joining a relationship-driven, high-quality program means all adults must participate with intentionality and respect.

Please note that this Handbook offers insight into our program, including essential policies and non-negotiable procedures. Additional school information and family resources can be found on our website and in school emails.



## ***Child Care Licensing***

Child care licensing regulations are designed to keep children safe and healthy while in care. In California, these rules are found in the Health and Safety Code and in the California Code of Regulations, Title 22. They cover things like how facilities are run, staff training and background checks, and making sure staff are certified in first aid and CPR.

At Storybook Village Preschool, your child's safety and well-being are our top priority. We follow all California licensing regulations, which include first aid and CPR training, background checks, and regular health and safety inspections. These rules set the minimum standards of care—but we go beyond them by creating a warm, respectful, and nurturing environment where children, families, and educators feel supported and connected.

## ***The Code***

To build positive relationships between families and educators that support each child's learning, development, and sense of security, Storybook Village Preschool has established policies guided by the NAEYC Code of Ethical Conduct. This code provides a trusted framework for respectful, collaborative relationships among children, families, educators, and administration.

By following the NAEYC Code of Ethical Conduct and its decision-making process, we ensure that any ethical issues, questions, or dilemmas are approached with integrity and care. This commitment strengthens our community, fosters trust between families and educators, and—most importantly—supports the highest quality of care and education for children.

At the heart of our work is a shared moral commitment to children. A code of ethics helps us honor that responsibility and act with professionalism, respect, and compassion in all that we do.



## Our Why

At Storybook Village Preschool, our policies are designed to protect the rights of children, families, and educators while setting clear expectations for everyone in our community. Each policy has a purpose—whether required by licensing regulations, built on best practices, or created in response to a specific need—and is rooted in our commitment to providing high-quality care and education.



Adjustment to child care is an ongoing process, beginning before enrollment.



## Our Story

My name is Nicole Monachello, and I am the owner and director of Storybook Village Preschool. I am deeply passionate about early childhood education and committed to a strength-based approach that provides children with loving, responsive, and high-quality care. I have also served as a board member for Sonoma County 4Cs and continue to advocate for children, families, and educators in our community.

Born and raised in Sonoma County, I have lived most of my life in Rohnert Park. From a young age, I dreamed of working with children—often playing “school” at the same vintage child-size desk that now sits in my office. Inspired by my Grandpa Rico and Great-Grandpa Jack to dream big, it was no surprise to family and friends when I opened a preschool of my own. I am also a proud mom to my amazing son, Frankie, whose energy and passion inspire me daily. Being his mom will always be my greatest accomplishment, and reflecting on his early years reminds me how precious this time is. I know how quickly childhood passes, and I strive to help families stay present in these moments.

My career in early childhood education began in Millbrae, California, where I owned a family child care program and worked as an independent contractor for Early Head Start. That experience, combined with earning multiple degrees in Early Childhood Education, deepened my desire to support children, families, and communities. When I returned to Sonoma County, I taught Pre-K/TK students and went on to work in corporate, school district, and private school settings. Each role gave me a valuable perspective, but also strengthened my commitment to creating a school where I could make the most meaningful impact.



Storybook Village Preschool officially opened its doors in 2019 in a yellow Victorian building tucked inside an industrial neighborhood—we were full before opening day through word of mouth. Despite the challenges of opening just before the pandemic, our program quickly became full of love, joy, and community support. As we grew, I wanted to ensure a secure, safe, and nurturing environment, which led to purchasing our current building in the Montgomery Village neighborhood—nestled beside a magical creek.

Storybook exists because of the love, encouragement, and shared enthusiasm of our families, educators, colleagues, and advocates. Together, we have created a school rooted in connection, respect, and joy—a place where children, families, and educators can truly thrive. It truly has taken a village to make Storybook what it is today.



Frankie has always been my number one cheerleader—just as I am his. When opening Storybook Village Preschool on Maxwell Court, his encouragement and joy gave me the strength to take that leap.

Frankie, pictured above in 2019.

## *Our Mission*

Storybook Village Preschool's mission is to foster a caring community of learners that celebrates each child's unique gifts and strengths while promoting a sense of belonging and purpose. We strive to know each child as an individual learner and partner with families to nurture a lifelong love of learning.

## *Our Purpose*

Our primary purpose is to provide high-quality early childhood care and education for young children in Sonoma County. We believe in creating a supportive, culturally relevant learning environment where children and their families feel a sense of belonging, acceptance, and value as compassionate members of our preschool community.

## *Our Philosophy*

We embrace families as children's first and most important teachers and see our role as everyday advocates for children and families. Our vision is to foster a classroom culture of friendship by teaching love, modeling peace, and cultivating a friendship-driven purpose. We encourage family engagement in our children's early care and learning journey and work in partnership with each family to guide their child's growth and development.

Our school supports learning through positive relationships, child-guided curriculum, and culturally responsive practices within a flexible and nurturing environment. Inspired by the Reggio Emilia philosophy, our toddler and preschool programs integrate best practices from multiple early childhood education approaches, including Resources for Infant Educators (RIE), Program for Infant/Toddler Care (PITC), and the CSEFEL Teaching Pyramid (Pyramid Model).

At Storybook, we embrace a pedagogy of relationships—believing in each child's right to grow and learn through meaningful processes of exploration, discovery, and connection within a supportive community.

## Program-Wide Expectations

Connections between home and Storybook Village Preschool help children thrive both in our program and throughout life. One way we build these strong partnerships is by sharing our program-wide expectations for pro-social behavior. These expectations provide a clear framework for the behaviors we encourage for everyone in our community—children, educators, and families—while at school.

Expectations are most effective when implemented consistently, and we provide examples for specific settings, including classrooms, outdoor play areas, bathrooms, and hallways. In essence, expectations are the “why” behind the rules, guiding behavior in a meaningful and positive way. (CA CSEFEL Teaching Pyramid)

### Program-Wide Expectations for Families

- **We Are Safe** – We hold hands with our child when outside in front of the school.
- **We Are Kind** – We greet educators and ask about our child’s day.
- **We Are Respectful** – We refrain from using our phones both inside and outside of the school.
- **We Are Healthy** – We wash our hands with our child upon arrival.

We are healthy, and we wash our hands before helping cook in the kitchen.





## *The Reggio Emilia Philosophy*

At Storybook Village Preschool, we create joyful learning experiences in a Reggio-inspired way, adapting this approach to fit our cultural setting. Each year brings rich moments: returning and new families, children forming friendships, and educators sharing their gifts and love in every interaction. Together, we contribute to our growing tree, strengthening our roots while staying true to our values.

No two Reggio-inspired programs are alike—each is shaped by its people, environment, and child-led learning. We are excited to share the Reggio vision for children, The Hundred Languages of Children, and explain why Storybook Village Preschool embraces this approach to early childhood education. By welcoming families and educators to share who they are, we bridge the gap between home and school, celebrating a community built on connection and love.

Our relationships and shared values define us as a preschool family. While there are many wonderful approaches to early childhood education in Sonoma County, what makes a preschool unique is its way of being. At Storybook Village, we focus on loving and celebrating children as a community. Certain agreements guide our practices and procedures to ensure that children, families, and teachers receive the highest quality care.

### **WHAT IS THE REGGIO APPROACH?**

Founded by Loris Malaguzzi (February 23, 1920 – January 30, 1994), who began teaching in schools started by parents just after the end of WWII. The following are essential in the Reggio Approach: The image of the child, the expressive arts in the early childhood programs, progettazione and documentation, community and parent-school relationships, environment as "the third teacher," and teachers as researchers.

## *Reggio-inspired*

When I began the journey of opening our first preschool in April 2019, I was asked during the Licensing Pre-Inspection visit to identify the philosophy that would shape our school. This question took me back to college, where I first fell in love with the Reggio Emilia Approach—an educational philosophy rooted in relationships, respect, and a deep trust in children's potential. It spoke to my own heart as a teacher: to lead through love and nurture a lifelong love of learning.

With this vision, Storybook Village Preschool was born as a Reggio-inspired school, embracing what is often called a pedagogy of relationships. We believe children learn best when they feel important, when their ideas are valued, and when they are part of a caring community. Through meaningful relationships and hands-on exploration, children gain not only academic skills but also the emotional and social tools needed for life. They grow into passionate problem-solvers ready to face the world.

In November 2023, I had the privilege of joining the North American Reggio Study Group to visit Reggio Emilia, Italy, during the 60th anniversary of the city's first municipal preschool, Preschool Robinson. It was a profound reminder that being "Reggio" isn't about following a rigid curriculum or model—there is no cookie-cutter mold or blueprint to being Reggio; it's about a mindset and a responsibility to care for children wholeheartedly. Being Storybook is about honoring the rights of children, supporting the adults who care for them, and creating intentional learning experiences that foster creativity, collaboration, discovery, and joy.

## INVECE IL CENTO C'E.

Il bambino  
e fatto di cento.  
Il bambino ha  
cento lingue  
cento mani  
cento pensieri  
cento modi di parlare  
di giocare e di pensare  
cento sempre cento  
modi di ascoltare  
di stupire di amare  
cento allegrie  
per cantare e capire  
cento mondi  
da scoprire  
cento mondi  
da inventare  
cento mondi  
da sognare.  
Il bambino ha  
cento lingue  
(e poi cento cento cento)  
ma gliene rubano novantanove.  
La scuola e la cultura  
gli separano la testa dal corpo.  
Gli dicono:  
di pensare senza mani  
di fare senza testa  
di ascoltare e di non parlare  
di capire senza allegrie  
di amare e di stupirsi  
solo a Pasqua e a Natale.  
Gli dicono:  
di scoprire il mondo che già c'è  
e di cento  
gliene rubano novantanove.  
Gli dicono:  
che il gioco e il lavoro  
la realtà e la fantasia  
la scienza e l'immaginazione  
il cielo e la terra  
la ragione e il sogno  
sono cose  
che non stanno insieme.

Gli dicono insomma  
che il cento non c'è.  
Il bambino dice:  
invece il cento c'è.

Loris Malaguzzi

  
North American Reggio Emilia Alliance

## NO WAY. THE HUNDRED IS THERE.\*

The child  
is made of one hundred.  
The child has  
a hundred languages  
a hundred hands  
a hundred thoughts  
a hundred ways of thinking  
of playing, of speaking.  
A hundred always a hundred  
ways of listening  
of marveling, of loving  
a hundred joys  
for singing and understanding  
a hundred worlds  
to discover  
a hundred worlds  
to invent  
a hundred worlds  
to dream.  
The child has  
a hundred languages  
(and a hundred hundred hundred  
more)  
but they steal ninety-nine.  
The school and the culture  
separate the head from the body.  
They tell the child:  
to think without hands  
to do without head  
to listen and not to speak  
to understand without joy  
to love and to marvel  
only at Easter and Christmas.  
They tell the child:  
to discover the world already there  
and of the hundred  
they steal ninety-nine.  
They tell the child:  
that work and play  
reality and fantasy  
science and imagination  
sky and earth  
reason and dream  
are things  
that do not belong together.

And thus they tell the child  
that the hundred is not there.  
The child says:  
No way. The hundred is there.

Loris Malaguzzi

• translated by Lella Gandini



## Our Ateliers

In the schools of Reggio Emilia, Italy, teachers are called atelieristas, and their unique, intentionally designed spaces—known as ateliers (uh·teh·lee·ay)—serve as vibrant hubs for learning. In these ateliers, children and adults engage in ongoing projects and friendship-driven experiences, using a wide variety of age-appropriate tools and open-ended materials, often called loose parts.

The Reggio Emilia Approach is much more than art; it is about observing children's learning processes and being co-learners with them and their environment. Daily experiences foster symbolic thinking in over one hundred developmentally appropriate ways, supporting children's growth across multiple domains.

At Storybook Village Preschool, our learning environments reflect these values, designed to be "the third teacher" that encourages curiosity, a love of learning, and an "I can do it" growth mindset. Our indoor and outdoor ateliers offer rich experiences and proposals to introduce new concepts based on observations of children's interests and discoveries. As Reggio Emilia educators say, "Children's expression through many media is not a separate part of the curriculum but is inseparable from the whole cognitive and symbolic expression in the process of learning."



## Preschool Documentation

2-5 year olds

August 15th, 2025

This week explorations  
*Le esplorazioni della  
settimana*





## ***Community Love and Partnerships***

Storybook Village Preschool, located in Santa Rosa, provides year-round, full-day nurturing care and education for toddlers and preschoolers. Our school offers the community a goal to aspire to, a building to be proud of, and a standard to uphold—a place where every child feels they belong, fostering a love of learning and a deep awareness of themselves and others. The foundation of our journey has been strengthened through partnerships and resources within our supportive community.

## ***Teaching Pyramid Mentor Site***

Storybook Village Preschool is proud to be the first private preschool in Sonoma County to become a Teaching Pyramid Partner Implementation site for the CA CSEFEL. In March 2021, we joined an elite group of just 21 preschool programs from across the state. This partnership reflects our ongoing commitment to the Teaching Pyramid framework, developed by the National Center on the Social and Emotional Foundations for Early Learning.

Through this framework, our educators are trained in research-based strategies to support children with challenging behaviors by fostering social-emotional competence throughout the school day. By creating a healing, nurturing environment rooted in best practices for social and emotional development (birth to 5 years), we can prevent challenging behaviors and promote inclusion, helping every child thrive.

## ***PITC Partners for Quality Site***

At the Program for Infant/Toddler Care (PITC), a relationship-based approach to caring for toddlers is considered essential. PITC emphasizes that responsive, respectful interactions—rather than rigid lessons—are key to supporting early learning. Adults trained in PITC learn to observe, expand, adapt, and encourage toddlers' natural curiosity and inborn learning agenda.

(The Program for Infant/Toddler Care, <https://www.pitc.org/about>)

Storybook Village Preschool completed a year of PITC training, giving our early childhood educators the opportunity to explore this philosophy and curriculum in depth. The program included on-site support and recommended practices tailored specifically to the needs of our infant and toddler classrooms, strengthening our ability to nurture and guide the youngest learners in our care.

## ***Family Involvement***

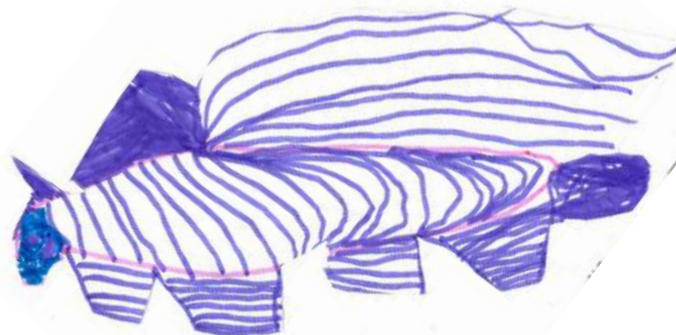
At Storybook Village Preschool, we value strong partnerships with families. Our educators communicate openly using the methods that work best for each family—whether in person, in writing, online, or through our school app.

We love family participation! Parents, guardians, and loved ones are invited to share their talents, traditions, and interests through storytime, cooking projects, cultural performances, gardening, special events, field trips, and volunteer opportunities. Family Work Days also provide a chance for everyone to contribute to our school community.

## ***Volunteers***

Child Care Licensing requires that all volunteers, including minors who provide care or supervision to children, be immunized. At Storybook Village Preschool, we require proof of immunizations—including Influenza, Pertussis, and Measles—as well as TB clearance before volunteers may work in a classroom with children.

Volunteers may receive the annual influenza vaccine between August 1 and December—proof of the influenza vaccine or a written statement declining the vaccine must be on file. Volunteers are never left alone with children to ensure the safety of all students.



## *Non-Discrimination Statement*

Storybook Village Preschool is committed to providing a safe, kind, and inclusive learning environment where all children are treated with dignity and respect. We do not discriminate based on race, ethnicity, religion, gender, sexual orientation, family composition, or abilities.

The center director oversees accommodations, including program modifications, auxiliary aids, and facility adjustments. Decisions consider each child's needs, available community resources, and family partnership to ensure all children can fully participate in our program.



## *Program and Ages of Care*

Storybook Village Preschool serves children ages two through five, preparing them for Kindergarten. Our mixed-age classrooms support each child's developmental needs, emphasizing friendship, play, and exploration. Through primary caregiving and learning groups, children build strong relationships, social-emotional skills, and a love of learning that prepares them for future success.

## *School Hours*

Storybook Village Preschool's full-day program runs from 8:30 a.m. to 4:00 p.m., Monday through Friday, with optional extra hours before or after. Flexible three- to five-day schedules support structured routines, consistent teacher relationships, and joyful learning. Extra care spaces are limited.

**We close early at 12:30 p.m. on the second Wednesday of each month to allow time for staff development and classroom preparation.**

## *School Calendar*

Storybook Village Preschool is open year-round, except for holidays, professional learning days, and scheduled breaks. Families receive an annual calendar, which is also available on our website, and any changes to the calendar will be communicated with at least 30 days' notice.

## *Daily Schedule*

Predictable morning routines are important, as they help set a positive tone for the entire day. Children should be dropped off in the classroom by 9:15 a.m. This time is meant to be pleasant and informal. The daily schedule is posted in the classroom and on our website.

If your child will be absent, please call the school or send a note through the school app in advance. For late arrivals after 10:00 a.m., a doctor's note is required. Late arrivals can be disruptive to both the child and the classroom routine, though we understand the importance of medical appointments.



## Rest and Nap Time

At Storybook Village Preschool, children enjoy a flexible rest time where they can sleep or relax quietly. Nap time is designed to help children physically rest and emotionally unwind—it's when the "care" in child care truly comes to life. Educators follow consistent routines to support each child's social-emotional development. The school provides bedding, laundered weekly, and children may bring one small stuffed animal for comfort during rest time.

## What to Wear

Children should wear clothing that supports active, messy play and is appropriate for the weather, while allowing them to practice self-help skills such as toileting and dressing. Sturdy, protective shoes are required; flip-flops are not allowed. Clothing or shoes that make it difficult for a child to dress independently, such as overalls or tight-fitting items, are not appropriate. Please label all of your child's belongings.

## What to Bring and Not Bring

We provide families with a handout outlining what items should and should not be brought to school. To encourage independence and self-help skills, children must wear easy-to-manage clothing, such as pants with elastic waistbands.

Each child's backup clothing is stored in a labeled bag outside the bathroom. Teachers will send home any soiled items and request replacements as needed.

**Please note that toys, drinks, and snacks from home are not allowed and must be left in your vehicle.**



## *Admission Agreements*

All business matters, terms, and agreements must be finalized before enrollment, and parents or legal guardians must sign the Admission Agreement. Any updates will be communicated in writing at least 30 days in advance.

Waiver Provision: If SVP does not enforce a right outlined in the Agreement on one or more occasions, that does not constitute a permanent waiver of that right.

## *Monthly Tuition*

Storybook Village Preschool operates year-round (September–August). Tuition is due on the 25th of each month for the upcoming month and is collected via automatic payment. Enrollment is based on scheduled days, with no makeups or credits for absences or closures. Additional days or hours may be added if space allows and will be billed accordingly. Late payments or returned payments may incur fees.

### **Tuition Payment Policy**

- Automatic Payments (Tuition Express): Accounts set up for automatic withdrawal will be processed on the 25th of each month. If the 25th falls on a weekend, holiday, or school closure, payments will be withdrawn on the preceding business day.
- Manual Payments: Tuition must be paid by the 25th of each month. If the 25th falls on a weekend, holiday, or during a school closure, payment is due on the preceding business day.



## ***Program Fees and Tuition Policies***

**Late Payment Fee:** A \$50 late fee is assessed on the day after tuition is due. Nonpayment may result in immediate termination of enrollment.

**Extra Care Hours:** Extra care hours are limited. Families may add one hour to their child's day for an additional monthly fee.

**Late Pick-Up Fee:** A \$20 fee is charged for every five minutes past a child's scheduled pick-up time. There is no grace period, so families are encouraged to arrive a few minutes early. Late pick-up fees are applied to the current balance.

**Monthly Tuition:** Tuition is due regardless of school closures, family vacations, illness, or emergencies. No reductions are provided for absences.

**Re-Registration for Returning Families:** A \$100 annual registration fee is required during re-registration (January–March).

**Pre-Enrollment, Deposit, and Registration Fees:** Waiting list application fees, pre-enrollment fees, and registration fees, including the \$500 deposit, are nonrefundable. The \$500 deposit is applied to the child's final month of tuition when a written 30-day notice is provided to the director.



## ***Late Pick-ups and Early Arrivals***

Parents must pick up their children by the scheduled time. A \$20 fee is charged for every five minutes late and added to the current tuition bill. The late fee also applies if a child is dropped off before their scheduled time. If a child is not picked up within 15 minutes and parents cannot be reached, emergency contacts will be called; after 30 minutes, authorities may be contacted. Excessive tardiness may result in a meeting with the director and possible termination of care.

## ***Alternative Payment Programs***

Storybook Village Preschool accepts all child care subsidy payments. Parents must maintain a current funding contract and are responsible for any tuition not covered by the subsidy. A \$50 late fee applies if the attendance form is not signed by the last day of the month.

## ***Signing In and Out***

Storybook Village Preschool requires full physical signatures to comply with licensing and ensure children's safety. Subsidized child care attendance forms can be signed in and out on the clipboard under the daily form.

## ***Attendance***

Please call the school in advance or send a message through the app if your child will be absent or late. Children's arrival times are flexible within their contracted schedule; morning arrivals must occur before 9:15 a.m. If a family plans to arrive after 10:00 a.m. for a doctor's appointment, please provide a doctor's note. Children may not arrive during lunch or rest time, as this disrupts other children's routines and makes it difficult for them to rest.



## *Arrival and Good-bye Rituals*

Morning drop-off is a pleasant, informal time when toddlers and preschoolers arrive by 9:15 a.m. Families are encouraged to chat with teachers or play briefly with their child while being mindful of the morning experiences and the limited parking spots.

Storybook Village Preschool requires that families:

- Walk their child into the classroom
- Put away items in the child's cubby
- Help the child wash their hands
- Greet teachers and friends

When it is time to leave, parents are encouraged to say goodbye and follow predictable farewell routines to support the child's sense of security.

If a lesson is taking place in the atelier with teachers and a small group, parents are asked to remain in the Great Room to minimize interruptions and allow for focused, organic learning.

The times established for arrival and departure are established to give the children, during each day and over the months of attendance, a significant and adequate amount of time to become a group of individuals who grow and learn together. We'll make sure to share schedule adjustments with our daily happenings as needs are assessed, since the tasks and responsibilities may change to support the needs of the group enrolled.



Departure time and rituals from the school can be at the families' discretion, but must be before your child's contracted time. For those children who go home after lunch, the departure time is by 12:30 pm to allow the group of children who remain at school to begin their afternoon nap in tranquility.

**Pick-up Times:** Respect for a punctual exit by your family's contracted time is essential for each child who waits for their parent and participates in the departure of their peers. It is also a sign of respect for the work of the staff who help clean (school staff and janitorial services), who at this time must begin cleaning and re-organizing the environment, the teachers who must finish their shift at a set time, and the teachers who oversee the group of children who attend the extended hour of care, who must be able to organize their work in a condition of peace and safety.

### ***Parking and Parking Lot Rules***

Our preschool has a limited number of designated parking spaces. Please do not park in the Veterinary Hospital's parking spaces, except on Wednesdays when these spaces are available for our use.



**To accommodate all families, morning drop-offs should be kept under 10 minutes.**

We understand some families may need more time at drop-off; if so, we kindly ask that you park near Lepe's Restaurant to help keep our lot available for quick drop-offs. Thank you for supporting smooth morning routines for our children while being mindful of our parking situation.

**Important: Children and siblings should never be left alone inside a vehicle.**

## ***Trial Period***

Either party may cancel enrollment for any reason without penalty during the initial 30-day trial period. Registration fees and the first month's tuition are non-refundable.

## ***Schedule Changes and Withdrawal***

A 30-day written notice to the Director is required to make schedule changes or withdraw a child from the program. Schedule changes are not guaranteed and are subject to availability. Parents are responsible for tuition during the 30-day notice period, whether or not the child attends Storybook Village Preschool.

If SVP needs to terminate a child's enrollment, the parent will receive a two-week written notice. Reasons for termination may include:

- Consistently disregarding program policies
- Late or missed payments
- Disruptions to the daily schedule
- Use of inappropriate language or aggressive/passive-aggressive behavior
- Unnecessary rudeness or disruptive behavior toward students or staff
- Inability of the program to meet the needs of the child and family

## ***Physicals and Immunizations***

All children must have a completed physician's examination form and up-to-date immunizations at enrollment. Immunizations must be maintained according to the California guidelines schedule.

### **State law requires that children in the program must:**

- Be fully immunized, or
- Be in the process of becoming fully vaccinated according to the approved schedule.

## No Cell Phone Policy

We ask that families refrain from using cell phones during drop-off, pick-up, or when children are present. Children and educators need your full attention during these transitions. If you need to take a call, please step outside the school. Your cooperation supports our Program-Wide Expectations and helps us maintain a high-quality learning environment.

## Photography

When signing the Admission Agreement, parents give permission for Storybook Village Preschool to photograph, videotape, and/or audiotape parents and children during play and learning experiences for documentation purposes. These materials help document children's growth and development, support communication with families, and allow children to revisit and remember experiences through documentation panels and class books.

Teachers take photographs and videos using classroom cameras. All rights, title, and interest in these recordings, photographs, and images belong exclusively to Storybook Village Preschool. Parents are not entitled to any portion of any compensation or consideration received for the use of these materials.

Parents may choose whether or not their child's photos or videos are shared on Storybook Village Preschool's social media pages, including Instagram and Facebook. Children appearing in such recordings will not be identified by their last names.

Parents are welcome to take photographs at special events. When doing so, please respect the privacy preferences of other families, particularly regarding sharing photos on social media.



## Social Media Policy

We love sharing learning, events, and updates with our community! Please respect families' wishes by obtaining permission before posting photos or videos of other children.

SVP has zero tolerance for cyberbullying or posts that are offensive, abusive, threatening, misleading, or off-topic. Let's keep our online community safe, positive, and welcoming for all.

## Babysitting Policy

Any private babysitting is arranged directly between families and educators and is not the responsibility of SVP. We do not endorse or recommend babysitters beyond their work at school. Please respect privacy and do not ask educators about other children, families, or staff in these arrangements.







## *Family Directory*

The Family Directory is a wonderful resource for planning playdates and nurturing friendships and connections among families. We update the Directory regularly as new children join and move up to different classrooms. If you notice any corrections or would like to add details—such as updated photos—please let us know!

## *Walking Field Trips*

Preschoolers may join planned walking field trips with completed permission slips. We explore nearby destinations like the creek, Howarth Park, Yogurt Time, and local favorites. Volunteers are welcome! Please note: All trips are within walking distance; no transportation is provided.

A special part of our program includes nature walks, which offer children enriching opportunities to explore and learn about the world around them. We organize small Creek Groups of 2 to 6 children, carefully selected based on age and developmental stage, to visit the nearby creek for magical learning experiences. To participate in these Creek Group experiences, parents must sign the walking field trip permission slip.

## Positive Guidance

At Storybook Village Preschool, relationships are the heart of learning. Families and early childhood educators are partners in care and co-responsible for their child's success at school. Children grow social skills, practice positive behaviors, and build connections with peers through caring, intentional interactions. Educators guide learning and teach friendship skills with developmentally appropriate practices while honoring each child's identity and family.

Preschool is where children begin to learn and master social-emotional skills. Our educators guide behavior and teach pro-social skills through positive relationships, supportive environments, and evidence-based practices from WestEd's Teaching Pyramid approach. This framework promotes social-emotional growth, encourages appropriate behavior, prevents challenges, and addresses difficulties when they arise.

We believe in "controlling the environment, not the child." This approach allows educators to observe the relationships between classroom practices and children's behavior, creating a proactive and positive learning environment. By focusing on environmental strategies and teaching self-regulation, most behavioral challenges can be prevented before they occur, supporting a safe and nurturing classroom for all children.

We share strategies with families to support children's development and guide behavior at home. The Pyramid framework is called so because it builds in tiers, starting with strong relationships and high-quality environments. By focusing on these foundations and teaching expectations, and essential skills, children thrive and succeed in our preschool community.

**Please refer to our Pro-Social Behavior Philosophy and Agreement for the steps we will take together in addressing challenging and persistent behaviors. This process may include family meetings and, if needed, referrals to community resources.**

## Tantrums

At Storybook Village Preschool, we teach children that tantrums or angry outbursts will not “work” to get their way, while fully validating their feelings. Educators offer calm support, modeling deep breathing and co-regulation as children wait for strong emotions to pass. If a child is at risk of hurting themselves or others, staff provide safe physical support along with verbal reassurance: “I won’t let you hurt, and I won’t let you be hurt.”

## Biting

Unfortunately, biting is a normal stage of development for young children, especially in group care settings. Most children will bite or be bitten at least once. It can be upsetting for both children and adults, and strong emotions from parents are natural, whether their child was the biter or the one bitten.

### When biting occurs:

1. **Immediate care:** We comfort and provide appropriate care for the child who was bitten, including cleaning the area.
2. **Supporting the child who is bitten:** Educators monitor who is being bitten frequently and may arrange a meeting for both families if necessary. We empower children to advocate for themselves by giving them words to express that “biting hurts” and supporting their self-advocacy skills.
3. **Supporting the biter:** We guide the child who bit to learn more appropriate behaviors, focusing on teaching replacement behaviors and self-regulation rather than punishment.
4. **Family communication:** Both families are notified of biting incidents through the school app. We work together with families to keep them informed and develop strategies to prevent repeated biting.
5. **Repeated biting:** If a child bites consistently, the director will schedule a family meeting to discuss next steps. These may include reviewing changes at home, shadowing the child, or providing a sensory “chewelry” necklace.

Our approach is to help all children develop safe social skills and self-regulation.

## Curriculum

At Storybook Village Preschool, all learning happens through positive relationships and a supportive, loving environment, guided by the developmental-interaction approach.

Our Reggio-inspired program fosters continuity of learning from toddlerhood to Transitional Kindergarten, viewing children as capable and creative. Mixed-age primary groups allow educators and children to engage in relationship-driven, project-based, emergent learning. As co-learners with families, educators celebrate and enhance each child's understanding of the world, giving meaningful time for exploration and respecting children's ideas.

Projects emerge from children's interests and can extend over long periods. The school year begins with Back to School, Self, and Family themes to assess skills and guide learning for the year. We intentionally teach friendship skills, supporting children in developing self-confidence, positive relationships, and a foundation for lifelong social and academic success.

At Storybook Village Preschool, social-emotional development is at the heart of our curriculum. We implement child-led learning grounded in research-based frameworks, meeting each child where they are and honoring their abilities and family identity. All learning goals align with the Preschool Learning Foundations and PITC Curriculum Goals.



## Documentation Panels

A core aspect of Storybook Village Preschool is using documentation to make learning visible. Documentation captures children's engagement, interests, dialogues, problem-solving, and learning processes for children, educators, families, and the community.

Each classroom features a documentation panel, and each child has a personal box with photographs, drawings, and quotes from their stories and play. Our child-guided curriculum blends children's interests with educators' reflections, using lesson plans that explore, investigate, learn, represent, and create. Facilitated teaching initiates projects inspired by children's interests or linked to learning goals, offering inviting materials that spark curiosity, thinking, and creativity.

## Child Evaluations

Our educators use evaluation rubrics and observation tools to design classroom goals, individual learning plans, and teaching strategies that support children's growth. Observations are developmentally appropriate and aligned with the California Preschool Learning Foundations.

Teachers assess children's skills and strengths through meaningful relationships, a supportive environment with carefully chosen materials, and engagement in small and large group experiences. Observing children's interests—while respecting cultural context—guides planning and allows flexibility to extend learning from their ideas. Communication with families is an essential part of assessing and supporting each child's growth and development.





## *Creek Groups*

At Storybook Village Preschool, small groups of children—usually 2 to 6 at a time—head out on nature walks to the nearby creek. These outings are carefully planned to give children hands-on learning experiences in nature, science, and self-expression.

On the walk, children observe local plants and animals, experiment with water and earth science activities, and use their creativity to explore the environment—sometimes making “boats” to test the flow of the stream, or drawing what they see around them. Each activity is designed to help children develop curiosity, problem-solving skills, and a love for the natural world.

Safety is a top priority. Teachers are trained in water safety and follow all state licensing requirements. Children learn creek rules, expectations, and agreements to keep them safe, and teachers always supervise closely. Parents must provide signed permission slips for their children to participate in the Creek Group.

These nature walks are more than just outdoor adventures—they are opportunities for children to connect with the environment, grow their confidence, and enjoy meaningful learning experiences outside the classroom.



## *One-to-One Family Meetings*

One-to-one family meetings are a dedicated time for parents and teachers to come together in partnership. During these meetings, teachers share documentation of the child's learning, growth, and classroom experiences. Families have the opportunity to ask questions, offer insights, and set goals in collaboration with teachers.

These meetings are offered in the fall and spring to strengthen the connection between home and school, ensure open communication, and celebrate each child's unique progress and development.

## *Partners in Care*

Storybook Village Preschool encourages family engagement, partnering with families to support children's behavior and learning. As a Teaching Pyramid Partner Site, we implement the Pyramid Model in daily practice, sharing how these practices are applied in the classroom.

When children feel that they and their families belong, are accepted, and valued, a strong foundation for a classroom culture centered on friendship and community is established.



## Family Pictures

We ask families to email photos before their child's first day of school. These family pictures are used to create personalized items such as family books, lunchtime place cards, classroom displays, and our Family Directory.

Having photos of their loved ones helps children feel connected, supported, and comforted during their time at school. These visuals also serve as meaningful tools for easing separation, supporting emotional regulation, and guiding smooth transitions throughout the day.

## Daily Communication

You will receive an invitation link via email from our childcare management software company within 24 hours of your child's first day. Through this platform, teachers will share photos and insights about our learning experiences.

Parents may use the app to communicate essential updates about attendance and other needs. However, please note that the app is primarily a one-way communication tool. For specific questions or conversations about how your child is doing, we ask that you speak directly with teachers in person. Our teachers' time and attention are centered on being present with the children, fully engaged in their learning and experiences throughout the day.

## School Events

Throughout each school year, the school and individual classrooms will offer a variety of meetings and events. These opportunities are thoughtfully planned in response to the unique identities and expectations of the children, families, and teaching staff that make up our school community each year. Our approach to these meaningful gatherings is informal and rooted in open dialogue.

**Please be sure to read school emails for important updates and upcoming event details.**

## Children's Birthdays

At Storybook, we believe birthdays, celebrations, and seasonal events are wonderful opportunities to include families and honor their cultures. We make healthy habits part of the fun by serving nutritious foods that match the theme or children's interests, along with planning joyful activities like festive music, friendship art, and silly games.

**If you'd like to provide a healthy treat for your child's birthday, please let us know! Families in the past have shared fruit, muffins, or yogurt with fun and tasty toppings.**

Each classroom has its own special tradition to celebrate birthdays. While concepts like time and calendars are still developing for young children, our preschoolers take part in planning a "Friendship Celebration." This includes a shared baking experience and decorating the Birthday Table with drawings and sweet messages. They also create a birthday countdown using their self-portraits to mark upcoming celebrations.

Our toddler classrooms display newborn photos in frames and add new birthday photos each year, creating a collage that helps children see how they are growing. These traditions may evolve each year based on conversations and the unique interests of the children and teachers in the group.



## *Nutrition Policy*

Our school provides nutritious snacks in the morning (10:15 a.m.) and afternoon (2:30 p.m.), along with a healthy lunch at noon. Outside food is not permitted. We offer tasty alternatives for children who are vegetarians or have specific food allergies. Please note that our preschool is a nut-free facility, and menus are subject to change.

Our menu is emailed to families and posted on the parent board and school website. We also love sharing resources and recipes with families to help with mealtime challenges and to celebrate successes together. Mangia! Mangia!

### **Lunch Food Groups & Serving Sizes:**

- Fluid milk: 6 oz ( $\frac{3}{4}$  cup)
- Meat/meat alternatives (M/MA): 12 oz
- Vegetables:  $\frac{1}{4}$  cup
- Fruit or Vegetable:  $\frac{1}{4}$  cup
- Grains:  $\frac{1}{4}$  cup

At Storybook, mealtimes build independence and healthy habits. Children set tables, serve themselves, and join in taste tests, cooking, and gardening—planting, harvesting, and preparing food with pride as part of our preschool family. Mealtimes are opportunities for children to work together toward a common goal. They help decorate tables for special celebrations with tablecloths from educators' childhoods, take turns adding ingredients, and share responsibilities.

When eating indoors, children use glass dishes and real utensils, gaining respect for materials and practicing responsibility. From counting plates and measuring ingredients to managing spills with self-regulation, children learn to problem-solve, cooperate, and build community alongside their peers and educators.



## Edible Garden

Our edible garden is a place for hands-on, process-focused learning that connects gardening to the table. Children explore with their five senses, practice caring for nature, and discover their inner scientists while engaging in rich sensory experiences.

The garden integrates into all learning domains—from reading about plants and bugs to cooking with harvested herbs and vegetables. Gardening fosters literacy, language development, and social interactions, as children create posters, books, and projects inspired by their observations and predictions.

Beyond academics, the garden provides a healing and calming environment, helping children practice long-term coping tools, regulate emotions, and develop a lasting love for the earth—a joy they proudly share with their families.

## Handwashing

Handwashing is the most effective way to reduce the spread of illness. Studies show that unwashed or improperly washed hands are the leading carriers of disease.

At Storybook Village Preschool, we ask parents/guardians to model healthy habits by washing hands with their child during morning drop-off. Please plan for this routine in your morning schedule.

Together, we can promote healthy habits, reduce illness, and minimize school and work absences.



## **Illness Policy**

Storybook Village Preschool is a symptom-free environment to keep children and educators healthy. If your child has new or ongoing symptoms—even a common cold—they'll need to rest at home. If your child needs medication to feel well, they must stay home. Please plan with a backup care option, if needed. Together, we create a safe, healthy, and loving space where children can thrive.

**If one or more of the following symptoms are present in your child, we will call you to pick up your child from school as soon as possible, within one hour:**

- Common cold, sore throat, congestion
- Runny nose;
- Diarrhea; Fever 100.0 or higher;
- Vomiting;
- Body rash;
- Thick mucus or pus draining from the eye (Pink Eye or conjunctivitis);
- Head lice or nits. Parents MUST have all nits (eggs) removed before a child returns to school;
- Severe coughing or makes a high-pitched whooping sound after coughing;
- A child is irritable, continuously crying, or requires more care than we can provide without compromising others' health and safety in our care.

**If your child is ill at home or sent home for any illness symptoms, they must stay home for at least 24 hours (the entire following school day) and until they are symptom-free. They must be symptom-free for 24 hours without medication before returning to preschool.**

Storybook will notify families if children are exposed to contagious illnesses. Please inform the school immediately if your child is diagnosed with COVID-19, flu, strep, pink eye, lice, or other common school illnesses. Names will remain confidential.

## *Doctor Notes*

Storybook Village Preschool does not accept return-to-care notes from health providers if a child has persistent illness symptoms, irritability, continuous crying, or requires more attention than we can safely provide.

Physician notes may be one factor in determining a child's readiness to return, but the director makes the final decision based on the child's health and the safety of all children. Notes stating uncertainty about the cause of symptoms, skin irritation, or that the child is "unlikely contagious" cannot be accepted. Children must remain home while experiencing unidentifiable or persistent illness-like symptoms.

## *Incidental Medical Services (IMS) Plan*

If your child requires an individualized Incidental Medical Services (IMS) Plan, please contact the director for more information. Storybook Village Preschool aims to be as inclusive as possible, providing care for children with various ongoing medical conditions.

Our current IMS Plan, with specific procedures, outlines the conditions we accommodate. Please note that Storybook only administers recognized, common types of IMS medication.

## *Allergies*

Children must have an updated Physician's Report and doctor's note for allergies. For each new onset of symptoms, children may return after 24 hours once symptoms improve. Parents/guardians will be notified for pick up if discomfort occurs.

## Medication Policy

Parents cannot bring any medication into the school or their child's backpack, including Tylenol. Storybook Village Preschool educators do not administer medication, except for prescribed EpiPens, asthma treatments, and sunscreen. Parents are responsible for completing the necessary medication forms and creating an Incidental Medical Services (IMS) Plan with the director before their child attends school. Contact the school for more information about the IMS Plan and how children with chronic medical conditions are safely supported.

**Children must be medication-free for 24 hours before returning to school. If a child needs medication at home to feel better, they are not well enough to attend school.**

Our policies for illness, fever, and exclusion follow current recommendations from Caring for Our Children (CFOC), National Standards for Health and Safety (AAP et al., 2011). These guidelines support honest communication about children's health and help build trusting relationships between families and staff.

## Potty Learning and Training

Children do not need to be potty-trained to join the preschool room. Toilet learning looks different for every child, and there are many approaches. Storybook Village Preschool follows a partnership developmental approach for children in our group care setting.

If your child is showing readiness signs, connect with their teachers and review our Toilet Learning Policy and Packet to learn more about our policy and ways to support your child at home and preschool.



## Sun Safety

A parent's written permission on the licensing medication form is required for sunscreen use. Educators follow all labeled instructions, and if a child's skin is broken or an allergic reaction occurs, sunscreen use will be discontinued immediately and parents notified.

Parents are encouraged to apply sunscreen at home, and teachers will reapply 20–30 minutes before outdoor play. Only lotion sunscreen is allowed; spray sunscreens are not accepted.

## Outdoor Play

Outdoor play is a part of our daily rhythm, regardless of the season. When children are outdoors, we take care to ensure they are protected against the cold. This means making sure they wear dry, layered clothing to stay warm and comfortable. As the saying goes, "There's no such thing as bad weather, only unsuitable clothing." Please dress your child accordingly so they can fully enjoy outdoor play.

Being outdoors during the fall and winter will not cause children to get sick. In fact, fresh air and time in our outdoor classroom help strengthen their immune systems, support healthy development, and provide valuable opportunities for learning and growth.

To support successful school days, it's essential that each child arrives dressed appropriately and has a consistent supply of backup clothing. We ask every parent or guardian to commit to maintaining the proper attire to ensure their child can fully participate in all experiences. To support this, we provide school rain suits for each child to wear during messy play or wet weather.



## ***Change of Clothing and Shoes***

Each child must have two complete changes of clothing appropriate for the current weather in their backup supply, kept in their bag outside of the children's bathroom. If a child is actively potty training, five complete sets are required.

On rainy or cold days, waterproof shoes are required. For safety reasons, please avoid shoes with laces, as they often come untied and pose a tripping hazard. Flip-flops are not appropriate for our preschool setting.

## ***Injuries and Accidents***

Storybook Village Preschool maintains a written plan for reporting and managing any incidents or unusual occurrences that may threaten the health, safety, or well-being of children, staff, or volunteers. Our educators are trained on the procedures, including how, when, and who to notify in such situations.

### **In Case of Emergency**

- If there is a medical emergency, 911 will be called immediately. Parents will be notified as soon as possible.
- Emergency phone numbers are posted in every classroom.
- Parents provide a list of contacts to reach if they cannot be reached.
- An educator may accompany a child to the ER and stay until a parent arrives.
- Any injuries are documented, and parents receive an Incident Report by the end of the day.
- Parents are notified of injuries requiring first aid.
- Serious injuries are reported to the Director right away, and parents are contacted immediately.

## Safety

### Authorized Pick-Ups

- **Informing Educators:** Anytime someone other than the usual pick-up person collects your child, please notify the educator. Proof of identification will be required the first time someone new picks up your child.
- **Written Notification:** If your child will be picked up by someone other than a parent or an approved contact listed on the child's Emergency Form, you must provide written notification via note or Procure message for each instance. Include the person's full name and inform them that identification will be required before the child is released.
- **Age Requirement:** All authorized pick-up persons must be at least 18 years old.

### Required Documentation

Under California law, both parents may have the right to pick up their child unless restricted by a court order. If a parent chooses not to include the child's other parent on the authorized pick-up list, they must provide an official court document (e.g., current restraining order, sole custody decree, or divorce decree specifying sole custody). Without such documentation, SVP may release the child to either parent, provided a certified copy of the custody agreement is on file.

### Car Seat Safety & Transportation Laws

Children must be securely buckled in car safety seats or seat belts that meet state requirements while being transported. Parents are responsible for ensuring car seats are properly installed and used. If this requirement is not met, another authorized pick-up will be contacted to ensure the child's safety.

## **Mandated Reporting**

Educators at Storybook Village Preschool receive training on child abuse and neglect prevention and recognition, covering physical, sexual, and psychological or emotional abuse and neglect. This training equips educators, caregivers, and parents/guardians with strategies to protect and support children.

Our educators are mandatory reporters of child abuse or neglect and are trained to comply with California child abuse reporting laws.

Under California law, Section 11166 of the Penal Code requires that any child care custodian who, in their professional capacity or within the scope of their employment, knows or reasonably suspects a child has been abused must report the known or suspected abuse to a child protective agency immediately or as soon as practically possible.

## ***Emergency Procedures and Drills***

Disasters can occur in many forms and at any time. Storybook Village Preschool has emergency plans and policies for both natural events—such as severe weather, earthquakes, fires, wildfires, and smoke—and human-caused events, such as an active shooter or hazardous material incident.

Families should be prepared for the possibility of school closures and the need for rapid communication during emergencies or disasters.

### **To ensure safety and readiness:**

- **Emergency Drills:** We meet in the preschool parking lot for all emergency drills.
- **Ready-to-Go Kits:** Each child has a Ready-to-Go Kit with 72-hour emergency supplies.

Families must update the Identification and Emergency Information licensing form (LIC 700) for changes in names and phone numbers if needed.

## **Disaster Preparedness**

An emergency or disaster may disrupt our normal business operations. Careful planning will help Storybook Village Preschool resume child care services as soon as possible after a disaster occurs. Families play an important role in this planning process.

In the event of an emergency, not all communication channels may be available. To help families stay informed, Storybook Village Preschool uses multiple methods to share updates:

- Mass text and email through the Procure app
- Social media posts to connect with our online preschool community

Using several channels ensures that families receive important information as quickly and reliably as possible.

## **Shelter-in-Place**

In the event of severe weather or hazardous outdoor air, children and staff will remain indoors. If conditions make it unsafe to continue operating, families will be notified to pick up their children.

## **Lockdown**

If there is a potentially violent situation nearby, we will initiate a lockdown.

During this time:

- All children and staff will remain inside.
- Family door codes will be disabled.
- The school will reopen only after the Santa Rosa Police Department confirms the neighborhood is safe.

## **Evacuation & Relocation**

### **If we cannot safely re-enter our center:**

- We will relocate to a designated backup site within walking distance.
- Children will walk safely using evacuation ropes and plans.
- A reunification process is in place to ensure children are released only to an authorized pick-up person.

## **Drills & Preparedness**

- Fire drills and other emergency drills are conducted every other month.
- Shelter-in-place and lockdown drills are held at irregular intervals throughout the year.
- Emergency evacuation plans are posted in each classroom and the office.

## ***Evacuation and Relocation Sites***

In the event of an evacuation, we have identified two safe gathering locations near our facility. If relocation is required, children and staff will walk together safely to one of the following sites:

### **Primary Relocation Site:**

Lakeside Pet Hospital  
4331 Montgomery Drive  
Santa Rosa, CA 95405

### **Secondary Relocation Site (backup):**

Yogurt Time  
531 Summerfield Road  
Santa Rosa, CA 95405

Families will be notified through our emergency communication system and provided instructions for reunification at the relocation site.



## *Air Quality Notice*

We check the Air Quality Index (AQI) daily and as needed to keep children safe. Outdoor play will be moved indoors when air quality is unhealthy, and Storybook Village will close if the AQI reaches 200 ("Very Unhealthy").

Classrooms are equipped with HEPA filters, and doors and windows remain closed to maintain safe indoor air.

## *Guidelines of Wildfire Smoke*

When a wildfire occurs nearby, the decision to close or evacuate the school is straightforward. However, as we've seen in Sonoma County, wildfire smoke can settle in our community even when a fire is hundreds of miles away, impacting health and school operations. Our goal is to keep children and staff healthy and safe while partnering with families and our community.

Below are the guidelines Storybook Village Preschool follows, based on U.S. EPA and CDC recommendations:

### **Air Quality Index (AQI) Guidelines**

- **Good (0–50):** No restrictions
- **Moderate (51–100):** Preschoolers may play outdoors; toddlers remain indoors
- **Unhealthy for Sensitive Groups (101–150):** All children remain indoors
- **Unhealthy (151–200):** All children remain indoors
- **Very Unhealthy (201–300):** School closed
- **Hazardous (301–500):** School closed

We monitor local air quality conditions daily using tools recommended by the county and state. Decisions about closures, modified schedules, or canceled events are guided by this data to ensure safety.

## ***Pandemic Policies***

Storybook Village Preschool implements guidelines to ensure our program can safely provide care during a pandemic. Our school's guidance does not supersede federal, state, or local laws and regulations for child care programs. If guidelines differ between Licensing and local health ordinances, SVP will always follow the stricter requirement.

Because we thrive as a preschool community, we have Shared School Expectations for everyone during a pandemic. These include temporary procedures and routines designed to keep children, families, and staff safe. We appreciate each family's commitment to doing their part to stop the spread.

## ***Records Request***

Parents or legal guardians must submit written requests for a copy of their child's file at least five business days in advance. Requests must be emailed to the Director. All records are handled confidentially to protect the privacy of the child and family.

## ***Acknowledgement***

Upon enrollment, families are required to sign the Admission Agreement to confirm that they have received and reviewed the Storybook Village Preschool Family Handbook.

The Family Handbook is subject to periodic updates. Families will be notified of any revisions via email and are responsible for reviewing and understanding the updated content.

It is the responsibility of each family to familiarize themselves with the school's culture, policies, procedures, and other relevant information contained within the Family Handbook. Compliance with the Family Handbook ensures the safety, well-being, and consistent care of all children in the program.

