



Walnut Country Preschool

Parent Handbook

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Concord, CA 94521

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License No. 073404935

Licensed by the State of California, Department of Social Services

Community Care Licensing Division

Linda Hillman, Preschool Director

Walnut Country preschool does not discriminate on the basis of race, color, religion, gender or national or ethnic origin in administration of its education policies.

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Section 1: General Information

A. Walnut Country Preschool Philosophy

Walnut Country Preschool is a parent run, non profit corporation, licensed by the State of California, Department of Social Services License # 073404935. The purpose of our preschool is to prepare the preschool age child for a successful educational future. The preschool is operated on a nondiscriminatory basis, according equal treatment and access to services without regard to race, color, religion, national origin or ancestry. We provide a happy, loving, and secure learning environment where the children are exposed to a balanced variety of positive experiences. This kind of a learning environment promotes healthy social, emotional, cognitive and physical development in each child.

Walnut Country Preschool is a parent run program. Interested parents are given the opportunity to serve on our Parent Board of Directors. Parents are also given the opportunity to work in the classroom. Parents who work in the classroom share in their child's first school experience. This opportunity is encouraged though not required. Parents are able to choose for themselves how involved they want to be in the preschool.

B. Parents' Role

Walnut Country Preschool parents can be actively involved in the school's structure and program. They serve on committees, as officers of the corporation, and as Directors on the Parent Board. They participate in projects and activities, fundraising, social activities, and in the classroom. Both the parents and the staff work together to provide the best educational environment possible for the children. Parents and children benefit immeasurably from their mutual involvement in a stimulating educational environment. The school simply would not exist without the participation of parents. When your child joins our preschool, your family becomes part of a community of preschool families!

C. Goals

Our primary focus is to help children acquire social competence and the skills they need to succeed as learners. We know that school readiness means knowing how to interact with others, showing kindness, compassion, practicing patience, honoring diversity and developing a positive self-image.

Walnut Country Preschool's program is planned, coordinated, and carried out by our highly qualified staff. We follow a thematic, seasonal approach with special activities provided for the children. Many additional activities emerge from the children's interest. We are a child-centered program and teachers incorporate the children's choices into our activities.

Here at Walnut Country Preschool we believe that the best way for a child to learn is through a developmentally appropriate curriculum, using hands-on activities. Children are full of questions at this age and we encourage them to find the answers to their questions through exploration, experimentation and conversation. Under the guidance of our staff, the children are introduced to a school setting which fosters self-expression, recognizes their uniqueness, and gives them a sense of pride in their accomplishments.

D. Other Important Information

Preschool Hours

- Three-year-old class is on Tuesday/Thursday from 8:30 a.m. to noon.
- Four-year-old class is on Monday/Wednesday/Friday from 8:30 a.m. to noon.

Birthdays

Every child needs a special day at preschool to celebrate his/her birthday. We will plan a special day on or near your child's birthday for this event. Children who have summer birthdays are invited to celebrate a ½ birthday. Families will be notified of these dates for celebration. If the date assigned does not work for your family, please notify the teachers as soon as possible so another date can be arranged. It is always fun when mom or dad can come and share circle time on this special day!

Holidays

Our school parallels Mt. Diablo School District's calendar. Our annual calendar is issued to all parents in September. There are also monthly calendars and newsletters which outline classroom activities and remind you of upcoming events/holidays.

Arrivals/Departures

Parents are encouraged to be prompt in their arrival and departure. The staff is unable to accommodate early arrivals as they are preparing for the preschool day. Parents must also be on time to pick up their children. A late fee may be charged at the Director's discretion if a parent does not observe this policy. Please see the Policy Section 2 of this document for specific procedures on Arrivals, Departures and other security measures for ensuring the safety of your child, as well as for fines.

Clothing

It is recommended that children be sent to school in comfortable, washable, play clothes. Additionally, please remember that your child may need to use the restroom while at preschool, and make clothing choices based on his/her ability to manage this task. Tennis shoes and sneakers are best for safe play. **Please mark** all removable clothing with child's name. Occasionally a child has an "accident" at school. We will send the soiled clothing home with your child who will be sent home in school clothing. Please return these clothes promptly after laundering so they are available for another child.

Sharing

Please discourage your child from bringing personal toys from home unless it is a designated share day (for example: teddy bear picnic).

Snacks

As a commitment to your child's health, we follow specific guidelines for our snack time which you can find in the "**Nutrition Policy**" provided parents in the enrollment packet. As noted, in cases of allergies, please discuss options with the Director. Please DO NOT send any food to school with your child. We also encourage you to send your child to school having had a nutritious breakfast or lunch. Children who are hungry are often not interested in or willing to participate in activities.

Parent Teacher Conferences

Teachers will keep you informed of your child's progress throughout the school year. In the fall you will receive our "Beginning Observation", which provides comments on how your child is adapting to preschool. In the spring parents are invited to a special conference with one of the teachers, at which time written evaluations of your child's progress will be given to you. Although these conferences will be with only one teacher, all teachers are involved with the observation and input for every child.

Please note: The teachers and Director are available at any time during the school year to address any concerns you may have. Parents are also welcome to come and observe the Preschool program at any time.

Communicating with the Preschool

There are several ways of communicating with the preschool and ways in which the preschool will communicate with you. Monthly newsletters and calendars are distributed in the children's cubbies at the school entrance, and the Director may occasionally post messages and reminders at the school entrance on our chalkboard or on the inside white board.

The preschool director can be reached by e-mail at wcpreschool@astound.net. You will be asked to provide your email contact on your Application for Enrollment. Class email groups will be set up on a Preschool gmail account for communication purposes. This provides an effective way for the preschool to communicate information and reminders to parents. The preschool does have a website (www.walnutcountrypreschool.com) where important information/dates are posted.

Parents may call the preschool anytime, however the best times to call are between 8:00 and 8:30 a.m. or after noon. The teachers will be able to give you their “undivided attention” when classes are not in session. We would appreciate a call from you in the morning if your child will be absent from school.

Section 2: Policies

A. Admission

Walnut Country Preschool is operated on a non-discriminatory basis, according equal treatment and access to our program without regard to race, color, religion, national origin or ancestry.

All parents must sign and return an admissions agreement prior to enrolling at Walnut Country Preschool. See Addendum H for a copy of the Admission Agreement.

Pre-Admission Visit

Interested families are encouraged to visit the school with their child prior to registration and admission to determine if the preschool is a good fit for their child. At the pre-admission visit, the Preschool Director will be able to assess the child’s readiness to attend the appropriate class for his/her age group.

Eligibility

Children must be within the age requirements for the class they are entering as defined below. The child should be able to separate from his or her parent or guardian for the class time. A brief period of anxiety is normal, but, with help from the teachers, the child should be able to recover enough to enjoy preschool activities. Children also must be toilet trained prior to entering the school.

- Tuesday/Thursday a.m. class shall be opened to children who will be 3 years old on or before September 1st of the school year.
- Monday/Wednesday/Friday a.m. class shall be opened to children who will be 4 years old on or before September 1st of the school year.

The preschool is licensed by the State of California, Department of Social Services, Community Care Licensing Division. Accordingly, there are specific items that will be required for a child’s file prior to admission to the preschool, including, but not limited to, a copy of both the Birth Certificate and current immunization record.

A completed Physician’s Report must be provided within 30 days of entering the preschool.

Registration

Returning students and their siblings are provided priority registration, followed by children from alumni families and members of the Cowell Homeowners Association (CHOA). Members must present a valid CHOA Club Card to be eligible for early registration. Open registration follows. Any resident or current student family not previously registered may register during open registration with all other parties. Every attempt will be made to place children of Crossings residents (including grandchildren!)

A Registration Fee and Application Form are required to hold a space in the school and must be turned in prior to receiving a Registration Packet. See **Addendum D** for the Application Form. Registration packets are available at the preschool during Registration as noted above. Fees are summarized in the Preschool Handbook **Addendum G**. The registration fee is not refundable. In addition, a deposit equal to one-half of the tuition

amount is collected no later than June 1st for spring registrants (or upon registering for those who register after June 1st) and will be applied to your final tuition payment for the school year.

A checklist of registration forms for students is summarized in **Addendum E** and for returning students in **Addendum F**. New students are those children who have not been previously enrolled in the Preschool, and include siblings of currently enrolled students. Returning students are those children who have been previously enrolled in the 3 yr. old or 4 yr. old classes. All forms are found in the Registration Packet. At the time of registration, each child must have a current immunization form verified by their doctor. Before a student can be admitted to the Preschool, all forms, the registration fee and the tuition deposit must be turned in to the Preschool Director. At no time will a child be allowed into the school without all forms and immunization records current and up-to-date.

B. Withdrawals & Terminations

Membership may be terminated whether by voluntary withdrawal or due to dismissal for violation of this Handbook, general rules and regulations, or because of other conduct harmful to the Preschool.

Voluntary Withdrawal

When a parent is removing a child from the preschool, the parent shall notify the Director in writing at least one month prior to withdrawal. Notice of withdrawal shall be irrevocable. Any tuition or fees due before departure from the school will be deducted from the prepaid half-month's tuition deposit. Any tuition that has been paid in excess of this one half month tuition deposit will be refunded.

Students voluntarily removed from class may re-apply after 90 days and are subject to registration procedures, including fees.

Medical leaves of absence for a sick child may be granted upon approval of the Preschool Director.

Terminations

Causes for termination include:

1. Failure to meet financial obligations to the preschool. Should a tuition payment become delinquent after seven days, the child may be suspended. Reinstatement will be on payment of that month's tuition plus a 10% late fee. Accumulated late fees must be paid before the child or his siblings will be allowed to re-register in the preschool.
2. Failure to follow school rules and policies.
3. A parent exhibits hostile behavior toward the staff or other preschool parents on the premises.
4. A child continually exhibits aggressive behavior toward other children and the steps outlined in the **Section 2, Item C Discipline** are taken without improvement.

In the instance that a student's enrollment is recommended for termination by the Preschool Director to the Parent Board, the parent of the student shall be given an opportunity to be heard on the issue. A two-thirds vote of the Parent Board is necessary for termination. Every reasonable effort will be made by the Parent Board to contact the parent in question personally, and to assist him/her in working out the problem before resorting to termination. When a child/or Parent Assistant leaves the preschool at the recommendation of the Preschool Director and/or Parent Board, the preschool may waive withdrawal procedures.

C. Discipline

"Discipline" will always be positive, productive and immediate when behavior is inappropriate. Walnut Country Preschool teachers plan ahead in an attempt to avert any problems or crises. When problems do occur

our teachers provide loving guidance. Children at Walnut Country Preschool will always be treated with love and respect.

Some negative behavior is normal. However, when the frequency and intensity make it a problem, we begin to look for the underlying reasons. Often young children, who haven't yet developed verbal skills, will resort to inappropriate behavior to communicate. Children who have conflicts or problems with others while at our preschool will be taught and encouraged to verbalize their feelings. This is an important skill for young children to learn! The role of the adult at school is to help children solve problems in a positive manner.

A child whose behavior endangers others will be removed from other children. A staff member will spend time working with the child to help them process the events and come to an understanding of appropriate behavior and response in a given situation. In this way a child who is emotionally out of control will have private time with one of our teachers to try to regain composure.

In the event that a child shows aggressive behavior towards another child or teacher (ie: biting, hitting, kicking, etc.) more severe measures may be necessary. First and foremost the injured child will be cared for and evaluated by a teacher. In the case of biting (where there is broken skin), or serious injury, the parents of both children will be called immediately and the offending child will be removed from the preschool facility for the remainder of the class. In the case of any incident or injury, the parents of the involved children will be informed **in writing** of the incident when they pick up their children at the end of class.

If a child continues to exhibit aggressive behavior toward other children, the parent will be notified and a meeting with the Preschool Director will be arranged to develop a coordinated plan to correct the behavior. A time limit will be established for the child's behavior to improve. Should that time limit be exceeded without significant improvement, the child may be recommended for termination from the preschool.

D. Security

The safety and security of the students is our **highest priority**.

Arrivals/Departures

Parents, or other adult supervising the child, **MUST SIGN THEIR FULL LEGAL NAME** on the sign-in sheet when dropping off and picking up their child. Parents or guardians must also provide instructions if someone else is picking up their child or if the child is going home with another parent. This can be annotated on the sign-in sheet or with a brief note to a teacher, or by a telephone call. This helps ensure that the staff knows the parent's wishes. At no time will the staff allow a student to leave the preschool with anyone not on the Identification and Emergency Information sheet, unless that person has been designated either by a written note or telephone call from the parent. In addition, space is available on the sign in sheet to write down a phone number where you or another responsible adult can be reached for that day in case of a sudden illness or emergency.

Before releasing a child to anyone other than the parent or guardian, the teacher will check a photo identification of any individuals that are not recognized on sight.

Facility Security

Other than arrival and departure times, all the doors to the preschool facility will be locked. There is a doorbell located at the main entrance should a parent or guardian need to gain access during school hours. This measure is to ensure that no one can enter the premises unnoticed while the teachers are busy with the children. Additionally, there are alarms on the doors that will alert teachers if a child opens a door of the facility during school hours.

Children playing outside on the school play area will be supervised by at least three adults.

General Safety Rules

This is a partial list of safety rules that we may ask parental help in enforcing and reinforcing with the children.

- Running is not allowed inside the facility. During outside play children may run on the grass and bark areas only.
- Children using the slide must do so feet first.
- Rubber balls are for bouncing and catching (kicking will deflate air). Soccer balls are for kicking.
- Children will not be allowed to throw sand. The large shovels and rakes should not be raised above knee height.
- Teachers will monitor the level of noise in the classroom in order for children and adults to hear any instructions from teachers that may pertain to safety.

E. Illness

If a child comes to school when he/she is not feeling well, then he/she will infect other children. Do not send your child to preschool when he/she is ill or exhibiting any of the following symptoms:

1. Yellow/greenish or slightly colored nasal discharge (cloudy -- not clear), or excessive runny nose. *Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses with their hands then rub them on their own and other people's clothing and on other surfaces. **
2. Skin rashes of any kind, unless you have a signed release from your pediatrician.
3. Marked loss of appetite.
4. Listlessness or unexpected fatigue.
5. Fever: ANYTHING ABOVE 98.6F CONSTITUTES A FEVER. After having a fever, and before returning to school, a child's temperature MUST be normal (98.6F) for a period of not less than 24 hours without the use of Tylenol, Advil, or any other fever control medications.
6. Abdominal pain, nausea, diarrhea or loose stool.
7. Swollen glands, sore throat or persistent cough.
8. Drainage or discharge from ear or pain in the ear.
9. Drainage or discharge from eye, or if eyes seem red and irritated or itchy.

Often, children may ask to come to school even though they are ill. Although your child may be disappointed, PLEASE do not send your child to school if he/she is not feeling well or exhibits any of the symptoms listed above. A child needs to be well to be able to actively participate in the program. . **Please call or email the Preschool and inform the Director of the child's illness.**

If you are parent assisting and find yourself feeling ill before school, please find a substitute for yourself. If you are feeling ill during the day, we can shut down an area of play so you can leave.

If your child has a contagious disease, or has been in contact with someone who has a contagious disease and your child has the potential to be contagious, please keep your child home and **immediately inform the Director.** (We are required to report communicable diseases such as chicken pox, measles or whooping cough to the Contra Costa Health Services).

Additionally, if your child contracts head lice, which is not a ‘disease’ but highly contagious you need to immediately inform the Director and follow the instructions on our Head Lice Policy in order for your child to be re-admitted to the preschool. Should the preschool staff find head lice on your child at school, you will be contacted and asked to come pick up your child.

If the teachers notice an ill child at school, it is their discretion to decide upon a course of action. If you notice another child with any of the above symptoms, please notify the teachers. It is the teacher’s responsibility to notify the parent of illness. To ensure the healthiest environment for our children, this policy will be strictly enforced.

THE TEACHERS WILL ENFORCE THIS ILLNESS POLICY. THE TEACHER WILL CALL YOU IF YOUR CHILD NEEDS TO GO HOME. YOU MUST MAKE ARRANGEMENTS TO PICK THE CHILD UP. THEY WILL BE KEPT IN THE OFFICE UNTIL YOU ARRIVE.

If you move, change telephone numbers, or make changes in information you placed on your child’s *Emergency Card*, please notify us immediately. This is especially important if your child becomes ill or we need to notify you about any emergency at school. It is a good idea, in case your child becomes ill while at school to note on the sign-in sheet where we can reach you during that day’s class when you drop off your child.

This illness policy is within the guidelines of the Contra Costa County Health Services and conforms to OSHA (The US Department of Labor’s Occupational Safety and Health Administration) requirements.

* American Red Cross Healthy Policy Guide, “Preventing Infectious Disease.”

F. Medical or Dental Emergencies

Medications

The preschool will not be responsible for handling any kind of prescription or over-the-counter medications for any student at any time. Medications must be administered before or after school and not while the child is in class. (An exception would be if a child had an allergic reaction and the parent has provided an antibiotic dose or an epipen with written permission to administer it in the case of an emergency.)

Medical or Dental Emergencies

In the event that a child is injured and needs prompt medical or dental care, emergency medical services will be summoned by calling 9-1-1. Every effort will be made to contact the parent(s) or emergency contact person if a parent cannot be located. The child will be cared for by a teacher until an emergency service person arrives. All teachers and directors are trained regularly in CPR and first aid. For less serious injuries, the Director will contact a parent or designated emergency contact person if necessary. A full injury Report will be prepared by the Director for any injury, and the parent will be notified of any injury upon pick-up of the child from the preschool.

G. Tuition

Tuition for the school year is summarized in **Addendum G**. Tuition is due on the 1st of the month and is late if received after the 7th of the month. Tuition is based on a 9½ month operating schedule with tuition payments divided into 9½ equal monthly payments, regardless of **holidays, vacations or illness**. Full tuition payments shall be paid monthly September through May. The September tuition payment is due and payable by the first day of school. An additional tuition deposit equivalent to ½ of the regular monthly payment is collected at registration or no later than June 1st for Spring registrants, and will be applied to the final June tuition payment at the end of the school year.

This tuition deposit is **refundable only if one-month notice is given in writing** before the first day of school in September, or one month before the last day of the child's attendance at school. Failure to provide this payment will result in the child being dropped from the class, and another child being accepted into this school. Students entering the school during the school year must pay the ½ month tuition deposit before their first day of school.

If there are two or more children from one family, there will be a 10% per month discount on the family monthly tuition , and a 15% per month discount on the family tuition for a third child.

Tuition rates are subject to adjustment during the school year. Such adjustments are extremely rare. Should any adjustment occur, a full 30 days notice would be provided.

H. Fines

Fines are summarized in **Addendum G**. Tuition is due by the 7th of the month. If tuition is not received by then, it is subject to a late fee of 10% of the monthly tuition amount. Returned checks will be subject to a \$25 service charge. Non-payment of tuition shall be cause for suspension until payment has been made to the Treasurer by cash, check or money order. If at any time a parent has a tuition check returned unpaid from the bank, upon notification by the Director they will have 3 business days to pay the balance in full by cash or money order (including returned check fee and late fee). Their tuition must be paid by money order or cash for the remainder of the school year.

Parents who are consistently late in picking up their child will be charged a late pick-up fee. After a five-minute grace period, the fine for late pick-up is \$1 per minute. Late fees are subject to Director's discretion.

I. Parent Participation Requirements

Parent participation in the preschool and preschool activities benefits the children immeasurably. Please see Section 4 of this Handbook for a complete discussion of the many ways for parents to participate in the preschool. The following constitutes the policy with respect to parent participation in the preschool's activities.

Communications

Parents are responsible for checking the "Apple" board and reading the monthly newsletter provided by the school. The preschool also has a website (www.walnutcountry.com/preschool) where parents can find and download important information. Upon enrollment, parents are requested to provide a working email address which the Director may use for other communications. Parents are responsible for calling the school or emailing (wcpreschool@astound.net) whenever their child will be absent. Parents are required to inform the school of any infectious diseases that they or their children may have so that the school can, in turn, notify the preschool community.

Fundraising

Fundraising is a line item in our preschool budget and helps us to keep the tuitions reasonable. While not required, we encourage our families to participate in the fundraisers, which may include: family portraits, auctions, raffles school T-shirts and sweatshirts. We are always open to new ideas and welcome input from our preschool families.

Parent Assistants

Our Parent Assistant program provides parents with the opportunity to observe their child in a classroom situation interacting with peers and teachers while learning about their world. Although Parent assisting is not mandatory, we encourage moms, dads, grandparents to participate if at all possible. It is such a special treat for a child to have their parent come and spend an occasional day at preschool. Duties of the Parent Assistants include working with the teachers to prepare art projects, snacks, supervising the various play areas and participating with children in all activities. Please see Addendum A for information on Parent Assistant procedures.

By law, we are required to have a completed Health Screening Report and a current TB test with a negative result on file for all Parent Assistants. The Health Screening Report should be filled out and signed by the volunteer attesting to good health. A doctor does not need to sign this form. The Contra Costa Health Department requires Tuberculosis screening for volunteers in preschools. A TB screening test must be performed within 60 days prior to the start of school, or within two years if you are a returning Parent Assistant. Additionally, the TB test confirming a negative result MUST be an “Intradermal skin test” - also known as a “PPD” due to the fact that multiple puncture skin tests are no longer acceptable by Contra Costa County Health Department. The TB test confirming a negative result must be signed by a doctor/nurse and provided to the preschool prior to assisting in the classroom. Anyone with a positive PPD TB result must have a negative result on a chest X-ray and a signed doctor clearance. Please see Health Form - **Addendum B** and TB Test - **Addendum C**. Volunteers who are not a relative of the child must also be fingerprinted at their own expense per state requirements.

It is important that parent assistants focus on their child and their daily duties; therefore siblings are not allowed to attend when the parent works in the classroom.

J. Special Days & Field Trips

Celebrations

Parents are urged to attend the special parties that are planned throughout the school year. The children are always excited and proud when mom or dad comes to visit their school. Celebrations that **require** parent/adult participation are held at Halloween, Christmas, and Mother’s Day. Siblings are not included in these celebrations. Our *end of the year party* is a party for the whole family and siblings are welcome.

Field Trips

An occasional field trip may be planned for the 4-year-old students during the year. These classes traditionally visit the Clayton Valley Pumpkin Farm in October and a spring garden field trip. Parents are responsible for providing transportation for their own child to and from the site. If parents form carpools to transport children to field trips, Walnut Country Preschool accepts no liability.

Section 3: Curriculum

Walnut Country Preschool’s curriculum is planned by our highly qualified teaching staff that is fully educated in Early Childhood Education according to California’s licensing requirements. Walnut Country Preschool maintains an average adult/child ratio of 1:6. The program has evolved over the last thirty years to best meet the needs of the child. Walnut Country Preschool’s philosophy is that the best way for a child to learn is with a developmentally appropriate curriculum that provides hands-on activities.

Teachers share responsibilities in three areas of the classroom and rotate these responsibilities monthly. The responsibilities include Circle Time and Science, Music/Story/Outside Play, or Art/Dramatic Play. We follow a thematic, seasonal approach with special activities provided for the children. Many additional activities emerge from the children’s interest. We are child-centered and teachers incorporate the children’s choices into our activities.

The classroom is divided into centers where the children are able to play and work. The following daily activities give the children freedom to explore within the guidelines of a safe and happy environment.

Arrival

The Walnut Country Preschool staff greets the child and parent as they arrive. The children are encouraged to show their independence by hanging up their jackets, checking their assigned “cubbies”. The teachers will check the children for signs of illness upon arrival. Please see Illness Policy – **Section 2, Item E**.

Circle Time

Circle Time is a planned group time with the teachers that gives the children an opportunity to develop language and listening skills. It is also a time for the children to share with the class. Circle Time may include music, finger plays, rhymes, stories, drama, games, movement, and dance.

Motor Activities

Time is given during the day for children to play outside in the playground (weather permitting). Opportunities to climb, run, jump, skip, hop, throw, and catch provide children with a healthy release and break from the quieter activities of the classroom. In inclement weather, a variety of indoor activities provide opportunity for motor development. Toys and equipment are available which develop gross and fine motor skills and help in the child's achievement of muscular coordination and control.

Arts and Crafts

The objective of our art program is to encourage children to express how they feel, think and view the world through developmentally appropriate activities. A rich variety of art materials is provided so children learn to love the "process" and grow in confidence and pride in their creations. A free art center, which includes "recyclables", is also available where children can work on special projects using any, or all, of the materials available. These projects encourage self-expression, develop hand/eye coordination, provide opportunities for physical development, and are enjoyable and satisfying for young children.

Discovery

Walnut Country Preschool's science center helps children learn about themselves and the world around them. Working together observing, exploring, and problem solving, the children are developing social skills. Through exploration of materials such as sand or water, children learn cause and effect relationships and math concepts, while refining their motor skills. We explore nature and the world through animals, books, cooking and experiments, and varied outside activities. The Science Center also includes pets, which the children help to care for.

Dramatic Play

Children use the dramatic play area to pretend and in doing so they develop many new skills. They learn about themselves, their families and the world around them. The children learn to ask and answer questions and to work together to solve problems. The "house corner" provides many opportunities for socio-emotional development, as children learn to be flexible and cooperate with others by negotiating roles and playing together. We include many "props" to encourage creativity and imagination in this center. All of this "representational play" is wonderful preparation for reading!

Block Area

Blocks are ideal for children who wish to set the stage for dramatic play. In a short time they can become a puppet stage, a house, or a fire engine. Blocks provide a wealth of learning activities that allow children to acquire important concepts in math, science, geometry, social studies, and more. Children can work independently, or in a group, developing an understanding of concepts of length, height, weight, and area. Included in our large block area are several different types of blocks, as well as cars, trucks, people, houses, animals, and numbers of items to encourage imaginative play and learning.

Music and Movement

At Walnut Country Preschool, music is an important part of the day. Music and movement are social activities that help children feel a part of the group. Through music and movement, children can express their feelings and improve their balance, coordination and rhythm. Music and movement provide an outlet for children's energy and high spirits. Our music center provides the children with instruments and props for dancing and singing, during the free time, as well.

Library Center, Writing Center and Story Time

Books are always available to the children. The library can be an oasis in the classroom—a place to get away from more active interest areas, relax in a soft environment, and enjoy the wonderful world of literature.

Acquiring a love for books is one of the most powerful incentives for children to become readers. Our library center includes many wonderful books which are rotated each month, as well as flannel pieces for the children to create their own stories. These materials, along with our listening post and puppet theater promote language and literacy skills. There is also an adjacent “writing center” where children have materials such as magnetic letters for spelling, wipe off markers for tracing lines and letters, and markers and chalk boards to practice writing. The children enjoy making pictures and dictating stories which the teachers write. We will often read these stories at our Music/Story time. Our daily music and story time is a chance for all the children to learn to sit attentively while the teacher reads a story or tells a flannel story, or teaches the children rhymes and finger plays.

Table Toys

The Table Toys Center is filled with games, manipulatives, and puzzles, which children can play with at a table or on the floor. This center offers children a quiet activity to do alone or with a friend or teacher. Rich in texture, color and shape, table toys offer children challenging opportunities to learn new skills. Working with the materials enables children to develop eye hand coordination and work on emerging math skills such as seriating and matching, and to build skills in problem solving. Fine muscle control is refined as children string beads or construct with interlocking cubes. The children develop self-confidence when they successfully complete tasks such as puzzles or other self-correcting toys.

Section 4: Parent Participation

A. Parent Board of Director and Corporate Officer Positions

Walnut Country Preschool, Inc. is a non-profit corporation run by parents of attending preschoolers. Parents serve as officers of the corporation and on the Parent Board of Directors. The officers include a President, Treasurer and Secretary who also serve as the Parent Board Chairperson, Treasurer and Secretary, respectively. Please refer to our Bylaws for more information on the corporate structure of Walnut Country Preschool.

The Walnut Country Preschool Parent Board operates as a team carrying out the corporate and administrative functions of the Preschool. The Parent Board works closely with the Preschool Director to see that the Preschool operates properly under State Community Care Licensing directed guidelines. The following is a list of responsibilities that are expected of all Board Members and Officers:

- ***Board Meetings.*** The Preschool Board meets once a month at a regular and posted time. The Parent Board will discuss any officer’s commitment to the Parent Board should they exhibit poor attendance for Parent Board meetings and/or Preschool functions. The Parent Board has the authority to declare the position vacant and appoint a successor if they deem it necessary.
- ***Parent Assisting.*** Parent Board Members shall Parent Assist at least once during the school year. Monthly assisting is preferred, but not required.
- ***Observations/Evaluations.*** Parent Board Members are to observe class sessions as deemed necessary by the Director and provide input for staff evaluations.
- ***School Functions.*** Parent Board Members are to be available to help during Parent Board hosted functions including Fall Orientation, Registration, and other functions approved by the Preschool Board.

Nomination to the Board and/or Corporate Officer Positions

A nominating committee, composed of the Preschool Director and two current Parent Board members, shall accomplish the nomination process. The nominating committee shall post Parent Board position openings on the Preschool bulletin board in February. In order to be eligible for election as a board member, nominees must have a child registered to attend a Preschool class during the time period in which the nominee desires to serve. The nominating committee will then present a slate of candidates to the current Parent Board of Directors for approval at the regular March meeting.

Parent Board & Corporate Officers (Dual Positions)

- **Chairperson/President of the Non-Profit Corporation.** The Chairperson is responsible for overseeing the activities of the Parent Board, acting as the liaison between the Preschool parents, the Preschool Director and Staff, the Cowell Homeowners Board (our landlords) and the Preschool Parent Board to assure optimal coordination and smooth functioning of the organization. The Chairperson will be responsible for drafting the monthly meeting agenda and chair the monthly board meetings.
- **Treasurer/Officer of the Non-Profit Corporation.** The Treasurer is responsible for overseeing many of the financial transactions of the Preschool, including writing/signing checks, collecting/recording/and depositing tuition and registration monies, counting/recording and depositing all fundraising monies. The treasurer works with the Director in developing a preliminary budget in November to determine tuition and fees for the upcoming Preschool year. A final budget is presented for approval in April. The treasurer also works with the Director in April/May to determine year-end expenses. The Treasurer joins the Director in attending periodic meetings with the Bookkeeper and/or Accountant, as well as representing the Preschool Board in providing general review and oversight for Preschool finances. It is preferred that this person have some financial background and a basic knowledge of Quickbooks.
- **Secretary/ Officer of the Non-Profit Corporation.** The Secretary takes and posts the minutes of each Parent Board Meeting. The Secretary is responsible for correspondence as needed, assists the Director with organizing registration information and paperwork, prepares and submits information for publication in the Signal community newsletter.

Parent Board Positions/Standing Committee Chairpersons

Fundraising. The Fundraising position is one that is shared equally by two or more individuals. It involves overseeing all fundraising efforts for the Preschool. They are responsible for planning fundraisers with the involvement and approval of the Parent Board, and the involvement of a committee of other interested parents. They are also responsible for maintaining inventory, financial records, and evaluation of all activities.

Parent Assist Coordinator. The Parent Assist Coordinator works with the school's Assistant Director to organize parent volunteers for each class. The Coordinator collects Parent Assistant health forms (if needed), posts monthly calendars on SignUpGenius, prepares printed calendars to post at preschool, and communicates with parents as needed to answer questions and fill available time slots. Coordinator co-hosts an orientation for volunteers at the beginning of the preschool year.

Purchasing Agent. The Purchasing Agent purchases Preschool supplies and snacks as requested by the staff member who plans snacks, etc. for the preschool. The Purchasing Agent provides receipts for purchases to the Director each month for reimbursement. The Purchasing Agent handles the purchasing for all Parent Board hosted functions, unless otherwise decided by the Preschool Board.

Head Room Parent (may be a shared position). The Head Room Parent, along with class "Room Parents," plans for the gifts for the children's parties at Halloween, Christmas and Easter. The Head Room Parent is responsible for securing the "Fall Fairy", the "Santa" and the "Easter Bunny" for each of the school parties. The Head Room Parent and Room Parents plan and execute monthly Parent Circle events, as well as the End of School Carnival.

B. Non-Board Volunteer Positions

Room Parents. A Room Parent serves a simple yet important role at Walnut Country Preschool-to foster a friendly community within their child's class by working with the Head Room Parent to:

*Co-host the First Day of Preschool Coffee Social

*Co-host at least one Parent Circle monthly event throughout the school year.

*Assist in planning and help co-host the evening Family Nights with other Room Parents and Head Room Parent.

*Set up monthly “playgroup” time for the class at the park or other location(need not be present at all gatherings). An email contact list for parents of children in your child’s class will be provided. These “outside activities” will not be considered “Preschool-sponsored” activities and as such will not fall under preschool liability. This disclaimer must be included at the end of every such email.

*Room parents may be called upon by the Parent Board to assist with other Preschool activities.

Parent Circle Volunteers. If getting together once a month throughout the school year, without the kids, making simple projects while getting to know other parents at the Preschool sounds good, then Parent Circle is for you! No crafting experience is required - only your TLC while making favors that the children receive at their holiday and end of school parties. The meetings are held in the evenings at the Preschool and the Head Room Parent provides the supplies and directions for the projects. These evenings usually include some sort of social activity in addition to the “party prep”! Our Parent Circle is a great way to make new friends and connect with other preschool families. It also gives you an opportunity to have more involvement in the Preschool without requiring too much of your time.

Scholastic Book Club Coordinator. The Scholastic Book Club Coordinator informs families of the opportunity to order children’s books at a discounted rate. The coordinator distributes order forms to each student’s cubby on a monthly basis. Orders may be placed online or brought to the preschool with payment. The Book Club Coordinator is responsible for the distribution of books upon arrival.

C. Parent Assistants

Our Parent Assistant program provides parents with the opportunity to observe their child in a classroom situation interacting with peers and teachers while learning about their world. Duties of the Parent Assistants include working with the teachers to prepare art projects, snacks, supervising the various play areas and participating with children in all activities. See **Addendum A** for a more comprehensive guide to Parent Assisting responsibilities. Also see Parent Assistant Policies in **Section 2, Item I**.

D. Fundraising

Our Fundraising Committee is always looking for help with projects and soliciting items for our auction/raffle. Fundraising events help Walnut Country Preschool keep tuitions affordable. We encourage you to become involved in these endeavors-many helpers mean less work for one or two individuals!!

Section 5: Disaster Plan

Walnut Country Preschool is concerned for the safety of the children in the event of an earthquake, fire, or other possible emergency situation that may arise. Teachers are trained in CPR and are familiar with the emergency plan in place at the preschool. Included in this plan is the procedure for picking up your child following an emergency situation.

In any emergency, if you are parent assisting:

- Do not run or let the children run.
- Preserve calm by remaining calm.
- Do not allow children to wander around.

A. Earthquake Procedures

In the event of an earthquake, if students are inside the Preschool, teachers will call out, “*rabbits in the hole. Duck, cover, and hold*”. Teachers and parents will:

- Move children away from windows. *Duck, cover, and hold* for at least 60 seconds.
- Talk calmly to the children.

- Listen to instructions from the teacher, who will give the command to evacuate the children.
- Remember to never return to the building until it has been inspected for damage.

In the event of an earthquake, if students are outside the preschool, teachers and parents will move the children away from buildings, trees, and exposed wires. Teachers will then call out, “*rabbits in the hole. duck cover, and hold*”. Teachers and parents will:

- Help children to drop to the ground for at least 60 seconds.
- Keep out of building.
- Listen to instructions from the teacher, who will give the command to evacuate the children.

B. Fire Procedures

In the event of a fire during the school day, parents will assist teachers as follows:

- Conduct children in your area quickly, quietly, and calmly to the nearest safe exit as instructed by the director or teacher in your area. Everyone will assemble outside of the complex fence on LawsonCt. and wait for instruction from the Director/teachers. The primary site to which we will evacuate, if necessary, is the playground below the main pool. This will make things less stressful for the children since they will be playing. Parents will be contacted and informed to pick up their child at this site.
- If you are assigned a group of children, count the number of children in your group and keep them together. Await instruction from the Director or fire officials.
- Keep a safe distance from the fire and the fire-fighting equipment.
- The Director will notify the Business Office where the children are waiting for their parents.

C. School Preparedness

In the event of an earthquake, fire, or other disaster please be aware of the following:

- The Preschool Staff are trained in emergency first aid and update their CPR certificates bi-annually as required by State Licensing.
- The students have routine earthquake and fire drills and practice the duck, cover and hold procedure.
- An emergency first aid kit, disaster/earthquake supplies, and the earthquake kits provided by families for their children are stored in an outside storage unit for easy access. A backpack with the **Identification and Emergency Information** is stored in the Director’s office and picked up by the Director or other designated staff as the facility is evacuated. The Business Office also has a copy of your **Identification and Emergency Information**. ***

***** It is important that you keep the Director informed of any changes to your home, cell or work phone numbers so the preschool will have current contact information!**

- Safety film has been placed on all the windows in the building. In case of a major earthquake or other emergency, the glass might break but not shatter.
- An alternate pick-up site for your child will be the children's playground at the end of Oakbrook Court if for any reason the school needs to be evacuated. Parents will be contacted as soon as possible to alert them of the situation. The business office will be contacted with information regarding the evacuation site. Parents may contact the business office, if needed, at 925-687-9961.
- In the event that we need to evacuate to the alternate site, the Director will remain at that site until all students have been picked up by parent or guardian.

D. Items to be provided by Family

As Walnut Country Preschool is situated close to many families' homes, we know that in case of a major disaster many parents would be able to be at the school quickly to pick up their child. However, some would not. We require parents to provide a "Care Kit" for their child, placed in gallon size Ziploc bags, which should include the following:

- A picture of the child with his/her family.
- A letter from parents or caregivers reassuring the child of their love and letting them know that the child will be picked up as soon as possible.
- A favorite non-perishable snack for them. (i.e. prepackaged cookies, granola bar etc.)
- A bottled water
- An optional comfort item small enough to fit in the bag may be added.

These "Care Kits" should be provided to the school during the first few weeks of school. If unused, these kits are returned at the end of the school year.

Addendum

Addendum A – Parent Assistant Responsibilities

At Walnut Country Preschool, we strongly urge parents to get involved in their child's education. Our Parent Assistant program provides parents with the opportunity to observe their child in a classroom situation interacting with peers and teachers while learning about their world.

Most Parent Assistants work once a month, but this can vary depending on your work schedule and on how many other parents participate.

It is important that parent assistants focus on their child and their daily duties; therefore siblings are not allowed to attend on your day to work in the classroom.

By law, we are required to have a completed Health Screening Report and a current TB test with a negative result on file for all Parent Assistants. **Please see our Policies Section 2, Item I.**

Parent Assistant Responsibilities

We strongly urge our parents who choose to parent assist to take their responsibility seriously. The teachers and children depend upon the help that each parent provides. Below is a summary of these responsibilities:

Arrival: Parent Assistants arrival time is 15 minutes prior to the beginning of class (8:15 a.m.). Please be on time:

Departure: At the end of the class, Parent Assistants are required to help clean up. Parent Assistants shall remain 15 minutes **after** the dismissal time, if needed, to clean up and get the classrooms ready for the next group.

Responsibilities before School:

- Fill water Jug for outside in the a.m. Put out cup holder, making sure that there are plenty for the children's use. P.m. helper will bring jug in and empty.
- Check Snack List - Familiarize yourself with the snack for the day. Prepare the juice. The snack calendar is located on the side of the refrigerator.
- Dishwasher - Please unload clean dishes. (a.m. classes)
- Help Teachers where needed.

Responsibilities during School:

Classroom Supervision - Please be ready to help supervise the children when they start to arrive for their classes.

- Circle Time - Be prepared to sit with your child during our opening circle. They have the privilege of introducing you to the class.
- Free Choice Time - When the children are dismissed for free choice time, you will be assigned to an activity or area of play to supervise, and will be directly supervised by one of our teachers. Parents are often asked to help with the art project. We ask that the parents let the child "do their own thing". Our philosophy for art is to encourage participation in the project but not to do the project for them.
- Snack Time-The snack is available during free choice time and sometimes our parent will help with this (especially in the 3-year-old class). Remind the children to wash their hands before snack. Assist the children in getting their cup and napkin and finding a seat. Serve the snack and remind the children to clear their place when they are finished. Check off the child's name on the roster as they come to snack. Invite those who have not had a snack yet to come. Clean up the area after snack is finished. **Pay special attention to food allergies as noted in the class check-off roster and the information posted on the refrigerator for those children with allergies(a photo is posted with the information to assist you)**

- Clean Up - Clean up time is the transition from free choice to outside time. Your help is needed in making this time go smoothly. Please encourage the children to help with clean up. This is best done by giving them a specific job to do. In chilly weather you may be asked to assist the children with their coats before going outside.
- Outside Supervision
 - 1) You will be asked to help supervise on the playground during the outside playtime. The teacher in this area will familiarize you with the “outside rules”.
 - 2) Painting and water play are often offered to the children and you may be asked to supervise these activities.
 - 3) You may be assigned to the sandbox area. Teachers will familiarize you with our rules for fun and safe sand play.
- Music/Story Time – When it is time to come in for music/story you may be asked to assist in helping the children “clean up” from playing in the sand-empty shoes, brush off extra sand, etc. You might be asked to stand at the entry and give each child a squirt of hand sanitizer as they re-enter the classroom from their outside play. When you finish the job you have been given, you will join us on the music rug, and sit with your child, helping the children enjoy and participate in music and story time.
- Clean Up-Please check with the teachers before leaving at the end of the day to be sure there is nothing else that needs to be done.

Parent Assistant Participation

- It is important to your child to have you share the day with them. Do not be surprised if they want to stay with you during your duties. This is okay, but do encourage them to go along with their classmates and enjoy other activities.
- Our full attention must be focused on the children during school hours. Please keep your visiting with other adults to a minimum and please, no cell phones!
- Please feel free to discuss the day’s happenings with the staff. **The behavior of the children should not be discussed outside the school environment.**
- Our teaching staff will keep you informed as to what you should be doing during the day. Please be willing to accept responsibilities given to you by the staff.

Safety Rules

- Children are not allowed to play in the front entry hall.
- Children are never allowed to **exit** the building. Door alarms have been installed at all of the exits and will serve to alert staff and adults when/if a door is opened.
- Never leave an area unsupervised.
- No child will be dismissed from the school with someone other than one of his/her parents unless the parent has notified a staff member or the person is on the “Identification and Emergency Information” sheet provided by the parent. A photo ID will be required before releasing the child.
- The slide is for sliding down feet first. Encourage the children to walk up the stairs when playing on the slide.
- Blocks may be piled no higher than the child’s shoulder.
- Balls are only for throwing and catching, never kicking, unless the ball is a soccer ball (outside).
- Watch children riding on tricycles to ensure safety of other children. Helmets must be worn while riding.
- Large shovels are for digging only and may not be raised above waist height.
- We never throw sand!

Addendum B – Parent Assistant Health Report

**WALNUT COUNTRY PRESCHOOL
4465 SOUTH LARWIN AVE
CONCORD, CALIFORNIA**

All Parent Assistants at Walnut Country Preschool must demonstrate that their health condition allows them to perform the type of work required. The Parent Assistant shall be free from communicable disease and capable of the tasks listed on the PARENT ASSISTANT PROGRAM. This health appraisal is to be completed before the person Parent Assisting can work at WALNUT COUNTRY PRESCHOOL.

Print person's name

telephone number

Address

I HEREBY ATTEST THAT THE STATEMENTS WRITTEN ON THIS PAPER ARE TRUE

Signature of parent assistant

Date

Evaluation of general health

Evaluation of ability to perform work described in the Parent Assistant program sheet

Note any health condition that would create a hazard to the person, children or other personnel

See Attached Form For TB Requirements - all parents working in the classroom must have a TB test, no more than 60 days prior to of school

Addendum C – Adult Tuberculosis Report

WALNUT COUNTRY PRESCHOOL

SCHOOL TELEPHONE -925-798-9686 BUSINESS OFFICE - 925-687-9981

ADULT TUBERCULOSIS REPORT

EACH PARENT WHO IS WORKING IN OUR CLASSROOM MUST HAVE A TB REPORT COMPLETED AND SIGNED BY A PHYSICIAN WITHIN 60 DAYS PRIOR TO THE START OF PARENT ASSISTING.

State and County regulations require that any adult working with preschool children be tested for Tuberculosis. Acceptable Tuberculosis tests are the interdermal skin test (Mantoux PPD) or a chest X-ray.

GUIDELINES FOR TESTING ARE VERY SPECIFIC AND ARE AS FOLLOWS:

1. For first-time assisting parents, this test **must be completed within 60 days** of the start of parent assisting (and then every 2 years thereafter).
2. A multiple puncture skin test (Tine or Monovac) IS NOT ACCEPTABLE FOR EITHER CHILD OR ADULT.
3. For persons over 35 years of age: Two interdermal PPD skin tests are required at least one week apart (with proof of negative PPD test within the proceeding year, only one test is required.)
4. If a skin test is positive, a negative chest X-ray is required, one time only.
5. TB testing is available through the Contra Costa County Health Services (1-800-246-2494).

.....

TUBERCULOSIS TESTS:

A PPD skin test or X-ray (please circle appropriate test) was performed on _____

(Name)

On _____ and read on _____ the result was ____*pos*____*neg*____.

(Date)

(Date)

For adults over 35 years old, a second PPD skin test was performed on _____

(Date)

And read on _____ the result was ____*pos*____*neg*____.

(Date)

PHYSICIAN'S SIGNATURE _____

Addendum D – Application for Enrollment

REGISTRATION # Today's Date: _____

Returning Student: New Student

Child's Name: _____ Birth date: m/d/y ____/____/____

Class Requested: 3-year-old: 4-year-old:

Street Address: _____ Home Phone: _____

City: _____ ZIP: _____

E-mail address* _____

*OK to use for school communications? Yes No

FOR EMERGENCY USE

Parent's Name: _____ Cell # _____

Place of employment _____ Pager # _____

Bus.Tel. #: _____

Parent's Name: _____ Cell# _____

Place of employment _____ Pager # _____

Bus.Tel #: _____

Siblings or other person living at home	Name	Age	Relationship

For Preschool Use -----

NON-REFUNDABLE REGISTRATION FEE MUST ACCOMPANY THIS FORM

Registration Fee: \$125.00/family Cash/Check Number _____

TUITION DEPOSIT

Please Circle Class: 3-Year-old (\$137.50) 4-Year-old (\$162.50) Amount _____ Cash/Check Number _____

FIRST MONTH TUITION: Month _____

Please Circle Class: 3-Year-old (\$295.00) 4-Year-old (\$325.00) Amount _____ Cash/Check Number _____

Upon approval of this application, you will receive the registration package.

Addendum E – Registration Checklist for New Students

**WALNUT COUNTRY PRESCHOOL
REGISTRATION CHECKLIST FOR NEW STUDENTS**

CHILD’S NAME _____ **BIRTH DATE** _____

TODAY’S DATE _____ **FIRST DAY OF SCHOOL** _____

The following items, unless otherwise noted, are needed on or before the child’s first day of school.

- _____ Copy of the following:
 - _____ Child’s Birth Certificate
 - _____ Child’s current immunization record
- _____ Admission Agreement
- _____ Consent for Medical Treatment - (signature of parent required)
- _____ Parent’s Rights Notification - (please sign, return signature portion and keep the top for your information.)
- _____ Personal Rights - (Please sign, return signature portion and keep top for your information)
- _____ Identification and Emergency Information
- _____ Child’s Preadmission Health History - Parent’s report
- _____ Physicians Report - (due within 30 days of start of school)
- _____ Immunizations
 - _____ POLIO (OPV OR IPV)
 - _____ 4DTP/DTaP/DT/TD
 - _____ 1 MMR
 - _____ HEPATITIS B
 - _____ HIB MENINGITIS (must be after the first birthday)
 - _____ PPD TB test = (physicians discretion)
- _____ Parent Assistant - two forms
 - _____ Health Report, signed by parent
 - _____ TB test conducted no more that 60 days prior to the start of school must be completed before parent can Parent Assist. TB tests are good for two years.

REGISTRATION FEE - NON-REFUNDABLE

_____ Registration Fee: \$125.00/family

1/2 TUITION DEPOSIT

- The tuition deposit is due by June 1st in order to secure your child’s place for next year’s program. This tuition deposit is equal to ½ of the regular monthly tuition. Your deposit will be applied to your child’s tuition for June of next year.
- For children who begin the program during the school year, the tuition deposit is due on or before the first day the child enters school.
- The tuition deposit is refundable only if the parents give written notice to the Director **no later than one month** before the beginning of school in the Fall or before the child exits from the program during the year.

Tuition Deposit:

_____ 3-year-olds \$137.50
_____ 4-year-olds \$162.50

SEPTEMBER/FIRST MONTH TUITION - A full month’s tuition is due by the first day of school.

_____ 3-year-olds \$295.00
_____ 4-year-olds \$325.00

Addendum F – Registration Checklist for Returning Students

WALNUT COUNTRY PRESCHOOL
REGISTRATION CHECKLIST FOR **RETURNING STUDENTS**

CHILD'S NAME _____ BIRTH DATE _____

TODAY'S DATE _____ SCHOOL YEAR _____

Please complete and return the following forms with deposit unless otherwise noted:

Copy of the following:

- _____ Child's current immunization record (if record has been updated from prior year)
- _____ Admission Agreement
- _____ Identification and Emergency Information (this form must be updated each year your child is enrolled in our school)
- _____ Parent Assistant - two forms (Health Report, signed by parent and TB test. TB tests are good for two years. Please update if necessary.)

REGISTRATION FEE - NON-REFUNDABLE

_____ Registration Fee: \$125.00

1/2 TUITION DEPOSIT

- The tuition deposit is due by June 1st in order to secure your child's place for next year's program. This tuition deposit is equal to ½ the regular monthly tuition. Your deposit will be applied to your child's tuition for June of next year.
- For children who begin the program during the school year, the tuition deposit is due on or before the first day the child enters school.
- The tuition deposit is refundable only if the parents give written notice to the Director **no later than one month** before the beginning of school in the Fall or before the child exits from the program during the year.

Tuition Deposit:

_____ 3-year-olds \$137.50
_____ 4-year-olds \$162.50

SEPTEMBER/FIRST MONTH TUITION - A full month's tuition is due by the first day of school.

_____ 3-year-olds \$295.00
_____ 4-year-olds \$325.00

Addendum G – Fee, Tuition and Fine Schedule

FEES:

Annual family registration: (due at time of application before receiving registration packet; **non-refundable**.)

\$125 per family

HALF-MONTH TUITION DEPOSIT: (Due with registration packet.)

Tuesday/Thursday	\$137.50
Monday/Wed./Friday	\$162.50

Half-month tuition deposit due with registration packet to secure your child's place in our school. Tuition deposit will be applied to your child's June tuition. Refer to our Policies on **Registration Section 2, Item A**, in this Handbook.

FULL TUITION PAYMENTS:

Due monthly, September - May, on the 1st of the month. Late after the 7th of the month.

3-year-old class - Tuesday/Thursday	\$295/month
4-year-old class - Monday/Wed./Friday	\$325/month

Multiple Child/Family Discounts:

2nd Child	10%/month discount
3rd child	15%/month discount

FINES:

Late Tuition fee:	10% of the monthly tuition
Service Charge on Returned Checks:	\$25
Late pick-up fee:	\$ 1 per minute after five-min grace period

Addendum H – Parent/School Admission Agreement

ADMISSION AGREEMENT

Walnut Country Preschool is operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, sex, religion, national origin or ancestry.

This agreement is between Walnut Country Preschool and _____
Parent/Legal Guardian (Please Print)

For the care/instruction/supervision of _____ for School Year _____

There is a one time **NON-REFUNDABLE** family registration fee due upon enrollment (Please check the box that applies)
 \$125/family

There is a **TUITION DEPOSIT** equal to ½ month tuition due by June 1st of the registration year, or upon enrolling if after that date. This amount will be applied to your child’s June tuition in the Preschool Year of enrollment. (Please check the box that applies for your child) 3-year-old class: \$137.50 4-year-old class: \$162.50

Tuitions for the Preschool Year are as follows (please check the box that applies for your child):

- 3-year-old class Tu/Thurs 8:30-noon \$295.00 per month
- 4-year-old class M/W/F 8:30-noon \$325.00 per month

Tuition is due the first of the month and is considered late after the 7th of the month. A late charge of 10% of the monthly tuition will be assessed for all late payments.

If there are two children from the same family enrolled there is a 10% per month discount on the total family monthly tuition; if there are three children enrolled there is a 15% per month discount on the total family monthly tuition.

There is a service charge of \$25.00 for returned checks.

A medical leave of absence for a sick child may be granted upon approval of the Preschool Director.

Parents who become consistently late in picking up their child will be charged a late pick-up fee of \$1.00 per minute after a five-minute grace period.

All families who are enrolled at Walnut Country Preschool will be given at least 30 days written notice in the case of a change in the rate of tuition.

Enrollment may be terminated by voluntary withdrawal. If a 30-day notice is given in writing to the Director, the tuition DEPOSIT will be refunded (providing the tuition payments are up-to-date).

Enrollment may be terminated due to dismissal for violation of the general rules and regulations (including non-payment of fees) as outlined in the Parent Handbook or because of other conduct harmful to the Preschool.

The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member, and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

I HAVE READ AND UNDERSTAND THE TERMS OF THIS ADMISSION AGREEMENT. I HAVE READ THE WALNUT COUNTRY PRESCHOOL PARENT HANDBOOK AND AGREE TO ABIDE BY THE OPERATING POLICIES AND PROCEDURES AS OUTLINED THEREIN.

Signature of parent/legal guardian

Date

Signature of Director/preschool representative

Date