

Livermore Playschool
2017 / 2018
Parent Handbook



Livermore Playschool is a Non-Profit Educational Organization
Established Amongst the Livermore Wine Country Since the
1950's.

Livermore Playschool Objectives

- To make sure children are happy, safe and well cared for by giving positive attention.
- To allow children to learn through academic and social discovery.
- To help children learn new skills such as socializing with peers to encourage independence, and further develop communication skills.
- To acquire a sense of playfulness and wonder so that we (teachers/parents) may instill in our children a sense of curiosity, compassion, and optimism about learning.

Program Philosophy

LPS is a high quality preschool and afterschool program. LPS will acknowledge religions, cultures and abilities.

LPS firmly believes that parents are the most important teachers in their children's life. As a volunteer, our program is enriched by the talents and interests parents bring when working in the classroom. We offer parents the security of knowing that our program offers a nurturing environment and learning opportunities for their child.

Our programs at LPS are designed to meet children's needs as well as their family's needs. We offer flexible pre-school, day care and afterschool schedules.

It is our belief that children must be free to be children and that they must be given the opportunity to grow and discover. We never shame children for making less desirable decisions. Every child's interest is important. We acknowledge that children must learn through academic and social opportunities. The teachers provide many opportunities for the children to gain the skills they need to succeed in a classroom environment.

How Livermore Playschool Operates

LPS was incorporated in 1953 as a non-profit educational organization. As a non-profit organization, LPS cannot operate for the benefit of private interests.

LPS is governed by a Board of Directors. The Board consists of parents and community members. All candidates must be interviewed. Please visit our website for a list of current Board members.

The main goal of the LPS Board is to work with the Director to ensure that LPS accomplishes its mission. The director is hired by and reports to the LPS Board. The Board and the Director meet monthly to discuss issues such as enrollment, program coordination, finances, staffing and the school grounds.

As a LPS parent, you are an integral part of the school. In order to accomplish our mission, parent participation is a must! Parents are required to attend the parent orientation as well as fulfill the volunteer obligation of 1 hour per month per family.

LPS is a parent participation school and can not operate without parental support!

Communication with Parents

The director, site supervisor and head teachers are always happy to talk to you. We try to touch base with you on a daily basis. We communicate to parents mostly through e-mail. We also attach notes to your child's sign-in sheet, communicate by telephone, and face-to-face. If you would like to set-up a time to talk to the director or a teacher, please contact them.

Parent conferences will be scheduled as needed for those children who may need additional social and academic support. Conferences may be requested at other times by either parents or teachers as the need arises. Parents will be provided with a copy of their child's assessment twice a year.

If you have questions about your child's development, please let your child's head teacher know. If there is a concern about your child's behavior, your child's head teacher will set-up a time to meet with you. As a team, we will discuss a plan of action to meet your child's individual needs.

E-Mail Address: Gina Elliott – ginamasped@aol.com

Website: livermoreplayschool.com

LPS Phone: 925-447-6042

LPS Fax: 925-447-7413

Gina Elliott's Cell: 510-772-5015 (FOR EMERGENCIES ONLY)

Robyn Zapien Cell: 209-834-4412 (FOR EMERGENCIES ONLY)

Our Philosophy In

Dealing with Children's Challenging Behaviors

Our goal is for children to become independent and to make good choices. We assist the children by modeling appropriate behaviors and using appropriate phrases. We allow self-expression, but not if it hurts others physically or emotionally. In such cases, we do intervene. As a parent volunteering in the class, if there is a time when you are not sure how to handle a situation, please bring it to the teacher's attention.

WE NEVER USE PHYSICAL PUNISHMENT ON CHILDREN. WE NEVER INTENTIONALLY EMBARRASS A CHILD. If necessary we will remove a child from a group if they are in danger to themselves or others for a period of time. When the child appears to have gained control, we invite them back to the group.

Clothing

PLAY IS CHILDREN'S WORK! Their work involves paint, water, playdough, glue and dirt. Comfortable play clothes will help your child have fun and allow them to explore. We attempt to use products that washout, but sometimes depending on the fabric of clothes, the product may stain.

Appropriate Clothing

- Closed-toed shoes, no cleats, no shoes with wheels
- Pants / shorts depending on the weather.
- Shirt
- Dresses that do not have a high value and are not too long.
- No costume-like clothing except on designated days.

PLEASE LABEL ALL YOUR CHILDREN'S CLOTHING. PLEASE BRING EXTRA CLOTHES AND LEAVE THEM IN THEIR CUBBY.

If your child is potty training, please bring several changes of clothes including socks, underwear and extra shoes. Labeling clothes helps the teachers identify who they belong to.

Nap Procedures ***(Full-Day Preschool Children Only)***

LPS provides children in care for more than 4 hours, a rest time. LPS will provide the mat, fitted sheet and blanket. Your child's blanket and fitted sheet will be washed weekly by LPS.

All nap items will be stored in separate labeled plastic bags or plastic divider to prevent any child from using other children's napping attire.

If your child is enrolled in our part-time programs and you wish to extend their day, they will be required to nap/rest. Please bring in a blanket and LPS will provide the mat and fitted sheet. Due to fire safety all children must sleep with their shoes on.

Snack / Lunch Program

Your child will have the opportunity to participate in our hot lunch program. The lunch will consist of a main dish, fruit, vegetable, milk

and water. The menu is planned by licensed nutritionist and will be posted in our kitchen as well as a copy will be sent home at the beginning of each month. If you child is restricted from having certain types of foods due to religious or allergic reasons, the hospital will substitute their meal. If we are unable to accommodate your child's food restrictions, we will ask for parent support in providing their snacks and lunch. We offer a "nut-free" food program for those students who are allergic to nuts.

Our snack is prepared daily. The snacks consist of a fruit, carbohydrate and a dairy. Snacks are served daily. If your child attends part-day they will be served a morning snack and lunch daily. If your child attends full-day they will be served an AM/PM snack and lunch.

Late Policy

LPS offers many program options. If your child is in the part time two year old and three year old programs your program begins at 9:00AM and ends at 1:15PM. If your child is in the part time Jr.K program, it begins at 8:30AM and ends at 1:00PM. The Pre-K program begins at 8:30AM and ends at 1PM.

If you are late picking up your child you will be charged \$10 for the first 10 minutes. After 10 minutes you will be automatically charged the \$65.00 (part-day rate). Payment is expected at the time of pick-up or by your child's next scheduled preschool day. If you are late more than three times in a three month period, your enrollment at LPS may be subjected to termination. We do understand that emergencies happen and would appreciate a phone call in the case of this event. **However parents will still be subjected to the late fee policy.**

Days and Operation of Livermore Playschool

- Monday - Friday 6:45AM – 6:00PM FT
- Jr.K Program 8:30AM - 1:00PM PT

- Pre-K Program 8:30AM – 1:00PM PT
- 2 & 3 Year Old Program 8:45AM – 1:15PM PT

The afterschool hours of operation for kindergartners through third grade during the regular school year is Monday through Friday from 1:30PM – 6PM for kindergartners and 2:40PM/3PM for 1st through 3rd grade. On Wednesdays it is early release 1:30PM-6:00PM for all grade levels. During summer months the after school program will run full-time (6:45AM – 6PM) in the main building.

Drop Off and Pick Up Procedures

As mandated by state licensing, each and every child must be signed in and out in the sign in/out book by the parent/legal guardian or authorized person on emergency form using their full signature.

During drop off and pick up, please do not leave ANY CHILD unattended in your vehicle or other means of transportation. Although there is no law against this act, LPS is private property and will not be responsible for negligence of a parent if any harm comes to a child left alone in a vehicle in the LPS parking lot. Parents who leave children unattended in vehicles or any other means of transportation are subjected to have their child's enrollment terminated!

Absent Policy

If your child is sick or unable to attend school for other reasons such as vacation, please let us know. Next to the sign-in book there is a spiral notebook that parents can write in to let us know if their child will be out on a certain day. Occasionally, parents may have an emergency where they need their child to attend an extra day and it is helpful to know in advance if there will be space available. There are no make-up days, tuition reimbursements or reduction in hours due to absences because of illness or vacations for all LPS programs.

***After School parents must contact LPS if their child will not be needing transportation on certain days. Failure to do so (3 times) LPS has the right to termination of enrollment.**

Program Schedules

Please refer to program schedules posted in each program.

*Program schedules are subjected to change based on needs of the children.

Afterschool Program Transportation

Livermore Playschool does offer transportation in our Afterschool Program at selected Livermore Schools. Please see the director for School Listing. After School parents must call LPS if their child does not need transportation on a certain day(s). Failure to do so after 3 times can subject their child's enrollment to be terminated.

Each child will be picked up from his/her school and transported in a van. Only LPS staff shall be permitted to transport children. Our vans will be maintained and in safe operating conditions. All vehicle occupants shall be secured in appropriate restraint systems. Children shall not be left in a parked car. LPS has posted on the Parent Board near the front door information on child passenger restraint systems. Any child weighing less than 60lbs. in the afterschool programs will be required to have an approved child passenger restraint.

Field Trips

Livermore Playschool preschool programs will participate in fieldtrips throughout the year. Parents will be notified in writing where and when the fieldtrip is. A permission slip for each child participating will be sent via email. The permission slip will state where the field trip is, time of departure / arrival back to school and type of transportation (bus/van).

In addition, parents will be required to list at least two emergency numbers on the form. Parents are to sign and date their child's permission slip. **NO CHILD WILL BE ALLOWED TO ATTEND A FIELDTRIP IF THEIR PERMISSION SLIP IS NOT SIGNED! CHILDREN WHO DO NOT ARRIVE ON TIME FOR THE FIELDTRIP WILL NOT BE ABLE TO ATTEND LPS THAT DAY.** Staff always attends fieldtrips; however, we always need parent volunteers to help. LPS has the right to cancel a field trip if there are not enough chaperones.

Transportation Policy for Transporting Preschoolers

Children under the age of 8 years regardless of weight or age must be in an approved child passenger restraint system.

Illness Policy

A child will be considered ill if they have one or more of the following symptoms:

1. A fever of 100 degrees or more (must stay out for 24 hours)
2. Green Goopy Eyes.
3. Green Goopy Noses.
4. Difficulty Breathing.
5. Unidentified Rashes.
6. Diarrhea (two times or more must stay out for 24 hours)
7. Vomiting (children who have vomited must stay out for 24 hours)
8. Yellowish skin tone/or eyes
9. Lice (must be egg, nit/larva and live lice free)
10. Lethargic

The preschool staff will call you if they feel your child is not feeling well. If your child develops one or more of the symptoms listed above, they will be isolated and you will be contacted to come and pick up your child within the hour of notification. If we can not reach you, we will call the people on your emergency list.

If we are unable to reach you or the people on your emergency list, we will exercise the medical consent form you signed at the time of enrollment and call 911. Any financial obligations owed to any medical agencies will be the responsibility of the parent(s).

After school students who are sent home due to sickness or because of a behavior issue from their elementary school, may not attend the after school program that day.

Allergies

If your child has a life threatening allergy, please let the director and the child's teacher know immediately!

All allergies will be reported to our lunch and snack vendors. They will prepare your child's snack without the ingredients that your child is allergic to.

In the case where your child has severe allergies to common foods, we will require that you provide all meals for your child.

Incidental Medical Procedures

Staff can only administer prescribed medication, epipens and inhalers from a physician. Staff will only administer incidental medical services they have been trained on. Staff receives epipen and in haler training each spring from Pediatric Plus to be in compliance with proper administration. No over-the-counter medication or vitamins can be administered at school. If your child needs to have prescribed medication during school hours, please let your child's teacher know and they will ask you to fill out a "Medication Form" to describe the procedures and give permission for administering the medication. This form will ask parents to document written instructions from the child's physician. In addition, staff will record when, time and how medication was administered. Staff will then notify parent in writing through email, text or written notification that incidental medical services were performed. All serious incidences will be reported to the Department of Social Services. No medication can be stored in your child's cubby or attire. This is for the safety of your child and others. We have a locked box in every classroom that all medications must be placed in. If your child's medication needs to be refrigerated, it must be placed in the locked medicine box located on top of the refrigerator in main building. All medication must be clearly marked with child's name and instructions on how to administer the medication. In addition, must be in the original container, applicator or box. In case of an emergency we call 911. There is always one trained staff on site or on field trips to administer medication, however if the director is on site or on the field trip he/she will administer Incidental Medical Services. All Incidental Medical Services will be handled using proper safety precautions such as wearing gloves during any procedure that involves potential exposure to blood or bodily fluids,

perform hand hygiene immediately after removal and disposal of gloves and disposal of used instruments in approved containers. Transportation of medication and equipment for field trips will be transported in correct temperatures in a backpack or medication will be transported by hand in case of an emergency.

Volunteer Hours

Every family enrolled at LPS is required to volunteer on average of one hour per month. Many families “bank” hours which means they work more than one hour at a time for future months. The following are ways to fulfill the hour. If you as a parent/guardian choose not to volunteer a \$75.00 fee will be added to your monthly tuition.

Volunteering in the Classroom

If you choose to volunteer in the classroom, please notify your child’s teacher of when you plan to help. When volunteering you may be asked to do one or more of the following tasks:

1. Assist the teaching staff with the daily curriculum.
2. Help supervise the playground.
3. Prepare activities that the teacher has planned.

Donating Items on Your Child’s Classroom Wishlist

Each classroom has a wishlist that is printed in your child’s classroom newsletter. For every item you donate you will receive an hour. If the item is expensive, the teacher or director will discuss with you the amount of hours the item is worth. This is a great way to bank hours!

Classroom and Field Trip Volunteer Policies

Classroom Volunteer Policy

LPS strongly encourages parents to volunteer in the classroom. Upon arrival parents must check in with their child’s teacher. Parents will refrain from disciplining any LPS student and must advise a teacher in handling the situation. Parent volunteers are expected to follow the class routine and are not permitted to use their cell phones when volunteering on campus.

Volunteers on Fieldtrips

Parents volunteering on fieldtrips are not permitted to use their cell phones when driving students at any time. Parents are only permitted to use their cell phones in an emergency situation during a fieldtrip.

Livermore Playschool Parking Policy

Livermore Playschool is zoned on residential property that has a Conditional Use Permit. This allows LPS to operate a preschool as long as we abide by certain rules. Our current Conditional Use Permit became effective on May 8, 2006. Our permit allows us to increase the number of students we serve on campus at one time. However, in order to serve the increased amount of students, we have to enforce strict parking regulations.

The County of Alameda has enforced the following parking conditions on LPS. Failure to comply with the parking conditions will result in LPS having its Conditional Use Permit revoked. These parking conditions safeguard our surrounding neighbors. Every parent will be required to follow the parking policy during pick-up and drop-off times.

- **No parents / guardian can drive down Calvary Lane for any reason.**
- No parking along Calvary Lane.
- Parents may not block any neighbor's driveway.
- **If there is no parking in the front, you must exit onto East Avenue and go down and come back up.**
- Cars may not stick out onto Calvary lane when parked in the parking spots neighboring Calvary Lane.
- No child will be left unattended in a parked car for any reason.
- Parked cars only occupy one stall.
- Parents can only park in the front parking lot in designated stall. **As a courtesy, please only take one spot.**

If these conditions are violated by any parent, LPS has the right to terminate enrollment. All LPS parents will be required to sign a parking policy form at the time of enrollment.

Admissions Policy

Livermore Playschool serves children in our preschool programs ages 2-5 years of age. We provide afterschool care for children enrolled in kindergarten through 3rd grade. Any parent interested in our programs must call the school to set-up a tour. The tour consists of meeting with the director who will explain program schedules, curriculum, and philosophy of the school.

If there is available space, the director will notify the parent at that time. Parents must fill out a registration form and pay a \$95.00 registration fee that is non-refundable. Once you have secured a spot for your child, parents can set-up visiting days with their child to view the program. We ask that parents stay with their child on the visiting day. Actual enrollment begins when starting date becomes available and all required paperwork is completed. The following are the required forms:

1. Admissions Contract
2. Identification and Emergency Information
3. Pre-Admission Health History-Parent's Report
4. Physician's Report(can be completed 30 days after enrollment)
5. Consent For Medical Treatment
6. Parents Right's (signed)
7. Personal Rights (signed)
8. LPS Late Policy (signed)
9. Volunteer Contract (signed)
10. Parking Contract (signed)
11. Daily Sign-In and Out Procedure (signed)

Termination Policy

LPS has the right to terminate your child's enrollment based on the following:

1. Refusal to follow all LPS Policies and licensing regulations.
2. No tuition payment after the 15th of each of the month.
3. A child is deemed dangerous to himself/herself or others.
4. A parent is deemed inappropriate and/or dangerous to others.
5. A child is left unattended in a park vehicle.
6. Violates Parking Policy.
7. Incomplete Admission Packet.
8. Late pick-up more than three times in a three month period.

Gate Policy

Each enrolled family will receive a code for the front gate from the director. This code can be shared with the adults listed on your child's emergency form that are authorized to pick-up your child. **Please don't hold the gate open for anyone.** The coded gate has been installed to prevent visitors from walking on campus.

Livermore Playschool Policy on Unsafe And Inappropriate Behaviors at School

LPS is responsible for providing a safe environment for all preschool and after school children in our care. Biting, hitting, kicking, throwing objects at others, and spitting are considered unsafe behaviors. If your child displays any of these behaviors the child's teacher and director will meet with the parent(s) to discuss a plan of action. The plan of action can include a behavior plan. Other actions that will be taken are suspension and possible termination of enrollment. **LPS HAS THE RIGHT TO TERMINATE YOUR CHILD'S ENROLLMENT IF LPS STAFF HAS EXHAUSTED ACTION PLAN(S) DISCUSSED.** LPS will notify the parent of when this happens and reserves the right to terminate enrollment immediately.

Inappropriate Behaviors

LPS deems the following behaviors inappropriate in our school setting: Bad language, exposing one's self, touching another student's private body parts and/or self-indulging behaviors such as fondling ones' self. If your child displays any of these behaviors the child's teacher and the director will meet with the parent(s) to discuss plan of action. The plan of action can include a behavior plan and/or a system in place. Other actions will include suspension and possible termination of enrollment if LPS staff has exhausted action plan(s) discussed. LPS will notify the parent of when this happens and reserves the right to terminate enrollment immediately.

In addition, parents who display inappropriate behaviors will have their child's enrollment immediately terminated. LPS deems the following as inappropriate parent behavior: Bad language, negative postings on a social media site about LPS, families administering physical or verbal punishment to their child or another child on LPS property, violating court orders or confronting staff, neighbors and other parents inappropriately on campus or outside of LPS.

Tuition and Refund Policy

Tuition is due by the 6th of every month. **There is no grace period for the 6th or the 15th if it lands on the weekend, holiday or when LPS is closed.** A flat \$50.00 late fee will be charged to you after the 6th of each month. Checks which are post-dated after the scheduled dates will be subjected to the late fee. Parents who choose to pay their second half of tuition by the 15th of each month will be subjected to the late fee if received after the 15th. The late fee is expected to be added to your late tuition payment. If you are late and forget to add the late fee, our bookkeeper will contact you and ask that you pay the late fee. If LPS doesn't receive payment by the 15th of each month, LPS has the right to terminate your child's enrollment.

Parents, who choose on-line payments, must arrange the payment to be received on the 6th. In addition, parents who choose to pay the second half of tuition on the 15th, via on-line, must have it arranged to be received by the 15th. There is no tuition reduction for scheduled holidays, personal vacation days or days your child was sick. If you need to arrange a payment plan for tuition, please contact the bookkeeper.

Livermore Playschool Pre-School Tuition Structure

<u>Program</u>	<u>Tuition 2017/2018</u>
2 Year Old Program	
5 Days Full-Time	\$1010.00
4 Days Full-Time	\$900.00
3 Days Full-Time	\$780.00
2 Days Full-Time	\$575.00
5 Half Days	\$680.00
4 Half Days	\$560.00
3 Half Days	\$495.00
2 Half Days	\$400.00
3 Year, Jr. K, Pre-K Program	
5 Days Full-Time	\$985.00
4 Days Full-Time	\$885.00
3 Days Full-Time	\$705.00
2 Days Full-Time	\$330.00
5 Half Days	\$635.00
4 Half Days	\$545.00
3 Half Days	\$475.00
2 Half Days	\$375.00

District Extended (2 extra hours before or after half-day preschool programs)
\$70.00

LPS Full Day Extended (2 extra hours before or after half-day preschool programs) \$95.00

District Extended follows the LVJUSD school year calendar. LPS Full Day Extended follows Livermore Playschool's full day closure calendar. (*Extended programs are not interchangeable due to staffing ratios.)

LPS After School Rate:

Kindergarten-Third Grade \$475.00
(Tuition is the same for the summer months)

Livermore Playschool Drop In Rate

Drop In Rate 2017/2018

Full Day \$115.00

Half Day \$ 75.00

Procedures for Changing Your Child's Program

Livermore Playschool understands that you may need to change your child's schedule due to unexpected or expected circumstances. However, LPS may not be able to accommodate your needs immediately. There may or may not be space available in the

program you want to switch to. Because of budget reasons, LPS has a certain amount of slots per program and cannot create extra slots. If the program you are requesting is full, you will be put on a waiting list. If there is an opening, and you are "downsizing" your child's program (i.e. switching from full-time to part-time program) you will need to give a two week notice and will be expected to pay your previous program amount up to the two weeks. Your new program rate will begin after the two-weeks are over. If you are "up-sizing" your child's program (i.e. switching from part-time to full-time) and there is space available, your child may start the program immediately and our bookkeeper will prorate the difference in amount due. A two-week notice for terminating your child's enrollment is required.

HEAD LICE

LPS believes in following the district's lice policy and should emphasize the correct identification of and response to head lice

in order to minimize disruption of the educational process and to reduce the number of student absences resulting from infestation.

School employees shall report all suspected cases of head lice to the director or designee as soon as possible. The director or designee as needed shall examine the affected student and his/her siblings or members of the same household attending school at LPS. At the discretion of the director or designee, the entire class of the affected student may be screened as a precaution.

If a student is found with active, adult head lice or nits/eggs, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive an educational packet about recommended treatment procedures and sources of further information. The student may be allowed to return to school when he/she is found to be free of lice and nits/eggs and shall be examined and cleared by the director or designee before returning to class.

