

Bakersfield Play Center Parent Handbook 2019-2020



*Come experience the difference of
learning through play!*

1620 Kentucky Street
Bakersfield, CA 93305
(661) 325-4064

#150400032



Serving Bakersfield's Children Since 1952

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2019-2020 Board of Directors

Title	Name	Phone	Email
President	Anthony Hernandez	661-808-8743	anthonyh2345@yahoo.com
Vice President	Alicia Gil	661-549-4459	aliciavas12@gmail.com
Secretary	Lisa Beckham	661-364-1875	lisamarielizaso@yahoo.com
Treasurer	Joshua Gil	661-578-1818	joshgil89@gmail.com
Asst. Treasurer	Tayci Stallings	661-578-9700	tj_stallings@hotmail.com
Director of Education	Angie Esparza	661-316-7437	aesparza.age@gmail.com

Who do I talk to for??

Suggestions/Complaints	<i>President or Director</i>
Children's Programs and Curriculum	<i>President or Director</i>
Maternity leave	<i>Vice President</i>
Leave of Absence (Illness/Vacation/Other)	<i>Vice President</i>
Committee Work	<i>Vice President</i>
Work Day	<i>Vice President</i>
Babysitting at Monthly Parent Meeting	<i>Vice President</i>
Fundraising	<i>Ways and Means Committee or President</i>
Tuition and Fees	<i>Treasurer or Assistant Treasurer</i>
Parent Meetings	<i>President or Vice President</i>
Membership & Registration	<i>Membership Chair</i>
Maintenance Day	<i>Building and Grounds Chairperson</i>
Concerning a Child	<i>Director or Teacher</i>
Child Health Concerns	<i>Director or Teacher</i>
Parent Communication	<i>Communications Chair</i>

Why a Co-op? A Parents Perspective

A cooperative nursery school will demand a great deal more time from you. It will demand more effort and more commitment than would a school to which you simply pay tuition.

...in a co-op *you* – the adults, parents, mothers and fathers – gain the most.

A co-op is your school as much as it is your child's school. You work in it. You give your energy and your ideas. You put yourself into the school. You help to shape it and to make it whatever it becomes. Today, in so many parts of our lives, something vague and faraway seems always to run the show: "the establishment," the bosses, City Hall...Many of us do not feel we have much of a role to play. Not so in a co-op, the very opposite, in fact. A co-op *is* parents PLUS the well-trained teacher. ...No one else to do the work, no one else to blame. Parents who choose co-ops find this full involvement welcome.

Most importantly of all, parents work directly in the classroom with the children, as aides or teacher-assistants or parent-helpers – whatever word you want to use. On a regular basis, co-op parents see their child's behavior in the group, they see other children's behavior, and they see a school program at work.

Co-op parents tend to be aware of good education. They don't want the ordinary; they want the very best for their children. They also end up knowing a great deal about child development and about their own child in particular. To co-op parents, helping a child grow well is matter of first-rate importance. Their own adult lives take on more significance because they are "in" on such a vital process.

Some benefits to co-op parents include personal, financial, and educational. One frequent outcome is that parents find new friends for themselves at school. Sharing the joys as well as the headaches and backaches of making co-op a good school brings adults very close together. Another benefit is a cooperative nursery school always cost less than a comparably good private school. Co-op parents pour their time, energy, sweat and skills into their school by obligating themselves to some very definite responsibilities. And lastly, co-op parents meet often for parent discussions on child development and education.

Cooperative students gain a minimum of two benefits. One, co-ops usually have more adults present than do standard nursery schools, with the trained teacher on hand plus several parent-assistants. The extra hands and minds can mean greater richness and variety in the co-op program; they can mean the chance for more attention and more help for the individual children.

Gain number two, in a co-op "school" doesn't end at twelve o'clock, nor does it end on Thursday. The child is apt to get more consistency in guidance and more richness in stimulation.

Adapted and paraphrased from *But Why a Co-op?*
Author Unknown



Our Philosophy

Since 1952, the primary focus of Bakersfield Play Center is enhancing the development of the whole child. Our child-centered philosophy allows children to learn through play experiences and exploring concepts at their own developmental pace.

Goals for Children

- Engage them in a variety of stimulating activities that invite creativity and a positive attitude towards learning
- Have a positive first experience with school.
- Learn to develop a positive self-esteem and self-image
- Gain independence
- Develop verbal, cognitive, fine and gross motor skills
- Build social skills as they develop friendships with each other and interact with adults

Goals for Parents

- Be involved in your child's education and daily interactions with other children and parents
- Find reassurance in your child's first school experience as positive, beneficial and fun
- Share with your child his/her earliest achievements
- Become friends with other parents who share a common philosophy

School Schedule

Co-op Preschool	Daycare
<ul style="list-style-type: none"> ❖ First Day of School – September 4th ❖ Days/Hours – Mon.-Thurs. 9:00 a.m. – 12:00 p.m. ❖ Holidays – All Holidays and Breaks on the Bakersfield City School District Calendar ❖ 2/3s – Attend 2-4 Days a week ❖ Pre-K – Attend 4 Days a week 	<ul style="list-style-type: none"> ❖ School Days – Year-round, Monday – Friday ❖ Half Day – 7:30 a.m. – 1:30 p.m. ❖ Full Day – 7:30 a.m. – 5:30 p.m. ❖ Holidays – See Standing Rules in Section II

Daily Schedule

Pre-K	2/3's
8:45 -9:00 Working parents arrive and setup 9:00 -9:50 Arrival/Outdoor Play 9:50 -10:10 Large Group Time (Calendar, Story, Critical Thinking) 10:10-10:30 Small Group Time (Adult – Initiated) 10:30-10:50 Transition (Hygiene/Snack) 10:50-11:35 Work Time (Child Initiated) 11:35-11:55 Music Time – Movement 11:55-12:00 Dismissal Time	8:45 -9:00 Working parents arrive and setup 9:00 -9:50 Work Time (Child Initiated) 9:50 -10:00 Transition (Hygiene/Potty) 10:00-10:15 Large Group Time (Calendar, Story) 10:15-10:40 Transition (Hygiene/Snack) 10:40-10:55 Music/Movement Time 10:55 11:05 Transition (Hygiene/Potty) 11:05-11:50 Outdoor Play 11:50-12:00 Clean-Up/Dismissal Time
Pre-K Objectives	2/3's Objectives
Alphabet Recognition and beginning sounds Counting number 1-100 Recognition of Numbers Problem solving skills Critical Thinking Skills Develop Fine Motor Skills Early listening/Story time Following classroom instructions Exploring arts through creative material Develop social/relational skills Movement Activities/Music Achieve Independence Ignite Curiosity (Science)	Shape Recognition Number Recognition Develop Fine Motor Skills Movement Activities/Music Acclimate to School environment Exploring arts through creative material Follow simple classroom Instructions Independence (Potty Training) Color recognition Develop socialization skills Ignite Curiosity (Science)

Our Curriculum

"The ability to play is one of the principle criteria of mental health." -Joan Almon



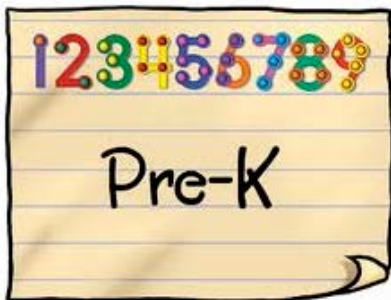
Bakersfield Play Center's Curriculum is based on Creative Play. Creative Play is a central activity in the lives of healthy children. The central importance of creative play in children's healthy development is well supported by decades of research. Play helps children weave together all of the elements of life as they experience it. It is an outlet for the fullness of their creativity and it is an absolutely critical part of their childhood!

Our goal for your child is to promote an atmosphere conducive to learning through direct, hands on experiences with people, objects, events, and ideas. With Creative Play your child's playful spirit will blossom and flourish.

In each class, the teacher acts as the facilitator and guides in a hands-on approach in learning through play. Daily activities are designed to stimulate social, emotional, cognitive and physical growth through art, drama, science, music, stories and free-flow play. Fine and gross motor skills are developed through a wide variety of carefully chosen toys, games, puzzles, and activities, projects, climbing apparatus and riding equipment.

For 2 & 3 year olds:

We encourage socialization skills such as sharing, cooperation and communication. The children are also exposed to shapes, colors, numbers and letters. We have a full hygiene program to help kids before, during and after they are potty trained.



For 4, 5 & 6 year olds:

We expand the child's knowledge of shapes, colors, numbers, and letters, in addition to introducing literacy, in preparation for kindergarten. In addition, children interact in dramatic play where they enhance their creativity and develop problem-solving skills.

Potty Training:

We are happy to help your child become potty trained. We do require that your child wear, and you provide, pull-up style training pants during this process and until the child is ready to wear underwear. Please supply plenty of clothes.

BPC Admission Responsibilities



Classroom Participation for Preschool Co-op Families

- 2 day program – 2 times per month
- 3 day program – 3 times per month
- 4 day program – 4 times per month
- Participation hours are 8:45am to 12:30pm on the day your family is scheduled. Please stay until all responsibilities have been completed.



Maintenance Requirements & House Cleaning

- Participating parents must complete the daily cleaning duties as specified.
- All families are expected to participate in a minimum of 2 work parties per school year. (Fees may be applied for not meeting the minimum at the end of each semester)



Snack

- Snack is rotated and each family is responsible approximately once every month.
- Frequency varies depending on the number of families enrolled.
- Scheduled snack day can be found on the monthly participation schedule. (A fee will be assessed for not bringing snack on assigned day)



Meetings

- Parent Meetings and Orientation are mandatory.



Fund-raisers

- Each family is expected to raise a minimum profit of \$75 per semester.



Voluntary Jobs/Chair Positions

- Each family is expected to participate as a Chairperson
- If all positions are satisfied, families without chair positions are expected to participate on a Committee.
- Please contact VP for positions.



Volunteer Requirement

California Law states that in order to volunteer in the classroom, you must submit current documents that you have received the following necessary immunizations from your doctor/health care professional:

- Tuberculosis (TB)
- Measles, Mumps, and Rubella (MMR)
- Influenza / Please see Director if waiver is needed
- TDAP (Pertussis/Whooping Cough)

Without current documents, you will be unable to volunteer in the classroom.

BPC Snack Guidelines

Every family is responsible for bringing a nutritious snack for **all classes** on a rotating monthly basis. Make sure it is ready to serve (Fruit/veggies sliced, cheese cut into pieces etc.) to minimize the prep-time for the housekeeper. Please make sure foods such as grapes and carrots are cut in a manner that prevents choking. Please keep away from process foods, hot dogs, and sweets. To make BPC a safer place for our students with nut allergies, please avoid bringing any foods containing nuts. **Bakersfield Play Center is a nut-free school.** When providing snack, **please choose at least two items total, any combination from the four food groups.**

Food Groups:

- 1) Fresh or Dried Fruit
- 2) Whole Grain – Whole grain crackers, bread, pretzels, muffins, rice cakes, cereal mix, or granola
- 3) Fresh Vegetable
- 4) Protein – cheese, yogurt, beans or bean dip such as hummus or lean deli meat

On your families snack day please bring 2 (two) of the following items for the school's Emergency kitchen stock. Thanks!

- | | |
|--|--|
| <input type="checkbox"/> Box of Whole Grain Crackers | <input type="checkbox"/> Can of Beans |
| <input type="checkbox"/> Can of Soup | <input type="checkbox"/> Jug of 100% Juice |
| <input type="checkbox"/> Canned Fruit (no sugar added) | |
| <input type="checkbox"/> Canned Vegetable | |

****Snack Schedule is on the Monthly Volunteer Schedule**

What the Preschool Director Expects from the Parents

Director's Expectations of Working Parents:

- Arrive NO LATER than 8:45 AM on your workday. You will be considered late if you arrive after 9:00 AM. Don't forget to initial the work schedule and note arrival time in comments.
- Always be conscious of what the preschool is trying to do.
- Cooperate with the director and teachers. Be alert and aide the preschool director and teachers in the directions given.
- During story and music time, parents must NOT talk in the same room. Help create an atmosphere of attention.
- Be aware of the responsibilities of your assigned duties each day and carry them out to the best of your abilities.
- Offer something positive when a child seems full of energy and is disrupting the other children.
- BE PATIENT!!!
- Please go to the director with any complaints, no matter how trivial you may think they are.
- Cell phone should only be used in an emergency situation during class time.
- No Smoking on School Premises.

Suggestions for Working Members

Creating a favorable Climate:

- Speak quietly, with a few words as possible. Use words and tone to help children feel confidence and reassured
- Get down to the child's level when talking to him/her. Sit down or stoop whenever possible. Relax and enjoy yourself.
- Wear Loose, comfortable clothing.

Setting Limits:

Limits are set so we can all feel comfortable. Children need the security of knowing what they may and may not do. They need an adult who will take the responsibility to stop them. Parent-volunteers need to know what is and what is not allowed so that they feel comfortable supervising the children.

- In school, we set only necessary limits. The children are free to make decisions for themselves within the boundaries that have been set
- Be sure each child understands the limits.
- Be consistent without being inflexible or afraid
- Be able to adapt the limits to the needs of the individual child.
- Give child the choice of conforming to the rules of the group and accepting the consequences of nonconformity

Some Guidelines to Follow:

- The safety and physical welfare of the child comes first. Be alert to the whole of each situation. Have eyes in the back of your head.
- Anticipate troublesome situations and redirect. Learn to anticipate and prevent undesirable behavior by finding alternatives for a child's aggressive behavior
- Give positive directions to children. This helps the child learn a better or more acceptable way of doing things. Avoid the words "don't" and "no" when giving directions.

Give Positive Directions:

Say:

- A. "Keep the puzzles on the tables"
- B. "Turn the pages carefully."
- C. "Wipe your brush on the jar."

Don't Say:

- A. "Don't dump the puzzle pieces on the Floor."
- B. "Don't tear the pages."
- C. "Don't drip paint on the floor."

- Give a choice only when you intend to leave the choice up to the child. Example: "Time to go outside" not "Shall we go outside?"
- If the child says no, then you are faced with the problem of making him/her do something they "chose" not to do.
- Avoid motivating a child by comparing one child to another or encouraging competition.
- Reinforce your suggestions to children by taking a child by the hand and leading him/her in the right direction
- Let the children attempt activities that may be beyond their capabilities in order to encourage independence, but be ready to lend a helping hand to avoid reaching the point of frustration
- Allow children to work out their own solutions Encourage children to verbalize
- Respect children's absorption in their work or play

Injuries

Injuries at school

Although most injuries are of the skinned-knee variety, all injuries are to be reported to the staff. Children requiring first-aid should be escorted to the teacher or director. First-aid supplies and accident forms are located in the first-aid cabinet in the office and in each classroom. An accident form must be completed by the adult witnessing the injury and signed by the staff member. One copy of the accident form should be put in the child's cubby to go home and the other will be placed in the school file. The report will state how the injury occurred and what treatment was administered, if any. Most parents appreciate knowing the circumstances of their child's injury, no matter how minor.

Serious Injury: The staff will handle injuries of a more serious nature and if necessary procedures stated on the child's emergency card will be followed.

Illness

- Purpose:
- To insure every child a healthy, safe and supportive experience
 - To protect the health of every child in the group
 - To assist program staff in meeting all children's needs
 - To protect the rights of the family and child

Sick Child Policy

Parents should not bring a child who is sick to school. If a child cannot participate in the normal activities of the day, including outdoor play, then the child must stay home.

When Should I keep my child home?

Please keep your child home if he/she has ANY of the following symptoms within 24 hours of a school day:

- | | | |
|--------------------------------|---------------|----------------------|
| ✓ Temperature of 100 or Higher | ✓ Diarrhea | ✓ Vomiting or Chills |
| Unexplained Pain | ✓ Runny Nose | ✓ Ear Ache |
| ✓ Unexplained Rash | ✓ Sore Throat | |

- Fever accompanied by behavior changes and other signs or symptoms of illness
Example: Decrease in normal activity level such as wanting to lie around or tiring easily
- A Fever is defined as having a temperature of 100 degrees Fahrenheit or higher when taken under the arm, 101 degrees taken orally, or 102 degrees rectally.
- A child must be free of a fever for 24 hours before they can return to BPC. This means the child is free of fever without the aid of any fever reducing medications.
- You may also want to keep your child home if he/she is overly tired or upset. Please alert the staff to any unusual circumstances at home that may affect your child's behavior at school.

The school should be called each day that your child is not in attendance. Please specify whether or not he/she is ill.

If your child becomes ill at school, he/she will be separated from the rest of the class and monitored by a teacher or director and you will be notified to pick him/her up. Please keep emergency information current and be sure that someone can be reached in case of illness and or accident/injury.

Prescription and Nonprescription Medication

If medication needs to be given at the center, parents are required to complete and sign a required medical permission form. Staff is only allowed to administer medication that has been provided by the parent and/or prescribed by a physician. We ask that parents administer medication at home when possible to minimize the number of doses required to be administered at the center. Children who require the use of an inhaler for

asthma during the school day must have a written statement from the physician and signed by the parent. Please see your child's teacher for more information and/or how to obtain a medication form.

Medication Policy

PRESCRIPTION AND NONPRESCRIPTION MEDICATION

If medication needs to be given at the center, parents are required to complete and sign a required medical permission form. Staff is only allowed to administer medication that has been provided by the parent and/or prescribed by a physician. We ask that parents administer medication at home when possible to minimize the number of doses required to be administered at the center. Children who require the use of an inhaler for asthma or an Epipen for a severe allergic reaction during the school day must have a written statement from the physician and signed by the parent. Please see your child's teacher for more information and/or how to obtain a medication form.

Policy:

1. The SITE DIRECTOR will assure that:
 - a. medications are administered according to approved procedure
 - b. documentation of medicines given will be filed in the child's record
 - c. medication errors will be reported to the parent and follow-up done with the responsible employee
2. Teachers will administer medications to children attending the center, only with approval of the Site Director and after receiving training certification from the Health Consultant.
3. Medicines will be
 - a. approved by the child's physician
 - b. In the original bottle , properly labeled with:
 1. the child's name
 2. the medicine's name
 3. dated with the last fourteen (14) days, (or M.D's note for more)
 4. the amount to be given
 5. the times to be given
 6. how many days it should be given
 7. the physician's name and phone number
4. Parent's medication permission forms will be properly completed
 - a. Show date form is being completed
 - b. Note that:
 1. Expiration date on bottle has not been passed
 2. Child's name is the same as the one on the bottle
 3. Name of medicines are the same on the bottle and the form.
 4. Dosage and times are correct according to the bottle.
 5. The number of days as ordered by the doctor. (if not shown, use the 14-day policy).
 6. Medication is given up to 14 consecutive days , unless di by the physician.
 7. Medicines will be given within ½ hour of the times stated. Activities, meals and sleeping time will be carefully planned to provide for medications being given in a timely manner.
 8. Non-refrigerated medication will be stored in a medication box, locked and out of children's reach.
 9. When indicated on the label, medicines will be stored in the refrigerator.
 10. Measuring devices will be used for accurately measuring doses.

Emergency Procedures

I. Fire Procedures

- i. All Rooms are to be vacated when the alarm bell sounds. Alarm is pull-activated and is located in the hall. Any adult is authorized to sound the alarm in an emergency.

II. Evacuation Procedure

- i. Teachers with the assistance of parents escort the children to the nearest safe exit and walk to the far fence inside the playground area. **Adults should position themselves between the children and the building.**
- ii. The teacher will check the bathroom and each classroom in her area, turn out all lights, retrieves attendance sheet, and closes the doors upon the exit
- iii. The director will check the office, gets the key to the back gate, and the emergency cards for all children.
- iv. The director will assure that all children and adults are accounted for. The teacher and the parent volunteers should do a preliminary head count to be verified by the director.
- v. After the head count is verified, the director reports the drill to the Bakersfield Fire Department if necessary, and the children may return to their scheduled activities.
- vi. In the event of an actual fire, the teacher and or the director will lead the children through the gate.
- vii. Evacuation plans are located in each classroom.
- viii. Children are to remain under the supervision of a responsible adult at all times**

III. Fire Extinguisher

- i. A fire extinguisher is located in each classroom and or in the hallway near the fire alarm.

IV. Earthquake Procedure

- i. Children Outside
 - i. Direct the children to the safest area of the yard or parking lot away from buildings, trees, or power lines. Children should assume the “duck, Cover, and hold” position and the adults should use their bodies to shield the children as much as possible.
- ii. Children Inside
 - i. Direct the children away from windows and areas where falling cupboards, furniture, toys, etc., might be hazardous. Whenever possible children should use sturdy furniture as protection by crawling beneath items such as tables and assuming the “duck, cover, and hold” position. Adults should shield the children with their bodies as much as possible. Keep calm and quiet. Reassure children in a positive, quiet voice, giving simple explanations in a matter-of-fact way.
- iii. Earthquake preparedness
 - i. Each class will review the “duck, cover, and hold” earthquake drill monthly

V. Major Disasters

- i. In case of a major disaster, children will be held at school until 5:30 PM and then transported by staff or emergency personnel to the nearest evacuation center. In case of an earthquake or other emergency, your child will be released only to those person(s) listed on his/her Emergency Contact I.D. form. The teachers will remain in the evacuation center until ALL children are picked up. Please be prompt – our teachers need to get to their own families also.

VI. Evacuation Sites

- i. Boys and Girls Club, 801 Niles
- ii. Bakersfield College, 1801 Panorama

Bakersfield Play Center Safety Procedures

In your duties while working at BPC, keep safety in mind, and remember, “An ounce of prevention is worth a pound of cure,” particularly when involved with the following:

- ❖ When lifting children or heavy items, always bend at the knees, not the waist. Keep your back straight!
- ❖ When using chemical cleaners, be aware of the WARNING labels and follow all the directions. Keep all chemicals away from the children’s reach. After using any chemical, put it away in a locked cabinet. Use clean towels to wipe down snack tables.
- ❖ When using kitchen utensils to prepare snacks, make sure all utensils are clean and disinfected before and after use. Do not leave sharp items within the children’s reach. Return utensils to the designated area in the kitchen.
- ❖ All accidents and/or hazards MUST be reported immediately. You must fill out the appropriate forms.
- ❖ When supervising outside or inside playtime, make sure all children observe and follow safe practices. No Kicking, biting, or hitting. No toys in children’s mouths. No abuse of equipment. No unsupervised play outside. No tumbling or running in classrooms.
- ❖ When supervising the use and observing the conditions of children’s toys or equipment, remove any item which may be unsafe, and report the potential hazard. Do not allow children to misuse or abuse any items.
- ❖ The director and/or teacher only should handle situations involving bodily fluids. In such situations, the director and/or teacher shall follow the following procedures:
 - When applying any first aid to any child, use gloves if bodily fluids are involved, fill out appropriate forms
 - When changing your child’s diaper, soiled clothing, or any item containing bodily fluids, use disposable gloves. Soiled diapers are to be doubled bagged and placed in the outside dumpster. Any changing of soiled diapers must be done in the designated changing area.
 - Changing area should be cleaned up with disinfectant
 - All material used to clean up bodily fluids should be doubled bagged (place in a separate trash bag, closed up, placed in another trash bag, and closed up) before throwing away.
- ❖ Failure to act in accordance with BPC safety program will result in the following:
 - First Infraction: Verbal reprimand
 - Second Infraction: Written reprimand
 - Third Infraction: Dismissal from the school
- ❖ Adults Do not use bathrooms located in the classrooms. These are for children only. Parents may use the restroom inside the office.

These are OUR Children! Let’s keep them safe!

Sign-In and Sign-Out:



- I. Title 22, Section 101229 (State Licensing)
 - a. The Person who signs the child in/out shall use his/her full legal signature and shall record time of day.
 - b. The person who brings the child to, and removes the child from, the center shall sign the child in/out.

****BPC Can be cited and fined \$50 (or more!!) if your full signature is missing****
 Parents are subject to fees from BPC for failing to sign in and out

Field Trips

Field trips are planned as an enrichment activity of the children's program. They are considered a preschool day and all parents must stay with their children. It is the responsibility of the (Co-op) participating parent to transport their children to and from the field trip. (Day care) non-participating parents have the option to either take their children or ask the staff to transport them to and from the field trip. (Day care) Parents must leave their child's car seat day of field trip. BPC Staff keep a current copy of their driver's license and vehicle insurance on file. On most outings other siblings are welcome to attend with the staffs' permission.

Parents will receive an advance notice of all excursions and may keep their children home if they choose not to have him/her participate. On excursion days, all children should arrive promptly at the designated meeting spot. We will not be able to wait on late arrivals. Note: If your volunteer day falls on a field trip date, you will be scheduled on another day during the same week.

Transportation

Transportation is the sole responsibility of the parent or guardian.

Discipline Policies & Procedures

It is our belief that all children deserve to be treated with dignity and respect, not only from the staff and participating parents but also from their peers. Therefore discipline is about teaching children acceptable social behaviors. Teachers will model appropriate behaviors and encourage acts of kindness and cooperation within their class. Class rules are posted in each class and discussed often, so that children and parents have a clear understanding of classroom expectations and appropriate consequences.

Objectives, Techniques, and Procedures are as follows:

Objectives:

- To foster each child's ability to self-regulate their behavior
- To teach appropriate/acceptable social behaviors
- To appropriately support each child's development based on their individual age
- To ensure that behavior does not disrupt the educational experience for other children

Techniques

Staff will use the following techniques to correct problem behavior:

- Positive reinforcement, redirection and limit setting
- Conflict resolution / teaching children to take responsibility for one's own actions
- Teaching fairness & respect
- Providing guidance that is clear, consistent and in terms that each child can understand
- Brief removal from a situation to allow for a "cooling down" period (note: children will never be isolated or left alone)
- BPC staff will not use corporal or unusual punishment

Procedures for Disciplining Children

For acts of aggression / fighting (hitting, biting, etc.):

- Separate the children involved
- Immediately comfort the injured child and administer first aid if needed Notify all parents of their child's involvement

For disruptive behavior (bad language, lack of respect, etc.):

- Redirect the child to a positive activity
- Change activity/schedule as necessary
- Separate children to create smaller groups
- Give one-on-one attention as needed to correct behavior

For children older than 24 months or for discipline problems that are not developmentally appropriate:

- Redirect the child until he/she regains control and can calm down
- Observe child closely to monitor behavior and see if a "pattern" exists
- Teachers will document events and share this information with parents

Aggressive / Dangerous Behavior:

As children develop they naturally push the limits and challenge rules. However, it is never appropriate for children to intentionally harm or act out against another child or adult at the center. Staff will intervene immediately. If a pattern of aggression / disruptive behavior develops, staff will meet with parents to develop strategies for correcting the behavior.

In addition to the techniques and procedures listed above, whenever a child demonstrates dangerous behavior against another child or adult (such as hitting with fists, severe biting, and/or fierce kicking), the following steps will be followed:

- Upon the first hurtful act, the teacher will schedule a parent conference.
- Upon the second hurtful act, the teacher will call parent/guardian of the child and adult will need to immediately pick up the child. Failure to pick up the child within one hour of phone call will result into a one day suspension of services.
- Upon the third hurtful act, the child will be excluded from the program for a minimum of 3 school days. The Director can terminate services and exclude child from program for a minimum of 6 months. A Notice of Action for termination will be issued.
- The child may register once the 6 month period has passed and only with Director and Board approval.

Standing Rules

These Rules are promulgated in conformance with and are adopted pursuant to Chapter 9, Section 3, of the Bylaws of Bakersfield Play Center, Inc. These rules may be added to, amended, altered, or otherwise changed by a majority vote of the board of Directors, with or without notice to the General Membership, and such additions, alterations and/or amendments shall be effective immediately upon adoption, unless otherwise specified in the resolution making the same.

Philosophy of Bakersfield Play Center

Bakersfield Play Center is a nonprofit preschool run by parents to provide a pre-primary education for their children. Fathers and mothers participate by: working as assistant teachers, administering school business, maintaining equipment and premises, and attending educational meetings.

Emphasis is placed upon a “whole child” concept, with a balanced curriculum to provide physical, cognitive, and social learning experiences through: democratic social living, creative art materials, active outdoor play time, reading readiness experiences, mathematical discoveries, music and creative movement, and introduction to science. The program is structured to fit the needs of maturational levels and individual children.

Non-Religious Affiliation

Bakersfield Play Center is not affiliated with any religion, religious group, or political party. It is centered on childhood education and does not offer any information or services of a religious group or political party.

Sessions and Classes

I. Preschool Sessions

A. Regular Session

- i. This corporation shall maintain and operate a regular session according to the calendar of the Bakersfield City School District (BCSD). The commencement and termination will be according to the published BCSD calendar. All holidays and breaks will follow the BCSD calendar. Any exceptions will be adjusted for and made clear and available to the members.
 1. The school will be open on days when the Bakersfield City Schools delay opening or do not open due to fog or other emergency but members will not be required to attend or work on those days.
 2. Members scheduled to work on one of these days must notify the director if they will not be attending so the director can make appropriate arrangements where necessary to make up for the missing member after first trying to hire a parent sub.
- ii. Preschool hours are Monday through Thursday, 9:00 AM to 12:00 PM
- iii. Children in the Pre-Kindergarten class must attend four (4) days per week, unless otherwise approved by the director.

B. Summer School Session

- i. Summer school sessions will be at the behest of the board according to the interest and adoption of the membership body. Commencement and termination will be determined by adoption.

II. Day Care

A. Day Care Hours

- i. Half Day
 - 1. 7:30 AM to 1:30 PM Monday through Friday and also includes the child attending preschool.
- ii. Full Day
 - 1. Full day care is 7:30 AM to 5:30 PM Monday through Friday and also includes the preschool.
- iii. The following exceptions apply where day care will not be held:
 - 1. New Years Day
 - 2. President's Day
 - 3. Memorial Day
 - 4. Labor Day
 - 5. Thanksgiving Day & Friday After Thanksgiving Day
 - 6. The week of Christmas Day
- iv. Additional Breaks
 - 1. In addition to the above days that there will be no Preschool or Day Care offered on the calendar week immediately following Christmas and Independence day when those day's fall on a Sunday or the preceding week when those day's fall on a Saturday.
- v. Non-Business Days
 - 1. No day care will be offered on Saturdays or Sundays.
 - 2. The school may be open to children enrolled in day care that are not attending field trips. Please contact your child's teacher to make arrangements.
- vi. School Closure
 - 1. School may be closed for a maximum of four (4) days per year for staff training, building renovations or workshop attendance. The Board of Directors may approve other closures if it would be to the benefit of the majority of the membership.

III. Classes and Sizes

A. Ages two (2) and three (3)

- i. A class room will be organized for the children ages two (2) and three (3) years of age as determined by the Director.
 - 1. The Director may also choose to separate these ages depending on the number of students and development into an additional subclass to better suit the needs of the children.

B. Ages four (4), five (5) and six (6)

- i. A class room will be organized for the children ages four (4), five (5), and six (6) years of age as determined by the Director.
 - 1. The Director may also choose to separate these ages depending on the number of students and development into an additional subclass to better suit the needs of the children.

C. Class Sizes

- i. Class sizes will be adjusted by the Director in order to meet licensing requirements on an as needed basis. We must keep a five to one (5:1) ration of children to parents in each of the classrooms to be compliant with state law.

Admission, Non-Discriminatory Policy and Orientation

IV. Admission Applications

- A. Application for admission in any session shall be made upon forms provided by the corporation and available from the Admission Chairperson.
 - i. Forms will include but not be limited to: 1. Admission Agreement
 - 2. Health and Information Forms (See Rule VII below) 3. Other forms as legally and operationally necessary
- B. Completed forms shall be filed with the Admission Chairperson. Admission forms must be accompanied by a non-refundable registration fee determined by the board.
- C. Applications will not be considered unless or until ALL forms are properly completed and all necessary fees have been paid.

V. Admission Priority

- A. Returning Members are defined as:
 - i. Returning members are considered to have priority as they are already existing members and owners in the corporation.
- B. New Entrants are defined as:
 - i. Applicants who have never previously been enrolled or members who have given written notice of withdrawal from the corporation prior to their re-application.
- C. Returning Members Enrolling Additional Children
 - i. Member families enrolling additional children will also be given priority ahead of New Entrants
 - ii. At no point will any member or child be asked to leave the corporation in order to make room for a Returning Member enrolling additional children.
 - iii. If the corporation is at full enrollment and a Returning Member or current member (if the case happens during a regular session) wishes to enroll additional children then the Returning/Current Members children will be placed ahead of other New Entrants on the waiting list.
 - 1. If there are other Returning/Current members enrolling additional children already on the waiting list then the new child will be handled in chronological order with respect to the other Returning/Current member children
- D. Waiting List
 - i. A waiting list will be compiled and kept updated as soon as the corporation reaches maximum capacity according to our state issued license.
- E. New Entrant Priority
 - i. All New Entrants will be admitted on a first come first serve basis with the basis being the chronological according to application date with respect to all other New Entrants

VI. Non-Discriminatory Policy

- A. To conform to the IRS Tax Exempt 501(c)(3) Revenue Procedure 75-50 issued July 1, 1975 that applies to all Tax Exempt organization the Bakersfield Play Center Inc. follows the

following language issued by the Internal Revenue service regarding a non-discriminatory policy:

- i. "The school admits the students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at that school and that the school does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs."
- ii. Bakersfield Play Center Inc. will not discriminate in any way on the basis of race, color, and national or ethnic origin.

VII. Health and Information Forms

A. Pursuant to school health laws and licensing regulations as set by the State of California, applicants accepted for enrollment must complete and file with the Corporation, the following:

- i. A Pre-Admission Health Examination report prepared by a physician for each child member enrolled.
- ii. A Pre-Admission Health Evaluation prepared by the parent or legal guardian for each child member enrolled.
- iii. An Identification and Emergency Information report prepared by the parent or legal guardian for each child member enrolled
- iv. A Pre-Employment Health Examination report prepared by a physician for each adult member planning to participate in the Corporation's program
- v. An X-ray or patch test for tuberculosis (TB) for each adult and child member planning to participate in the Corporation's program. Negative TB or negative X-ray results must be on file prior to each child or parent/guardian planning to participate in the program. Parents X-ray or skin test must be completed in accordance with current state regulations. California Law states that in order to volunteer in the classroom, you must submit current documents that you have received the following necessary immunizations from your doctor/health care professional:
 - o Tuberculosis (TB)
 - o Measles, Mumps, and Rubella (MMR)
 - o Influenza
 - o TDAP (Pertussis/Whooping Cough)
- vi. A Rights of Parents Form
- vii. A Consent to Treat Form
- viii. Child Abuse Prevention Pamphlet Receipt
- ix. Non-Discriminatory Policy Notice Receipt

VIII. Orientation

A. The Vice President of the corporation will be responsible for offering an orientation for all New Entrants.

- i. Any returning/current members wishing to participate are welcome.
- ii. Orientations will be held as necessary and not limited to at least one session prior to or at the beginning of each new term (school year).

Fees and Tuition

IX. Fees

A. Registration Fee

- i. A non-refundable annual fee determined by the board of Directors will be charged to all returning/current families and new entrants. Paid at time of registration. The board will pro-rate this fee appropriately to members joining at times during the year other than at the beginning of a new fall session.
 - B. Pre-Admission Fee
 - i. The board will determine as necessary a non-refundable pre-enrollment fee and have a new entrant or returning member pay prior to the commencement of a new fall term.
 - ii. This fee would be counted as a down payment towards annual fee due at time of registration.
 - C. Visitor Fee
 - i. A visitor's fee shall be charged to all visitors other than investigating or potential members as deemed necessary by the Director.
- X. Preschool Tuition
 - A. Tuition will be a flat monthly fee paid by all children attending and is determined in the membership contract.
 - B. Tuition shall be paid in monthly installments due on the 1st (first) day of each month and delinquent if not paid before the 5th (fifth) day of each month.
 - i. A late fee will be assessed on all members not paying before the 5th (fifth) day of each month.
 - ii. The late fee will be disclosed in the contract
 - iii. A family who is one month delinquent with the tuition and is not paid before the 5th (fifth) day of the following month (along with the late fee) will not be allowed to attend school until all fees are made current.
 - C. Members with more than one child attending shall receive a twenty percent (20%) discount on the tuition for all children enrolled except the oldest child.
 - i. Tuition will be determined by days of attendance and defined in the contract. ii. This discount does NOT apply to the Day Care Tuition rate option.
- XI. Day Care Tuition Costs
 - A. Day care costs will be adjusted and determined by the board.
 - i. Day Care tuition Rate is NOT to be discounted. Only the membership fee will receive the discount.
- XII. Drop In Fees
 - A. Only member families will have the option to utilize excess capacity in the day care program on an as needed basis.
 - B. Approval must be received from the director prior to utilizing this service to ensure ratio compliance with the state.
 - C. The fee will be on a per child per hour basis with a one (1) hour minimum charge. i. Drop in Fees are in section XXXII 2017-2018 Rate Schedule
- XIII. Late Pickup Fee
 - A. Children must be picked up on time.
 - i. Pre School children must be picked up by 12:00 PM
 - 1. A fee for one hour of day care will be assessed after 12:10 PM
 - ii. Day Care children must be picked up by 5:30 PM
 - 1. A Fee of \$1/ minute will apply for each minute after 5:30 PM

Maintenance Fee

- A. Families have a choice of working a minimum of 1 work party (3 total hours) or paying a \$50 fee for the first semester to the school by the end of the semester November 30th.
- B. Families have a choice of working a minimum of 1 work party (3 total hours) or paying a \$50 fee for the second semester to the school by April 30th.

Meetings

XV. Board of Directors Meetings A.

Time and Place

- i. Time and place for the Board of Directors meetings shall be determined as mutually agreeable by the board.
- B. Meetings of the board of directors will be held as often as necessary but not less than one (1) time per month during the school year.
 - i. Meetings will be schedule for the last calendar week of each month as a standing policy but adjusted as necessary to reasonably accommodate a director or other mitigating factors.
- C. The General Membership will be invited to attend any meeting of the Board of Directors.
 - i. Intention to attend must be made aware to one of the board members prior to the meeting (where possible) so appropriate agenda adjustments can be made where necessary to accommodate the member attending

XVI. General Membership meetings

- A. All members shall attend the monthly general membership meetings. Monthly Meetings will be held only if necessary during the summer months of June, July, and August.
 - i. New Entrants enrolling in a month after the general membership meeting has been held will begin attendance the following month.
 - ii. Members will be allowed to miss up to two (2) general membership meetings during a school session.
- B. Failure to attend required meetings will result in one of the following: i. A Fee of \$25 for each meeting missed after missing 2 meetings
 - ii. Potential Dismissal of membership from the Bakersfield Play Center

Membership, Responsibilities, and Substitutes

XVII. Granting of Membership

- A. Membership will be granted to the parent/guardian of each child enrolling when all required documents have been completed properly to the Enrollment Chairperson and Reviewed by the Director.
- B. Membership is defined and enumerated by the By-Laws of the Corporation dated July 1, 2010.
- C. Membership outlined or referred to in these Standing Rules are not meant in any way to conflict with the membership defined by the By-Laws.
 - i. If and when any such conflict is found or derived then the By-Laws will be the superseding document.

XVIII. Leaves of Absence

- A. The Board of Directors shall have sole discretion in granting leaves of absences. If an immediate decision is necessary, the Director shall have the authority to grant such leaves pending approval by the board.

- B. A leave of absence will relieve all membership responsibilities and privileges during the time requested and documented.
- C. Maternity leave will be available to participating members requiring such a leave of absence for up to six (6) weeks.
 - i. Arrangements will have to be made in advance with the Director so that reasonable accommodations can be made.
 - ii. If your child still attends school while on leave a sub fee is required. XIX.

Membership Responsibilities

- A. All preschool only members are asked to attend and assist in the class in which such members' child is enrolled.
- B. A "Participating Day" or "Work Day" is used herein shall be one day for each four days that the child's class is in session.
 - i. Two-Day (2) Class – A minimum of two (2) days for each four (4)-week period.
 - ii. One-Three (3) Class – A minimum of three (3) days for each four (4)-week period. iii.
 - Four-Day (4) Class – A minimum of one (4) days for each four (4)-week period.
- C. The Director and or the scheduling chairperson shall have the authority to adjust volunteer schedule if deemed necessary for the efficient operation of the program.
- D. Members not attending classroom participation on their scheduled days will: i.
 - Hire a sub or swap with another family to cover the work
 - ii. Will be assessed a \$30 fee if not at the school by 9:00am on your work day iii.
 - Potentially lose their membership at the school

XX. Snack

- A. Snack is rotated responsibility and each family will be asked to provide snack once a month
 - i. Depending on enrollment could be more or less often
- B. The snack schedule is found in the monthly participation schedule C.
- Failure to bring snack by 9:30 am will result in a \$35 fee

XXI. Termination of Membership

- A. Termination of membership will be in accordance with the By-laws. B.
- Additional Causes can be included but not be limited to:
 - i. Continuous non-payment of fees and /or tuition
 - ii. Continuous disregard for and or violation of these rules
 - iii. Continuous carelessness in the handling of children or the like
- C. Voluntary termination must be made in written format by submitting a letter of Termination form to the Director (no specific form is required)

XXII. Responsibilities of Participation while at School

- A. Participating members shall bear the following duties and responsibilities while at the school
 - i. The Foremost responsibility of each member shall be the educational supervision, care, custody, and protection of children in such member's assigned area.
 - ii. Shall read carefully the list of instruction for such member's area, paying particular attention to the time for commencement and termination of activities. This requires that the member arrive 15 minutes early. If the member is more than fifteen (15) minutes late in arriving without approval of the Director or classroom teacher, the Director and/or teacher has the authority to hire a substitute at the expense of the late member.

- iii. Shall check with the appropriate professional staff member for any special instructions
- iv. Shall make sure such member's are is cleaned after use and that all toys and equipment are returned to their proper places.
- v. Shall cooperate and assist other members in the completion of all assigned tasks vi. Shall consult with appropriate professional staff member in the event of special circumstances, problems, or emergencies.
- B. Responsibilities outlined or referred to in these Standing Rules are not meant in any way to conflict with the membership defined by the By-Laws.
 - i. If and when any such conflict is found or derived then the By-Laws will be the superseding document.

XXIII. Substitutes

- A. Substitutes shall be parents or others deemed qualified by the Director and shall perform participation duties for those unable to participate.
- B. Substitutes may be obtained by one of the following methods: i.
 - Exchange participation days with another member.
 - ii. Pay a mutually agreeable rate to another member for substituting if days are not exchanged.

XXIV. Maintenance Requirements

- A. Members are asked to perform maintenance duties to maintain the buildings, grounds, and equipment. The number of hours required shall be based on the oldest child's class.
 - i. Two Work Parties per year
- B. Specific Projects shall be determined by the Board of Directors and/or Buildings and Grounds Co-Chairpersons in cooperation with the Director of the School.
- C. Failure to complete required maintenance hours can result in loss of membership and Fees \$50 per semester.

XXV. Fundraisers

- A. Fundraising Chair will present Board Members with a list of proposed fundraising opportunities.
 - i. Board will vote on proposed options for fundraising.
- B. Fundraising Chair will present fundraising options at Parent's first meeting.
- C. A list of fundraising options will be handed out at the beginning of each semester.
- D. Other smaller fundraising will be held at the behest of the fundraising chair and the Board of Directors will be responsible for approving these non-major fundraising and making them available for the general membership to participate.
- E. Families who do not participate will be charge a \$75 fee per semester.

Appointive Officers and Standing Committees

XXVI. Chairpersons of Standing Committees

- A. In addition to the directors and officers enumerated in the By-Laws, the Corporation shall have following standing committees that are overseen by the board of directors. Any of the following positions/committees may be combined, separated, or left vacant as deemed necessary by the Board of Directors.
 - i. Building and Grounds Co-Chairpersons – Are responsible for maintenance of the Corporations buildings, grounds, and equipment used therein throughout the year. They will determine any special maintenance projects and report them to the board

- for approval of any special funding required. They will be responsible for keeping accurate records of members fulfilling their required maintenance hours.
- ii. Ways and Means and Fundraising Chairperson – Shall be in charge of all major fun raisers and other revenue producing projects and shall report to the General membership after each fund raiser regarding success of fund raising activities; shall report any special fundraisers with restricted use purposes.
 - iii. Gardening – Persons need to be willing to plant, organize, and maintain the outdoor garden on weekly/bi-weekly basis.
 - iv. Photographer – Persons need to own their own digital camera and is adept at using it. Persons are expected to go on most of the school sponsored events and gatherings. Must also be comfortable working with a photo-sharing website (we use Shutterfly) and has time to upload, edit and maintain the site.

Visitors

XXVII. Visitor Attendance

- A. Visitors are defined as someone investigating the school.
 - i. Parents must stay with their visiting child during the visit
- B. A sibling of a current member child is also a visitor that can be allowed to be left at the school if approved by the Director to do so and if all documentation required by the school has been completed.

Professional Staff

XXVIII. Director of Education

- A. The Corporation shall employ a Director under an annual written contract.
- B. The Director shall bear the following responsibilities and duties:
 - i. The director shall develop and implement the educational program for the children attending the school with the assistance of the board and other teaching staff. The director will also be responsible for compliance with regulatory bodies and state licensing organizations. The director will be responsible for members participating in outlined duties each day.
 - ii. The director will be responsible for the daily supervision and activities of teaching staff. The director will perform a formal annual performance review for each teacher and an informal semi-annual review to record progress towards improvements and projects. The reviews will be documented for each employee.
 - iii. The director shall attend all general membership meetings as a non-voting member unless otherwise given member status by having a child attending the school. At general meetings, the director shall be prepared to meet with the parents of students in a group discussion. The purpose of these discussions will be to inform the parents of what has transpired and what will be occurring in the next month, instruct the parents in better skills and techniques while participating at school, to answer questions and to receive comments and input from the parents.
 - iv. The director shall hold individual conferences with parents as required by the Board and/or parents at the school. The director shall discuss school policies and obligations with prospective enrollees either in person or by telephone.
 - v. The director is responsible for making emergency reports, determine supplies, and equipment to be purchased, and maintaining a clean and attractive environment through assignment of duties.

- vi. The director is expected to take part in community activities relative to child development, serving as a professional resource as needed. The director shall keep informed of current developments in the field of preschool education by reading new literature, observing the activities and play equipment of other preschools, and is encouraged to attend workshops or conferences of such professional organizations as California Council of Parent Participation Nursery Schools, Southern California Association for Education of Young Children, or comparable organizations. The cost of conferences and continuing education may be reimbursed with prior approval of the board.
- vii. The director shall be an active member of the Kern Area Southern California Association for the Education of Young Children with annual dues paid by the school.
- C. Additional Items related to Term of contract, compensation, payable hours, leave with pay, will be contained with specific terms will be included in the written contract.

XXIX. Teachers

- A. This Corporation shall employ teachers, as necessary, under terms of the employee handbook
- B. The corporation shall hire part-time and or temporary teachers as necessary for special or additional specific needs.
 - i. These teachers will be held under verbal agreement pending written offer.
- C. The teachers shall bear the following responsibilities and duties:
 - i. The teacher will be responsible for accepting instructions by the Director of Education for Bakersfield Play Center. The teacher will be assigned a class room at the beginning of each year and be responsible for teaching and developing curriculum.
 - ii. The teacher may hold individual conferences with parents as required by the Board and/or parents at the school. The teacher shall discuss school policies and obligations with prospective enrollees either in person or by telephone.
 - iii. The teacher is responsible for reporting any classroom conditions that require the attention of the director and the board. These conditions include: supplies needed, dangerous equipment, equipment requiring repair, or any other condition the teacher believes should be given the attention of the director or Board of Directors.
 - iv. Other duties as deemed required by the Director or Board of Directors
- D. Other benefits will be included in the Employee Handbook.

Complaints, Written Warnings, and Termination

XXX. Complaints, Written Warnings and Termination

- A. Failure to act in accordance with BPC By-Laws, standing Rules, Contract, or other policies will result in:
 - i. First Infraction: Verbal Warning
 - ii. Second Infraction: Written Warning
 - iii. Third Infraction: Termination of membership from the school.
 - 1. Terminated members may rejoin the school not less than 1 year after termination.
- B. The 5-Step Process applies when

- i. Parent has a problem or complain against another parent/member of the Corporation
- ii. Ombudsman investigates problem/complaint
- C. The 5-Step Process
 - i. Written and verbal counseling from Ombudsman with parents involved and Board President with plan of action to resolve problem. If problem can't be resolved through step one, then:
 - ii. First written warning from Ombudsman with Board President present.
 - iii. Second written warning to parent – who is then asked to go non-participating by Ombudsman with President present. If parent does not want to go non-participating, parent must in writing, give the Board a letter stating they are terminating their BPC membership and all rights therein, within one week of second written warning. If said parent refuses this action, they must go before the Board and Step four will happen. Tuition fees will be returned on a prorated basis.
 - iv. Written notice of parent being terminated by vote from the Board by recommendation of Ombudsman (Board takes over at this point, Ombudsman has no vote and Director remains impartial). Parent has the right to appeal Board's decision within 30 days.
 - v. Appeal Process – Parent can appeal the Board's decision by attending a Board meeting or calling a special session Board meeting within 30 days of termination. The said parent/s shall have a right to be heard by the Board and appeal their termination. A letter of Appeal shall be given to the Board prior to the Board meeting/Appeal session. **The letter of Appeal shall include the following: parent's name, child's name, explanation of complaint, signature and date.** The Board has sole responsibility of deciding to terminate or reinstate parents to the school. Exceptions to this would be as follows:
 - 1. *Improper physical contact with a child*
 - 2. *Sexual contact with a child*

In the case of an accusation of said exceptions, immediate suspension of parent participation and admittance to school property will occur until investigation by the school Board, police and CPS is concluded and cleared of any wrong doing. The child of an accused parent may still attend school as long as a family member other than the accused person signs the child in and out each day.

Miscellaneous Provisions XXXI.

Descriptive Headings

- A. All headings provided herein are for convenience only and shall not be the deemed to govern or limit the scope or meaning of the Rules to which they are Appended

XXXII. Severability

- A. Should a rule, or a portion of any rule, be held invalid or inapplicable to certain persons or circumstances for any reason whatsoever, this Board of Directors declares its intention that all remaining rules, or remaining portion of partially invalid rules, shall continue in full force and effect.

XXXIII. Smoking

- A. Smoking shall not be allowed on the premises at any time.

2019-2020 Tuition and Fees Schedule

XXXIV. Bakersfield Play Center charges the same rates to all participants. There is no discrimination based on income, race, or other factor.

A. Fee Schedule

Description	Fee	Due Date
Annual Registration Fee	\$100 / Family	8/1/2018
Monthly Membership Fee/Co-Op Tuition	\$185 / 1st Child	1st of Each month
Additional Children (20% off Membership Fee)	\$148 / Each Add'l	1st of Each month
Monthly Half Day Tuition	\$450 / 1st Child	1st of Each month
Additional Children	\$413 / Each Add'l	1st of Each month
Monthly Full Day Tuition	\$585 / 1st Child	1st of Each month
Additional Children	\$548 / Each Add'l	1st of Each month
Late Tuition Fee	\$20	Due by 5 th of next month
Day Care Late Pickup	\$1 / Minute	Each minute after 5:30
Hourly Drop In	\$5.50 / Hour	1st of Following Month
Substitute Fee	\$25	Paid to individual taking your place
Returned Check Fee	\$25 / Check	Assessed Immediately
Work Party	\$50 / Per Semester	By the end of each semester
Missed Snack	\$35 / Per Occurrence	Due Immediately
Fundraising Fee	\$75 / Per Semester	By the end of each semester
Admission Registration Fee is \$100 for 1 st semester (Sept.-Dec.) / \$50 for 2 nd semester (Jan.-May)		
Monthly Membership fee is included in Half/Full Day Tuition.		
Members Joining other than the beginning of the month will have their monthly tuition prorated.		

Admission Agreement

A Parent Participating Cooperative School is dependent on equitable contributions by enrolled families. The fulfillment of the following terms is necessary for the Bakersfield Play Center to protect the health and safety and to promote the development of small children.

1. **MEMBERSHIP.** I agree to follow the Standing Rules of Bakersfield Play Center Inc. with regard to my membership, responsibilities, participation, meeting attendance, maintenance responsibilities, registration and application process, other school rules and policies not specifically mentioned in the By-Laws or Standing rules,
 - a. Read, sign, and return the two signature pages of this contract with a non-refundable registration fee.
2. **ADMISSION CRITERIA AND PRIORITIES.** Admission is based on a first come first serve basis, parents' program choice, child's age, and classroom availability. Returning members are considered to have priority as they are already existing members and owners in the corporation (preschool). A waiting list will be compiled and kept updated as soon as the corporation (preschool) reaches maximum capacity according to our state issued license.
3. **REGISTRATION.** Read, sign, and return the registration form with a non-refundable registration fee. As required by the California Department of Social Services (CDSS) Community Care Licensing Division, the following forms are due by the first day of the child's attendance:
 - a. Physician's Report for Child. (Must include a negative TB test or signed waiver)
 - b. Identification and Emergency Information.
 - c. Pre-Admission Health Evaluation of Child (Parent's Report).
 - d. Signed Enrollment Contract (two forms).
 - e. Criminal Record Statement
 - f. Notification of Parents' Rights form.
 - g. Child's Immunization Record. (If you choose not to immunize your child, a waiver form must be signed)
 - h. Child's Pre-Admission Health History form. (completed by parent)
 - i. Health Screening report for each participating parent or family member (must include TB test results)
 - j. Personnel Record form for each participating parent or family member (completed by parent or family member).
 - k. Consent for Medical Treatment form.
 - l. Emergency card (to be updated during the school year if any information changes)
 - m. A copy of the participating parent(s)' auto insurance identification card that includes the name of the insurance company, policy number, and effective dates.
 - n. Personal Rights form.
 - o. Food Allergy form.
 - p. Child Custody Agreements, when applicable.

Once the initial forms are submitted, unless information previously submitted changes, only the signed Enrollment Contract (2 forms) and Emergency Card will be required at the beginning of subsequent school years.

4. **REGISTRATION FEE.** I agree to pay a non-refundable annual registration fee of **\$100 due at time of registration.**
 - a. Registration Fee is \$100 for 1st semester (Sept.-Dec.) / \$50 for 2nd semester (Jan.-May)
5. **TUITION.** I will pay a monthly membership of **\$185.00 per month per child**, as described in Attachment A. A late fee of \$ 20.00 (twenty dollars) will be charged if payment is received after the 5th day of the month. I understand that tuition is due on the 1st of each month and if not paid by the last day of the month shall constitute grounds for termination of enrollment. Tuition may be prorated for new joining families as approved by the board to represent time attended.
 - a. All families enrolling more than one child will pay **\$148.00 for each additional child on a monthly basis.**
 - b. Daycare tuition is \$450.00 a month for half day or \$585.00 per month for full day for each child enrolled
 - c. Refund conditions are as follows: Credit for future services or refunds of money will be considered upon request, only when a two week written drop notice or leave of absence is received.
 - d. Modification condition is as follows: At least 30 days advance notice will be given prior to any rate change.
6. **BASIC SERVICES.** Child - centered cooperative preschool which allows children to learn through play. Environment and activities are developmentally and culturally appropriate. Parent education provided at monthly parent meetings.
 - ☐ **CO-OP PRESCHOOL PROGRAM.** Mon.-Thurs. / 9:00a.m.-12:00p.m. / Parent required to volunteer in class / Mid-morning snack is provided by parents on a rotating basis
 - ☐ **HALF DAY PROGRAM.** Mon. – Fri. / 7:30a.m. – 1:30p.m. / Parent not required to volunteer in class/ Mid- morning snack , lunch provided by parent, afternoon snack is provided by program
 - ☐ **FULL DAY PROGRAM.** Mon. – Fri. /7:30a.m. – 5:30p.m. / Parent not required to volunteer in class/ Mid- morning snack , lunch provided by parent, afternoon snack is provided by program
7. **AVAILABLE OPTIONAL SERVICES.** Hourly Drop In / \$5.50
 Only member families' will have the option to utilize excess capacity in the daycare program on an as needed basis. Approval must be received from the Director prior to utilizing this service to ensure ratio compliance with state regulations. The drop in fee will be on a per child per hour basis with a one (1) hour minimum charge.
8. **VISITOR FEE.** See Standing rules under Visitor.
9. **5-STEP COMPLAINT PROCESS.** I understand that if I have a complaint, I must follow the 5-Step Processes of Complaints, Written Warnings and Termination described in Standing Rules and By-Laws.

10. SCHOOL DIRECTORY. I agree to have my child's name, address, phone number, and date of birth listed in the school directory. I agree to have my name, address, phone number, and email address in the school directory.

11. STATE LICENSING REQUIREMENTS. I understand that Bakersfield Play Center is a licensed childcare facility and must strictly comply with the regulations of the California Department of Social Services' Community Care Licensing Division. As described in the California Code of Regulations, Title 22, Article 4, Administrative Actions, Section 101195 Inspection Authority of the Department of Licensing, I understand the following:

- A. The Department of Licensing Agency shall have the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535
- B. The Department has the authority to interview children or staff without prior consent.
 - a. The licensee shall ensure that provisions are made for private interviews with any children or staff members.
- C. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements of Sections 101217(c) and 101221(d).
 - a. The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.
- D. The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.
- E. I agree that I am also responsible for assuring state ratios of teachers and students are adhered to.
 - a. Director or site supervisor will hire a sub after a parent is 15 minutes late on scheduled work day. A \$30 fee will automatically be assessed by the school.
- F. EMERGENCIES: In the event of an emergency (e.g. earthquake, etc.) the Director and teacher will stay at school until all children are picked up. State licensing regulations require that all parents provide an emergency kit for their child that must be kept at school at all times. Emergency kits are stored in the hallway between the kitchen and the 4/5's classroom. This kit should include:
 - 1-2 canned sources of protein (i.e., Vienna Sausage)
 - 1-2 canned fruits (snack size)
 - 2 granola bars
 - 2 juice boxes
 - 1 emergency blanket (available in the camping section of Target, Wal-Mart, etc.)
 - A change of clothes (i.e., underwear, socks, long pants, long-sleeved shirt)
 - Diapers and wipes (if used by the child)
 - A picture of the family and/or a letter written by parent using reassuring, child-appropriate language (optional)

Prior to packing all items in a Ziploc-type plastic bag, be certain to check the shelf life on all of the items to be sure they are good for at least six months. Legibly write your child's name and his/her teacher's name on an index card, making sure it is visible from the outside of the bag.

12. ILLNESSES: For your child's sake as well as the sake of others, state licensing regulations require that you keep your child home from school if they experience any of the following symptoms within 24 hours preceding school's start time:

- Fever of 100 degrees or more
- 2 or more episodes of diarrhea
- Nausea or vomiting
- Eye infection, impetigo, or other contagious illnesses

If your child develops any of these symptoms while at school, your child's teacher will contact you and request that you pick your child up immediately.

Because our parents follow this policy, illnesses that travel from child to child are not as common at our school. If your child contracts an illness, please call the school and notify his/her teacher that they won't be attending. The teacher may then caution other parents if it is a highly contagious illness.

13. BEHAVIOR. Reasonable limits are set so that children know that they may not hurt themselves, other children or adults, or damage property. These limits are set and maintained by discussing them with children, by redirecting undesirable behavior or by short periods away from the group. If behavior cannot be modified and other children and adults are put at risk, interventions will be used up to and including termination of services. (See handbook for more information) Parent or designees are responsible to conduct themselves in a socially acceptable manner while on the center premises. All children and staff are to be treated with respect at all times. Abuse of this policy will result in immediate termination of program services.

14. TERMINATION / WITHDRAWAL.

- a. Continuous non-payment of fees and / or tuition
- b. Continuous disregard for and violation of these rules
- c. Continuous carelessness in the handling of children or the like
- d. Aggressive behavior: the Director may expel any child that aggressively attacks another child or shows a pattern of aggressive behavior. This would include physical acts that could involve biting, hitting or purposely hurting another child.
- e. Either party may terminate this agreement with a 2(two) week written notice.

15. FIELD TRIP PROVISIONS. Field trips are planned as an enrichment activity of the children's program. They are considered a preschool day and all parents must stay with their children. It is the responsibility of the (Co-op) participating parent to transport their children to and from the field trip. (Day care) non-participating parents have the option to either take their children or ask the staff to transport them to and from the field trip. (Day care) Parents must leave their child's car seat day of field trip. BPC Staff keep a current copy of their driver's license and vehicle insurance on file. On most outings other siblings are welcome to attend with the staffs' permission.

16. TRANSPORTATION. Transportation is the sole responsibility of the parent or guardian.



Bakersfield Play Center Inc.

Sign & File

95-1738185

Attachment A

Admission Agreement – Signature Page

Admission Date: _____

Parent(s) or Legal Guardian Name: _____

Address: _____ ZIP: _____ Phone: _____

Child(ren) Enrolling:

1. Child's Name: _____ Age: _____ DOB: _____

Days Attending: M T W TH

2. Child's Name: _____ Age: _____ DOB: _____

Days Attending: M T W TH

3. Child's Name: _____ Age: _____ DOB: _____

Days Attending: M T W TH

4. Child's Name: _____ Age: _____ DOB: _____

Days Attending: M T W TH

Admission Status: Member Only: _____ 1/2 Day Child Care: _____ Full Day Child Care: _____

Board Member Position: _____

Monthly Tuition: \$ _____ (see Standing Rules Section)

Registration Fee: \$ _____ (see Standing Rules Section)

Payment Received: \$ _____ By: _____ Date: _____

I understand and agree to the terms of the Admission Agreement that includes class participation, monthly meetings, and school maintenance hours. If I do not participate in these activities, I will be subject to possible termination of membership. Please return this page to the Admission chairperson and keep the attached Admission Agreement and Attachments for your records. This contract will become void and a new contract will be presented in the event the membership terminates the IRS approved Exempt status in accordance with section 501c3.

I acknowledge that I will give a two week written notice or pay half of one month tuition if our family decides to terminate this Contract.

Parent or Guardian Signature

Date



Bakersfield Play Center Inc.

Sign & File

95-1738185

Attachment B

Admission Agreement – Signature Page

I. As a member these are my responsibilities:

- A. Volunteer at the school according to my scheduled dates
- B. Trading with another parent or finding a substitute when I am unable to work
- C. Providing snack for all classrooms on my assigned date on the work schedule
- D. Fulfilling the responsibilities of my Volunteer Board position _____ as described in the Standing Rules of the school
- E. Participate in Fundraisers as outlined in Handbook.
- F. Participating in Work Parties
- G. Attending monthly meetings as outlined in Parent Handbook

II. As a member and day care participant, these are my responsibilities:

- A. All the same responsibilities as in part I with the exception:
 - a. I will not volunteer at the school or be scheduled to work at the school as a classroom parent volunteer.
- B. I will still be asked to do all other responsibilities of members as outlined in the standing rules and parent handbook.

I understand and agree to the terms of the Admission Agreement that includes class participation, monthly meetings, fundraising, and school maintenance hours. If I do not participate in these activities, I will understand my membership can be terminated or be subject to fees in order for Bakersfield Play Center to recover any additional costs incurred by my lack of performing assigned duties.

Please return this page along with Attachment A to the Admission chairperson.

I acknowledge I have access to a hard copy of the Standing Rules/ Parent Handbook and By-Laws if requested, located in the School Office, which outlines all my responsibilities and duties as a member. Initial _____

***Copy also available at www.bakersfieldplaycenter.com**

This contract will become void and a new contract will be presented in the event the membership terminates the IRS approved Exempt status in accordance with section 501c3. Initial _____

Parent or Guardian Signature

Date

Director's Signature

Date