

# **Gravenstein Preschool 2011-2012**



## **Parent Handbook Fee Schedule Contract**

**3840 Twig Avenue  
Sebastopol, CA 95472  
(707) 823-8655**

**Facility # 493000827**

**July, 2011**

**Dear Parents:**

Welcome to Gravenstein Preschool. Thank you for trusting us with the responsibility of nurturing and teaching your child.

Sincerely,

Rene Slay  
Gravenstein Preschool Director

Linda J. LaMarre  
Superintendent

**PHILOSOPHY OF GRAVENSTEIN PRESCHOOL**

Our program is designed to meet the developmental needs of young children. It provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical, and creative development. Within the daily schedule, each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills, and learn concepts through first-hand experiences. Children develop a positive self-concept through a balance of self- and teacher-directed activities. Our staff provides care that is supportive, warm, and responsive to each child's individual needs.

**Our Federal Tax I.D. # is 94-600-2635.**

## **ADMISSION POLICY:**

We are a licensed Preschool to serve children age two through Kindergarten.

Registration forms must be completed *before the first day of school*. The forms include the emergency information sheet, physician's report including immunization records, parent's report, consent for treatment, parent's rights, and admission agreement. State law requires that all forms be on file before your child may be admitted to the school. It is essential that we have this information about your child. In the event of illness or accident the school must be able to contact you and/or someone on your emergency card.

## **TUITION & PAYMENT TERMS:**

Tuition payments are due in advance on the first day of each month. Please refer to our Monthly Fee Schedule on the last page of this handbook.

A non-refundable registration fee is due at the time of registration. A 10% discount is given to additional children of one family when paid in advance.

A late fee of \$20 is charged on payments not made by the tenth of the month. If the account is two weeks late, the child will be unable to attend until the account is current. Statements are not issued; parents/guardians are responsible for regular payments.

**Tuition is** based on hours / days of the week that you have contracted for. There are no refunds or make-up days. School vacation days have already been considered in tuition amounts.

There will be a \$35 service charge on returned checks. After additional returned checks we will only accept money orders or cashiers checks.

## **ATTENDANCE:**

**HOURS:** We are open Monday through Friday from 7:45 am – 4:45 pm. Drop-in days or extra time is available, if space permits, at an additional fee of \$20.00 per hour payable in quarter hour increments of \$5.00 per quarter hour. **Drop in days are only available to registered students who are already attending preschool a minimum of two days per week.**

## **ILLNESS:**

When your child is unable to attend due to illness, please call the preschool as early as possible as to the nature of the illness. Teachers can better plan for the day if they know a child will be absent or will be late. Messages can be left on the answering machine. If there is a malfunction you can call the school office at 823-5361 or the district office at 823-7008.

## **UNREPORTED ABSENCE:**

Parents are requested to inform the preschool in advance, whenever possible, if a child will not be attending. Unreported absence of one calendar week will be considered withdrawal and another child may be accepted in that spot.

### **WITHDRAWAL:**

Notice of dismissal or withdrawal of children must be given *in writing* two weeks in advance. Parents will be charged for two weeks of their regular rate if the child leaves without the two-week notification.

The Director may recommend to the Superintendent exclusion of a child if, in the opinion of the Director, he/she is not making a satisfactory adjustment or if the preschool is unable to meet his/her specific needs. The Superintendent will make the final decision on the continued attendance of the child.

### **LATE PICK-UP FEES:**

There is a \$20 charge for each **hour** after your child's scheduled pick up time. This charge will be prorated at \$5 per quarter hour. ***The preschool closes promptly at 4:45 pm.*** If there is an emergency that will delay this pick-up time please call the preschool at 823-8655, the school office at 823-5361 or the district office at 823-7008.

### **HOLIDAYS:**

The preschool follows the same calendar as the district schools. There are no tuition refunds for holidays or school breaks.

### **LEAVING & CALLING FOR CHILDREN:**

The adult who brings the child to school must walk the child to the door and sign-in. Children must be signed in and out on a daily basis. **Your child will be released only to you or persons authorized by you on the child's emergency card.** Please make sure you list **anyone** who may possibly be picking up your child on the emergency card. The person designated to pick up the child will be required to show a valid driver's license before the preschool will release your child. If there are changes in regular routine, such as picking your child up at a different time, or if you will be available at a different phone number, please write this on the emergency card.

### **ILLNESS POLICY:**

The goal of the illness policy is to prevent the spread of communicable illness among children and staff. While it is impossible to prevent all illnesses, the incidence and severity can be reduced. Parents are asked to keep their children home when they have the following symptoms:

1. A *fever*
2. A *runny nose* with anything but a clear mucus discharge (no green or yellow discharge) when associated with other symptoms such as fever, vomiting, or cough
3. A *cough* with mucus secretion
4. A *rash* or skin ailment such as: poison oak, impetigo, ring worm, cold sores, fever blisters or lice (see district lice policy). Children may come to the preschool with food allergy or heat rashes.
5. Recurring *diarrhea*
6. *Vomiting*, recurring or with a fever.
7. *Pink Eye* or conjunctivitis. Child must be symptom free before returning.
8. Listless, drowsy or too sick to play outside.

The staff will assess each child's health upon entering the school each day and will discuss any problems with the parent. Parents are asked to observe their child each morning for signs of illness, and to call the preschool with any questions or problems.

If a child becomes ill during the course of the day, parents will be called and asked to make arrangements for the pick-up of their sick child. No tuition credit is given for days missed because of illness. Parents should call the school if their child is ill so we are aware of a contagious illness.

### **MEDICATION:**

*Prescription only medicine* will be given in case of an illness that is no longer contagious but requires continued medication. MEDICINE MUST BE IN ITS ORIGINAL CONTAINER WITH THE CHILD'S NAME ON IT AND ACCOMPANIED BY A DOCTOR'S NOTE OF DIRECTIONS. A medicine form is to be filled out and signed by the parent and doctor prior to administering medicine. Please **do not send** any non-prescription medicine, including Tylenol or cough drops to school unless it is under doctor's orders. No medication can be given out at school unless accompanied by a doctor's note.

### **EMERGENCY DISASTER PLAN:**

Our plan is posted by the parent bulletin board. Basic supplies of food and water are stored in our classroom. Also, tune to **radio KSRO - 1350AM** for school closures.

### **CLOTHING:**

Children need to wear clothing and shoes that are comfortable and appropriate for active play. When participating in activities, children should not need to worry about soiling or staining clothes. We do paint, and sometimes paint will get on clothes. Please avoid sandals, cowboy boots, fancy dress shoes, or other shoes that hinder your child's ability to safely climb or engage in active play. Clothes should be easy for the child to manage so they can take care of their bathroom needs—no belts, please. ALL JACKETS, SWEATERS, & REMOVABLE GARMENTS SHOULD BE MARKED WITH CHILD'S NAME. All children should have a change of clothes at school, including socks, underwear, pants, and a shirt, in a labeled zip-lock bag.

### **DAILY PROGRAM:**

A carefully supervised and balanced curriculum is offered to assist the child in his/her learning process. We have some structured teacher directed curriculum, such as the Pre-K Open Court Reading program and Pre-K Math. Children interact with the curriculum and also gain knowledge through play. This includes varied activities to develop large and small motor skills, social skills, math readiness, reading readiness, music appreciation, children's literature, creative art, cooking, science, and health. These activities provide an educational experience of lasting value for the total development of the child.

### **PRESCHOOL ENVIRONMENT:**

It is the policy of Gravenstein Union School District's Preschool to utilize sound principles of child development. The goal is not to punish, but to help the children learn to accept

responsibility for their actions. We recognize that children act out for different reasons and therefore our methods of discipline will vary from child to child. Additionally, a child's developmental level will be a significant factor in determining the appropriate method of discipline. Among the methods we may use with a child are:

1. redirection
2. problem solving and conflict resolution through talking
3. modeling appropriate behavior
4. logical consequences
5. positive reinforcement for appropriate behavior
- 6 a quiet spot for a child to become calm

### **FIELD TRIPS:**

A few field trips into the surrounding community will be enjoyed during the year. We also strive to have community workers visit our school. Please contact the Director if you have a job or special interest that you could share with our students.

### **LUNCHESES:**

Each child needs to bring a lunch and a drink packed in easy-open containers. We encourage well-balanced lunches containing foods from the 4 basic food groups (protein, dairy, fruit/vegetable, and grain). If refrigeration is necessary, please use an ice pack. Please support our goal to eliminate sweets at school. Soda and candy are *not allowed* at school and will be sent back home. Chips and cookies often prevent a child from eating the more nutritious food. Please be sure to put your child's name on the outside of his/her lunch box and also on reusable food containers.

### **SNACK:**

We serve a nutritional snack each morning *provided by parents*. Please send snack for the entire class on the day your child's name appears on the snack calendar (about once a month). Fresh fruits and vegetables, washed and cut into serving size pieces, are always enjoyed, as well as a great variety of other foods (no sweets, please). We have child friendly serving containers for passing snacks, as well as paper cups and napkins. The preschool provides milk daily. Please check with the Director about suggestions and quantity needed.

### **BIRTHDAYS:**

Your child may share a special snack on his/her birthday. Please consider a snack that is low in sugar. For example muffins, yogurt bars, fresh fruit or a relish tray. Please make arrangements in advance with the Director. Party invitations may be distributed into cubbies at school only if the *entire class* is invited. Addresses and phone numbers of classmates will be published in the Preschool Directory.

### **NAPS:**

Children staying after 2:00 will rest quietly on a mat provided by the preschool. Parents are asked to bring two small blankets (crib size) - labeled with child's name. Your child may choose to bring one *small* stuffed animal. Blankets should go home weekly to be laundered.

**PARENT INVOLVEMENT:**

Special school days and parent meetings will be scheduled throughout the year. These sessions are planned for the benefit of you and your child. Your interest and participation will help strengthen the bond you have with your child. Parents are also welcome and encouraged to volunteer to help on field trips and to work as classroom assistants or other approved projects.

**SHARING:**

*Please do not allow your child to bring toys to school.* It is very difficult for a child to share his special toy, whereas the school toys belong to everyone. Our staff cannot be responsible for lost or broken toys.

**STAFF:**

Each staff member has been employed as a qualified and competent person, trained in Early Childhood Education, to provide a nurturing program for each child. They will be loving, firm and kind in dealing with each child according to his/her needs. If you have *any* concerns regarding your child or our program, please do not hesitate to discuss these with the Preschool Staff or the District Superintendent, Linda LaMarre.

## Preschool Daily Schedule

7:45-9:30	Free Choice Centers
9:30-10:00 (Calendar/Jobs/Sharing/Weather/Story)	Morning Circle
10:00-10:30	Snack
10:30-11:00	Free Choice Centers or Outside Play
11:00 – 11:45	Language Arts Circle and Activities
11:45-12:00	Free Choice Centers or Outside Play
12:00-12:30	Lunch
12:30-1:00	Free Choice Centers or Outside Play
1:00-2:00	Math Circle and Activities
2:00-3:30	Rest/Nap Time
3:30-4:45	Free Choice Centers or Outside Play

# GRAVENSTEIN PRESCHOOL

707-823-8655

Facility #493000827

Open from 7:45 am until 4:45 pm

## MONTHLY FEES

	7:45-11:45	7:45-1:00	7:45-2:00	7:45-3:30	7:45-4:45	9:00-1:00	9:00-2:00	9:00-3:30	9:00-4:45
2 days/week	\$225	\$275	\$325	\$375	\$425	\$225	\$275	\$325	\$375
3 days/week	\$325	\$375	\$425	\$475	\$525	\$325	\$375	\$425	\$475
4 days/week	\$400	\$450	\$500	\$550	\$600	\$400	\$450	\$525	\$575
5 days/week	\$475	\$525	\$575	\$625	\$700	\$475	\$525	\$600	\$675

There is an annual, non-refundable **registration fee of \$50 per child.**

A 10% discount is given to additional children of one family *when paid in advance.*

**Extra time or late fee, when space is available: \$15.00 per hour. The minimum charge will be \$5.00.** Extra days may be arranged in advance.

**Drop in days are available only to registered students who are already attending preschool a minimum of two days per week. The drop-in fee is \$15 per hour (two hour minimum).**

Tuition is due in advance on the first of each month and is late after the tenth.

**A \$20.00 late charge will be added if payment is received after the tenth of the month.**

**Please mail or deliver payments to Gravenstein Union District Office**

3840 Twig Ave, Sebastopol, CA 95472

**Make checks out to Gravenstein Preschool (Federal Tax I.D. # 94-600-2635)**

*July, 2011*