

**Bonny Doon  
Community Preschool**



**“Learning and Developing Through Play”**

**Parent Handbook  
2011-2012**

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# Welcome to Bonny Doon Community Preschool

## **Mission Statement**

Our mission is to provide a high quality enrichment program for local preschool children and their families.

## **Purpose Statement**

We provide a safe, child-centered learning environment where children can learn and develop through play at their own individual pace. The Bonny Doon Community Preschool is a cooperative effort by families and staff to raise happy, healthy, compassionate and socially confident children.

Our program brings together families and teachers from a variety of cultures, traditions and family styles. We encourage open discussion of social issues and expect that together we will deepen our understanding and acceptance of life-styles and cultures different from our own.

## **Program Goals and Values**

*To develop child-centered learning:* Our play-based curriculum allows learning to emerge naturally by encouraging the children's natural curiosity and desire to learn. We promote independence and cooperative learning by guiding children's interactions with the classroom environment, their peers, and their teachers.

*To foster creativity:* We encourage creative thinking at all levels, from artistic expression and creative problem solving in the classroom to innovative ideas for the program's administration. We strive to provide a print and language rich environment that preserves the child's home language and encourages all children to learn a second language.

*To promote kindergarten readiness:* We make available kindergarten readiness activities and materials. Our program fosters growth in attention span, memory, mathematical concepts, literacy, problem solving and critical thinking.

*To provide security:* Through the dedication and commitment of our staff and parents, we create a safe place for children to explore their world, their emotions, and their relationships. We endeavor to provide opportunities for children and adults to experience joy and playfulness with other members of our program. Our daily schedule and pace meets the needs of a child's cognitive, physical, social and emotional needs by balancing active play, quiet time, group time, individual activity and relaxation.

*To impart respect:* Children, staff, and parents are treated with respect and tolerance as we strive to understand and celebrate our differences as well as our similarities.

*To build community:* We build relationships among parents, teachers and children by working together, sharing our cultural experiences, and communicating openly and effectively.

*To encourage growth:* We provide opportunities for professional and personal growth through workshops, classes and shared experiences. We provide a supportive environment that promotes leadership development, communication and commitment to social change.

*To take responsibility:* We create a stable environment for families and staff and ensure the long-term viability of the preschool by establishing and following responsible fiscal and operational policies. Our program employs well-trained and committed staff.

## **Our Program Philosophy**

At Bonny Doon Preschool we offer a program that reflects our philosophy that young children learn most effectively in a play centered environment.

At the core of children's learning is play. It is during self-initiated play that children move through the developmental stages that lead to physical, cognitive, social and emotional maturity. Play provides the medium through which the children may imitate, explore, test ideas, acquire information and draw conclusions. Children use spontaneous play to work through internal and interpersonal conflicts. Through this process, their minds are freed to work on intellectual and cognitive tasks.

Preschool aged children are active, sensory learners and need to be provided with multiple opportunities for self-chosen exploration, investigation, social interaction and problem solving. We are much more interested in this process than in any products that children may create. Children who engage in activities of their own choosing gain a sense of autonomy, effectiveness and eventual mastery. They develop self-direction, self-confidence; trust in their abilities and belief in their self worth.

Our preschool program is based on a continually growing knowledge base of child development and appropriate practices as recommended by the National Association for the Education of Young Children (NAEYC).

## **Our Staff**

Our staff is carefully selected in order to provide the best possible care and education for your child. We employ people who understand child development and can apply their knowledge in the classroom. Our staff value working as a team with parents, families and volunteers.

## **The role of our teachers**

Our staff is committed to meeting the developmental needs of your child within a warm, caring, safe environment. Our daily routine develops trust, autonomy and a sense of self-competence. We see our teachers primarily as facilitators rather than directors of childrens' learning. A teacher takes on many different roles in an early childhood classroom including:

- *Observer*-to chart development and to be watchful of non-developmental changes that may affect the well being of the child
- *Nurturer*-to provide social and emotional security while the children are away from home
- *Role model*-to inspire language and social skills as yet not acquired by the children
- *Limit setter*-to help children use their energy constructively both in and out of the classroom
- *Goal facilitator*-to identify goals for individuals and plan the environment and curriculum to help the child achieve these goals
- *Activity planner*-to develop activities to benefit the physical, cognitive, emotional and social development of children
- *Mediator and scaffolder*-to help communications between children, or between child and adult, and to help children develop the tools for successful communication and problem solving.

## **Our curriculum and learning environment**

At Bonny Doon Preschool we emphasize learning through play in an environment that is carefully planned to encourage discovery, independence and social interaction. In order to develop self-esteem and social competence, children are encouraged to help themselves, help others, take initiative, and become increasingly independent. We are NAEYC accredited, the highest level of accreditation in the ECE field. We are committed to practicing Developmentally Appropriate Practice (DAP) as defined by the National Association for the Education of Young Children ([www.NAEYC.org](http://www.NAEYC.org)).

Our Preschool and Pre-K programs are designed to encourage a balance of child initiated and teacher facilitated activities. This program offers children a variety of choices provided within a carefully prepared indoor and outdoor environment. The environment includes art, dramatic play, unit blocks, manipulatives, language arts, books, music, water and sand play, building of large structures, gardening, running, climbing, animal care, and a variety of large and small motor activities. Our goals include the encouragement of each child's natural curiosity and interest in learning. We feel it is important for children to actively participate in the learning process, and therefore provide many opportunities for learning by doing, for both indirect and direct acquisition of new knowledge and skills.

Our environment has attractive and interesting materials provided in an organized and thoughtful fashion. Materials are included to address all the key areas of child development. Our classroom and outdoor area contain the following elements to meet the developmental needs of preschool age children:

- *Child sized furniture and equipment*- to promote children's comfort and ease of use.
- *Sensory materials*-to facilitate the growth of tactile, auditory, visual and olfactory skills.
- *Fine motor materials*-to promote the growth of hand muscles and hand-eye coordination.
- *Gross motor equipment*-to help develop large muscle groups and body coordination.
- *Language/literary materials*- to promote reading, listening, speaking and writing skills.
- *Social studies materials*-to promote self-recognition and self esteem, awareness of family and community, social skills, dramatic play and nurturing behaviors.
- *Pre-mathematics materials*-to expand knowledge of number, shape, time, sequence, and measurement.
- *Materials for creative expression*-to develop creativity in art, music and drama and to appreciate the creativity of others.

A supply of materials is kept in storage and resources are rotated on a regular basis and as children's interests dictate.

Teachers plan curriculum around themes that evolve with the children's interest. We anticipate areas of curiosity that the children are likely to pursue and prepare enrichment activities and other options. As we plan curriculum we take the following into consideration:

- The status of an individual's growth and development based on observational assessment
- The general developmental level of each group of children
- The interests and abilities of individual children
- The materials, equipment and space available in the classroom
- Upcoming special events and their significance to children and their families
- The season and prevailing weather conditions
- The mood of the children on any given day
- The activity level of the children at certain times of the day
- Skills and special interests of staff members
- Special goals or concerns that parents may have for their child
- Skills children will need for later success in school.



We present a multicultural view and are committed to practicing anti-bias principals. This is reflected in our environment, materials, daily interactions and language and our curriculum. We are constantly alert for developmentally appropriate opportunities to embrace diversity and divergent thought.

## **What does play centered learning look like?**

In a play centered classroom like ours there is a gently structured feel to the day. At Bonny Doon Preschool we follow a daily schedule that is flexible enough to allow us to pursue unexpected learning prospects that arise from time to time. The majority of classroom activity is initiated by the children who are free to move between activities of their choosing. Impromptu learning opportunities such as unexpected snowfall are embraced.

There can be lots of discussion between teachers and students. The teachers impart concepts and day-to-day rituals, such as cleaning up, through songs and games. Children are encouraged to but are not required to participate in projects designed by the teacher.

In a play centered class you will not see children being expected to sit for long periods of time at tables or on the rug. We do not make excessive use of photocopied worksheets, flash cards or other rote learning drills. We believe there are many sides to learning and it is our role as educators to address the development of the "whole child".

## Assessments and Parent Conferences

The staff conducts both formal and informal assessments of your child's development throughout the year. The purpose of assessment is to enable the staff to meet the specific needs of your child as well as the group needs. Assessment also serves as a great communication tool between school and family regarding developmental milestones and variations, and formal and informal goal setting.

Formal assessments are conducted in the Fall and in the Spring via the "Desired Results Developmental Profile" which covers Cognitive, Social-Emotional, Language/Literacy, and Physical Development. **During formal (or informal) assessment the child's play is never interrupted and the child is never aware that they are being assessed.** We also conduct informal assessments throughout the year, via note-taking, photographic documentation, and planned group activities.

The staff offers two Parent Conferences each school year, in the Fall and Spring. During the 30 minute conference the family is presented with a written and verbal summary of our observations as well as examples of your child's work and/or experiences. Parent Conferences are optional, but strongly encouraged, as they enhance the level of communication between school and home. They also give the staff an opportunity to share all the wonderful things your child is doing at school!

## Sample daily schedule

**8:30am: Greeting at the door.** Children are greeted by their teachers at the door and helped to transition into an activity of their choosing.

**8:35-9:45am: Work time.** This is the core part of the preschool day. During this time children pursue quiet, busy activities chosen from the shelves in the classroom. Teachers offer projects such as cookery or art that the children are encouraged to participate in.

**9:45am: Clean up.** Children help to clean up the classroom in preparation for the morning circle.

**9:50am: Morning Circle.** We gather as a group to talk about the days of the week, the weather, who is at school and other events of the day. Teachers use the circle to introduce new concepts, songs, stories or movement activities.

**10:10-10:25am: Small group activities.** The children are excused from circle to join their small group. Each teacher takes responsibility for his or her small group. This time allows the teacher to focus the children on specific skills such as phonics, scissor use, counting and so on. Working as a small group develops team spirit, cooperation and builds confidence. It is an excellent opportunity for the teacher to assess an individual child's abilities and needs.

**10:25-10:40am: Snack.** The children remain in their groups and help set up the table for snack. Children learn self-help skills by pouring their own drinks and serving their own food. Teachers sit and eat with the children.

**10:40-11:40am: Outside play.** Children spend this time outdoors. We have a spacious outdoor area with a variety of play surfaces and equipment.

**11:40-11:45am: Outside cleanup.**



## Costs

### Registration fees:

In order to secure a place in the preschool we require a \$50.00 registration fee. This fee will be applied towards your first month's tuition.

### Annual resource fee for 2011-2012:

There is an annual resource fee of \$100.00 per child. This fee is fixed, regardless of the number of days of enrollment.

### Monthly tuition for 2011-2012 is as follows:

	AM Program 8:30am-12:30pm	Aftercare 12:30pm-2:45pm
2 days per week	\$306.00	\$153.00
3 days per week	\$440.00	\$220.00
5 days per week	\$632.00	\$254.00 (4 Days)

Sibling Discount: There is 20% sibling discount. This discount is applied to the second child's tuition fees.

Aftercare drop in rate is \$12/ hour.

**There is no Aftercare on Wednesdays.**

### Drop-in

Drop-in care is available for enrolled children when we have space available. The drop-in fee for 2011-2012 will be \$48 for the morning program and \$12.00/hour for the aftercare program.

## Monthly payments

Monthly tuition payments are due in advance on the first of each month, September through June. Tuition for June is 50% off the regular fee.

If payment is not received by the 5<sup>th</sup> (fifth) day of the month, there will be a **\$10.00 late fee**. If an account falls **two weeks into arrears**, the Director may send notification barring the child from further attendance. It is understood that occasionally circumstances arise which merit special consideration. In this event you must contact the Director immediately to avoid termination.

All **returned checks** shall incur a **\$20.00 service charge** and a late fee of **\$10.00**.

Bonny Doon Preschool operates solely on fees received. Accounts must be paid when due.

**Refunds** will be given for tuition paid in advance provided a two-week notice period is given. No refunds will be given for absences due to illness, vacation or other reasons that may cause your child to miss school. **Tuition is required for all the holidays that the Preschool observes.**

## **Parent participation**

Much of the quality of our program depends upon the quality of parent participation. We believe that parent involvement is an essential part of our program's success. **Each family is required to do 2 (two) Parent Task Hours per month or pay \$15 per hour in lieu of work.** You can get involved in your child's preschool by attending Parent Meetings, potlucks, helping with fundraising events and preschool improvement projects, helping with light administrative duties, such as writing thank you letters or filing, prepping projects, spending time in the classroom or donating materials or money.

Due to our limited budget and the extensive amount of work required to keep a center going, we depend heavily upon parents completing their Parent Task Hours and Fundraising. There is always some way to help the preschool. Look on the Parent Information boards daily to see current opportunities. Be sure to fill out your Parent Task/Fundraising Credit slip in your mailbox each month so you will not be billed when you have done work and return to the Director's mailbox.

### **Parent workdays**

Each family is **required to attend one Parent Workday** per school year. You do not receive Parent Task Hours for the first workday you attend. We have two parent workdays each year, one in the fall and one in the spring. If you choose to attend both workdays, you can earn Parent Task Hours for the second. We need as many people as possible to attend these days so we can keep the school well maintained. In lieu of working you may make a \$50.00 donation to the school for each workday you miss. However we usually prefer "people power"!

### **Classroom volunteers**

The teachers want to welcome you into the classroom to help out. Volunteering on a regular basis is really helpful to the staff since they can plan your help into the weekly curriculum. If you have a special skill or project you would like to share, or if you would just enjoy spending time in the classroom you are strongly encouraged! Please speak to the staff if you are interested in volunteering. Classroom volunteering counts toward Parent Task Hours.

### **Quarterly support jobs (Families can sign up for a 3 month slot)**

In addition to monthly opportunities, we have several support jobs each year that are essential to the smooth running of the school.

**Play-dough parent-** (2 Parent Task hours per month) makes a fresh batch of play-dough every three weeks

**Book order parent-** (2 Parent Task hours per month) distributes the Scholastic book catalogues, collects and distributes orders.

**eScrip parent-** (1 Parent Task hour per month) helps preschool families sign up for the eScrip program and maintains membership benefits, adds new families throughout the year as needed. Provides Director with reports.

**Lawn mower** – (1-2 Parent Task hour per month) mows the grass monthly or as needed

**Garden support person** – (1-2 Parent Task hour per month) helps maintain the outside yard monthly by weeding, planting, pruning, etc.

**Website manager-** updates and maintains preschool website

**2 Shoppers-** (2 Parent Task hours per month per shopper) We have a need for shoppers for both Trader Joes and Costco.

## **Communications and paperwork**

The preschool office is open from 8:30am until 2:30pm daily. You can reach the school by phone on (831) 459-7795 during these hours. Outside of these hours you may call and leave a message or you can contact the director by e-mail at: director@bdcp.org

You will receive a great deal of paperwork when you enroll with the preschool. All forms are required by the Department of Social Services and they must be completed **before** your child can be admitted to the preschool.

As you enter the classroom you will see several communication boards. We will post Current Events, Newsletters, Class Schedules, Daily Schedules and other pertinent information. Your child will have a cubby for artwork and other take home items. Parents have a parent file box. Please check your cubby and file **DAILY!**

At Bonny Doon Preschool we see the care and education of your child as a shared responsibility. We highly encourage families to regularly share their observations and input regarding their child's school experience and overall development. Please do not hesitate to contact us regarding any topic about regarding your child's school experience.

We take your input very seriously and use your insights and knowledge to better develop curriculum for your child and the classroom.

## **Arrival**

Preschool is an opportunity to establish a life-long respect for learning. Please help your child to understand the importance of school by arriving on time.

**Arrival time for the morning program is 8:30am.** Doors open at 8:30am. Prior to 8:30am staff are busy preparing for the school day and cannot supervise children.

**Please call if you expect to arrive more than 30 minutes late or if your child will not be attending school that day.**

Please bring your child ready to learn. They should be dressed appropriately and must have eaten a healthy breakfast.

## **Sign-in**

When you arrive a teacher will greet you at the door and help you and your child with the transition into the classroom.

**You must sign your child (and any others you are bringing) in at the door.**

Your child will sign in by finding their symbol and attaching it to the sign-in board in the circle area. We also have a dry-erase board for children to write their name to sign-in.

Arrival times can be hectic so **please keep adult conversations to a minimum in the classroom.** This helps the class get off to a smoother start!

Feel free to stay with your child until you feel comfortable leaving. When you are ready to leave, always let your child know you are going. **Never sneak away,** this only creates fear and confusion.

## Departure

**Pick up time is 12:30pm for the morning program.**

This means that children need to be picked up and out the door by this time.

Plan to arrive with time to “hang out” for a few minutes, view your child’s projects and to check in with the teaching staff. Children must be picked up on time to ensure a smooth transition to the Aftercare program. Late departures can be frustrating for your child. **Please call ahead of time if you know you will be late so staff can be prepared.**

**Aftercare pick up is by 2:45pm.**

This means that children need to be picked up and out the door by this time.

**There will be no aftercare offered on Wednesdays.**

Expect a tired and demanding child after their day at preschool! Remember how you feel leaving the office at the end of the day? It’s the same for your child. They will need time to relax and recoup their energy.



## Late Fees

The staff has a limited amount of time to complete their daily tasks. When families are late to pick up the children in our care, the staff must often stay later in order to complete these essential tasks. Please remember that the staff also have obligations and appointments that they must get to as well. There will be **late fees imposed for late pick up at a rate of \$10.00 for every five minutes**. Pick up time for AM Program is 12:30pm. Pick up time for Aftercare Program is 2:45pm.

## What to wear

Children need to wear **comfortable, “expendable” clothing** to preschool. Many exploratory experiences are also messy. We are more concerned that your child has a valuable learning experience than we are about clothing. We ask children to wear smocks but these only offer a certain degree of protection. We suggest choosing a set of “uniform” clothes to wear at school. **Make sure footwear is safe and appropriate for the weather.** Clogs, cowboy boots and flip-flops may be favorites but they are hard to run in and unsafe for active play. If your child insists on wearing these types of shoes to school, please bring a pair of back up shoes that are more appropriate for outdoor play.

Layered clothes are recommended since the Bonny Doon weather can change quite dramatically in a very short time. **Always send your child in a warm jacket during the winter and swimsuit and towel in hot weather.** We play outside everyday unless it is pouring rain!

**Please, please, please mark clothes** with your child’s name, including socks and underpants.

Clothing etiquette also applies to adults who are volunteering in the classroom: paint has a magnetic attraction to designer labels!

## **Changes of clothing**

Your child will have a box in the bathroom in which to store a change of clothes. Please check these boxes from time to time to make sure the clothes still fit and that they have changed with the seasons!

## **Diapers**

If your child requires diapers please make sure you leave an adequate supply of diapers and wipes at the school. We do not supply diapers. Parents will be called to supply diapers if there are none left for the child at school.

## **Birthdays**

We have a tradition of **Birthday Book Donations**. We encourage you to donate a book to the preschool on your child's birthday. It will be dedicated in your child's name. Books can be new or used, paperback or hardback. It is important that the books you choose are suitable for preschool so please see the staff for a list of titles and ideas.

Birthdays are a wonderful opportunity for children to experience the joy of giving. If you would like to send in birthday gifts to share here are some ideas:

- Healthy foods such as muffins, banana bread or low sugar cookies. Please, **NO CANDY** high sugar or items with food coloring. We often have children with food allergies in our care so please try to accommodate as possible. Please check with a staff member if you have any questions.
- Small gifts such as bubbles, stickers or pencils.

If you are in doubt, just check with staff first.

Birthday invitations should be distributed by mail or by other means outside of preschool.

## **Celebration of Holidays**

Holidays have become so influenced by the media we may have to clear away all of the commercialism to rediscover the true meanings and values inherent in holidays. Rituals and celebrations can help remind us who we are and what is important to our families and ourselves and our culture.

Within our community many different holidays are celebrated. Even the same holidays can look very different from family to family. Sometimes, different people can understand a holiday in opposite ways. For example, to some people Thanksgiving is a happy time about togetherness and family. To others, particularly Native Americans, it marks the start of years of unfairness and oppression.

As educators we avoid stereotypical representation of holidays and take into account many beliefs and issues. Some people do not celebrate any holidays; others do not have the economic means to celebrate in the “traditional” commercialized manner.

In order that we acknowledge diversity within our school and community we discuss many holidays throughout the year and talk about them from the perspective, “This is what some people do in their family.”

Most holidays include deep-seated religious, cultural or historical meanings that can have a different meaning to different cultural groups. As a non-sectarian school **we do not celebrate religious holidays** in the classroom. Instead, we may discuss the holiday and what it means to different people and families.

If you have any questions or comments about the recognition of holidays at school, please talk to the director or one of the teachers. Thank you.

## Snack

**Snack is provided by the school and served daily at around 10:20am. A choice of cows milk, non-dairy milk or water is offered at every snack time. The menu is always posted in the classroom. Sample menu items would be:**

- Cheese, crackers and apples.
- Peanut butter crackers and bananas.
- Quesadillas and grapes.
- Carrots, ranch dressing, crackers and oranges.
- Scrambled eggs, bread/butter and melon.



Please inform the staff of any food allergies or special dietary requirements. We will do our best to accommodate your requests. We also welcome suggestions and recipes for snack.

## **Lunch**

Parents are responsible for providing a nutritious lunch. Please make sure your child brings a balanced, low sugar meal that requires little or no preparation by staff. Lunchtime is a very busy part of the day. **Candy is not allowed** in lunches and will be removed. This includes **gummy fruit snacks and chocolate-coated cereal bars** and **all other foods whose first ingredient is sugar or high fructose corn syrup**. These items often distract the child from eating the healthier items in their lunch boxes. Please use common sense with lunch items. It is hard for staff to justify to others why some children have candy-like lunch treats.

## **Toys**

Generally, children should leave toys from home at home. We would be happy to help talk with your child if they are having trouble parting with a favorite toy. Toys at school get lost, broken and cause many frustrations.

We understand that some children may need a transition item from home to help them feel more comfortable with their new environment. If you feel a particular toy, picture, blanket or other object will help your child's transition, please let us know and we will try to accommodate as necessary.

## **Sharing**

Frequently children want to share things from home at preschool. Although we do not always have time for sharing we do attempt to accommodate this desire. However there we do have some sharing guidelines;

Sharing items must be: found in Nature, about the current curriculum, or something the child made his or herself.

## **Positive Discipline Plan**

In order for children to feel secure in preschool they must experience a consistent type of discipline. We view the child as a competent human being, and attempt to build a friendly and understanding relationship with them. It is important to accept children as they are, strong feelings and all so that they may accept you and your guidance.

Discipline approaches that foster the development of internal controls and problem solving are more productive than those that rely on external controls of authoritarianism to keep immediate peace. Teachers will help children who are struggling with self-control issues.

The goals of our program are to encourage children toward self-control and self discipline (solving problems, taking turns, helping each other, negotiation, developing empathy, planning together, taking self selected cool-off time).

### **The following safety rules apply to the preschool:**

- A child may not deliberately hurt themselves or others.
- A child may not damage equipment or materials.
- A child may not interfere with the rights and privileges of other children or adults.

## **Cooperative Action Plan for inappropriate behavior**

If there is **documented, repetitive destruction or aggressive behavior** the director and parent(s) will meet to agree on a Cooperative Action Plan.

This plan could include:

- Written observations of noted behavior
- Willingness to share in child management techniques from other parents
- Recommended reading
- Parents attending class to observe or supervise their child.
- Enrollment in a parent education class
- Family counseling
- Referrals to outside agencies
- Other plans agreed on by parents and staff.

A follow up meeting will be held after **three weeks** to evaluate and/or modify the plan.

If the objectives are not being met or the plan is deemed ineffective, another meeting will be scheduled to include another staff member and the vice-president.

### **If necessary, continued membership will be reviewed by the Board.**

Conditions leading to dismissal may include but are not limited to, parents being unwilling to work with staff to solve problems or determination that the school is not able to meet the specific needs of the child.

**Corporal punishment is against the law and contrary to preschool philosophy. Regardless of your personal beliefs parents may not spank their own children while they are in the preschool.**

## Sickness policy

The goal of our sickness policy is to prevent the spread of communicable disease among children, staff and families. Please notify the staff if your child has been in contact with contagious conditions. By keeping informed we will be able to keep the spread of infections to a minimum.

Children **must** stay at home if they have any of the following symptoms:

1. **A cold.** A cold is most contagious when the symptoms first appear. Please keep your child away from school for at least **three** days if they have a cold.
2. **A continuously running nose.** We understand that children have running noses temporarily due to allergies, temperature changes and/or crying. However if your child's nose runs continuously so that it interferes with his or her daily play and is difficult for the staff to control, we will ask that you come to get your child.
3. **A cough.** A cough may spread a bacterial or viral infection.
4. **A sore throat.**
5. **A fever in the last 24 hours** Be sure your child has been fever free for at least 24 hours before returning to preschool.
6. **A rash.** Rashes are symptoms of many childhood illnesses including chicken pox, fifth disease, scabies, measles and rubella. If your child has a rash please keep him or her away from school until you have seen your physician.
7. **Head lice.** A child may return to school once they have been treated. Please inform the staff if anyone in your family has head lice.
8. **Diarrhea or vomiting in the last 24 hours.** Be sure your child has been symptom free for at least 24 hours before returning to preschool.
9. **Any other known communicable disease**



Sometimes your child will appear fine in the morning but later deteriorate. If the staff notices any of the above symptoms they will call you at once. **Please pick up your child promptly** since most viruses are at their most contagious when symptoms first appear.

## Medicines

### Non-prescription drugs

The preschool **will not administer any non-prescription medicines** or remedies to your child. This includes such items as pain relievers, cough drops, antibiotic creams and homeopathic remedies.

### Prescription drugs

Staff will administer prescription drugs if absolutely necessary. You must complete a consent form allowing staff to administer the medication. The drug must be in the **original container clearly marked with the child's first and last name, date of fulfillment, expiration and instructions from a licensed physician.**



**All medications will be kept in a locked container.**

## **Accidents**

Staff will inform parents of minor incidents that occurred during the school day. Such incidents are recorded in an “ouch report”. Ouch reports for your child will be posted on the front desk for your collection at pick-up time.

In the event of a more serious accident, the school will contact parents immediately. If necessary, emergency services will be called on 9-1-1. An accident report will be filled out and be signed by staff and parents. The Department of Social Services will be notified of all accidents requiring medical treatment.

## **Parking**

The preschool rents facilities from Bonny Doon Elementary School. It is important that we respect the elementary school’s rules about parking. The lower campus parking lot (closest to the preschool) is for **staff parking ONLY**.

**Parents bringing or picking up preschoolers must park in the upper parking lot.**

## **Emergency procedures**

In the event of an emergency (fire, earthquake, power outages) staff will remain with the children until they can be safely released to an adult authorized to take them from the preschool.

**Be sure to update your emergency contact phone numbers on a regular basis, as this is our only list to contact you during an emergency.**

**Be sure to consider listing a person in the immediate area, in case you are unable to retrieve your child yourself during an emergency.**

A power failure is the most frequent reason that the preschool will close. In cold weather we cannot operate for more than a couple hours without power or water. It gets really cold in the classroom without power as our only heat source relies on electricity to operate.

What should parents do in an emergency?

- Listen to a local radio frequency (e.g. KSCO 1080AM) to hear announcements
- If you are at home or work wait for the preschool to call you. All parents will be called in the event of an emergency. If you are in a different location where we may not know to contact you, please call the preschool.

Come and pick up your child as soon as possible. Follow the school’s parking and traffic procedures even during an emergency.

In the event that we are unable to leave the building or parents are unable to reach the school, staff will remain with the children at all times and relocate the children as safety dictates. The Emergency Disaster Plan is posted in the classroom at all times. We store emergency supplies of water and non-perishable food, blankets and flashlights.

In the event of necessary evacuation from the mountain region, the children should be transported by:

1. Their families in private vehicles
2. Designated individuals on the child's emergency forms

If Emergency personnel designate that the children must be moved before families can be located in a timely manner then the children will be transported by:

3. Designated individuals on the child's emergency forms or by Staff in private vehicles.
4. Emergency staff in Emergency vehicles.

Evacuation sites follow this order depending upon the extent of the evacuation perimeter:

1. Bonny Doon Elementary Baseball Field
2. Pacific School In Davenport
3. Vintage Faith Church 350 Mission Street, Santa Cruz, CA

Please provide a **family photograph** of all your immediate family members for us to keep with our emergency supplies to comfort your child in an emergency situation.

### **Links with the Elementary school**

We have a reading buddy program where the 3<sup>rd</sup> graders come and read to their preschool buddy. The children became very fond of their "big buddies". We make gifts for each other and have a party to show our appreciation of the time we spend with them

The preschool also participates in the Life Lab Program facilitated by the Elementary School, which complements our own garden curriculum nicely.

The preschool works closely with the elementary school staff to ensure children moving on to the Bonny Doon kindergarten class have a smooth transition. In May and June our pre-K children visit their new teachers and classroom once a week for outside playtime.

### **Licensing**

Bonny Doon Community Preschool is licensed by the California Department of Social Services. You may contact the Department at:

California Department of Social Services  
Community Care Licensing, San Jose District Office  
2580 North First St., Suite 300  
San Jose, CA 95131  
Tel: (408) 324-2148

## **Concerns and Complaints**

Even though the staff tries their best to keep everything running smoothly, we know that from time to time parents may need to voice a concern.

We try to resolve concerns or complaints as quickly as possible. If your concern involves a staff member, whenever possible, consult the staff member directly. We are open to comments and suggestions and hopefully issues can be resolved directly.

If you feel this is not appropriate, please bring your concerns directly to the preschool director who will work with you to try and resolve the issue.

If your complaint is not resolved at this level, you must submit it in writing to the **Vice President** of the preschool Board. The Board will review the complaint and take whatever action they deem appropriate.

## **Your comments please**

We are always striving to improve the services the preschool offers. We welcome any constructive comments about the parent handbook and other documents you receive. Please give your feedback to the preschool director. *Thank you.*

# Community Resources

## **Bonny Doon Community Preschool**

# Bonny Doon Community Preschool 2011-2012 School Year Calendar



## 2011

Wednesday, August 31	First day of school
Monday, September 5	Labor Day (School closed)
Wednesday, September 7	Back to School Night at 6pm
Saturday, October 15	<b>Fall Parent Work Day</b> 10:00 am–1:00 pm
Tuesday, November 1	Staff Development Day (School closed)
Friday, November 11	Veterans' Day (School closed)
November 14-22	Parent/Teacher Conferences
Wednesday-Friday, November 23-25	Thanksgiving Break (School closed)
Fri, December 23 -Fri, January 6	Winter Break (School closed)

## 2012

Monday, January 9	School reopens from Winter Break
Monday, January 16	Martin Luther King Day (School closed)
Monday, February 13	Lincoln's Birthday (School closed)
Monday, February 20	Washington's Birthday (School closed)
Thursday, March 8	Staff development day (School closed)
March 12-21	Parent/Teacher Conferences
Monday-Friday, April 2-6	Spring Break (School closed)
Saturday, April 21	<b>Spring Parent Work Day</b> 10:00 am–1:00 pm
Monday, May 28	Memorial Day (School closed)
Wednesday, June 13	Last student day and classroom party. <b>School closes at 12:00 pm</b>