

Parent Handbook



Hollister Presbyterian
Cooperative Preschool

A Ministry of Christ Fellowship Church

"Helping children put it all together"

License: 350700523 • ~~831-630-1234~~

Mailing Address	2066 San Benito Street, Hollister, CA 95023
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License #	350700523
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School Year Office Hours	Monday–Friday, 8:30 a.m.–1:30 p.m.
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Welcome & Mission

Director's Welcome Message

It is my joy and privilege to welcome you to our Christian cooperative preschool. As Director, I am grateful for the opportunity to get to know your family and to support your child during these important early years. I have worked with children for over 20 years, from infants to 6 years old. 2026 will be my first year as your Preschool Director. I believe every child is unique, learns at their own pace, and thrives best through play. Providing hands-on experiences, nurturing guidance, and opportunities for joyful learning is at the heart of my work. My prayer is that every child will feel safe, loved, and encouraged while growing academically, socially, emotionally, and spiritually. I look forward to serving alongside you as we build a caring community grounded in faith, partnership, and God's love.

As a Christian preschool, we seek to reflect God's love in all that we do. Through age-appropriate Bible stories, prayer, songs, and everyday acts of kindness, we help children grow in faith, compassion, gratitude, and respect for others.

Our cooperative model is built on a simple and meaningful idea: children thrive when families and educators work together. Our teachers provide a nurturing, play-based learning environment, while parents and teachers contribute their time, talents, and perspectives in the classroom and throughout the school. Every family's participation helps create a strong community where children feel known, supported, and valued.

As a participating family, you will have opportunities to assist in the classroom, support school activities, attend parent meetings, and share responsibilities that keep our program running smoothly. Your involvement gives you a special window into your child's school experience and helps strengthen relationships among children, families, and staff.

We know that beginning preschool is an important transition. Some children enter eagerly, while others need extra time and reassurance. Both responses are completely normal. Our staff will work closely with you to help your child feel safe, confident, and ready to participate. Please share any questions, concerns, routines, or insights that may help us support your child.

Open, respectful communication is essential to a successful cooperative. Please reach out to your child's teacher or to me whenever you need guidance or clarification. We are here to listen, collaborate, celebrate successes, and address concerns with care. I'm truly honored to be part of this preschool community and to share your child's first school experience.

Thank you for choosing our preschool and for committing your time and energy to our cooperative community. Together, we will create a joyful year filled with friendship, curiosity, creativity, and meaningful learning.

A Prayer for Our School Year: *Dear God, thank You for bringing our preschool families together. Please bless our children as they learn and grow, give our teachers wisdom and patience, and guide our parents and caregivers as we serve alongside one another. Help our school be a place filled with Your love, kindness, joy, safety, and peace. May everything we do honor You and help each child know how deeply they are loved. Amen. "Let all that you do be done in love." — 1 Corinthians 16:14*

In His service,

Elisa Buss

Preschool Director Cell: (831) 601-2134

Bylaws and policy manuals are available for inspection in the Preschool Office.

Our Mission

The Hollister Presbyterian Cooperative Preschool (HPCP), a Christ-centered program, incorporates the State Standards through a natural, interactive learning environment. We provide the framework that helps shape the whole child.

“Train up a child in the way he should go: and when he is old, he will not depart from it.” — Proverbs 22:6

Philosophy of Education

- Children learn from both structured and unstructured play experiences.
- Each child develops according to his or her own individual needs and interests.
- Each child is uniquely created by a loving God with his or her own special gifts.
- The cooperative emphasis of the program ensures parents actively participate in their child's education.
- School should be a place where children are supported in growing to their full potential within an environment that is interesting, engaging, and responsive.
- Partnerships with parents and the community are a cornerstone of our philosophy.
- Children's interests and curiosities are brought to life through direct interaction with the world around them.

We develop language and literacy skills by:

- Exposing students to letters, letter combinations, and words
- Modeling writing and offering writing opportunities each day
- Providing a print-rich classroom environment
- Storytelling, listening to, and retelling stories
- Inviting students to dictate or imagine stories
- Encouraging dramatic play
- Singing, rhyming, and experimenting with sounds
- Generating lists or reading to perform a task
- Identifying characters and storylines to promote comprehension

We develop math concepts by:

- Shape recognition
- Classifying and grouping objects
- Discovering what is missing among groups
- Sorting and matching objects
- Estimating more or less
- Measuring and using scales
- Tracking seasonal progressions
- Counting with one-to-one correspondence
- Graphing and charting

- Examining series of objects
- Using group names (pair, many, etc.)

Enrollment

Registration

- Registration takes place in February for the school term beginning in September.
- Registration is publicized throughout the community.
- Priority registration is available for returning children, alumni, and church families.
- Children with special needs are admitted on an individual basis after considering both the needs of the child and the preschool program. A copy of the child's IEP is required.
- The Director, with recommendations from the staff, has the final responsibility for class placement to achieve balanced classrooms.
- Applications are processed in the order they are received.

Admission Policies

Children enrolling must:

- Be at least 2 years of age by September 1 of the enrollment year. (Parents provide diapers and wipes for 2-year-olds who are not potty trained.)
- Be potty independent for the older preschool classes. Parents provide an extra set of clothing.
- Programs are offered regardless of race, religion, color, or sex.

Before admission:

- A physician-signed health form must be submitted.
- Children must meet all required federal and California immunization requirements. Only CAIRS state-approved vaccine exemptions are accepted. NO EXCEPTIONS.
- Tuition and fees must be paid by the date established by the preschool office, along with all paperwork. Children enrolling after the school year begins must pay all tuition and fees on or before their first day of attendance.

Classes

The school year begins the week of Labor Day in September and concludes before Memorial Day in May.

Class	Schedule
2's and 3's (Tuesday/Thursday or Monday/Wednesday/Friday)	9:00 a.m.–12:00 p.m.
3's and 4's (Tuesday/Thursday or Monday/Wednesday/Friday)	9:00 a.m.–12:00 p.m.
TK 4-6 (Tuesday–Friday, four-day commitment)	9:00 a.m.–12:00 p.m.

Daily School Procedures

Arrival & Departure

School begins promptly at 9:00 a.m. Please arrive on time so your child can participate in the full preschool experience and classroom routine.

Parents or authorized adults should escort children into the classroom and ensure a staff member is present before leaving. Children may not be dropped off early or left unattended.

At dismissal, children must be picked up promptly by a parent or an individual authorized on the child's emergency information form. If someone other than an authorized person will be picking up your child, the preschool office must be notified in advance by the parent, and the individual must present a picture ID before the child will be released.

Sign-In / Sign-Out Policy

California Community Care Licensing requires that every child be signed in and signed out each day. The adult dropping off or picking up the child must:

- Record the correct arrival or departure time.
- Sign their full legal signature.
- Ensure the child is released directly to an authorized adult.

School Attire

Children should wear comfortable, washable clothing that allows them to participate fully in all preschool activities. Because children paint, climb, dig, garden, and participate in sensory activities every day, clothing may become stained or dirty.

Please send your child in:

- Comfortable play clothes
- Closed-toe shoes with rubber soles
- Clothing is appropriate for the weather

For safety reasons, please avoid:

- Flip-flops, crocs, or open-toed shoes
- Cowboy boots
- Dress shoes with slippery soles
- Body suits or overalls

Please label all jackets, sweaters, snack containers, and other personal belongings with your child's name.

Outdoor Play

Outdoor play is an important part of our curriculum and occurs daily, unless there is a severe weather warning. Children benefit from outdoor activities that encourage:

- Large motor development
- Exploration

- Social interaction
- Nature experiences
- Physical fitness

Please dress your child appropriately for changing weather conditions. During colder months, children should bring a warm jacket, a hat if needed, and rain boots on rainy days. During warmer weather, sunscreen should be applied before arriving at school if desired.

Snacks

The preschool requires parents to pack a nutritious snack that complies with California licensing requirements. It should consist of 2-3 nutritious items. Please have your child's snack box labeled with your child's name. This is a list of healthy snack suggestions:

- Fresh fruit
- Vegetables
- Cheese
- Yogurt
- Whole-grain crackers
- Pretzels
- Applesauce

Parents should notify the preschool of food allergies, dietary restrictions, and medical dietary needs. Children should bring only water unless otherwise requested by the classroom teacher.

Each child should bring a clearly labeled water bottle to school every day. Water bottles should:

- Be labeled with the child's first and last name.
- Contain water only. No juice, milk, sports drink, etc.
- Be easy for the child to open and close independently.

Health & Safety

First Aid / CPR

All staff are First Aid and CPR trained. Parents should notify the preschool of food allergies, dietary restrictions, and medical dietary needs.

Parking Lot and Campus Safety

Always exercise safety in the parking lot. Keep a watchful eye out for anyone trying to cross the parking lot. Children are NOT to be left unattended in their vehicle on school campus for any period. This is against licensing requirements and may be illegal in certain circumstances (Vehicle Code section 15620 and Penal Code section 273a). Staff are mandated reporters and are required to report any suspected abuse or neglect, including children left unattended in vehicles.

For safety purposes, park in marked parking spots only. Drive very slowly and carefully as small children are present.

The preschool campus and parking lots are a NO Tobacco Zone.

Safety is our Number 1 priority!

Biting Policy

Biting occasionally occurs in early childhood and is considered a normal developmental behavior for some young children; however, the preschool takes every incident seriously to maintain a safe learning environment. When a biting incident occurs, staff:

- Immediately attend to the injured child.
- Redirect the child who bit using positive guidance techniques.
- Notify the parents of both children involved.
- Complete an incident report when appropriate.

Staff work collaboratively with families to develop consistent strategies if biting becomes a recurring behavior. The confidentiality of the identities of the children involved is always maintained, and the preschool recognizes that young children are still developing communication and self-regulation skills. If the biting is excessive, it might lead to disenrollment.

Health Policies

The health and safety of our children and staff is a top priority. Children should not attend school if they exhibit symptoms of illness, including but not limited to:

- Fever
- Vomiting
- Diarrhea
- Persistent cough
- Unexplained rash
- Contagious illness
- Eye infections with drainage

Children must remain home until they have been symptom-free for at least 24 hours without the use of fever-reducing medication.

If a child becomes ill while at school:

- The child will be separated from classmates while remaining supervised.
- Parents or emergency contacts will be notified immediately.
- The child should be picked up as soon as possible.

Illness

Parents are asked to monitor their child's health carefully before arriving at school each morning. Children who appear too ill to participate comfortably in classroom activities or outdoor play may be sent home at the Director's discretion.

Good handwashing practices, routine cleaning and sanitizing classrooms, and appropriate illness exclusion procedures help reduce the spread of illness within our preschool community.

Parents acknowledge that participation in preschool activities carries certain inherent risks associated with childhood group settings. Families agree to:

- Monitor children daily for symptoms of illness.
- Keep children home when sick.

- Follow preschool illness policies.
- Notify the preschool of communicable illnesses.
- Follow public health guidance when applicable.

The preschool will continue to make reasonable efforts to provide a healthy learning environment through cleaning, sanitation, and appropriate health practices.

When to Stay Home

State of California Licensing states that children may not attend school if they exhibit these symptoms:

- Thick yellow or green mucus from nose or throat.
- Earache or drainage from the ear.
- Sore throat with fever.
- Vomiting.
- Red, crusty and/or draining eyes.
- Diarrhea.
- Fever (100 degrees or more).
- Rashes of unknown origin, unless recently diagnosed as non-contagious by a physician.
- Lice, scabies or other parasites — our school has a nit-free policy with lice, meaning the child must have had lice treatment, and all nits removed before returning to school.
- Persistent cough (coughing that interferes with the child's educational process and is not improving from day to day).
- Chicken pox, strep throat.
- Pink eye, mumps, impetigo.

If your physician prescribes antibiotics, please administer for 24 hours prior to sending your child back to school.

Please notify the preschool if your child has been diagnosed with a communicable disease so appropriate notification procedures can be followed while maintaining confidentiality.

Incidental Medical Services Plan of Operation

California Child Care Licensing (CCCL) requires that all preschools have a plan of operation if an enrolled child has a life-threatening medical condition such as anaphylactic allergies, severe asthma, or diabetes. The Incidental Medical Service Plan identifies parent and school responsibilities when training, storing, and administering medication for a specific child.

Purpose: To ensure safe and accurate administration of medication and incidental medical services for inhaled medication, EpiPen, EpiPen Jr., and insulin as required by Community Care Licensing.

Medical and incidental medical services administration policy: The following requirements must be met before enrolling students who require administration of medication or incidental medical services. Written instructions from the child's physician on use and storage needs of the medication are required.

Physician instructions will include:

- Specific indications for administering the medication pursuant to the physician's prescription.
- Potential side effects and expected response.

- Dose form and amount to be administered pursuant to physician's prescription.
- Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
- Instructions for proper storage of the medication.
- Telephone number, address, and name of the child's physician.
- Photo of child and child's name labeled on the medication.

Written permission from the child's physician allowing the parent to train the teacher on appropriate administration of medication is required; parents will provide training to all staff members.

Hollister Presbyterian Co-Operative Preschool (HPCP) will maintain documentation of the medication and incidental medical services after every medication or service is administered. Parents must submit Community Care Licensing form LIC 9221, Medical Consent, to the Director.

Safety Procedures:

- Proper safety precautions will be in place. Staff members must wear gloves when dealing with bodily fluids and diapering, properly wash their hands before and after administering medical care, and dispose of instruments in an approved container. Gloves will be kept with any child's medication.
- Medication, supplies, and equipment must be kept in the original prescription container and may not be expired.
- Preschool staff prefer NOT to administer any nebulizer treatments; however, if deemed medically necessary by the child's physician, staff will administer treatments onsite in the office. Staff will rinse out nebulizer equipment after use and send it home for sterilization.
- Medication will be stored in the first aid backpack, locked up.
- In the event of an evacuation, staff members will keep possession of medication for the duration of the evacuation.

Medication Administration Procedure: A trained staff member will assess the child and administer medication when the child exhibits symptoms as described by the physician. If the child requires additional medical care, 911 will be contacted immediately, along with the parents.

Once medication is administered or incidental medical services have been provided, a staff member will contact the parents by phone regarding the incident.

For any head or face injury, first aid will be given, followed by a courtesy call to parents and an accident report. We recommend that the child not be put down for a nap until at least one hour after the incident.

Any serious incidents will be reported to the CCCL via the Unusual Incident Report, LIC 624. This plan of operation will be reviewed annually by the HPCP staff, and changes will be made as needed to best meet the needs of the children in our care.

Discipline Policy

Corporal punishment and violations of a child's personal rights, including taking away a child's food, are prohibited, regardless of parental permission.

Teachers will observe the situation, check for immediate safety concerns, and identify what the child may be communicating through their behavior. Teachers will then choose an age-appropriate response that supports safety, learning, and emotional regulations implementing positive guidance, clear

expectations, redirection, and calm support while protecting every child's personal rights. Teachers will review what happened, communicate with families as appropriate, and adjust routines or support to help prevent the behavior from recurring.

If a child's behavior creates an immediate safety concern for the child or others, a teacher or Director may move the child to a quiet area and remain with the child while they calm down and talk about what happened. When lifting a child is necessary to maintain immediate safety, staff may support and lift the child only by the torso, using the least force necessary. Staff must not lift, pull, or carry a child by the arms, legs, clothing, or any body part. Any physical assistance must protect the child's dignity and personal rights.

Communication & Community

Communication

Strong communication between home and school is essential to your child's success. Information may be shared through:

- Classroom newsletters
- Email
- Parent meetings
- Posted notices
- School website
- Classroom communication folders

Parents are encouraged to contact teachers or the Director via phone or text whenever questions or concerns arise.

Facebook / Instagram

The preschool may maintain a Facebook/Instagram page to share school activities, reminders, and special events. Photographs posted on social media will follow the permissions granted on each family's Media Release Form. Parents are encouraged to use discretion when sharing photographs of preschool activities that include other children.

School Website

The preschool website provides important information including:

- School calendar
- Registration information
- Announcements
- Contact information
- Program updates

Parents are encouraged to visit the website regularly.

Problem-Solving Channels / Parent Dispute Policy

The preschool encourages respectful communication when concerns arise. Parents are encouraged to follow these steps:

- First, speak graciously and directly with the person with whom the concern arises.
- If not resolved, speak directly with the classroom teacher.
- If additional assistance is needed, contact the Director. The Director of the school has the responsibility of attempting to resolve a dispute or complaint with the parties directly involved.
- If concerns remain unresolved, parents may contact the Pastor through the Church Office. Lastly, a written appeal may be submitted to the Session of Christ Fellowship. A response from the Church leadership will be given in a timely manner.

Open, respectful communication helps ensure concerns are addressed promptly and constructively.

School Confidentiality

The preschool is committed to maintaining the privacy and confidentiality of all children and families. Information regarding a child or family will only be shared with staff members who have a legitimate educational need to know or when required by law. Parents are asked to respect the privacy of other children and families by refraining from discussing confidential matters outside of the preschool.

All parents/guardians/volunteers must follow these guidelines:

- Treat all student information as personal and confidential regardless of the source.
- Deal impartially with students regardless of background, ability, or physical or emotional maturity.
- Do not discuss student progress, family matters, or behavior with any parents or the community at large.
- Do not disclose information on social media or post photos of any of the children on your personal pages without permission.

The Director reserves the right to deny or remove any parent violating confidentiality, which may include the dismissal of their child/children from our program.

Change of Address or Telephone Number

Parents should notify the preschool immediately of any changes to:

- Home address
- Telephone numbers
- Email addresses
- Emergency contacts
- Authorized pick-up persons
- Shot records
- Food allergies

Keeping this information current is essential for student safety.

Cooperative Participation & Parent Responsibilities

Parent Duties & Responsibilities

The success of the Presbyterian Co-Op Preschool depends upon the partnership between families and staff. Parent participation is a valuable part of the cooperative preschool experience. Parents are expected to:

- Read and become familiar with the Preschool Parent Handbook.
- Follow all preschool policies and procedures.
- Complete assigned cooperative responsibilities and workdays — two (2) to four (4) assigned days per month (per child in the family) and arrive on time (8:30 a.m.–12:30 p.m.).
- Work the nine (9) required project hours. (Parents who serve on the Parent Committee board are exempt from the nine (9) project hours.)
- Provide homemade playdough on assigned days throughout the school year.
- Submit all working-parent immunization requirements prior to the start of the school year.
- Notify the preschool when a child will be absent.
- Keep emergency contact information current.
- Arrive on time for both drop-off and pick-up.
- Support classroom expectations at home.
- Communicate concerns respectfully with teachers and the Director.
- Participate in conferences and meetings as needed.
- Help create a positive, respectful preschool community.

Parents serve as important role models for children and are expected to demonstrate courtesy, patience, and cooperation while participating in preschool activities.

Workdays/Calendar Assignments and Replacement

Monthly parent workdays will be assigned, and a calendar will be shared prior to each month. The calendar will also be posted in each preschool classroom.

As a cooperative preschool, parent participation is an essential part of the program. If a parent is unable to fulfill an assigned workday, it is the parent's responsibility to arrange for a qualified replacement. If you are unable to trade a workday, you must contact an emergency worker from the provided E-worker list to fill in for you and pay them \$50 per day. If you do not cover your workday, you will be charged a fee of \$100. If the adult-to-child ratio is not maintained, the class may have to be canceled for that day.

Project Requirements

The preschool requires each family to complete the required nine (9) outside-the-classroom project hours. All three (3) hours per trimester must be completed, or the family will be billed \$100 for each trimester (Sept–Nov, Dec–Feb, and Mar–May). Hours are completed on Campus, such as: Improvement Day, as a Laundry Helper, or as a Gardening Helper, etc.

School Life & Activities

Birthday Parties and Invitations

Birthdays are celebrated in simple, age-appropriate ways within the classroom. Parents wishing to provide a store-bought-only birthday treat should let the classroom teacher know in advance.

Party invitations may be distributed at school only if every child in the class receives an invitation. This policy helps prevent children from feeling excluded.

Lost and Found

Items left at school are placed in the Lost and Found area. Please label all personal belongings with your child's name. Unclaimed items may be donated periodically.

Professional School Pictures

Individual and class photographs may be taken during the school year. Participation is voluntary. Ordering information will be provided before picture day.

School Visits

Parents are welcome to visit the preschool. To minimize classroom disruptions, visits should be arranged in advance with the Director or classroom teacher whenever possible. All visitors must check in through the preschool office.

Class Cancellations

The preschool follows local emergency guidance regarding severe weather, power outages, or other emergency situations. Families will be notified as soon as possible if classes are canceled, whenever possible through email, telephone, and the preschool website or other established communication methods.

Records & Forms

Request for Release of Information

All requests for information (immunization records, tax information, file copies, etc.) must be made in writing to the office. There will be a 5-day turnaround time on all information and copy requests based on the complexity of the request.

Media Release Form

Parents may authorize the preschool to use photographs or videos of their child for:

- School publications
- Classroom displays
- Website
- Social media
- Promotional materials

Parents may grant or deny permission by completing the Media Release Form.

Fee Schedule

The preschool establishes tuition and fees annually.

Registration Fee

A non-refundable registration fee is due at the time of enrollment, and then again at the start of each new school year your child is enrolled. Registration is not considered complete until all required forms and fees have been received. The fee covers all school paperwork and registration materials, small Christmas gifts and end-of-year gifts for each child, basic classroom supplies (not including donations of supplies throughout the year that are greatly appreciated), and the CCPNS fee (California Council of Parent Participation Nursery Schools).

Monthly Tuition

Tuition is due on the 1st of each month (September–May). Tuition payments can be paid online through a link provided in the electronic invoice you receive, or by personal check, cashier's check, or money order, made payable to Presbyterian Preschool. Please write the child's name and class on the memo portion of the check each month. No cash payments. Payments may also be mailed to 2066 San Benito Street, Hollister, CA 95023, or turned into the preschool office. There is no reduction in tuition for missed days or school closures.

- The preschool allows a seven (7) day grace period for the current month's tuition.
- Any payment made after the grace period will be considered late and is to be made in the preschool office during posted hours of operation.
- Tuition payments not paid in their entirety are considered late and will be assessed as a late fee.
- If the 7th of the month falls on a weekend or school-observed holiday, the grace period will be extended until the child's next scheduled class day.
- Parents are still responsible for monthly tuition even if they have not received an invoice.
- The late tuition fee is \$40, to be paid with the monthly tuition.
- ALL OUTSTANDING BALANCES MUST BE PAID WITHIN 30 DAYS FOR THE CHILD TO REMAIN ENROLLED.
- Continued delinquent payments may affect a child's continued enrollment.

Discounts

- Christ Fellowship members — \$10 discount on tuition monthly.
- Multiple children in a family attending — \$10 discount on tuition after the first child.

NSF / Returned Checks

A service charge of \$40 will be assessed for returned checks. If the returned payment is for tuition, it will be considered late and will fall into the late fee schedule (\$40 for late fee and \$40 for bank charges). Repayment of the check and applicable fees must be paid by cashier's check or money order. In addition, checks may no longer be an acceptable form of payment form. All future payments and fees must be paid by cashier's check or money order for the remainder of the school year.

Workday Late Fees / Missed Workday Fees

Workday Late Fee: Parents are scheduled to arrive at 8:30 a.m. on their workday. If the parent arrives 5 or more minutes late, they will be charged \$2.00 for every minute late. Families who do not complete required cooperative work responsibilities may be assessed fees according to preschool policy. (See also Project Requirements under Cooperative Participation & Parent Responsibilities.)

Missed Workday Fee: If the parent fails to show up on their scheduled workday and did not schedule a replacement or E-worker, they will be charged a \$100 fee. Working parents are responsible for finding

their own replacement. Their child will not be allowed to attend class on a day when their parent failed to show up or arrange a replacement. The Emergency Worker (E-worker) list is available in each classroom and periodically emailed out.

Late Pick-Up Fees

Children should be picked up promptly at 12:00 p.m. dismissal time. If a parent arrives more than 5 minutes late, they will be charged \$2 for every minute late after 12:05 p.m. If late pick-ups become a repeated pattern, the Director and teacher will meet with the parents to discuss continued enrollment in the program.

Fee Summary

Late pick-up fee	\$2.00 for every minute late after 12:05 p.m.
Late for parent class workday	\$2.00 for every minute late after 8:35 a.m.
Missed parent workday fee	\$100
Missed three (3) project hours per trimester	\$100
Late tuition fee (after the 7th of the month)	\$40
Service charge for returned check/NSF	\$40
Christ Fellowship Church member discount	\$10 discount off monthly tuition
Multiple preschool children in one family	\$10 discount off monthly tuition for each child after the 1st child

Enrollment Changes & Closures

Leave of Absence

If a child is absent for an extended period and the absence coincides with the 1st of the month, tuition is still due and payable by the 7th. It is advised that parents notify the teacher and Director regarding this matter.

Drop Policy

Parents wishing to withdraw a child from the preschool are required to notify the Director in writing 30 days in advance. Such notice does not relieve the family of their obligation to pay tuition and/or participation fees up to the date of withdrawal.

Termination Policy

The preschool reserves the right to terminate enrollment when continued participation is no longer in the best interest of the child, other students, staff, or the preschool community. Whenever possible, concerns will be discussed with families before termination becomes necessary. The following are reasons the preschool may have to expel or suspend a child:

- If the child is at risk of causing serious injury to other children or to themselves.
- Excessive biting.

- Excessive temper tantrums or aggressive behavior.
- Excessive use of inappropriate words by parents or children while on campus.
- Parent exhibits threatening behavior or is verbally abusive to staff members, parents, or children.
- Failure to follow the signed school confidentiality policy.
- Slander of the school, staff member, or enrolled families in person, to others, or on social media.
- Excessively tardy or absent from assigned parent workday.
- Unpaid tuition or fees beyond 30 days.

All communication between the Hollister Presbyterian Co-operative Preschool parents and staff members should be civil and respectful. The preschool and Christ Fellowship will strive to resolve any disputes in a timely and polite manner prior to resorting to termination.

All terminations have the right to a written appeal, which must be submitted to the Christ Fellowship Session in writing within thirty (30) days of the termination. Once the appeal has been received, it will be reviewed and voted on by the members of Session. A final decision concerning the appeal will be provided to the family in a timely manner.

Playdough Recipes

Playdough

Playdough is used regularly as part of the preschool curriculum to support:

- Fine motor development
- Creativity
- Sensory exploration
- Language development
- Social interaction

A different family will be responsible for making playdough every week. The responsible family will find it noted next to their name on the monthly work schedule. (See recipes included.) No store-bought playdough permitted.

The preschool uses homemade playdough as part of its sensory learning program. Recipes are provided below for families who wish to make playdough at home.

Cooked Playdough Recipe

Ingredients:

- 6 cups flour
- 3 cups salt
- 6 Tbs. cream of tartar
- ¾ cup vegetable oil
- 6 cups water
- Food coloring

Directions:

- Combine dry ingredients.
- Add remaining ingredients.
- Cook over medium heat while stirring constantly.
- Continue stirring until dough forms a ball.
- Remove from heat and allow to cool.
- Knead until smooth.
- Store in an airtight container.

No-Cook Playdough Recipe

Ingredients:

- Flour
- Salt
- Water
- Oil
- Food coloring

Directions:

- Mix dry ingredients.
- Slowly add liquids.
- Knead until smooth.
- Add additional flour if necessary.
- Store in a sealed container.

Parent Acknowledgement

I acknowledge that I have received and reviewed the Presbyterian Co-Op Preschool Parent Handbook.

I understand that it is my responsibility to become familiar with the policies and procedures contained within the handbook and to comply with those policies during my family's participation in the preschool program.

I understand that policies may be revised periodically and that I will be notified of significant changes.

I understand my parent responsibilities to work the assigned workdays, complete the nine (9) project hours annually, make homemade playdough for the class as assigned, and attend parent meetings as needed.

Parent/Guardian Name: _____

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

Registration Packet

Please fill out the enclosed registration packet and return it to the Preschool Office along with the applicable fees.