

# First Presbyterian Church of Hollister DBA Presbyterian Co-Op Preschool

## 2023-2024 Handbook

*"Helping children put it all together"*



*Mailing address:*

*2066 San Benito Street*

*Hollister, CA. 95023*

*831-630-1234*

*License # 350700523*

*School year office hours: M-F 8 am-12:30 pm daily*

**Tax ID#: 94-1573585**

[www.hollisterpresbyterianpreschool.com](http://www.hollisterpresbyterianpreschool.com)

[Email: office@hollisterpresbyterianpreschool.com](mailto:office@hollisterpresbyterianpreschool.com)

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Welcome to Hollister Presbyterian Co-Operative Preschool! Your child will learn many new concepts in the coming months through exploration, experimentation, productive creative arts, animal encounters and outdoor play. Most importantly, they will develop positive relationships with each other and our learning community. We hope you will also feel a sense of joy as your child grows with us.

### Director Welcome Message

Our educational philosophy underscores our commitment to child-centered learning. Educators guide students to new learning as children ask questions, express curiosity or concern, and show enthusiasm towards discoveries. Students experiment, problem-solve and explore with their senses. Students voice opinions and express ideas through language and the arts. Students develop friendships and learn from one another through cooperative play. In other words, students actively participate in all aspects of learning!

We integrate many approaches to support each child's learning path by:

- Providing a supportive, safe learning environment to encourage discovery, questioning and experimentation
- Offering sensory opportunities with live animals, natural objects, outdoor interpretation and creative art activities
- Engaging cognitive growth and problem solving skills through hands-on games and activities
- Developing physical motor skills through active learning and play
- Promoting social skills and positive self-image through group play and cooperative learning
- Cultivating emotional literacy and empathy to develop self esteem
- Nurturing self-expression, creativity and reflection
- Encouraging family involvement to help students appreciate the wisdom of their most important teachers - their families
- Celebrating diversity of all living things and the individuality of children and families

According to the US Department of Education, "children in high quality preschools display better language, cognitive and social skills. Twenty to thirty years after putting down the blocks and play dough they are still reaping the benefits. With an increased emphasis on academic standards in Kindergarten, preschool experience has become a must in early childhood education. Working alongside fully credentialed teachers will help parents be confident in the child's preparation for the long term. "

This handbook was created to help answer questions about our policies and procedures. Please feel free to contact me about your child's experience via [director@hollisterpresbyterianpreschool.com](mailto:director@hollisterpresbyterianpreschool.com) or phone at 831-630-1234.

In God's Love,

**Wendy Shepherd**

Wendy Shepherd  
Executive Director, Hollister Presbyterian Co-Op Preschool



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

**HPCP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. We are a registered 501(c)3 non-profit school.**

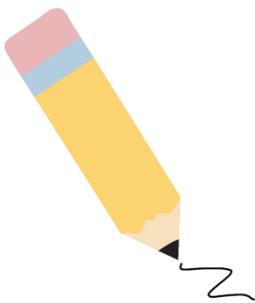
Train up a child in the way he should go: and when he is old, he will not depart from it. Proverbs 22:6

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

## PHILOSOPHY OF EDUCATION

- Children learn from their play experiences both structured and non-structured activities.
- Each child develops according to his/her own individual needs and interests.
- Each child is uniquely created by a loving God with his/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 (e.g., magazines, books, etc.)
- 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 (e.g., recipe/game instructions)
- Identifying characters and storylines to promote comprehension

Math concepts are attained by:

- ❖ Shape recognition
- ❖ Tracking seasonal and time progressions
- ❖ Classifying and grouping objects
- ❖ Using big number words and time words
- ❖ Figuring out what is missing among groups
- ❖ Counting with one-to-one correspondence
- ❖ Sorting and matching objects
- ❖ Graphing and charting

- ❖ Estimating more or less
- ❖ Measuring and using of scales

- ❖ Examining series of objects
- ❖ Using group names (e.g., dozen, pair, many)

## **REGISTRATION**

- Registration shall take place in February for the term starting in September.
- Registration shall be publicized in the community.
- Priority Registration shall be available for returning children, alumni and church families.
- Children with special needs will be admitted on an individual basis. With due consideration to the program offered and the needs of the child. A copy of the child’s IEP will be requested.
- To achieve optimum class balance, the ultimate responsibility of child placement lies with the Director, with recommendations from the Staff. Specific Teacher requests will not be accepted.
- Applications are processed in the order in which they are received.

### **ADMISSION POLICIES**

Children being enrolled must be at least 2 years of age by the September 1st of the enrollment year and must be potty independent for the older preschool classes. As of Sept. 2019 – diapers are allowed in the young 2’s class. All programs will be offered to anyone, regardless of race, religion, color, or sex. Before being admitted to the school a health form signed by the child’s physician must be completed and turned in to the school. In accordance with SB277 all children attending Presbyterian Co-Op Preschool are required to have all immunizations required by federal and state law.

Tuition and fees must be paid by the date provided by the office. If the child is enrolled after the school year has begun tuition and fees must be paid on or before the first day of attendance.

### **CLASSES**

School starts the week of Labor Day in September and ends prior to Memorial Day in May. Our regular sessions are comprised of the following:

Younger 2’s Class (T/Th Only)	9 am – 11:45 am
Pre-K (T-F) four day commitment	9 am – 12 pm
All other classes	9 am – 12 pm

## ARRIVAL AND DEPARTURE

It is important to bring your child on time so that he/she may experience all of the routines of the preschool. When your child arrives, walk him/her to the classroom door. \* **WE DO NOT OFFER EARLY DROP OFF.** **SCHOOL DAY PROCEDURES** Classroom doors open at 9am sharp. Please do not drop your child off unless a teacher is present. Per state licensing **a fee will be imposed if any child is left unattended in a classroom prior to school.**

Children should not bring weapons, toys, or money to school.

Free choose activities will be available for the children. Remember - generally a quick goodbye is best.

Please pick your child up promptly when the school day is over. Late pick up fees will be applied if a parent arrives after 11:50 am for our 2's class and 12:05 pm for all other classes. Please see page 17 regarding fees. The adult picking up the child should gather the child's cubby, sign out, and exit the premises. Do not loiter on the preschool campus, this is a state licensing violation.

Please exercise safety in the parking lot at all times during drop off and pick up. Keep a watchful eye out for anyone trying to cross the parking lot. Children are NOT to be left unattended in your vehicles on school campus for any period of time. This is against school policy, against our licensing requirements, and may be illegal in certain circumstances (see Vehicle Code section 15620 (leaving a child in a vehicle) and Penal Code section 273a (child endangerment)). We are mandated reporters and are required to report any suspected abuse or neglect including children left unattended in vehicles.

Additionally, for safety purposes please be sure to park in marked parking spots only, do not leave valuables in your vehicles, and lock car doors when vehicles are unattended. Drive very slowly & carefully as small children are present.

Please know that the safety of the children is always our number 1 priority! Thank you for helping us ensure our parking lots are safe!

## SCHOOL ATTIRE - WE GET MESSY!

Outdoor discovery requires freedom of movement in non-restrictive clothing. Tight clothing, fancy dresses and costumes can get in the way during active play. For independence in toilet training, children need clothing that is easy to take on and off. For safety reasons please do not dress your child in the following:

- ✓ Sweatshirts with strings
- ✓ Clogs
- ✓ Body suits or overalls
- ✓ Flip Flops
- ✓ Crocs with no backs

Please dress your child in clothing that can be soiled so they will feel free to participate in messy projects. Preschool is the place for kids to explore and our students will be allowed to paint, use glue and glitter, and play in the dirt & sand, and get wet. **We will not restrict a child from any areas of play, regardless of mess.**



### **OUTSIDE TIME/WEATHER**

We do go outdoors every day! This includes the rain (unless there is a severe weather warning). On days when the weather is unsettled, send a warm coat and appropriate shoes to go outside. This could mean any or all of the following: a sweatshirt, jacket, hat and rain jacket, or rain boots. Please dress appropriate for the weather. Make sure that all items are labeled with the child's first and last name.



### **WATER BOTTLES**

Children should bring a **full** water bottle to class every day. They should be able to open and close the bottle with little or no assistance. Do NOT send juice, chocolate milk, sports drink, or any other liquid EXCEPT water!

### **SIGNING IN/OUT POLICY**

Please write full signature and time in / out daily. If your child is to be picked up by someone other than yourself, they must have your permission to do so. This can be accomplished by having this person listed on your Registration Application, which will remain on record at the school. If the need should arise on a given day, verbal permission from the parent to the teacher would be acceptable. We may ask to see a Driver's License to confirm the individual's identity.



### **SNACKS**

We provide snacks as per licensing regulations. Two food groups will be provided daily. If you choose to pack your child's snack, it should consist of two nutritious items. All snacks must be labeled with your child's name and date. Small lunch pails are ok. Backpacks are not permitted. We have napkins and plastic utensils onsite. You will be notified of any days we have special snacks planned (e.g., cooking project or Birthday snack).

*Dietary restrictions and food allergies should be disclosed to your teacher.* These restrictions will be noted on the posted snack list. All snacks must strictly adhere to these health restrictions. **WE ARE A NUT FREE SCHOOL.**

Avoid food that contains dyes, food coloring and preservatives, food, that is not especially nutritious, and highly sugary snacks. Great school snacks include foods such as: fruits, vegetables and beans, and whole grain foods such as oat, wheat, and rice.



SEE COVID GUIDELINES (pg 22) FOR FURTHER HEALTH POLICIES IN PLACE

Each participating parent (and any other person, over the age of 18, who may be working for the parent, e.g., fathers, grandmothers) must have TB clearance, Pertussis, and Measles vaccine as well as a current flu vaccine which is due prior to the start of the school year. Identification and emergency records are to be completed on each child and maintained on the premises. Pre-admission health evaluations are to be completed for each child.

As parents, we know one of your main concerns is the health of your child. To that end we are doing a number of things to try to keep all children as healthy as possible. The first involves encouraging basic health practices:

- ✓ All children are required to wash hands, cover mouths when coughing, and wipe noses.
- ✓ All bathrooms are routinely cleaned and disinfected.

As attending preschool may be your child's first exposure to "children's group germs," it is to be expected that he/she may have more colds and sniffles this year than in the past. *If keeping your child home due to illness, contact the office – not your teacher at 630-1234.*

If your child has had any of the symptoms listed below within the last 24 hours, or has been medicated for these symptoms **within the last 24 hours, DO NOT send him/her to school.** If you keep your child home from school, please call the office at 831-630-1234.



Children having any of the symptoms below will be excluded from entering school, or sent home until a doctor note is obtained (in writing) to return to school, or are symptom-free. If symptoms develop during class time, the child will be isolated from other children and provided with an adult who will supervise the child while waiting to be picked up.

***If your child needs Ibuprofen or Tylenol to feel better they should not come to school.*** If a staff member becomes aware of a child on these medicines a parent will be contacted to pick up the child.

For the protection of the other children, parents and employees, your child will be sent home if any of these symptoms, conditions, or illnesses are found or suspected during the school day. Please make sure your child's school has current phone numbers for you

### **ILLNESS**

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

- Thick yellow or green mucous 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 known or unknown origin, unless recently diagnosed as non-contagious by a physician
- Lice, scabies, or other parasites

- Persistent cough (coughing that interferes with the child's educational process and that is not improving from day to day)
- Chicken Pox, Head Lice, Strep Throat
- Pink Eye, Mumps, Impetigo

If your physician prescribes antibiotics, please administer for 24 hours prior to sending your child back to school. **Our school has a nit-free policy with lice, meaning the child must have had a lice treatment, and all of the nits removed before returning to school.** Please notify the school if your child has a contagious disease, diagnosed by a health care provider, so exposure notices can be sent home.

In addition to the above, the following COVID Health Guidelines are temporarily in place:

- If a child has a cough, they will be sent home immediately and require a doctors clearance to return to school, no exceptions.
- If a child's nose is running and requires constant wiping or teacher assistance in wiping - your child will be sent home - regardless of whether the discharge is green. (We are limiting all bodily fluid exposure in the classrooms)
- If a child has any fever no matter how slight, the child will be sent home.
- If a child complains of tiredness, body aches or other illness symptoms - we will evaluate and reserve the right to send the child home.

Please help us in keeping our school healthy.

### Incidental Medical Services Plan of Operation

California Child Care Licensing now 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 responsibility 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 medications and/or incidental medical services:

- Written instruction from the child's physician on use and storage needs of the medication. 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 the 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 and address of the child's physician
- Written permission from the child's physician allowing the parent to train the teachers on appropriate administration for medication.
  - Parents must submit Community Care Licensing LIC9221 Medical Consent.
  - The child's parent will provide training (as indicated by the child's physician) to designated staff members.
  - Hollister Presbyterian Co-Operative Preschool will maintain documentation of medication and incidental medical services after every medication or service is administered.
  - There will be at least one staff member on campus that has been trained in the use of the medication.

**Safety Procedures:**

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

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

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

Any serious incidents will be reported to the Department of Social Services via the Unusual Incident Report LIC624. This plan of operation will be reviewed annually by the HPCP Board and changes will be made as needed to best meet the needs of the children in our care.

## SCHOOL POLICIES

### SCHOOL CONFIDENTIALITY AGREEMENT

All parent workers are expected to maintain confidentiality while working in the school. All things that are seen and heard at school about children and their families should be considered privileged information. Trust must be established and maintained in order for the Parent Cooperative program to be successful. Volunteers should follow these guidelines:

- Treat all student information as personal and confidential regardless of source.
- Deal impartially with students regardless of background, ability, physical, or emotional maturity.
- Do not discuss student progress, student family matters, or behavior with any parents or with 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.

This information includes, but is not limited to:

- scholastic, health records, photos or art work
- discipline and classroom behavior
- how the child's day in class went
- character traits of children

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

### WORKDAY REPLACEMENTS

If you cannot work on your work day, you are responsible for arranging to trade a work day with another parent. If you are unable to trade a work day, you must contact an emergency worker to fill in for you, and pay them (we suggest \$55.00 per day). If you do not cover your work day, you will be charged a fee of \$100.00. If adult to child ratios are not maintained, the class may have to be canceled for that day.

### MATERNITY LEAVE

Mothers needing maternity leave will be given 6 weeks. This leave may be taken before or after the birth of the baby, as the mother deems necessary. She must inform the office well in advance so that scheduling may be revised. Medical leave for unexpected serious illness will be granted at the discretion of the Director.

### COMMUNICATION

The school's primary means of contact with our families is via email and class Facebook pages. We know that this is a digital age and we are all bombarded by tons of emails daily, but the use of emails saves money and our natural resources. It is crucial that you add the school's email addresses to your address book to ensure emails do not get sent to your Junk Mailbox. You are responsible for all email correspondence. We also have class Facebook pages. The email addresses are:

**director@hollisterpresbyterianpreschool.com AND office@hollisterpresbyterianpreschool.com**

A newsletter will be emailed to you monthly. This letter is designed to keep you up to date on all the school happenings, as well as upcoming events. It will be printed and posted in a convenient location for frequent review. We even suggest taking a picture of it with your phone. It should be the first place you look when you have a question about what is going on at the preschool.

Should you have a specific question or concern about your child, teachers are available during **non-instruction** time by appointment, to conference via email, phone, or in-person.

Please let your child's teacher know of any significant events in your child's life. Visitors, moving, new babies, divorce, illness, or death can all affect children. When we are informed about these changes we are better equipped to offer support and encouragement to your child. If you are aware of an unexplained change in your child's behavior, feel free to discuss with your teacher.

### **HOLLISTER CO-OP PARENTS FACEBOOK**

Class Facebook group is for enrolled families and is a private group. We will be updating school information throughout the year and will use this as another communication tool for our families. Please look us up on Facebook!

### **MANDATORY READING MATERIALS**

Mandatory reading material is sent every school year (including Orientation information and handbook), for the purpose of communication between parents, teachers, and the Executive Board, about the matters concerning the school. Reading materials provided are pertinent to your preschool involvement. A parent is absolutely, positively required to review the materials.

### **PLAYDOUGH**

A different family will be responsible for making play dough every week. The family responsible will find a notation next to their name on the monthly work schedule. A recipe is included in this handbook on the last page. Please refrain from store bought.

### **PROJECT HOURS**

Below are examples of what you may choose in order to complete your project hours. Projects will also be available in your classroom throughout the year. Please see your teacher for more information.

Projects are based on a per family basis, for example, a family with multiple children enrolled in the school is still only responsible for 9 hours of project time. (Board Members are excluded from all projects)

- ❖ Fundraising
- ❖ Events - Orientation, Christmas program, Open House, Staff and Board Appreciation Dinner
- ❖ Maintenance/Cleaning - **Saturday morning cleaning (9-12am)**

**On a Saturday Work Day come prepared to WORK. Dress appropriately and do not bring children under the age of 18. Food and drinks are not provided. Please bring your own water bottle and work gloves.**

### **FORFEITURE OF PROJECT HOURS**

If you know you will be unable to do any project hours, you may pay in advance your \$180 project fee at the orientation meeting. However, once you have made a commitment to do a project, we kindly ask that you do not opt out or forfeit.



## **PROBLEM SOLVING CHANNELS**

*CLASSROOM* problems should be reported first to the Class Teacher, then the Director, in that order.

*SCHEDULING* problems should be reported to the office in advance.

### **PARENT DISPUTE POLICY:**

#### **Rationale:**

The distinctive nature of the Hollister Presbyterian Co-operative Preschool is guaranteed by all members of the community respecting the rights and responsibilities of each other.

#### **Principles:**

1. The Director of the school has the responsibility to attempt to resolve a dispute or complaint with the parties directly involved at the school level in the first instance.
2. Parties may request the Board President to assist to resolve a dispute or complaint prior to the Director making a decision.
3. Parties may appeal the decision imposed by the Director in writing within thirty (30) days. The written appeal will be submitted to the School Board for review. Once the appeal has been reviewed by each board member, it will be voted upon.
4. Appeal decisions will be present in writing to the involved parties in a timely manner.
5. Each dispute or complaint resolution procedure followed by Hollister Presbyterian Co-operative Preschool shall ensure that all relevant parties:
  - A. Are informed of the dispute or complaint
  - B. Have the opportunity to place their version on record
  - C. Have the opportunity to ask questions and voice concerns
6. Any anonymous and / or unsubstantiated complaints shall not be investigated.
7. The director shall maintain records of the procedure and resolution to any formal dispute or complaint. These will include any statements made by the parties involved.
8. Appropriate confidentiality must be maintained by all parties

### **ADULT-CHILD CONTACT**

The safety and physical welfare of the children comes first. Observe carefully; it increases your ability to understand and guide children. Be aware of the children in various situations, thus getting the feel of their play. Remember to physically and mentally get down to the child's level when talking or playing with him/her.

In general, cooperation in routine (story time, snack time, etc.) is expected of the children, but they have free choice as to play materials. If a child loses interest in an activity, direct him/her to another activity or another play area.

Respect the children's absorption in their work; avoid unsolicited praise, but be interested if appealed to. Do not ask children what they are making, drawing, etc. They may simply be trying out the medium. Listen to the children if they wish to talk about their work. If a child wants you to admire his/her work, make a non-controversial statement; e.g., "That's colorful."

You may ask a child if he/she is finished. Some children are at a loss to know how to end an activity. They are apt to paint until the paper falls apart. Speak in the positive; e.g., "The toys stay in the sandbox." Save the negative for the really important situations involving safety and welfare; e.g., "You may not go out of the play yard."

You may prefer to leave the discipline and guidance of your child to the teacher or take care of it yourself with a sensitive child. Discuss this ahead of time with the teacher and the other parents working.

If a child is hurt, acknowledge his/her feelings; e.g., "That really hurt, didn't it?" First, comfort him/her, and then have the teacher apply first aid if necessary. Report all serious accidents to the teacher and/or fill out an "owie report" to go home to the parent.

A qualified teacher, with the door ajar, should physically supervise bathroom procedure, to ensure toilet is flushed and hands are washed, before returning to class.

### **BITING POLICY**

We have a no tolerance biting policy to ensure the health and safety of all children in our care.

- First incident- child is sent home and a report is placed on file
- Second incident- child is permanently dismissed from school



### **BIRTHDAY PARTIES/INVITATIONS**

We understand that students may want to invite classmates to their birthday parties. If all students are invited to the party, invitation may be placed in children's cubbies. If everyone in the class is not invited please distribute invitations off campus.

### **WEBSITE**

You will find current school information at [www.hollisterpresbyterianpreschool.com](http://www.hollisterpresbyterianpreschool.com).

### **CHANGE OF ADDRESS**

Parents are responsible for keeping the Office informed of changes of address, identification, emergency information, and other pertinent facts. In the case of dropping, the parent is required to file a Drop Notice, which is available in the school office.

## LOST & FOUND

All outerwear should be plainly marked with the child's name to avoid loss of clothing. It is recommended that all children wear PLAY CLOTHES and slip on close-toed shoes. All Lost and Found items are located in the Preschool Office. In the event that items are not claimed by Christmas Break, or the end of the year, item will be donated.

## SCHOOL PICTURES

School photos will be available to purchase each fall and spring. Photos are optional.



## SCHOLASTIC BOOK CLUBS

Each month there's an optional book order that comes in your child's cubby. These selections are economically priced and give the school an opportunity to earn credits for new books. You can also order online at [Scholastic.com/bookclubs](https://www.scholastic.com/bookclubs) with the code: **PWLJL**



## SCHOOL VISITS

Visits to kindergartens in our district are encouraged. The preschool does not set up any school tours; all contact must be made by you and your family to your local principal. Please be advised we do not assist with any inter-district transfer requests and our position is that any school where you become involved and volunteer your time will be a great school for your family.

**CLASS CANCELLATIONS:** If class is canceled due to unforeseen circumstances, child/adult ratio issues, or teacher education seminars, or COVID there will be no make-up days offered or refunds issued.

In **TWO FAMILY HOUSEHOLDS** the preschool will operate under the assumption that both parents share custodial time with the child/children, unless there is a court order on file in the preschool office. In the absence of a court order, **BOTH PARENTS** will be able to sign in/out their child, and designate representatives to sign in/out their child.

## DISCOUNTS

Presbyterian Co-Operative Preschool employee's children may attend the Preschool at a reduced rate of 10% off the current monthly tuition amount. Families with more than one child enrolled shall receive a discount of \$10.00 per additional child, per month, after the first child. Christ Fellowship members will get \$10 off the monthly tuition amount.

## REQUEST FOR RELEASE OF INFORMATION

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

- PARENT'S DUTIES AND RESPONSIBILITIES
- Check Office emails, your class Facebook page, school calendar, newsletter, and work calendar regularly for notices of meetings, schedules, health matters, and other announcements.
  - Pay tuition on the first of each month.
  - Work in the classroom, as scheduled, on a rotating basis with other parents.
  - Drop off and pick up children on time.
  - Complete 9 Project hours (Executive Board Members are excluded).
  - Attend Orientation and read the materials required by the State of California to maintain our co-operative preschool license.
  - Provide play dough for the class when indicated on the schedule (recipe on page 21).
  - Participation in fundraisers is strongly encouraged.
  - Be courteous and friendly to co-workers. Expect to be treated with respect and treat others respectfully. Set a good example for your child.

Participation in your child's schooling is a privilege. We feel it necessary to stress the responsibilities that go along with being a participating parent.

- ❖ Parents with twins or siblings in two separate classes will work twice as much.
- ❖ Parents with twins or siblings, enrolled in the same class will work one and a half times as much as other parents.

Parents are responsible for checking the schedule. If you are unable to work that day, it is your responsibility to find a replacement.

Each parent must arrive promptly, a half hour before class begins, and are expect to stay until cleanup duties are complete. This is important for preparation and clean up time. It is the rule of the school that no siblings older or younger are brought on the work day. It is advisable that parents working not be involved in a carpool on that day. Remember to wear serviceable clothes. You will be active and may be mixing paints or involved in gluing and participating in the mud kitchen or sandbox.

While in the classroom, please follow the program as explained by your teacher. Your cooperation will make the class run smoothly. Learn where things are kept, the daily schedule, and the children's names so that you will be increasingly useful and comfortable in the classroom.

*Do not allow conversations with other adults to interfere with your work. Your job is to supervise and join in the children's play, assist with activities while allowing children to create, and explore independently without interference.*

**NO TOBACCO use is allowed on school/church grounds (i.e., Cigarettes, Smokeless Tobacco, or Electronic Cigarettes).**

**Cell Phone use is PROHIBITED during class time. This includes texting.** Please provide the school's phone number to sibling's school or family members in cases of emergency.

## **REGISTRATION FEE**                      **FEE SCHEDULE**

The annual registration fee of \$175.00 per family must accompany your enrollment application to reserve a place for your child. This fee is non-refundable. The fee covers the following: all school paperwork and registration materials, small Christmas and end of the year gifts for each child, and CCPPNS fee (California Council of Parent Participation Nursery Schools).

### **PROJECT HOURS FEE**

The school requires each family to complete the required nine (9) outside the classroom project hours. ALL three (3) hours per trimester must be completed or you will be billed \$60 for each trimester.

Time is measured in half-hour increments. (Example-If you come on a work day at 9:00 am and stay until 11:40am you will get will get 2 hours and 30 minutes.)

### **MONTHLY TUITION**

Tuition is billed ONE month in advance and is due on the 1st of each month. In August you will be billed for September's tuition. Tuition payments can be paid online through a link provided in the electronic invoice you receive. This method will incur a 2% fee for bank processing. You can also pay by cash, check or money order. Technology is a tricky thing, even if you have not received a tuition invoice you are still responsible for on time monthly tuition payments. *There is no reduction in tuition for missed days or school closures.*

Check or money order payments should be mailed to 2066 San Benito Street, Hollister, CA 95023 or turned into the Office. Checks are to be made payable to Presbyterian Preschool. Please write the child's name and class on the memo portion of your check.

Cash payments should be paid in the office to ensure a receipt is given. ***The school is not responsible for cash left in any other location.***

### **OUTSTANDING FEES MUST BE PAID WITHIN 30 DAYS FOR THE CHILD TO REMAIN ENROLLED.**

- ✓ The Preschool allows a 15-day grace period for the current month's tuition. The grace period ends at 2:00 p.m. on the 15th of the month.
- ✓ *Tuition is considered paid when it is received on-time and **IN FULL**.*
- ✓ Any payment made after the grace period will be considered late and is to be made in the Director's office during posted hours of operation.

- ✓ Tuition payments not paid in their entirety are considered late and will be assessed a late fee.
- ✓ US Mail is not recommended for tuition payments. A postmark of the 15th will not be accepted as being received on time.
- ✓ In the event that the 15th of the month falls on a weekend or school observed holiday, the grace period will be extended until your child's next scheduled class day.
- ✓ If you fail to make tuition payment during a particular month, your child will not be allowed to attend school beginning on the 1st of the next month. Tuition may not get more than one month behind.
- ✓ You are still responsible for monthly tuition even if you have not received an invoice.

**TUITION LATE FEES**

After the 15th, tuition is considered late and a late fee will be assessed. Fees are based on the following graduated schedule:

<b>1st late payment</b>	<b>\$25 fee assessed</b>
<b>2nd late payment</b>	<b>\$30 fee assessed</b>
<b>3rd late payment*</b>	<b>\$45 fee assessed</b>

\*After a 3rd late payment is received your child may be dropped from the school or pre-payment of tuition may be required.

**NSF & RETURNED CHECKS**

If **ANY** payment (e.g., q1 Scholastic Books, Tuition, Fundraiser) to the school defaults or is returned, you will be responsible for a \$35 fee. If the returned payment is for your tuition, it will be considered late and will fall into the late fee schedule (see Late Fees section). Re-payment of this check and all applicable fees must be paid by cash or money order. *In addition, checks will no longer be an acceptable form of payment. All future payments and fees must be paid by cash or money order.* If payments are not paid in full by the end of the current month, your child may be dropped from the school.

**WORK DAY LATE FEES**

If you arrive 5 or more minutes late on the day that you are scheduled to work in the class you will be charged a late fee based on the following graduated schedule:

<b>1st late arrival</b>	<b>\$15 fee assessed</b>
<b>2nd late arrival</b>	<b>\$30 fee assessed</b>
<b>3rd late arrival*</b>	<b>\$45 fee assessed</b>

\*After a 3rd late arrival a meeting will be arranged with the Director and teacher to discuss continued enrollment in our program.

**MISSED WORK DAY FEE**

If you fail to show up on your work day and have not scheduled a replacement by 8:00 am you will be charged a \$100.00 fee. Calling your teacher or the office and expecting them to find a replacement is **NOT ALLOWED.**

Your child will not be allowed to attend class on a day in which you fail to show up for your work day and do not arrange for a replacement. The "Emergency Worker List" is periodically emailed and is in the monthly newsletter.

### LATE PICK-UP FEES

Classes end promptly at 12 noon. Younger 2's class on Thur/Fri ends promptly at 11:45am. You are considered late when picking up your child if you arrive after these times. If you arrive more than 5 minutes late, you will be charged the following:

- **1st Offense - ALL Classes**
  - a flat \$10 fee for being late PLUS
  - \$1 for every minute late after the end of class
- **2nd Offense - ALL Classes**
  - a \$20 flat fee for being late PLUS
  - \$2 for every minute late after the end of class
- **3rd Offense - ALL Classes**
  - a \$30 flat fee for being late PLUS
  - \$3 for every minute late after the end of the class



\*After a 3rd late pick up a meeting will be arranged with the Director, Board President, and teacher to discuss continued enrollment in our program.

### PLAYDOUGH FEE

Playdough is a part of our daily curriculum and we rely on it being brought to class weekly. It helps build hand muscles (to prepare for writing), helps develop fine motor skills, encourages creativity, enhances hand-eye coordination, and promotes playtime. Parents can sign up for it or be assigned on the monthly calendar. Failure to bring playdough on your assigned day will result in a **\$15 fee**.

### EXTENDED LEAVE OF ABSENCE

If your child will be absent for an extended period of time and the absence coincides with the 1st of the month, your tuition is still due and payable before the 15th. It is advised that you notify both your Teacher and the office regarding this matter.

### State or Local Mandated School Closure:

Hollister Presbyterian Co-Operative Preschool follows all State, Licensing and local protocols in regards to health (COVID) and / or disaster closures. Should the school be required to close – no makeup days or refunds will be offered. **Our 30 day drop policy is still in effect.** Teachers will be required to provide distance education opportunities to all children enrolled including but not limited to *online learning sessions, homework packets, Zoom meetings, IEP resources, access to books, access to art supplies, etc.*

**COVID DISCLOSURE HAVING STARTED 2020-2021 – All parents are required to sign a COVID release of liability form in order to return to school this year.**

Repeat delinquency of any financial requirements may be cause for a child to be dropped as well as any physical altercation that results in an injury such as biting. In the event of repeat delinquency, the Director has the authority to require any of the following: money order payments (due on the 1st of the month), pre-payment of additional months, or other options he or she feels necessary

based on the cumulative history of the family. Past due payments will be charged interest and fees to the extent of the law. Unpaid invoices are subject to collections.

### **PARENT INITIATED DROP**

In the event of a parent initiated drop, a **written 30 day notice** is required and must be submitted to the Director or office. Such notice does not relieve the family of their obligation to pay tuition and/or participation up to the date of withdrawal. The school reserves the right to hold your pre-paid tuition for a period of 30 days after your last day of attendance. This will allow for any or all of the following: outstanding checks to clear, verification that no workdays were missed, guarantee that all outstanding fees are accounted for, and verification that all projects have been completed.

### **TERMINATION POLICY**

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from school:

1. If the child is at risk of causing serious injury to other children or to themselves
  2. Excessive biting / more than one bite
  3. Excessive temper tantrums or aggressive behavior
  4. Excessive use of inappropriate words by parents or children while on campus
  5. Parent exhibits threatening behavior or is verbally abusive to any staff members or enrolled children
  6. Failure to follow the signed school confidentiality policy
  7. Slander of school, staff members or enrolled families on social media
  8. Excessively being tardy or not showing up on assigned parent work days
- All communication between a Hollister Presbyterian Co-operative Preschool parent and staff members should be civil and respectful. We will strive to resolve any disputes in a timely and polite manner prior to resorting to termination. Please see our "Parent Dispute Policy" for an outline of our dispute procedures.
  - All terminations have the right to a written appeal which must be submitted to the School Board Members in writing within thirty (30) days of the termination. Once the appeal has been received, it will be reviewed and voted upon. A final decision concerning the appeal will be sent out to the family in a timely manner.

## PLAYDOUGH RECIPE

### INGREDIENTS:

6 cups flour

3/4 cup oil

3 cups salt \*

6 cups water

6 Tbs. Cream of Tartar \*

\* = Large quantities required – may be more than you normally keep on hand!

### DIRECTIONS:

Combine all ingredients in a large saucepan and cook over medium heat until thick. Stir frequently while cooking to avoid scorching. **STIR UNTIL YOUR ARM FEELS LIKE IT CANNOT STIR ANYMORE THEN GET A HELPER AND KEEP STIRRING!** (Don't use a whisk!) Cool. Knead until smooth. To add color, put a few drops of food coloring in the water before adding to the flour. For bright colors, use food paste coloring, available at gourmet cooking stores. You may also jazz it up with glitter, and spices like cinnamon, cocoa powder, and cloves. To add scent, dry Kool-Aid mix or sweet and savory seasonings may be used.

## WHEAT FREE PLAYDOUGH

### INGREDIENTS:

2 cups rice flour

2 cups salt

1 tbsp cream of tartar

2 tbsp sunflower oil

1 cup water

3 tablespoons of oil (any cheap cooking oil)

A few drops of food coloring (optional)

### DIRECTIONS:

Mix the flour, salt and cream of tartar in a saucepan. Add the oil and gradually blend in the water and food coloring. Cook over moderate heat, stirring, until mixture is stiff and leaves the sides of the pan clean. Leave until cool enough to handle, and then knead gently on the work surface until smooth. Store the play dough in an airtight container.

## Covid19 Guidelines

For in person classes: The following state mandated safety Daycare precautions will be in place.

- Parents, staff and volunteers will be required to sign a COVID release of liability form included in enrollment packet.
- If parents or any live-in family members have recently traveled out of state or if they have been exposed to COVID - we require that all unvaccinated children and adults remain at home for **five days**. If you or your child are fully vaccinated and boosted (if eligible) you may attend school and then test on **day five**. If you are positive on day five, contact the school office and provide the date of positive test and date symptoms began. At this time, the student will then need to stay home for ten days from the date of symptoms (Day 0). All students may return after ten days if they are symptom free.
- If you are scheduled to work in the classroom, you are responsible for finding coverage for your work days while on quarantine.
- Any positive COVID test results (from an adult or child that has been onsite for longer than 15 minutes, within 48 hours of testing positive) will require us to shut down the classroom that was exposed for **48 hours** to disinfect - **No refunds will be offered.**
- Adults are asked to drop off and pick up outside of the classroom
- We follow the State and Local mandates regarding masks. Should masks be required, our teachers will not force or physically put on masks but will gently remind and ask children to wear them. At this time, masks are NOT required but are encouraged.
- Mask exemptions signed by a physician, nurse practitioner or other licensed medical professional under the license of a physician stating the individual qualifies for the exemption will be honored for adults and children
- Sanitizer, tissues and gloves will be readily available in classrooms.
- Volunteers onsite will be minimal & will coincide with our current school adult / child co-op ratios (which are below the state standard of 1:12) - We offer a 1:5 ratio for preschool and pre-k
- Toys, supplies, & common areas will be sanitized daily after use. Parents and staff will be retrained periodically in cleaning / sanitizing procedures.
- We will wash hands often including before snack and with bathroom use / diaper changes.
- Classrooms will be set up with areas for children to spread out & explore (various activities going at a time). Per California Department of Public Health, there is no minimum physical distancing requirement consistent with school guidance. The teacher and students will optimize classroom space.
- Windows and doors will be kept open as much as possible to promote air flow in the classrooms.
- Time indoors will be limited and time outdoors may be expanded at the teacher's discretion.
- Teachers, staff, and volunteers will have access to clean aprons to help protect clothing.
- Office visits will be limited. Visitors are encouraged to email or call rather than visit in person.
- Chapel time will be held in the sanctuary with extra room for spreading out.
- The nine yearly Project hours will be completed either from home or when children are not onsite - parents may opt out of hours by paying the co-op fee of \$60.00 per trimester.
- Laundry parents are asked to use gloves when handling wash rags and to wash in hot water using bleach when possible.
- San Benito County Health, State School Licensing, California Department of Public Health, and the County Health Office will advise on any further guideline changes. County Health will be responsible for COVID tracing.

**From Community Care Licensing:**

**\*\* When visiting a facility, CCLD will verify compliance with face covering requirements and determine whether a licensee is making a demonstrable effort to comply. If non-compliance is determined the Department will take appropriate action as needed which may include:**

- **Issuing a citation for a health, safety or personal rights violation**
- **Cross-reporting to Cal /OSHA and local public health departments**
- **Assessing civil penalties for failing to correct deficiencies or for repeat violations**
- **Conducting non-compliance conferences or requiring compliance plan contracts**
- **Taking action to temporarily suspend or revoke a license**

**\*\*\* The above guidelines are subject to change based on county and state ordinances.**

At HPCP we believe all children **NEED** to play and socialize. We are doing everything we can to keep things as normal and as inviting as possible for the school year, while still keeping everyone safe.

- For further clarifications, please go to: [www.sbccovid19.us](http://www.sbccovid19.us)

**HOLLISTER PRESBYTERIAN CO-OPERATIVE PRESCHOOL COVID-19 WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

**Copy for your records**

In consideration for enrollment at HOLLISTER PRESBYTERIAN CO-OPERATIVE PRESCHOOL I, on behalf of myself and any minor child/children for whom I have the capacity to contract, hereby acknowledge and agree to the following:

1. I understand the hazards of the novel coronavirus (“COVID-19”) and am familiar with the Centers for Disease Control and Prevention (“CDC”) guidelines regarding COVID-19. I acknowledge and understand that that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated and I accept full responsibility for familiarizing myself with the most recent updates.

2. Notwithstanding the risks associated with COVID-19, which I readily acknowledge, I hereby willingly choose to ENROLL MY CHILD IN HOLLISTER PRESBYTERIAN CO-OPERATIVE PRESCHOOL.

3. I acknowledge and fully assume the risk of illness or death related to COVID-19 arising from my being on the premises and participating in PRESCHOOL and hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE (on behalf of myself and any minor children from whom I have the capacity contract) HOLLISTER PRESBYTERIAN CO-OPERATIVE PRESCHOOL and / or CHRIST FELLOWSHIP CHURCH their owners, officers, directors, agents, employees and assigns (the “RELEASEES”) from any liability related to COVID-19 which might occur as a result myself or my child(Ren) being on the premises and participating in preschool.

4. I shall indemnify, defend and hold harmless the RELEASEES from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys’ fees, costs and disbursements, whether of in-house or outside counsel and whether or not an action is brought, on appeal or otherwise), arising from or out of, or relating to, directly or indirectly, the infection of COVID-19 or any other illness or injury.

5. It is my express intent that this Waiver and Hold Harmless Agreement shall bind any assigns and representatives, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of California. I HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT. I ACKNOWLEDGE THAT THIS WAIVER WAS EXPRESSLY NEGOTIATED AND IS A MATERIAL INDUCEMENT THE PERMISSION GRANTED BY RELEASEES TO BE ON PREMISES AND PARTICIPATE IN PRESCHOOL ACTIVITIES.

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Wavier of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.



# Hollister Presbyterian Co-Operative Preschool

*"Helping children put it all together"*

2066 San Benito Street • Hollister, CA 95023

Phone/Fax: 831-630-1234 • www.hollisterpresbyterianpreschool.com

## PHOTO/MEDIA RELEASE AUTHORIZATION

Copy for your records

Child's Full Name: \_\_\_\_\_

Print Parent/Legal Guardian Full Name Print Full Name/Relationship: \_\_\_\_\_

Email Address and Phone Number: \_\_\_\_\_

### **OPTION 1:**

#### **FULL PUBLIC MEDIA RELEASE**

By signing below, I irrevocably grant permission to Hollister Presbyterian Co-operative Preschool and its employees, agents, partners and advertisers, to record and use my child's, image, statements and/or art work including any and all photographic/still images and video or audio recordings made by Hollister Presbyterian Co-operative Preschool and its assignee(s), advertisers, customers, agents and successors for unrestricted use in print and electronic mediums including but not limited to publications, displays, websites, social media, advertisements, recruitment and publicity/promotions/campaigns, without notifying me. I voluntarily waive any right to inspect/approve the finished photographs/likenesses, writings or electronic matter that may be used in conjunction with them now or in the future, whether that use is known or unknown to me. I also waive any right to royalties or any other compensation arising from or related to the use of the photograph(s) or other media.

I understand that this release constitutes a waiver of my privacy rights under The Federal Educational Rights and Privacy Act (FERPA).

I am the parent/legal guardian for the minor child listed below, and I am competent to sign this release. I have read the release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by contacting Wendy Shepherd / Director and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Signature Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **OPTION 2:**

I CONSENT TO MY CHILD'S PHOTOS AND VIDEOS BEING SHARED ON THE ***PRIVATE CLASS FACEBOOK PAGE ONLY***. THIS PAGE IS FOR CLASS FAMILIES ONLY AND IS A CLOSED PRIVATE PAGE MANAGED BY YOUR CHILD'S TEACHER.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OPTION 3: DECLINE ALL MEDIA.** I understand that I will not be able to view any photos of my child's school day.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **SIGNATURE OF RECEIPT**

I have received, read and understand that I am responsible for all information contained in the Hollister Presbyterian Co-Operative Preschool Handbook.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_