

# Fremont Parents' Nursery School

## Parent Handbook



2021-2022

### **MISSION**

To establish a safe space to discover the intricate dynamics of child, family, and community by empowering parents as their children's primary teachers.

### **VISION**

Fremont Parents' Nursery School enhances the influence of family and community in children's early education.

### **PURPOSE**

Our purpose is for children to regard themselves as individuals who are worthy of love and belonging. It is our intent that they carry a strong desire to pursue curiosity and regard mistakes as opportunities for growth.

4200 Alder Avenue  
Fremont, CA 94536  
510-793-8531

[www.fpns.org](http://www.fpns.org)

License Facility # 013417033

California Non-Profit Tax Number: 23-7121896, class 501(c)3

### **Notice of Nondiscriminatory Policy**

Fremont Parents' Nursery School welcomes persons of all races, colors, religions, and national and ethnic origins without regard to sexual orientation, gender identity, or marital status. This non-discrimination policy covers employment as well as admission and access to our school's programs and activities.

### **Notice of Mandated Reporter Status**

All staff members of Fremont Parents' Nursery School are mandated reporters and are mandated by law to report known or suspected child maltreatment and/or abuse.

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# OUR PROGRAM

## **Meaningful Learning through Play.**

At FPNS, we value each child as unique individuals who grow and develop at their own pace.

Our curriculum focuses on learning through play. We look at the whole child when it comes to their development and provide opportunities to enhance their physical, cognitive, social and emotional skills.

Our Emergent curriculum is a philosophy of teaching that focuses on being responsive to what interests the child, and helps create a flexible and meaningful learning environment. Our passionate teachers and parents along with our director become facilitators that offer opportunities for children to enhance their creativity and imagination. We offer small class sizes, low adult to child ratio and our children spend a lot of time exploring outdoor play.

## **Parent Co-Op.**

The heart of FPNS is its community of families, alumni, and teachers. As part of a parent co-op, our parents have first-hand knowledge of how their child is interacting within the school environment. They are involved in their child's learning journey, and they get to participate in the school as collaborators. This participation is valuable to children and families. We also offer parent education nights throughout the school year to provide an additional opportunity for parents to grow, learn and to connect with other families.

## **Established in 1961**

Since 1961, FPNS has been a play-based preschool pivoting the way to teach and encourage children to explore. We are dedicated to providing a safe, nurturing and developmentally appropriate environment for children and families.

## **Programs**

The programs offered at FPNS are all based upon the age of the child. We follow the Fremont Unified School District (FUSD) age criteria. We offer part time programs and serve children in the age groups of 2 to 5 years of age.

## **Group A Program for 2-year-olds**

**Age:** The child needs to be 2 years of age by September 1 of the enrolling year.

**Day and Time:** Classes meet twice a week, Tuesday and Thursday from 9:00am to 11:30am.

**Parent Participation:** Parents volunteer once a week in the school. We will follow all the current guidelines and safety precautions, as mentioned in the school's safety plan for Covid.

**Session overview:** Through play and developmentally appropriate activities, children learn to differentiate shapes, colors, sizes, similarities and differences. By interacting

with different areas in the classroom and outdoors, children learn skills of logical thinking and problem solving, language development.

**Cognitive—** Acquiring knowledge, language, vocabulary, logical reasoning, pre-reading skills

**Social—** Through play, children interact with friends, different families and learn about different cultures. This helps children gain empathy, sharing, self-control and self-confidence.

**Physical—** Through play, children develop motor skills, fine and gross movements that help them develop their hand to eye coordination. Musical movement, outdoor play includes jumping, running, pulling, pushing, stacking, all this helps in the development of motor skills.

**Emotional—** Through playing with others, children learn to share and gain self-control and manage separation anxiety.

### **Group B Program for 3-year olds**

**Age:** The child must be 3 years of age by September 1 of the enrolling year.

**Day and Time:** Classes meet 3 days a week, Monday, Wednesday and Friday from 9:00am to 12:00pm.

**Parent Participation:** Parents volunteer once a week in the school. We will follow all the current guidelines and safety precautions, as mentioned in the school's safety plan for Covid.

**Session overview:** We believe that each child is unique, they develop at their own maturation level and through their understanding of the environment (experiences). As a child gains new knowledge she/he combines it with previously learned information. Thus, it is important for a child to be able to interact with all of their senses, using various open ended materials in a creative way. Through these experiences, children learn new vocabulary words, how to recognise different shapes, recognize and count numbers to objects in a group, differentiate, tell stories, build and play with peers, speaking simple sentences. Exploring less abstract concepts and using more logical/critical thinking.

**Cognitive—** Acquiring knowledge, language, vocabulary, logical reasoning and pre-reading skills.

**Social—** Learning to interact with others through cooperative play, empathy, problem solving, symbolic play and dramatic play with imagination.

**Physical—** Motor skills, musical movement, fine motor skills, hand to eye coordination through many open play activities, to encourage spatial awareness.

**Emotional—** Dealing with positive and negative emotions, expression of emotions, control of emotions.

### **Group C : Pre-K Program for 4-year olds**

**Age:** The child must be 4 years of age by September 1 of the enrolling year.

**Day and Time:** Classes meet 4 days a week, Monday through Thursday from 1pm to 4pm.

**Parent Participation:** Parents volunteer once a week in the school. We will follow all the current guidelines and safety precautions, as mentioned in the school's safety plan for COVID 19.

**Session overview:** As our children gain knowledge they become more aware of themselves and others. We offer small group time to expand various skills that help support whole child development, in addition to open ended play time. Teachers help plan age appropriate activities, keeping in mind the child's interest.

Our program will include a wide range of activities that are open ended, to encourage problem solving skills. Children will also experience project related learning with time to participate in science experiments, dramatic play, writing skills, art, craft, storytelling. This will help with self-regulation, social skills, independence, curiosity, self-expression, emotional understanding, and other important skills to help prepare them for Kindergarten and lifelong learning.

**Cognitive—** Language skills, logical thinking, interacting with open ended materials. Identifying rhyming words, differentiating shapes, colors, writing skills, simple sentences, reading skills.

**Social—** Forming friendships with other children, learning to play as a team player, sharing and having empathy.

**Physical—** Building and constructing, spatial awareness, riding bikes, jumping, running, stacking, carrying and developing motor skills.

**Emotional—** Learning and dealing with different emotions and behaviors, developing self-control, sharing and understanding peer relations.

## **SAMPLE DAILY SCHEDULE**

### **Group A daily schedule:**

9:00 am to 10:00 am: Arrivals/Free play/Explore activities

10:00 to 10:15 am: Circle time/story time

10:15 am to 10:30 am: Snack

10:30 am to 11:30 am: Outdoor Free play/Explore activities and pickups

### **Group B daily schedule:**

9:00 am to 10:10 am: Arrivals/Free play/Explore activities

10:10 am to 10:30 am: Circle time

10:30 am to 10:45 am: Snack

10:45 am to noon: Outdoor Free play/Explore activities and pickups

### **Group C daily schedule:**

1:00 pm to 2:15 pm: Arrivals/Free play/Explore activities

2:15 pm to 2:45 pm: Circle time

2:45 pm to 3:00 pm: Snack

3:00 pm to 4:00 pm: Outdoor Free play/Explore activities and pickups

# CONTACT INFORMATION

BOARD OF DIRECTORS	STAFF MEMBERS
<b>President</b> Katie DeAnda (Group A) president@fpns.org	<b>Director</b> Jessica Miller director@fpns.org
<b>Vice President</b> Jessica Belanger (Group A) veep@fpns.org	<b>A Group Teachers</b> Bobbi Salem Stacy Gohman
<b>Treasurer</b> Amanda Barsley (Group B) treasurer@fpns.org	<b>B Group Teachers</b> Jessica Miller Stacy Gohman
<b>Secretary OPEN IN NOVEMBER</b> Prabhjot Kaur (Group C) secretary@fpns.org	<b>C Group Teacher</b> Kavitha Viswanathan Jessica Miller
<b>Fundraising Chair OPEN</b> fundraising@fpns.org	
<b>Social Media Chair (Group C)</b> Crista Lovis marketing@fpns.org	
<b><i>IF YOU ARE INTERESTED IN ANY OF VACANT BOARD POSITIONS, PLEASE CONTACT THE DIRECTOR OR THE BOARD PRESIDENT.</i></b>	

Board meetings are held at the school site or via Zoom every third Wednesday of each month from 7-9 pm. The Board discusses school business and makes decisions with the best interest of the school and students in mind. This is an adults-only meeting. To accommodate your presence, please inform the Board Secretary in advance if you would like to attend a meeting.

# General Overview of Participation Requirements

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Fremont Parents' Nursery School is run by parents, so your participation is required for the overall success of the school. The ideas, activities, and talents each parent brings to the school enriches our children's learning experience, and contributes to our overall sense of community.

## Financial Obligations

<p><u>Application Fee:</u> One time, non-refundable fee per student.</p>	<p>\$75.00</p>
<p><u>Performance Deposit:</u> This becomes active once the family is in attendance. A <u>written request for reimbursement</u> must be properly submitted with a 30 day notice in order to receive a full refund at the end of the school year. To qualify for roll over of funds or to obtain a pro rata refund, ALL participation responsibilities must be met. In addition, no refunds will be received if your family does not complete the school year's attendance and a written request is not received.</p>	<p>\$250.00</p>
<p><b>New Families:</b> A completed placement form, financial agreement, and early withdrawal procedure form must be submitted along with the following:</p> <ul style="list-style-type: none"> <li>- performance deposit</li> <li>- 10% of the annual tuition</li> <li>- \$75 per application form</li> </ul> <p><b>Returning families:</b> Secure class placement by submitting 10% of the annual tuition along with the completed placement form, financial agreement, and early withdrawal procedure form. <i>Payment received becomes <b>non-refundable</b> after 15 days from the date the application is submitted.</i></p>	

<p>Annual Tuition is paid in 3 installments. Payments received <b><i>after the 7<sup>th</sup></i></b> of September, December, and March are late.</p> <p><b><u>Late fee: \$30.00</u></b></p> <p>Sibling discount: \$250.00 credit per installment, applicable to the youngest child enrolled.</p>	<p>A Group: \$3,432.00 ( \$1,029.00/installment)  B Group: \$4,500.00 (\$1,350.00/installment)  C Group: \$5,280.00 (\$1,584.00/installment)</p>
<p><b><u>Membership Dues:</u></b></p> <hr/> <p><b><u>Supply Fee <i>per</i> child:</u></b>  Subject to annual review to match our value of thriftiness.</p>	<p>\$250.00 annually</p> <hr/> <p>A Group \$100.00  B Group \$125.00  C Group \$175.00 (includes Handwriting Without Tears supplies)</p>

**Returned checks.**

- A fee of \$25 will be charged for the first returned check. The check must be replaced within five (5) days.
- A fee of \$25 will be charged for the second returned check. The check must be replaced within five (5) days.
- Thereafter, payments must be made in cash or in the form of a cashier’s check.

If your tuition is in *arrears* (more than 2 weeks past the late fee date), your child may not return to class until arrangements for payment have been made. *Arrears*: a legal term for the part of a *debt* that is overdue after missing one or more required payments.

**Working Parents Program (WPP)**

If you are unable to fulfill the Classroom Work component of the Membership requirements, you may apply for the Working Parent Program (WPP). The annual fee for the WPP is \$1,450.00.

The number of WPP families in each class is dependent upon full enrollment and/or at the discretion of the class teachers and Director.

- A Group is at full enrollment with 12 children
- B Group is at full enrollment with 16 children
- C Group is at full enrollment with 16 children

All WPP families must be approved by the Board. The number of children enrolled could decrease based upon the covid restrictions requirement.

Please note that all membership requirements **must be fulfilled** (i.e., job position, fundraising requirements, maintenance hours, 3 parent education meetings). All parents in the WPP must attend class field trips with their children for safety and liability purposes. Parents who are enrolled in college or vocational pursuits must provide verification of their full-time student status. Please contact the Director to inquire about the Working Parents Program. Acceptance to the program is subject to joint approval by the Board of Directors and classroom teachers.

### Participation Responsibilities

Classroom Work:	A Parent/Guardian is required to work in the classroom once a week.
Parent Meetings:	<i>Mandatory attendance at three (3) adult-only evening meetings</i> during the year. Parent Orientation and two parent evening meetings. Families that join after at the end of January are required to attend 1 parent education meeting and observe 1 *webinar. Due to Covid-19, these meetings may be hosted via Zoom.
Job Responsibility:	Serve in an assigned parent participation job position or Board position for the year, performing all related duties.
Fundraising:	May consist of any hourly time commitment and/or donation according to the event. Silent Auction: Each family will be responsible for purchasing and/or selling 4 event tickets at \$60.00.
Maintenance:	Attend 2 maintenance days, typically held on the first Saturday of each month, from 9am -noon (adult-only) Total 6 hours per year.

### Work in the Classroom

All parents/family members working in the classroom **MUST** have all required medical forms on file, as required by Licensing, included in the Enrollment packet.

- A parent or a **designated** guardian participates in class one day a week per child. If you have multiple children enrolled, you must work multiple days. Arrive at least 5 minutes prior to class time on your assigned work day. Sign-in your child and yourself as a working parent on the clipboard near the entrance.
- Locate your assigned job card and read it carefully. Wear your job card all day for quick reference of your duties. Be ready to cover your assigned area promptly.
- All personal electronics must be turned off while you are working. Your full attention must be with the children.

## Finding a Substitute

If you are unable to work on your assigned day, you are responsible for providing a substitute by one of the following methods:

- Trade work days with another parent from your group (email or make other arrangements in person).
- Send a spouse or other immediate family member (with current Tdap, MMR, annual flu shot, and TB clearance on file).
- Obtain a paid substitute (another parent from your group) at \$50.00 per day.
- Keeping with COVID-19 guidelines, if a parent isn't able to help in the classroom they can meet with the Director/teacher of the classroom and provide help in other areas as discussed.
- Each parent should be available to substitute at least once a month.

If you have extenuating circumstances, you may utilize the same substitute for up to two consecutive weeks. After that time period, you will be required to apply for the Working Parent's Program. If you are unable to find a substitute, you must contact the school *before* the start of school that day or preferably a day before. You will be given information on how to make up your missed work day. If you do not make up for your missed day within two weeks, it is a "no-show."

## Work Day Tardiness

- **Up to 15 minutes late:** you must make up that time on a non work day at the discretion of the teacher.
- More than 15 minutes late and notifying the teacher: you must make up that time on a non-work day at the discretion of the teacher.
- **More than 15 minutes late** without advising the school: your tardy will be considered a no-show.
- Frequent **tardiness** will necessitate a review of your membership.

## No-Show

- First "no-show" will result in a required payment of \$25.00. In addition, you must make up your absence within two (2) weeks by completing additional work as discussed with the classroom teacher.
- Second "no-show" will result in a requirement payment of \$50.00. You will be placed on probation and the work day must still be made up within two weeks.
- Third, "no-show" will result in termination of your membership. Termination will follow any repeated failure to complete a missed work day.

## Pick Up Tardiness

It is best to not keep your child waiting. If you are more than 10 minutes late in picking up your child, you will be charged a **fee of \$1.00 per minute.**

If you are a working parent and have a designated pick-up person, please remind your pick-up person to check the sign-in/out counter and parent mailboxes daily for any class updates or information.

### **Siblings**

Per Licensing, siblings not enrolled at FPNS may only be at school during the short transitional period when parents drop-off and pick-up their enrolled child from school.

### **Parent Evening Meetings**

One parent per family is **required** to attend the three (3) evening meetings scheduled during the school year. In order to receive credit for attending a meeting, you must sign-in and stay until the end (usually 1-2 hours). These meetings are adult-only so please make proper child care arrangements. Remember, these meetings are mandatory as part of your co-op obligations. Please refer to your group class calendar for dates.

- The first meeting is the All School Orientation prior to the start of school.
- The second will be a parent ed night meeting that is open to topics, like child and community safety, nutrition, etc.
- The third will either be an individual class presentation by the teachers or an all school meeting around a specific topic.

If a family joins after the end of January, they are required to attend 1 parent education meeting and observe 2 webinars (can arrange with the Director) to fulfill their parent education requirements for the school year.

### **Job Responsibility (Yearlong)**

Each family will have the responsibility of overseeing the requirements of a specific job which contributes to the overall sense of community and maintenance of our school facility. Families will be advised of job choices and assigned to a specific task as able, by the Board Vice President. You will be responsible for ensuring this role is maintained throughout the school year. Each role is important and will be successful with your direction and motivation. A printed copy will be available during orientation.

### **Maintenance Parties (2 per year)**

Each family is required to fulfill two maintenance workdays per school year. Maintenance work involves the cleaning, repair, and upkeep of the campus—both indoors and outdoors. These maintenance hours can be fulfilled during frequently scheduled maintenance parties, typically held on the first Saturday of each month from 9:00 -12:00 P.M. or by special assignment.

### **Fundraising Responsibilities**

In addition to a job responsibility and maintenance hours, families will be asked to invest a specific amount of time towards our fundraising endeavors. Each family will be

responsible for the purchase and/or selling of 4 event tickets, for personal use or for guests. You will also be asked to procure a business donation, make up a gift basket, or make a monetary contribution towards the event. Ample time and notification will be given prior to ensure the achievement of our efforts; such events contribute towards our overall sense of community and contribute towards our visionary plans for the school.

## School Calendar

Trimesters	Time Frame
First Trimester	September 7th (first day of school) – November 30th
Second Trimester	December 1st – February 28th
Third Trimester	March 1st – June 10(last day of school)

## Health & Safety

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### Immunizations

According to new State mandates, all *children* admitted to our school are required to have a current and up-to-date immunization record on file prior to enrollment, or have a signed exemption letter from the child's physician. Personal and religious exemptions are no longer accepted as per Senate Bill SB 277 effective January 1, 2016.

New State Licensing Regulations for *adults* under law SB 792, require that all employees and volunteers in a classroom provide evidence of having received a vaccination for Measles, Pertussis, and TB. Please submit verification of a yearly flu shot (given between August and December of the current school year).

### Covid Safety guidelines at FPNS.

Please note, we are following CDC recommendations. The information below may change prior to and during the school year

We encourage all parents and staff to take everyday preventive actions:

- Adults and children must wash hands upon entering the school and follow CDC Handwashing Guidelines
- Daily Temperature checks at drop off.
- Children, staff and families must stay home when experiencing a cough, cold or fever like symptoms or if anyone else in their household is experiencing such symptoms.
- Remain at home until fever has been gone for at least 72 hours without the use of fever-reducing medicines.

- Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
- If you or someone you are in contact with develops COVID -19, please inform the Director immediately and isolate yourself for at least 10 days and till the fever subsides without taking medicine, for at least 72 hours. We would require a negative covid test for when you return back to school.
- Please provide advanced notice if you have plans to travel and follow all local restrictions and CDC guidelines for when you return to school.
- If your child develops fever or is unwell at school, we will inform the local licensing and health department and take the necessary precautions and isolate the child and inform you to please come pick your child in about 30 minutes.
- Parents enrolling will sign a covid waiver form.

Use “respiratory etiquette”.

- Cover cough with a tissue or sleeve. See CDC’s Cover Your Cough page.
- Provide adequate supplies within easy reach, including tissues and no-touch trash cans.
- Wash hands frequently. Our staff will remind children and all adults to wash hands frequently and for 20 seconds each time.
- Our staff will be trained to routinely clean frequently touched surfaces and toys.
- Separate sick children, and staff from others until they can go home.
- We require all staff, children over the age of 2 years and adults to wear masks at all times and daily at school.

### **Air Quality (wildfire smoke):**

Wildfire season in California is having a growing impact on air quality in Fremont. During this time, the Director will check the air quality forecast on AirNow.gov for Fremont (<https://www.airnow.gov/?city=Fremont&state=CA&country=USA>) one hour before the start of classes.

- If the air quality index (AQI) is less than 100 for the day, school can continue as normal.
- If the AQI is less than 150, class can continue inside only, with all doors and windows closed, and an air purifier running.
- If the AQI exceeds 150, class should be canceled.
- The director and teacher will email and text message all parents to inform them of the school closure as soon as possible.
- If class is canceled for more than three days, a 30-minute virtual circle time will be held during the first thirty minutes of the normal class time until it is safe to return to the classroom.

### **Emergency/Disaster Procedures**

In case of an emergency or disaster, we will proceed by following the procedure listed on each job card, posted throughout the classroom, and documented in our red emergency binder. Each family will be asked to provide an emergency supply bag for their child with

specific contents, which is stored in our disaster storage area with other emergency supplies. Emergency supply kits will be held at school for up to 6 months after a family leaves the school, and after that, unclaimed kits will be donated. Emergency drills will be conducted *every 3rd week of each month* beginning in October. Drills will be conducted on different days of the week to ensure everyone is familiar with our safety plan and procedures. Teachers will practice drills so that children know what to do in case of an emergency.

\* Lockdown Communication Procedure is currently being drafted in collaboration with Oliveira Elementary and Fremont Police Department.

### **Illnesses**

In order to maintain a healthy environment for all our members, parents or children who have colds or are ill are advised to refrain from coming to school. Children may return to school once they are fever-free for 72 hours *without the administering of fever reducing medications*, and all other symptoms of illness have ceased. Notify the school if your child has been exposed to a communicable disease (refer to later pages for a list of common diseases).

Aligned with inferred consent, CPR will be administered and EMS will be called in to assist. Anything thereafter will be at your discretion.

### **Daily Health Check**

Teachers will greet parents and children every day and do a visual health assessment of each child. At this time, parents can also offer information regarding their child's sleep or eating patterns or relay any anecdotal information that may relate to their child's overall well being. After being admitted, parents must sign their child in on the daily sign-in sheet. Should any health concerns develop throughout the school day, parents will be contacted by a staff member.

### **Use of Medication at School**

If your child has a medical condition that requires medication during the school day, you and your child's physician must complete a Centrally Stored Medication and Destruction Record form, and Consent for Administration Form. All medication must be in its **original packaging** and clearly labeled as prescribed for your child's use. All medication should be given directly to the teacher and must not be accessible to other children.

### **Shared Use or Common Items (Medical and Non-Medical)**

To prevent accidental allergen exposure and prevent medical emergencies, families are not allowed to share medical and non-medical materials. These are, but not limited to: Sunscreens, pain relievers, prescription medicines, OTC medicines.

### **Lead Testing**

A law signed by Governor Jerry Brown states that effective January 1, 2019, all child care providers, upon enrolling or re-enrolling any child, must provide the parent or guardian with written information including: risks and effects of lead exposure, blood lead

testing recommendations and requirements, and options for obtaining blood lead testing, including any programs that offer free or discounted tests

Beginning in 2022, we will be required to test our water for lead contamination every 5 years (unless in a building constructed after 2010). The first testing must be between 2021 and 2023. As per the current waiver # Pin\_20-01-CCP (1)(PINs) [Child Care Licensing Program \(CCLP\) - California ...](#) The testing window is moved ahead to 2021-2023.

### **Medical Incidental Service Policies**

Children who may require the following medical services are entrusted to our school's care by a signed mutual agreement and consent.

#### **Blood-Glucose Monitoring for Diabetic Children**

- Our staff may perform Blood-Glucose Monitoring with written permission from the parent or authorized representative.
- Universal precautions will be followed and posted on site.
- The test must be registered and approved by the Food and Drug Administration and sold without a prescription.
- Written instructions for administration must be obtained in writing from the child's physician or designee to ensure compliance, accurate results, and follow through actions. The physician's phone number and parent's contact information will be kept on file.
- Results of the test will be shared with the parent or authorized representative.

#### **Administering Inhaled Medication**

Medication prescribed for the child to control lung-related illnesses, including local held nebulizers, may be administered by the staff in accordance to individual instruction provided by the parents or guardian.

#### **EpiPen Jr. and EpiPen**

Our staff has been trained in medical emergencies and may administer the EpiPen Jr. Auto-Injector or the EpiPen Auto Injector as prescribed by a child's physician. Such emergencies may occur from insect stings or bites, foods, drugs or other allergens, in addition to idiopathic or exercise-induced anaphylaxis.

EpiPens will be stored at the school in the First Aid cabinet in the kitchen and will be used in accordance with the directions and as prescribed by a physician for the individual child. Each EpiPen must contain the child's name and the physician's instructions for use and must be in its **original packaging**.

After usage, a parent /authorized guardian will be notified, and 911 called as dictated by the parent.

#### **Prescription Medications**

Our staff may administer physician-prescribed medication in accordance with the labeled directions and with written approval from the child's parent/ authorized representative. All medication must be in its **original packaging**.

### **Non-prescription Medications**

Our staff will defer to the individual parent for the administration of non-prescription medications to their own child.

### **First Aid Supplies**

Our first-aid supplies are stored out of reach and access to the children in the kitchen cabinet directly over the craft sink.

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## **Flu and Communicable Disease Policy**

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The following flu policies are based on the recommendations of the Centers for Disease Control. Please read and abide by them for the health and safety of all FPNS members and the greater community.

- Practices for children and adults to minimize transmission of flu and other viruses at preschool:
- Wash hands, upon entry to the school, before eating, handling food, after outside time, after using tissues, or sneezing/coughing into hands.
- Teach children to cough/sneeze into the upper sleeve.
- Children who feel warm to the touch may be checked with a forehead thermometer. If their temperature exceeds 100 degrees, they will be segregated until a guardian arrives to bring them home.
- When should my child stay home from school?
- Your child should NOT come to school if he/she, you, or anyone in your household is sick with flu or flu-like symptoms. Try to find a substitute to cover your work day(s). If you can't find a replacement, DO NOT come to school. Contact your child's teacher to let them know about the situation.
- People sick with a flu-like illness (fever plus cough or sore throat and other symptoms) should stay home and minimize contact with others for at least 7 days after their symptoms begin or until they have been symptom-free (without the need of medication) for 24 hours, whichever is longer. Even if they feel better after fewer than 7 days, they can still be contagious.
- If any household member is sick with a flu-like illness, keep children at home for 5 days from when the household member became sick and monitor symptoms during that time.

The following communicable diseases **must** be reported to the school immediately.

<b>DISEASE</b>	<b>REQUIREMENT FOR RE-ADMISSION</b>
CHICKEN POX (3 weeks)	Stay home for five (5) days <i>and</i> until skin blisters are scabbed.
Conjunctivitis otherwise known as PINK EYE (3 days)	May not return until eyes are clear <i>and</i> there is no discharge at corners of eyes.
FEVER	Stay home at least 24 hours after the fever has subsided.
HAND, FOOT, MOUTH DISEASE	Remain out of school for a full week.
HEPATITIS A (4-5 weeks)	Remain home until one week after the appearance of jaundice.
IMPETIGO (3 days)	Stay home after treatment <i>and</i> sores are cleared off skin.
INFLUENZA (3 days)	Must have NO symptoms.
MEASLES (Rubella) (2 weeks)	May return five (5) days after the onset of rash.
MENINGITIS (2 weeks)	May return 48 hours after the start of treatment.
MONONUCLEOSIS (6 weeks)	Must have NO symptoms.
MUMPS (3 weeks)	May return nine (9) days after onset of symptoms.
HEAD LICE	Stay home five (5) days <i>and</i> until nits (egg pockets) are cleared completely from hair.
PINWORMS	Need a doctor's release form to return to school.
RINGWORM (2 weeks)	Stay home until the infected area disappears.
SCABIES	Proof of treatment required by a doctor.
SLAP CHEEK (4-20 days)	Stay out of school until symptoms disappear. Pregnant women exposed should consult a physician.
STREPTOCOCCAL INFECTION "STREP THROAT" including SCARLET FEVER (3 days)	May return 24 hours after treatment <i>and</i> no symptoms remain.
WHOOPING COUGH (3 weeks)	Must have no symptoms <i>and</i> a doctor's release.

These requirements are in place for the health and safety of all our students and families. If your child shows symptoms of any of the above diseases, you will be asked to

pick up your child immediately, and in some instances, asked to have your child examined by a physician as a precautionary measure. If you have any questions regarding the above information, please contact the Director.

## **FPNS Special Needs Policy**

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There are two types of categories which define a special needs case: those families who know in advance of applying to FPNS that their child/ren have special needs, and those children enrolled in the school whose special needs become apparent during the school year. In these two situations, the following procedures and guidelines will be followed:

- There will be an initial meeting with the director/teachers of the program prior to enrollment.
- The parent or teachers will clearly define the special needs of the child.
- The parents and staff will discuss how to accommodate these needs.
- The staff and parents will formulate a plan to meet the child's needs and this must be agreed upon by both parties.
- The details of the meeting will be documented. A plan will clearly be outlined, indicating both parent and staff responsibilities to meet the needs of the child, and to ensure that the teachers can reasonably accommodate the child and provide a conducive learning environment for all children.
- The Director will review the findings of this meeting and enroll the child, or if already enrolled, ensure that enrollment may be maintained within the provisions of the plan.
- A copy of the agreed upon plan will be given to the parents, and a copy will be retained in the child's school file for reference by the staff.
- After one month's time period, the parents and staff will reconvene to review the plan.
- Should the plan prove to be insufficient at any time, the parents and the teachers will meet to re-evaluate and re-adjust the plan accordingly.
- If the child moves from one class group to another, the parents will meet with those teachers to review the status of their child and to confirm that the staff can accommodate their needs.
- Should FPNS determine that the school cannot/no longer is able to meet the needs of the child, the parents will be asked to withdraw their child from our program.

We make every effort to include children who have special needs in our programs. Parents however, do need to know that the onus of that is their responsibility. The staff is responsible for creating and running a program for all the children in it. They will accommodate children who have special needs only to the extent that it does not fundamentally alter the class program.

### **FPNS Special Needs Protocol:**

This will be followed in the event that a teacher or staff member of Fremont Parents'

Nursery School notices physical, emotional, behavioral, or learning differences in a child who is enrolled at our school.

If a teacher or staff member notices possible atypical development at the beginning of the school year or when a child first starts school, they must give the child a chance to assimilate to the classroom and the school routines (at least 10 school days for B and C Groups and 1 month for A Group) before they begin their formal observations.

After the child is given a chance to familiarize themselves with the school environment, and the possible atypical development is still present, the child will be observed for 3 consecutive weeks. The observations can be conducted by teachers, Director, and other staff members. While the child is being observed, the observer will reference developmental milestones for that child's particular age and keep track of what milestones they do and do not meet. The observation notes will give teachers and staff sufficient documentation to give to the child's parents when they present their findings.

After the 3 week observation period, and it is clear that the atypical development may still be present, the parents will be sent an email to set up a meeting to discuss the concerns. The initial email will be based upon a standardized template: date which the teacher was first aware of the potential concern/time period given to allow the child to adjust to class/observation period and pattern observed that teachers and staff want to discuss with parents.

During the meeting with parents, teachers and staff will present their observations and documentation. It is hoped that this information will encourage the child's parents to obtain a formal evaluation by a medical professional. If a formal diagnosis is given, the parents and teachers will meet to create a plan to meet the child's needs, and this must be agreed upon by both parties. Some parents may not be receptive or in agreement with our school's observations, and if they are not willing to have a medical professional evaluate their child, and their child's behavior(s) continues to fundamentally alter the classroom, the school's Special Needs Policy applies ("Should FPNS determine that the school cannot/no longer is able to meet the needs of the child, the parents will be asked to withdraw their child from our program"). Teachers and staff will look into child specific options in the classroom to assist the child, but the school is only equipped and able to help to a certain point.

## **Classroom Guidelines**

### Maximizing Your Presence in the Classroom

- You are welcome in this space, BE YOURSELF!
- SHOW UP and BE PRESENT; it is expected that adults keep lengthy conversations with other adults to a minimum. This best practice must be followed during field trip outings with the class as well.
- Stay in the area you are assigned and be aware of what every child under your supervision is doing. You must be able to see all students in your designated area at all times.
- Experiential processing is the main focus, not the end product. This is especially true for children 2- 3.5 years old. Take the child's lead for their work, ask the child

- if they wish to have her name written on her work; if they do, have the child take the time to either spell their name out and/or watch your hand move as you write their name in print.
- Children can get lost in their imagination or task at hand and we shouldn't interrupt their flow. Observe children's play, many times watching silently gives way to understanding their thought-processing and can assist adults in asking appropriate prompts to extend the play. A list of open-ended questions is posted in the classroom for reference.
  - When children seem to behave rowdily, begin to whisper and move slowly in order to change the pace.
  - Watch the quality of play and be alert to prevent destructive or over-stimulating play.
  - Respect each child as an individual. Be courteous as you would be to an adult.
  - In talking to children, speak concretely. Make each word count. Be sure you have their attention and use a pleasant tone. Sit on a low chair or kneel at their level.
  - Do not hesitate to verbally correct a child in an appropriate manner when his/her parent is present. A word from you may well be more effective than from his/her parent.

### **Biting Incidents**

Children who are still in the early stages of language development, may respond/revert to biting to express anger or feelings of frustration. A preschooler may also bite to get attention or to act in self-defense.

#### Biting Protocol:

The biter and bitee will be immediately separated. Parents of those involved will be notified and will have to sign an incident report for documentation. If the child bites for the second time that day, the parents will be asked to pick up their child from school. The child will not be able to return to school **until** a date is set up to meet with the Lead Teacher and the Director. The goal is to closely observe what is causing the behavior and to come up with a *plan of action* to help guide and support the child throughout the process of learning acceptable ways to express strong feelings. As always, matters like this will be addressed with great care and sensitivity.

### **General Safety Rules**

- Dress your child in comfortable play clothes that can get dirty, and closed-toe shoes suitable for climbing or running (sandals must have heel straps, EVA foam or rubber clogs e.g. Crocs are not advisable). Clothes that promote self-help skills are essential and also help facilitate trips to the bathroom.
- Always supervise your work area, and keep alert. No cell phones should be *in use* during school time for the purpose of phone calls, text messaging, and/or emailing. Excessive use of smart phones as cameras is distracting and must be used with discretion. If there is an emergency that requires phone communication, inform the class teachers. Offenses against these rules will result in a family being subject to the Performance Improvement Procedure.
- Adult Only areas include; the kitchen, office, and adult restroom.

- **Only** teachers or a child's parent may attend to a child in the child's bathroom.
- While outside in the yard, remind children to keep sand and rocks on the ground. Remove any potential objects that might become a safety issue. Report equipment problems to the teacher.

### **Discipline**

Every child will be treated with dignity at FPNS. We want all students to be healthy, happy, and safe. We recognize that many preschoolers exhibit aggressive behavior occasionally, and it is part of our goal to teach children to express themselves in a more appropriate manner. Methods that may lead to loss of self-respect will not be used, nor will corporal punishment ever be inflicted. Redirection and alternative choices are presented when there might be a conflict (eg: two children wanting to play with the same toy). We encourage children to discuss their feelings and practice problem-solving techniques with them that they find helpful.

As a parent, if you notice what you believe to be excessive or unusual aggressive behavior, it is your role to **solely** speak with one of the teachers to make sure he/she is aware of your observation. *Discussing such observations outside of the proper circuit is inflammatory and counter productive.* Appropriate steps by our professional staff will be taken to address any immediate behavior and to ensure that the families involved will be confidentially informed of negative interactions that may have transpired between one or more children. Any subsequent plan or course of action will be discussed privately between the involved parents and staff.

Breach of personal rights of children/individuals and confidentiality are subject to review by the administration and Board, and may be used as grounds for dissolving membership.

### **Child Abuse Prevention Policy**

During school hours, no parent should spend time alone with children other than his/her own. Furthermore, an adult should never be alone with a child behind a closed door (adult bathroom, office, in class while everyone is outside during playtime). During outside play time, a child may need to wash their hands or use the restroom. You must inform the teacher or associate teacher to escort the child into the classroom. If you have a concern with an individual, adult or child, please contact the teacher or Director **immediately** so the matter can be addressed.

All employees of FPNS are Mandated Reporters and well informed of their responsibilities to report child abuse to our Licensing Agency and the child protective service agency.

It is illegal in the state of California (please review CA Vehicle Code 15620, Kaitlyn's Law) to leave a child 6 years and under unattended in motor vehicles. In addition, FPNS teachers/ Director are also required to report any incidents of unsecured child/ren in caregivers' vehicles to the appropriate authorities.

## **Field Trips**

All FPNS classes attend local field trips as part of their class curriculum. The amount of field trips vary among classes and families will be given adequate notice of field trip dates by the teacher. Field trips will be held within a 25 mile radius of the school and anything further will be voted on by the class group. Parents must attend field trips with their children for liability purposes. Parents in the Working Parent Program are still required to attend field trips with their children. Field trips are optional and children are not required to attend, but no refunds are given for a class missed because a child does not attend the field trip.

## **Rights of Licensing Agency**

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The Department of Licensing Agency shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children, or any staff member; and for the examination of all records relating to the operation of the facility. The Department of Licensing Agency shall have the authority to observe the physical condition of the child/ren, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child/ren.

## **Leave of Absence**

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**CASE A:** Parents who take children out of school for extended periods of time must continue their tuition payments and must fill out a Status Change Form. If you experience a family hardship during the year, please contact the Director to discuss options that may be available to you.

Additional information concerning leaves of absence is noted below.

**CASE B:** Contact the Director in the event you or your child needs a leave of absence due to maternity, medical reasons, family emergency, etc. To take a leave, you will need to complete a Status Change Form (available online at [www.fpns.org](http://www.fpns.org) or from the Office). You will be exempt from classroom participation, parent job, and parent evening meetings for the duration of your leave. Tuition, fundraising, and maintenance obligations remain unchanged. Once your leave has ended, you will again be responsible for fulfilling your class and job obligations. If necessary, an immediate family member with cleared immunization verification on file (TB test, Measles, Pertussis and Flu shot) can provide coverage on your work day.

- Maternity/Paternity leave from nursery school work day obligations, parent job, and parent education meetings are granted for six (6) consecutive weeks from the date of delivery or adoption, including holidays. Your child may attend school during your leave.
- Requests for medical leave must be accompanied by a doctor's note.
- Bereavement leaves are granted for one week.
- Tuition must be paid to maintain enrollment during a leave of absence.
- Please note: vacation is NOT cause for a Leave of Absence.

### **Extended Vacation Policy**

If your family plans to take a vacation of four (4) weeks or less, you are responsible to continue your tuition and find replacements for your classroom workday(s). If you miss more than one workday due to vacation, you need to fill out a **Vacation Form** and return it to the Office. In accordance with the school's Performance Obligations, families are responsible for finding and securing work day substitutes when they go on vacations. This can be fulfilled by trading work days with another parent from your group or by paying a substitute \$50 per work day. This must be arranged **before** you leave for your vacation.

If your family intends to be gone for more than four (4) weeks, please contact the Board with your specific situation. If no notice is given for vacations longer than four weeks, your child's placement, along with any fees may be relinquished.

### **Performance Improvement Process**

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A family may be placed into the performance improvement category for any of the following reasons at the discretion of the Board of Directors:

- The family is habitually late on her/his work day (3 or more tardies in a month) and has not attempted to make up the time.
- The family has missed work days (no-shows) and has not attempted to make up the time.
- The family fails to do their year-long job responsibility.
- The family has not attended the parent evening meetings.
- The family fails to perform the six (6) hours of maintenance obligation.
- The family fails to contribute towards the fundraising obligations.
- The family has neglected to pay tuition.

The family will be given written notice of their status with a description of next steps. A family that does not complete the membership requirements or the steps necessary to improve their performance by the end of the year, must appeal to the Board of Directors for future admittance with probationary status. If the appeal is granted, a new performance deposit will be required. A member on probation may not hold a board position and may not vote on school issues. Board members placed on probation must relinquish that position.

### **Mutual Respect Policy**

We preserve the integrity of our relationships by respecting the privacy of every family. This means we place a high value on confidentiality. We are counting on you to only share stories that involve you and your family firsthand. Refrain from unconstrained, casual conversation about others. Gossip and similar behaviors will not be tolerated. In the event that a parent purposely denigrates this relationship, whether by raising toxicity, acting in a disrespectful, dismissive or condescending manner, or is deemed to be in violation of any of the rules set forth in the Parent Handbook or FPNS Bylaws, such parent will be subject to review and reprimand.

The successive steps for review and reprimand are as follows:

1. Verbal warning as administered by the Director, confirming to the transgressor that they are now on step one of a behavioral review.
2. Written warning, administered by the Director, with approval from the Board.
3. Written summary and behavioral review by the Director, which will then be presented to the staff and Board to decide whether termination of membership is warranted due to the state of the relationship. The Director and staff involved must make the termination recommendation to the Board, for the Board's final vote.

## **Withdrawal of Membership**

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### **Voluntary Termination**

If a family requests withdrawal from FPNS, the following requirements must be met:

- Notice of intent to resign must be given in writing to the school 30 days prior to the date of resignation. We ask that you contact and notify the Director and school only. Please explain reasons for withdrawal.
- Families have 30 days to assure any and all outstanding balances owed to FPNS including tuition, late fees, etc. Tuition must be paid in full for the trimester. Performance deposits are NOT refunded when withdrawing during the school year.
- Notify the Vice President that you will be leaving and vacating your parent job.
- All school property must be returned (e.g. library books, keys, files, etc.). Your child's emergency kit will be returned on their last day of school.

A **full refund** of membership dues and fees (class supply fee and performance deposit) **shall only be applied to terminations made within the first two weeks of the school year (or based on the child's start date)**. The refund of your first installment (made within the first two weeks of the child's start date) will be prorated for the number of days that the child attended school.

### **Involuntary Termination:**

Membership may be canceled by decision of the Board of Directors, but only for good cause. One or more of the following must be shown:

- The family failed to fulfill obligations as stated in the Placement Form signed upon enrollment or has chronically ignored the rules and regulations stated in the Parents' Handbook.
- The parent has three "no shows" on his/her workday, has not made up a "no show" within the allocated two-week period or is habitually late on his/her workday.
- The parent failed to pay any fee imposed upon the member under the provisions of the Parents' Handbook within a reasonable period after such fees are due.
- The child or parent failed to adjust to the cooperative nursery school culture.

## Available Resources

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The following resources are available to every member of the Fremont Parents' Nursery School:

- Parent Education library and Children's library – books may be checked out for 2 weeks.
- Epic! Virtual Library Access - to request access, please email [director@fpns.org](mailto:director@fpns.org).
- Suggestions and Evaluations – all members are encouraged to make suggestions and exchange ideas. Suggestions may be brought to the Director or teacher's attention, personally or via email, or placed into the Comment Box adjacent to the office. Please complete all evaluations and surveys in a timely manner when asked to do so.

## Food Allergies, Dietary Restrictions and Medical Considerations

We are a PEANUT AND NUT FREE SCHOOL! Any religious or other dietary restrictions should be discussed with the Teacher/Director. The child's name will be posted on the allergy list along with the food items in question and the appropriate action to be taken with respect to those foods. In the case of allergies or other serious medical conditions:

- The parent is to provide a note from the child's physician describing the child's specific food allergy(s) or medical condition (e.g. asthma, epilepsy) and describing a plan of action to be taken in case of emergency.
- FPNS can provide a form detailing the information we need to have in case of emergency.
- A copy of emergency information is to be placed in the child's file and in the first aid box.
- If the allergy or medical condition is potentially life threatening, the parent must supply any emergency medication and make sure the outdated medication is replaced.
- Parents must also sign release forms in order for staff members to administer medication.
- Medications and instructions should be clearly marked with the child's name and stored in their original **packaging** in the First Aid cabinet located in the kitchen.

## HEALTHY SNACK GUIDE

Please provide a healthy snack for your child each day. Please bring food selections from two (2) food groups that are nutritious and minimize sugar contents. Be careful about choking hazards, particularly for our youngest children.

HEALTHY AND APPROPRIATE SNACK PARAMETERS ARE TO BE DETERMINED BY POTENTIAL CLASS ALLERGIES

**It is VITAL that you check the food allergy/restriction list in the kitchen!** Please adapt your choices accordingly.

Filtered water is always provided. **Please provide your child/ren with their own**

**labeled water bottles.** Plates, bowls, cups, utensils, and serving trays are available and are washed daily.

### **Birthday Celebrations**

In keeping with our nutritious snack policy, we ask that no cookies, candies, donuts, or cupcakes be brought in to be served at school. As an alternative, children may share their special day with their classmates by bringing in stickers, small tokens, etc, that will be given out at our closing circle time. You may also provide a book for our library from the teacher's list.

**We appreciate your participation and look forward to a remarkable year with the children and your family!**

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**Items included in this handbook are subject to revision to serve the mission, vision, and values upheld by FPNS.**