



Fremont Parents' Nursery School 2024-2025 Parent Handbook

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
director@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 nondiscrimination 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 a unique individual who grows and develops 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 creating 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, a 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 connect with other families.

Established in 1961

Since 1961, FPNS has been a play-based preschool, continually reinventing ways to encourage children to explore. The adults in our community strive to meet the interests and needs of the children we serve. We are dedicated to providing a safe, nurturing, and developmentally appropriate environment for children and families.

Our Classes

Group A Daily Schedule, Monday-Thursday 9:00 am - 12:00 pm

9:00 am to 9:30 am: Arrivals/Free play/Explore activities

9:30 am to 9:45 am: Welcome Circle

9:45 am to 11:45: Outdoor Free play/Explore activities

11:45- 12:00: Closing Circle

Children have snacks when they are hungry. The last call for snacks is at 11:30 am.

Group B Daily Schedule, Monday-Thursday 12:30 - 3:30pm

12:30 pm to 1pm: Arrivals/Free play/Explore activities

1pm to 1:20pm: Welcome Circle

1:20 am to 3:pm: Outdoor Free play/Explore activities

3pm- 3:30: Closing Circle

Children have snacks when they are hungry. The last call for snacks is at 2:30 pm.

Groups A and B Welcome Children Ages 2 to 5 Years Old

Age: The child must be 2 years of age by September 1 to qualify for fall enrollment. Children that turn 2 years old after September 1st will be considered for enrollment based on enrollment capacity and at the director's discretion.

Parent Participation: Parents volunteer once a week per child enrolled in the school.

Session overview: We believe that each child is unique, they develop at their own pace and through their understanding of the environment . We believe 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. We get messy, we have fun and we are constantly learning!

Developmental Skills Practiced During Play for Each Age Group

Children ages 2-3 years old

As children attend our program regularly and gain experience, children learn new vocabulary words, how to recognize shapes, count, differentiate, tell stories, build and play with peers, speaking in complete sentences, exploring abstract concepts and using logical/critical thinking. Mixed ages in the classroom supports the learning of younger children by inspiring and challenging them to take reasonable risks and try new things!

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

reading skills. Child led activities combined with parent/teacher observation and interaction inspire a natural curiosity for learning all of the above.

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.

Children ages 4-5 years old

As our children gain knowledge they become more aware of themselves and others. 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, and 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. Mixed ages in the classroom encourages older children to develop and strengthen their capacity for empathy, compassion and leadership, supporting lifelong learning!

Cognitive— Acquiring knowledge, language, vocabulary, logical reasoning, and pre-reading skills. Language skills, logical thinking, interacting with open-ended materials. Identifying rhyming words, differentiating shapes, colors, writing skills, and simple sentences,

Social— Learning to interact with others through cooperative play, forming friendships, learning to play as a team player, empathy, problem-solving, symbolic play, and dramatic play with imagination.

Physical— Motor skills, musical movement, fine motor skills, and hand to eye coordination through many open play activities, to encourage spatial awareness. Building and constructing, spatial awareness, riding bikes, jumping, running, stacking, carrying and developing motor skills.

Emotional— Dealing with positive and negative emotions, expression of emotions, control of emotions. dealing with different emotions and behaviors, developing self-control, sharing and understanding peer relations.

Contact Information

FPNS BOARD OF DIRECTORS & STAFF	
President Alexandra Tataru and Carrie Williams president@fpns.org	Executive Director Stacy Gohman director@fpns.org
Vice President Allison Pentecost veep@fpns.org	Secretary Abbie Neff secretary@fpns.org
Treasurer Paul Phipps treasurer@fpns.org	Maintenance Chair William Averill maintenance@fons.org
Fundraising Chair Abbie Neff fundraising@fpns.org	Membership Coordinator Joyce Weng membership@fpns.org
Social Media Chair Tomomi Emori marketing@fpns.org	Social Chair Ina Swain social@fpns.org
Lead Teacher Kavitha Viswanathan k_viswanathan@fpns.org	Assistant Teacher Crystal Powers c_powers@fpns.org
Group A Representative Juliette Phipps juliette_p@fpns.org	Group B Representative TBD

IF YOU ARE INTERESTED IN ANY OF VACANT BOARD POSITIONS, PLEASE CONTACT THE DIRECTOR OR THE BOARD PRESIDENT.

Board meetings are held at the school site or via Zoom every third Wednesday of each month from 6-8 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

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

Financial Obligations

Fees	Check
<u>Application Fee</u> : One-time, non-refundable fee per family.	\$75.00
<u>Membership Dues</u> : Paid annually per family	\$250.00
<u>Annual Tuition</u> is paid in 3 installments. -Sept 1st -Dec 1st -March 1st Payments received after the 7th of September, December, and March are late. <u>Late fee</u> : \$30.00 Sibling discount: \$250.00 credit per installment, applicable to the youngest child enrolled.	\$1760.00
<u>Supply fee</u> : This fee is paid per child for the academic school year. <u>Performance Deposit</u> : Paid annually per family. This becomes active once the family is in attendance. To qualify for roll over of funds or to obtain a performance deposit refund ALL participation responsibilities must be met. If ALL Participation Responsibilities are not met you will forfeit your entire performance deposit. (See Participation Responsibilities below)	\$200.00 \$250
<u>Fundraising</u> : \$250 per family. Multiple fundraising events will be offered throughout the year.	\$250

School Calendar

Trimesters	Time Frame
First Trimester	September 5th (first day of school) – November 30th
Second Trimester	December 1st – February 28th
Third Trimester	March 1st – May 30th (last day of school)

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.

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 fee per trimester (in addition to tuition) for the WPP is \$667.00.

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

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.

Please note that all membership requirements **must be fulfilled** (i.e., job position, fundraising requirements, maintenance hours, and 10 hours of parent education). All parents in the WPP can either attend class field trips or make arrangements with another family to care for and supervise their child on field trips. We request that families take responsibility for no more than one additional child from another family while on field trips.

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. Arriving 10 minutes before class begins and stays 10 minutes after dismissal. Exceptions to classroom work are given to families on the Working Parents
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	Program or the Postpartum Program.
Parent Meetings:	Each Family is required to complete a minimum of 10 parent ed hours during the school year. We will provide several opportunities to fulfill this requirement including some mandatory meetings listed below. Exceptions to parent meetings are given to families on the Postpartum Program. You will be required to attend 7 parent ed hours. Families that join FPNS after Dec 31st are required to attend 5 hours of parent ed.
Parent Job:	Serve in an assigned parent participation job position or Board position for the year, performing all related duties.
Fundraising:	\$250 per family. Multiple fundraising events will be offered throughout the year. May consist of an hourly time commitment and donation according to the event.
Maintenance:	Attend 3 maintenance days, typically held on the first Saturday of each month, from 9am -11am (adult-only) Total 6 hours per year. Exceptions to maintenance are given to families on the Postpartum Program for 12 weeks and Executive Board members.

Sign in and out

Children must be signed in upon arrival at school. The person dropping the child off must sign their full legal name. Children must be signed out, again with a full name, prior to leaving the school. Only those persons authorized by the child's parents/guardians will be allowed to sign a child out. A child who is leaving school, but will be returning the same day, must be signed in/out each time.

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

- A parent or family member participates in class one day a week per child. If you have multiple children enrolled, you must work multiple days. Arrive 10 minutes prior to class time on your assigned workday and stay 10 minutes for talk time with the teacher after class.
- You will be asked to provide an activity on your workday. If you need supplies that are not at school please notify the director 10 days in advance and she can purchase supplies for you. Remember... process, not product!
- 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.
- Cell Phone usage: Supervision is our primary focus. Please refrain from using your cell phone while at school. The floater, the director and the teacher are

authorized to be on their phones, taking pictures, answering calls and handling other co-op business. All other adults must be exclusively supervising 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 at \$50.00 per day. make the ask to your group first, then reach out to the other group if no one responds.

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 workday.

Hiring a Nanny

If a family would like to hire and send a nanny to cover their work day, they are required to purchase and supply a certificate of insurance to the school.

The family will need to purchase a workers compensation policy (not for a resident employee) with the following min coverages: \$1,000,000 each accident; \$1,000,000, bodily injury; disease policy limit & \$1,000,000 for each employed nanny or paid family worker.

Work Day Tardiness

- **10 or more minutes late, with proper notification of staff:** you must make up that time on a non-work day at the discretion of the teacher and the Director within 2 weeks of the original date.
- **More than 10 minutes late** without advising the school: your tardy will be considered a no-show.
- Frequent **tardiness (more than 1 time per month)** will necessitate a review of your membership.

No-Show

A “no-show” means that you have not shown up for our workday and you have not

contacted the director. This will result in the termination of your enrollment. We count on your attendance in the classroom.

- 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** paid directly to the teacher on duty. We will call one or both parents to inquire about pick-up.

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. Consider adding parents from FPNS to your emergency form in case you will be late. They can sign your child out, play out in front until you arrive and you can avoid a late fee.

Drop-in Option (Ages 2 through start of 1st grade) for Alumni & Siblings

The drop-in option is for children who are eligible to enroll but are not currently enrolled at FPNS. This applies to children starting from age 2 and ending when the child is eligible to start 1st grade. This program is only for alumni or siblings and eliminates the sibling waiver for age eligible children.

We would like to offer a drop-in option for families based on the following criteria:

- The drop-in family agrees to pay \$50 per day to stay with their child the entire time they are on campus (for up to 3 hours).
- The drop-in family agrees to contact the director and give as much notice as possible. Day of notice may be acceptable.
- The drop-in family agrees to stay at FPNS with their child and as a working parent on drop-in days.
- The drop-in family agrees to receive group emails to stay informed of school activities, field trips, etc.
- The drop-in family agrees to pay all invoices weekly as received.
- The drop-in family agrees to keep all required paperwork updated and send updated medical information and vaccinations as necessary.

- The drop-in family agrees to provide a snack and water for their child each day.
- The drop-in family understands that their child's allergies may not be accommodated at the school that day. The accompanying parent/guardian may exclude their child from these foods, such as cooking projects, as necessary to avoid allergens.
- The drop-in family agrees to pay the full \$50 daily drop-in fee, regardless of how long their child stays (3 hours max).
- The drop-in family understands that drop-in admission is at the discretion of the staff and the director.
- The drop-in family understands that the drop-in space is dependent upon enrollment availability and FPNS may not be able to accommodate a family if enrollment is full.
- The drop-in family understands that this is a trial drop-in program and may be discontinued at any time at the discretion of the FPNS board and the director.
- The drop-in family signs a waiver releasing FPNS of liability in the event of an injury that occurs on school premises.

Siblings

Siblings not enrolled at FPNS may be at school during the short transitional period when parents drop-off and pick-up their enrolled child from school. The decision to allow a sibling to remain at school is at the daily discretion of the staff and requires advance authorization from the director.

Infant siblings may stay with the working adult, at the staff's discretion, as long as:

- The infant remains in an infant carrier worn on the adult's body. They are not allowed to walk or crawl around at any time.
- The working adult can effectively supervise students and assist them when needed.
- The working adult must be able to perform all their duties in their designated area.
- The working adult signs a waiver releasing FPNS of liability in the event of an injury that occurs on school premises.
- The working adult communicates clearly to the teacher and/or director when they require a short break to care for the infant.
- If the staff determines that bringing the infant has become a problem, the director may ask you to refrain from bringing the child to school on your workday. You are still responsible for fulfilling your workday duties and obligations.

Older siblings (past start of 1st grade) may stay in extenuating circumstances, (i.e. holiday break from school) with the working adult, at the staff's discretion, as long as:

- The working adult can effectively supervise students and assist them when needed.
- The working adult must be able to perform all of their duties in their designated area and supervise their older child as well.
- The working adult signs a waiver releasing FPNS of liability in the event of an injury that occurs on school premises.
- The working adult communicates clearly to the teacher and/or director when they require a short break to care for the sibling.
- If the staff determines that bringing the older sibling has become a problem, the director may ask you to refrain from bringing the child to school on your workday. You are still responsible for fulfilling your workday duties and obligations.
- For siblings who are age eligible – see the drop-in policy above.

Postpartum Policy

When an FPNS family welcomes a new baby...

- FPNS will arrange for 8 covered workdays to be taken over the first 12 weeks postpartum. The FPNS Director and Social Chair will recruit other families to volunteer to cover up to 8 work days following the birth of their child.
- Parents who volunteer for more than one day have the option of requesting \$50 from the emergency fund.
- Additional weeks can be arranged by the family, as needed, using typical sub protocol.
- Meeting and maintenance requirements will be waived for the first 12 weeks postpartum.
- The FPNS community will offer the family support with their school/board job for the first 12 wks postpartum. FPNS Director and VP will evaluate, cover, and/or recruit help to cover the families school/board job.
- During work days, families can bring younger siblings in an infant carrier. They must stay in the carrier unless they are enrolled as students at FPNS. Parents must sign a sibling waiver.
- FPNS will provide lactation accommodations should working parents need time to breastfeed and/or pump on their work days. The director and/ or floater will be asked to step in as a sub. The office can be used as a lactation space. It is also acceptable to breastfeed in the classroom or on the playground. It is at the discretion of the parent to choose when and where to breastfeed their infant.
- The Postpartum Program will be offered on a first come, first served basis. FPNS will make every effort to meet the needs of our families during the Postpartum period.

Mandatory Parent Orientation Meetings

We require you to attend a 2-part orientation at the school to participate in our program. These 4 hours will count toward your 10 hours of parent education.

- In the first meeting, we will go over logistics regarding workdays, the Parent Handbook and other requirements and expectations. At the second meeting you will learn more about working in your child's classroom, what play-based curriculum is, and what it means to be part of our community.

You must attend both of these orientations BEFORE you can attend FPNS.

Families who join FPNS after September 1st must make special arrangements with the Director to receive an orientation before their first day of school.

Parent Education Meetings

Each Family is required to complete a minimum of 10 parent ed hours during the school year. We will provide several opportunities to fulfill this requirement including some mandatory meetings listed below.

- Two, mandatory 2-hour orientation meetings (total 4 hours)
- Other opportunities to acquire parent ed hours may include and are not limited to, meetings on the following topics: child and community safety, nutrition, sleep, discipline, the importance of play, parent support circles, etc.

Families that join FPNS after Dec 31st are required to attend 5 hours of parent ed. Families on the Postpartum Program will be required to attend 7 hours of parent ed.

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 (3 per year)

Each family is required to fulfill 3 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 -11am or by special assignment.

- Failure to participate in one (1) Maintenance workday per trimester results in a \$175 fine that will be automatically added to your tuition bill for the next trimester.
 - A maintenance buy-out is available ONE TIME before the end of the trimester for \$150. Failure to pay the fine will result in a membership review by the Executive Board.
 - If you can not attend a maintenance day, alternative maintenance projects are available. Please submit your proposal to the Maintenance chair at maintenance@fpns.org BEFORE the end of the trimester . You will receive a response within 10 days of submission.
 - Not fulfilling your maintenance requirements will result in loss of your performance deposit.

Fundraising Responsibilities

In addition to a job responsibility, parent ed and maintenance hours, families will be asked to invest a specific amount of time towards FPNS fundraising endeavors. Each family will be responsible for raising \$250 per academic school year. Ample time, opportunities and notification will be given to families. These events contribute to our overall sense of community and contribute towards our visionary plans for the school.

Special Circumstances

If an FPNS family finds themselves in need of special assistance please contact the Director and fill out the ["Alternative Arrangement/Financial Agreement Form"](#).to be reviewed by the board. You will receive a determination within 10 business days. FPNS makes every effort to work with families in need. We will evaluate requests on a case by case basis.

Public Sharing and Social Media

Electronic and Social Media Policy

The only social media platform that we have approved for sharing info and photos at FPNS is WhatsApp. Please do not share FPNS info or photos on other social media

platforms without written permission from the director. You may share photos of your own children at your discretion. [See the complete Public Sharing and Social Media Policy](#)

Health & Safety

Immunizations

According to 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 and Pertussis. Adults are also required to show evidence of a negative TB test.

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, disaster, or lockdown we will proceed by following the procedure listed on each job card, posted throughout the classroom. Emergency drills will be conducted every 3 months to ensure everyone is familiar with our safety plan and procedures. The staff will practice drills so that children know what to do in case of an emergency. See [FPNS Emergency Safety Protocols](#)

Serious Illnesses or Injuries

Aligned with inferred consent, CPR and/or appropriate first aid 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.

Please apply sunscreen BEFORE arriving at school each day.

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. See our Health and Safety bulletin board next to the front door.

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 locally held nebulizers, may be administered by the staff in accordance with 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. You must fill out [this medication form](#)** . See the director for more information.

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. You must fill out [this medication form](#)**. See the director for more information.

Non-prescription Medications

Our staff will defer to the individual parent for the administration of non-prescription medications to their own child. Non prescription medications may not be administered on school premises.

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.

Reportable Illnesses

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

DISEASE	REQUIREMENT FOR RE-ADMISSION
CHICKEN POX (3 weeks)	Stay home for five (5) days <i>and</i> skin blisters are scabbed.
CONJUNCTIVITIS, (PINK EYE)	A child and/or parent with pinkeye must be on a regimen of medication and showing signs of improvement before returning.
COUGH OR FLU-LIKE SYMPTOMS	May return when cough and other symptoms no longer interfere with play and learning. This is at teacher and director discretion.
COVID-19	Follow CDC Guidelines: https://www.cdc.gov/respiratory-viruses/guidance/respiratory-virus-guidance.html
DIARRHEA	Defined by the CDC as consisting of more than one abnormally loose stool. May return to school when bowel movements have returned to a normal consistency for at least 24 hours.
FEVER	Fever is defined as 100.4°F or higher. Stay home at least 24 hours after the fever has subsided without the use of fever reducing medication.
HAND, FOOT, MOUTH DISEASE	Remain out of school for a full week.
HEAD LICE	Stay home five (5) days <i>and</i> until nits (egg pockets) are cleared completely from hair.
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 the 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.
NOROVIRUS	May return 48 hours after resolution of symptoms.

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 is 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.
VOMITING	Must have no symptoms and no vomiting for 24 hours.
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 illness, you will be asked to pick up your child within 30 minutes. If the parents do not respond to our initial phone call within 15 minutes we will call the next person on your Identification Form. (Lic 700). In some instances you will be 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.

Inclusion Policy

FPNS makes every effort to include and accommodate all children to the extent that it does not fundamentally alter the class program standards. If your child requires specialized accommodations or if concerns are identified during enrollment, the following procedures and guidelines will be followed:

- A specialized meeting with the parents and program teacher, and/or director will be convened. The details of the meeting will be documented. The goal of the meeting is as follows:
 - Clearly define any necessary accommodations required
 - Discuss how to properly accommodate these needs
 - Formulate a mutually agreed-upon plan to meet these needs
 - Plan outline must clearly include parent and staff responsibilities for reasonable accommodations that continue to facilitate 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.

Should FPNS determine that the school cannot or is no longer able to adequately meet the needs of the child while maintaining program standards, the parents will be asked to withdraw their child from our program. We will take the following steps:

1. A staff member will perform an observation to evaluate the child's individual needs.
2. The parent/guardian may be asked to stay in class and observe as well.
3. The parent/guardian may be asked to stay with their child every day until their needs change or they can provide an aid to stay with their child.

LGBTQI+ Inclusion Policy

We welcome all families and family structures. Building gender-diverse and LGBTQ-inclusive school environments enhances social-emotional relationships among children and youth, families, and school staff. Inclusive environments support overall wellness, growth and development for all children. Our community and our families are stronger when we embrace diversity, and when children can apply their unique skills and talents, while acknowledging and celebrating our differences.

How does this translate to children's play?

- Avoid saying comments such as "Boys don't cry" or "Girls don't get dirty." "Take that off. You're a boy, not a girl." "Pink is for girls" or "Blue is for boys".
- Let children discover without imposing gender roles on them.
- Dress-up, role-play, bathing dolls and cooking are all part of discovering human relations.
- If you hear children using such language we respond by saying, "At FPNS blue is for everyone." or " At FPNS everyone can play with dolls." or "At FPNS dresses are for everyone." or "At FPNS we welcome all types of families."

FPNS is a place that provides a space for gender-expansive thinking and expression. Choices children make when playing do not define their gender identity. A clear understanding of gender happens much later. At this age, they are simply playing, exploring their identity and choosing how they wish to present themselves to the world moment by moment.

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 or get another working parent, teacher, or the director's assistance to help you supervise areas that you can not see.
- Experiential processing is the main focus, not the end product. This is especially true for children 2-5 years old. Take the child's lead for their play, 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 the task at hand and we shouldn't interrupt their flow. Observe childrens' play, many times watching silently gives way to understanding their thought-processing and can assist adults in asking appropriate prompts to extend the play.
- 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.

Non-working Parents in the Classroom

Parents are welcome on the school premises at any time while their children are present, and may have access to any part of the school to which the children have access. If parents choose to stay at school past opening circle they are expected to work in the classroom for the time they are at school.

Biting Incidents and Biting Protocol

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.

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.

Toilet Training

Children are not required to be potty trained, but should be on the journey. Staff will help children with changes of diapers and/or clothing as needed, and make every effort to help individual children who are learning to use the potty. We DO NOT change bowel movements. If a child has a bowel movement at FPNS we will call the parent to come change them. Working parents may coach children from outside the bathroom door. There are no regularly scheduled group trips to the toilet or efforts to teach all of the children how to use a toilet.

General Safety Rules

- Dress your child in comfortable play clothes that can get dirty, and are suitable for climbing or running and potentially getting wet. Clothes that promote self-help skills are essential and also help facilitate trips to the bathroom.
- Always supervise your work area, and stay alert. No cell phones should be in use during school time for the purpose of phone calls, text messaging, and/or email. Excessive use of smartphones 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, the director, or a child's parent may attend to a child inside the child's bathroom. Parents may coach children from outside of the bathroom door.
- 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.

Dysregulation and Conflict Resolution

Every child will be treated with dignity at FPNS. We want all students to be healthy, happy, and safe. When children are frustrated or dysregulated they may exhibit aggressive behavior occasionally. It is our goal to teach children to self-regulate and 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.

Co-op members may engage in physical intervention to prevent imminent harm. Such intervention may involve acting as a physical barrier between children, physically removing children from an unsafe situation, gently physically guiding children to a desired task or preventing behaviors that could result in injuries to themselves or others.

If the child persistently objects to the parent's efforts to redirect please get a teacher or the director immediately.

As a co-op member, 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 counterproductive. 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 (at staff's discretion) 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.

Breaches 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 enrollment.

Should FPNS determine that the school cannot or is no longer able to adequately meet the needs of the child while maintaining program standards, the parents will be asked to withdraw their child from our program. Before that we will take the following steps:

1. A staff member will perform an observation to evaluate the child's individual needs.
2. The parent/guardian may be asked to stay in class and observe as well.
3. The parent/guardian may be asked to stay with their child every day until their needs change or they can provide an aid to stay with their child.

Conflict Resolution Process

1. Make sure everyone is safe-- physically and emotionally
2. Get information
3. Clarify the problem
4. Help the children to come up with problem-solving ideas and evaluate them
5. Agree on a solution
6. Closure; monitor the situation to see how things work out

Affirm children when they have found a solution to their problem. Each occasion of successful problem solving, whether as a participant or just as an observer, reaffirms to the children that this process works, and that they can succeed at resolving their conflicts. [See the complete Conflict Resolution Process](#)

Child Abuse Prevention Policy

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.

Field Trips

All FPNS classes attend local field trips as part of their class curriculum. The number of field trips varies among classes and families will be given adequate notice of field trip dates by the teacher. Parents can either attend class field trips or make arrangements with another family to care for and supervise their child on field trips. We request that families take responsibility for no more than one additional child from another family while on field trips. 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

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 that could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child/ren.

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 enrollment 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 Enrollment

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.
- FPNS will issue a prorated refund for the remainder of your unused tuition after your 30 day notification.
- for the last 30 days you must either be present for your work days or find a substitute to work for you.

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

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

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 1 week on your workday.
- 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. Please complete all evaluations and surveys in a timely manner when asked to do so.

Food Allergies, Dietary Restrictions, and Medical Considerations

Any religious or other dietary restrictions should be discussed with the Teacher/Director. The child's name will be posted on the food restrictions 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 an 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 Guidelines

Please provide a healthy snack for your child each day. Please bring food selections that are nutritious and minimize sugar contents. Be aware of choking hazards, particularly for our youngest children. Please provide snacks that promote self help skills. Your child should be able to open all wrappers and containers with limited assistance.

It is VITAL that you check the dietary restrictions 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 and snack containers.** Plates, bowls, cups, utensils, and serving trays are available and are washed daily.

Note: We are a nut-free school! Do not bring snacks that have nuts of any kind, including peanut butter and other nut butters. Seeds and seed butters are ok.

Staff May Contact Parents

FPNS staff may contact parents for any of the following reasons:

- If your child is upset or crying for more than 10 minutes and/or becomes inconsolable for any reason.
- To inform you of illness or serious injury.
- In the event of a school-wide emergency.
- In the event of an unusual/repetitive incident (teacher's discretion)
- To reassure new parents their child is acclimating well to our environment.

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 fruit, popsicles, stickers, small tokens, etc, that will be given out at our closing circle time.

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

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