City of Dublin Preschool Program

"Where learning is fun"

2016-2017

Parent Handbook

City of Dublin
Parks and Community Services Department
"Promoting and supporting a high quality of life through people, parks and programs"

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Welcome

Welcome to the Dublin Preschool Program! Our preschool program is one of the many enriching programs available through the City of Dublin's Parks and Community Services Department. The City of Dublin's Preschools reflect the belief that children are active, hands-on learners. Children in our program are actively involved in meeting new friends and discovering the world around them. We will foster basic social and emotional self-help skills and beginning academic skills.

We are delighted that your child is part of our preschool family! We look forward to getting to know each child as we grow together this year. Our classes will provide each child with a safe, nurturing, engaging, and loving learning environment. Our curriculum is thematically oriented with hands-on projects. Our literacy component encompasses each special theme. In addition, we will develop real meaning and understanding of the environment and the world around the students through playful participation. At both locations, Shannon Community Center and Dublin Elementary, our preschools strive to make each day enjoyable for both you and your child. We will instill enthusiasm and love of learning that will serve as a strong educational foundation for years to come.

We all are excited about what is in store for this school year and to share these experiences with your child and your family. If you have anything you would like to discuss, please feel free to contact us at (925) 556-4500 or send us an email at dublinpreschools@dublin.ca.gov.

Sincerely,

City of Dublin's Preschool Staff

1.2. PRESCHOOL CONTACT INFORMATION

Preschool Registration Office:

Shannon Community Center
11600 Shannon Avenue
Dublin, California 94568
Phone: (925) 556-4500

Email address: dublinpreschools@dublin.ca.gov

Web site:

www.dublin.ca.gov

Online Recreation Guide and Registration:

www.DublinRecGuide.com

Mailing Address:

City of Dublin Preschool Program
11600 Shannon Avenue
Dublin, California 94568

Questions, Comments or Concerns:

We welcome the opportunity to listen to your suggestions. Any time you have a question, comment or concern please contact us. If you would like to set up an appointment please feel free to call us at 925-556-4500 or email us at dublinpreschools@dublin.ca.gov.

2. PRESCHOOL POLICY

2.1. SESSIONS

Dublin Preschools operate on three, eleven-week sessions. The dates for the 2016-2017 school year are:

Session I……September 6, 2016 - November 18, 2016
Session II……...November 28, 2016 - February 24, 2017
Session III……..February 27, 2017 – May 19, 2017

We make every effort to schedule holidays and vacations to coincide with the Dublin Unified School District's calendar. However, we do not recognize the Dublin School District's early release days.

Each eleven-week session requires separate registration. Children that are currently enrolled in the program are given priority registration to remain in the same class for the following session. ***However, space in the program is not guaranteed once the specified priority registration period has passed.*** Open Enrollment begins immediately following priority registration. We encourage you to take advantage of the opportunity to register early to continue your space in the program.

2.2. CLASS PLACEMENT

Please remember your child must meet the appropriate age requirements when choosing your class selection. *Careful consideration is given for each child's placement when establishing our classes. We do reserve the right to change class placement should we find it necessary.*

2.3. PROGRAMS AND CURRICULUM

"Curriculum" is a term used to describe all of the components or elements used in our early education programs. The City of Dublin's Preschool curriculum encompasses enhanced social and emotional development through directed activities, play and exploration centers, outdoor and indoor physical development, thematic activities, instructional materials, music, language, and more. Class activities for all three programs are centered on developing Social/Emotional Skills, Language/Literacy and Communication, Mathematics, Science, Creative Arts and Physical Development and Health within a core of play based activities: circle time, sharing, art & crafts, games, music and free play (inside and outside). Our day includes the freedom to explore and build on social development. We also gather in both small and large groups and promote activities that provide the opportunity for individual attention. All classes include a parent participation component equal to the number of days your child attends per session.

3-Year-Olds:
This is an introductory program to all areas of social, emotional, cognitive, fine motor, gross motor, and sensory development. Our 3-year-old program is a thematic play-based program with academic components. The class is offered in two or three day per week options and is designed for 3-year-olds who are completely responsible for their own toileting needs without diapers, pull-ups or disposable underwear of any kind. Each class day is two and a half hours in length. Children must be 3 by December 1st of the current school year to participate in the 3's preschool class.

4-Year-Olds:
This is a kindergarten readiness program that enhances social, emotional, cognitive, fine motor, gross motor and sensory development. Our 4-year-old program is also a thematic play-based program with an academic component. The class is offered in two, three, or four day per week options and is designed for 4-year-old children who are completely responsible for their own toileting needs without diapers, pull-ups or disposable underwear of any kind. Our four day a week 4's program will partner with special needs students at Dublin Elementary for a portion of their school day to develop our students' leadership, social, and language skills in an inclusive classroom setting.

Each class day is three hours in length. Children must be 4 by December 1st of the current school year to participate in the 4's preschool class.

Pre-K:
This is a four day a week thematic based kindergarten readiness program where children are free to express themselves, learn new kindergarten kills, and simply have fun. Instruction covers basic social and emotional development, language, communication skills, pre-reading and cognitive processing skills. Children must be 4 by September 1st of the current school year to participate in Pre-K. The program provides a strong foundation of cognitive and developmental curriculum in preparation for public kindergarten. The program may be offered to returning students eligible for the 4's program, with teacher recommendation. Students new to our program who are 4 by December 1st and have had previous preschool experience may call 925-556-4500 for a teacher meet and greet or e-mail us at dublinpreschools@dublin.ca.gov to schedule an appointment.

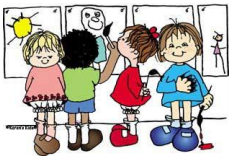
2.4. AGE ELIGIBILITY REQUIREMENTS

2016 - 2017 SCHOOL YEAR - (Age Eligibility Requirements are the same for all three sessions).
3-year-olds - Must be 3 years of age and have not turned 4 by **December 1st** of the current preschool year.
4-year-olds - Must be 4 years of age and have not turned 5 by **December 1st** of the current preschool year.
Pre- K - Pre-K eligibility requirements are stated under PROGRAM information.

3. PROCEDURES

3.1. PROGRAM HOURS

3-Year-Old Morning Classes
Monday, Wednesday & Friday classes run 9:00 AM – 11:30 AM
Tuesday & Thursday classes run 9:00 AM – 11:30 AM



3-Year-Old Afternoon Classes
Tuesday & Thursday classes run 1:00 PM – 3:30 PM

4-Year-Old Morning Classes
Tuesday & Thursday classes run 9:00 AM – 12:00 PM
Monday, Wednesday & Friday classes run 9:00 AM – 12:00 PM
Monday through Thursday classes run 9:00 AM – 12:00 PM

4-Year-Old Afternoon Classes
Monday, Wednesday & Friday classes run 1:00 PM – 4:00 PM

Pre-K
Monday through Thursday classes run 1:00 PM – 4:00 PM

3.2. REGISTRATION/ REQUIRED STUDENT FILE DOCUMENTION PACKET

Registration and payment for Session I can be completed online at www.DublinRecGuide.com, by mail or in person at the Shannon Community Center, 11600 Shannon Avenue, Dublin, CA 94568. Priority Registration payment for Session II and III will be available on-line, can be submitted in person or mailed to the Shannon Community Center. For assistance, please contact our office at 925-556-4500.

The following documentation is required and must be completed and on file prior to the student attending our preschool program:

- Emergency Information Form
- Allergy Action Plan (if applicable)
- Copy of Birth Certificate
- Copy of Current Immunizations
- Proof of Residency (for Dublin residents)
- Materials Usage Form
- Walking Excursion Permission Slip
- Signed Parent Handbook Acknowledgment (last page of this packet)

3.3. WITHDRAWAL

- Services provided by the City of Dublin's Preschools, which do not meet the needs of the child as determined by the parent(s) and or the Recreation Supervisor, may be withdrawn by either party. Cause for the Recreation Supervisor to withdraw include, but are not limited to:
  - A child having physical, emotional, behavioral or psychological disorders that are beyond the capabilities and/or expertise of the teaching staff as determined by the Recreation Supervisor.
  - Parent(s) or guardian in disagreement, or non-support, of the preschool's philosophy of education, discipline, and/or policies and procedures.
  - Family members and adults acting on their child's behalf who exhibit behavior endangering the children, other families, or staff.
- Any fees associated with withdrawals will be returned on a pro-rated basis, less a $5 processing fee.
- **Withdrawal requests must be made in-person at the Shannon Community Center, 11600 Shannon Avenue or emailed to dublinpreschools@dublin.ca.gov**
- **Withdrawal requests must be received within 5 business days of your child's last day of class.** *(This will give staff enough time to contact the next person on the waitlist and provide updated rosters, etc.)*

3.4. CREDITS AND REFUNDS

No credit is given for regularly scheduled school holidays and vacation periods. In addition, no credits are given for any of the days a child is absent due to illness or vacation. Our fees have been based taking these dates into consideration. **You may cancel a class at any time without reason. Cancellations will be processed on a pro-rated basis, less a $5 processing fee. Refunds may take up to 30 business days to receive**. **Withdrawals must be made in-person at the Shannon Community Center or emailed to dublinpreschools@dublin.ca.gov at least 5 business days before the child's last day of school.**

3.5. PARENT PARTICIPATION

The City of Dublin's preschool program welcomes and encourages parent involvement! Having our parents in the classroom:

- Provides a special opportunity for you to be directly involved in your child's preschool experience and adds to the nurturing and individual attention we can offer students
- Provides additional supervision allowing scheduled activities to stay on track
- Keeps our staffing overhead to a minimum which greatly reduces our program pricing structure
- **Please note: Non-Participation fees are paid in full upfront, even if you plan on volunteering in the classroom.**
- **Please notify your teacher once you have completed your fingerprinting with the Dublin Police Department!**

Parents Participating More than Required:

Parents electing to work more than the minimum requirement are greatly appreciated and highly encouraged; however, additional work credits are not applied to the current or future sessions.

Preschool Parent Participation Requirements in order to receive Parent Participation fee refund:

2 days per week students –
Parents volunteer a minimum of 2 times per session

3 days per week students –
Parents volunteer a minimum of 3 times per session

4 days per week students –
Parents volunteer a minimum of 4 times per session

Our program's success depends on your participation! **Non-participation fees will be assessed and are due in full prior to the onset of each session.** If a parent elects to work during a session and is able to fulfill their minimum parent participation requirement, previously assessed non-participation fees will be rolled over toward the future preschool session. Upon termination, or the end of the school year, non-participation fees may be refunded on a pro-rated basis. **If you are unable to help in the classroom, please notify your child's teacher and note you will be charged the fees for subsequent sessions.**

3.6. NON-PARTICIPATION FEES

2016-2017 Parent Non-Participation Fee Schedule

Resident & Non-Resident = $60/Day

$ 120	Tuesday / Thursday students
$ 180	Monday / Wednesday / Friday students
$ 240	Monday-Thursday and Pre-K students

If a parent signs up to work a shift in the classroom and is unable to meet the obligation on that specific date; based on availability, the parent may reschedule during that session as long as there has been **48 hour advance cancellation notice of parent non-participation** given. Rescheduling is done by signing up on the parent sign-up calendar for any future date that is available within the same session. **Parents arriving more than 15 minutes late for a work shift will not be given credit for the shift.**

3.7. PARENT VOLUNTEER DUTIES AND RESPONSIBILITIES

Parent helpers are responsible for aiding with class preparation such as: tracing, cutting out patterns, etc. and/or many in-classroom activities. Daily duties will be presented on the volunteer day scheduled. We have a lot of fun and do many "not so neat activities." Please feel free to wear old, comfortable clothes that you don't mind getting decorated with paint or glue. ***Always wear closed-toed shoes!***

- Love abundantly
- Discipline constructively
- Model right from wrong
- Develop mutual respect
- Listen
- Use a quiet, confident voice
- Foster independence
- Be realistic; expect to make mistakes
- Whenever possible, bend down to their level when communicating with children
- Encourage independence in taking care of themselves, their actions and their play
- Sit down with the children whenever possible
- Recognize and reinforce positive play
- Stay calm and reassuring about accidents
- It is very important that you never leave a child alone
- As conscientious adults, we should never place ourselves alone with a student
- You're most important duty is to **JOIN IN, HAVE FUN** and **ENJOY** your time with us!

3.8. LIVE SCAN AND BACKGROUND CLEARANCES

Upon receiving your live scan clearance from your teacher, the sign-up calendars for parent participation are available daily in each classroom on the parent board. It is the responsibility of the parent to ensure they sign up and participate as required. Parents may substitute help by using other family members (i.e. grandparents, aunts, uncles, etc.) or other parents. ALL ADULT PARTICIPANTS MUST BE FINGERPRINTED AND HAVE A FEDERAL BACKGROUND CHECK CLEARANCE PRIOR TO PARTICIPATING IN THE CLASSROOM. This service is provided at no charge by the City of Dublin's Police Department. Appointments must be scheduled in advance for this service. Live Scan files will remain open only while the adult is currently active in our program. Once a student is withdrawn, all pertaining Live Scan and background information will be closed.

3.9. PARENT ORIENTATION

An evening will be set aside just prior to the beginning of Session I for a Parent Orientation to discuss the philosophy, curriculum, and policies of the Dublin Preschool Program. It is also a great time to answer any specific questions that you may have regarding our program and your child's class placement. In addition, details of the upcoming school year, special activities, field trips and special events will be discussed along with more specific details regarding our curriculum, policies, fieldtrips and practices. The preschool staff will gladly set up an alternate appointment to discuss any private matters.

3.10. OPEN DOOR POLICY

It is our desire to be available to parents to answer questions and discuss classroom matters. Parents are welcome to visit the school at any time. In fact, we encourage that you work in your child's classroom often. When visiting the school, please check-in with your teacher when entering the classroom. We do limit the number of visitors in the classroom to two people, as too many visitors may be disruptive to the students.

3.11. PARKING

The Dublin Preschool Program procedures require that you always park your car *in a designated space* and walk your child up to the preschool and into their classroom unless we are using the curbside drop-off and pick-up system. This happens only on days when there are other activities taking place at the Community Center that leave little or no parking for parents. **There is no parking allowed beside or behind the Shannon Community Center.** Parent helpers are asked to please park in the rear of the parking area as a courtesy to other parents who are dropping off and picking up. Never ever leave siblings unattended in the car or in the parking lot when dropping off or picking up your child.

3.12. NO CELL PHONE ZONE

As a courtesy to the staff, other preschool families, and for the safety of all, **we request that you refrain from using your cell phone upon entering or exiting both of our preschool parking lots and at all times within the classroom.**

3.13. SIBLING PARTICIPATION

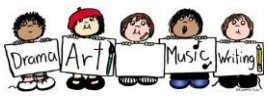
Unless enrolled as a student, we are unable to accommodate siblings in our classrooms or on our fieldtrips or school outings at any time (please note: this includes infant siblings). This is to ensure the safety and well-being of each of our students. Please be considerate and always make other arrangements for siblings when participating in our program or on fieldtrips.

3.14. PARENT COMMUNICATION

Parent Information Boards
To ensure that you and your child have a great preschool experience, it is imperative that communication between school/teacher and home remain open at all times. We will be intentional about communicating with you in our parent information areas. These areas include our Parent Information Board, classroom newsletters, classroom bulletin boards, e-mails, and your child's cubby where we will place information related to your child. Please check the Parent Board often for special school and classroom events and other important information. ***As a reminder, please take time to carefully read everything we give you as each document has its own importance***.

Ongoing Check-Ins
We value the ongoing communication between parents and teachers. It is beneficial to the children for parents to explain to staff about events occurring at home that may influence changes in a child's behavior at preschool. Please feel free to ask for time to talk with your child's teacher. It is our hope that quality care and clear communication with parents will provide children with the best opportunities for success. We will continue to do our very best to make time for all families who wish to speak with us.

Parent-Teacher Conferences
Although we no longer hold formal parent-teacher conferences, please know that our staff is always available to discuss any questions, concerns, or issues you would like to address. Please talk to your child's teacher for scheduling.



3.15. SIGN-IN / SIGN-OUT AND RELEASE PROCEDURES

An adult must walk your child to and from the classroom. If you are unable to escort your child to the room, please make arrangements for another adult to accompany him/her. Once inside, a staff member will make verbal contact, and often give a hug or spend a moment observing your child to ensure your child is healthy and ready for our day. **Please remember to sign your child in and out as you come and go.** The sign-in sheet and sign-out sheet are kept just outside your child's classroom. Please be sure that you sign next to your child's name and include the time of drop-off or pick-up. This is our attendance record. Your child **will not** be released until one of the instructors sees and can verify whoever is picking him/her up. To ensure orderly dismissal, your child will be called by staff for dismissal as you wait quietly by the entrance. Please try to resist temptation to call your own child and remember not to leave your child or other children unattended in the classroom or outside the building. Your child will be released only to those you have authorized on your emergency information form. If your child is to be picked up by someone other than a

parent, they must be listed on the Emergency form. If an adult is unknown to the staff on duty, we will ask for proof of identification in the form of a valid driver's license. **You must be 18 years of age or older to sign out any student. Verbal authorization either over the phone or in person will not be accepted.** To ensure proper protocol is followed, please contact the preschool Lead Teacher to make any changes to your emergency information.

3.16. LATE ARRIVAL AND PICK-UP

Please make every effort to deliver and pick up your child **on time.** Because of the nature and scheduling of our programs, we value and reserve this time for the children and their experiences. Late/early arrivals and pick-ups make it extremely difficult to maintain our schedule and can disrupt the program. Please call us immediately if a situation arises and you may be late to pick up your child.

Additionally, please help your children be aware that activities may already be occurring or completed as they arrive/depart so that they will be comfortable entering or leaving the classroom. Parents picking up more than 10 minutes after class has ended will be charged a fee of $1 per minute late fee. This is due payable to the City of Dublin prior to the next class.

3.17. SEPARATION AND ADJUSTMENT PERIODS

We recommend that you visit our facilities with your child prior to the first day of class, allowing him/her to meet the teacher and see the environment. Please join us early in September for "Meet Your Teacher Day." Check the preschool calendar for dates and times. For those children entering our school mid-year, we suggest you visit the school with your child before leaving him/her for the day. We will make every effort to work with you to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the preschool experience.

3.18. REDIRECTION AND DISCIPLINE

Discipline is designed to promote self-direction, self-control, understanding of choices and consequences, and most importantly…respect of others. This is accomplished through consistent redirection and fairness. We hold each student in high regard regardless of their behavior. We believe our program provides a formula for discipline that is appropriate in shaping and encouraging responsible behavior. We strongly believe and practice positive reinforcement, praise and modeling. In cases where a child needs to regain self-control or is in danger of hurting themselves, or others, the child may be momentarily separated from the group. No child shall be shamed, humiliated or otherwise intimidated as part of correction. Corporal punishment is not practiced at any of the City of Dublin's programs. We strive to facilitate positive conversation and communication among the children even in discipline issues. Our goal is to be proactive in preventing potential problems by redirecting a child or helping children resolve conflicts by using their words to communicate their feelings and thoughts. Questions or concerns regarding student behavior and redirection should be addressed first with your child's teacher; then, if further interaction is needed for resolution, with the Lead Teacher. We want to be compassionate to our young students and their families, knowing that the children bring into the classroom what they are familiar with at home.

It is important to remember that at times, mildly aggressive feelings in young children are a normal part of the developmental process of growing. Each teacher has a goal to help the child develop self-control over those feelings while still helping to build positive self-esteem. Most aggressive tendencies at preschool often are controlled by various techniques of redirection. All of our teachers are trained to be alert to potential areas of frustration both in the classroom and outdoors. When possible, teachers intervene before physical disruptions take place. Students may be asked to sit away from an activity to help maintain their attention or appropriate behavior. Teachers will ask students to sit out for no more than a 10 minute period at any one time. After this, they will be reintroduced into the classroom activity. The process may repeat as often as necessary if the student chooses to continue his/her behavior.

Excessive biting, scratching, kicking, and hitting behaviors can jeopardize the safety of other children. If aggressive behavior becomes excessive, the teacher or Lead Teacher will communicate with parents through verbal conversations and a written incident report. One copy of the report will be given to the parent

or authorized adult and a copy will be retained in the child's file. We will also initiate discussion with the parents regarding the inappropriate behavior, redirection that has been effective at home and agreed-upon procedures when at school. Continued occurrences may necessitate picking up your child from school immediately following an incident. If the behavior continues, the City reserves the right to choose an appropriate course of action.

3.19. STUDENT DRESS CODE

Please send your child to preschool in comfortable, weather-appropriate clothing, which is washable (play clothes). The children will be busy learning and playing, and sometimes those activities can be rather messy. Please dress your child in appropriate play clothes. ***Students wearing dresses, skirts, jumpers or similar garments are required to wear shorts under their outfit. For safety reasons, flip-flops, slip on Crocs, shoes with wheels built-in, or plastic type footwear are not permitted. For safety purposes, proper fitting closed-toed shoes are required.*** Your child may not be able to participate in some activities if appropriate footwear or clothing is not worn and you may be called to bring them appropriate footwear or clothing.

3.20. SNACKS

Parents are responsible to supply a daily snack for their child. Nutrition education is one of the components of our program. We continue to educate children and others in healthy eating habits. Plan to send a nutritious daily snack to school with your child, including a drink. **For health and safety reasons; please do not send nuts, peanuts or peanut products.** Unfortunately, this type of snack has severe health repercussions for some children and the side effects can be deadly to a child who has nut allergies. Snacks should be something light (fruit, crackers & cheese, stuffed celery, etc.) We are limited in our schedule for 10 minute eating time. We also encourage you to send water rather than juice for your child's snack. Please do not send soft drinks, candy or chewing gum to school. **Due to the seriousness of food allergies, children will not be allowed to share their snack with others.**

3.21. HEALTHY SNACKS

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits. Below are ideas for parents serving healthy snacks and beverages to children in the classroom or anywhere. Please remember that we have NUT FREE campuses!

DRINKS	SNACKS	FRUIT AND VEGGIES	SUBSTANTIAL GOODIES	SWEETS (NO CANDY PLEASE)
water provided by staff	cereal bar	apples	meat sandwich (no peanut butter)	jelly sandwich (no peanut butter)
100% juice box	dry cereal (nut free)	applesauce	cheese sandwich	nut free granola bar
regular milk box	goldfish	grapes	bagel and cream cheese	oatmeal cookies
small v8 juice	cereal bars	blueberries	cream cheese and cucumber sandwich	baked chips
soy/rice milk box	pretzels	blackberries	cream cheese and fruit wrap	fruit snacks
small apple can	Chex mix	strawberries	beef stick	Jell-O
smoothie	Nilla wafers	raisins	dinner leftovers	rice pudding
carrot juice	graham crackers	peaches	tuna sandwich with pita bread	rice crispy treat
orange juice	rice cakes	plum	deli meat and cheese rollup	yogurt and fruit
mango juice	popcorn	oranges	yogurt and granola	fruit trail mix (nut free)
	corn muffins	banana	cottage cheese with peaches or pears	dried fruit
	blueberry muffins	cherries	hardboiled egg	fruit leather
	raisin bread	watermelon	egg salad sandwich	sugar free pudding
(no sodas or carbonated beverages!)	banana bread	honey dew melon	hummus and carrots	Fig Newton's
	pumpkin bread	fruit cup	cheese sticks	fruit bars

3.22. DISPOSABLE DRINK CONTAINTERS

Please only send drinks in disposable sealed containers. *Sippy cups or other reusable containers are discouraged*. Continual leaks and spills from opened containers destroy precious belongings in the cubbies and can attract ants. If you would prefer, our teachers will gladly supply your child with a cup of water in lieu of sending a disposable drink to school.

3.23. BIRTHDAY CELEBRATIONS

Parties and special events are also part of our program. We will gladly allow time to celebrate our student's birthday in the classroom if so desired. Each class may observe or celebrate birthdays as they choose. Your child's teacher will share with you how your child's class will celebrate birthdays. **To ensure a healthy lifestyle and well-being of all our students with eating limitations, we respectfully request that NO food or birthday treats be brought in for birthday celebrations.**

3.24. SPECIAL EVENTS

Each year we may plan many extra special celebrations in addition to all the wonderful classroom events and activities. These events are often held outside the normal classroom time or location. We encourage all parents to join us in these celebrations. You will find our special events posted on our preschool parent calendar on our website. Mark your calendars now so you won't miss out! Please remember these activities are school activities and our focus is on the children in our classroom. Unless otherwise noted, please arrange alternate care for siblings.

Additionally, we add special fieldtrips to enhance our curriculum and the hands-on learning opportunities provided to our students. All fieldtrips are optional and detailed information will be provided prior to each event. Off campus fieldtrips are scheduled in lieu of the regular classroom activities. Parents will be required to arrange transportation for their own child. Please remember that we cannot accommodate siblings or anyone other than the parent drivers and chaperones on fieldtrips.

3.25. CUBBIES

Your child will have an assigned cubby in which to store his/her snack and papers. Children will also have a hook in the classroom with a corresponding number. They will share these with children in different classes who come at alternate times. We will be instilling kindergarten responsibilities on the children and expect them to manage their belongings themselves. Parents, please allow your child to do this job. We ask that your child check their cubby **before and after** class for important notices (newsletters, calendars and other pertinent information). In addition, we will be asking the children to take off and put on their jackets, coats, sweaters or sweatshirts, at arrival and at departure times, as part of this learning process.

3.26. INVITATIONS AND PERSONAL MESSAGING

In consideration of the feelings of our young students, please **DO NOT** place invitations, packages or personal messages in the children's cubbies unless these things are going home to ALL students. Teachers will supply you with approved contact information after the first week or two of class if you wish to send these things home to selected students.

3.27. PERSONAL ITEMS

Please remember to bring a jacket or sweater for your child each day as the weather begins to cool. Rain is the only thing that keeps us inside from recess! Sweaters, jackets, coats, etc. will all be stored on the hooks when not used. **Please label each item so we can help keep them from getting lost**. Please do not bring backpacks to school. **While we realize that all children have special treasures such as stuffed toys, recent gifts, etc., we ask that these items stay at home and not be brought to school.**

3.28 TOYS / VIOLENT TOYS

From time to time, teachers may ask that students bring in an item from home to enhance the curriculum. Toy guns, warfare or weapon objects (i.e. knives, swords, etc.) are not permitted in school or on the school premises. If a child does bring in a questionable item, it will be sent home immediately or be placed in a safe area and returned to an adult at the end of class. Please check with your child's teacher if you have any questions.

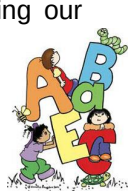
3.29 SCHOOL SUPPLY REQUEST

At the beginning of each school year we ask parents to provide one family photo with all family members to be used for our classroom "Family Tree." These pictures will be used to calm nervous little ones, to help dry up any tears and eventually will be displayed in our classrooms to show off our families to all. The photos will be returned at the end of the school year.

From time to time, we will request specialty items on our wish lists that will be posted outside the classroom. These items are totally optional and up to the discretion of each parent. We appreciate your generosity and thank you for any assistance!

3.30 SUPPLEMENTAL MATERIALS

Over the years we have developed a variety of teaching materials, but we are always on the lookout for new ideas. If you hear about an innovative program, workshop, book, CD, etc., please share it with us. We also participate in the "Honeybee," "Firefly" and "See Saw" Book Clubs from Scholastic Books. These book clubs offer excellent quality children's books at reduced prices. Each book has been specifically chosen for its educational value and will further your child's preschool experience as you build your home library. **There is never an obligation to buy**. We provide this information strictly as a service to you and your family. Monthly order forms will be placed in your child's cubby and orders should be placed on-line using our school's activation code. Any books ordered will be delivered directly to your child's classroom. We also hold one optional Scholastic Book Fair event each school year with special books available for purchase.



3.31 FAMILY LITERACY BAGS (*4's and Pre-K ONLY*)

Throughout the year, each child will have the opportunity to bring home a variety of children's books to help promote literacy at home. Each family literacy bag has specific directions and instructions for our families. Thank you for returning the family literacy bags to school on your child's next school day.

3.32 RECYCLE WISH LIST

Throughout the school year we will need an abundant supply of various materials to enhance our program. We will periodically post requests for specific items we are seeking. Your optional contributions would be greatly appreciated! Items we might ask for include:

Recyclable Items: Paper towel rolls, metal juice lids, baby food jars with lids (glass only), green plastic pint strawberry baskets, cardboard egg cartons, salt cylinders, oatmeal cylinders, applesauce plastic cups, Weight Watcher frozen entrée (or similar brands) black plastic trays, plastic party tablecloths (used but still reusable is great!), shoe boxes, etc.

Misc. Items We Can't Get Enough Of and Always Take as Donations Include: Hand wipes, tissues, sandwich-sized plastic baggies, and gallon-sized plastic baggies

Extra Special Wishes are: Traditional costumes of other countries (hand me downs are great!), adult uniform shirts, (i.e. – UPS, Mail carriers, etc.)

3.33 PHOTOGRAPHS AND PUBLICITY

Photographs of the children are taken for use in the classrooms and are uploaded to our private Shutterfly account. Pictures of the children may also be used in our Dublin Recreation Guide. Once each year, we hire a professional school photographer to photograph all our students. Professional photographs may be purchased from the company directly at your option.

3.34 END OF THE YEAR CELEBRATION

We will honor each and every student's accomplishments after completing our Preschool Program. It is our desire to recognize the accomplishments and celebrate the growth and development of all the children at our school. At the end of the school year, each of our classes will have an "End of the Year Celebration." Parents, family, and friends are encouraged to attend this celebration!

4. HEALTH AND SAFETY

4.1 ABSENCE PROCEDURE

Please contact our office if your child will be absent or to notify staff of serious symptoms/viruses/infections/lice etc. that may affect others in the school. Please e-mail your child's teacher or our preschool at dublinpreschools@dublin.ca.gov to report any absence.

4.2 MEDICAL RECORDS

Proof of immunization is required for enrollment in our preschool program. For your child's own protection, we require your child to receive the immunizations required by the State of California. If you have any questions regarding your child's immunization schedule, please contact your physician or county health care services.

4.3 SUNSCREEN

Each class will go outdoors for recess, weather providing. We strongly encourage parents to apply sunscreen to their child before school each day. For health and safety reasons, our preschool staff may NOT apply sunscreen to any of our students at any time.

4.4 ILLNESSES

If you suspect that your child is ill, we ask that you please keep them home. We will do our best to keep our school healthy, but we need your help, too! If your child displays any of the following symptoms, please keep him/her at home.

- Fever of 100.0 degrees or higher
- Diarrhea within the past 24 hours
- Nasal secretion that is thick, yellow or green, which is an indication of infection. (Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor for possible allergies.)
- Nasal secretion that is uncontrollable
- Sore throat
- Throat spots
- Cough accompanied by fever, chills, or coughing up of mucus
- Vomiting or nausea
- Unusual rashes
- Conjunctivitis (Pink Eye)
- Child not feeling well, such as lethargic behavior or increased crying

4.5 MEDICATIONS

We frequently receive requests from parents to administer medication to their child. **Our preschool staff will only administer medications for severe allergic reaction symptoms** and if all the following conditions are met:

- Parent or guardian's written permission for the staff to administer allergy medication must be complete and on file.
- A physician's signature is required on the permission slip for any prescribed allergy medication.
- All allergy medication must be in original containers with physician's name, medication name, dosage, time to be given, what the medication is for, and any side effects to watch for.
- Over-the-counter allergy medications must be in original containers with the name of the medication clearly visible. The child's name, amount to be given, and when must also be written and signed by the parent.
    - *Our preschool staff are never allowed to administer the FIRST dose of any medication*. No medication of any kind may be left in a child's cubby or pack. Under the above conditions, all medications will be securely kept in the preschool office. Please help us keep all of our children safe and do not send your child with sunscreen, chap stick, lip gloss, vitamins, or medications of any kind!

4.6 RECOVERY

If the physician has prescribed an antibiotic, the child must stay home until he/she has **COMPLETED a full 24 hours of the antibiotic and remained outside the classroom one complete school day**. If your child has a fever, vomiting, or diarrhea, he/she may not attend school for a full 24 hours after these symptoms have completely gone away.

4.7 ALLERGIES

Please disclose any known allergies on your child's emergency form. For students with any allergy, an Allergy Action Plan signed by the pediatrician is required including all medication to treat your child accordingly. Allergy Action Plans should also have a clear headshot picture of your child to attach to his/her plan. Any allergy medication required must meet the same requirements as stated above under "Medications." The following is a partial sample list of foods that may be used in preschool crafts or sensory table center:

- Rice
- Corn Meal
- Beans
- Pasta Noodles
- Split Peas
- Flour
- Oatmeal
- Cornstarch
- Variety of Vegetables
- Cereal
- Coffee Grounds
- Egg Shells
- Jelly Beans
- Popcorn
- Salt
- Sugar
- Baking Soda
- Jell-O
- Pudding
- Corn Cob Litter
- Sunflower Seeds
- Fennel Seeds
- Saffron Seed
- Marshmallows

4.8 EMERGENCY PROCEDURES

Our staff is certified in child CPR and First Aid. In the case of a minor accident, assessment and treatment of the injury will be given under the supervision of the teacher, teacher aide, or Lead Teacher. You will also be notified. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. In the event of an emergency, we will contact the paramedics first. Please complete all the emergency forms carefully so that we can be prepared for any emergency situation. As we all are aware, we live in earthquake country. With this in mind, the City of Dublin has developed specific emergency evacuation procedures. Emergency evacuation routes are posted by each exit as well as other areas of our facility. Our teachers and children will practice fire drills, lock-down drills, and earthquake drills in conjunction with their regular routines.

PARENT HANDBOOK ACKNOWLEDGEMENT

(Please sign and return with the completed *Required Student File Documentation Packet)*

I acknowledge that I have received a copy of the City of Dublin's Preschool Parent Handbook and I do commit to read and follow the procedures and practices contained therein.

I am aware that if, at any time, I have questions regarding the City of Dublin's procedures or practices I should direct them to the Lead Teacher and/or Recreation Supervisor.

I am also aware that the City of Dublin, at any time, may on reasonable notice, change, add to, or delete from the provisions of the handbook.

Student's Name: _____

Parent Signature: _____

Print Name: _____ Date: _____