

HISTORY OF THE PARENT PARTICIPATION MOVEMENT

In 1915, faculty wives at the University of Chicago started the first parent participation preschool. They wanted to provide a social experience for their children. The idea spread and caught on throughout the country. The first one of its kind in California was organized in 1929 in Berkeley. It is still in operation today.

During the 1940's, as men left to fight in World War II, women (many with small children), entered the workforce in unprecedented numbers. These women and their stay at home counterparts "networked" together to provide a low cost educational experience for their children. The cooperative pre-school movement boomed while the parents shared in the planning and operation of the school.

Over 9 decades later, the parent participation movement continues to flourish. This wonderful program provides parents with the opportunity to be actively involved in their child's first educational experience. By working together, we create a loving atmosphere where children and parents grow, develop and learn. Many studies have shown that this type of program is most beneficial to the children, parents, as well as the community.

Ready, Set, Grow! Pre-School is honored to be the first parent participation pre-school in Murrieta. We are excited to be able to provide this terrific experience to families, neighbors, and our community. As the movement continues to grow, so does the need for the schools to have a support system and to have communication with each other. Regional Councils have been formed to meet such needs. The California Council of Parent Participation Nursery Schools (CCPPNS) is operating in California. Forty-eight years old and 10,000 members strong, it provides many services to its members. These include seminars, education, support, and advice. Ready, Set, Grow! Pre-School is proud and privileged to be a member of this esteemed organization.

PHILOSOPHY

Our program is committed to the belief that children build confidence, joy, and independence through respect, love, and a strong sense of self. We focus on the developmental skills by providing hands on experiences. Children's critical thinking skills are honed through problem solving techniques in which build a better self-concept within a positive atmosphere. We believe children learn from their parents as well as from their teachers. Therefore, the parents are scheduled to participate in the daily activities of their children. By working together, parents and the teacher will model proper social skills.

Parents benefit from the involvement in seeing their children grow and mature. Children benefit from parental involvement by seeing that their parents care enough to be part of this special time in their development.

The true beauty of a Co-op Preschool is the parent contributing their time, energy, talents, and creativity to their child's school. By supporting each other and working together, we create a fun and stimulating learning environment for the kids.

MISSION STATEMENT

To create an environment of learning for both parents and children that strengthens the relationship between each other, their neighbor, and their community.

OBJECTIVES

The program is designed to:

Develop in each child a sense of self-worth.

Promote self-expression, investigation, and discovery.

Develop an understanding of others and their feelings.

Encourage a sense of responsibility.

Teach problem solving techniques.

Build a positive attitude toward learning, thereby laying the foundation for future education.

ACTIVITIES

Children will experience these enrichment activities:

Small muscle development	Science Concepts
Large motor development	Literature
Arts and Crafts	Music
Math Concepts	Field Trips
Social / Emotional Growth	

These activities develop the whole child, which is the foundation for reading readiness.

PARENT INVOLVEMENT

Parents play the most important role in the preschool child's development. Therefore, parents are encouraged to share interest in their child by working in the class and volunteering their time. In addition, parents will be required to attend **and participate in** the following:

- Attend monthly meetings throughout the year.
- Help and participate in fund-raisers.
- Assist on field trips to drive and /or supervise children.
- Perform their designated Parent Job.
- Serving Committee hours.

Membership Meetings:

State mandated membership meetings will be held the first Tuesday of the month at 7:00 PM except for September, November and January which will be the 2nd Tuesday. Note that if an election falls on the 1st Tuesday of the month, than the meeting for that month will be moved to the following Tuesday. Our Membership meetings will be held in our classroom at the Alta Murrieta Elementary School. PLEASE REMEMBER TO BRING YOUR PARENT BINDER TO ALL MEETINGS.

Membership meetings are as follows:

- September 8th, 2009
- October 6th, 2009
- November 10th, 2009
- December 1st, 2009
- January 12th, 2010
- February 2nd, 2010
- March 2nd, 2010
- April 6th, 2010
- May 4th, 2010
- June 1st, 2010

Please refer to your master calendar for a detailed list of events that will happen throughout the school year!

AM CLASS SCHEDULE

Our program is developmental. We are flexible in structure varying with the needs and interests of the children
School hours are **9:00 AM to 11:30 AM** - Monday through Friday

8:30 ~ Arrival time for working parents

9:00 ~ Children meet at the front gate. Miss Cheri rings the bell and the children line up

9:00 ~ Health check at the door

9:00 - 9:30 ~ Free play in class

9:30 - 9:45 ~ Circle time, morning song, weather, calendar (flag salute 4's class)

9:45- 10:15 ~ Arts and crafts, books, puzzles, games

10:15 - 10:30 ~ Clean up, 2nd circle time, and sharing

10:30 - 10:50 ~ Wash hands and snack time

10:50 - 11:00 ~ Library time

11:00 - 11:20 ~ Playground time

11:20 ~ 11:30 ~ Goodbye **and** dismissal at gate

11:45 ~ Dismissal time for working parents

PM CLASS SCHEDULE

School hours are **12:00 PM to 2:30 PM** - Tuesday, Wednesday, and Thursday

11:45 ~ Arrival time for working parents

12:00 ~ Children meet at the front gate. Miss Cheri rings the school bell and the children line up

12:00 ~ Health check at the door

12:00 - 12:30 ~ Free play in class

12:30 - 12:45 ~ Circle time, hello song, weather, calendar (flag salute 4's class)

12:45 - 1:15 ~ Arts and crafts, books, puzzles, games

1:15 - 1:30 ~ Clean up, 2nd circle time, and sharing

1:30 - 1:50 ~ Wash hands and snack time

1:50 - 2:00 ~ Library time

2:00 - 2:20 ~ Playground time

2:30 ~ Goodbye **and** dismissal at gate

2:45 ~ Dismissal time for working parents

TEACHER

Mrs. Cheri (Cheri Ortega) is our Teacher/Director and Founder of Ready, Set, Grow! Educated in Early Childhood Studies and annually through the CAPPNS convention she has taught and cared for preschoolers since 1991. By embracing the philosophy of developmental learning and her advocacy of the co-op program, Mrs. Cheri has made our school the unique and wonderful experience it is

SCHOOL INFORMATION

Ready, Set, Grow! Preschool
Located at: 39475 Whitewood Rd
Murrieta, CA 92563
Mailing Address: PO Box 893127
Temecula, CA 92589-3127
951-696-2759
951-696-1600 ext. 2065

Ready, Set, Grow! Parent Participation Pre-School is a non-profit tax-exempt organization run by a group of caring parents.

Our primary objectives and purposes are:

- To provide pre-kindergarten fundamentals including developing and fine-tuning small and large motor skills.
- To provide interactions and dealings with other pre-schoolers.
- To provide a safe and nurturing environment for the children.
- To provide knowledge and instruction to the families on parenting skills.
- To provide an affordable, non-discriminating service to families of all races, creeds, national origins, religions, genders, or sexual orientations.

Hours:

School will commence on **August 18th, 2009** and will end on **June 10th, 2010**.

AM School hours are **9:00 AM to 11:30 AM**, Mon-Fri. Working parents need to arrive at **8:30 AM** for setup and will be dismissed at **11:45 AM**.

PM School hours are **12:00 PM to 2:30 PM**, Tues, Wed, and Thurs. Working parents need to arrive at **11:45 AM** for set-up and will be dismissed at **2:45 PM**.

School will be closed on the following dates:

November **11th, 2009** - Veteran's Day

November **23rd - 27th, 2009** - Thanksgiving

December **21st through January 8th, 2010** - Christmas

January **18th, 2010** - Martin Luther King Day

February **12th and 15th, 2010** - President's Day

March 29th - April 19th, 2010 - Spring Break

May **31st, 2010** - Memorial Day

READY, SET, GROW! PROGRAM GOALS

3's class:

INTRODUCE:

1. Sharing
2. Taking turns
3. Picking up and cleaning up the classroom and playground
4. School rules
5. Social skills
6. Simple directions
7. The importance of respect of ourselves, friends, and adults
8. Use of scissors, paintbrushes, colored pencils, etc.
9. The alphabet song and numbers 1-10
10. Shapes, sizes, and colors
11. Name recognition
12. Exercise small muscles (Play-dough, finger paint, etc.)
13. Exercise large muscles (Music and movement)

4's Pre-K class:

SHARPEN THEIR EXISTING ABILITY:

1. To share
2. To take turns
3. Pick up and clean up the classroom and playground
4. Make and follow school rules
5. To develop a sense of self-importance
6. Follow three simple directions in a row
7. Continue to respect self, friends, and adults
8. To cut and properly hold a writing instrument
9. To say the alphabet
10. To recognize and print letters and numbers
11. To recognize shapes, sizes, and colors
12. Encourage name recognition and spelling of name
13. Exercise small muscles (finger play, puzzles, and tabletop games, etc.)
14. Exercise large muscles (Bikes, bouncing of balls, etc.)

ADMISSION POLICIES

Admission Procedures

1. An appointment will be made with our school membership mom to meet with at our school during school time to interview and explain school program as follows:
2. On the day of the appointment, the parent should be prepared to pay the \$55.00 non-refundable registration fee to hold their spot and first month's tuition.
3. If there is not a spot available at that time, they will be placed next on the waiting list. When an opening opens the first on the list will be called until the vacancy is filled.
4. Priority of membership shall be granted to returning families. Ready, Set, Grow! Preschool does not discriminate against race, religion, gender, sexual orientation or creed.
5. Prior to starting school, the entire enrollment package must be completed. This include:

Ready Set Grow Receipt for deposit
Ready Set Grow Parent Questionnaire
Ready Set Grow Parent Contract
Personal Rights (LIC 613A)
Consent for Emergency Medical Treatment (LIC 627)
Identification and Emergency Information (LIC 700)
Preadmission Health report from Doctor (LIC 701) Or signed waiver
INCLUDING A CLEAR TB TEST Or signed Waiver
Copy of child's immunization records or signed waiver
Child's Preadmission Health History (PARENTS REPORT) (LIC 702)
Caregiver Background check process (LIC 995 E)
Notification of Parents' Rights (LIC 995)

6. Your child's immunization records must be updated and have a copy on file prior to the first day of school. A signed waiver will be accepted for children that are not immunized due to religious or personal reasons. Effective July 1, 2001, California state law requires either the varicella (chicken pox) vaccine or history of the disease documented by a physician or health clinic.
7. Clear TB test for parent volunteering in classroom within 1 year of cleared date. A signed waiver will be accepted for children that are not TB tested for Religious or personal reasons.
8. As of March of 2006, Ready, Set, Grow passed a motion requiring that all persons who will be working in the classroom be fingerprinted by a Live Scan administrator. These fingerprints will be run through the Department of Justice to ensure the safety of our children. Live scan fingerprinting administration dates will be provided the beginning and middle of the year. Please ask your class Rep for dates and appointment availability times. If an exemption request is received from the DOJ after fingerprinting, Ready, Set, Grow! Preschool will contact the member to obtain a written letter explaining what the offense was. The Ready, Set, Grow! Preschool Board of Directors has the discretion to ask a member to forfeit their membership depending on the offense. If the offense is minor in nature, RSG has the right to ask the member to start the process to of exemption by the DOJ. The board will file the exception in their file. If while holding membership with Ready, Set, Grow the member in questions commits another offense, they will be asked to forfeit their membership immediately.
9. There will be no new students permitted to enroll after **March 1st, 2010**.

Once the child's file is complete they may start school.

Discipline Policies:

Each child will be on 30 day probation at which time the Teacher/Director will evaluate each child. Parents of a child with a persistent behavior problem will be notified and a conference will be scheduled. Members to be present shall include the parent, Teacher/Director, President, and Secretary. The Teacher/Director may require a parent to be present at each class with the child until the behavior improves... If improvement is not evident by 6 class periods, the child will be considered for expulsion.

Members who exhibit behavior that is threatening to either another member, child, or board member will be asked to forfeit their membership and are not to return to Ready, Set, Grow!

Child Admission Requirements

1. Your child must be 3 or 4 years old by December 2, 2009 to enroll at Ready, Set, Grow! Preschool.
2. Your child must have had a TB test performed in Riverside County within the last 15 months prior to the first day of school. Or a TB waiver on File
3. Your child's immunization records must be updated/completed. Or a waiver on file. See Admission Procedures
4. Your child must be potty trained. Please no pull-ups or plastic pants.
5. Your child must be in good health and have passed a medical examination. (Or a medical waiver on file)
6. Children are to wear worry free clothing. We do a lot of hands on experimentation. Parents are encouraged to send a change of clothes for those messy days or in case of an accident. Rubber soled shoes are required for the sake of safety on the playground. Sandals, thongs, cowboy boots, Crocs, or open toed shoes are not permitted. Elastic waist clothing is ideal, but not mandatory. It is a good idea to mark your child's name on jackets, sweaters, hats, etc. Ready, Set, Grow! Preschool is not responsible for articles worn by students if they become soiled, torn or lost.
7. It is strongly suggested that girls wear shorts under dresses.

Parent Admission Requirements

1. Each family shall be entitled to present one vote in the deciding of issues at general meetings.
2. In your registration packet, you will find a "Photograph Waiver" form. This waiver provides you the opportunity to choose whether or not you would like your child included in photographs taken at school by professional photographers, as well as those taken by parents and teachers.
3. Any parent, grandparent, or others who will be working in the class, must have had a TB test within the last 15 months prior (or have a waiver on file) to working in the class and be in good health. Continuing parents need not be retested.
4. Families with more than one child enrolled receive the following:
 - Only has to fundraise on behalf of one child.
 - Families are only required to hold one parent job.
 - Shall have first priority request for working days.
5. Parents are required to work in the classroom as a Teacher's Aide approximately 4 times a month per child enrolled. It is the responsibility of the working parent scheduled to provide a substitute or call the emergency parent if he/she is unable to work. Failure to show for a scheduled working day will result in a \$25.00 fine. Schedule requests will be taken at monthly parent meetings. Priority of working days will be given to that in attendance and to those families with more than one child in the school. Parents must provide a minimum of 5 days available to work each month to the scheduling parent.
6. All working parents are to arrive by 8:30 AM SHARP for the morning class and 11:45 AM SHARP for the afternoon class. Arrival after these times will result in a fine. Arrival after these times will result

in a warning letter for the 1st late arrival and a \$10.00 fine for each additional tardy will be issued. Dismissal will be approximately **11:45 AM** for the morning class and **2:45 PM** for the afternoon class. Some exceptions may be made for parents with Kindergartners.

7. Parents are to divide the workload evenly. Parents will initial items they have completed on the daily duties sheet. Parents shall refer to their job card for further duties and take direction from the Teacher/Director and or lead parent.
8. Parents must sign their children in and out daily. Non-working parents and siblings are not permitted to enter the class during check-in time. Parents are to remain with their child at check-in time until the Teacher/Director admits him. Working parents shall sign themselves in and out on their scheduled working days.
9. If someone else will be picking up your child, you must give prior notice to the Teacher/Director and a picture ID will be required.
10. School ends at **11:30 AM** for the morning class and **2:30 PM** for the afternoon class. All children must be picked up on time. If your child is not picked up by **11:35 AM** or **2:35 PM**, you will receive a warning letter for your 1st late pick up and then a fine will be issued for \$5.00 for each 5 minutes and after 15 minutes the fine will be increased to \$5.00 per minute.
11. You, as a member of Ready, Set, Grow! Preschool, are required to attend monthly membership meetings. The monthly parent meetings will be held in our classroom at the Alta Murrieta Elementary School at 7:00 PM sharp. If you are more than 10 minutes late, you are considered a no-show. It is mandatory to stay for the entire length of the meeting or 8:30 PM. If you are unable to attend, you may send a substitute such as a spouse or grandparent in your place to take notes that convey the necessary information. The substitute may not be another member of RSG. If you miss a meeting it is your responsibility to see your **class rep** for the meeting information and to read and sign the minutes. 1st missed meeting will result in no fine. If a 2nd meeting is missed, you will be fined \$25.00. If a 3rd meeting is missed; you will be fined \$50.00 thereafter and may face termination of your membership. Children are not permitted at monthly meetings, with the exception of nursing infants. After the parent meeting, you are responsible for reading the minutes.
12. Members are required to serve on 3 committees or serve as Committee Head on one committee through out the year. Board members and Curriculum Heads are not required to serve on committees.
13. New parents/members are required to attend an orientation meeting.
14. Parents are required to participate in fundraising activities to ensure fundraising goals are met. Failure to participate will result in a \$25.00 fine.
15. Parents will be assigned one parent job for the school year. Failure to perform your parent job will result in a \$25.00 fine per month and possible membership termination.
16. At the time of enrollment, parents must pay a non-refundable \$55.00 (per child) registration fee.
17. Parents are required to wear worry free clothing and to use discretion when deciding what clothing and jewelry to be worn. Ready, Set, Grow! Preschool is not responsible for any articles worn by parents that may become soiled or torn.
18. Parents are required to read, sign, and have on file the membership agreement.
19. If the Board feels that the needs of the school are not being met, then the Board reserves the right to implement 5 mandatory committee hours to complete. Non-completion will result in a \$25.00 fine per hour.
20. In addition to our daily working parents, each day an emergency parent will also be scheduled. An emergency parent's responsibility is to fill-in for a late notice parent absence. They are required to be at the school no later than **9:00 AM** or **12:00 PM** prepared to work. If all scheduled working parents are present, THE TEACHER may dismiss the emergency parent. If a scheduled parent is missing, the emergency parent must stay and work as if it is a normal working day. If you know in advance that you have a scheduling conflict, make every effort to switch with someone or get a replacement. If you have an illness or true emergency, call the emergency parent to work for you. If they are already working, make every effort to find a substitute yourself. The emergency parent will be at the bottom of the list each day marked with an "E". Every family is able to rely on the emergency parent for 2 of their working days per year. After the second time, you will be fined for your missed day of work.

Please note the implementation of this policy is to benefit the children and the Teacher. The school asks that each family respect the integrity of this policy.

Insurance:

Working parents and enrolled students are covered under the school's insurance policy while at school, on field trips, and while traveling to and from field trips. Siblings are not covered.

DAILY SCHEDULE POLICIES

1. It is the policy of the State of California that each parent sign in and sign out their child each day **WITH THEIR FULL LEGAL SIGNATURE.**
2. The Teacher/Director will do a daily health check of each child. Parents are required to be on the premises with their child until the Teacher has completed the health check. A child cannot attend school if he/she is ill, has a fever, cold, cough, sore throat, infection, extreme tiredness, excessive nasal discharge, or any communicable contagious disease. If your child shows signs of illness during the day, the teacher will contact you to pick up your child.
3. When your child has been exposed to a communicable disease, be especially watchful during the incubation period. If your child should come down with a communicable disease, please notify the Teacher/Director immediately so that notices can be sent home of possible exposure. Your child may NOT return to school until they have been fever free for at least 24 hours.
4. Siblings are generally not permitted to participate in school activities. Some exceptions may apply. Siblings may attend special holiday parties or field trips when approved by the teacher and only when accompanied by the parent who will remain responsible for the child. This parent cannot be a working parent for the day. Only children enrolled in Ready, Set, Grow! and working parents are covered under the school's insurance policy.
5. Each child shall bring **their** own snack in a lunch box provided by the parent. Snack must include 1 healthy item **and a bottle of water, no juice.** This is a county requirement.
6. All volunteers shall be exempt from Workman's Compensation.
7. Avoid sending favorite blankets, dolls, and toys except for when it is your child's share day. Please no candy, gum, money, weapons, or small toys that a child might choke on.
8. Any parent requesting a leave, maternity or disability shall provide a written notification from his/her doctor.
9. Failure to fulfill your assigned parent job as described in your Parent Job Handbook will result in a \$25.00 monthly fine and possible termination.
10. Tardiness for working parents will not be tolerated. A courtesy call to the school before your scheduled work time is required. You will be considered a no-show if you are more than 10 minutes late for a working day, meetings, or other school activity and you will be fined \$25.00.
11. Adults will use the staff bathroom and the children will use the bathroom designated for them.
12. Ready, Set, Grow! is a smoke, alcohol and drug-free environment.
13. Parental requests for leaving prescription medication for a child or parent at school for emergency purposes must be submitted on a physician's prescription form and the teacher will administer according to the parent's instruction. All medication must be submitted in its original container.
14. Field Trips: Will be planned by the Teacher/Director and field trip mom. Siblings are generally not permitted to attend field trips. Some exceptions may apply and will be determined by the Teacher/Director and Board members. Drivers must possess a current driver's license and have car insurance. A copy of both must be on file. All children must be in a car seat unless they are 6 years old **and** weigh 60 lbs. This is California law.
15. Due to weather our daily schedule may change. We will follow the same procedure as Alta Murrieta Elementary School as announced by their office in regards to rain, wind and heat. We will adjust our schedules accordingly.

16. If you are bringing your child late to school, you will need to call the school phone at 951-696-1600 ext 2065 to have parent number one open the gate. The gate will be locked after 9:05 am and 12:05 pm

MEMBERSHIP DISCIPLINE POLICIES

All members' actions that negatively impact the school will be cause for membership termination. Should complaints arise, the following actions may/will occur:

1. Verbal warning explaining the complaint. An incident report will be filed in the members file.
2. Verbal/Written Warning explaining the complaint and written acknowledgement that if another complaint occurs, termination may result
3. Written termination outlining the previous complaints and the current complaint.

GRIEVENCE POLICY

In case of non-resolution of any internal problems, the Executive Board will appoint a Grievance Committee who shall hear and investigate matters of controversy relating to school affairs. The Grievance Committee's decision is binding and failure to comply with their decision will result in termination from the preschool.

IMMEDIATE TERMINATION

Members who exhibit behavior that is threatening to either another member, child, or board member will be asked to forfeit their membership immediately and are not to return to Ready, Set, Grow!

Any embellishments or misappropriation of funds will be prosecuted and immediate suspension upon investigation and complete forfeiture of monies upon expulsion

BOARD OF DIRECTOR POLICIES

1. Six months membership is required to hold office as a Board member. The exception is our class representatives who are appointed by the Director and Board Members.
2. Board members shall be exempt from being assigned a parent job. Class representatives' parent jobs may be reassigned if necessary.
3. The President of Ready, Set, Grow! Preschool shall receive a partial scholarship of 30% per month. Vice-President, Treasurer, Secretary and Class Reps shall receive a partial scholarship of 20% per month.
4. If a need arises, the Board Members have the authority to vote and make financial decisions for Ready, Set, Grow! not to exceed the amount of \$500.00. All spending over \$500.00, not outlined in the budget, requires a membership vote. The membership must get board approval for all spending over \$50.00 PRIOR TO SPENDING THE MONEY if it is not in your budget. Reimbursement forms are to be turned in within 2 weeks or when amount has reached \$25 or more.
5. Meetings at Ready, Set, Grow! shall be governed by Robert's Rules. A copy is available for loan at Parent's request
6. If an elected or appointed officer of the Executive Board misses more than two (2) meetings, without good cause, the office may be declared vacant by the Executive Board and a successor appointed.

TUITION POLICY

3 yr. old class attends Tuesday and Thursday mornings. Monthly tuition is **\$130.00**.

4 yr. old Pre-K AM class attends Monday, Wednesday, and Friday. Monthly tuition is **\$150.00**.

4 yr. old Pre-K PM class attends Tues, Wed, and Thurs. Monthly tuition is **\$150.00**.

Tuition is due on the first of every month, **after the 1st late fees will be assessed.**

1. RSG has adopted a **NO CASH POLICY**. All payments can be made by check, cashiers check, or money order.
2. Monthly membership (tuition) is due on the 1st of each month. Tuition shall be put in the tuition box. Tuition shall be paid whether a child can attend each session or not. We understand that circumstances arise from time to time, making payment difficult. **Late Payment Request forms are available to use up to two times per year.** RSG tuition is averaged over a 10-month school year regardless of holidays or child attendance. Payment options are available at the Boards discretion.
3. Your first month and June's tuition are due on your child's first day of school. See Policies for the refund policy.
4. Tuition shall be paid whether a child is able to attend each session or not. In the case of prolonged illness of a child or parent, the Board of Directors shall decide each case in regard to tuition reduction, fines, and class participation.
5. A \$25.00 fine will be charged to parents for returned checks in addition to all bank charges. Bounced check policy: First time requires cash payment to cover the check, plus any bank charges. Second time requires cash payment, any bank charges, and all future payments to be made by money order or cashiers check.
6. If all monies owed to the school are not paid by **May 1st**, your child will be unable to participate in all year end activities.
7. If a member resigns, a two-week notice must be submitted in writing to the President. Only families giving proper notice and fulfilling their commitment until the end of their two weeks shall receive a refund of June's tuition. If a family resigns with outstanding money owed, that amount will be deducted from the refund. There will be no **substitutions** or refunds **given** of June tuition after March 1.

MATERNITY LEAVE POLICY

Each new mother will receive 6 weeks maternity leave for a non-complicated vaginal birth and 8 weeks for a cesarean section birth. A doctor's note is required for additional time.

FINES

1 st missed Membership Meeting	No fine
2 nd missed Membership Meeting	\$25.00
3 rd and subsequent Membership Meeting	\$50.00 & possible termination
Failure to show for a working day	\$25.00
2 nd Failure to show for a working day	\$50.00 & possible termination
Failure to participate in a fund-raiser	\$25.00 in addition to the buyout
Late tuition (after the 5 th)	\$25.00
Returned checks	\$25.00 plus all bank charges
Failure to perform your parent job	\$25.00 (per month)
Picking up your child late	\$5.00 for every 5 min, \$5.00 every minute after 15 minutes late.
Failure to show for committee responsibility.....	\$50.00
Failure to turn in your Parent Binder.....	\$35.00
Failure to provide a healthy snack.....	\$2.00 each incident.
If implemented during the year:	
Failure to complete Service/Committee hours	\$25.00 for every hour not served

A Note on Fines:

We would like to see every family participate in an equal and positive way. We recognize that sometimes situations arise. We will try to be flexible and understanding. This fine system was established to protect the school and members.

If you have been fined, your fine or a written contest to the Board will be due within 5 days. Your child will not be able to attend school if your fine has not been paid.

Once 3 fines have been imposed, your membership may be terminated.

Returning families will be required to pay any past balances before enrolling their child in the school.

ELECTION POLICY

Nominations: Nomination ballots will be distributed prior to the election. Members may nominate more than one person per position. Members may nominate themselves. Members who accept their nomination must choose one office only to run for. Accepts and declines for positions will be taken prior to the election. All accepted Nominations will be posted visibly for 2 days prior to Elections.

Election Committee: The Class Representatives will head the Election committee. They will distribute and collect the nomination ballots and prepare the final election ballot. They may chair the election, but may not count ballots if running for a position.

When only one candidate is running for an office, the chair will call for further nominations from the floor. If there are no further nominations, that one candidate will be announced elected by "acclamation".

Election Procedures: All nominees will be given the floor at the election to speak about why they are running for office and their qualifications for the position. The Election Committee will serve as tellers. Unless they are nominated for a board position. The chair will name a teller replacement for any nominee's. Tellers will distribute, collect, and count the ballots. Tellers will report the results to the chair that will announce the results. If only two candidates are running for an office, the position will be awarded to the candidate with the most votes. If three or more candidates are running for an office, one candidate must have a 2/3-

majority vote to be awarded the position. If not, a "run-off" vote must follow. A run-off vote will be a second ballot containing the names of the two candidates with the most votes from the first vote. After the second vote, the candidate with the most votes will be awarded the position.

Ballots must be clearly marked with instructions for casting a vote. Votes by proxy shall be allowed up to 72 hours prior to elections of the Board Members. All proxy votes should be given to the Election Committee Head.

DUTIES OF BOARD OF DIRECTORS, TEACHER/DIRECTOR & CO-FOUNDERS

The President shall be the chief executive officer of the corporation and shall supervise and control the affairs of the corporation and the activities of the officers. She/he will act as Chairperson unless another person is specifically appointed as Chairperson of the Board of Directors. She/he will also preside at all Board of Directors and Membership meetings. It is the responsibility of the President to be educating the membership on an ongoing basis regarding school policies and procedures. The President will oversee the preparation of the agenda and lead the parent and board meetings. It is highly recommended that you have prior Board experience to be voted into this job.

The Vice-President shall preside in the absence of the President, or in the event of his or her inability or refusal to act, shall perform all the duties of the President. She/he is supervisor, coordinator of parent jobs and committees. She/he will attend all meetings of the membership and Board of Directors.

The Secretary shall keep minutes of all membership and Board of Directors meetings, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. These minutes will be kept current and on hand at the school. They will keep current and on hand the phone list, all sign-in sheets, art check off sheets, etc. and fulfill misc. clerical needs. She/he will attend all Board of Directors and membership meetings.

The Treasurer shall assist the accountant in the responsibility of all funds, receive all funds and pay out the necessary expenditures. They shall keep correct accounts of the corporation's properties and business transactions, including accounts; it's assets, liabilities, receipts, disbursements, gains and losses. They will submit a monthly financial report at each membership and Board of Directors meetings. The Treasurer shall act as chairperson of the Budget Committee. Render to the President and members, whenever requested, an account of any or all of his or her transactions as Treasurer, and exhibit the books of account and financial records. They will turn all financial information over to the Audit committee September 28th and February 28th. She/he shall attend all meetings of the membership and Board of Directors.

The Teacher/Director shall supervise the physical well-being and emotional growth of the children during their school hours. She/he shall direct and plan the daily curriculum/program, provide daily health checks, attend and help plan field trips, arrange and conduct in-school conferences with the parents, direct working parents, train new parents, assist in administrative decisions and matters, make recommendations and requests as to purchasing of equipment, educational items, and arts and crafts supplies. She/he shall attend all membership and Board of Director meetings.

Co-Founders (Chairpersons of the Board of Directors), Cheri Ortega and Karen Stowe,

May assist in administrative matters such as finances, record keeping, fundraising, licensing, liability and legal matters. They may assist in the training of the officers and their duties; make recommendations and requests as to the purchase of equipment, supplies, and educational items. They may attend all Board of Directors and membership meetings.

Class Representative An appointed Board officer with voting status. You will be the liaison for the members and the Executive Board. You will also work as an assistant to the Director/Teacher. You will head the annual Election Committee and be responsible for RSG participation in the Staff Appreciation week, Back to School Night and Open House at Alta Murrieta Elementary School.

- **It is suggested that all board members attend** all budget and handbook committee meetings.

- It is the responsibility of the present board to train the newly elected board of duties and responsibilities effective April 1 and continuing through the last day of June.
- Effective April all newly elected Board members will be required to attend all board meetings for training purposes.
- As of August 1st, new Board Members take over all responsibilities. Board Positions run from August 1st through July 31st.

GUIDELINES AND TECHNIQUES FOR WORKING WITH CHILDREN

Guidelines to follow:

- The teacher and parents working with small children will communicate with the language of behavior (doing) rather than just the language of words (speaking). Children are sensitive to the way something is said, so the tone of your voice and your body language communicates as much as your spoken words.
- Let common sense be your guide. Please note that we will, sometimes, make mistakes when dealing with children. Always talk to the teacher if you need help with a child. We are all here for the same reasons and goals; to make this a fun and safe environment for all. This is a learning experience and no one expects you to handle every situation perfectly.
- Try to interact with the children's activity as little as possible. However, no child is allowed to dominate, intimidate, or hurt another child. If this occurs, step in promptly to redirect or hold the dominating one. Often a child who is dominating a situation needs help in setting up another activity (redirect). At group/circle/rug time, that child may just need an adult at his/her side.

Techniques to use:

- **Use your voice as a teaching tool.**

Speak firmly, clearly, and slowly, and keep your voice quiet and friendly. Avoid negative words, such as naughty and bad. Never use words that cause the child to feel frightened or ashamed. Use eye contact so you know you have their attention. This also applies when dealing with your own child during class time. Please never spank your child in school. If you need to reprimand your own child, you may walk outside and have a private moment with your child.

- **Do not attempt to control a situation from across the room.**

Avoid loud or shouting remarks from one end of the classroom to another. Move closer to the person to whom you are speaking. Approach a child in a non-threatening manner. When speaking, sit or bend to the child's level. You feel less powerful and the child feels less threatened.

- **State suggestions in a positive form rather than negative.**

You will less likely get resistance if you give a positive direction. Give the child a clear idea of what you WANT him/her to do. Example: "We SIT when we go down the slide." "Ride your bike AROUND the bench." "I love to finger-paint, too, but today we are USING BRUSHES."

- **Reinforce your suggestion if it is necessary.**

Moving near to the child, a glance at the right moment, or actual physical help are good techniques, which may be used to assure cooperation from the child. A child may not be able to understand too many words and may tune you out. It is better to offer your hand and lead the child to the spot where you want him/her to go, instead of verbalizing over and over.

- **Give the child a choice only when you intend to leave the situation up to him/her.**

Example: "It is time to clean up. Do you want to clean up the blocks or Play-Doh?" Two choices are enough. Other phrases that work are "You need to ..." and "You will be ready as soon as you..."

- **Give the child a minimum of help so that he/she has a chance to develop independence.**

Encourage the child in learning to solve her own problems; but, if you feel it is necessary to assist, then do so,

especially if the child requests your assistance.

- **Sometimes we have to settle a squabble by taking turns.**

Offer a child a duplicate toy or by redirecting a child. Taking turns: "Karen will ride the bike around the circle 2 more times, and then it will be your turn." "I will count to 20, and then Annie will let Jared use the rolling pin." Redirect to a similar activity that meets the need expressed by the child. "Carly, I cannot allow you to throw the toys, but you can bounce the ball." "Billy, if you need to pound, you may go over to the Play-Doh table and pound the clay."

- **Avoid making models in any art medium.**

Art is so valuable because it is a way for a child to show her self-expression. A young child is limited in speech so he/she needs the "creative" outlets to express their feelings. Remember it is the process (the creating and doing) that is important, not the product (the finished result). Admire the results, but please never ask, "What is that". You might say, "What pretty colors" or "Does the picture tell a story" or "Tell me about what you made".

NOTE: There will be times during the year when the children will be making a craft when a model will be shown.

- **The health and safety of the children are our main concern.**

A daily health check from the teacher is required before your child may enter the classroom.

All children play only in designated areas. Watch for wanderers.

All children sit on the swings facing the same direction.

Be aware of watchful strangers (even women) in the area.

When a child is using the bathroom and you are close by, check on them.

Keep track of children in your care.

Help the teacher and other working parents when needed.

Report all accidents to the teacher.

Never hit, strike or touch a child in an aggressive manner.

Never intimidate a child.

Children will be allowed to leave with authorized persons only.

If a child needs to leave early, please notify the Teacher/Director.

Children love to be praised. Let's give them many big "HOORAYS!" and "HIGH-FIVES!"

WHAT IS THE DIFFERENCE BETWEEN A SNACK AND A TREAT?

A Treat is something yummy for special occasions. For example: Cupcakes at birthday celebrations or cookies at holiday parties.

A Snack is something that is nutritious. A nutritious snack will include a maximum of 2 Healthy items. Your child's snack will be inspected daily, if found to be "unhealthy," a healthy snack will be substituted, and you will be assessed a \$2.00 fine.

Nutritional Snack Suggestions and Ideas:

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|---------------------|--------------------------|-----------------|
| 1. Fresh Fruit | 13. Whole Wheat Crackers | 24. Pizza slice |
| 2. Half a sandwich | 14. Muffins | |
| 4. Raisins | 15. Granola | |
| 5. Vegetable Sticks | 16. Granola Bars | |

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|-------------------------------|---------------------|
| 6. Cheese | 17. Saltines |
| 7. Pretzels | 18. Graham Crackers |
| 8. Cottage Cheese | 19. Banana Bread |
| 9. 100% Fruit snacks | 20. Corn Bread |
| 10. Peanut Butter on crackers | 21. Cereal |
| 11. Hard-cooked Eggs | 22. Nuts |
| 12. Whole Wheat Bread | 23. Raisin Bread |

**NO GOGURT OR GOGURT TYPE SNACKS IN A TUBE. Also no yogurt, applesauce, or pudding cups they are quite messy for the children.*

PERSONAL RIGHTS OF CHILDREN

As a child in a state-licensed child care center, a child has certain rights mandated by the state of California. The child care program shall ensure that each child is accorded personal rights.

Each child has the right to:

1. Be accorded dignity in her or his personal relationships with staff and other persons.
2. Be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his or her needs.
3. Be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
4. Not to be locked in any room, building or center premises by day or night.
5. Not to be placed in any restraining device.

Discipline

Any form of discipline that violates a child's personal rights shall not be permitted regardless of authorized representative consent or authorization.

PARENT'S RIGHTS

As a parent/authorized representative of a child in a state-licensed child care center, you have certain rights mandated by the state of California.

You have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.

3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

Note: California state law provides that the licensee may deny access to the child care center to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in care.

OUCH REPORT

Should your child injury him or herself while at school we will do the following:

1. Remain calm
2. Clean effected area with water
3. Depending on severity of injury make a call home
4. Fill out an ouch report (Parent will be required to sign and will be kept in child's file.)

If your child's injury is life threatening we will call 911.

IN THE EVENT OF A MAJOR EMERGENCY

As stated in our Disaster plan, we will be relocating to the following addresses:

Rail Ranch Elementary School
25030 Via Santee
951-696-1600 ext 2450

Avaxat Elementary
24300 Las Brisas Rd North
951-696-1600 ext 2176

Should a minor emergency occur, we will evacuate to the playground/field of Alta Murrieta Elementary School until you or your designated person comes. Anyone requesting to pick the child

up will have to show a picture ID.

If you are a working mommy, your parent job card will designate which emergency job you will have. It is important to review this at the start of your workday. Our emergency backpack is located **in the medical cabinet**. This is where our emergency forms are kept for ID verification.