



explorer
parent
participation
preschool

PARENT HANDBOOK

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This handbook is to be used for guideline purposes only. It is subject to changes and updates, which will be posted on our website.

The Explorer Board should answer any questions or provide necessary clarification.

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EXPLORER PRESCHOOL – PARENT HANDBOOK

Table of Contents

Introduction	1
Mission Statement and Philosophy	
What is a Parent Participation Preschool?	
Explorer History and Affiliation	
Preschool and Enrichment Classes	
The Explorer Staff	
Curriculum Guide	
Beginning Preschool	9
General Information	
Philanthropy	
Introducing Your Child to Preschool	
Preschool Definitions	
Introducing the Parent to Preschool	17
Supervision Guidelines	
General Interaction with Children at School	
Guidance Toward Self-Discipline	
Cooperative Action Plans	
School Communications	22
Parents' Room	
Web Site, E-mail, and Social Media	
Services Available to You	25
Parent/Teacher Conferences	
Santa Clara Valley Council (SCVC)	
Financial Aid Program	
Participation Requirements and Financial Obligations	27
Admissions & Continued Membership	
In-Class Participation (working parents, workdays, substitutes, visitors)	
Parent Education Classes (PECs)	
Fundraising	
Maintenance	
Committee or Board Member Participation	
Financial Obligations (fees, tuition, reimbursements)	
Additional Requirements	
Leave of Absence (paternal, emergency, extended)	
Withdrawal	
Termination	
Health	
Emergency Procedures	
Transportation	

By-laws of Explorer Preschool, Inc.	63
Articles I-X	
Statement of Non-Discriminatory Policy	
Board Job Descriptions	66

EXPLORER PRESCHOOL- PARENT HANDBOOK

Appendices

Appendix A: Forms	72, 74
Notice of Withdrawal Form	
Carpool Information Form	
Appendix B: Food Guide for Young Children	76
Appendix C: Cooperative Action Plan	78

INTRODUCTION

Mission Statement

Explorer Preschool is a parent participation preschool where children, at an individual pace, can learn and develop through play, and parents can learn and grow in their abilities to be child educators at home, at school, and in their community.

Philosophy

Explorer's curriculum is a developmental-based program concerned with the development of the whole child, emphasizing social, intellectual, emotional and physical growth. At Explorer, the teachers carefully plan open-ended and child-directed activities and emphasis is placed on the value of play, learning environments and developmentally appropriate materials and activities. Our philosophy is that children learn through active and child-initiated play, through direct contact with concrete objects, through repeated positive experiences, and most of all, they learn through interactions with people who are important to them.

What is a Parent Participation Preschool?

A parent participation preschool is a family enterprise. Families join together and draw on each other's talents and resources to provide a sound educational environment for their children. The director and teachers provide leadership and guidance as parents assume the responsibility for implementing the program. Parents receive instruction from the staff and other resources to increase their knowledge and skills related to the child. Thus parents grow in their abilities to be educators of their child both at home and at school.

The advantages of the parent participation system of education are numerous. Sharing your child's preschool program provides you with a unique opportunity to see him/her in a group situation. Through interaction with the Teacher, you are able to develop a more knowledgeable approach to your child's education.

The preschool has one central focus - your child. What the preschool is teaching may not be evident to the casual observer, but your child is learning and growing in a very real way. Play is important business. During your child's preschool career, s/he will learn many important things.

Our school's general philosophy toward creative media is to leave the children free to work at their own pace. We do not try to teach skills such as cutting, pasting and painting. Rather, we encourage free use of art materials in many forms. This enables the children to progress at their own rate, eliminating the frustration that can occur when expectations are beyond their capabilities.

Children will have practice in getting along with their peers and adults, in protecting their rights and in being sympathetic with other people's feelings. They will begin to handle their own feelings realistically through play. They will learn best if they have the thoughtful and loving leadership parents and teachers provide.

The community experience provided where people are working together to accomplish a common goal is a healthy social experience for you and your child. Lasting relationships develop as families work together and support each other.

Explorer History

On April 26, 1960, Explorer Preschool (formerly Cambrian Parents' Preschool) welcomed its first families in two bare rooms and a large weeded outdoor area. The initial budget was zero. Although our school has moved, developed different play yards and changed its name, Explorer has always had the community support and excellent programs that exist today.

In 1960, Kathi (Murray) Levin provided the leadership as Director/Teacher and remained on the staff until 1977. Bev Tucker joined the staff in 1969 and worked with Kathi until 1977. The program continued with the addition of a class for two-year-olds created by Konne Ainsworth and an afternoon prekindergarten program begun by Bobbie (Ingram) Burri.

In 1980, Cambrian Parents Preschool moved from the Cambrian area to a San Jose location on Branham Lane. In 1980, the Board began a search for a new name and logo. The name Explorer represented the ideals and philosophy of our school. In 1986, we moved to a location at Union Avenue and Highway 85. Annie Deckert joined the teaching staff in 1995, and Jackie Kite began teaching at Explorer in 1997.

In 2003, Explorer relocated to the current site at Booksin Avenue in San Jose. We continue to provide Parent Education and Preschool classes under the direction of our staff who are credentialed, as required by the Metropolitan Adult Education Program. Explorer is accredited by the National Association for the Education of Young Children (NAEYC) and is a proud member of the California Council of Parent Participation Nursery Schools (CCPPNS). We are also licensed by the State of California.

Affiliation

Explorer Preschool currently leases its facilities from Lincoln Glen Church. The preschool is not affiliated with the church, its denomination, or any other religious group.

Preschool Classes

MW 2's and Fri 2's

9:00 - 11:00 am

Age: 2 years old by Sept. 15th

Teacher: Annie Deckert

No. Working Parents: 7 Ratio of children to adults: 2:1

Tues/Thurs

9:00 - 11:30 am

Age: 2 years 9 months by Sept. 1st

Teacher: Konne Ainsworth

Teacher Aide: Jackie Kite

No. Working Parents: 8 Ratio of children to adults: 3:1

Mon/Wed/Fri

9:00 - 11:30 am

Age: 3 years 6 months by Sept. 1st

Teacher: Jackie Kite

Teacher Aide: To be determined

No. Working Parents: 8 Ratio of children to adults: 3:1

4-Day

12:30 - 3:00 pm (Mon- Thurs)

Age: 4 years 0 months by Sept. 1st

Teacher: Konne Ainsworth

Teacher Aide: Jackie Kite

No. Working Parents: 6 Ratio of children to adults: 3:1

Enrichment Classes

5's Fun Club

Afternoons, start/end time varies by session

Age: 4 years by Sept. 1st

Jackie Kite teaches an optional afternoon enrichment class for children eligible to enter Kindergarten in the fall of the next school year. Number of working parents in the class is dependent upon the number of children enrolled. Class maximum is 20 students; ratio would not exceed 5:1. When offered, a session begins in mid-January.

The Explorer Staff

Konne Ainsworth joined the Explorer staff in 1976 after a year as a participating parent and was appointed Director of the school in 1977. She has a degree in Child Development as well as a California Elementary Credential and holds a Master's degree in Early Childhood Education (ECE). Konne taught fifth grade and various Parks and Recreation preschool courses prior to joining Explorer. She taught at Ohlone College for 15 years in the ECE department. At Ohlone College, she developed and taught science, literacy, and art curriculums, as well as an Introduction to Curriculum Class in the Early Childhood Department. In 1978, Konne developed and established the two-year-olds' program at Explorer which she taught until she took over the 4-day afternoon program. In addition, she teaches the Tuesday/Thursday class. She emphasizes the importance of children becoming active participants in their own learning through exploration, questioning and investigation.

Annie Deckert teaches Explorer's 2's classes and Together Time for Parents and Toddlers classes. Annie was a participating parent at Explorer for 4 years before joining the staff in 1995. She has a Master's Degree in Educational Psychology, a Bachelor's Degree in Elementary Education, a California Adult Education Teaching Credential, and a California Child Development Program Director permit. In addition to teaching at Explorer, Annie teaches college child development classes. In her work with parents and toddlers at Explorer, Annie strives to create a developmentally appropriate learning environment, so that each child will learn through play and positive relationships. She believes parent education is one of the most powerful tools for creating positive change, and her goal is to help Explorer parents learn to effectively support their children's development.

Jackie Kite came aboard the Explorer team in 1997. She obtained her teaching credential in Visual Arts, English and Education in England, has an Adult Education credential, and a Masters Degree in Child Development from San Jose State University. She brings a wealth of experience through her travels and teaching in Greece and Italy. She also spent seven years working for the YMCA, at one point as Program Director for Childcare, Camp and Family Programs. Jackie teaches the Monday/Wednesday/Friday class and is the second Teacher in the Tuesday/Thursday and 4-Day. In addition, she teaches an enrichment class for prekindergarten children, called Friday Fives. She believes in providing many opportunities for each

child to develop to their full potential. Her curriculum provides choices that enable children to learn in different ways and to develop specific skills as a foundation on which to build and give them success as they continue on to elementary education.

Curriculum Guide

Parents are encouraged to use their special talents during their teaching time at school. They can help the child use inductive thinking by using such encouragements as "I wonder what would happen if...?" or "Where do you suppose this came from?" By doing this, the parent shares the child's wonder and enjoys the newness of discovery along with him/her. Working parents are scheduled through a rotation of parent jobs including: art, cooking, creative play, music and movement, outdoor supervision, observation, and special projects. This curriculum is briefly described below.

Art – The development of self-concept, small motor skills, and spatial concepts necessary for academic success are a by-product of a successful art program. It is helpful to have art materials organized to enhance maximum development of artistic and creative abilities, but producing a model for the child to copy is discouraged.

Cooking – "Cooking provides a wide variety of experiences which give a child a sense of accomplishment, a chance to experiment, a developing awareness of his own senses of taste, touch and smell." * Our parents provide daily food experiences for our children.

Creative Play – Make-believe, dress-up, domestic play, block building, and playing games encourage a child's development of language and thought processes. The philosophy of our school encourages self-discovery in the child.

Movement and Music – It is important that young children be given every chance to learn to use their bodies effectively. Large muscle skills are taught through obstacle courses, the balance beam, running, and active play. When group games are organized, music provides the perfect medium to teach young children. Singing and musical instruments, besides offering pure enjoyment, help the young child develop many pre-academic skills.

Outdoors – Bikes, sand, water, and exposure to the natural environment expand the child's knowledge of his/her world. Although outdoor play is most frequently associated with large muscle movement, opportunities for developing social skills are numerous.

Science – First-hand exploration is the keynote of the child’s science experience, both at our indoor school and outdoor classes at Vasona Park. The child’s cumulative knowledge of the world grows as s/he is exposed to natural and man-made objects. S/he learns to compare, contrast, classify and to use these objects in play as well as in arts and crafts.

Special Projects/Observations – Children reveal themselves in their play. We can learn a great deal about how they think and feel by thoughtful observation. By observing many children in different settings not only can we become more objective about our own children, but also learn to understand more about children’s behavior in general.

*The CEMREL Institute, *School Before Six, A Diagnostic Approach*. Vol. 11, page 653.

BEGINNING PRESCHOOL

General Information

- 1) Regular preschool hours are:
 - a. Morning sessions:
 - i. 9:00 a.m. to 11:00 a.m. (2's classes)
 - ii. 9:00 a.m. to 11:30 a.m. (T/Th and MWF)
 - b. Afternoon sessions: 12:30 p.m. to 3:00 p.m. (4-Day)
 - c. Parents scheduled to work in the classroom should arrive 15 minutes before class begins to assist with set up and expect to stay 15 minutes after class ends to assist with cleanup.

- 2) School parking lot safety is critical. Children's hands must be held. Please park in the North Parking Lot.**

- 3) All children must be signed in and signed out each day they attend school as per licensing requirements. The adult's signature must include first initial and full last name. The sign-in/sign-out sheet is in each Teacher's class binder.

- 4) Only children who are fully enrolled in the preschool may attend. Siblings not enrolled may not attend.

- 5) Children coming to school should be dressed appropriately for the weather and indoor and outdoor play. Avoid flip-flops, crocs, and rain boots, which pose a slip hazard. Sunscreen and insect repellent should be applied prior to class by the parent, if appropriate. These items may not be brought to school or kept in backpacks at school.

- 6) Plan to bring your child to school promptly at the beginning of class. This ensures that s/he will fully benefit from the total program and daily lesson plans. Also, be sure to pick your child up promptly at the end of class. Your child needs to count on seeing you as class is dismissed. Arriving more than five minutes after class ends constitutes being tardy. Excessive tardies may result in termination. (See Participation Requirements and Financial Obligations, Section VIII. for Late Parent Policy)

- 7) Only those persons authorized to pick up your child may do so. "Authorized" persons are those listed on your Identification and

Emergency Information form (LIC 700). Please notify the Teacher in advance if someone other than the parent will pick up your child. If car trouble or any other serious mishap prevents you from picking up your child at the proper time, please call the school at 408-723-0779 prior to the end of class to inform the Teacher whom from your "authorized" list will be responsible for your child after dismissal.

- 8) Key information is distributed at orientation and should be properly kept for easy and frequent access. This includes the class list, class calendar, master calendar, and the "Where to Find the Answers" sheet. These are critical in staying informed during the year. Explorer also maintains a web site at www.explorerpreschool.org, which contains detailed school-wide and class-specific information that is updated regularly throughout the year. Effort should be made to visit the web site often to ensure you have the most up-to-date information. (See "School Communications" section for log-in instructions.)
- 9) Nutritional snacks will be provided by the scheduled cooking parent (position #1 on the work schedule) for the day. Please inform the Teacher and class coordinator of any food allergies or food restrictions your child has. At least two different food groups must be served for snack and recorded. Your Teacher will show you where to record your snack in the classroom daily. Licensing requirements are in the handbook. Use the food pyramid guidelines for 2-6 year olds below and also refer to Appendix B: Food Guide for Young Children at the end of this handbook for more information on serving nutritious snacks.

Food Pyramid Guidelines for 2-6 year-olds:

Food	Serving	Example
Fats and Sweets	1 daily serving	Sweets are not appropriate at preschool; butter and oils should be used in moderation
Meat, fish, poultry, eggs, dry beans, nuts	2-3 d.s.	1½ oz. baked chicken; ½ 3 oz. hamburger

Dairy	4 d.s.	2 cheese cubes, ½ c. yogurt
Food	Serving	Example
Fruit	3 daily servings	4 strawberries, ½ orange; ½ apple
Vegetables	3 d.s.	1 small potato, 1-2 broccoli/ 1/3 ear of corn
Grains	at least 6 d.s.	¼ c pasta, 1 mini muffin, ¼ waffle, 4 crackers

- 10) Parents are required to bring fresh foods daily and throw out any food that has an expired date. The following foods are NOT to be served to children: Hot dogs, whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, chunks of raw carrot or meat larger than can be swallowed whole. Food shall be cut into ½-inch square for toddler/2's, according to each child's chewing and swallowing capability. Explorer is a **NUT-FREE** school. To ensure all students' safety, please do not bring any nut products or food items containing nuts onto the Explorer campus. No sweetened beverages are allowed. Children may have water at snack time. Refer to Appendix B for food handling and preparation guidelines. Remember to keep all liquids hotter than 110 degrees out of the reach of children to prevent scalding.
- 11) Animals in the classroom: Explorer provides children with the opportunity to observe and discover some of our nature friends in the classroom. The science room and 2's classroom may have a variety of class pets. In the past, we have had: crawdads, rats, tarantula, guinea pigs, rabbits, and/or chickens. From time to time, teachers or parents may bring in other animals to share. It is important that you let the children develop their own reactions to the animals and not take on an adult's fear or reluctance to interact with any of the animals. Parents assigned to the science room provide daily care to the animals and the opportunities for children to interact with them. If you are not comfortable with this task, ask to switch work positions with another working parent. **PROPER HANDWASHING PROCEDURES MUST BE FOLLOWED after handling animals.** Always instruct children to wash

their hands when they are done interacting with the animal, and visually observe them doing so.

- 12) Explorer Preschool has a **NO SMOKING** policy for the entire facility. No smoking is allowed on campus at anytime, including class times when children are present and adult meetings with or without children. No firearms are allowed on the premises. Hot drinks like coffee and tea are NOT to be brought to the classroom.

Philanthropy

As a non-profit organization, Explorer Preschool relies on the generosity of our community to provide the best programs for our children. Because we realize that our community is a giving one, the preschool employs the following philanthropy guidelines:

- 1) During the year, the teachers may engage in a charitable project as part of the class curriculum. This may be a canned food drive, "penny brigade," etc. These are used as teachable moments in the classroom, and participation is strictly voluntary.
- 2) The social committee may create a "drive" in conjunction with a school social activity, such as a book or toy drive during the annual holiday party. Again, this is used as a teaching moment for our children, and participation is strictly voluntary.
- 3) For the above-mentioned activities, Explorer's focus is on charitable causes that benefit children.
- 4) Explorer cannot participate in activities outside these parameters, and the membership as a group shall not be solicited for support in any activities outside these guidelines.

Introducing Your Child to Preschool

- 1) Introduction to preschool starts by attending the following:
 - a) **Play Day at Explorer** – A chance to meet the Teacher, parents and children enrolled in the class.
 - b) **Orientation** – A mandatory meeting for Parents to discuss the class requirements.
 - c) **Meet the Teacher** – An informal meeting with the Teacher, parent, and child in a small group of their classmates.

- d) **Half Class Days** – Days when half the class attends school to get used to the schedule and environment.

NOTE: The Child's Pre-Admission Health History (LIC 702) is also used by the Teacher.

- 2) To prepare your child for the first days of class, give accurate information concerning familiar factors:
 - a) There will be other children for playmates.
 - b) Mention a few familiar toys to enjoy at school.
 - c) Be casual, not superlative; high expectations may result in disillusionment or disappointment.
 - d) Reassure your child that you will stay the first day if s/he needs you.
- 3) The first days will be more pleasant for you and your child if you:
 - a) Allow sufficient time for dressing, breakfast and other morning routines so you will arrive at school relaxed.
 - b) Refrain from warning your child to be a "good girl/boy." "Have a good time," or "I'll see you at 11:30" are more positive.
 - c) Expect your child to grow in his/her own way, and at his/her own pace in play experience.
 - d) Expect your child to become healthily soiled, and dress him/her accordingly. Children should be dressed comfortably in washable clothes. Paint, glue and other "messy" activities are included daily. Safe shoes are required because there is climbing equipment available. A change of clothes in a backpack is also suggested. Be sure to label all clothing, shoes, boots, etc. Safe shoes need to be marked after each washing.

Your Own Child at School with You

On your working-parent day your own child may bear little resemblance to the child other people see the rest of the time. S/he's usually a nice, normal child when Mommy isn't around. Consider your child's point of view; here you are in his/her school, paying attention to all those other kids. It is really hard for your child to share you with all those other people, but learning that s/he can, without losing your love, is a big step forward. S/he is your child, and as such, deserves some special consideration. The smile, hug, or place next to you at snack or story time should be theirs. Relaxed acceptance of your child's behavior, whatever it may be, helps. S/he will

eventually be able to accept and understand that on your working-parent day, you must be a Teacher for all the children. Please accept this explanation and don't be embarrassed by your child's behavior.

Preschool Definitions

Listed below are phrases frequently heard at Explorer. It is important to understand them as they appear throughout the school's Participation Requirements and Financial Obligations and are used at Parent Education Classes.

Class Workdays – These are the days when a parent is scheduled to assist in the classroom as a working parent along with other working parents and the Teacher of the class. Working parents arrive 15 minutes before the beginning of class to help set up and may stay up to 15 minutes after class to help cleanup. (See Participation Requirements and Financial Obligations, Section II. for In-Class Participation)

Culmination – Culmination serves as the May daytime Parent Education Class and is generally held in the evening at a class member's home. It is a time of reflection on the growth of each child and the growth of the class as a whole. Parents are encouraged to do a "Culmination project," representing some meaningful aspect or memory of the year to be given to the child at a later time. Examples include a framed photo, a photo album or collage, a letter or poem to the child, a song, or a project including a piece of the child's art.

Double Parent Family– A double parent family is a family with two children enrolled concurrently in different classes in the school. Double parent families must attend all meetings for their children's classes and work as scheduled in each class. Parents of multiples are not considered a Double Parent since both children are enrolled in the same class. A family is not considered a double parent when one child is enrolled in a preschool class and another child is a participant in the Parent Education Class, Together Time.

E-mail List – The main form of communication regarding class events involves sending e-mails to all class members. E-mail etiquette should prevail. E-mail addresses are not to be used for non-school activities or solicitation purposes. See "School Communication".

Explorer Buddy Families – Each year, incoming families new to Explorer are assigned a "buddy family" to support them through their first year of co-op preschool life. The buddies are current board members assigned by the president during the summer break. The purpose of the buddy is to be a resource to new families for any questions, concerns, and information they may have or need prior to the first day of school, and continuing through their first school year. New families will receive a welcome call from their buddy sometime during the month of August and the Back-to-School orientation provides the opportunity to meet face-to-face.

Maintenance Workday – Families participate in the maintenance of the school and yard by attending work parties on Saturday mornings for a total of 6 hours. Families from the 2's classes are required to work only a total of 3 hours. Either parent may attend. Children do not attend. (See Participation Requirements and Financial Obligations, Section V. for Maintenance)

Parents' Room (Office) – The parents' room is a communication center at school. Each parent has a labeled mailbox for incoming intra-school communications. There are also several bulletin boards used for posting class-specific and school-wide information. Current copies of pamphlets and brochures are available here.

Working Parent (also known as Designated Working Parent) – This term identifies the participating parent in the classroom. This person has the required TB test and Health Form (LIC 503) on file with the school.

Parent Education Classes (PECs) - PECs are a necessary component of this type of school, and aim to provide you with information concerning your child's needs and abilities. Each parent is expected to participate as per the requirements of Explorer Preschool. (See Participation Requirements and Financial Obligations, Section III. for Parent Education.) The required daytime and evening PECS, as well as in-class work as Working Parents contribute to a parent's knowledge of early childhood development and trends in education. The Parent Education Classes also increase knowledge of individual

children and their needs and improves our ability to parent appropriately and effectively.

Refundable Deposit – This term refers to the \$100 deposit billed per family, paid at the time of enrollment. The deposit will be rolled over from year to year during the term of enrollment. It may be refunded at the time of withdrawal or graduation, provided all preschool requirements have been met.

Substitute – This is a person arranged in advance to fill in for a regularly scheduled working parent in the classroom. A person interested in being a substitute for pay (\$35 per class session) or for a traded workday should notify the Class Representative. (See Participation Requirements and Financial Obligations, Section II. for Substitutes)

Twin Parent – This is a parent with more than one child enrolled in the same class. A twin parent's class workday rotation is:

MW2's	1.5 times as for a parent with one child.
Fri 2's	1.5 times as for a parent with one child.
T/Th	1.5 times as for a parent with one child.
MWF	Work one day per week per child.
4-Day	Work one day per week per child.

INTRODUCING THE PARENT TO PRESCHOOL

No one expects you to know all the right preschool techniques immediately. You're entering a laboratory, and everyone around you has been in your shoes. Use your intuition. If something too baffling confronts you, there is help on every side. The teachers want you to feel free to call upon them for aid or advice at any time. The other parents can help too.

You may wonder if all new members feel so awkward, and perhaps even a little overwhelmed. The answer is an emphatic YES. There are parents who have been active in the preschool for many years who still enjoy the challenge that is intrinsic in each new year. There is always something new to learn!

Supervision

Each working parent is assigned to an area, special activity, or group and is responsible for all the children in that area. Be aware of the entire area that you are assigned to supervise. The Teacher carries the overall responsibility for the safety and welfare of the children. For this reason, s/he is not responsible for any specific area.

Supervision Guidelines

- 1) Be where you can observe the maximum number of children.
- 2) Never, under any circumstances, can the yard or room be left unattended. If you are the only working parent in the area, do not leave for any reason. Send a child to ask that another working parent join you if the need arises.
- 3) Avoid visiting with other working parents while supervising the children. Save socializing for after class. Likewise, texting, browsing, and cell phone calls are not allowed in the classroom or yard when supervising children.

- 4) Stand or sit in back of the equipment you are supervising so that you can see the full use of it. Do not sit or lean against children's equipment. They seldom use it if an adult is occupying it.
- 5) There will be situations where adult intervention is definitely needed and others when the children are able to solve a conflict themselves. If you feel that danger is imminent, step in immediately.
- 6) Stay close to the situation, but guard against the appearance of anxious hovering.
- 7) Any accident, however minor, should be reported to the Teacher. The Teacher is ultimately responsible for all first aid. However, a working parent may administer minor first aid following the school's Injury Procedure. (See Participation Requirements and Financial Obligations, Section XII. Health, item D. for Injury Policy)

General Interaction with Children at School

- 1) A quiet voice is most effective with children. Bend down to a child's level when speaking to him/her. Really listen when s/he speaks. Be friendly. The children are learning, and we need to give them time to learn the ways of the world.
- 2) Be a sympathetic audience rather than an entertainer. Making clay figures, cutting paper dolls, or actively entering their dramatic play makes children too dependent upon you. Doing so is likely to lessen the amount of creative activity. You may wonder what to do if the child tells you, "Make airplane." You can be fairly gracious by saying, "We like to have you do it in your own way. I want to see how you do things."
- 3) Do not hold a child to a uniform standard of performance. Vary the amount of help given according to the situation and the child's physical and emotional condition.
- 4) Sincerely praise the child's efforts.
- 5) Definitely do not discuss the children in their presence or in the presence of other children.
- 6) Suggest the next specific act when a child dawdles. Ask, "Where is your towel?" when a child continues hand washing too long, or just offer him/her a towel. Ask, "What did you do with your napkin?" when s/he has trouble finishing up with snack. Such comments remind the child of his/her task but leave the initiative with the child.
- 7) Children respond favorably to an orderly atmosphere. Picking up toys or straightening books or the doll corner can make your assigned area more appealing. At the end of the day, however, children are encouraged to help put toys, blocks, and puzzles away.

- 8) Give the child a choice of action when feasible. Asking "Where would you like to park your trike, by the door or in the garage?" gives the child a personal interest in the situation and develops his/her initiative and independence.
- 9) Offer the child a choice only when you can accept his/her choice. The choice could be negative.
- 10) Toilet accidents are taken in a matter-of-fact way, as are all other accidents like drinking water spilling or paint-spilling. In no instance should you scold or punish a child for an accident. It is much more helpful to suggest a way for the child to clean up ("Your water spilled; here is a sponge.")

Guidance Toward Self-Discipline

In order for children to feel secure in preschool, they must experience a consistent type of discipline. Parents are encouraged to help by actively applying the discipline (teaching) through the approach described in the next section. While you may not feel completely comfortable with this approach at first, it will eventually become more comfortable; and all our children will benefit when we all apply discipline consistently and routinely.

We view the individual child as a person and attempt to build a friendly and understanding relationship with him/her. Accept the child as s/he is, meaning feelings and all, so that s/he may accept you and your guidance.

Developing Self Discipline in Children

- 1) Be sure the child understands. Have the child's attention when you speak. Use understandable words. Simplify sentences. Give one direction at a time. Show as well as tell.
- 2) Be reasonable and timely from the child's point of view. Give advance warning. Don't expect the child to stop instantly; let him/her finish his/her activity if at all practical. Small children become confused when hurried. Forcing a child to perform too quickly or to turn abruptly from one activity to another often causes frustration, irritation, and conflict.
- 3) Be matter-of-fact in stating rules. Take compliance for granted. "We all do this." "You need to." Let the child say, "I don't want to." Often s/he will comply almost immediately if the adult doesn't argue the point.
- 4) Limit directions to essentials. Release the child from constant heckling.
- 5) Over-direction breeds rebellion. Withdraw supervision progressively as the child is able to assume responsibility for him/herself. Expect

reasonable errors in judgment when the child experiments in a new area of responsibility.

- 6) Be quiet in manner and tone. A child's non-compliance isn't an affront to your dignity as an adult.
- 7) Allow the child to learn by experience. Encourage him/her to find out for him/herself.
- 8) Be positive. Avoid negatives. As a general rule, positive direction is much more effective than negative commands. (Rather than "Don't throw sand," use "Sand is to dig in.") Do give a child many opportunities for choosing, but when expecting him/her to conform to a rule, don't give a choice; thereby avoiding a "no" answer followed by an argument. (Rather than "Do you want to go home now?" try "It's time to go home now.") In some instances it may become necessary to take or send a child away from an area if s/he persists in an activity that may endanger him/herself or others.
- 9) It is against school policy to use corporal punishment or verbally abuse a child.

When the Adult Should Intervene

- 1) Help the child only when s/he needs help. Encourage the child to find out for him/herself. Questions or suggestions for alternatives may help the child realize other possibilities when s/he is close to frustration. Let the child forge ahead on his/her own as much as is practical. Realize that a child is not capable of a consistent standard of high performance. Variations in physical and emotional conditions affect his/her day-to-day performance.
- 2) Gradually withdraw your physical and verbal help as the child progresses towards independence. Children may depend too much on commands. Comments or questions such as: "Is your water finished?" (When you know it isn't), "You're almost through, aren't you?" or "You've been washing very nicely" remind a child of the task at hand, and help him/her take the initiative in continuing with it.
- 3) When children are involved in a social conflict, let them work it through if they can. It is important to know the children individually so that you will realize when adult support should be given and how much support is needed.
- 4) Step into a social conflict only when necessary to prevent injury or to suggest a socially approved solution. Children need to learn self-reliance as well as cooperation. If left to themselves they will often end conflicts

and solve difficulties in satisfactory ways. Valuable skills will not be developed if the adult interferes too hastily.

Cooperative Action Plans

Discipline approaches that foster the development of internal controls and problem solving are more productive than those that rely upon external controls and authoritarianism to keep immediate peace. Positive discipline will be discussed at parent education classes. Teachers will help individual families and children who struggle with self-control issues.

A goal of our program is to encourage children toward self-control and self-discipline (ie. solving social problems, taking turns, helping each other, planning together, or going to a self selected cool off, calm down activity, for example).

The following safety rules apply to all classes:

- 1) The child may not hurt him/herself or others.**
- 2) The child may not damage equipment or materials.**
- 3) The child may not interfere with rights and privileges of other group members.**
- 4) The child may not wander through school without adult supervision.**

If there is documented and repetitive destructive or aggressive behavior, the Teacher and parent(s) will meet to form a **Cooperative Action Plan**. (Refer to Appendix C to see the Cooperative Action Plan form.)

The Cooperative Action Plan could include:

- 1) Written observations of noted behavior(s)
- 2) Recommended reading
- 3) Willingness to share child management techniques with other parents
- 4) Parent(s) attending every class and/or field trip
- 5) Enrollment in an additional outside parent education class
- 6) Family counseling
- 7) Referrals to outside agencies
- 8) Other plans agreed upon by parents and Teacher

A follow up meeting will be held after six weeks to evaluate and/or modify the plan. If the objectives are ineffective or not met, another consultation

should be planned to include another staff member and the Vice President. If necessary, continued membership may be reviewed by the Board. Conditions leading to dismissal could include parents not being willing to work with the staff, determination that the school is not in the best interest of the child, or other situations given careful consideration of the Board.

SCHOOL COMMUNICATIONS

Parents' Room

Explorer maintains a Parents' Room, located in room 5 (next to the 2's classroom). This room acts as a physical "Communication hub" for parents. Important notices and announcements will be posted here by committee chairpersons and Teachers. Sign-ups for taking the school pets home and other activities are located in this room. Each parent is also assigned a "Mail box" for notices and documents to be distributed. Each class has its own file box and parents are listed in alphabetical order. Please check your box regularly.

Web Site

Explorer maintains a web site at *www.explorerpreschool.org*. All current members have access to the "My Explorer Community," "Family Commitments," and class-specific sections of the website, which contain detailed school and class information that is updated weekly. Access for members becomes available in late-August.

To access the site for the first time:

- 1) Go to *www.explorerpreschool.org*
- 2) Go to the upper right hand corner, where you will find the log-in field.
- 3) Type in the e-mail address that you gave in your registration packet. Then choose "forgot password". After completing a captcha, password reset instructions will be sent to your e-mail address.
- 4) Look for an e-mail entitled "Choose a new password for your Explorer Preschool Account". Click on the link contained in the e-mail and you will be taken to a password reset page. This page will allow you to set a new password, even if you have never had a password before.

Please remember to notify your Class Representative and Membership Chair of any changes in your personal contact information throughout the year. If you change your e-mail address on file with Explorer, use your new e-mail next time you login to the web site.

E-mail

Explorer uses e-mail regularly to communicate with members. E-mail may come from your teachers, your class representatives, or board members. For example, the weekly school-wide e-newsletter updates come from the Secretary. Be sure to add these e-mail addresses to your safe senders list so you don't miss out on any important school messages.

Because Explorer publishes its members' contact information within its Family Directory, it is necessary to provide guidelines for its proper use. Please report any inappropriate use of contact information to the Secretary or Vice President.

Explorer E-mail Guidelines:

- 1) **Respect Privacy.** Explorer e-mail addresses are provided to help you communicate with other Explorer parents. Do not share them with outside parties without the consent of the owner of the e-mail or a reasonable expectation that the owner wants his or her address given. **Never provide the entire Explorer e-mail list to outside parties.** Obviously, this goes for phone numbers too.
- 2) **Be concise and limit distribution.** Many of us get dozens of e-mails a day. Make it easy on the reader by being brief and only send the e-mail to people who need to get it. (It's junk mail to everyone else.)
- 3) **Avoid "Spamming".** Don't try to sell that used stroller by e-mailing all 100 families at Explorer.
- 4) **Don't "Flame".** Email information does not carry a lot of emotional context. Thus, emotional expression in e-mails can come across as highly exaggerated. In an emotionally charged situation, it is better to pick up the phone. Likewise, don't use capital letters to emphasize a point. IT MAKES YOUR MESSAGE DIFFICULT TO READ AND CAN BE PERCEIVED AS YELLING.

Social Media

Explorer Preschool aims to create an inclusive and welcoming community for its members. Explorer understands the ubiquity of social media and requests members adhere to behavioral guidelines that respect differences among our families' participation in social media. We recognize that some families use social media extensively, while others do not participate at all.

As an organization we have made the decision to **not** use Social Media to relay important information about Explorer Preschool activities. Communication about our classes, their schedules, rosters, and other pertinent information will be shared by e-mail, on the password protected portion of our website, or via your class mailbox folder in the parents' room.

Explorer maintains two official online presences: our website (<http://www.ExplorerPreschool.org>) and a Facebook business page (<https://www.facebook.com/ExplorerPreschool/>).

You may also choose to join the board-approved Facebook group, *Explorer Community*. *Explorer Community* is the only Facebook group that can carry the Explorer name. It is a closed group with a Board-appointed group administrator. (<https://www.facebook.com/groups/139201252934354/>)

You own your (family's) digital footprint. You are a valued member of our Explorer Preschool community. We encourage you to share your family's preschool experiences in your own communities in ways that are aligned to your comfort with Social Media and in accordance with Explorer Preschool's guidelines.

Explorer's Social Media Guidelines:

- 1) **Respect and protect privacy.** Do not post/share pictures of classmates or their parents, unless you have permission. For children, permission must come from the child's parent. Do not post any information that includes Personally Identifiable Information (PII).
- 2) **Follow our approved photo-sharing practices.** Each class will have a designated Shutterfly Share account. These are the only forums for classmates to collect and share photos. They are also used to create each class's year-end Memory Book.
- 3) **Protect community interactions.** Explorer members are prohibited from creating external groups. Non-sanctioned sites include: Facebook Groups (whether public, private, or secret), Yahoo Groups,

Bigtent communities, any photography sharing or gallery sites. Apps like Instagram, Twitter, Path, are also not appropriate for sharing community level information.

- 4) **Be responsible.** Mistakes may occur. Please be responsible and sensitive to the needs of our community and address any issues that are raised. If you realize or are made aware that you have over-shared, please modify your post(s) and/or practices so that you stay within the Explorer guidelines.

SERVICES AVAILABLE TO YOU

Parent/Teacher Conferences

Parent/Teacher conferences can be very valuable in summing up the child's and parent's total school experience and in looking at the child's strengths and weaknesses. Teachers use formal and informal conferences, including home visits, to enhance communication with parents. Phone conferences can also be arranged when there is a need. Formal conferences that include developmental assessment are scheduled mid-year and at any time the parents or teachers feel the need for one. Both formal conferences and informal parent/Teacher discussions are kept confidential. Assessments are shared with the parent in a sensitive way, helping the parent get more information about the Teacher's concerns. The teachers will use outside professionals and translators, if deemed necessary and appropriate. If a translator would help facilitate your conferences and discussions, please work with the school to arrange one as needed. If parents need materials translated, Explorer will make every reasonable effort to help within the budget.

Santa Clara Valley Council

The Santa Clara Valley Council (SCVC) is an association of cooperative preschools in Silicon Valley. SCVC is a vehicle for the exchange of information and services between cooperative preschools. In addition, it provides many services to all member schools:

- 1) Annual networking tea for parents and staff
- 2) Speaker nights for parents
- 3) Annual statewide co-op preschool convention for parents and staff
- 4) Representation in the California Council of Parent Participation Nursery Schools (CCPPNS), which provides state-level advocacy/representation
- 5) Web hosting and publicity
- 6) Grants and loans
- 7) Joint IRS-mandated ad published in The San Jose Mercury News
- 8) Greatly reduced group insurance rates for each school

Financial Aid Program

Temporary aid is available based on need. The Financial Aid Committee is comprised of the President, Vice President, and the Director. The Treasurer will be consulted during the evaluation process so the Financial Aid Committee will be aware of the funds available. Families receiving aid fulfill

all of the regular duties and responsibilities of the school. The Vice President will answer inquiries. The committee keeps all inquiries and participation on a confidential basis. The Financial Aid policy and applications are available through the Vice President upon request.

PARTICIPATION REQUIREMENTS AND FINANCIAL OBLIGATIONS of Explorer Preschool, Inc.

The requirements for participation and continued membership at Explorer Preschool follow. Each family member is responsible for being knowledgeable of this information.

I. ADMISSIONS AND CONTINUED MEMBERSHIP

A. Application process

1. Complete and submit application to Membership Chairperson during the proper designated registration period. (See Registration Timeline below.)
2. Submit payment of non-refundable application fee.

B. Registration Timeline

1. Registration dates will be set each year by the Membership Chairperson and Executive Board for next fall's enrollment. The registration dates will include a timeline for registration based on applicant's member status. (i.e., Current, Returning Alumni, New) Two registration periods will be scheduled prior to Open House.
2. The first registration period occurs a few weeks before Open House to provide priority in class placements for Current Member Families continuing their Explorer membership the following year. The two groups allowed to register during this period are Currently Enrolled Families and Together Time Families.
 - a) If a member family does not fulfill its membership requirements in the current year, the Board may upon voting, reject the family's application for the next year.
3. The second registration period also occurs in the weeks before Open House to provide priority in class placements for: Alumni families returning to Explorer and members of the Lincoln Glen Church community.
4. **Applications must be completed within the designated periods to qualify for the early registration priority placement. Applications received outside of the specified periods will be processed after the Open House applicants.**

5. **Open House ends all early registration and priority and begins open registration.** New families wishing to join Explorer are welcomed to register at Open House. A lottery will be conducted of all Open House applications for the remaining class placements and will establish the applicant's waitlist positions.
6. Any family applying after Open House will be placed into a class (if space is available) or added to the waitlist in the order the applications are received.

C. Class Placements

1. Explorer Preschool's classes were designed with a progression of the curriculum in mind. Children would move from 2s into T/Th, then into MWF, and finally into 4-Day. No class is truly a prerequisite for the next and families may enter in the school at any age level, however applicants are placed into their classes based on the child's age and the outlined class progression.
2. All classes strictly adhere to the published age requirements. The Teachers carefully and thoughtfully developed the age range and minimum age for each class.
3. The 4-Day class is first populated with any students entering from the MWF class. Any available class positions will then be filled with age eligible applicants from the T/Th class. Applicants from T/Th will be ordered chronologically by birthdates and seated into open class spaces from oldest to youngest. Following current family placements, any remaining spaces are filled with applicants from the second registration period and then open house applicants.
4. Waitlists will be established when the number of applicants exceeds the maximum enrollment of a class.
5. The MWF class is populated following similar priorities:
 - a) Students entering from the T/Th class.
 - b) Age eligible applicants from the 2's classes are placed in class openings by birthdate order from oldest to youngest.
 - c) Second registration period applicants
 - d) Open house applicants

6. The T/Th class is populated following similar priorities:
 - a) Students entering from the 2's classes.
 - b) Age eligible applicants from the Together Time classes are placed in class openings by birthdate order from oldest to youngest.
 - c) Second registration period applicants.
 - d) Open house applicants.
7. The 2's classes are populated first with students applying from Together Time classes. After Together Time students have been placed, any remaining spaces are filled with applicants from the second registration period and then from Open House.
8. Together Time classes are built from applicants from Currently Enrolled Explorer families, followed by applicants from the second registration period and then from Open House.
9. In the instances in which a child meets the age eligible requirements for more than one class and the parents are interested in placement in the older aged class; we strongly recommend indicating a 1st and 2nd choice classes on the registration. This allows for a placement into a class, should your preferred class reach its maximum enrollment. In this example, your child would be enrolled in your 2nd choice class and placed on the waitlist for your 1st choice class.
10. **No special requests regarding Age Eligibility or Admissions Policy will be considered by the Membership Chair. In addition, other than the priority registration time period, no preference in enrollment will be provided to current or alumni Explorer families.**

D. Enrollment Process

1. A family must file all required forms by their due dates in order to become a Member of Explorer Preschool. All forms must be complete and approved in order for members to maintain their place in a class. Members will not be allowed to attend school until all forms have been received and verified by Membership and Health and Safety Chairpersons.
2. Required forms are as follows:
 - a) Explorer Preschool Admission's Application
 - b) Tuition Contract/Admission Agreement

- c) Physician's Report (LIC 701)
 - (1) Child's physician must sign this form. An up-to-date copy of the child's immunization record must be attached. Child's TB skin test is required only if any risk factors are present and/or if a parent tests positive in their TB test. Risk factors are detailed on the physician's report
- d) Health Screening Report – Facility Personnel (LIC 503)

This form needs to be completed for each family's adult(s) who will be working in the classroom. The form's requirements are:

 - (1) A general medical examination by a qualified physician or physician's assistant and
 - (2) A TB skin test (or chest x-ray for positive TB).
 - (3) The form must be signed by the physician's office with TB test results attached.
 - (4) Anyone working more than **one time** during the school year must have a health-screening report with TB results on file prior to working in the classroom a second time.
 - (5) All adult volunteers must also submit proof of Measles and Pertussis immunization before being allowed to work on campus. Measles and Pertussis immunization may not be declined.
 - (6) All adult volunteers must provide annual proof of Flu vaccination. The Flu vaccination may be declined each year.
- e) Child's Pre-Admission Health History (LIC 702)
- f) Consent for Emergency Medical Treatment (LIC 627)
- g) Notification of Parents' Rights (LIC 995)
- h) Personal Rights (LIC 613A)
- i) Identification and Emergency Information (LIC 700)
- j) Committee Preference
 - (1) A requirement of Explorer membership is to participate on a school committee.
- k) Photo Release
 - (1) Two categories of school photo usage are explained and require your permissions. Indicate your family's position on both items;

promotional materials usage and memory book (the year end class photo albums).

- I) Workday Preference and T-shirt Size
- 3. Additional Enrollment documents will be provided at fall Orientations include:
 - a) Field Trip Consent
 - (1) Required for parent permission to participate in class field trips in the T/Th, MWF, and 4-Day classes.
 - b) Explorer Preschool Handbook Agreement
 - c) Skills Inventory Survey

E. Orientation

- 1. Families must attend the mandatory Orientation and the first day of school. If a family cannot attend Orientation they must send written notice and get approval from the Teacher to miss Orientation and/or the first day of school. If the family does not comply with these rules, Explorer reserves the right to drop them from the class and they will forfeit their non-refundable September tuition. Explorer will notify the family via e-mail and the mailing address we have in our files.

F. Partial Participating members in classes

- 1. No more than two partial-participating and/or nonparticipating members may be enrolled in one class. (See "Preschool Definitions")

G. Mid year Admission or Inter-class changes

- 1. After the start of the school year, members joining a class or transferring from one class to another may only begin on the 1st or 15th of the month. Inter-class changes are limited to space availability and follow the waitlist order. All Inter-class changes are managed by the Membership Chairperson and require Teacher approval.

H. Continuation of Membership

- 1. If a family's commitments and participation requirements are not fulfilled within the school year's due dates, the Board

may vote to decline that family's application for the subsequent year.

II. IN-CLASS PARTICIPATION

A. Classroom Workdays

1. An apron is provided to working parents; however wearing appropriate, comfortable clothing is highly recommended. As quickly as possible, working parents should learn where things are kept, the daily schedule, routines, and the names of the children in order to assume responsibility in the group.
2. The Class Representative will schedule each working parent on a rotating basis in each class for which they have a child enrolled. Schedules are first distributed at Orientation and then periodically after that.
3. Work cards, describing the different working parent positions in each class, are distributed at Orientation. Working parents are responsible for knowing the work card information.
4. The working parent is expected to arrive for set up 15 minutes prior to class time unless otherwise instructed by the Teacher: at 8:45am for the morning classes, and at 12:15pm for the afternoon class.
5. Each working parent may be scheduled to work extra class sessions per month when required based on scheduling needs, special occasions, or as a substitute for an approved leave of absence. (See Sections IX. and X. for Leave of Absence and Withdrawals)
6. If a parent misses a workday in the classroom and cannot or does not find a replacement, the parent is required to either pay \$35 or offer a trade workday to the working parent that filled in, or pay \$35 to the school (in the event no one can fill in). The Teacher will notify the Vice President when

parents are absent on assigned workdays, and the Vice President will notify the parent of the fine.

7. The emergency number (408-723-0779) rings to the phone in Room 1 by the literacy room, and it is always answered during class time. Please refrain from using your cell phone for communication (i.e. texting, browsing, calls) while working in the classroom.

B. Substitutes

1. When it is known that a substitute is needed, it is expected that the working parent will make a conscientious effort to secure a paid substitute or arrange a trade.
2. The Paid Substitute will receive compensation of \$35 per class session or have the option of trading a workday.
3. The Class Representative distributes to each class member a copy of the workday schedule, listing members who are willing to be a paid/trade substitute.

C. Non-designated working parents in the classroom

1. Licensing requires every working parent must have up to date physician signed health screening forms on file prior to attending any class session.
2. Advance approval from the Teacher is required for anyone other than the enrolled child's designated working parent to work in a classroom. The non-designated working parent must have a physician completed health-screening report (LIC 503) including TB test results and immunization requirements on file.
3. The Teacher, working parent, and non-designated working parent, will make an agreement regarding expectations to be met during the non-designated working parent's classroom participation.

- D. Each working parent is encouraged to spend a day observing on the first day the child attends and is welcome to stay on any non-working day for observation. The only limitation is space.

E. Visitors in the Classroom

1. Other family members and children are allowed to attend class celebrations such as Halloween Parties, Christmas Parties and Completion or Graduation Programs. During these family activities, visiting children must be supervised at all times.
 2. Our licensing agency requires any visitor that would like to stay for an entire class session to have completed health documentation on file with the school prior to visiting. The required documentation includes the Health Screening form (LIC 503) signed by a physician, current TB test results, and proof of immunization requirements.
- F. Each classroom will have a posted list of Designated Working Parents and Substitutes that are approved to work based on having their TB Test, Proof of Immunization, and Health Form on file with the Health & Safety Chair.
- G. Partial Participation Families
1. Partial Participation Families members who fulfill all requirements except working in the classroom and are using a grandparent, nanny, non-parent family member, or hired substitute to work in the classroom.
 2. Families requesting Partial Participation Status are required to find a person who will be a long-term substitute for all their scheduled work shifts in the classroom. This substitute is to be paid \$35 for each shift they work for the parent in the classroom.
 3. Partial Participating Membership Status, as well as the long-term substitute, must be approved by the Classroom Teacher and Board.
 4. The substitute must be in compliance with the required Health Forms and TB testing.
 5. If a long-term substitute is unable to work a scheduled shift, it is the family's responsibility to find another family in class, for pay or trade, or use an approved external Explorer substitute to work their shift.
 6. An application must be filled out in order to request Partial Participation status. This application is available from the Explorer Vice President.

7. There can be no more than two partial and/or non-participating members per full class, each requiring Board approval.
8. If the member does not arrange for a long-term substitute or replacement for the long-term substitute, the tuition is doubled. If the member does arrange for substitutes on all workdays, there is no tuition increase.
9. If a family is not in compliance with the terms of agreement of how a Partial Participation Family operates then the Member is subject to losing their Partial Participation Membership Status by a vote of the Board.

H. Non-Participation Families

1. Non-Participation Families are members who fulfill all requirements except working in the classroom and do not have a long-term substitute working in the classroom.
2. They are not required to arrange to have their work shifts covered, however they are required to pay double their monthly tuition amount in order to make-up for not working in classroom.
3. An application must be filled out in order to request Non-Participation status. This application is available from the Explorer Vice President.
4. There can be no more than two partial and/or non-participating members per full class, each requiring Teacher and Board approval.

III. PARENT EDUCATION CLASSES (PECs)

- A. Parents attend approximately two PECs per month – a Daytime and a Nighttime PEC. Classes are generally held at the preschool and are noted on the class calendar, class work schedule, and master calendar.
- B. Daytime PECs
 1. Daytime PECs are run by the classroom Teacher and cover a range of topics along with discussion on upcoming class events. They are held during class time while a substitute

Teacher and the scheduled Working Parents stay with the children.

2. The Class Orientation held before the start of the school year counts as your first Daytime PEC and attendance is mandatory.
 - a. Not attending the Class Orientation could result in a family losing their placement in the class. If a family cannot attend Orientation they must send written notice and get approval from the Teacher to miss Orientation and/or the first day of school.
 - b. If the family does not comply with these rules, Explorer reserves the right to drop them from the class and they will forfeit their non-refundable September tuition. Explorer will notify the family via e-mail and the mailing address we have in our files.
3. In May, the Culmination evening is considered the May Daytime PEC and attendance is also required.
4. If you are a scheduled working parent in the classroom on the date of a Daytime PEC and you are unable to work, you must find a substitute to work your classroom shift.
 - a. If the substitute is an external substitute (not a working parent of a currently enrolled family in the class), your absence from that PEC day will be excused.
 - b. If your substitute is another working parent in the classroom and they are missing the Daytime PEC, it will count as a PEC miss for the family originally scheduled to work in the classroom.
5. When Daytime PECs occur, scheduling may require you to work one extra shift in the classroom in any given month. This allows for all parents to be able attend Daytime PECs on a rotating schedule for various months.

C. Nighttime PECs

1. Nighttime PECs are scheduled in advance throughout the year. These are school-wide classes and topics vary from year to year. There is also a portion of each Nighttime PEC dedicated to school business.

2. The first Nighttime PEC is the September "Back to School Night" PEC and attendance is required.
3. The January Nighttime PEC is the only PEC that families are not required to attend. However, attendance at the PEC can be used as a make-up opportunity or to have as an extra PEC attended which can later be used as a make-up should you miss another Daytime or Nighttime PEC.

D. Attendance

1. At least one parent must attend all Daytime and Nighttime PECs, however both parents are invited and encouraged to attend.
2. The parent is responsible for all information presented at these meetings.
3. Roll is taken via an attendance sheet at the end of each Daytime and Nighttime PEC. Parent(s) are responsible for making sure they sign the attendance sheet at the end of each Daytime and Nighttime PEC.
4. Double Parent Families must sign the class attendance sheet for both classes their children are enrolled in at the end of all Nighttime PECs.

E. Missed PECs

1. For families with one (1) child enrolled in an Explorer class, a maximum of **three** PECs may be missed per year. The member will be informed of each absence.
2. One PEC absence will be excused without requiring a make-up. The second and third PEC absences must be made-up within 30 days by completing an approved PEC make-up option. Make-up options and make-up forms can be found the Parent Education section of the Explorer Website.
3. Additional excused PEC absences are allowed if there is a birth or adoption in the family and a PEC falls within a 30 day of a birth or adoption.
4. Membership status will be reviewed by the board if make-ups are not completed within the specified timeframe. Membership will be subject to termination upon reaching the

fourth PEC absence. (See Section XI. for Termination Procedure)

F. Missed PECs for Double Parent Families

1. For Explorer Families that are considered a Double Parent Family as defined in the Preschool Definition Section, a maximum of **four** Parent Education Classes may be missed per year.
2. The second, third, and fourth PEC absences must be made-up within 30 days by completing an approved PEC make-up option. Make-up options and make-up forms can be found the Parent Education section of the Explorer Website.
3. Additional excused PEC absences are allowed if there is a birth or adoption in the family and a PEC falls within a 30 day of a birth or adoption.
4. Membership status will be reviewed by the board if make-ups are not completed within the specified timeframe. Membership will be subject to termination upon reaching the fifth PEC absence. (See Section XI. for Termination Procedure)

G. Children at PECs

1. Children are not permitted at Parent Education classes, both daytime and nighttime. Babysitting must be arranged prior to the meeting.
2. Nursing babies may be an exception when not a disturbance.

H. Failure to fulfill the Parent Education requirements will result in loss of the refundable deposit.

IV. FUNDRAISING

A. Fundraising Requirements

1. Throughout the year fundraisers are planned to generate funds to support school improvements. Each member family has a fundraising requirement.
2. The fundraising requirement is per family.
 - a) Friday 2's families: \$50 or 1 hour of designated fundraising volunteer time
 - b) MW2's, MWF, T/Th, and 4-Day families: \$150 or 3 hours of designated fundraising volunteer time.

B. Fulfillment Options

1. The fundraising requirement may be fulfilled by:
 - a) Making a one-time donation to the school. This is referred to as a "Buy-out." Families may make their Buy-out donation any time prior to May 1st. A check payable to Explorer Preschool is the preferred payment method. (Please indicate fundraising in the notes area.)
 - b) Volunteering to support Fundraising efforts with a commitment of your time. The Fundraising Chair may present volunteer opportunities that are credited toward the fundraising requirement. Volunteer time is credited at the rate of 1 hr = \$50 of requirement.
 - c) Donating goods or services to be auctioned by Explorer Preschool in fundraising events. The value of the goods/services donated will be credited toward the fundraising requirement.
 - d) A combination approach may also be used to meet this requirement. For example: 1 volunteer hour in support of the auction efforts and a donation to the auction of a mini session of family photography valued at \$50, and a \$50 Buy-out would fulfill the \$150 requirement.
2. The Fundraising Requirement needs to be completed prior to May 1st. Any fundraising balance as of May 1st must be paid using the Buy-out method, check payable to Explorer Preschool.
3. Any balance remaining after May 1st is reassessed at an increased rate equal to \$75 per/1 hr.

C. The fundraising requirement will be recalculated for families joining or withdrawing mid-year per the following table:

Cut-Off Date	Join	Withdraw
September 30 th	100%	0%
November 30 th	75%	25%
January 31 st	50%	50%

March 31 st	25%	75%
May 1 st	0%	100%

D. Failure to fulfill the fundraising requirements will result in loss of the refundable deposit and the member’s status will be reviewed by the Board. (See Section XI. for Termination Procedure)

V. MAINTENANCE

A. Maintenance Requirements

1. Families enrolled in T/Th, MWF, and 4-Day participate in six (6) hours of maintenance per year to maintain the school and yard.
 - a. If your child is enrolled in one of these classes, please sign up for two maintenance days (three hours each) using the online system that can be found on the Explorer website.
 - b. You and your spouse may work on the same day (for families who need to complete six hours); however, you must sign up for two slots in the online system.
2. Families from the 2’s classes have a reduced requirement of three (3) hours of maintenance per year to maintain the school and yard. If your child is enrolled in one of the 2's classes, please sign up for one maintenance day.
3. Families who have children in 2 different classes, or multiples, are required to perform the larger requirement of the two classes, not a combined for each child.

B. Maintenance Workdays

1. Workdays are generally held on two Saturday mornings of each month. They tend to last three hours each and typically run 9:00 a.m. to 12:00 p.m.
2. Either parent may attend, but children do not attend.
3. There are only eight people scheduled per maintenance day.
4. You may sign up for maintenance workdays at the beginning of the school year. If you do not sign up for maintenance workdays by September 30, dates will be auto-assigned to your family.

5. If you need to change your maintenance day after September 30, it is up to you to find a person to trade with. Once you have found a person, e-mail the maintenance chair and the event registration will be updated. You may either trade days with another family, or you can pay someone \$50.00 to work your maintenance hours for you.
6. It is important that you attend these workdays. If you cannot attend, you must find a replacement. If a replacement is not found, you will be fined \$50 and the hours must still be fulfilled by attending another maintenance workday. If the hours are not fulfilled, your refundable deposit will be retained even if a fine has been paid.
7. It is preferred that parents of Explorer students participate in the maintenance workdays. However, we understand that circumstances may arise that require you to send another person from your family to work your shift (for example, a grandparent, aunt, uncle, etc.). If this situation occurs, this person must be 18 years of age or older and you must also contact the Maintenance chair(s) in advance for approval.

C. Failure to fulfill the maintenance requirements will result in loss of the refundable deposit and the member's status will be reviewed by the Board. (See Section XI. for Termination Procedure)

VI. COMMITTEE OR BOARD MEMBER PARTICIPATION

A. Committee Participation

1. Each family is required to fill a position in the school such as board member, committee chairperson, or committee member.
2. At the beginning of each school year, all families will be placed on a committee based on preferences stated in the enrollment packet. However, there are times where your help may be needed in an area that was not a stated preference on your Committee Preference Form.
3. Committee Members are expected to attend meetings held by each committee and fulfill the expectations of members on their assigned committee.

4. The chairing Board Member will make the determination as to if a family is participating in a way that supports the success of the committee. If a Board Member feels a family is not participating as expected, they will communicate that with the family. If a family continues to not support or participate in the committee, the Vice President will contact the family.

B. Board Participation

1. Board members are elected at the April Nighttime PEC of each school year. Becoming a Board Member is voluntary; any parent within our membership is welcome to nominate themselves for a specific job during the designated board nomination period. Announcements will be made in the school e-letter to inform the membership of when the Board Nomination time period will begin and end.
2. Board members are required to keep a procedure log of activities undertaken during their term of office. (See "Board Job Descriptions")
3. The first Board meeting following elections is in May of each school year, and is attended by both outgoing and incoming officers. All records and school keys are turned over from outgoing to incoming officers at the end of this meeting.
4. Board members have a reduced maintenance requirement of three hours per year.
5. Board members who miss an excessive number of Board meetings will be subject to dismissal from the Board.

- C. Failure to fulfill the committee or board member participation requirements will result in loss of the refundable deposit.

VII. FINANCIAL OBLIGATIONS

A. Application fee

1. There is a non-refundable fee, payable per family, each school year for registration. This is sometimes referred to as the registration fee. Refer to the Financial Synopsis, distributed with the Orientation Folder and available on the website, for the current application fee rate.

B. Tuition

1. Tuition is based on an annual fee that has been divided into nine installment payments for your convenience of payment. Refer to the Financial Synopsis for class fees.
2. Tuition, payable in advance, is due on the first of each month and is delinquent on the 10th, regardless of the day of the week. Accounts will be marked delinquent after this date and a cumulative late fee will be assessed. Delinquent accounts will be reviewed by the Board each month. (See Section XI. for Termination Procedure.)
3. Full tuition is payable regardless of any absences or holidays and should be set up as an automated bank transfer (ACH), mailed to the school's P.O. Box address, or placed in the tuition box in the Parents' Room.
4. Admission after the start of the school year
 - a) A full month's tuition is required if a child begins class on or before the 15th of a month and a half month's tuition is required if a child begins class after the 15th of a month.
5. Withdrawal
 - a) When the withdrawal of a member becomes effective on the 1st of a month, tuition is paid in full for the preceding month. Example: A family with an effective withdrawal date of February 1st is responsible for the complete payment of January tuition.
 - b) When the withdrawal of a member becomes effective on the 15th of the month, one-half month of tuition is paid. Example: A Family with an effective withdrawal date of February 15th is responsible for payment of one-half February's tuition.
 - c) The current month's tuition will not be refunded for a withdrawing family.
 - d) Tuition will not be refunded for withdrawals effective April 1st or later. (See Section X. for Withdrawal Policy)
 - e) The refundable deposit may not be applied toward tuition or fundraising buy-out balances at end of the school year.

- f) September tuition is prepaid with the enrollment fees. September tuition is nonrefundable.

C. Refundable Deposit

1. A refundable deposit, billed per family, is due upon the child's enrollment.
2. Provided all preschool requirements have been met, the deposit will be refunded, in full, at the end of the school year or in the event of re-enrollment held over for the following school year.
3. The deposit may not be applied toward tuition or fundraising buy-out balances at end of the school year.
4. Failure to fulfill school requirements will result in loss of the refundable deposit and the Board will review the family's membership status. (See Section XI. for Termination Procedure)

D. Project/Field Trip Fee

1. A project/field trip fee, billed per child, is due upon the child's enrollment and payable each school year. Refer to the Financial Synopsis for project/field trip fees.
2. The project/field trip fee will not be refunded for members withdrawing on or after November 1st.
3. The project/field trip fee is not prorated for members who add during the school year.

E. SCVC Fee

1. An SCVC fee, billed per family, is due upon the child's enrollment and payable each school year. Refer to the Financial Synopsis for the SCVC fee.
2. The SCVC fee will not be refunded for members withdrawing on or after November 1st.
3. The SCVC fee is not prorated for members who add during the school year.

F. Reimbursements

1. Any personal expenditures of money on the school's behalf must be verbally pre-approved, including the dollar amount,

- by the chairperson of the committee whose budget will be charged.
2. Check request forms are available from the Co-Treasurer and on the web site.
 3. A completed check request form with an attached receipt and must be submitted to the appropriate chairperson within 60 days from the date of purchase. **No digital/e-mailed copies will be accepted.** The chairperson will sign it and forward it to the Co-Treasurer. You will be reimbursed within two weeks.
 4. If more than 90 days have elapsed from date of purchase, the reimbursement request is subject to Board review and approval.
 5. All check requests must be submitted **no later** than May 31st, regardless of the time elapsed from date of purchase. This is to allow sufficient time to reimburse before the books are closed at the end of the school's fiscal year.

VIII. ADDITIONAL REQUIREMENTS

- A. Parents scheduled to work in the classroom are expected to be on time to begin their work shift. For classes beginning at 9:00 a.m., the working parent must be in the classroom at 8:45 a.m. to begin their work shift. For classes beginning at 12:30 p.m., working parents must be in the classroom at 12:15 p.m. to begin their work shift. Any parent more than 15 minutes late to work in the classroom is subject to the following:
 1. 1st offense: Warning from Teacher
 2. 2nd offense: Report to Vice President, phone call
 3. 3rd offense: Report to Vice President, letter of warning
 4. 4th offense: Membership is subject to termination by a vote of the Board (See Section XI. for Termination Procedure)
- B. It is equally important that students are on time for the school day even if a parent is not working in the classroom. Arriving late to class sessions is a disruption to the class and your child. Having all the children there at beginning of class eases them into their day better, gives them time to engage in play at the same time as other

students, and allows them the opportunity to experience all that is being offered for them to do in that school day.

- C. Parents are expected to promptly pick-up child/ren when class is over.
1. Arriving five minutes after class ends constitutes being tardy. Excessive tardies may result in membership termination. Parents are required to pick up their child/ren at the time stated for the end of class. This shall be as follows:
 - a. 2's classes: 11:00am
 - b. T/Th and MWF: 11:30 am
 - c. 4-Day: 3:00 pm
 2. Any parent more than 5 minutes late to pick up their child from school is subject to the following:
 - a. 1st offense: Warning from Teacher
 - b. 2nd offense: Report to Vice President, phone call
 - c. 3rd offense: Report to Vice President, letter of warning
 - d. 4th offense: Membership is subject to termination by a vote of the Board (See Section XI. for Termination Procedure)
- D. Provide refreshments at school functions (Parent Education classes, Orientation, Open House, and/or Board meetings) throughout the year as scheduled by the appropriate board member or class representative. Refreshment schedules are distributed at orientation. Reminders are given by respective committee members. If unable to fulfill these requirements as scheduled, the parent is required to arrange a trade with another family and notify the appropriate chairperson of the change.

IX. LEAVE OF ABSENCE

- A. Parental Leave
1. Families who have a newborn or adopt a child of any age during the school year will be given six weeks of parental leave from their parent workday duties.
 - a. The six weeks must be taken consecutively and within the four months after birth or adoption occurs.

- b. Families may choose the start date of their leave, but they need to notify the Teacher and Class Representative at least one month before that start date begins to allow for schedule adjustments to be made.
 - c. The Teacher and Class Representative will organize parents to substitute for your shifts to ensure adequate classroom coverage during a family's Parental Leave.
 - d. If a holiday occurs during the leave, it counts as part of the six-weeks leave period and extra time will not be given.
- 2. Families on Parental Leave are exempt from attending Parent Education Classes that may occur within 30 days of the birth or adoption of a child.
 - a. Parents are, however, encouraged to continue attending the Parent Education Classes, where nursing babies may be an exception when not a disturbance.
 - b. Babysitting arrangements still need to be made for other children.
- 3. Families on Parental Leave are still responsible for fulfilling their committee jobs, fundraising, and maintenance requirements while on leave. They are also required to read e-mails and Daytime PEC notes so that the family is up to date on class events and activities.
- 4. Families are responsible for communicating with the Teacher and Class Representative about their Parental Leave Plans.
- 5. The enrolled child should still continue attendance in class while the parent(s) is/are on Parental Leave.
- 6. Newborn babies are not allowed in the classroom. If a parent is working they must arrange childcare for their other children that are not enrolled in the class. Due to California State Licensing, we cannot allow siblings of any age in the classroom.

B. Emergency Leave

- 1. Emergency leave from responsibilities may be granted at the discretion of the Board in cases of extreme emergencies such as hospitalization of the parent, or death in the family.

2. The Class Representative and the Vice President will arrange short-term substitutes. The Class Representative makes long-term arrangements for substitutes.
3. Emergency leave cannot be granted in the case of illness of a preschool child.

C. Extended Leave of Absence

1. A member may be granted a leave of absence up to 30 days at the discretion of the Board. A leave of absence longer than 30 days requires Board approval for each additional 30 days. There are two options for a leave of absence:
 - a. The family can continue to pay tuition to reserve their enrollment in a class. The family is required to fulfill all requirements including arranging for substitutes on their scheduled workdays, attending PECs and fulfilling committee obligations. **OR**
 2. The family can notify the school of the period they will be absent. (See Appendix A: "Notice of Withdrawal") Provided they have fulfilled all work requirements up to the date of absence, the family will be placed on the top of the waiting list for that class and tuition will be suspended until the child is re-enrolled in the class. There will be no application or registration fees required upon the return.

X. WITHDRAWAL

- A. Withdrawals may only have a 1st of the month or 15th of the month Effective Date. Examples:
 1. A family withdrawing effective February 1st, will not attend class in the month of February. Final class date will be a late January date.
 2. A family withdrawing effective the 15th of a month, will attend their final class prior to the 15th of the month.

- B. A family needing to withdraw is responsible for the completion and delivery of the "Notice of Withdrawal" form to the Membership Chairperson. (Notice of Withdrawal form is Appendix A)
1. The form must be submitted a minimum of 15 days prior to the Effective Withdrawal Date.
 - a) Example: In order to withdraw with an effective date of February 1st, a family must deliver a completed Notice of Withdrawal on or before January 16th.
 2. Due to school Holiday Break, in the month of December, withdrawals may only have an Effective Date of December 1st. Withdrawals may not be made for the 15th. (Which means Notice of Withdrawals need to be submitted by mid-November.) December tuition is nonrefundable.
- C. After submitting the Notice of Withdrawal form, the family continues to be responsible for the following commitments until the Effective Withdrawal Date:
1. Working all scheduled workdays or arranging for paid substitutes, attending all PECs (daytime and evening)
 2. Working any scheduled maintenance days
 3. Upholding committee obligations
- D. Refunds
1. The Vice President will conduct an assessment of the withdrawing family's requirements fulfillment status in order to determine if the \$100 deposit will be refunded. The areas that are reviewed are: Tuition Payments, Maintenance, PEC Attendance, Fundraising, Committee Involvement, and In-Class Participation.
 2. The refundable deposit may not be applied toward tuition or fundraising buy-out balances.
 3. The current month's tuition is not refundable. (See Section VII. for Financial Obligations)
 4. The Project/Field Trip fee and SCVC fee will not be refunded for members withdrawing after November 1st.
 5. Tuition paid in advance will not be refunded for withdrawals effective April 1st or later.
- E. Any member who, at the time of withdrawing, did not give the proper and timely Notice of Withdrawal, pay all tuition fees, pay any/all fines

due, or fulfill Parent Education requirements or other school obligations, shall not be allowed to re-enter Explorer Preschool at a later date unless approved by the Board.

XI. TERMINATION

- A. If for any reason a family is not fulfilling the requirements set forth in the handbook of Explorer Preschool, their membership will be subject to termination. The issue of termination will first be discussed and then reviewed by the Executive Board. Then, if warranted, the full Board will vote on a family's termination.
- B. A family whose membership has been terminated will be ineligible to reapply to the school for a period of one year following the termination. Thereafter, a family may petition the Board for permission to be readmitted. The board of directors will decide, on a case-by-case basis, if the family is to be allowed re-admittance. There will be a three-month probationary period where all school responsibilities must be met. After that, the family will be re-evaluated.

XII. HEALTH

A. Health Forms

- 1. It is the responsibility of each working parent member to submit all required health forms to the Health and Safety chairperson. These forms must be on file prior to attending any class session.
- 2. In the event a substitute working parent, such as a father or another approved substitute, wishes to visit and work in the classroom, they may do so only once per school year as a designated visitor. If a substitute working parent wishes to work more than once in a school year, they must submit and have on file all required health forms prior to working in the classroom for a second time. All forms and records must be kept up-to-date.

B. Health Policies

1. A working parent and/or child cannot participate at school with signs of a cold, and until his/her temperature has been normal for 24 hours. A child must be able to participate in the indoor-outdoor program. If you do not think your child is well enough to be outdoors, s/he is not well enough to be at school. The teachers will not restrict the activities of a single child.
2. The Health and Safety chairperson should be notified as soon as it is known that a child will be absent because of a communicable disease. The Health and Safety Chairperson will notify members via the phone tree and/or e-mail list and post a note on the bulletin board in the classroom.
3. A child with a sore throat must not come to school.
4. The Teacher may send a working parent and/or child home for the protection of the other school children.

C. Sickness Policy

1. The goal of the sickness policy is to prevent the spread of communicable illnesses among children and parents. While it is impossible to prevent all illnesses, the incidence and severity can be reduced. Complete guidelines are in the Health & Safety Manual.
2. **When you or your child has contracted a contagious disease (other than a fever, cough or cold), please notify the Health and Safety Chairperson immediately to start the exposure notification in your class.**
3. Children and parents must stay at home if they have any of the following symptoms. If your child has these symptoms while in school you will be asked to pick your child up. (The information below does not replace consultation with your physician if your child is sick. The descriptions are short summaries of various contagious diseases and are not a complete list.)
 - a. Cold: There are many different kinds of viruses and bacteria that can cause upper respiratory infections. A runny nose, whether clear or colored discharge, that is not allergy related may be contagious. Be aware that a cold is contagious before symptoms appear and is most contagious when symptoms first appear. A

- minimum of two days or longer at home may be necessary before returning to school.
- b. Cough: A wet, wheezy cough (with mucous secretion), which can spread a bacterial or viral infection.
 - c. Pertussis (Whooping Cough): Onset 7-10 days after exposure. Early symptoms may include a tight, night cough, which becomes more severe within 1-2 weeks. Children may not vomit or make whooping sounds during severe coughing episodes. Children may return to school after 1 week of treatment with antibiotics.
 - d. Streptococcal Infections
 - i. *Strep Throat*: Onset 1-4 days after exposure. Includes fever, sore throat and may also include abdominal pain. Child/adult may return to school after 2 days of antibiotic treatment and normal temperature.
 - ii. *Scarlet Fever*: Similar to Strep Throat, but child also has a fine rash on face and body. The rash is rough and may feel like sandpaper.
 - iii. *Impetigo*: A Strep Infection of the skin that causes itching, oozing or crusting. Often begins around the mouth and nose and spreads quickly. Child/adult may return to school after treatment.
 - e. Rash
 - i. *Chicken Pox*: onset 2-3 weeks after exposure. Symptoms may include fever, irritability and itchy rash. The rash resembles small blisters which appear first on the trunk, then on the face. The child may return to school 7 days after onset of the rash and if all the blisters are dry (crust over).
 - ii. '*Fifth Disease*' (*Erythema Infectiosum*): onset about 1-2 weeks after exposure. A mild illness that starts with a bright red blotchy rash on the face that resembles 'slapped cheeks'. Rash may come and go and spread to the rest of the body for up to 3 weeks. Child may return to school after rash is gone.

- iii. *Scabies*: Onset 2-6 weeks after exposure. Symptoms include rash occurring around fingers, wrist, elbows, waist, thighs or ankles. This is a highly contagious disease. Consult your physician for diagnosis and treatment. You may return to school after treatment has begun.
 - iv. *Measles, Mumps and Rubella*: Although all Explorer children are required to have their MMR vaccination, young siblings may not. If your child has a rash or a fever you should keep him/her away from other children or adults until you have contacted your physician. A child with rubella or measles may return to school 5 days after onset of rash and absence of fever. Children with mumps may return after the swelling is gone.
-
- f. Infectious Diarrhea: Children and adults may return to school after treatment and when diarrhea has ended.
 - g. Meningococcal Meningitis: Onset usually 2-5 days after exposure. Symptoms include fever, vomiting, headache, sleepiness, irritability or a stiff neck. This is a very serious illness; consult your physician promptly if symptoms occur.
 - h. Head Lice: The primary symptom is itching of the scalp or back of the neck. Sometimes nits (small white or light brown eggs) can be seen on the hair shafts. Lice may spread from person to person after close contact. Lice do not jump or fly. Children/adults may return to school after treatment.
 - i. Pink Eye (Conjunctivitis): Eyes are red and crusted with mucus discharge. There are many causes for this disorder. Consult your physician for treatment. Children/adults may return to school when infection has cleared.
 - j. Hand, Foot, Mouth Disease: Onset 2-3 days after exposure. Symptoms include sudden onset, sore throat, pain, fever, headache and blister-like lesions inside the mouth and possibly the palms of hands and

the soles of feet. Children/adults may return to school after fever subsides and sores disappear.

k. Ringworm

- i. *Of the body*: A fungal disease which appears as a flat, spreading ring-shaped infection on skin other than the scalp. As the infection grows larger, the center often clears, leaving normal skin. Onset 10-14 days after exposure. Infected persons should not attend school until medical treatment is started.
- ii. *Of the scalp*: A fungal disease which begins as a small, flat infection and spreads in a circular manner leaving scaly patches of baldness. Moist raised inflamed infections may develop, which become painful and leave a discharge. Onset 10-14 days after exposure. Infected persons should not attend school until treatment is started.

D. Injury Policy

1. Minor Injury

- a. The Teacher must be notified at time of injury.
- b. Working parent must wear disposable gloves found in the first aid kit, located above the bathroom sink.
- c. Wash the wound with soap and water only.
- d. Apply a clean bandage/band-aid.
- e. Apply ice bag or ice wrapped in paper towel as needed, to reduce swelling.
- f. Fill out an Injury Report before the end of the school period. (Forms are located at the sign-in book in each classroom).
- g. Parent must sign the Injury Report and return it to the Teacher.

2. Serious Injury

- a. Assess the injury and the surrounding area to insure that no further injury is caused to the child or others.
- b. Notify the child's parent (if the parent is working at school).

- c. Notify the Teacher who will administer emergency first aid (first aid kits are located above the bathroom sink) and may call 911.
- d. Contact the child's non-working parent(s) if needed.
- e. Fill out an Injury Report before the end of the school period.
- f. Parent must sign the injury report and return it to the Teacher.

E. Reporting Suspected Child Abuse and Neglect

1. All Explorer employees are mandated reporters. That is, Explorer employees are required by law to report suspected incidences of child abuse and/or neglect. If an Explorer employee feels it is warranted, s/he may choose to discuss an intended report with the Director. However, discussion with the Director is not required in order to make a report. **Discussing the matter with the Director does not mean that you have satisfied your reporting requirement.**

F. Medication Policy

1. All medication must be brought to school in its original container listing: doctor, dosage, name of drug, and child's name.
2. The form "Parent Consent for Administration of Medication" must accompany the medication. See Health & Safety chair.
3. Medication will be stored in a locked box in the restroom cabinet. Medication must be stored out of reach of children in a locked cabinet.
4. Teachers will document if any medications are given.

G. Diaper Changing Policy

1. Proper procedures are posted in the bathrooms and diaper-changing area. Every working parent, to minimize the spread of germs, is required to follow these important policies.
2. Children will bring disposable diapers if needed unless cloth diapers are required for health reasons.
3. Disposables are self contained and placed in a plastic bag when changed and put in the outside bin.

4. Children with diapers are checked frequently.
5. Children are changed in the designated area and at all times, caregivers have one hand on the child.
6. Parents are familiar with the changing and cleaning procedures.
7. Nothing else is stored or placed on the diaper changing table.
8. Diapers are taken to the outside dumpster and are not accessible to children.
9. Parents serving food will NOT change diapers.

H. Proper Hand Washing Policy

1. Proper procedures are posted in the bathrooms and diaper-changing area. Parents are informed about hand washing procedures and the importance of not spreading germs. **All parents, volunteers, and teachers are required to follow these important policies, in order to minimize the spread of germs.**
2. All children wash hands when entering school (before getting started), after toileting, and before making or having snack.
3. Everyone is required to wash hands after doing the following:
 - a. Handling pets
 - b. Working at the water table
 - c. Helping a child with toileting or nose wiping
 - d. Cleaning
 - e. Handling the trash
 - f. Changing a diaper
4. Proper hand washing procedures are followed using liquid soap and running water.
5. When handling blood or helping with toileting and using gloves, hands still need to be washed.
6. Hand washing sink is ONLY used for hand washing. A separate sink is used for food preparation.

I. Special Needs and Allergy Policy

1. Explorer staff will work with families to make reasonable accommodations for a child's special needs. **(Please see Health & Safety Manual for full policy.)**

2. Parents of children with special needs, including allergies, must fill out an Individual Care Program form.
3. **Explorer is a NUT-FREE school.** To ensure all students' safety, please do not bring any nut products or food items containing nuts onto the Explorer campus.

XII. EMERGENCY PROCEDURES

A. Shelter-in-Place Instructions

1. "Shelter-in-Place" is a lockdown that has been called because there is a situation/threat in the neighborhood that requires everyone to get inside.
2. Shelter-in-Place procedures are as follows:
 - a. Get everyone inside immediately. The Teacher(s) will ring the bell and bring everyone inside. Roll will be taken.
 - b. The Teacher will lock both gates and doors to the classrooms.
 - c. The Teacher will ask parents to close all blinds.
 - d. The Teacher, or Parent designated by the Teacher, will contact the police by calling 911.
 - e. The Teacher will contact the church and nursing home by phone.
 - f. Teachers will keep everyone informed and will contact Class Representatives if information needs to be disseminated to parents not in the classes.
 - g. Parents will be expected to follow the Teacher's instructions and stay on-site until the emergency is resolved.
 - h. **IMPORTANT: Everyone must stay inside until the Teacher declares the "ALL CLEAR".**

B. Earthquake Instructions

1. Earthquakes usually strike without warning. The Director/Teachers, as time permits, will accomplish the following actions.
2. Actions to be taken during an earthquake:
 - a. Inside the school building: Children and staff immediately take Civil Defense Protective Position under desks, furniture, with backs to windows.

- b. Civil Defense Protective Position means drop to your knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms.
- c. Take cover under sturdy desk, table, stand in a doorway, hall or against inside walls. Safe areas also include the center of the building, alongside an inside wall and away from glass and high-stacked items.
- d. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures. Do not run outdoors; you may be hit by falling debris or live electrical wires.
- e. Do not run.
- f. Follow Teacher's instructions.
- g. When outside the building: move away from buildings and take Civil Defense Protective Position.
- h. If indoors, stay indoors. If outdoors, stay outdoors.
- i. The teachers may indicate whether or not it is necessary to leave the building when the earthquake is over. Special consideration should be given to exit routes. (See Figure 1. Evacuation Map, below)
- j. Go to clear areas and stay away from walls, utility poles, and downed wires.
- k. Do not return to buildings for any reason until they have been deemed safe by emergency crews.
- l. Do not light any fires after the earthquake.
- m. Avoid touching electrical wires which may have fallen. Render first aid if necessary.
- n. Take roll.

3. Actions to be taken after an earthquake:

- a. Be prepared for aftershocks.
- b. Immediately check for injuries.
- c. Do not use matches, lanterns or other open flames. Rely on a flashlight or light stick as your light source.
- d. Extinguish all fires (if possible).
- e. Do not use the phone unless it is an extreme emergency.

- f. Teachers will direct working parents to emergency supplies (this includes emergency first aid kit) located in outside sheds at the school.
- g. Shut off utilities, if necessary.
- h. Notify utility company (PG & E) of any break or suspected break in the gas main.
- i. The Director and Explorer School Board will determine the advisability of closing the school. If necessary, the Director will try to procure the advice of a competent authority regarding the safety of the building.

C. General Fire Safety Instructions

1. All fires must be reported immediately to the Teacher.
2. All Teachers and working parents must know the location of all fire extinguishers.
3. Tampering with fire extinguishers is forbidden.
4. Fire extinguishers, sprinklers, or fire exits will not be blocked by supplies, toys, etc. at any time.
5. Open flame is prohibited in all areas where flammable materials are used or stored.
6. In consideration of the health and safety of all teachers; working parents and children, **no smoking** will be allowed on the school grounds.
7. Fire drills will be conducted on a monthly, class-rotation basis with the T/Th, MWF, 4-Day, MW2's and Friday 2's classes.
8. Evacuation maps are posted by the main door in each classroom. It is the Teacher's and working parents' responsibility to study the map and understand how it would be followed in case of an emergency. See Figure 1. Evacuation Map.

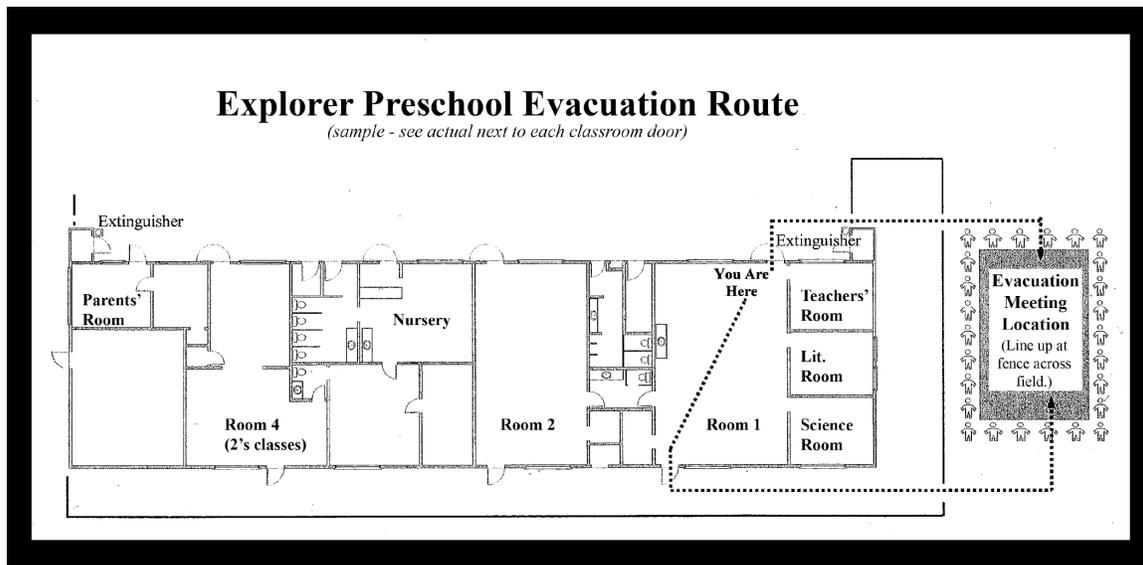


Figure 1. Evacuation Map

D. Fire Emergency Procedures

1. Report all fires to the Teacher.
2. The Teacher will initiate the following procedures if necessary:
 - a. Call 911 (to contact emergency services for the fire department or medical help). The phone is located in Room 1.
 - b. Teacher will set off fire alarm.
 - c. Evacuation of the building following evacuation procedures on the map. Children must evacuate in a single file, quietly and quickly. No running.
 - d. Meet at Evacuation Meeting Location (across the field along the fence adjacent to the north parking lot).
 - e. Teachers will take roll and make a list of missing children. Render first aid if necessary.
3. **Teachers, working parents and children should not return to the building for any reason until the fire department officials declare the area safe.**

E. Medical Emergencies

1. All medical emergencies will be reported immediately. Medical emergency number must be called and location of emergency given.

2. Person who is reporting any emergency must stay on the telephone line until released by the answering party.

F. Earthquake and Fire Drills

1. Earthquake and fire drills will be performed periodically throughout the school year. Please consult the Health and Safety Manual for details about these drills.

G. Safety Hazards

1. Explorer performs routine safety hazard checks to identify any safety problems or issues. For more information about safety hazards, please consult the Health and Safety Manual.

XIV. TRANSPORTATION

A. Liability

1. The school is not responsible for the safety of the children regarding transportation to and from school. The health and safety of all children in a car is the driver's responsibility.

B. Vehicle Guidelines

1. Cars used in transporting children to and from school must be adequately insured (public liability, property damage, medical reimbursements for passengers, etc).
2. **Per California State Law (1/1/2012), children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.**

C. Driving Guidelines

1. Lock all doors before starting.
2. Rear doors should have safety devices so a child cannot open them.
3. Drive with extra caution and avoid distractions.

4. Allow enough time to arrive when school opens without rushing.
5. Do not permit boisterous behavior while you are driving. If necessary, stop the car to quiet children before continuing to drive.
6. Always let the children out on the curb side of the car.
7. Use extra caution driving in the school's parking lot.

D. Field Trips

1. Parents are notified about an upcoming field trip one month in advance.
2. Carpooling is encouraged.
3. Parents are responsible for arranging their carpool to and from the fieldtrip prior to the day of the field trip.
4. All drivers must possess a valid driver's license and have current insurance.
5. Let the Teacher know who your child will be carpooling with on the field trip.
6. The Parent is responsible for all children in their vehicle.
7. The Teacher will carry a first aid kit, sign-in sheet, and the children's emergency forms.
8. The snack parent brings snack.

E. General Carpooling

1. The preschool does not assume responsibility for arranging carpools. Members will have the opportunity to arrange carpools between themselves.
2. Carpool information for passenger children and drivers should be on hand in the car. (See Appendix A: "Carpool Information Form")
3. Parents are responsible for proper fastening of car seats and following car seat requirements.
4. If a child is to be picked up by someone other than the person known to the preschool, a note or telephone call must identify that person.
5. Suggested Carpool Guidelines:
 - a. If you are a member of a carpool, you are responsible for your scheduled day whether you work at school or not. If unable to drive, you must arrange for a substitute driver.

- b. For any questions about carpools or work schedules, contact the Class Representative.
- c. If a withdrawal occurs that affects a carpool, the Class Representative does not notify carpool. It is up to them to make new arrangements.
- d. Have your child ready to leave when the driver is due to arrive.
- e. Please do not ask the driver to conduct school business for you. Any necessary messages should be in writing.
- f. Be home when your child arrives or arrange for a caregiver or neighbor to meet him/her.

BY-LAWS OF EXPLORER PRESCHOOL, INC.

Revision date: August 1997

ARTICLE I – NAME

The name of this corporation shall be Explorer Preschool, Inc.

ARTICLE II – LOCATION

The principal office for the transaction of the business of this corporation shall be located in San Jose, Santa Clara County, California.

ARTICLE III – PURPOSE

The purpose of this corporation shall be:

- To provide a preschool program for children under the supervision of a trained director.
- To attempt to help each child develop healthy and desirable personal characteristics in accordance with his age, abilities, and interests.
- To attempt to aid parents in understanding children, deriving enjoyment from their children, and effectively rearing their children.

ARTICLE IV – POLICY

This shall be a non-profit corporation.

There shall be no discrimination against any person by reason of race, religion or creed.

ARTICLE V – MEMBERSHIP

Type of membership:

Participating

This class of membership shall be open to the parents or other persons responsible for the general care and welfare of a child enrolled in Explorer Preschool, Inc.

Membership is contingent upon members fulfilling the activity and financial requirements of members, as stated in the Participation Requirements and Financial Obligations of Explorer Preschool, Inc.

Members are entitled to one vote per family.

Members may hold office, inspect the organization's books and attend meetings of the Board.

Non-Participating

This class of membership shall be open to a maximum of 2 families per class already enrolled in Explorer Preschool, Inc.

Membership is contingent upon members fulfilling the activity and financial requirements of non-participating members, as stated in the Participation Requirements and Financial Obligations of Explorer Preschool, Inc. (no classroom workdays, tuition is doubled).

Members are entitled to one vote per family.
Members may hold office, inspect the organization's books and attend meetings of the Board.

ARTICLE VI – BOARD

The powers of this corporation shall be exercised by the Board, which shall determine the policies and conduct the business of Explorer Preschool, Inc., in a manner consistent with the By-Laws. Decisions of the Board are subject to review and approval by a majority of the participating membership present at a regular preschool Business meeting.

The members of the Board shall be duly elected by a majority of the membership for a term of one year.

The members of the Board shall be the President, Vice-President, Treasurer, Secretary and the various chairpersons as approved by the membership, the teachers and Director.

The Board shall ordinarily meet monthly.

All members of the Board shall perform their duties as specified in Board Job Descriptions

New offices may be created and filled at any meeting of the Board of Directors.

ARTICLE VII – PRESCHOOL DIRECTORS

The Preschool Director shall be a person professionally qualified to teach in and direct a preschool.

The Preschool Director and Assistant Director(s) shall be hired and rehired by a majority vote of the Board.

The Preschool Director and Assistant Director(s) contracts shall be reviewed annually at the February meeting of the Board and the Preschool Director and Assistant Director(s) are to be notified of the Board's decision by the first meeting in April.

The Preschool Director shall prepare the children's preschool program and the Parents' Educational evening program in collaboration with the Adult Education chairperson. The Preschool Director shall administer these programs.

The Preschool Director and Assistant Director(s) shall have a voice but shall not have a vote at business and Board meetings.

ARTICLE VIII - MEETING AND ELECTIONS

Meeting: Meetings will be scheduled according to Board approval.

Elections: Elections shall be held annually.

The nomination committee shall be composed of the Vice President, Director, Teachers, and two members in good standing appointed by the President and precluded from serving on the board in the year they are

nominating for. New officers will be voted on by the Membership in April and begin their term in June.

ARTICLE IX – DISSOLUTION

Explorer Preschool, Inc. may be dissolved by a two-thirds (2/3) majority vote of all participating members.

In the event of dissolution, all outstanding obligations shall be met, after which all remaining assets of the preschool shall be given to the Santa Clara Valley Council of Parent Participation Nursery Schools, Inc. for distribution to the new or needy cooperative nursery schools in Santa Clara County.

ARTICLE X – AMENDMENTS

These By-Laws may be amended by a majority of the Board of Explorer Preschool, Inc. provided, however, that the Board show cause to notify of its intent to adopt or change a By-Law, to be posted on the preschool bulletin board at least one week prior to the Board's vote. Such action shall be ratified by a two-thirds (2/3) majority of the membership at the general meeting following the Board's action.

STATEMENT OF NON-DISCRIMINATORY POLICY

Explorer Preschool Inc, of San Jose, California is non-discriminatory in its admissions and operations policy. The school admits students of any race to all the rights, privileges, programs and activities made available to students at this school and this school does not discriminate on the basis of race in administration of its educational policies, admissions policies, Financial Aid program, and other school administered programs.

BOARD JOB DESCRIPTIONS

An asterisk () denotes committee chairperson.
President, Vice President, Secretary, and Treasurers make up the Executive Board.*

PRESIDENT

Committees: *Contracts, *Hiring, *Budget, Financial Aid

Duties:

Conducts "Board Training" for incoming board of directors
Facilitates and presides at monthly board meetings – prepares agenda
Facilitates business portion of evening PEC meetings
Serves as a community representative
Works with director as liaison with the owner of the school building
Prepares teachers' contracts
Prepares lease agreements
Prepares budget in collaboration with Budget committee
Appoints committee members and assigns buddy families
Fills Board vacancies, to be ratified by the Board
Keeps file copies of all corporate papers, contracts and other pertinent documents
Maintains Board Handbook
Maintains Teacher professional growth records
Collaborates with teaching staff and Vice President to plan, research, and implement new programs
Handles and distributes mail
Serves as an ex-officio member of all committees, except where presiding
Writes letters of referral at the end of each year for teaching staff and Board members as requested
Serves, upon invitation, as advisory member of the board for six months following term of office

VICE PRESIDENT – Approx. 7 committee members (8 in accreditation± years)

Committees: *Member Relations, *Nominations, *Financial Aid, Budget, Hiring, Contracts

Duties:

Serves as liaison between Board, Teachers, and Members
Oversees Class Representatives
Responsible for Orientation Packages and distributions at Orientation
Administers Planning and Member Relations
Administers Evaluations
Coordinates family emergency aid
Performs duties of the President in her/his absence
Evaluates special projects as suggested by the Board
Aides Membership Chair with withdrawals
Coordinates babysitter program at the beginning of the school year.
Coordinates Board Nominations for the upcoming school year

SECRETARY – Approx. 3 committee members

Committees: Secretarial, Website, Newsletter, E-Letter

Duties:

Prepares minutes of all meetings and distribute to Board members
Creates and maintains the Master Calendar and load dates to the school website
Creates and maintains Board mailbox during the summer break
Creates and maintains the class mailboxes
Maintains copier, purchases copy paper and ink cartridges, and renews copier contracts
Schedules the school's use of rooms by coordinating with the church office
Manages and proofreads weekly e-newsletters/bi-annual newsletters
Keeps and maintains mailing lists, creates address labels for teachers
Maintains Parent Handbook, Board Handbook, contracts and job descriptions on the website
E-mails messages on behalf of Staff/Board Members/Committee members to Board and classes
Manage the website, renews the annual contract with web host, submits requests for tech support
Creates and maintains Board e-mail accounts
Manages and maintains the Board's Big Tent account
Creates and manages the Board calendar on Big Tent
Renews and negotiates the school's phone contract

TREASURER / CO-TREASURER – Approx. 3 committee members

Committees: *Budget, Financial Aid, Hiring, Contracts

Duties:

Processes payroll and retirement account submissions
Prepares budget, financial reports and payroll tax
Prepares/Oversees preparation of annual tax returns and other filings related to school operations
Manages investments in accordance with established investment policy
Maintains Scrip recordkeeping; balance sheet; and checking account

PARENT EDUCATION – Approx. 6-7 committee members

Committees: *Parent Education

Duties:

Engages instructors for Parent Education Classes (PEC) and plans curriculum with the help of the
Promotes speakers to maximize attendance
Facilitates evening Parent Ed. Meetings: take notes, set up/tear down, parent feedback/evaluation development and tracking, etc.
Tracks attendance for all Parent Ed. Meetings and works with members no in compliance to make up
Maintains and promotes the parent library
Keeps members informed about additional opportunities for parent education/development available

BUSINESS MANAGER – Approx. 4 committee members

Committees: *Purchasing, *Budget, *Capital Improvement

Duties:

Purchases office, art and some maintenance supplies as per inventory
Purchases supplies as per Teacher and chairperson requests
Cleans, organizes, and stocks the teachers' room and art cabinets
Updates inventory several times throughout the year
Restocks supplies in work areas as needed

CHILDREN'S EDUCATION – Approx. 9 committee members

Committees: *Children's Education

Duties:

Communicates the curriculum plans of the teaching staff to the committee
Organizes and monitors the areas of support necessary to fulfill the curriculum plans (Each area is usually assigned to one committee member for the year.)

FUNDRAISING – 2 Co-Chairs, Approx. 10-12 committee members

Committees: *Fundraising, Budget

Duties:

Plans, organizes and executes fundraising projects
Prepares the fundraising budget and goals
Educates the membership on fundraising requirement
Provides fundraising opportunities for membership to work off fundraising requirement
Tracks membership's fundraising requirement fulfillment individually
Gathers donations for annual spring auction
Stages and determines starting prices for items presented for auction
Executes the auction portion of the annual spring auction
Attends Budget Committee meeting in March

Other Committee Support Duties:

Presents fundraising information at Back to School Night PEC
Works as volunteer at Open House

HEALTH AND SAFETY – Approx. 2 committee members

Committees: *Health and Safety

Duties:

Prepares state health report (immunization totals)
Notifies the membership of any communicable disease present at school
Helps administer and record fire and other emergency plans
Handles disaster plans and inventory of survival supplies
May arrange optional screenings: i.e. vision, speech and hearing or CPR classes
Makes sure all members have up-to-date health records available to school prior to their admission to the school and in full compliance with state law
Responsible for monthly smoke and carbon monoxide detector checks and first aid kit restocks

MAINTENANCE – Approx. 8 committee members

Committees: *Maintenance

Duties:

Organizes and records maintenance workdays and schedules parents' participation

Maintains safety by checking all play yard equipment regularly

Maintains preschool landscaping all year including summer months

Plans, develops and implements improvements

Researches and acquires materials

Repairs and maintains equipment as requested by Children's Education committee

Maintains, improves and organizes the internal state of the school

Organizes plants and plant care during school time and vacations

Organizes special work parties

Maintains school vacuum cleaners

MEMBERSHIP – Approx. 3 committee members

Committees: *Membership

Duties:

Handles all admissions and withdrawals

Conducts or arranges all school tours with prospective members during academic year

Keeps waiting lists current

Administers phone during academic year and vacations

Keeps records of membership past and present at school prior to their admission to the school

Disseminates information to Board and general membership as to membership status

Prepares and distributes enrollment packets to new and returning families

Coordinates Summer school and Fives club enrollment

Manages database input of all new families and updated contact information for current families

Responsible for all membership enrollment documentation

PUBLICITY – Approx. 6 committee members

Committees: *Publicity

Duties:

Orders and sells all Explorer logo items (t-shirts, hats, charms etc.)

Handles all school publicity/advertising with local publications

Coordinates Open House and all associated publicity

Coordinates class pictures

Maintains supply of school stationary, business cards, brochures

Coordinates school photo sharing program

Coordinates ad-hoc community outreach programs (Willow Glen Founder's day parade, Christmas in the Park, Las Madres Education Fair, etc.)

Hosts and manages contents of school online sites (Facebook and Explorer Blog) and ensures Explorer website general content is up-to-date.

Responsible for annual history book

SANTA CLARA VALLEY COUNCIL REPRESENTATIVE – 1 alternate

Committees: Santa Clara Valley Council

Duties:

Attends SCVC meetings

Reports relevant information to Explorer Board

Fulfills council position (such as president, treasurer, events chair) for SCVC

Serves as liaison between our school and other schools

SOCIAL – Approx. 8-12 committee members

Committees: *Social

Duties :

Plans social events: Summer Park Playdates, Back to School Fall Picnic at Vasona, Holiday Party, Spring Auction, Spring Social, and Ice Cream Social for the last PEC at the end of the school year

ACCREDITATION

When: Year 2012, and every 5 years thereafter (Next: 2017)

Duties (Performed by the Director, President and Teaching Staff):

Contacts National Association Education of Young Children (NAEYC) to obtain re-accreditation packet

Ensures that enough money has been budgeted in the school budget to cover all the costs

Completes re-accreditation as per the instructions

Includes the organization for the completion of all surveys by the teachers, director and general membership

Returns the required documentation to NAEYC by the date requested

Is available at school for a whole day (date determined by NAEYC) to work with the representative from NAEYC to assist in the final on-site evaluation

Completes follow up documentation as requested by NAEYC within 12 months of the final evaluation

APPENDICES FOLLOW

NOTICE OF WITHDRAWAL FROM EXPLORER PRESCHOOL

Name: _____ **Committee:** _____

Child's name: _____ **Class:** _____

Last date to be in class: _____

See: Participation Requirements and Financial Obligations, Section X, of the Parent Handbook.

I understand that I am responsible for my scheduled workdays. I will work them as scheduled or pay a substitute. My next two (2) scheduled workdays are:

Date: _____ (circle one) **Me** or **Sub name:** _____

Date: _____ (circle one) **Me** or **Sub name:** _____

Reason for withdrawal (Please check applicable):

____ Moving ____ School Requirements ____ Employment change

____ Life change ____ Other (see below)

Please elaborate on your above reason for withdrawal:

If applicable, refund check should be made out to: _____

Current mailing address: _____

Parent Signature/Date:

Parent Signature/Date:

Membership Chairperson must receive this form a minimum of 15 days before the Effective Date. December only accepts withdrawals effective the 1st of month. Tuition is not refundable for Effective Dates of April 1st or later.

FOR OFFICE USE ONLY

Membership	Date Received: _____	Effective Date: _____
Treasurer	Current on tuition? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Maintenance	Hours fulfilled? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Class Rep	Workdays covered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parent Ed	PEC requirement met? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fundraising	Requirements met? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explanation: _____
Committee Chair	Requirements met? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Verified/Confirmed by Vice President: _____

Actions taken:

Submitted check request: _____ Contacted family: _____ Other: _____

Treasurer Signature: _____ **Date received:** _____

CARPOOL INFORMATION FORM

Explorer Preschool assumes no liability for carpooling. It simply provides general information regarding carpools. It is not the class Scheduler's responsibility to arrange carpools. Carpooling is a family choice and responsibility.

California State Law (1/1/2012) states, children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.

It is strongly recommended that a carpool information sheet be completed for each child in a carpool. This should be kept in the car at all times in the event of an accident or car trouble.

Child's full name: _____

Date of Birth: _____

Any known allergies: _____

Emergency contact information for parents/guardians:

Name & Relationship

Daytime Phone

Current Insurance Information:

Carrier: _____

Policy/Group number: _____

Preferred emergency treatment plan (specific hospital/doctor):

INCLUDE A RECENT PHOTOGRAPH OF CHILD

APPENDIX B: FOOD GUIDE FOR YOUNG CHILDREN

Preparing, Serving and Storing Food

Parents who are ill shall not prepare or distribute food.

Hand washing is required after restroom use, sneezing, coughing, or after performing any cleaning activity.

Put perishable foods into the refrigerator or freezer immediately.

Keep hot foods hot (above 135 °F) and cold foods cold (below 41 °F).

Keep liquids hotter than 110 degrees out of the reach of children.

Keep cold foods cold by pre-chilling ingredients for salads.

Cool rapidly by storing food in small batches in individual containers; cover loosely so that heat can escape quickly.

Do not keep food in the "danger zone" (between 41 °F and 135 °F) for more than 4 hours.

Handle food with utensils; clean, gloved hands; or clean hands. (Bare hand contact with food during preparation should be limited.)

Transfer reheated food to hot-holding equipment only when the food reaches the proper temperature.

Use only cooking ranges, ovens, steamers, and microwave ovens to reheat foods. Use hot-holding equipment only to maintain temperature and not for rapidly heating food.

When cleaning and sanitizing, use clean water, free of grease and food particles. Keep wiping cloths in sanitizing solution while cleaning.

Keep chemicals away from food and food-related supplies.

**APPENDIX C:
COOPERATIVE ACTION PLAN**

Name of student: _____ **Date:** _____

Names of participants:

Description of child's behavior(s):

Behavioral Objectives:

School Action Plan:

Home Action Plan:

Follow up meeting date: _____

Parent(s) Signature(s): _____

Teacher Signature: _____

Director Signature:
