

WINTERS PARENT NURSERY SCHOOL PARENT HANDBOOK

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INTRODUCTION

Welcome to Winters Parent Nursery School! Winters Parent Nursery School (WPNS) is a non-profit, private, parent-cooperative nursery school comprised of families who believe preschool is important to our children's future and allow parental input. We are involved at a community, regional and state level with California Council of Parent Participation Nursery School (CCPPNS). (For more information regarding CCPPNS, visit their website at www.ccppns.org). We hire professional staff to run a quality education program. WPNS is not a daycare center; it is an education program for children and parents alike. Parental involvement ranges from facility maintenance to fundraising to classroom assistance. All families are encouraged to participate as much as possible in order to enhance their children's preschool experience.

WPNS offers two different levels of enrollment that are explained further in this handbook. Classes are provided for children ages two years, nine months to five years. Although all classes are geared toward "whole child" development, the four to five year old class focuses on kindergarten readiness.

PHILOSOPHY

WPNS is a "Play Based, Social Structured" program. We believe children learn through play and need educational play experiences to develop self-confidence to become prepared for the higher level of their educational journey. WPNS provides a place for young children and their families to learn and play together. Children bridge the gap between home and formal school by making friends with their peers, learning to co-exist successfully in a group, and learning to work with adults other than their parents.

At WPNS children learn and play in an environment created especially for them, where things are scaled down to their level and can be explored. Children prepare their own food, clean up after themselves, make their own choices, and take responsibility for their actions.

Our school offers parents the opportunity to participate as they watch their children interact with others. Parents learn more about child development as they work in the classroom and from staff members. They also gain the support and friendship of other co-op families. We find that many of the friendships begun here flourish years into the future.

We believe that all children are special and that they should enjoy school. We ask that the parents participating in the teaching process not "correct" children when they are doing projects. Since our activities are set up to encourage creativity, there is rarely one "right way" to do them. More importantly, at this early stage of learning, we allow our children to explore options and to build self-esteem. Parent participation in the classroom plays an important part in this experience. The rewarding results are that the children, parents and staff are constantly growing – physically, emotionally, socially, and intellectually.

HISTORY

After a trial year at Lorie Hammonds's home, WPNS opened in the fall of 1975 in the basement of Pioneer Presbyterian Church. Its first Board of Directors consisted of church representatives as well as teaching staff and parents. John Wallace, parent and attorney, helped WPNS achieve State Nonprofit Corporation status. The school operated three mornings per week and was "full" with fourteen students.

Class size grew each year, and the move to the Scout Cabin in the fall of 1980 made it possible to have larger classes, up to twenty-four students. Also in 1980, the informal scholarship arrangement previously in place with Headstart was replaced by the formal integration of Headstart students into WPNS classes.

In 1986 WPNS joined the California Council of Parent Participation Nursery Schools (CCPPNS). This is a resource organization for parent education, group insurance and state regulations that affect our school. We are part of the Sacramento Valley Council of Parent Cooperatives. Teachers/Directors at the school have included Lorie Hammond, Louise Gale, Judy Seese Whitley, Esther Villalobos, Pat Delorefice, Julie Solorio, Kristen Karlen, and Karen Benson-Neil.

It has been exciting to watch WPNS grow from a group of friends trading cherries for childcare to a community institution serving all of Winters and its surrounding communities. The growth and vitality of our organization can be traced to the diverse parents who work with staff day after day, week after week, to complete the many necessary jobs in running a cooperative preschool.

CURRICULUM & GOALS

WPNS staff have extensive training in early childhood education, and our Teacher/Director possesses a child development degree. The staff dedicates time planning an integrated curriculum that encourages children to learn and grow. A wide variety of materials and activities are provided for each child to explore – climbing structures for large muscle activity; puzzles and manipulative for small muscle activity; a housekeeping and block area for dramatic play; and music, arts and crafts for creative play.

Our first goal at WPNS is to provide for the physical comfort and safety of the children in our care. We have planned a stimulating environment that minimizes any physical hazards that young children might encounter.

Our second goal is to provide for the emotional and social needs of the child. We assist with separation issues and show constructive ways to work out disputes. Children learn how to cooperate, share, take turns, verbalize feelings, defend their rights, and respect the rights of others. Staff and parents help children develop initiative, leadership and self-respect while sharing open, happy relationships with other children and adults.

Our third goal is to provide age-appropriate activities that teach the "whole child." We have a theme-based curriculum. Types of activities include various arts and crafts, food preparation, sorting and classifying objects, molding play dough, dancing to movement tapes, playing games, participating in field trips once a month, exploring nature and the world around and much more.

Our final goal is to ensure that a child has the following basic skills when he/she “graduates” to kindergarten:

- Has developed strong self confidence
- Knows how to cooperate and take turns
- Has developed listening skills
- Has learned how to problem solve and make proper choices
- Takes initiative in exploring things of interest
- Respects self and others
- Understands relationships between objects and events
- Recognizes similarities and differences
- Feels encouraged and excited about the “love” of learning

Our staff draws from many “whole child” philosophies by referencing the book “Play” by Lisa Murphy. The play-based book explains why we do what we do. Play experiences are all built around pre-academic lessons. They also incorporate philosophies and concepts from the “We Thinkers!” (formerly “Incredible Flexible You”) education series from Social Thinking.

STANDARD MORNING SCHEDULE

8:15am Teachers and working parents arrive

8:30am Children arrive, parents sign in, inside/outside free exploration and play (We believe children at this age need to be outside as much as they are in). A cereal table is available during this time before Circle Time.

9:30am Circle Time

10:00am Activity Time

10:45am Story Time/Snack Time

11:00am Outside play

11:30am Children depart, parents sign out

Please note that schedule is subject to change.

MEMBERSHIP & TUITION

WPNS offers two levels of participation for the school year:

Level A: This level requires families to work on a scheduled basis in the classroom every other week, to work one shift at Children’s Festival, participate in food & supply drives, attend one Class Work Day and to hold a Monthly Job or board position.

Tue/Thurs Program: \$110.00/month

Mon/Wed/Fri Program: \$160.00/month

Level B: Families must provide snacks (as assigned) for the students twice a month, to work one shift at Children’s Festival, participate in food & supply drives, attend one Class Work Day and to hold a Monthly Job or board position. There is no required participation in the classroom, however a Tue/Thurs parents are required to accompany or provide adult supervision for their child during all field trips.

Tue/Thurs Program: \$185.00/month

Mon/Wed/Fri Program: \$250.00/month

Note: A 10% tuition discount will be given to the second and any additional children of families having two or more children enrolled. If children are enrolled in same day program, discount applies to the higher cost tuition.

A one-time supply fee of \$75.00 (per child) is due with the first month’s tuition. In addition, there is a \$50.00 non-refundable registration fee, even if you register during the school year.

MANDATORY PARENT PARTICIPATION

1. Class and Project Work Days: Families work together twice a year on their class’ designated Class Work Day to do a deep clean on the school house. ~~In addition, Families will choose one Project Work Day to come in and assist with special projects from the Director. Board members are required to work one Work Day and may choose either the Class or Project Work Day at their discretion.~~

2. Children’s Festival: Family Participation on our major fundraising event is required as tuition only meets our basic operating costs. The money raised from this major fundraisers benefits the entire school to fund special programs, major building improvements and our scholarship fund.

3. Food & Supply drives: Drives are held three times a year; at orientation and again in Winter and Spring.

4. Standing Committee: ~~All families must work on one Standing Committee to assist the Board of Directors with implementing our annual events. These include Children’s Festival, Spring Fundraiser and End of the Year Event. Board members are excluded from this requirement.~~

TUITION

Tuition is budgeted as an annual fee divided over ten months. Tuition is due on the first (1st) of each month and is delinquent after the fifth (5th) of each month. The Income Treasurer will give one reminder (verbal or written) to the family if payment is not received by the fifth (5th) of each month. After the fifth (5th) of each month, a \$25.00 late fee will be automatically added to the amount due.

Tuition received by the fifth will be deposited within 48 hours. Tuition received after the fifth will be deposited by the fifteenth of the month. Any tuition questions or problems should be addressed with the Income Treasurer prior to the fifth (5th) of the month, with unresolved disputes being decided by the Board.

The full-month's tuition will be charged if enrollment of a child happens after the first of the month up to and including the fifteenth (15th) of the month. A half-month's tuition will be charged if enrollment of a child occurs after the fifteenth (15th) of the month.sw

If payment cannot be made on time contact the Income Treasurer before the fifth (5th) of the month to arrange payment. Family may set up a Promissory Agreement with the Income Treasurer and Director to create a Payment Plan option if tuition becomes a financial hardship.

In a financial emergency the family should contact the Director to inquire about the school scholarship opportunity. The Income Treasurer, President and Director must discuss and approve any decisions regarding a family with a financial emergency. The solution will vary from situation to situation depending upon the school's financial status and the family's hardship. The ultimate goal is to keep the family's child in our school.

RETURNED CHECK FEE

There is a \$25.00 Returned Check Fee if the bank returns an unprocessed check to the school. If a family has three (3) *returned checks* the only form of payment that will be accepted is money order or cash paid directly to the Income Treasurer or to the school's Director. If paying by cash a receipt will be given once payment is paid.

WITHDRAWAL FROM PROGRAM

If a family plans to withdraw their child from school, a two-week verbal notification to the Director and Registrar along with a written notification to the Board is required. If notice is not given, two weeks tuition will be charged to that family. In addition, if a family wishes to change its level of participation, a written notification is required two weeks in advance to the Registrar.

FAILURE TO PAY

A family found in failure to pay dues, including but not limited to tuition, fines, mandatory fees, substitution fees, trade-in-kind agreement and special program fees will receive a written notification that membership will be terminated if dues are not paid within sixty (60) days. A member family who has not paid dues within the sixty (60) days will be given a timely opportunity to be heard on the matter of termination by the Board. The Board will have the authority to decide whether the proposed termination takes place.

RESPONSIBILITIES & REQUIREMENTS

CLASSROOM PARTICIPATION

All Level A families are required to work in the classroom every other week. For example, if you work on Monday, September 1st, your next work day would be Monday, September 15th. If your work day occurs on an observed holiday, remain on the schedule as if you had worked that day. Do not deter from the schedule. Working parents must be at school at 8:15 a.m. and stay until the daily tasks are completed and signed off on. Please be aware that you may have to stay until Noon or later to complete your tasks. Families are expected to work on their scheduled work days or to provide a substitute from the substitute list (see "Substitutes" section). If you have a conflict with your scheduled work day, **do not wait until the last minute to hire a substitute**. Our state license requires that there be one adult for every five children; therefore it is very important that working parents observe their scheduled work days. The Registrar provides the work day schedule. If you are only available to work on specific days, you must notify the Registrar. Otherwise, your work day will be automatically scheduled. Only one parent per family is required to work.

If a child is sick or there is a family emergency on your assigned work day the Working parent is still held accountable to work or find a substitute or swap for that assigned shift. (See "Substitutes" section for details.)

Please note that siblings of enrolled children cannot attend school with working parents unless special permission is given by the Director. Families with two children enrolled in the school on Level A will participate for both children individually.

SUBSTITUTES

If a parent is unable to work on the scheduled workday, the parent must trade work days with another Level A parent, provide a relative or caregiver to work or find another member family to substitute. In the event that a parent finds their own substitute and communicates with the Director, they issue a \$40.00 payment directly to the substitute. If you are unable to find a substitute contact the Director immediately. The Director will notify the family who to pay the \$40.00 fee to.

If a parent is a no-show and does not notify the Director, a \$60.00 fee will automatically be charged to the family and will be due with the following month's tuition. This fee covers the expense that may be incurred by the school finding a substitute.

In the event that a parent finds their own substitute, they issue the \$40.00 payment directly to the substitute. A list of potential substitutes can be found in the kitchen and on the WPNS website under the Parent's Page.

CHILDREN'S FESTIVAL & FUNDRAISERS

All families are required to assist with **the school's primary fundraiser the Children's Festival**. The Fundraising Chair and Co-Chair will assist parents throughout the fundraising process. If a family is unable to participate in a fundraiser, they must pay a "buyout" fee. The buyout fee for the Children's Festival is \$350.00. The buyout fee completely excuses the family from all aspects of working the fundraiser. If a family is able to complete all duties required for the fundraiser but cannot work their shift at the actual event, the family can provide a substitute to work. The substitute can be a family member (minimum age 18) but if that is not possible, a responsible non-family member (age 18 or older) is acceptable. The family must inform the

Fundraising Chair about the substitution and provide the name and phone number of the substitute. If the substitute fails to show for the fundraiser and work their assigned shift, the family must pay the full buyout fee for that particular fundraiser, regardless if they have met all other requirements of the fundraiser. All schedule/personnel changes must be presented to the Fundraising Chair or Co-Chair no later than 48 hours before the fundraising event. Substitutes will not be accepted less than 48 hours before the event.

We encourage families to **NOT** pay the buyout fee and to participate in the Children's Festival fundraiser.

Fundraisers are very important to the financial stability of the school. Families are notified of any additional fundraisers as they occur and are approved by the Board. There are also notices posted at the school, communicated through Class Representatives and in the school newsletter.

CLASS WORK DAYS

Twice a year there will be a Class Work Day. All families are required to attend one of these workdays. The Grounds and Maintenance Chair will notify all families about the dates and duties. Class Work Days are a minimum of four hours long and occur on a weekend. Projects may include cleaning up school grounds, painting (interior and exterior), repairing playground equipment and so on. If a family is unable to participate, they can make arrangements with the Coordinator to work on another day or pay a \$75.00 non-participation fee. Families must contact the Grounds and Maintenance Chair at least 48 hours prior to the workday if they will be unable to participate.

*The parent workday for the MWF class will take place in August before school begins.

*The parent workday for the T/TH class will take place in the Spring before Open House on Youth Day.

Dates are subject to change and may change due to unforeseen circumstances.

PROJECT WORK DAY

Families are required to sign up for one Project Work Day during the school year. The Grounds and Maintenance Chair will notify all families of the available dates two weeks after school starts. Families assigned to The Maintenance Crew Monthly Job are exempt from the Project Work Day requirements. Families will be given special projects from the Director to work on. These workdays are a minimum of four hours long and occur on specified dates during the school year. If a family is unable to participate, they can make arrangements with the Coordinator to work on another day or pay a \$75.00 non-participation fee. Families must contact the Grounds and Maintenance Chair at least 48 hours prior to the workday if they will be unable to participate.

BOARD AND JOB ASSIGNMENT

All families are required to either sign up for a Board Position (if any are available) or a "Monthly Job" position for each school year. Job Preference Forms and list of job descriptions will be sent to families in the Orientation packet and are due by the assigned deadline. Families who do not turn in a Job Preference Form will be assigned a job based on need after priority.

Jobs are assigned utilizing the following order of priority:

1. Families who turn in Job Preference Forms by the deadline
2. Returning Families
3. Alumni Families
4. New Families

Jobs will be assigned by the Vice-President and you will be notified of your job by Orientation. Jobs are to be completed by the 2nd Sunday of each month. Jobs with two families assigned may have two separate time frames to complete job. If unable to complete your job and to avoid a fine, contact the Vice President before the second Sunday and make other arrangements. If job is not completed by the second Sunday and no arrangements have been made, you will be notified by the Vice President and given one more week to complete job and a new description of job duties will be given, if needed. If job is still not complete by the third week, a \$40.00 fine will be assessed and due with the following month's tuition.

After completing a job the family must fill out the Monthly Job Report to inform the Vice President and Director of what was done and communicate any issues. There is also a Sign Off sheet families will need to initial and date once their job has been completed.

Families assigned to Maintenance Crew will fill out a sign in sheet and report to the Grounds and Maintenance Chair. Families assigned to Portfolio and Photographer will report to the Portfolio Coordinator. The Grounds and Maintenance Chair and Portfolio Coordinator will report to the Vice President of any families who are not participating.

A winter election will be held to determine the Board of Directors. Board member positions include Executive Board Members: President, Vice President, Registrar, General Secretary, Recording Secretary, Expense Treasurer and Income Treasurer and standing committee Chairs: Fundraising Chair, Fundraising Co-Chair, ~~Grounds Maintenance Chair, Portfolio Coordinator, Alumni Coordinator, Special Events Coordinator~~ and four class representatives (two per class). Sign-ups for Board positions begin in January, the election is held in March and the new board begins operation in May. Board positions run from May 1st of the current year to July 1st of the following year (Example, May 1, 2015 to July 1, 2016). The two-month period between May 1 and July 1 is a designated training period during which old and new Board members work together. New board members have voting rights as of June 1 of the current year they are elected.

It is the job as the current Board member to contact and train the incoming member until his or her position ends June of the fiscal year. (See Board Job Description section.)

MONTHLY BOARD MEETINGS

Board meetings are held the first Wednesday of each month at the school. Board members are allowed one absences. A \$40.00 fine will be applied starting with the second absence. Parents are encouraged to attend all Open board meetings. The meeting agenda will be posted at least one week prior to the meeting with the date and time of the meeting and the items to be discussed. Anyone who wants to add items to the agenda must submit them to the President prior to the meeting. A copy of the meeting minutes will be posted on the school bulletin board, via email and posted to the WPNS website.

SPECIAL COMMITTEES

Throughout the year special committees may be formed for specific projects/activities as deemed necessary by the President and Board. The committee will disband once the project/activity is completed. The Special Committees are as follows: Scarecrow, Youth Day Float, Budget, Bylaw Review, Calendar and Handbook. The President or Board has the ability to add committees when necessary. All families are required to serve on one of the following Standing Committees: Children's Festival, Spring Event or End of Year Event. (T/TH families are preferred for End of Year Event.)

SCHOOL ORIENTATION

Orientation will be held prior to the first day of school. All families must attend this orientation. The purpose is to introduce families to the Board members, Teacher/Director and other staff members to discuss school rules and policies. Families will also be assigned Monthly Jobs and will sign up for required parent participation opportunities. If a family is unable to attend orientation, they must meet with the Board President or Teacher/Director to discuss school rules and policies.

FAMILY LEAVE/DISABILITY

The school grants an up to 8-week leave of absence to a parent that becomes unable to perform their school duties due to an injury, illness, maternity, or some other Family and Medical Leave Act (FMLA) recognized event. When possible, the Registrar is to be informed two weeks prior to the leave. Said parent will be relieved of classroom work day responsibilities during leave. However, other members of the family must still participate in fundraisers or required work days and Standing Committee tasks or pay the appropriate "buy out" fees.

SCHOOL RULES & POLICIES

NON-DISCRIMINATORY POLICY FOR STUDENTS

WPNS admits students of any race, color, nationality, and ethnicity to all rights, privileges, programs, and activities generally accorded to or made available to students. The school does not discriminate on the basis of race, color, nationality, and ethnicity in administration of the following policies: health and safety, education, admission, and scholarships.

OPERATING HOURS

School is in session from 8:30 a.m. to 11:30 a.m., Monday through Friday. By state law the school is licensed as a childcare center; therefore, parents must sign their children in and out. Parents are asked to observe school hours, ie. do not bring children early or pick them up late. The time prior to 8:30 a.m. is used by staff to prepare materials and set up the environment for the day. The time after 11:30 is used by staff to clean up and re-organize after the day's activities. If children arrive prior to 8:30 a.m. or are picked up after 11:30 a.m., they must be supervised which requires staff to be removed from their work. **PLEASE ARRIVE FOR DROP OFF AND PICK UP ON TIME.**

Special programs such as Extended Day, Lunch Bunch or Summer School may run with special schedules. Information and sign-ups for these programs will be posted at the school.

VISITORS POLICY

During school hours any visitors to the school must sign in and sign out in the visitors log located on the table in front. Visitors must check in with the teachers or working parents'. At all times visitors are to wear a name badge and visitor lanyard to help identify them. During school parties or special functions grandparents, other relatives or friends must also sign in and out in the visitor log and note who they are visiting. ID Badges must also be worn during school parties or special functions.

PHOTO POLICY

Please respect different parenting styles and get prior consent from a child's family before posting to social media. WPNS is not responsible for any photos on the internet besides our school website or social media accounts. Families fill out Photo Consent Forms and turn them in at Orientation.

DISCIPLINE PHILOSOPHY

It is the school's ambition to promote positive personal growth in the children. Using role model behavior, the staff teaches students to respect other students, their belongings and the school. The staff avoids comparison and competition among children. Rather, positive re-direction is employed, allowing the children to discover what they **CAN** do instead of what they **CAN'T** do. The staff will listen to the children and acknowledge their feelings and respond calmly at their level. Limits are clearly stated and enforced in a fair manner. Logical consequences are presented to a child when the limits are ignored. If necessary, a child may need to be removed from the environment so as to not cause harm or disruption to others. The school seeks assistance from parents in teaching their child to, first and foremost, respect themselves, others and property belonging to others. Cooperative efforts between school and home will maximize the effectiveness of our discipline philosophy.

Disruptive, dangerous or destructive behavior by a child will be dealt with on an individual basis. Recurring negative behavior will result in an immediate parent conference with the Teacher/Director. At that time a behavioral contract will be made between the child's parents and Teacher/Director in order to help with any future problems. A positive, successful preschool experience is the ultimate goal. Together, the child, parents, Teacher/Director and staff will work toward that goal using the behavioral contract. If necessary, the contract may be discussed in a closed-session Board meeting. The parents will be notified in advance if such discussion occurs. If a child continues to have serious behavioral problems, the Board may decide to permanently remove the child from the school.

PROBLEMS/CONCERNS

If a parent has a problem or concern regarding student behavior, school operations or another family at the school, they should speak with the Director. Any problems or concerns regarding school administration or policies should be directed to the President. If the Director or President cannot resolve the problems, they will be presented to the Board for resolution via a Board or Staff member.

Staff members who have a problem or concern regarding student behavior, another staff member, school operations or another family at the school should speak with the Director, President or Vice President. Further action must follow the "Corrective Action Policy" as stated in the WPNS Employee Handbook. Sec 5-20.

DRESS CODE

There is no formal dress code at school. We ask that parents dress children in clothing appropriate to the season. Also keep in mind that the children often get dirty doing art activities, playing outside, preparing food, etc. One set of extra clothes should be kept at the school. Place the extra clothes in a small bag labeled with the child's name. When the seasons change, parents should check and change the extra clothes as necessary.

CONFERENCE DAYS

Parents of pre-kindergarten children are required to meet with the Teacher/Director for one conference day in the Spring. Families will be notified in advance of the available conference days and may choose a time on one of those days to confer with the Teacher/Director about their child's kindergarten readiness. Phone conferences will be available for parents unable to meet in person.

MEDICAL POLICY

It is common for children to contract colds or even the flu when attending school for the first time. To minimize the spread of contagious illnesses, do not send your sick child to school. Keep children at home if they are ill and notify the school of their absence. If your child becomes ill at school, promptly pick up your child or make arrangements to have your child picked up if you are unavailable. The school must always have current immunizations and emergency phone numbers on file.

Children must be symptom-free of illness for 24 hours before returning to school unless otherwise specified. Such symptoms include vomiting, diarrhea, fever, contagious rash, and so on. A child ill enough to require medication (other than medication for non-contagious conditions) should not be at school. No medication of any kind can be stored in the child's cubby or anywhere else within their reach. All medications must be given to a child by their parents. The Teacher/Director or any other staff member cannot administer medication unless we receive written authorization from a physician. Also, parents cannot authorize, via telephone, the dispersal of medication to their child by the Teacher/Director or any other staff member. All medications will be logged in at the school by the parent. Staff will log if it is administered. Medications will be logged out from the school by the parent at the end of the school year or prescribed time frame.

FOOD ALLERGY POLICY

WPNS follows the Food Allergy Policy set by the Winters Joint Unified School District. WJUSD does not ban any certain foods, but puts measures in place to assure the safety and wellness of all students. All food allergies must be disclosed to the Director upon registration. A "Food Plan" is developed by the parents with the support of the Director and President. The food plan should include a "sign" created by the parent to be posted at WPNS with a picture of the student and a list of the food allergies. This sign should also include what is to be done if a reaction should incur. If necessary, parents may be asked to provide snack and party food alternatives for their child. WPNS will take measures to assure the safety of all children. Measures include but are not limited to, notification of all WPNS families of the food allergy, hand-washing after snack and keeping risk food out of children's reach. Although foods are not banned, families will be notified to be sensitive to food allergies when preparing snack and party food. Families of a child with food allergies may provide alternatives at the school or send food alternatives with their child. These foods must be labeled with the child's name.

DISASTER PLAN STATEMENT

WPNS has an emergency preparedness plan in the event of an emergency. Such emergencies include fire, explosion/aircraft crash, bomb threat, flooding, violent or criminal behavior, earthquake, hazardous material spills, air raid or nuclear alert, air pollution, and riot or civil disorder. The plan is outlined in detail and available for parents to review in a red binder located in the Form and Resources corner near the Sign In Table. Families are encouraged to review the plan and familiarize themselves with the procedures that the school would follow in the event of an emergency. In addition, copies will be distributed at orientation. In the event that staff must evacuate the children from the school, they will relocate to the basketball court at City Park across the street from the school. If there is damage at the park which does not permit staff and children to relocate there, they will continue to nearby Waggoner Elementary School at 500 Edwards St. As the school continues to expand their plan, the possible need for an out-of-town evacuation site will be explored and parents will be notified. The school also has a 72-hour disaster kit equipped with first aid materials, blankets, water, food, and so on. Please do not call the school. Instead, expect to receive a phone call from a WPNS working parent or the President.

REGISTRATION

New enrollees must meet the following age requirements by September 1st:

3 years old for Tuesday/Thursday program

4 years old for Monday/Wednesday/Friday program

Children meeting following criteria may enroll if space allows and at the discretion of the Director and Board:

2 years, 09 months old by September 1st for Tuesday/Thursday program

3 years, 09 months old by September 1st for Monday/Wednesday/Friday program

Exceptions to this policy can only be made by the Director.

Registration is conducted during the Spring. Students are accepted for the school year in the following manner:

Continuing students and siblings of currently enrolled (enrollment February 28 to March 6)

Alumni families and Waitlist families from the current year (enrollment March 7 – March 18)

New families (enrollment begins March 7 until all spots are filled.)

Note: Preference will be giving in the order of families currently enrolled, Alumni, Waitlist, and then New. Waitlist is for current year only. There is not a waitlist for future classes.

Current or Alumni families that are in arrears will not be allowed to register until their account is current.

All requests for enrollment must be given to the Registrar. The Registrar maintains a current waiting list comprised of families and the dates at which their enrollment requests were made. Waitlist students are accepted in the order at which they appear on the list. This can happen at any point during the school year.

A non-refundable fee of \$50.00, immunization reports and all recorded paperwork is due at the time the registration form is submitted. This fee secures the child's enrollment at the school. Per the State of California, all required paperwork must be completed and submitted to the school before the child can start school. Incomplete information packets may result in the child losing his/her "spot" on the class roster. Contact the Registrar if you have a problem meeting any registration deadlines.

SPECIAL PROGRAMS

Special programs are offered at the discretion of the Director and with Board approval. Programs include Extended Day (Fall, Winter, Spring sessions), Lunch Bunch (Spring) and Summer School.

Each year the staff will design the days and times of the program. This is exploration and playtime for students. Current or Alumni (when applicable) families that are in arrears will not be allowed to register or participate in Special programs until their account is current.

Lunch Bunch is designed for students entering Kindergarten. The Director and staff work with the students in small groups on kindergarten readiness skills. Students are put in groups of 6 to 8 and meet with the Director once a week. Students need to bring their own lunch. All pre-kindergarten students are encouraged to attend.

Summer School is offered in two sessions. No parent participation is required. Parents will be asked to provide morning snack items on an assigned day. Information will be provided in mid-May of the current year pending Board approval.

Dates and more detailed information about these programs will be announced through newsletters, email and the WPNS website.

FIELD TRIPS

Field trips are an integral part of the WPNS experience. They provide hands-on, playful learning opportunities for our students. Family members will benefit from an opportunity to bond with their child and other WPNS families. A parent or caregiver is required to accompany Tuesday/Thursday students on all field trips. Students in the Monday/Wednesday/Friday classes may double up with another adult. Parents, siblings and special guests are welcomed to attend. All attending adults are considered chaperones and should be able to provide support to staff on field trips. Working Parents scheduled on that day will be expected to help facilitate snack and other tasks requested by the Director and staff. Families are expected to pay for any accompanying costs for field trips unless otherwise noted.

Students attend school as usual on the day of the scheduled field trip. The class will leave together and meet at the specified location.

IMMUNIZATION REQUIREMENTS

WPNS requires that all children have the required immunizations (in accordance with the State of California's law SB-277) prior to enrollment. Below is a list of all state-required immunizations and the number of doses required for all children up to five years of age:

TYPE	DOSES
Polio	3 doses
DTP or combination of DTP and diphtheria tetanus toxoids	4 doses
Measles, rubella, and mumps	1 dose of each separately or combined on or after the 1st birthday
Hib	1 dose on or after the 1st birthday
Hepatitis B	3 doses
Varicella	1 dose

The state of California requires all students attending school in California to be current on immunizations in order to start school. Personal and religious beliefs are no longer accepted. Contact the Registrar if your child is in the process of getting up-to-date on immunizations at the time of Registration.

Please note that if there is a contagious illness outbreak at the school, for the child's protection, the Health Department may order the school to temporarily exclude all children who are not properly immunized.

VOLUNTEER IMMUNIZATION REQUIREMENTS

WPNS requires that all regular working parents and/or caregivers (in accordance with the State of California's law SB-792) be vaccinated against Measles and Pertussis (Whooping Cough). ~~Additionally, she/he should receive the flu shot between August 1 and December 1 of the current year.~~ The state of California requires all staff and volunteers at a child care center or school in California to be current on immunizations. Adults can choose to opt out of the flu shot only through written declaration. A Volunteer Immunization Record and Opt-Out form will be provided to all families in the Orientation packet and be kept on file by the school.

Parents and caregivers can contact the Board President or Director with questions regarding this requirement.

ADJUSTMENT AND DEVELOPMENT OF YOUR CHILD

CHILD ADJUSTMENT

The first days at school may be an adjustment for both parent and child. Parents should feel free to remain at school the first day or two, especially if parent and child have not been often separated. In such case, parents might want to make their departure gradual. However, parents should not “sneak out” the door as it may increase their child’s insecurity. The initial school experience can be difficult as well as exciting. A seemingly outgoing child might immediately join a group then experience later anxieties about their parent’s absence, the process of making friends or learning how to share with others. This is normal behavior for preschool age children. Listen to your child as he/she expresses any concerns or worries, and feel free to discuss these concerns with the Teacher/Director.

CHILD DEVELOPMENT

The staff and Board of Directors of WPNS believe they have an essential responsibility to set the tone of the school so that the children develop to their fullest capacity, emotionally and socially. This tone can only be achieved if all members involved in the growth of the children are well aware of their responsibilities:

PARENT & STAFF EXPECTATIONS

Parents:

- Ensure child’s attendance is regular and punctual
- Dress child in season-appropriate clothing
- Ensure that child is in good health and free of communicable disease
- Help child understand socially acceptable standards of behavior, including how to exercise self-control and take accountability for actions. Parents are expected to model this behavior themselves at school and school events.
- Teach child to respect others and their property
- Encourage child to participate in school activities
- Acquaint yourself with staff, teachers and other parents

Staff and Working Parents:

- Arrive at school on time
- Show enthusiasm for education
- Be prepared to execute activities and lessons
- Set positive examples for the children and model appropriate behavior
- Help maintain a positive school atmosphere
- Take responsibility for supervision of children at all times
- Implement the rules, procedures and philosophy as outlined by the school

GUIDELINE FOR WORKING PARENTS

Working in the classroom may be a new experience for some parents. Our program draws many philosophies from the book "Play" by Lisa Murphy. All parents are encouraged to read this book when joining WPNS. (A copy is available for checking out of the lending library.) When dealing with the children, one must use his/her best judgment. The following are some suggestions:

Call each child by name. Learn the proper spelling and pronunciation of each child's name.

Avoid using "no" and "don't" – redirect children by using positive language.

Offer each child the opportunity to participate in projects and activities.

Do not expect every child to partake in every activity. If a child does not want to participate, do not force them.

Allow children to be free with their own art inventions – don't interfere as there is rarely a right or wrong way to be creative.

Allow children to solve their own problems.

Make the children your priority – be open to their requests and concerns.

The use of cell phones is strongly discouraged.

Be at WPNS at 8:15 a.m. on your working day and depart when all work has been completed.

Follow your workday schedule and any other directions given by the teachers.

STAFF JOB DESCRIPTION & RESPONSIBILITIES

TEACHER/DIRECTOR

Reports to: WPNS Board of Directors

Job Description: The Teacher/Director is responsible for managing all aspects of classroom programs in accordance with the school's philosophy, policies, and procedures as set forth by the governing Board of Directors. The Teacher/Director instructs and supervises children, parents and staff in the classroom. He/She is responsible for curriculum development and maintaining a safe, healthy environment for the children. He/She must also adhere to Title 22 state licensing standards and be evaluated annually by the Board of Directors. The position of Teacher/Director is contracted on a year-to year basis.

Must possess the following skills:

- Knowledge of developmentally appropriate programs for preschool age children
- Strong communication and organizational abilities
- Flexible, positive support of children, parents and staff
- Willingness to demonstrate and encourage problem solving techniques
- Ability to work cooperatively with Board members, parents and staff
- Knowledge of and respect for the different cultures and lifestyles of children and their families
- Create and maintain a professional working environment that safe, and respectful for teacher, students and families.

Has the following classroom responsibilities:

- Greet and acknowledge children and parents upon their arrival
- Orientate parents and staff to their classroom duties and responsibilities
- Perform daily health and safety checks for the children and their environment
- Maintain daily attendance records in accordance with licensing requirements
- Plan theme-based curriculum using the children's interests and input of parents and staff
- Interact frequently with the children showing appropriate interest and respect and, if needed, comfort
- Ensure that children leave the classroom with authorized adults

Has the following responsibilities to the school and Board:

- Attend board meetings and all other school functions
- Attend two staff development events (minimum) each year.
- Participate in the staff selection process along with the Board
- Assist the Registrar with enrollment as well as maintenance of children's records
- Assist the Vice President in training new job holders and notify Vice President of incomplete monthly jobs.
- Present monthly reports to the Board regarding classroom activities and events
- Report any issues or concerns regarding children, parents or staff to the President
- Make recommendations to the Board based upon the best interests of the child
- Work cooperatively with the Board in resolving problems or issues regarding children, parents or staff
- Report results of licensing visits
- Report any facility deficiencies in need of correction to the Vice President

Has the following responsibilities to families and the community-at-large:

- Review the parent handbook with families at orientation
- Encourage all families to participate in the classroom and/or other areas of the school
- Acknowledge parents as the primary and most important teachers in their children's lives
- Establish a written and/or verbal communication system with each family to share daily events
- Schedule annual kindergarten readiness parent conferences
- Promote the school through community involvement
- Invite community members to share knowledge and resources with the school

TEACHER

Reports to: WPNS Board of Directors

Job Description: The Teacher is responsible for managing all aspects of classroom programs in accordance with the school's philosophy, policies, and procedures as set forth by the governing Board of Directors. The Teacher instructs and supervises children, parents and staff in the classroom. He/She is responsible for maintaining a safe, healthy environment for the children. He/She must also adhere to Title 22 state licensing standards and be evaluated annually by the Board of Directors. The position of Teacher is contracted on a year-to year basis.

Must possess the following skills:

- Knowledge of developmentally appropriate programs for preschool age children
- Strong communication and organizational abilities
- Flexible, positive support of children, parents and staff
- Willingness to demonstrate and encourage problem solving techniques
- Ability to work cooperatively with Board members, parents and staff
- Knowledge of and respect for the different cultures and lifestyles of children and their families

Has the following classroom responsibilities:

- Greet and acknowledge children and parents upon their arrival
- Orientate parents and staff to their classroom duties and responsibilities
- Perform daily health and safety checks for the children and their environment
- Maintain daily attendance records in accordance with licensing requirements
- Interact frequently with the children showing appropriate interest and respect and, if needed, comfort
- Ensure that children leave the classroom with authorized adults

Has the following responsibilities to the school and Board:

- Attend board meetings and all other school functions
- Attend two staff development events (minimum) each year.
- Report any issues or concerns regarding children, parents or staff to the President
- Make recommendations to the Board based upon the best interests of the child
- Work cooperatively with the Board in resolving problems or issues regarding children, parents or staff
- Report any facility deficiencies in need of correction to the Vice President and Director

Has the following responsibilities to families and the community-at-large:

- Review the parent handbook with families as needed
- Encourage all families to participate in the classroom and/or other areas of the school
- Acknowledge parents as the primary and most important teachers in their children's lives
- Promote the school through community involvement
- Invite community members to share knowledge and resources with the school

BOARD OF DIRECTORS JOB DESCRIPTION & RESPONSIBILITIES

EXECUTIVE BOARD MEMBERS

PRESIDENT

Chief Officer of WPNS

Presides over monthly board meetings according to proper parliamentary procedures

Sets agenda for board meetings

Has general supervision and control of affairs at the school

Reviews records from Income Treasurer and Expense Treasurer once a month

Analyzes the financial impact of Board decisions

Main contact person for any questions or problems regarding the school

Update Parent Information Board as needed.

Must be aware of all school activities and events and assist with them whenever possible.

As a representative of CCPNS, must attend bi-monthly meetings in the Sacramento area and report meeting results to the Board; update the Board on available consultants for parents; provide any new insurance information; and attend the state convention if possible.

Participates on the Budget, Calendar, Financial and Handbook/Bylaw Committee in the Spring to determine the budget for the next school year.

Participate in all money counting for fundraising.

Overlook social media and sends regular updates via email to all families.

Meets with staff in April to review and update teacher contracts for the following school year.

Processes payroll and assists Expense Treasurer with annual Tax filing as needed.

Promotes school through community involvement.

VICE PRESIDENT

Assistant to the President

Acting President in absence of the President or if the President is unable to perform his/her duties

Assigns family monthly jobs at the time of registration, and ensures every family has a job or board position

With assistance from the director, trains all new job holders at school by the end of the second week of school (similar jobs trained together).

Acts as Job Monitor for all parents with job or Board positions and follows this protocol when family jobs are incomplete by the second Sunday of the month unless otherwise communicated:

Give a reminder by email, phone or verbally in-person and re-describe job duties if needed.

If not complete within one week after notification, notify Income Treasurer and provide fine slip for family in violation.

—Communicate with Grounds Maintenance Chair and Portfolio Coordinator for related Monthly Jobs.

Point of contact for all maintenance projects (contractor bids, City Hall, etc.)

Coordinate and ensure completion of School Food and Supply drives.

Coordinate and manage Class Work Days.

Coordinates and ensures completion of Level B monthly snack contributions.

RECORDING SECRETARY

Records minutes of all Board meetings and provides copies of minutes for approval by the Board, thru email one week prior to meeting. Closed Meeting Minutes sent to Board only. Keeps one copy of meeting minutes in a binder and takes binder to all meetings for reference

Post one copy at school on Parent Board, transfer to yellow binder. Closed Meeting Minutes do not go on Parent Board.

Cleans out binder periodically and keeps seven years of schools update minutes in binder.

Responsible for any special event gatherings hosted by the school for the community (ex: chamber mixer, tractor parade)

Manage/Schedule membership special events (birthday parties) [Pending Board approval]

GENERAL SECRETARY

Responsible for publicity – ads, press releases, etc.

Creates and sends thank you notes for gifts and donated services for fundraisers and events

Creates and distributes the monthly school newsletter and calendar.

Updates the Parent Handbook and Job Handbook as necessary.

Records minutes at Board meetings in the absence of the Recording Secretary.

Schedules and organizes school field trips, as directed by the Director and Board.

Distributes field trip forms to students and creates checklists for Class Reps.

Organize and maintain Scholastic Book Orders

EXPENSE TREASURER

Processes checks – must obtain a double signature on all checks. In order of President, Expense Treasure, Registrar and other delegated check signers (as last resort).

Ensures that payroll is processed via Direct Deposit via paystub delivery.

Records all expenditures via QuickBooks

Presents an expense report at monthly Board meetings

Ensures that Board decisions follow the approved budget

Ensures that all taxes, W2 forms and IRS forms are filed in a timely manner with coordination from the President

Maintains current financial records which are available for public view

Oversees all incoming and outgoing fundraising money

Files financial records and balances checkbook

Participates on the Budget Committee in the spring to determine the budget for the next school year.

Participates in all money counting for fundraisers.

Work with committee chairs and class representatives to keep track of event expenses.

INCOME TREASURER

- Receive all monthly tuition, including Special Programs (summer school, lunch bunch and extended day).
- Deposits all collected funds into the appropriate accounts at least twice a month
- Provides written or verbal reminders to families with late tuition or dues payments
- Works with Director and President to create Payment Plans and to discuss financial hardships that may occur for families
- Submits a monthly itemized report to the Expense Treasurer

Presents an income report at the monthly Board meetings
Collects all fines imposed by the Board
Participates on the Budget Committee in the spring to determine the budget for the next school year.
Works with committee chairs and class representatives to oversees all incoming fundraising.
Participate in all money counting for fundraisers.

REGISTRAR

Registers all students and maintains the waiting list
Prepares all registrations materials (enrollment packets) and coordinates with President for any updates
Receives all inquiries and applications for enrollment throughout the year
Orders, maintains and files all necessary county and state forms
Maintains student files
Plans and organizes Fall Orientation, and ensures all parents attend Fall orientation or receive a personal orientation packet.
Distributes orientation packets and handbooks to all parents
Notifies the Income Treasurer and staff of enrollment or level changes
Creates, maintains and distributes classroom work schedule and class lists as needed
Update Class Rosters and Parent Work Day Groups as needed.

STANDING COMMITTEE CHAIRPERSONS

CLASS REPRESENTATIVES (TWO PER CLASS)

Responsible for informing parents with information regarding school activities, events, meetings, etc.
Act as the voting representatives for their particular class at board meetings
Present class concerns and ideas at the monthly board meetings
Coordinates, attends, and facilitates all class parties
Assists general secretary with field trips by collecting permission slips, collecting money, and reconciling the field trip checklist prior to field trip. On day of field trip, ensures all payments are complete and that all permission slips are brought.
Sends weekly updates to families via email or text.

FUNDRAISING CHAIR AND CO-CHAIR

Primary responsibility is planning, organizing, and facilitating all aspects of the Children's Festival
Assists Alumni Coordinator in planning and facilitating Spring Event after the execution of Children's Festival
Plans, organizes and facilitates annual Spring Event
Organizes and facilitates Book Fair at Open House (as approved)
Works closely with Treasurers to set and meet fundraising goals
Maintains a binder to detail fundraising records for future use
Organizes and facilitates Parent Night Out (as approved)
Plans, organizes and facilitates any other fundraisers the Board sees fit
Responsible for any school grant writing and researching school fundraiser opportunities as needed

MEDIA COORDINATOR (Can Create as Family Job or assign tasks to other Board Positions)

- Works to maintain and upkeep school digital media platforms. Including website, facebook and instragram accounts.
Responsible for communicating with alumni families and students in our database
Works to maintain and add to our alumni database on the WPNS Google Drive account
Creates and distributes quarterly newsletters to alumni about happenings at the school and upcoming fundraisers (September: Children’s Festival, November: Children Festival and programming update, February: Alumni update/Call Out, April: Open House/Garage Sale)
Assists Director to manage Wall of Hands project for outgoing families
Manages school gear sales and inventory
- Organize and facilitate Open House parent shifts for Youth Day.

PARENT MONTHLY JOB DESCRIPTION

Monthly Job expectations and requirements are noted in “Monthly Job” section. Checklists for each job’s specific duties are available in the Monthly Job folders located near the Parent Information Board. The following is a general description of what each job is responsible for.

MAINTENANCE CREW (4-6 Families): Families work together once a month on scheduled Crew Days to maintain outside grounds, play structures and special projects from Director.

If a family cannot attend either of the scheduled Crew Days they must notify the Vice President ~~Grounds and Maintenance Chair~~ to arrange a date for them to come in and will receive tasks to fulfill.

FRONT ROOM CLEANERS (2 Families): Families deep clean the entire Front room including but not limited to toys, windows, cubbies, Dramatic Play areas, easels, floors and tables.

KITCHEN CLEANERS (2 Families): Families deep clean the entire kitchen including but not limited to all appliances, floor, sink, refrigerator/freezer, garbage cans and recycling bin.

BACK ROOM CLEANERS (2 Families): Families deep clean the entire Back room including but not limited to toys, windows, shelves, music area, floors and tables.

BATHROOMS/OFFICE (1 Family): Family deep cleans the bathrooms and office. This includes but is not limited to toilets, sinks, floors and shelves.

COPY ROOM/KITCHEN STORAGE (1 Family): Family deep cleans the copy room and kitchen storage room. This includes but is not limited organizing supplies on shelves, dusting shelves and appliances, and cleaning floors.

LAUNDRY (2 Families): Families wash, dry and restock kitchen towels, play clothes in dramatic play area, blankets and pillows as needed. Some mending may be needed for dramatic play area.

LIBRARIAN (1 Family): Family maintains and reorganizes books. Helps to coordinate borrowed books with Director. Assists General Secretary with Scholastic Book Orders.

SPIRIT COORDINATOR (1 Family): Family works to help keep morale in the school positive. Will work present the planning of informal parent. Presents informal and special events to the Board for bi-monthly family or parent meet up events (ex: park play date, mom night out).

PORTFOLIO COORDINATOR (1 Family): Family works with the Director to help coordinate the creation of portfolios for each student throughout the year. Portfolio Coordinator assists the Vice President to communicate with Portfolio Class Reps and Class Photographers. Responsible for ordering all photos each month and assists in sorting student artwork into folders. Communicates with Expense Treasurer for upkeep of Portfolio spending and reports any issues to Vice President.

MWF PORTFOLIO (2 Families): Families work with Director and Portfolio Coordinator to create student portfolios all year long for their assigned class.

T/TH PORTFOLIO (2 Families): Families work with Director and Portfolio Coordinator to create student portfolios all year long for their assigned class.

CLASS PHOTOGRAPHER (2 Families | One per class): Families take candid photos of students in the classroom, at events and field trips, and other mandatory events as notified by the Director and Portfolio Coordinator. Creates and maintains each student's photo file.

WHO TO CONTACT FOR HELP & RESOURCES

Most resources are available on the WPNS website located at <http://www.wintersparentnurseryschool.org> or at the school house. You can contact your Class Representative or the President with questions and concerns. If you still have questions, here are a few suggestions on whom to call for what:

Substitutes: First refer to the Substitute List located on the website under the "Parent Page" or in the kitchen on the back of the door. Use your Class Roster if you're unable to find a substitute. Use the guidelines in the "Substitutes" section of the Handbook.

Health and Medical Related Forms: Director or Registrar

Financial Related Matters: Income Treasurer and Director

Disagreement with School Policy: President or Director

Supplies: Vice President or Director

Level A Work Days: Registrar

Questions/Comments regarding children's behavior or issues with another family: Director

Ideas for Board Meeting Discussion: President or Director

Medical Leave: Registrar and Director

Prospective Members: Registrar and Director

Fundraising Ideas: Fundraising Chair and Co-chair

Complaints and Inquiries shall be handled through the proper chain of command. All complaints or inquiries should first be brought to the Director or President. If needed a Staff member or Vice President should be second. The Director will Schedule a meeting with involved parties. If the Director is unable to help find a solution the issue shall be taken up with the Board of Directors.