



WINTERS PARENT NURSERY SCHOOL MEMBERSHIP 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.

For the 2021-22 school year WPNS offers two programs for student enrollment that are explained further in this handbook. Classes are provided for children ages two years and 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 coexist 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, Karen Benson-Neil, and Ciara Hapworth-Eldridge..

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 the schedule is subject to change.

MEMBERSHIP & TUITION

WPNS offers two programs for the school year:

Tuesday/Thursday Program

This program is intended for children who are 3 to 4 years old. It runs two days a week on Tuesdays and Thursdays from 8:30 am to 11:30 am. Tuition is \$180 a month.

Monday/Wednesday/Friday Program

This program is intended for children who are 4 and 5 years old. It runs three days a week on Mondays, Wednesdays and Fridays from 8:30 am to 11:30 am. Tuition is \$250 a month.

Both programs require families to work on a scheduled rotating basis in the classroom, to participate in food & supply drives, attend one Class Work Weekend, hold a Monthly Job or board position, and to fulfill the following Fundraising Requirements for the annual Fundraiser: Provide one Silent Auction basket, work one Family Task and sell tickets per an enrolled student.

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 a same-day program, the 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 (per child, even if you register during the school year).

MANDATORY FAMILY PARTICIPATION

1. Class Work Weekend: Families work together twice a year on their class' designated Class Work Weekend to do a deep clean on the school house and help perform maintenance on play structures. Families who cannot attend will be assigned a special project at the discretion of the Director and Vice President.

2. Fundraisers: Family Participation in our major fundraising events is required as tuition only meets our basic operating costs. The money raised from major fundraising events 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 Fall/Winter and Spring.

TUITION

Tuition is budgeted as an annual fee divided over ten (10) monthly payments. Tuition is due on the first (1st) of each month and is delinquent after the fifth (5th) of each month. Tuition is paid through the Brightwheel platform. 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.

If payment cannot be made on time contact the Income Treasurer before the fifth (5th) of the month to arrange payment. Families 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.

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 WORK DAY

All families are required to work in the classroom on a scheduled, rotating schedule. Working Family Members 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 Vice President provides the work day schedule. If you are only available to work on specific days, you must notify the Vice President. Otherwise, your work day will be automatically scheduled. Only one adult per family is required to work.

If a child is sick or there is a family emergency on your assigned work day the Working Family 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 will participate for both children individually.

WORKING FAMILY - COVID REQUIREMENTS

For the current school year, Family Members who will be working in the classroom need to provide proof of their Covid-19 vaccine status or provide a negative Covid test result taken within 72 hours of their scheduled work day. *See Coronavirus Guidelines and Action Plan section for full details.*

SUBSTITUTES

If a working family is unable to work on the scheduled workday, they must trade work days with another working family member, provide a relative or caregiver to work or find another member family to substitute.

In the event that a working family finds their own substitute and communicates with the Director, they issue a \$40 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 fee to.

If a working family member is a no-show and does not notify the Director, a \$50.00 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 working family 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 Members Page.

FUNDRAISERS

All families are required to assist with **the school's primary fundraiser held in October**. The Fundraising Chair and Co-Chair will assist parents throughout the fundraising process. There are two parts of the annual fundraiser.

Part One: Selling Chance-Only Tickets

Each enrolled student is required to sell 15 Chance-Only tickets. Families turn in ticket stubs and the money to Class Representatives or the Fundraising Team.

Part Two: Silent Auction

Each family is required to provide one Silent Auction basket and work one Family Task. The Silent Auction will end the day of the event.

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 \$600. The buyout fee completely excuses the family from all aspects of working the fundraiser, excluding the selling of Chance Only Tickets. If a family is able to complete all duties required for the fundraiser but cannot work their shift or Family Task 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 annual 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 WEEKEND

Twice a year there will be a Class Work Weekend. All families are required to attend one of these work weekends. The Vice President will notify all families about the dates and duties. Class Work Weekends 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 Vice President to receive a special project assignment. Families must contact the Vice President 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.

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 a job and must communicate the timeline with the Vice President. If unable to complete your job and to avoid a fine, contact the Vice President before the second Sunday and make other arrangements. If the 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

the job and a new description of job duties will be given, if needed. If the 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.

A winter election will be held to determine the Board of Directors. Board member positions include Executive Board Members: President, Vice President, Secretary, Expense Treasurer, Income Treasurer, and Membership & Communications Chair; other Board members include Standing committee Chairs: Fundraising Chair, Fundraising Co-Chair, 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 of 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 monthly. Board meeting dates are posted on the Family Information Board. Board members are allowed one absence. A \$40.00 fine will be applied starting with the second absence. All Members 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: Scholarship, Scarecrow, Youth Day Float, Budget, Bylaw Review, Calendar and Handbook. The President or Board has the ability to add committees when necessary.

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, new child, or some other Family and Medical Leave Act (FMLA) recognized event. When possible, the Director and Vice President are to be informed two weeks prior to the leave. Said Family will be relieved of classroom work day responsibilities during leave. However, other members of the family

must still participate in fundraisers or required work weekends, and any Standing Committee tasks or pay the appropriate “buyout” 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. Family members 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 reorganize 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. (See SPECIAL PROGRAMS section.)

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 family members. 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 family-preference 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 who attend our program. 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 redirection 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 Family Conference with the Teacher/Director. At that time a behavioral contract will be made between the child's parents/guardians and Teacher/Director in order to help with any future problems. A positive, successful preschool experience is the ultimate goal. Together, the child, family, 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.

STATEMENT OF CONDUCT

WPNS strives to maintain a positive atmosphere of appreciation, acceptance, cooperation and mutual respect for all families. WPNS could not function without the thoughtful consideration of each for the other. As positive role models for our children and each other, parents and staff must conduct themselves with consideration and respect for other families, board members, and teachers at all times. Failure by any family or staff member to uphold WPNS' high standards of appropriate behavior, conduct and attitude could result in the withdrawal from and subsequent denial of future enrollment in our program.

DRESS CODE

There is no formal dress code at school. We ask that families 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.

FAMILY CONFERENCE DAYS

Families 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. *For coronavirus specific policy, see Coronavirus Guidelines and Action Plan section.*

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 family member. The Teacher/Director or any other staff member cannot administer medication unless we receive written authorization from a physician. Also, family members 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. Winters JUSD 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.

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 family member 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 given in the order of families currently enrolled, Alumni, Waitlist, and then New. Waitlist is for the 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 Staff and Membership & Communications chair maintains a current waiting list 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, 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 Membership & Communication Chair 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. Information and sign-ups for these programs will be posted at the school as they are offered for the year. Special programs are not guaranteed to run, and are decided upon by the Director and approved by the Board.

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. Families 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 Family member 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. Other family members, 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 Families scheduled on that day will be expected to help with 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:

<u>TYPE</u>	<u>DOSES</u>
Polio	3 doses
DTP or DTaP combination of DTP and diphtheria tetanus toxoids	4 doses
Measles, rubella, and mumps or MMRV combination	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. Information regarding immunizations can be found at <https://www.shotsforschool.org/>.

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 family members and/or caregivers (in accordance with the State of California's law SB-792) be vaccinated against Influenza, Measles and Pertussis (Whooping Cough). 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.

Working family members are also required to provide proof of the Covid-19 vaccine or proof of a negative Covid-19 test prior to their work day. For details, see Coronavirus Guidelines and Action Plan section.

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

Coronavirus Guidelines and Action Plan

While the coronavirus pandemic is ongoing, our objective at WPNS is to have guidelines in place that are consistent with state and county policies and the recommendations of the CDC. Due to the frequently changing situation, this document is subject to change as needed. However, we are committed to communicating with our families and providing as much notice as possible on any changes that may arise throughout the school year.

At WPNS, the safety and health of our students and their families is our number one priority. At this time, child care and preschool settings can take several precautions to prevent the spread of all infectious diseases including COVID-19 and other common illnesses such as influenza and gastroenteritis. As a parent co-op preschool, parent understanding and support in the implementation of these precautions is important to the success of our school.

Please keep in mind that fear can lead to stigmatization. Respectful, confidential, communication is expected of all preschool staff and members.

Preventative Strategies:

1. **Daily Health Check:** Staff, families, children and their household members must conduct a daily health check before coming to WPNS. This health check

includes a general health assessment of your child. Please see the attached flyer for guidance of symptoms to look for which includes fever of 100.0 or greater, coughing, shortness of breath, sore throat, muscle aches or headaches.

2. Face Coverings:

- a. Adults: All adults who enter WPNS when there are others present are required to wear a face covering while indoor and outdoor as recommended by the CDC while on school grounds.
- b. Children:
 - i. Children aged 2 and under are not to wear a face covering of any kind per recommendations by the CDC.
 - ii. Children aged 3 and over are NOT required to wear a face covering. If a family would like their child to wear a face covering, please alert staff who will assist the child with keeping their face covering on throughout the day per parent request.
 - iii. All children aged 3 and over are required to keep a face covering at school at all times (even if the parent does not request that the child wear it daily). We recommend keeping one in your child's cubby.

3. Vaccination or COVID-19 Testing Options for Working Families

- a. As a parent co-op, our school is unique in that it has rotating adults in the classroom on a daily basis. Since the health and safety of our children and families is our utmost concern, we require that working parents provide either proof of vaccination or proof of a negative COVID-19 test taken within 72 hours prior to one's work day.
 - i. If choosing to provide proof of vaccination, please attach to this form and it will be included in your child's file.
 - ii. If choosing to provide proof of a negative COVID-19 test taken within 72 hours prior to one's work day, please email the test to wintersparentnurseryschool@gmail.com upon receipt of the results, preferably no later than 5pm the day before your shift. If your results are not available at that time, please send an email to notify WPNS that you are still awaiting your results.
 - 1. If the working adult has a positive COVID-19 test or is unable to produce a negative test, the family is responsible for finding coverage and/or paying the sub fee per the typical sub policy.

4. Pick up and Drop Off

- a. Drop offs and pick-ups will take place at the entrance of the school.
 - i. At drop-off students are required to be accompanied by an adult (wearing a face covering) for their daily temperature check.
 - ii. At pick-up families can either wait outside the school for their child (no face covering required) or come inside to retrieve their child (face covering required).
 - iii. Drop-off Temperature check:
 - 1. All children and working adults will have a temperature check upon arriving at school.

2. If the temperature is 100 degrees or greater, the working adult and/or the child will be sent home and cannot return until fever free for at least 72 hours and showing no symptoms of COVID. If the adult or child tests positive for COVID, please follow procedures below.

5. Additional Preventative Measures

- a. Adults and children must wash hands upon entering the school and follow the CDC Handwashing Guidelines. Note there is a poster with hand washing posted above sinks at WPNS.
- b. Use "Respiratory Etiquette" in the classroom environment. WPNS will provide the supplies necessary to use respiratory etiquette. We request that the working adults in the classroom be familiar with these procedures to support the children when necessary.
 - i. Cover cough with a tissue or sleeve. See CDC's Cover Your Cough (See attached).
 - ii. Wash hands frequently. Encourage hand washing by children and staff through education and the provision of adequate supplies.
 - iii. Provide adequate supplies within easy reach- including tissues and no-touch trash cans.
 - iv. Routinely clean frequently touched surfaces and toys.
 - v. Separate sick children and staff from others until they can go home. Child must be picked up ASAP (no more than 1 hr.) of being notified.
- c. Children, staff and families must stay home when sick.
 - i. Remain at home until fever has been gone for at least 72 hours without the use of fever-reducing medicines.
 - ii. Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.

If any member in your household has a positive COVID-19 test, keep you and your child home for 10 days.

6. Grouping of Children

- a. WPNS is currently operating under reduced group sizes of no more than 15 children to 1 teacher and 2 adults as determined by local guidance and in consistent groupings with consistent staffing as possible throughout the day.
- b. Social distance is being practiced as much as possible, including at snack times.

Planned Response to Outbreak

This plan is subject to change per the instruction of the Centers of Disease Control, Community Care Licensing, or the good of the school. Per our current policies we will keep you informed of any exposure to communicable diseases and report, as mandated, to the CDC.

Level 1 - Prevention Preparation & Education Phase

- Staff continue to implement disinfection protocol.
- Educate parents on school's wellness policy.
- Discuss hand washing and covered cough/sneezes with children.
- Keep sick children isolated until parents can pick them up.
- Educate parents and staff on risk assessment.
- Health Care Professionals will follow self assessment guidelines.

Level 2 - High Alert: At this phase the Covid 19 risk assessment has been raised due to cases in the area or affecting families at WPNS.

- Notify parents of increased risk and send CDC updates.
- Staff will begin wellness checks at the start of and throughout the day.

Level 3 - Risk elevated due to a family or families with direct exposure to COVID-19

- CDC and Community Care Licensing will be contacted.
- Family excluded until cleared for return by medical professional and after 10 days.
- Steps to be taken should a person test positive for COVID-19:
 - The Department of Public Health Acute Communicable Disease Program will be contacted for guidance on steps needed to minimize risk for other children and staff. They will advise on if and for how long WPNS may need to close for appropriate cleaning and other steps.
 - Adults and children who may have had close contact (including the child's group) with the ill individual for more than 10 minutes or those who may have had unprotected direct contact with an individual (diaper changes) should home-quarantine for 10 days from the date of contact.
 - If WPNS learns of a confirmed case of COVID-19 with potential exposure of staff or children, then the Department of Health will be called for consultation and guidance before communicating with all staff and families.
 - If there is a confirmed case of COVID-19 in someone connected to the facility, it is not legal to share the name of the infected individual. However, the following actions will be taken:
 - Dismiss students and most of the staff for 2-5 days.
 - Communication with staff, parents and students.
 - Clean and disinfect thoroughly, bring in a cleaning crew.
 - Clearance from the Public Health Department to reopen.

Level 4 - Further Infection

- Continue to follow recommendations of CCL and CDC.
- Keep families informed.
- If school needs to close unexpectedly, we will follow the Emergency Plan Protocol.

ADJUSTMENT AND DEVELOPMENT OF YOUR CHILD

CHILD ADJUSTMENT

The first days at school may be an adjustment for both family members and child. Family members should feel free to remain at school the first day or two, especially if the child has not been often separated. In such case, families might want to make their departure gradual. However, family members 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:

FAMILY & STAFF EXPECTATIONS

Families:

- ✓ 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 the child understand socially acceptable standards of behavior, including how to exercise self-control and take accountability for actions. Family members and caregivers 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 families

Staff and Working Family Members:

- ✓ 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 FAMILY MEMBERS

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 program and curriculum development and maintaining a safe, healthy environment for the children. He/She is responsible for managing staff, and in the hiring and termination of staff. 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 Hiring Committee.
 - Makes recommendation to the Board for approval of staff hiring and termination.
- Supervises staff in class enrollment as well as maintenance of children's records
- Assist the Vice President in training new job holders and notify the 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
- Organize and facilitate Open House parent shifts for Youth Day with Membership & Communication Chair.

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 families/guardians 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

ASSISTANT DIRECTOR

Reports to: Director, WPNS Board of Directors

Job Description: The Assistant Director is responsible for assisting the Director in 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 Assistant Director instructs and supervises children, parents and staff in the classroom. He/She will assist the Teacher/Director in 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's safe, and respectful for teachers, 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.
- Assist with enrollment as well as maintenance of children's records
- Assist the Vice President in training new job holders and notify the Vice President of incomplete monthly jobs.
- Report any issues or concerns regarding children, parents or staff to the Director.
- Make recommendations to the Director based upon the best interests of the child
- Report results of licensing visits in absence of the Director.
- Report any facility deficiencies in need of correction to the Vice President.

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

- Encourage all families to participate in the classroom and/or other areas of the school
- Acknowledge families/guardians 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

- Promote the school through community involvement
- Invite community members to share knowledge and resources with the school

TEACHER

Reports to: Director, 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 Director and 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, families 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 families upon their arrival
- Orientate families 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 Director or President.
- Make recommendations to the Director based upon the best interests of the child
- 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:

- Encourage all families to participate in the classroom and/or other areas of the school
- Acknowledge families/guardians 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

TEACHER AIDE

Reports to: Director, WPNS Board of Directors

Job Description: The Teacher Aide is responsible for assisting in all aspects of classroom programs in accordance with the school's philosophy, policies, and procedures as set forth by the governing Board of Directors. He/She is responsible for assisting in 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 Aide is contracted on a year-to-year basis.

Must possess the following skills:

- Knowledge of developmentally appropriate programs for preschool age children
- Communication and organizational abilities
- Flexible, positive support of children, families 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
- 6 ECE Units

Has the following classroom responsibilities:

- Greet and acknowledge children and families upon their arrival
- Help orientate families and staff to their classroom duties and responsibilities
- Perform safety checks for the children and their environment
- 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 Director or President.
- Make recommendations to the Director based upon the best interests of the child

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

- Acknowledge families/guardians 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 (OFFICERS)**

President: The President is the Chief Executive Officer of the corporation and shall, subject to the control of the Board, supervise and control the affairs of the corporation. The President calls and presides over the Board of Directors, Executive Committee, and General meetings, preparing the agendas for those meetings and is an Ex-Officio member of all committees. The President will meet with the Treasurer at least quarterly to audit all financial records. On behalf of the Board, the President will supervise the Preschool Director, meeting with staff, completing evaluations and handling any other personnel related matters (including annual employment agreements). The President is responsible for reviewing policies/procedures/bylaws and making recommendations for revision. The President shall assume the duties of Preschool Director, appointing and serve as chair in the hiring committee should the position of Preschool Director become vacant during the President's term. Immediately upon election the incoming President will begin attending Board meetings to orient to current business issues and to facilitate the annual turnover process. The President serves as the school representative and attends bi-monthly meetings in the Sacramento Valley Council, reports meeting results to the Board, and attends the state convention if possible. The President works with the Expense Treasurer to process payroll and with annual Tax filing. The President also promotes the school through community involvement and serving as the public school representative.

Vice President: The Vice President will act in the absence of the President and shall succeed the President if the office is vacated. The Vice President meets with the teachers at least quarterly and will work to resolve any staff matters with the Preschool and Director. The Vice President is

responsible for reviewing policies/procedures/bylaws and making recommendations for revision. The Vice President ensures families meet their co-op requirements by managing Family Job assignments, Class Cleanup Workdays and School Supply Drives. This Vice President will work with the Income Treasurer to address members who are not in compliance with obligations, assign fines or tuition payments. The Vice President serves on the Executive Committee.

Secretary: The Secretary will record and distribute the minutes of all Board meetings within established timelines. The Secretary will maintain the School related Handbooks: including all policies, procedures, Membership Handbook, Board Handbook, Bylaws, Employee Handbook and meeting minutes. The Secretary is responsible for making and distributing adopted updates to Bylaws, Handbooks, policies, and procedures. The Secretary coordinates the distribution of open meeting minutes to member families by posting on the bulletin board and keeping a binder of meeting minutes for the year, and a binder of the past 7 years meeting minutes. The Secretary also maintains the School Year Calendar and School Operational Calendar.

Expense Treasurer: The Expense Treasurer processes all checks and payments; obtaining two signatures from authorized Board members. The Expense Treasurer works with the President to ensure that payroll is processed; and helps to set up new staff in the ADP system. This role also records all expenditures in QuickBooks, files financial records and balances checkbook, and maintains all financial records which are available for public view. Works with board chairs to keep track of event expenses, presents an Expense Report at monthly Board meetings, and ensures that Board decisions follow the approved budget. This role also works with the Fundraising Chairs to help establish fundraising goals based on budgetary needs. The Expense Treasurer also works with the President to ensure all taxes, W2 Forms and IRS forms are filed in a timely manner. The Expense Treasurer serves on the Executive Committee. *See "Treasurers (Joint responsibilities).

Income Treasurer: The Income Treasurer receives all monthly tuition, special program tuition, and incoming funds (donations, fundraising funds, etc); and processes incoming payments from third party finance platforms (Jovial, Venmo, Paypal). This Treasurer deposits all collected monies into the appropriate accounts at least twice a month, and as stated under the Tuition section of Parent Handbook. The Income Treasurer provides written and verbal reminders to families regarding tuition, late payments and fines. This Treasurer communicates directly with families regarding financial hardships, and works with the Director and President to create payment plans, scholarship awards, program tuition, and other occurrences for incoming monies. The Income Treasurer submits a monthly itemized report to reconcile the accounts, and prepares an Income Report at monthly Board meetings.

Treasurers (Joint responsibilities): The Treasurers are responsible for the finances of the school. This includes reviewing banking, investment and budgetary statements. The Treasurers will assist in the preparation of the annual budget, presenting a draft to the Board of Directors in April and a final budget for adoption by the Board in May. The Treasurer will give a monthly budget report at Board meetings. The Treasurer is responsible for reviewing all financial policies/procedures/bylaws and making recommendations for revision. The Treasurers participate in all money counting for fundraisers.

Membership & Communications Chair: The Membership & Communication chair assists the Director to maintain membership records, and coordinates public and internal school communications. This chair is responsible for school publicity (ads, press releases, social media posts, etc.); organizes school field trip schedules and creates field trip forms and class checklists for Class Reps; and assists the Fundraising Chair in drafting and sending thank you notes. This chair assists the Director with tasks related to registration, orientation, Back to School night, Open House, changes in student enrollment, and maintaining family files. The Chair also records minutes at Board meetings in the absence of the Recording Secretary.

STANDING COMMITTEE BOARD MEMBERS (NON-OFFICERS)

Fundraising Chair: The Fundraising Chair will plan and oversee all school fundraising efforts in conjunction with the Fundraising Co-Chair including, but not limited to, The Major Fundraiser/Children's Festival and spring fundraiser. This Chair will communicate information relating to all fundraising efforts to the membership via monthly newsletter articles, website updates, social media posts, and meeting announcements. This Chair will submit all dates of fundraising events to the Board and will distribute to the membership at the annual Orientation and Back to School events. This Chair works with the Director to organize and facilitate a Book Fair at Open House (as approved by the Board). Works closely with Treasurers to set and meet fundraising goals and maintains a binder to detail fundraising records for future use. This chair is responsible for any school grant writing opportunities and researching school fundraiser opportunities as needed.

Fundraising Co-Chair: The Fundraising Co-Chair will assist the Fundraising Chair in all aspects as detailed in the Chair's job description including, but not limited to, The Major Fundraiser/Children's Festival and spring fundraiser. This Chair works with the Director and Fundraising Chair to organize and facilitate a Book Fair at Open House (as approved by the Board). Works closely with the Fundraising Chair to maintain a binder to detail fundraising records for future use. This chair is responsible for any school grant writing opportunities and researching school fundraiser opportunities as needed.

Class Representatives (2 max per class, 1 min. per class): There shall be up to two Class Representatives for each designated preschool class. The Class Representatives are responsible for informing parents with information regarding school activities, events, meetings, etc. They act as the voting representatives for their particular class at board meetings, and present class concerns and ideas to the Board and Director. Class Representatives coordinates, attends, and facilitates all class parties and field trips. They work with the Director to keep track of field trip rosters, collect permission slips and money for field trips. They also send weekly updates to families via email and text message. At the end of the year the older class representatives work with the Director to plan an end of the year party for their specific class.

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. Jobs will be accessed and may change as needed. The following is a general description of what each job is responsible for. All jobs report to the Vice President.

Kitchen (inside) (2 Families): Deep Clean the entire kitchen including organizing shelves, dusting appliances, floor, sink, refrigerator/freezer.

Front Rooms (inside) (1 Family): Deep clean the entire back room including but not limited to toys, windows, all shelves, floors and tables. And a deep clean of the Purple Door bathroom.

Back Rooms (inside) (1 Family): Deep clean the entire back room including but not limited to toys, windows, all shelves, floors and tables. And a deep clean of the Green Door bathroom.

Copy Room/Closets (inside) (1 Family): Deep Clean and organize Copy Room and Kitchen Storage closet. This includes organizing supplies on shelves, dusting the printers/copy machine and shelving, and cleaning floors.

Weeding (outside) (1 Family): Pull weeds growing around the playground areas and in front brick area.

Snack Area (outside) (1 Family): Deep clean tables and wipe down outside garbage cans in snack area.

Bikes Area (outside) (1 Family): Organize bikes and equipment, clear spiderwebs, rake out leaves from the bike area. Inspect and Report any damaged/broken pieces.

Play Structures (outside) (1 Family): Spray down play structures and clear spider webs. Inspect and Report any damaged/broken pieces.

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

T/TH Portfolio (2 Families): Families work with the Director 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. Creates and maintains each student's photo file.

Laundry (2 Families): Wash, dry and restock kitchen towels, play clothes in the dramatic play area, blankets and pillows as needed throughout the month.

Special Projects (1 Family): Family coordinates and executes special projects via request of the Director or Board..

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 Membership & Communication Chair

Financial Related Matters: Income Treasurer and Director

Disagreement with School Policy: President or Director

Class Work Weekend/Supplies: Vice President or Director

Classroom Work Days: Vice President

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

Ideas for Board Meeting Discussion: President or Director

Medical Leave: Director and Vice President

Prospective Members: Director or Membership & Communication Chair

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.