



Parent Handbook 2011 - 2012

222 W. El Pintado Road
Danville, CA 94526
(925) 837-3316
Fax (925) 820-3845
License # 070210041

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Dear Parents,

Welcome to Community Presbyterian Preschool! We are looking forward to having your child at CPP this year.

This booklet, entitled Parent Handbook, is your guidebook for the school year. It is an important booklet that should be kept in a place for ready reference.

Directly below is a *sample* of the Admission Agreement you have signed for the 2011 – 2012 school year.

Sincerely,
Kaaren Slocum, Director

Community Presbyterian Preschool
222 W. El Pintado Rd. Danville CA 94526
(925) 837-3316 Fax (925) 820-3845
License# 070210041
www.cpcdanville.org
preschool@cpcdanville.org

Admission Agreement 2011-2012 (**SAMPLE COPY**)

CPP provides care and supervision for the preschool age children (ages 2½-6) who enroll in our program. The school's objective is to provide a planned program of learning experiences and opportunities whereby all children may develop at their own rate in an atmosphere of Christian love and understanding.

Tuition rates for the 2011-2012 school year

- _____ Purple Room - MW a.m., MW p.m., TF a.m. - \$360/month
- _____ New Threes - \$360/month
- _____ Returning Threes & Fours - \$400/month
- _____ PM classes - \$430/month
- _____ AM Pre-K- \$ 460/month

A prepayment for the month of May 2012 is due when the Registration Packet is picked up. This prepayment is nonrefundable. The next payment is due during the first week of school in September 2011. (No late fee will be assessed in September.) Thereafter, payments are due on the 1st of each month. Payments will be late on the 11th. There will be a \$15.00 late fee assessed on the 11th of the month.

In the event that there is a change in the tuition rate, parents will be given 30 days written notice of the rate change.

Withdrawals

After attendance has started, a written notice is required two weeks before withdrawal. If withdrawal must be immediate, a billing will be made for a two week period. The May prepayment is for tuition for the month of May 2012. It cannot be used to pay a last month's tuition in the event of early withdrawal.

Reasons for Termination

A student may be asked to withdraw if the Financial Policy is not heeded or if a child poses a health or safety threat to others. The Director and/or the CPC Session may use their discretion if there are any special circumstances.

Community Presbyterian Preschool Right To Evaluate

CPP reserves the right to assess your child's readiness for the classroom experience. If your child requires attention beyond the normal range, you may be asked to do one or more of the following:

- Arrive late and/or pick up early.
- Engage the services of a shadow aide (preferably someone with early childhood education experience).
- Withdraw your child. If he is of an age where he can return in a subsequent year, he can be enrolled with a Returning Student priority status. You should call the office early in January to determine the dates of that priority group.

Evaluation, by the teaching team and Director, can take place anytime after four class sessions.

The Sign In and Out Procedure and fine policy

The Parent Handbook states that a \$25.00 fine will be assessed for failure to sign in and/or failure to sign out, and that a \$75.00 fine will be assessed to parents who are habitually late in picking up their children.

Rights of the Licensing Agency (Section 101200 (b) & (c))

The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provision for private interviews with any children or staff member, and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

I have read this Admission Agreement and the Parent Handbook. I understand the policies and agree to abide by them.

Student's name _____

Parent's Signature

Date

Staff Signature

Date

Parent Orientation Schedule

Orientation at CPP is on Thursday, September 1st. It is for adults only.

<u>Time</u>	<u>Who/What/Where</u>
7:00 – 7:45 p.m.	ALL New/Returning parents in Sanctuary: general session
8:00 – 8:30 p.m.	Parents to designated meeting rooms for instruction from classroom teachers.

At least one parent is asked to attend every year to receive updated information.

Classroom Locations

Purple Room - 119

Yellow Room - 117

Green Room - 115

Blue Room - 113

Red Room - 111

Class Session Times

The morning sessions at CPP are scheduled from 8:45 – 11:15.

The afternoon sessions at CPP are scheduled from 12:00 – 2:30.

Schedule for the first week

Pre – 3's Room: 119	MW am	8:45 – 9:45 10:15 – 11:15	Wed. 9/7 Last Names beginning A-L only Wed. 9/7 Last Names beginning M – Z only
	TF am	8:45 – 9:45 10:15 – 11:15	Tues. 9/6 Last Names beginning A – L only Tues. 9/6 Last Names beginning M-Z only

Age	Class days	Time	First Week
<u>New</u> Threes	TTH- am	8:45- 11:15	Tues.: 9/6 Last Names beginning A-L only Thurs.: 9/8 Last Names beginning M-Z only
<u>Returning</u> Threes	MWF- am	8:45- 11:15	Wed. 9/7 Last names beginning A-L only Fri. 9/9 beginning M-Z only
<u>AM</u> Fours	MWF -am	8:45- 11:15	Wed. 9/7 & Fri. 9/9 -All Students
<u>PM</u> Fours	TWTH- pm	12:00- 2:30	Tues.9/6 & Thur. 9/8 All Students
<u>AM</u> Pre-K	MTWTHF-am	8:45- 11:15	TWTHF - All Students 9/6-9/9
<u>PM</u> Pre-K	MTWTH-pm	12:00- 2:30	Tue.-Thurs., 9/6-9/8 - All Students

Doors open promptly at the above times. To wait, please line up against the wall on the same side as the entry door so that halls are open to regular use.

Daily Schedule

15 minutes	Greeting, free play, interest centers
15 minutes	Circle time: includes prayer, calendar, weather, counting of children present, introduction of participating parents, and theme introduction or curriculum concept
45 minutes	Projects, interest centers, playground
15 minutes	Small groups or circle time
15 minutes	Snack
30 minutes	Projects, interest centers, playground
15 minutes	Cleanup, closing activities

Christmas Programs 2011

These programs are one hour only. Dressy clothes and shoes are appropriate for the children at this event. The Pre-3's have their programs in the classroom.

For all other age groups, the children should be brought to their classrooms or designated rooms about 10 minutes prior to the start of the program. Parents should then proceed to the sanctuary.

Please watch for more detailed information in December prior to the programs.

****The Pre-3's have their programs in the classroom****

Age	Class Days	Party Day	Party Date	Party Time	Location
Pre-3's	MW	Monday	Dec. 12	9-10 a.m.	119
	TF	Tuesday	Dec. 13	9-10 a.m.	119
<u>New</u> Threes & <u>Returning</u> Threes	TTH	Tuesday	Dec. 13	10-11 a.m.	Sanctuary
	MWF				
<u>AM</u> Fours & <u>PM</u> Fours	MWF	Monday	Dec. 12	10-11 a.m.	Sanctuary
	TWTH				
AM Pre-K PM Pre-K	MTWTFH	Monday	Dec. 12	12:30-1:30	Sanctuary
	MTWTH				

Christmas vacation begins at the conclusion of each party

CPP Theme Calendar for 2011-2012

	Sept. 1	Parent Orientation: All new and returning parents	7:00 – 8:30PM
Sept.	6	Welcome	
Sept.	12	Community Helpers/Safety	
Sept.	19	Community Helpers/Safety	
Sept.	26	Colorful Transportation	
Oct.	3	Colorful Transportation	
Oct.	10	Farm	
Oct.	17	Farm	School pictures Mon. & Tues.
Oct.	24	Fall	Pumpkin parties
Oct.	31	Fall/ Thanksgiving	
Nov.	7	Fall/Thanksgiving	School closed 11/ 11 for Veterans Day
Nov.	14	Thanksgiving	
Nov.	21	Thanksgiving Vacation	School closed Nov. 21-25
Nov.	28	Christmas	
Dec.	5	Christmas	
Dec. 12 & 13	Christmas Programs	MW Purple Mon. 9:00-10:00 TF Purple Tues. 9:00-10:00 See Parent Handbook for details	Fours classes Mon. 10:00-11:00 Pre-K classes Mon. 12:30-1:30 Three's classes Tues. 10:00-11:00
Dec. & Jan	Dec. 13-Jan. 3	Christmas Vacation	School will close at 12:00 on Dec. 14 and begin again on Jan. 4, 2012
Jan.	4	Winter Weather	
Jan.	9	Winter Weather	
Jan.	17	Wild Animals	School will be closed MLK Day- Jan.16
Jan.	23	Wild Animals	Bear Day Wed. 1/25 Fours & Pre-K only
Jan.	30	Wild Animals	
Feb.	6	Love Is, Me, Myself, Others	
Feb.	13	Love is	Valentine Parties
Feb.	21	Sea Life	School closed 2/20 for Presidents' Day
Feb.	27	Sea Life	
Mar.	5	Garden Critters - Insects & spiders	
Mar.	12	Garden Critters - Frogs & Snails	Individual Pictures
Mar.	19	Garden Critters-Birds & Butterflies	
Mar.	26	Easter	
April	2	Easter	
April	6-13	Easter Vacation	
April	16	Botanical/Ecology	
April	23	Botanical/Ecology	
April	30	Families	Mothers' Day Tea: April 30 & May 1 (Purple Only)
May	7	Families	Olympics: Fours & Pre-K only
May	14	Music	
May	21	Teachers' Choice	
May	23-25	Last Days of school	May 23-25

FINANCIAL POLICY

TUITION

NEW STUDENTS & RETURNING STUDENTS must indicate serious interest in attendance by paying full tuition for May 2012 when picking up the Enrollment Packet. **The May prepayment is nonrefundable.** Tuition is based on the total cost of running the school for the entire year. The total is then divided into nine equal billing periods regardless of how many school days there are in a given month.

Just as is common with many other pre-schools like CPP, part of our contract with our parents is a nonrefundable tuition payment for the following May. This payment guarantees and reserves your child's place at our school. Receiving this commitment from you enables us to plan and staff appropriately for the next school year. This allows us to serve your family with the high quality experience that has been our goal for 50 years.

TUITION OPTIONS: Tuition is due the first of each month. **September tuition is due during the first week of school.** You may write a check for one or more months (any part or all of the year may be paid with one check). Checks are to be made payable to COMMUNITY PRESBYTERIAN PRESCHOOL (or CPP). They may be handed to the Head Teacher, the office staff or mailed in. If you have any questions regarding tuition, please contact the office staff. Your on-line banking service may also be used. Electronic transfer from your account to CPP is also available and the information is in the Enrollment Packet. A credit card may only be used if you are paying for the entire school year at the beginning of the school year.

LATE TUITION: **Tuition will be considered late after the 10th of the month it is due. There will be a \$15.00 late fee assessed to your account after the 10th of the month.**

ABSENCES/ WITHDRAWALS/ TERMINATIONS: If your child must be absent from school for an extended period of time, it will be necessary for you to pay tuition to hold your child's spot. No allowances are made for absences as we budget for the total year. Supplies and staff need provision whether or not your child is in attendance.

After attendance has started, a written notice is required two weeks before withdrawal. If withdrawal must be immediate, a billing is made for a two-week period.

Termination can take place if the Financial Policy is not heeded, if a child poses a health or safety threat to others, or under special circumstances determined by the Director and or CPC Session.

Withdrawal may be requested if tuition or fine fees are overdue more than 30 days.

It is understood each child is enrolled for the school year, unless a prior exception has been made. The Preschool does not enroll students on a month to month basis.

The May prepayment is for tuition for the month of May 2012. It cannot be used to pay a last month's tuition in the event of early withdrawal. If you withdraw and re-enroll during the school year, you will forfeit the May prepay and will need to pay a new prepay upon re-enrollment.

COMMUNITY PRESBYTERIAN PRESCHOOL
RIGHT TO EVALUATE

CPP reserves the right to assess your child's readiness for the classroom experience.

If your child requires attention beyond the normal range, you may be asked to do one or more of the following:

Arrive late and/or pick up early

Engage the services of a shadow aide (preferably someone with early childhood education experience)

Withdraw your child. If he is of an age where he can return in a subsequent year, he can be enrolled with a Returning Student priority status. Call the office early in January to determine the dates for that priority group.

Evaluation, by the teaching team and director, can take place anytime after four classroom sessions.

THE RIGHT OF THE COUNTY LICENSING AGENCY

State of California licensing agency (Community Care Licensing) has the following authority:

- a. To intervene for children or staff and to inspect and audit child or facility records without prior consent;
- b. To observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

GENERAL INFORMATION

NEW STUDENTS: The forms enclosed in the New Student Packet need to be completed and returned to the preschool office **NO LATER THAN June 15.**

Most of these forms are required by the state of California.

RETURNING STUDENTS: A whole new set of forms is not necessary every year. The school requires a new:

Application Form, Admission Agreement, Emergency Information Form, Consent For Emergency Medical Treatment Form, Volunteer Health Declaration, Volunteer TB Test Form (if needed)

These forms are due no later than June 15.

SIGNING IN AND OUT: This procedure is required by law. The state requires that an adult sign a child into the classroom and also out of the classroom using first and last name and recording the time. If a parent fails to comply, he/she will be being fined. The fine amount is \$25 per empty chart cell in the “in” and “out” columns. A legible, full signature is required by the licensing agency. The “going home with” section is not required by the state but is required by the preschool.

EMAIL ADDRESSES: At CPP we will be using email more and more to communicate everything from reminders to newsletters to emergency notices, so it is very important that we have on file at all times at least one current email address for each family. Preferably the one you list will be the one that is most frequently checked on a mobile device such as a Blackberry or Iphone. If you change an email address, please notify the preschool as soon as possible.

CAR POOLS: Your child will not be released to any individual who has not been authorized by you. On the back of the Identification and Emergency Form please write the names of the people you are authorizing to pick up your child from preschool. If you wish to add additional names during the year, please come to the office. We will have a form for adding names. This form will require your signature. As always, ID will be required before we release a child to someone who is not known by the CPP staff. Please note: if there is any unresolved question about releasing your child without the proper authorization from you, CPP will always err on the side of safety by refusing to release your child.

PLAYGROUNDS: Preschool playgrounds must be for preschool children only during the preschool hours. It is important that the children play on these facilities with consistent rules.



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MEDICAL REGULATIONS: A physician's report is required for all new students. If an appointment with a physician cannot be scheduled prior to the start of school, a copy of the yellow card or a doctor's printout which lists all immunizations needs to be brought to the office. The Physician's Report is due 30 days after school starts.

It is imperative that you contact the school should your child contract a contagious disease such as chicken pox, pinkeye, 5th Disease (slap cheek), head lice, etc.

HEALTH POLICY: We want to provide a healthy environment for all of your children. If you have any concerns that your child may not be feeling well, please keep him/her at home. This will help us to keep all of the preschool children and teachers well.

If any of the symptoms listed below are present, please keep your child at home:

- Runny Nose
- Active Cold (4 days or less)
- Persistent Cough
- Fever
- Diarrhea
- Vomiting
- Discharge from the eyes
- Any type of rash
- Any other signs of illness

We will call you if the above symptoms appear while your child is in our care. It is also our policy to call in the event of any type of injury to the head.

CLOTHING: Children should be dressed for freedom of activity and freedom from worry about dirt, paint, etc. Assume that anything worn to school can get dirty. Make sure children can handle their own clothing when using the restroom. Shoes should be safe for all activities. Sandals, cowboy boots, jellies, and slippery-soled shoes invite accidents. Please label all clothing your child wears to school!!

EXTRA CLOTHING:

New Three's & Returning Three's only:

Please bring a Ziploc bag with a change of clothing for emergency use. It should be labeled on one end with the child's name. If your child experiences a growth spurt, be sure to replace emergency supplies with the new size.

Pre-3's CLASS: Change of clothing and diapers are to be brought each time child attends. Extra shoes are helpful if the child is in training pants.

SEPARATION OF PARENT AND CHILD Please feel free to stay with your child a little while the first day to make him feel secure in his new surroundings. After that, it is better to say a cheerful, but firm, farewell and allow teachers to take care of the situation at that point. As you probably know, the tears usually cease very soon after the parent's departure.

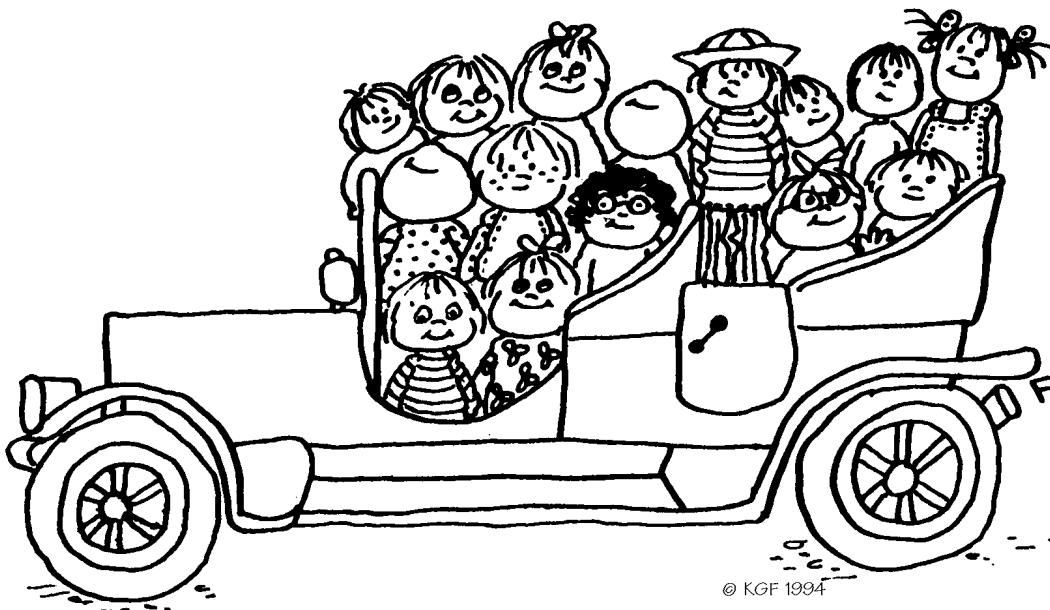
TOILET TRAINED CHILDREN Our students in the New Three's, Returning Three's, AM & PM Fours, AM & PM Pre-K classes must have accomplished this task, including wiping, by the time they start school. No child can be accepted in diapers, plastic pants or pull-ups. Children in the Pre-3's class need not be toilet trained. Diapers are to be provided by the parents.

CONFERENCES: A conference may be scheduled at any time at the request of a parent or Head Teacher. The Head Teacher is the designated spokesperson for the Teaching Team.

PARKING LOT AND PERMITS: The North parking lot has been restricted for your use 15 minutes prior and 15 minutes after our arrival and departure times. Please display your parking permit on your car's dashboard at these times.

PLEASE NEVER LEAVE A CHILD UNATTENDED
AT ANY TIME IN YOUR CAR!

According to California State law SB255: It is a crime to leave your child 6 years or younger unattended in the car without the supervision of an individual 12 years or older.



Snack Guide

SNACKS: Parents have the opportunity to provide a snack for their child's classroom. Each child is recognized and thanked. Parents may sign up outside the classroom to bring snacks on a voluntary basis. Unfortunately, we can no longer accept homemade snacks. Parents, with children who have a birthday, have priority for that particular date. CPP provides any necessary utensils, napkins, and water. The preschool will also provide a carbohydrate snack such as pretzels, or crackers. The carbohydrates we provide are peanut free. Parents are invited to bring one of the following:

FRUIT:

Apples (teachers will slice)	Bananas
Grapes (seedless)	Oranges
Strawberries	Pineapple chunks
Seedless watermelon	Mixed fruit cups

VEGETABLES:

Carrot sticks (please no carrot circles)
Celery sticks with cheese
Zucchini spikes with salad dressing or dip

DAIRY: (commercially packaged)

Cheese cubes
String cheese
Yogurt

PORTIONS:

Bring enough food for the number of students plus teachers and participating parents in your child's class.

The number of servings for the Purple Room is - 15.

The number of servings for the Blue, Green, or Yellow Room is - 32.

The number of servings for the Red Room is-23

BIRTHDAYS: If your child wishes to celebrate his birthday at school, we have a simple tradition of a special birthday grace, and songs. Parents may sign up on the snack calendar to bring a treat of packaged cookies, ice cream cups, juice bars, Popsicles, or packaged Rice Crispy Treats. All snacks must be in their original commercial packaging. **NO CUPCAKES OR MINI CUPCAKES, PLEASE.** Fruit or nutritional snacks are welcome. **Please check the label on the package to be sure that the treat does not contain peanuts or peanut oil and that it has not been prepared where there may be traces of peanuts.**

Parents of children in the Purple Room may come **for birthday snack time only** prior to Christmas as long as the office has a negative TB test form on file. (After Christmas Pre-3's parents may participate for the whole session.)

Parents of New Three's & Returning Three's children may come **for birthday snack time only** prior to Christmas as long as a negative TB test form is on file. (After Christmas New Three's & Returning Three's parents may participate for the whole session. Please see the Participating Adult Guide on the next page.)

We ask that you do not bring additional treats or party favors for distribution. Please mail any party invitations to homes so as not to hurt feelings at school.

PARTICIPATING ADULT GUIDE

Participation in the classroom is voluntary. We encourage it, however, because it gives the parents the opportunity to share in their child's classroom experience. Fours & the Pre-K classes welcome parents starting in September. The New Three's & Returning Three's, and Pre-3's classes begin participation after the Christmas vacation. A negative TB report and health declaration **MUST** be on file before classroom participation.*for information about birthday participation, please refer to the birthday policy on the previous page.*

SCHEDULE

We offer you an opportunity to work in your child's classroom on the average of once a month. Sign-up calendars are in the hall outside each classroom.

If you cannot come on your scheduled date, please try to trade with someone. If you cannot find a parent with whom to trade, please call to school office and we will notify the Head teacher.

MEDICAL FORMS

The State of California requires that all participating adults have on file the results of a current (intradermal or chest x-ray) TB test. You are also required to sign an affirmation form declaring that you are medically and mentally capable of the tasks required as stated on the Parent Volunteer Health form. These forms need to be turned into the preschool office prior to adult participation.

Returning parents who had a TB test dated after September 1, 2007 on file in the CPP office will not need to submit a new test. All tests will remain on file for the duration of the time the family has a student/students continuously enrolled at CPP. If there is a gap between when one child leaves CPP and a sibling starts, parents will need new TB tests in order to participate in the classroom.

New parents, returning parents and other adults, who do not have a TB test on file, will need to provide CPP with a copy of their TB test results dated after September 1, 2010 if they wish to volunteer in the classroom.

TRAINING

We appreciate your help in the classroom. Informal training is given at PARENT ORIENTATION. More details are learned "on the job" from the CPP staff.

Please do not hesitate to ask questions.

PARKING PERMIT CARD:

Remember to place your parking permit card on your car's dashboard for arrival and departure times. Please use the parking permit when you are working in the classroom. The reason we ask you to use this card is that from time to time we put notices on cars to educate people about the parking area being restricted for preschool parents only during those times. We will skip over those cars displaying the parking permit.

CELLULAR PHONE USE

We ask all parents, shadow aides, family members, classroom visitors and guests to refrain from using cellular phones in all our CPP classrooms and playgrounds during preschool hours. We respectfully ask any individual, in the event he/she must receive or make a cellular phone call, to please be excused from our classrooms or yards. Thank you in advance for your attention to this request, as it enables our staff to better serve our CPP children and families.

APPROPRIATE CLOTHING

When participating or visiting in all our classrooms, we ask parents to wear clothing that won't be damaged by a little paint or glue. In addition, we ask all women visiting our classrooms to please wear garments that are near knee-length or longer. We also recommend wearing shoes that are comfortable and would safely allow you to run in the event of an emergency.

PARTICIPATION IN THE CLASSROOM

During the opening circle the Head Teacher, or an associate teacher, will inform you about the day.

You may be asked to help set up the snack trays. (At snack time, you will be able to sit at the table with your child.)

You may be asked to supervise an area or help with projects.

Please print the children's names (upper and lower case) in the upper left hand corner of their papers. This helps to prepare the children for the left to right pattern of reading and writing. If the entire surface of a project will be covered, such as in finger-painting, put the child's name on the back of the page.

After snack we ask you to help clean the tables. Bring the trays to the sink. If you are in charge of a project, please return to that area. If not, please help clean up the kitchen area.

At clean-up time, near the end of a session, please help the children put away the play equipment, wipe off the tables, sweep, clean the easels and replenish paints. (Outdoor equipment is put away only in the afternoon.)

PLAYGROUND

When children are present, they **MUST** be the teacher's **NUMBER ONE** priority. One adult, visiting with another, to the exclusion of supervising the children, is not acceptable at any time. The safety of the children must always be the first priority.

The following are some guidelines for our playground areas:

Teachers and helpers should be stationed at **VARIOUS** places on the playground .

It is preferable that you go to a child to talk to him rather than call out across the playground (except in case of emergency). You may also signal for him to come to you, if appropriate.

Enforce safety rules set up for the particular playground you are supervising. See your Head Teacher for these. Some universal rules include: one child in each swing and sitting in the swing; one child per trike riding in the designated direction; no throwing of sand; slide down the slide sitting up; toys are to be shared.

YOUR ASSISTANCE IS VERY MUCH APPRECIATED!

Helpful Guidelines

These guidelines reflect the policy of our school, which is to provide a loving, nurturing, happy and safe atmosphere for the children in our care. If at any time there is a question about school policy which is not covered in the following guidelines please feel free to consult the Head Teacher in your area.

1. First aid. Try to stay calm in all circumstances. If the child has a cut or scratch, put on gloves if you will be handling a bloody wound. It is preferable to call the situation to a teacher's attention. She has received training according to OSHA standards. Do not immediately move a child who has fallen. Wait until the child can get up and walk himself. Call the Head Teacher.
2. If a child wets or soils his clothing, notify a teacher and reassure the child that accidents do happen.
3. Do allow the children to get dirty. Paint aprons are available, but not required, for easel painting. We would rather have a child paint than keep his clothes clean.
4. No comparisons should be made between children in the class. Each child is an individual.
5. Avoid competition. We want each child to accomplish at his own rate.
6. Make the child feel he has accomplished something.
7. Never humiliate a child. Such remarks as "What is a girl as old as you doing sucking your thumb?" are not appropriate. Even spoken in a jovial manner, this kind of comment can cripple a child's confidence in your approval and love.
8. Put no premium on size such as, "You are big enough to know better."
9. To get a child's attention, walk to where he is, stoop down to eye level and use his name.
10. Your statements and attitudes to the children should always be affirmative. Tell a child what you want him to do, not what you do not want him to do.
11. Taking turns is a necessary thing in preschool. If you promise a child a turn, you must see that he has the opportunity.
12. Do not solve a child's problems for him. Encourage do-it-yourself behavior. You may have to help him find a solution to his problem, but let it be his solution.
13. Watch the quality of play and do not let it disintegrate. If one child starts destructive or over-stimulating play, the whole group more than likely will follow and the situation will soon be out of control.
14. Finally, please do not discuss a child, his attitudes, actions, abilities, or health outside of the classroom. Parents with questions should talk to the Head Teacher or the Director.

Siblings at Preschool

For safety, for licensing regulations and insurance purposes, young children, not enrolled in CPP, must be in your arms or hand held. While we would love to invite them into the classroom, we are not allowed to do so. The rooms are set up with age appropriate items for 3-5 year olds. For instance, some manipulative items are too small for one and two year olds. Scissors may be within reach of the little ones. We thank you for your cooperation in this matter.

Fine Policy for Habitual Late Pick Up

Pick up time for the morning session is 11:15.

Pick up time for the afternoon session is 2:30.

Occasionally there are parents who are habitually late in picking up their children. The teachers need to prepare for the next class session and/or eat lunch.

If a Head Teacher determines that a parent is chronically late, the Head Teacher will discuss the situation with the parent. This discussion will be considered a warning. The next time the parent is 10 minutes late (based on the time on the clock by the sign in sheet) a \$75.00 fine will be assessed. Fines will be increased if tardiness continues.