

City of La Verne Preschool



Parent Handbook
2019-2020 School Year

PRESCHOOL GUIDELINES

VETERANS HALL

1550 Bonita Avenue
La Verne, CA 91750
(909) 596-8769

CITY OF LA VERNE

Community Services Office
3660 "D" Street, La Verne
(909) 596-8700

(Closed on Fridays)

OAK MESA

5400 Wheeler Avenue
La Verne, CA 91750
(909) 596-8764

General Information

The La Verne Preschool is operated by the City of La Verne. Staff supervision is maintained by the Community Services Department Director and the Recreation Coordinator. This is a recreational preschool program.

Any child who is 3 to 5 years of age and is potty trained is eligible for enrollment at the school. Students will have the opportunity to remain at the La Verne Preschool until they are ready to enter Kindergarten. The school is operated on a nondiscriminatory basis and accords equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

Objectives

Our main objective is to offer a safe and fun learning environment for all the children in our program. We wish to challenge and nurture students to help them grow educationally and socially in preparation for kindergarten.

Tuition

Tuition is paid on a monthly basis and the first month is due at the time of registration. Fees at the preschool do not include snacks. Parents will be requested to provide snacks for the class each month.

Each parent will be responsible for paying their child's schooling. Parents may contact the Community Services Department at (909)596-8700 if they have any questions. **Preschool payments are only accepted online, in our drop box, and in person at the Community Services office. No payments will be accepted at the preschool facility.** New students will be accepted to the preschool as space becomes available.

Tuition is payable to City of La Verne. A \$15 late fee will be assessed if your tuition remains unpaid after the first day of the month unless otherwise noted on the "Payment Schedule."

Admittance and Dismissal

Students will **ONLY** be released to authorized **ADULTS**. If someone else will be picking up your child, the checkout register must be completed. If the

register has not been completed, a phone call must be made to the school at the number listed above before your child will be released.

- Morning classes begin at 8:45 AM and afternoon classes begin at 12:00 PM. We are unable to accept your child until the times that have been listed. Please be sure to walk your child all the way to their classroom door. **Do not drop them off in the parking lot.**
- Morning classes end at 11:15 AM and afternoon classes end at 2:30 PM. Please be sure to pick up your child **PROMPTLY**. It is our job to enforce the City's late policy.
- **LATE POLICY** – If for any reason a parent or guardian cannot pick up their child within 10 minutes of the end of class, the parent or guardian will be assessed a \$5 fee, for each 5 minute increment they are late. Each participant will be given only one excused late pick-up.
- If you need to pick up your child early, please let us know before class. We will be mindful of the time and will try to see that your child is finished up and ready to go. When you arrive, please give us a buzz or knock at the door and we will deliver your child and their belongings to you. In this way, we will not disturb the entire class.
- If your child will be leaving preschool before the end of the school year, please let us know so we can say goodbye to your child. Cancellations *must* be made:
 - in person at the Community Services Office or
 - by filling out a preschool participation drop form at the preschool or
 - by calling the Community Services Office at (909) 596-8700.

NOTE: NO CHILDREN ARE TO BE LEFT IN ANY CAR UNATTENDED. IT IS AGAINST PRESCHOOL POLICY AND IT IS AGAINST THE LAW.

Absences

Consistent attendance is extremely important for a student's success. However, we understand there are times when absence from school is necessary. Please notify the school if your child is going to be absent more than a week. Regretfully, we are unable to refund tuition for absences from school.

Daily Schedule

Our regular classroom schedule will include: free play, followed by cleanup time, story time, snack time, craft time, and music-singing. Our areas of study will include colors, shapes, numbers, and the alphabet, as well as special seasonal and holiday activities. A craft and/or worksheet will be worked on

each day. This format will vary on days scheduled for special parties or events.

Snacks

On the first of *each* month we ask that you bring a beverage *and* snack, i.e. a bottle of juice or water *and* a box of crackers or cookies. **Please bring them in a bag with your child's name clearly marked so that we may record receipt of the snack. We cannot accept opened snack or juice.** These snacks will then be used for your child's class throughout the month. Friendly reminders will be sent home mid-month to those who have not brought their snacks. Please keep the number of students in mind when choosing package size. **If you have more than one child in the class or your child is in two classes, you must bring a corresponding number of juice and snacks.**

In order for us to be sensitive to the growing issue of food allergies, we ask that you bring snacks that **DO NOT** contain nut products (i.e. almonds, peanuts, etc.).

Be creative! If you prefer to bring fresh fruit, cheese cubes or other perishable snacks, just check with your teacher ahead of time, so we can schedule a day. You may also want to check with us for suggestions. However, we ask that you **DO NOT** bring individual box drinks. They are hard to use, and hard to store.

If your child has a birthday during the school year and you would like to bring a special birthday snack, please check with us at the start of that month. It will count as your snack for the month. **Special snacks also need to be nut free.**

Food Allergies: Food allergies **MUST** be brought to our attention **IMMEDIATELY**. Food allergies will be discussed on an individual basis. Final responsibility is with the parent/guardian to provide student's daily snack. Only food sent with the student from home will be consumed at school. Party foods will be sent home with student for parent's review. Please be sure to complete the allergy section on the information form AND yellow emergency card.

Health

The La Verne Preschool is unable to accept ill children. Please keep your child at home and notify the school when he or she has a communicable illness. Do not send your child to school with an active cold. Children with contagious symptoms such as a sore throat, sniffles, coughs, or sneezes should be kept at home. If your child has a fever, the temperature should be normal for at least 24 hours before the child returns to school. In order to have your child at school, he or she must be able to participate in activities. **If your child has stayed home with a communicable illness please notify the Recreation Coordinator immediately, so that proper precautions can be taken.**

In the event that a communicable disease is diagnosed and the school is informed, notices will be sent to parents of all children who may have been exposed. A doctor's release will be requested upon the return of the students who were absent due to the communicable disease and/or conditions such as head lice.

You will be notified immediately if your child develops any symptoms of illness at school. We will ask you to pick up your child ASAP in the case of symptoms that may be considered contagious, such as fever, nausea/vomiting, cold symptoms, rash, or eye problems. Your child will not be allowed to return the following day if symptoms are still occurring.

Please do not send any kind of medication, including vitamins, with your child. **Preschool personnel do not administer ANY medications.**

All children **MUST** be potty trained; no diapers or pull-ups will be allowed. Please remind your child to use the restroom before coming to school. Also, please dress them in clothing that allows them to be independent in the restroom. Belts, one piece outfits, or outfits that zip up the back can be difficult. Encourage your child to let their instructors know *right away* when they need to use the restroom.

Discipline Policy

Good behavior is encouraged at all times. The La Verne Preschool staff will nurture and direct your child to respect and care for others in the class. In the event the behavior problem constitutes actions harmful to others or disruptive to the preschool program, the following actions will be taken:

- First Incident – Verbal warning to the child with a time out session.
- Second Incident – Parent will be called to pick-up their child.
- Third Incident – Parent will be called to pick-up their child. Child will be denied (suspended) from participation in activities at the preschool their next class day.

The La Verne Preschool and the City of La Verne reserve the right to expel a child immediately for behavior harmful to other children. Unacceptable behavior and/or abusive language by a parent or guardian may also result in a child being expelled. No refunds will be issued for missed days of school.

The La Verne Preschool and the City of La Verne does not use corporal punishment or allow any violation of a child/parent or staff's personal rights. Actions of this nature are not permitted or tolerated.

We understand changes at home may affect a child's behavior at school. Please let your child's teacher know if there are any changes at home.

Termination

The preschool reserves the right to terminate any child who, in the opinion of the Recreation Coordinator, with the approval of the Community Services Director, is unable to adjust to the La Verne Preschool program. Additional reasons for termination may include non-payment of tuition.

Accidents and Emergencies

Minor accidents occurring during class time (i.e. cuts, scratches) receive prompt attention by staff members. Incident reports are filled out in the event of any minor injury sustained during school hours. In the event of a serious accident, the family is notified at once. If the parents cannot be reached, emergency procedures will be followed.

During preschool orientation, we will be sending home an emergency disaster preparedness packet for you to complete for your child. Please refer to the forms in your packet for details on completion, filling out all necessary information and enclosing items. It is important that you return it as quickly as possible. Packets will be returned to you on the last day of school.

Be sure to complete and return the information form and the separate medical release card for our records. Please retain these guidelines for future reference.

It is imperative that parents keep the school up-to-date with current phone numbers where parents/guardians can be reached at all times. Remember, your child is counting on you.

Earthquake Emergency Plan

In the event of a serious earthquake during school hours:

1. Do not phone the school. Telephone lines must be kept open for emergency use.
2. All students will be held in a supervised evacuation area adjacent to the facility on the grass area – Veterans Hall & Oak Mesa.
3. Children will only be released to a parent/guardian or authorized person that have been noted on the emergency card.

Fire Plan

Routine fire drills are practiced by all students and staff. Children exit the classroom in a single file and go to a common meeting area outside the building. Attendance is taken immediately.

Parent – Teacher Appointments

To meet with the Recreation Coordinator or teacher, please make an appointment. Please feel free to do so at any time. It is the policy of the staff to facilitate the highest degree of cooperation and communication between parents and teachers. **PLEASE DO NOT LET A SITUATION REACH CRISIS PROPORTIONS BEFORE CONTACTING US.**

Clothing at School

Removable items of clothing must be clearly marked with your child's name. If a sweater or jacket is left behind, it will be easier to identify. Please do not send your child in open-toed shoes to school. Due to the energetic activities, we would like to prevent injury by having all children in closed-toed shoes.

Scholastic Book Club

As part of our program, you will have a chance to purchase books through the Scholastic Book Club. Approximately once a month, an order form will be sent home with your child. Fill out the order form and return it with payment by the date indicated. **No late orders will be accepted.** *Checks must be payable to "Scholastic Book Club," no cash.* Your completed order should be returned in an envelope marked with your child's name. The books will be delivered to the classroom and sent home with your child.

Reminders

To help our school year run smoothly, we ask that you:

Please do not allow your child to bring candy, gum, toys, or money to school. Sometimes these things are easily slipped into pockets and become lost here at school. On "Show and Tell" day, one toy only – **no toy guns or weapons, please.**

Please watch for our newsletter and calendar to come home with your child at the beginning of each month. They will keep you informed of upcoming school holidays and classroom activities. Also, please check the bulletin board outside the classroom door for other important communications.

We also ask to please not pick the plants or roses around the buildings or monuments.

We do appreciate parent's donations of supplies for our holiday parties. You may sign up to bake, bring paper goods or other special treats for our parties. Please watch for special party flyers to come home at that time. If you have more than one child in the class, please sign up for the corresponding number of items. If your child is in two classes, please sign up for both parties. For your convenience, non-perishable items can be brought in ahead of time. **Remember special snacks also need to be nut free.**

Questions, Suggestions, and Grievances

Communication between parents and teachers is vital to make the La Verne Preschool successful. Please take any questions, suggestions, or concerns to the Preschool Coordinator. You may contact the Preschool Coordinator at any time by calling (909) 596-8769 or by e-mail at preschool@cityoflaverne.

LA VERNE COMMUNITY SERVICES PRESCHOOL

2019/2020 PAYMENT SCHEDULE

All payments are due by the 1st of every month unless otherwise noted. **A late fee of \$15 will be assessed on the dates listed below at 6:00 PM. We do not waive this fee for any reason.** If payment is not received by the first week of the month, the child will be dropped from the program and the spot will be filled.

Payments may be made in our office, online, mailed, or dropped in the drop-box located on the rust-colored doors just north of the entrance to the Community Services Office.

Payments for the 2019/2020 school year are as follows:

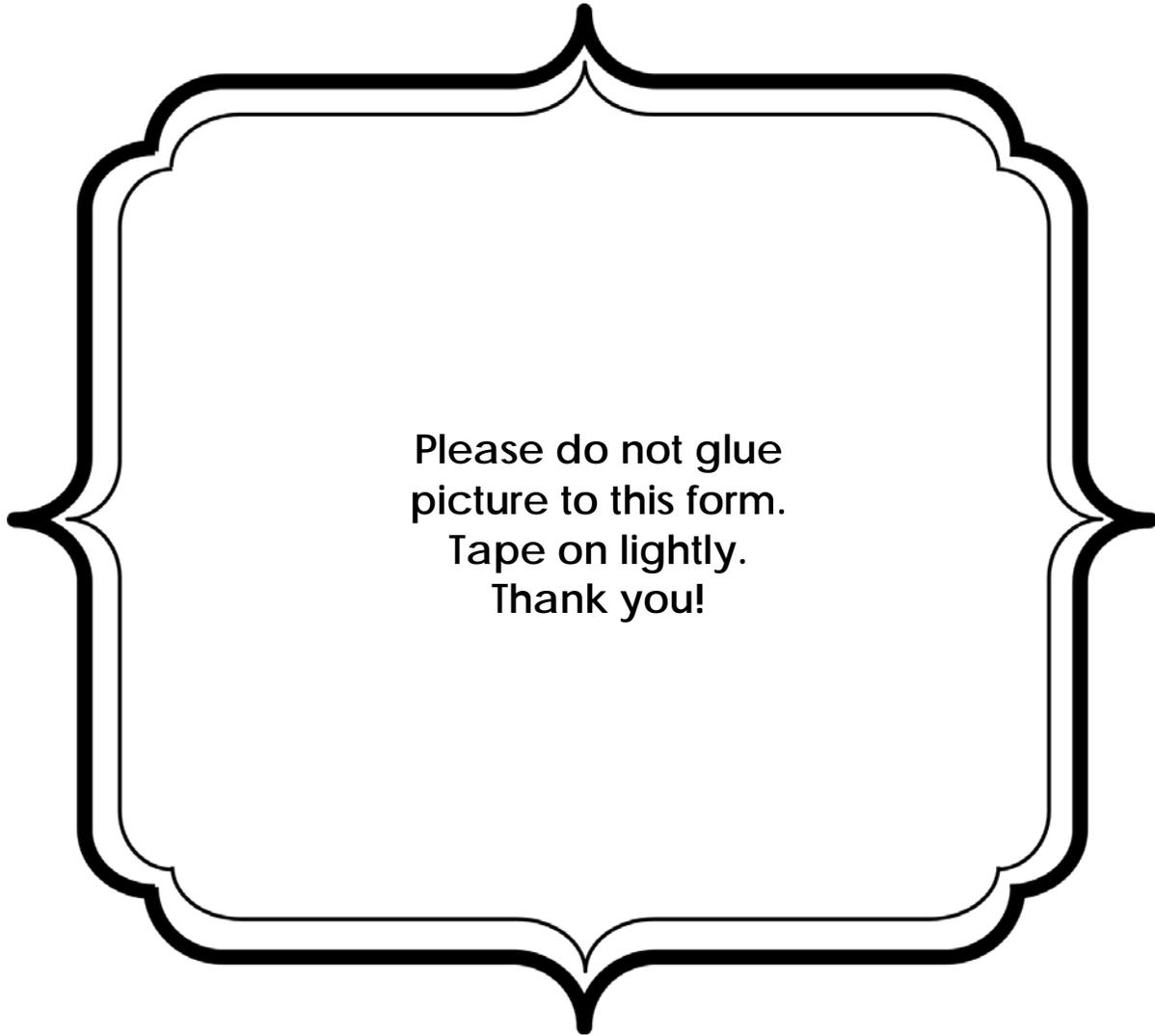
MONDAY/WEDNESDAY/FRIDAY

Month/ Due Date	1 st Child Rate	2 nd Child Rate
October – 10/1	\$ 125.00	\$ 115.00
November – 11/4	\$ 125.00	\$ 115.00
December – 12/2	\$ 125.00	\$ 115.00
January – 1/2	\$ 125.00	\$ 115.00
February – 2/3	\$ 125.00	\$ 115.00
March – 3/2	\$ 125.00	\$ 115.00
April - 4/1	\$ 125.00	\$ 115.00
May – 5/4	\$ 125.00	\$ 115.00

TUESDAY/THURSDAY

Month/ Due Date	1 st Child Rate	2 nd Child Rate
October – 10/1	\$ 115.00	\$ 105.00
November – 11/4	\$ 115.00	\$ 105.00
December – 12/2	\$ 115.00	\$ 105.00
January – 1/2	\$ 115.00	\$ 105.00
February – 2/3	\$ 115.00	\$ 105.00
March – 3/2	\$ 115.00	\$ 105.00
April - 4/1	\$ 115.00	\$ 105.00
May – 5/4	\$ 115.00	\$ 105.00

NAME _____



Please attach a small photo of your child for
our mural and return this form as soon as
possible. Thank you.