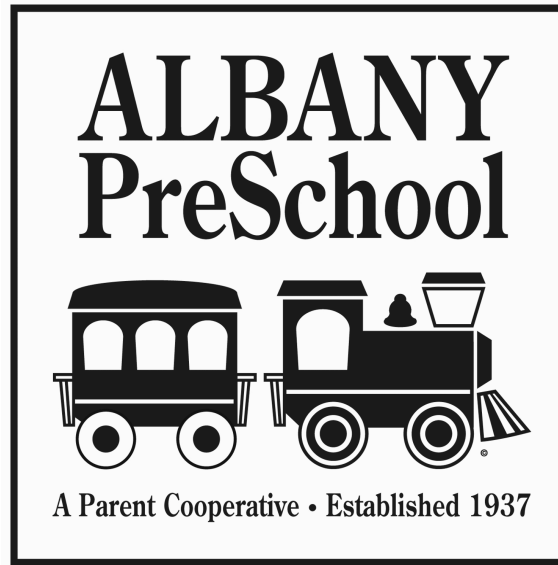


Albany Preschool Parent Handbook

Approved by Membership and Board: May 2009



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ALBANY PRESCHOOL

A Parent Cooperative

Established 1937

Federal I.D. #94-3050711

A 501 (c) (3) Not-for-profit Corporation

MISSION STATEMENT

To provide a preschool program for the Albany community that is affordable in price and high in quality, and to offer a supportive, enriching environment for children and their families. Albany Preschool encourages and embraces cultural diversity. The school is nonprofit, nonsectarian, and open to all children on a nondiscriminatory basis, regardless of race, creed, religion, disability, or national origin. Albany Preschool will accommodate special needs families to the extent possible considering the facilities and the staff. These special needs decisions will be made by the Director(s) and the Board of Directors. The school is operated by parent volunteers on a cooperative basis.

The purpose of Albany Preschool is to provide a child-centered learning environment. Our belief is that children learn when they are treated with respect and when they are able to direct their own play activities in a rich, varied environment. Children explore and manipulate their environment with a variety of developmentally appropriate activities, gaining confidence in their growing intellectual, social, and physical abilities. This progress is facilitated through interactions with other children and caring, involved adults.

The school is a learning center, where parents participate in their children's early education, and learn about early childhood developmental stages and practices. Parents have the opportunity to gain confidence in their role as parent-teacher and are encouraged to see their children as unique individuals. Parents share in the direction and operation of the school.

INTRODUCTION

Albany Preschool is a parent cooperative offering a morning preschool program with parent classroom participation, an afternoon preschool program without parent classroom participation, and a summer preschool program without parent classroom participation. (See Appendix A - *Albany Preschool Programs Chart*.) We are licensed through the State Department of Social Services Community Care. Our building is leased from the City of Albany, and we pay rent for a portion of the South Yard. The school is responsible for general maintenance and upkeep of the building. The City of Albany is responsible for major structural work for the building. Funding is provided through tuition, fundraising, and program-specific grants.

An elected Board of Directors composed of current parents, the Director(s), and teachers, administer the school. The Board hires the Director(s) and teachers to develop and supervise the preschool programs, to be in charge of daily operations of the school, and to supervise ongoing parent education. See Appendix B - *Albany Preschool Organizational Chart*.

We admit children from age 2 years and 9 months through kindergarten age. We are licensed to have 24 children in the classroom at one time. The morning participation program runs Monday through Friday from 9 a.m. to 12 noon. The afternoon preschool program runs Monday through Friday from 12 noon to 3 p.m. Extended care is offered from 3 p.m. to 5 p.m., Monday through Friday*. The

summer program may differ. (See the Summer School Parent Agreement for details).

**PLEASE NOTE that the Extended Care Program (3 p.m. to 5 p.m.) has been put on hold due to a lack of demand. This program will be reinstated if we receive enough interest to support the program.*

PHILOSOPHY

At Albany Preschool, children are treated with respect and direct their own play activities in a rich, varied environment. Professional staff and parents work together to create a child-centered program addressing the physical, cognitive, social, and emotional needs of the children. Each day, children experience self-directed play in a supportive and non-judgmental environment. As they explore and manipulate their world, children gain confidence in their growing abilities. This learning is enhanced through interactions with other children and caring, involved adults. The role of the teachers is to provide a learning environment that is both challenging and nurturing.

As a cooperative community of learners, Albany Preschool recognizes the importance of ongoing education for its adult members. Parent education, staff development, and parent involvement facilitates this learning.

Our program is characterized by the following aspirations:

- Provide a fun place where children can develop and learn at their own pace.
- Expand the emotional, intellectual, and physical abilities of children through play-based exploration and experimentation.
- Help children build confidence in their own ability to make choices and set sensible limits for themselves.
- Guide children from dependence on adult input toward confidence in their own abilities.
- Maintain a safe environment where the emotional and physical well-being of each child is paramount.
- Develop mutual respect and cooperation among children, participating parents, and teachers.
- Maintain a high regard for the creative thinking process of each child.
- Respect the cultural richness of the school and encourage parents and children to share their own special family traditions.
- Integrate literacy and early math activities throughout the curriculum.
- Promote friendship, fantasy, laughter, and encourage creativity in their play.

Benefits for the Children:

- Make friends.
- Grow more independent and capable.
- Explore and satisfy natural curiosity.
- Experience learning as a joyful process.
- Develop physical skills with a wide variety of toys and equipment.
- Learn to share and take turns.
- Build self-esteem.
- Develop respect for the school environment.

Benefits for the Parents:

- Gain confidence in the parent-teacher role (as a parent, you are your child's first and most important teacher).
- Look at role of “parents as teacher” as positive opportunities for self-growth.
- See your child as a unique and capable individual.

ENROLLMENT

The Albany Preschool program is a two-year program preceding enrollment in kindergarten. The program is for children who are 3 years of age by December 2nd, up through age 5, are toilet trained, and ready to participate in the program. Enrollment in the program is based on the following procedures and priorities, with attention given to establishing balance and diversity in age, gender, race and family structure.

The Membership Chairperson sets the time line for the enrollment process, with the concurrence of the Board. Fall enrollment applications are accepted starting at and after open registration, held on the last Saturday in January. Parents can request their preferred days of attendance and participation on the application form. Every effort will be made to grant requests, with first priority given to returning students. Spaces are offered based on school priorities (see priorities below) starting in March. Priority is given to children that are enrolled (attending school) on March 1. Applications received after April 30 will not be given priority based on residence in Albany.

Priority for the acceptance of applicants to the school will be as follows (listed in order):

1. Returning students from the previous year in good standing.
2. Siblings of previous-year students, Albany residents who left in good standing.
3. Children of former preschool families, Albany residents who left in good standing within the past 5 years.
4. Albany residents new to the school.
5. Siblings of previous-year students, non-Albany residents in good standing.
6. Children of former preschool families, non-Albany residents in good standing.
7. Non-Albany residents new to the school

The Membership Chairperson will establish a waiting list, prioritized as above, when the number of applicants exceeds the number of openings. Names are placed on the list in the order received, but this order does not guarantee priority. The school's enrollment goals and priority system listed above are utilized to determine the first eligible applicant on the waiting list.

If extra 5-day slots remain after accommodating the returning students, these slots are offered to incoming students on the basis of the child's age in descending order, e.g., the oldest child will be given the first chance to attend for 5 days/week instead of 3 days/week, then the next oldest child, and so on.

Families are notified in writing that they have been granted a space for the fall. They are also notified of their attendance and participation days. Parents are asked to sign the Parent Agreement and make an enrollment deposit as specified in the Parent Agreement. After the forms and deposit are received by the preschool, parents are asked to send in the first and last month's tuition. Parents are required to complete the following forms and provide the following information:

- Parent Agreement
- Emergency Information Cards
- Physician's Report
- Proof of up-to-date immunizations
- Proof of TB clearance for the participating adult; proof must be on file before the adult may participate
- Health Statement for Parent Participators

- Parents' Rights Sheet
- Personal Rights Sheet
- Pre-Admission Health History
- Consent for Emergency Medical Treatment Form
- Photo Permission Form
- Illness Policy
- Field Trip Permission Form
- Language Survey
- Family Job Skills Assessment Form
- Fees and Fines Agreement

A child will be considered enrolled when all registration fees and completed forms are returned to the Membership Chairperson and approved by the Director(s).

ILLNESS POLICY

Unfortunately we are unable to provide care for your child when they are ill. Because we know it can be difficult to determine whether or not your child is well enough to come to school, below we have listed the guidelines the school uses to determine if a child is ill. These guidelines will determine whether your child may attend school or if they need to be kept home or picked up due to illness.

1. Fever of 100 degrees Fahrenheit or higher
2. Diarrhea once in a day, with a fever
3. Diarrhea two times in a day, without a fever
4. Vomiting one time in a day, with a fever
5. Vomiting two times in a day, without a fever
6. Excessive coughing, difficulty breathing
7. Excessive runny nose with unclear/colored mucus
8. Unidentified rash
9. Runny, red eyes with a discharge (pink eye)
10. Listlessness or inability to participate normally in activities

Before returning to school, your child must be symptom-free for 24 hours.

Communicable Diseases

If your child has been diagnosed with a communicable disease, you are required to notify the school at once so we may post a notice to alert others at our school of the possible exposure. Strep throat, ringworm, scabies, chicken pox, whooping cough and pink eye are examples of communicable diseases. Your child can not return to school until they are totally free of all symptoms. A doctor's note/release may be required at the program director's discretion.

We request that you have at least three people listed on your emergency pick-up list, and that one of them will be able to come immediately.

ALLERGY POLICY

Albany Preschool is a peanut-free school. We are also supportive of all families whose children have allergies and respect the right of all children to have a safe environment. If a child or children at the school are severely allergic to a known allergen, parents of **all** children will be prohibited from bringing foods incorporating those allergens in packed lunches, snacks, cooking projects, potluck items and birthday treats. The Director(s) will notify parents of other food restrictions at the start of

the school program or as soon as new allergy information becomes available.

Please carefully check the labels of foods that might contain peanuts, including granola bars, trail mix, and baked goods.

If your child's lunch is found to contain any food restrictions, you will be called to immediately pick your child up from school. If there is a second infraction, your child will be sent home again and you will also be required to meet with the Director(s) and the President of the Board to discuss your child's status at the school.

Please note that the preschool has pets; families with allergies should speak with the Director(s).

CLOTHING SUGGESTIONS AND HELPFUL TIPS

Our learning environment is hands-on and activities take place both indoors and outdoors. Every day children are involved in active and sometimes messy play. For this reason we ask that children come to school in comfortable and play-ready clothing, including shoes. Please avoid sending your child in special clothing that you are concerned could be damaged by our fun and active play.

Each child's cubby should always have a full set of clothing to change into in case clothing gets dirty or wet. It is very helpful if all items are labeled with your child's name and are seasonally appropriate. Please remember Albany Preschool is not responsible for lost or damaged items.

SCHOOL CALENDAR

Albany Preschool follows the calendar of the Albany Unified School District, with a few exceptions. A school calendar, which includes holidays, breaks, summer school, parent meetings, and work parties, is provided at orientation.

FINANCIAL OBLIGATIONS AND TUITION

Required Fees and Tuition

The following fees and tuition will be assessed of all preschool families *each* year (see Appendix C - *Schedule of Charges* for current amounts):

Application/Enrollment Fee--(non-refundable) required for *both* AM enrollment and PM enrollment

Tuition --based on how often the child attends

Building Maintenance Fee*--(non-refundable) for ongoing building maintenance

Scholarship Fund*--(non-refundable) required for *both* AM enrollment and PM enrollment

Work Security Deposit*--refundable deposit held against completion of all family responsibilities

Earthquake Supply Fee * --(non-refundable)

* Enrollment Deposit (see below under "Refund Policy") is equal to the Building Maintenance Fee, Scholarship Fund, Work Security Deposit and the Earthquake Supply Fee.

All fees, schedules and fines for the subsequent year are set annually by the Board of Directors and ratified at the January meeting.

Registration for new students usually begins on the last Saturday in January (set by the Membership Chairperson and ratified by the Board). A non-refundable Application Fee is required for all students. An enrollment deposit is required upon acceptance into the preschool. First and last month's tuition are due by July 1. (See Appendix D - *Albany Preschool Financial/Enrollment Fiscal Calendar* for details.)

Tuition

Monthly tuition statements are distributed on the first day of each month. Place checks in the tuition mailbox at school. Parents are responsible for paying each month's tuition by the fifth day of the month as described in Appendix C-*Schedule of Charges*. Late payment of tuition results in a \$10 fee. Students whose tuition is 30 days past due may not continue to attend Albany Preschool except by arrangement with the Treasurer and President of the Board.

Tuition for the regular school year is divided into 10 equal payments. For the current year's amounts, please see Appendix C - *Schedule of Charges*. Tuition for the summer session is set the January before the session starts and is due in on June 1. Tuition is not pro-rated for holidays, breaks, illnesses, or family vacations.

All families are responsible for yearly tuition, payable in 10 monthly allotments. A family taking a leave of absence is no exception. Tuition is the same regardless of how many days a child misses due to illness, vacation, school holidays, or any other reason. To hold a space at the preschool, the family must pay tuition promptly and in full.

Families who enter anytime other than the start of the preschool year will have their tuition prorated for the month in which they start preschool. Families withdrawing may use the last month's tuition (paid at enrollment) provided they give one month's written notice on the appropriate form to the membership chairperson. Last month's tuition will not be refunded for families withdrawing after the last day of February. Any exceptions to the above will be decided by the board, provided notice is given by February 1st.

To be eligible for re-entry, a family must have left the preschool "in good standing" and be in compliance with all provisions of the Constitution, Bylaws and Parent Handbook.

Non-Albany resident families are required to pay a \$20 per month tuition surcharge.

Refund Policy

Enrollment Deposit--The Enrollment Deposit is equal to the amount of the Building Maintenance Fee, Scholarship Fund, Earthquake Supply Fee, and Work Security Deposit.

Scholarship Fund -- Non-refundable.

Building Maintenance Fee -- Non-refundable.

Earthquake Supply Fee -- Non-refundable.

Work Security Deposit --Refundable to each family in June after successful completion of all work party and family job obligations. Work Security Deposit will be withheld by the Treasurer to pay for outstanding debt.

If a family withdraws *before* school begins but *after* paying the Enrollment Deposit, there will be no

refund of the Enrollment Deposit.

If a family withdraws within two weeks after school starts, they will be refunded their Work Security Deposit, as long as (1) written notice is given to the Director(s) immediately, and (2) the space vacated can be filled by an existing student or a new student from the waiting list. There will be no refund of the Scholarship Fund, Building Maintenance Fee, or Earthquake Supply Fee.

If a family withdraws during the school year, they will be refunded their Work Security Deposit, as long as (1) one month's written notice is given to the Director(s), and (2) after successful completion of all work party and family job obligation. There will be no refund of the Scholarship Fund, Building Maintenance Fee or Earthquake Supply Fee.

Due to the difficulty of filling the vacated spot, families who withdraw after the end of February will forfeit their Work Security Deposit. Any exceptions will be decided by the board, provided notice is given by February 1st.

Tuition--Last month's tuition (paid at enrollment) may be used for any month, as long as one month's **written** notice is given to the Director(s). The Treasurer will confer with the Director(s) regarding any additionally requested tuition refund only in the case of extraordinary circumstances such as a serious illness of the child.

If a family withdraws within two weeks after school starts, they will be refunded their last month's tuition, as long as (1) written notice is given to the Director(s) immediately, and (2) the space vacated can be filled by an existing student or a new student from the waiting list. There will be no refund of the First Month's tuition.

Due to the difficulty of filling the vacated spot, families who withdraw after the end of February will forfeit their last month's tuition. Any exceptions will be decided by the board, provided notice is given by February 1st.

FINANCIAL AID POLICY

Families that cannot afford to pay the full tuition may apply for a scholarship from the Terry Chadha Memorial Scholarship fund. Scholarship amounts are limited to no more than \$75 off the monthly tuition.

To apply, a Scholarship Application Form (Appendix H—Scholarship Application Form) must be submitted by August 31st. Please contact the Membership Chairperson for more information.

The Board of Directors will consider recommendations from the Scholarship Committee (see below) in closed session. All decisions are made by the Board of Directors based on financial need, the number of families applying for scholarships, and the money available for scholarships in the annual budget.

SCHOLARSHIP COMMITTEE

A Scholarship Committee convenes in mid-September each year. The committee consists of the Director(s), Membership Chairperson, President (or Vice-President), and Treasurer. Applicants are notified of the decision by the end of September.

BEHAVIORAL EXPECTATIONS

At Albany Preschool, we provide a child-centered learning environment that allows each child to grow socially, emotionally and intellectually. To create this environment, we work hard to ensure it is fun, hands-on, age appropriate, and safe for all our children. Behavior that is aggressive, harmful to the safety of others and/or to the school's property will not be allowed. In the event that a child bites or injures another child or a teacher the parent/guardian of that child will be called to pick them up immediately. Repeated incidents of aggressive/harmful behavior will require a parent conference.

In the event that a child's behavior appears to be a danger to him/herself, other children, employees or anyone else at the school, the Program Director will have a parent conference with the family to evaluate the best way to meet the needs of the child and ensure the safety of all in the environment. During this time, the Program Director, with the input of the family, will create a Behavior Plan for the child.

The Behavior Plan will:

- Outline what behavior is expected
- Include an action plan for at school/home
- Include a timeline for the plan, with a set date for the follow-up conference with the family

If the action plan has not achieved its desired results and the behavior of the child continues to be a danger to the safety of others and him/herself, the program reserves the right to discontinue services.

DISMISSAL POLICY

By consensus of the Board, a family may be dismissed from the school for specific causes:

- If the Board feels that a family member constitutes a danger to the health, safety, or welfare of the school's children.
- If the family does not comply with the requirements and responsibilities outlined in the Bylaws and Parent Handbook or directions given by those in supervision during participation or the execution of other family responsibilities.
- Failure to pay tuition.

The Board of Directors may, at its discretion, dismiss the family or choose to retain the child in school conditionally. If conditions set are violated, the family is automatically dismissed. Within one week of the dismissal notice date, the family may appeal by notifying the Grievance Committee. The child cannot attend school until the appeal is heard and a decision is made.

GRIEVANCE COMMITTEE

If there is an issue that cannot be easily resolved, it may be brought before the Grievance Committee.

The Grievance Committee consists of the following six members:

- The Vice-President, who will chair the committee
- The Secretary
- The Membership Chairperson
- Two parents-at-large
- The Director(s)

FAMILY RESPONSIBILITIES

Parents participate in the classroom in the morning preschool program but not in the afternoon program. In order to keep the tuition low, we do not employ carpenters, laundry services, gardeners, etc. Instead, we require all families to contribute their time during the year working to keep the school clean, safe, and running smoothly. For members whose children are enrolled in the morning program, this obligation is in addition to classroom participation in the daily program.

Families working together are what make this school a cooperative. It is your work that keeps the school a clean and pleasant place for your child to learn and play in. Through your family responsibilities, you help to keep tuition low. Also, you will get to know the school and the other families better. Thank you in advance for all your good work!

Below is an outline of mandatory Family Responsibilities to Albany Preschool:

- Attendance at Orientation
- Classroom Participation (AM families only)
- Attendance at monthly Parent Meetings
- Performance of Family Jobs. A full list is described at www.albanypreschool.org.
- Participation in three Work Parties per year
- Participation in three major Fundraising Activities

Substitutes are available if a family cannot fulfill a certain responsibility. Please see the individual sections below for substitute arrangements and fines for missed events.

Families with more than one child enrolled, please also see Appendix F – *Families with Multiple Children Attending* as it pertains to family responsibilities.

Orientation

At least one Parent/Guardian of all children enrolled at Albany Preschool must attend an orientation meeting held in late August or September. For AM families the participating parent/guardian must be the one to attend the orientation. In the case of a regular substitute, that person should also attend. If your family's designated participator changes during the year, this person must meet with the director(s) for a brief orientation and (like all participators) have a negative TB test on file before participating. Failure to attend a scheduled orientation meeting will result in a fine (see Appendix C - *Schedule of Charges*). A short, get-acquainted meeting with the Director(s) and teachers, the newly entering child, and his/her parent(s) will be held the week before school starts.

Orientation for families entering after the beginning of school will be arranged and held during the year.

Classroom Participation-AM Families

Families enrolled in the morning participation preschool program are required to participate on a designated day of the week. Families whose participation day falls on a holiday may be assigned a make-up day (regardless of the actual number of days preschool is open).

Copies of the monthly parent participation schedule are placed in parent boxes and posted during the last week of each month for the upcoming month.

Because the morning preschool program depends on parental participation, it is critical that families fulfill this requirement for the program to operate smoothly.

Parents/Guardians must arrive at school no later than 8:40 a.m. on their participation day and stay until clean up has been completed at 12:05 p.m. Parents/Guardians arriving after 8:40 a.m. will be charged \$5 per occurrence (assessed on their monthly statement). Chronic tardiness will result in further disciplinary action by the Board in the form of extra work projects or extra classroom participation. Participating parents assigned to the snack area are responsible for providing the food and beverage for the snack listed on the monthly schedule.

The participating adult cannot leave the school except in an emergency.

Clean-up duties are required of each participating member on his/her participation day. Each preschool station has its own clean-up duties listed for that station.

Parents may not bring siblings on participation days, unless by prior arrangement with the Director(s).

Substitutes-AM Families

Parent participation is an integral part of the Albany Preschool environment. However, there may be times, such as illness or in an emergency situation, where you cannot participate on your regular day. If you cannot participate on a day assigned, it is your responsibility to:

- Trade participation days with another parent, inform the Director(s) of the trade, and note the change on the posted parent participation schedule; or
- Find a school-approved substitute among the parents and other approved substitutes, inform the Director(s) of the change, note the change on the posted parent participation schedule, and pay the substitute a fee of \$40. Parents assigned to the snack table must provide the food which the substitute will use that day. Parents using/hiring a substitute must ensure that the substitute performs all required clean-up duties.

A participator must trade or use a paid substitute if he or she is unable to participate (on a temporary basis) for any reason. The substitute must be approved by the Director(s) in advance (either from the substitute list or a family member or employee approved by the Director(s)). All substitutes must submit a TB test.

A participator who misses a participation day and has made no prior arrangement for a substitute is subject to a fine (see Appendix C - *Schedule of Charges*), and is required to participate one additional day. The Director(s) will notify the Membership Chairperson of the missed participation day. A member who misses two participation days faces suspension from the preschool or other penalty decided by the Board of Directors.

If a parent is unable to participate due to childbirth, the family is required to obtain a substitute by hiring a paid substitute or by trading.

Any member substituting as a paid participator at the request of the Director(s) shall be paid a fee set by the Board.

If a family is unable to regularly participate in the classroom, the family can choose partial participation status. This status allows the family to pay an approved substitute to participate in the classroom on a regular basis. All other family responsibilities are the same. No more than 15% of

families per year are allowed to partake of this option. Arrangements must be made with the Membership Chairperson.

Any member substituting for the Director(s) or a teacher shall be approved by the Director(s) and Board, paid a fee set by the Board, and must have the proper and required certificates and licenses on file at the preschool.

Parent Meetings

Parents of both the AM and PM programs must attend the scheduled monthly parent meeting held at the Preschool. DO NOT bring children to the parent meetings. These meetings are usually held on the third Thursday of each month from 8:00 to 9:30 p.m. The meetings provide school information and parent education, as well as an opportunity to get acquainted with other parents and staff. Parents must stay for the *entire* meeting.

One absence is allowed per year (September to May) for morning and afternoon families. Afternoon families may be excused from certain meetings as announced in advance. The minutes of the parent meeting are posted so that families missing the meeting can keep up with the workings of the preschool. Coming more than 10 minutes late (after 8:10 p.m.), or leaving early (before the meeting ends) constitutes an absence. If you miss all *or part* of more than one meeting, a fee (see Appendix C – *Schedule of Charges*) is charged for each subsequent missed meeting. Parents are responsible for reading the minutes of the meetings they missed to keep up to date on all preschool business.

Families missing four meetings face expulsion from the preschool or other penalty by action of the Board of Directors. If there are extenuating circumstances and you cannot come to the regularly scheduled parent meetings, the following list of options may be considered in lieu of attendance: CPR class, child development class, ESL class, or other classes approved by the Board of Directors. You must submit the option request in writing to the Secretary for approval by the Board of Directors.

A family whose baby is born during the school year may miss up to three meetings without penalty. By request, parent-meeting minutes can be sent to the family by the Board Secretary.

Family Jobs

Each family (AM and PM) has a family job including those who choose partial participation status. The jobs are assigned from a list at the beginning of the school year, and include activities that help maintain school equipment and facilities. The job must be performed adequately on a regular basis throughout the school year. If needed, families may hire a school-approved substitute. For families who do not fulfill their family job responsibilities, the school will hire someone to do it, and will bill the family for the cost plus an additional fine (see Appendix C – *Schedule of Charges*). Holding a position on the Board of Directors fulfills the family job requirement. See www.albanypreschool.org for a full list of family jobs.

Work Parties

Five Saturday morning work parties (including an end of the year work party in June) are held each year to perform inside and outside maintenance and beautification. One person from each family, AM and PM, is required to work three hours (9:00 a.m. to noon) on two of these days. The first half of the roster attends the first and third work parties; the second half of the roster attends the second and fourth work parties. In addition, families are required to participate in the End of the Year Saturday Work Party in June. Work Party participation is mandatory for general members, but optional for Board members. Your work is an important part of making this school a healthy and pleasant place for your children to play.

If families cannot make their scheduled day, they can trade days with another family, or find a school-approved substitute and pay them directly. Families who do not arrange for a substitute in advance and miss a work party will be fined per occurrence (see Appendix C – *Schedule of Charges*). Families must notify the Work Party Coordinator before the Saturday work party of any such arrangements. Substitutes must be adults or reliable teenagers. If possible they should be people familiar with the preschool.

The Maintenance Chair has the option of offering a Make-up Work Party for those families who, due to circumstances beyond their control, are unable to hire a substitute or trade with another family for one of their three required work parties. Families who attend the Make-Up Work Party (or participate in special projects offered by the Maintenance Chair) do so in lieu of paying the designated fine (see Appendix C – *Schedule of Charges*).

Work Party Guidelines

DO NOT bring children to the work party. Work party activities are organized by the Work Party Coordinator.

On the Saturday of your work party, come at 8:45 a.m., wearing work clothes such as jeans and sneakers. You might even bring gloves. Expect to stay for *at least* three hours. If you have time constraints, discuss them before Saturday with the Work Party Coordinator.

The school has some cleaning and gardening equipment. It also has a basic tool kit for minor repairs. Feel free to bring cleaning equipment or tools of your own that you would like to use. Generally, you will work until your assigned area is covered. If you encounter problems in your area, discuss them with the Work Party Coordinator. You may be asked to help out in another area when you have completed your own. Check with the Work Party Coordinator before leaving and signing out.

Fundraising

Albany Preschool has several fundraisers, in which each family, AM and PM, is required to participate. The fundraisers include, but are not limited to, Halloween Pancake Breakfast, Spring Fair, and Spring Rummage Sale.

Halloween Pancake Breakfast -- Held in October. This fundraiser is primarily for current and former preschool families. Each family is required to participate on one of the committees that organize the Halloween Pancake Breakfast, such as food, silent auction, or arts and crafts. Families are also expected to donate goods or services to the silent auction.

Spring Fair -- Held in April. This is our main fundraiser and community service event. Each family is required to provide baked goods or a cash donation to the food booth.

Each family must also participate on one of the committees that organize the Spring Fair, such as food, games, or arts and crafts. Participation occurs in advance, as well as on the day of the actual event.

Spring Rummage Sale -- Held in May or June. Each family is required to donate goods, as well as time to this fundraising event. This event may be held bi-annually.

Families who are unable to work at one of the fundraisers must hire a school-approved substitute. The substitute fee is \$40, payable directly to that person. A donation of goods is still required. Families who have not arranged for a substitute in advance and missed an event will be assessed a fine (see

Appendix C - *Schedule of Charges*).

Failure to comply with the above requirements during the school year may result in fines and/or suspension.

Leadership Positions Within the School

All families are encouraged to assume some kind of leadership position in the school during the two-year program. Examples of such positions include serving on the Board of Directors, and/or acting as the head of a committee for fundraising, maintenance, projects, etc. Second-year families are encouraged to make time available to help in the governing of the preschool.

Parent Expectations: Accompanying your Child at Preschool

The Welcome Circle is a special place for preschoolers. It helps them to transition from their routine at home and allows them to get ready to have a great day with their teachers and classmates. Although parents should feel free to stay for the Welcome Circle if they like, they should not feel obligated to stay. In fact, for many children, this is a great time to exercise a bit of new found independence. Keeping in mind the goal of a smooth transition from home life to preschool life, we do ask that any parents who stay for circle time say their good-byes as soon as the Welcome Circle comes to a close so that their children can engage fully in the day's activities.

Particularly for new preschoolers, it is helpful for parents to establish a regular and consistent good-bye routine. For example, you might help your child place her belongings in her cubby, find and display her name card and find her spot at the welcome circle before giving her a kiss and leaving.

The first month of school is clearly a transition time for everyone. As we are all getting acquainted with one another and with the school, you are welcome to stay past the Welcome Circle to continue to help your child acclimate if needed. However, if after the first month of school, you are still finding it necessary to accompany your child past the Welcome Circle, the Director(s) and teachers will want to meet with you to establish a specific plan to help the transition along.

PROMPT PICK-UP OF CHILDREN

Each child must be picked up promptly at 12 noon, 3 p.m., or 5 p.m., depending on his or her schedule. If you or the person responsible for picking up your child is late, you will be assessed a tardy pick-up fine (see Appendix C – *Schedule of Charges*). If you are going to be unavoidably late, the school must be notified. An occasional tardiness may be forgiven.

Morning Parents: Please pick up your children at 11:50 a.m. on rainy days. This will allow the afternoon families prompt access to the classroom and less time waiting outside in the rain.

PRESCHOOL PROGRAM AGENDAS

Below are the daily agendas for the Morning Participation Preschool Program and the Afternoon Preschool Program.

Morning Participation Program

8:40-9:00	Meeting of Participating parents with director/teacher. Discussion of school day, current projects, any information important for participators to know. Please be on time 8:40 a.m.!
9:00 - 9:15	Children arrive and parents sign in with full legible name (please NO initials). Circle time. Good morning songs, greetings and introduction of children to daily activities.
9:15 - 11:00	Choice of all areas (inside/outside) for children's play and activities/Story time.
10:00	Snack table open. Snack provided by participating parent.
11:00 - 11:15	Clean up time with children's help.
11:15 - 11:30	Circle time. Music, songs, games, movement, finger play, dancing etc.
11:30 - 11:45	Lunch time. Children wash hands and participators sit down and eat lunch with children at the tables.
11:45 - 12:00	Children in South Yard (Teacher/Director and South Yard participator go outside with the children). Parents do final clean up.
12:00	End of Morning Program (Head teacher at the front door). Time to go home. Important: Parents must sign their children out (including the time) with <u>full legible name</u> (please <u>NO</u> initials).

Afternoon Program

12:00 - 12:05	Children and parents arrive through North Gate and teachers greet children. Parents sign in with full legible name (please NO initials).
12:05 - 12:20	Circle time. Good afternoon songs, greeting and introduction of children to daily activities.
12:20 - 12:35	Lunch time. Children wash hands and get ready to have lunch.
12:35 - 2:30	Choice of all areas (inside/outside) for children's play and activities/Story time.
1:45 - 2:20	Snack table open. Snack provided by school.
2:20 - 2:35	Clean up time with children's help.
2:35 - 2:45	Small group time. Story time, board games, special activities, puzzles, etc.
2:45 - 3:00	Circle time. Music, songs, games, movement, finger play, dancing, Spanish songs & games.
3:00	End of Afternoon program. Time to go home. Important: Parents must sign their children out (including the time) with <u>full legible name</u> (please <u>NO</u> initials).

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EXTENDED CARE TEMPORARILY PUT ON HOLD

- 3:00 Extended care with quiet play, outside time, small games/puzzles, block play, family play, art.
- 3:45 Clean up games room and get ready to play outside
- 4:00 Outside play, sand play, bikes, etc.
- 4:30 Late afternoon snack
- 4:45 Late afternoon story or games
- 5:00 END OF SCHOOL DAY -- time to go home

THE MECHANICS OF PARTICIPATION

Arrival

Morning participators arrive at 8:40 a.m. Please find the name tag that goes with your station and put it on. Participators meet with the director from 8:40 to 8:50 to receive special instructions for the day. Feel free to discuss any problems or questions you might have about your area of responsibility for that day with the Director. At 8:50 participators set up their stations. Check the posted guidelines for your area as a reminder of station duties. The day will be more successful and enjoyable if you are cheerful and tolerant of the differences in other parents' styles of participation. It also makes for a happier day for you and your child if you are not rushed and arrive on time. Parent participators who arrive after 8:40am will be assessed a fine (see Appendix C – *Schedule of Charges*)

Set up

Keep your designated area safe and cleared for action. Be flexible in meeting children's interests and follow their ideas. Expect children to gravitate to activities that interest them. *Please save adult conversation for another time. This is your time to watch and supervise the children.* If you must leave your area for any reason, make sure that someone takes over. **THE CHILDREN MUST BE SUPERVISED AT ALL TIMES.**

End of the session

Help the children to collect their belongings. Do the necessary clean up. If your clean up job is completed, pitch in to help others with their clean up chores. You should expect to stay until 12:05 p.m.

PARTICIPATION JOBS

This section provides guidelines under each station. Please ask for help at anytime if you are feeling overwhelmed. The staff and returning families are here to help.

Snack Table

- It is your responsibility to bring the food and drink for the snack table. Preparation should be done before your arrival at school although it can be helpful to leave assembly of the snack itself to the children.
- You will find the snack menu on the weekly preschool schedule. It will also be posted one week ahead next to the snack table. Milk should also be purchased for all snacks. Water will also be served.
- Plan to spend up to but not more than \$20.
- If an exact match for the menu snack item can not be found for some reason, please substitute something similar and appropriate.
- Try, if possible, to bring organic fruits. We try to serve fresh food and little or no added sugar or artificial flavors, preservatives, trans fats, high fructose corn syrup, aspartame, or saccharin.
- Please do not feel the need to provide anything expensive, complicated, or fancy. (Note that the children will have a chance to participate in more complex cooking and food preparation projects on a regular basis as part of the classroom curriculum.) The primary purpose of the snack table is to provide children with a healthful source of energy during the morning.
- In addition, snack time can be used to encourage greater independence and the development of skills such as pouring, spreading with a knife, assembling components of the snack, and serving oneself. Parents should arrange the snack so that children can practice these skills.

- Wash your hands carefully. Make sure that each child is reminded to wash his/her hands before coming to the snack table.
- Limit the amount of food that a child puts on his/her plate at one time (e.g., two crackers at a time). Use the number cards and card holders provided to mark snack items with serving quantities (e.g., “3” on the plate of apple slices; “5” on the plate of pretzels).
- Help children use the cards to serve themselves (teaching them that a serving of a given item should not exceed the number on the card). Follow each child’s lead in terms of the way the cards might be used: Some children will recognize the numbers and count the items themselves; others can be guided through this process.
- Limit the number of children at the table to 6 at one time. Put out placemats to designate the number of places available at the table. Make a waitlist if needed.
- Place compost bowl on the center of the snack table. Remind children to put food scraps and napkins in the bowl.
- **Make sure children with allergies don’t eat food that will cause them problems.** (See list on the kitchen bulletin board for children who have food allergies or restrictions.)
- Children put their cup and plate in the sink when they are finished.
- Please follow the dishwashing instructions posted above the sink.
- It can be a particularly meaningful experience when parents share foods from their own cultural backgrounds, helping children to develop an appreciation for the range of foods and food-related traditions that exist in the world. If you would like to provide a particular snack for the school, please let the director(s) know so she can incorporate your request into the upcoming snack schedule.

Snacks should NOT include:

- peanuts (check ingredient lists of packaged products)
- sweets (cookies, candy, etc.)
- ingredients known to be severe allergens for current students (staff will make school-wide announcements about current allergies of this sort)

Tips on Quantity

There are 24 children who attend school each day so gear quantities accordingly. As a general guideline, plan for _ gallon of milk for the class; at least 4-5 crackers per child; 1-2 rice cakes, muffins, tortilla halves or bagel halves per child; 4-5 apple or orange wedges or vegetable slices/sticks per child, 1 bunch of grapes for the whole group; _ cup of yogurt, fruit salad or trail mix per child. As far as spreads go (i.e., jam, cream cheese, hummus etc.) bring one regular sized container. Any leftovers can be taken home or you can check with Susy to see if the Afternoon program could use them.

Snack Area Clean Up

- Wash all dishes following health rules.
- Put away all appliances and dishes used and leave sink and counter area cleaned up. Put up chairs and sweep floor.

Lunchtime Duties

- Help children pack up their lunch and have them place their lunch bag in their cubby.
- Wipe off each child’s placemat and put away.
- Collect all compost bowls from lunch tables and deposit compost items into the GREEN garbage can located in the fenced storage area on the South Yard.

Art

- Set up paper and paint brushes. When a child paints, remove and replace the paper.
- As with the snack table, set out places to designate how many children may be at the table at one time. There should be no more than 3 or 4 children at a time, depending on the amount of adult assistance necessary. Make a waiting list if needed.
- The art table is a wonderful place for friendly conversation. Talk to the children about their work and other things. Avoid asking, "What is it?" Children's artwork is often nonrepresentational. Making comments about the subject matter or asking, "What is it?" puts pressure on them. Instead, if you want to inquire about their work, a less critical and more open approach is to ask, "How did you do this?" or "Do you want to tell me about it?" or "How do you feel about this?"
- Don't give vague compliments like "This is beautiful". Give specific comments like "I like the colors you used."
- Redirect requests for you to make things for the children by saying, "I'd like to see how you would do it." Preschool age children are far more interested in the process than the product.

Remember to clearly mark each child's name and the date on all of their creations! Write the name on the back or in the left-hand corner with a pencil.

Art Area Clean Up

- Put away art experience materials.
- Clean easels, brushes, sponges, and other art materials, if necessary.
- Clean the four bathroom sinks with disinfectant.

Lunchtime Duties

- Help children to pack up their lunch and have them place their lunch bag in their cubby.
- Wipe off each child's placemat and put away.

Work Room Assistant

- Each day, one of the classroom teachers will be in charge of the workroom activities.
- The work room assistant supports the activities of the heavily used work room (by taking direction from the work room teacher), assisting children with the work room activities
- Some play areas include the kitchen and housekeeping corner, the dress up area, and the book corner.
- There can be 3 children in the loft if they are playing happily. If they are rambunctious, no more than 2 children is recommended.
- Children may not play on the stairs to the loft. Stairs are for going up and down only.
- Do not play the radio; instead, select tapes that you and the children will enjoy. If you play an instrument, please bring it to show and play for the children.
- Puzzle and manipulative shelves should look attractive and uncluttered at the end of the day.
- Clean up as the day goes on, as activities change and new interests develop.
- Motor activities such as the trampoline or beanbag games need to be well supervised to ensure smooth play and mastery of skills. It is best that there is only one jumper at a time on the trampoline.
- Remind children to clean up after they are finished with their work and ensure that workroom is clean at the end of the morning program.
- Remind children of all the ground rules, how to take care of the materials and how to play respectfully.

- If the workroom teacher decides that the workroom assistant is not needed in the workroom, he/she will be in charge of providing back-up for parents at other stations.
- In this case, the workroom assistant checks in with parents in all other areas to determine where the most help is needed at a particular time.
- If specific help is not needed at another station, the workroom assistant can offer coverage so that participating parents can take brief bathroom breaks.
- If support is not needed at any other station, the workroom assistant should go to the director for further participation instructions so that he/she is providing a vital participation function (rather than socializing with other parents).

Work Room Assistant Clean Up

- Put away all the toys and encourage the children to help.
- Vacuum the rug with the carpet sweeper.
- Help others sweep floors after lunch.

Lunchtime Duties

- Help children to pack up their lunch and have them place their lunch bag in their cubby.
- Wipe off each child's placemat and put away.

Yards

- The primary task for both yards involves looking out for the children's safety.
- NEVER LEAVE THE AREA UNATTENDED! If you need a break or help, ask someone to cover for you. Send a child inside to get an adult if needed.
- Watch the speed of the bikes. Children must wear shoes when riding the bikes.
- Supervise the swings and climbing structures carefully. No more than 6 children on a climbing structure at one time. 3 children maximum in playhouse on top of climbing structure.
- Be friendly but firm about the rules:
 - Kids go down slides (not up).
 - No sand throwing. If sand is thrown at a person a teacher is called.
 - No ladders on top of climbing structures.
 - Scooters and bikes are to be ridden on the flat ground only, not the ramps.
- If play becomes too rough and you are not comfortable even though no rules are being broken, it is okay to stop the play in a non-punitive way.
- If an activity LOOKS unsafe, stop it and check with the Director.
- Help children share the swings and encourage them to pump, if they can.
- While swinging, children are to sit on their bottoms only.
- Never lift a child to a position on the climbing structure that the child cannot reach alone.
- Children should never be allowed to climb on the top of any play structure or play house.
- Children may not jump off of anything that is taller than they are.
- One child on a slide at a time. There is no pushing anyone down the slides.
- Redirect those who need new activities (sand digging, play at the water table, the bikes).
- Sand should stay in the sandbox. Sand and water are OK on slides. Children must wipe the slide off with a towel when they are done. On hot days, water can be brought into the sandbox.
- Children are not allowed to transfer sand into the large play house. The floor becomes very slippery and accidents may occur.

North Yard

- Children riding on bikes must ride in same direction.

North Yard Gate Safety

Be sure to check that the front (sidewalk) gate is secured. During the morning program this gate is an emergency exit only. Any visitors should be directed to ring the doorbell at the front door.

North Yard Clean Up

- Sweep yard and gate area making sure the entrance to the North Yard from the front gate is clean and clear.
- Water plants if needed.
- Place all toys back on shelves in order.
- Straighten up table activities and push in chairs.
- Return any special items that may have been used at the stage area back inside.
- When closing the yard area, please be sure to check all areas including under tables, behind planter boxes, and behind/inside play structures/play houses. Pay extra attention to favorite hiding spots of the children. Please remain outside on the yard until the teacher has notified you that all children are accounted for inside. This is to insure that none of the children are left outside unsupervised.

Lunchtime Duties

- Help children to pack up their lunch and have them place their lunch bag in their cubby.
- Wipe off each child's placemat and put away.
- After lunch, clean the three toilets with disinfectant. Use rubber gloves, the proper sponge, scrub brush, and cleanser. These articles are kept in a special shelf in the locked cabinet in the bathroom.

South Yard

- South yard activities can include plant and flower watering, mural painting, doll washing, bike washing and other similar activities.
- The chain-link south yard gate is *not* an entrance. Direct visitors to the front door.

NOTE: There is a fire/emergency gate, which is kept unlocked, located at the southwest corner of the south yard.

South Yard Clean Up

- Sweep porch area of sand.
- Empty water from the water table if necessary.
- Rinse sand toys if needed and put away on the shelves.
- Sweep around the sandbox and the playhouse.
- Water plants if needed.
- When closing the yard area, please be sure to check all areas including under tables, behind planter boxes, and behind/inside play structures/play houses. Pay extra attention to favorite hiding spots of the children. Please remain outside on the yard until the teacher has notified you that all children are accounted for inside. This is to insure that none of the children are left outside unsupervised.

Lunchtime Duties

- Help children to pack up their lunch and have them place their lunch bag in their cubby.
- Wipe off each child's placemat and put away.

- Join teacher on the South Yard to help supervise children until pick up.

GUIDELINES FOR PARTICIPATING PARENTS

Inside the Building

- Children must be reminded to walk when inside. If they want to run, they must go outside.
- Children should keep their voices down inside. If they wish to shout, they may go outside.
- Children should be reminded to respect the equipment. They are not allowed to damage or destroy equipment, toys, or books. Help children return items to the proper location.
- A child may play for as long as he or she pleases with any of the equipment provided. Children do not have to share. However, if the toy is new and/or many children want to use it, you may limit the playtime and let another child have a turn. Use redirection for younger children. 4-5 year olds can be encouraged in collaborative play.
- Children should eat at the snack table. They cannot wander around with food.
- Block structures should not be taller than the child. Do not encourage children to break down the block structures or to throw blocks down.
- Keep your area uncluttered and clean. If things are on the floor put them away.
- Involve the children in clean up when they are finished with an item.
- All children are required to help at clean up time. A teacher will announce clean up time.
- Supervise all water play. Children cannot bring water into the kitchen area from the sinks, or throw water at each other. Water play is outside.

Outside the Building

- Children should use both hands to climb. Do not lift a child to a climbing level he or she cannot get down from by him or herself. The play structures are designed so that each level is safe if the child is developmentally able to reach it. If a child wants to go higher than they are able to reach, explain that you cannot lift them and suggest another activity.
- Limit the number of children on climbing equipment to six (6) children maximum: Three (3) maximum in the house on top. One (1) at a time on the slide and one (1) at a time on monkey bars.
- Children should walk around the swings.
- Encourage children to pump themselves when on the swings, instead of pushing them.
- Children should not carry sticks or sharp objects when running.
- Children may not throw objects or sand.
- Children may not climb on the roof of the storage shed, the playhouse, or the canopies on the play structures.
- A child must wear shoes when he/she is riding a bike.
- When participating in water play a child must be barefoot or wearing boots.
- Don't allow the hose to run continuously for longer than 10 minutes.
- Use the most strategic position to supervise.

Please remember that the rules are for the protection and welfare of our children. Relax and be prepared to enjoy yourself.

Recommended Ways to Work with Children

- Get down to the child's level-eye contact is important. Speak slowly and clearly.
- Accept a child's feelings, even though you may be upset by his or her behavior. Be positive when stating rules or offering suggestions.
- Only give choices when you intend to allow the child to make a decision.

- Foresee dangerous situations. Don't let them happen.
- Be aware and enjoy the individual differences of each child.
- Give the child a minimum of help to foster independence.
- If you are wrong, admit it to the child.
- Ask for help if you are unable to deal with a difficult child or situation.

Unacceptable Ways to Work with Children

- Never tease, humiliate, or deceive a child.
- If a child misbehaves, avoid the impulse to send the child away in anger.
- Do not make comparisons or encourage competition.
- Don't discuss children.
- Do not threaten or bribe a child.
- Don't take out your personal troubles or frustrations on the children. Be honest about your emotions.
- All participants should use rules. Consistency is necessary.

*NOTE: Inappropriate participation, as defined above and determined by the Director(s), by a parent (or substitute) may result in that adult being asked to no longer participate. If this occurs, the family is responsible for providing a new acceptable participant and is responsible for paying any associated cost.

Conflicts

- Whenever a child causes physical or emotional harm to another person a teacher should be called to resolve the situation. Examples of inappropriate behavior are biting, hitting, scratching, throwing something at another person, taunting, name calling, swearing or inappropriate language.

GOVERNANCE

The general membership elects the Board of Directors. The Board of Directors is responsible to the membership. See the Albany Preschool *Constitution and Bylaws* for definitions.

The Board recommends and appoints the Director(s) and provides ongoing supervision and support. The Board may appoint an executive committee that provides annual directorial evaluations. The Board is responsible for the hiring of the Director(s) and staff, salaries of the Director(s) and staff, and the management of property and programs.

The Board recommends policies and provides continuity for preschool business during the school year. The Board of Directors meets monthly (may choose not to meet in December). A quorum of seven is required for transaction of business. The Board meetings are held in advance of each General Meeting and are open to the general membership. The minutes of each meeting are posted on the bulletin board and archived in a readily accessible binder. Attendance is limited to the Board of Directors during executive sessions when confidential matters are to be discussed.

The Board provides fiscal oversight of the preschool, including routine expenditures. The Board presents major unbudgeted expenditures to the general membership at the general parent meetings for approval. Approval must be by a two-thirds majority vote of those voting.

The Board arbitrates exceptions to rules, reviews the APS Bylaws yearly and as necessary, revises

preschool Bylaws and other documents.

The Board establishes the Grievance Committee and other committees as necessary such as scholarship, accreditation, nominating, and fundraising committees.

The Board establishes fees and fines at the January meeting for the subsequent year.

Board members must meet monthly and attend general parent meetings: Board positions are in lieu of family jobs and work party participation. Board members are offered compensation in the form of reduced tuition and are excused from work parties for time expended on preschool administration as set forth by the Board of Directors. Board members must participate in fundraising activities, as well as be members in good standing with the preschool.

Composition of the Board of Directors

- **President** (or 2 Co-Presidents)
- **Vice-President** (or 2 Co-Presidents)
- **Secretary**
- **Treasurer**
- **Membership Chairperson**
- **Maintenance Chairperson**
- **Fundraising Chairperson**
- **Publicity Chairperson**
- **Director(s)**
- **Teachers**

Election of the Board of Directors

All officers are elected, with the exception of the Director(s) and teachers. A nominating committee that consists of five members nominates the next year's potential Board members. The preschool Director(s) is a member of this committee. The five nominating committee members are elected at a general meeting and consist of enrolled families. Members of the nominating committee are not eligible to serve on the Board of Directors with the exception of the Director(s).

The nominating committee chooses its chairperson.

The nominating committee meets to assess interest among the enrolled families and proposes a slate of nominees for presentation at a general meeting.

A nominating box is made available in mid-April.

The election takes place in late April. If there are plural nominations for any position, a secret ballot is used.

The tenure for a Board position is one year beginning June 1st. In order to provide a smooth transition, the outgoing and incoming Board members are both present at the last Board meeting in May, with only the old Board voting. It is recommended that an informal "hand-over" meeting be held with both Boards in May. The incoming Board will serve through the summer as well as the school year. The new Board is required to meet at least once (preferably twice) during the summer to prepare for Orientation and deal with any current Board business pertaining to Summer School, etc. The board stipend will be paid from the months of September to June.

Principal Responsibilities of the Board of Directors

The Board may combine or create jobs at its discretion to accommodate and/or utilize the skills of enrolled families and to encourage participation on the Board. Willing Board alumni are available for consultation.

Each board member will be responsible for overseeing a select number of family jobs designated each year by the vice-president. In addition to the above, individual Board members have the following duties:

President/Co-President

- Serves as head of the Board of Directors.
- Calls meetings of the Board, prepares the agenda and presides at both Board and monthly parent meetings.
- Follows up on any directives set at Board Meetings.
- Oversees the set up and clean up for parent meetings.
- Serves as standing member to appropriate committees.
- Serves as liaison with the staff of Albany Preschool and offers assistance when needed.
- Maintains relationship and contact with Bookkeeper.
- Readily available by e-mail and phone to Board, staff and general membership.
- Fills mid-year vacancies of the Board of Directors by appointment.
- Oversees adherence with the Bylaws and the conduct of preschool business.
- Makes daily decisions concerning the running of the preschool.
- Ensures that school is run smoothly and prevents development of factions by being available to general membership and staff.
- Draws up the annual budget with the Treasurer.
- Authorizes expenses and reimbursements, and has signature authority over the checking and savings accounts with the Treasurer.
- Negotiates and prepares the Director(s) and other staffs' contracts with the advice and consent of the Board.
- Ensures that the licensing forms are properly updated and filed with the appropriate agencies.
- Informs licensing of any change in Directorship.
- Acts as liaison to the City of Albany with the Director(s). Communicates between the preschool and the City on all matters affecting the preschool.
- Attends City Council and Park and Recreation Commission meetings to represent the Preschool when appropriate, and reports to the preschool as needed.
- Keeps Preschool informed of city matters affecting the preschool.
- Serves on the Scholarship Committee.

Vice- President/Co-President

- Presides in the absence of the President or Co-President.
- Assumes the office of the President if vacated (for Vice President only)
- Ensures meetings are run according to approved meeting rules.
- Oversees the transfer of preschool keys between the incoming and outgoing Boards.
- Serves as the chairperson for the Grievance Committee.
- Oversees (with the Director(s)) educational programs and other special programs to be consistent with the objectives of the preschool program.
- Executes staff appreciations (birthdays, holidays, etc.)
- Prepares and distributes the Staff and Board directory.

- Prepares and distributes the monthly schedule of parent participation.
- Creates and maintains the sign-in/out sheets
- Assigns and oversees family job operations and documents.
- Acts as internal contact for families with issues and concerns.
- Acts as a liaison between the Director(s)/teachers/staff and the general membership.
- Conducts year-end membership survey of APS.
- Serves as moderator for all yahoo groups.
- Assigns new keys out to Board members and signs them back in at the end of the year.
- Keeps the preschool informed of city matters affecting the preschool.

Secretary

- Organizes orientation materials with the President and Vice-President or Co-Presidents. Creates the orientation folders with all relevant schedules, notices, calendars, Bylaws, Parent Handbook, etc.
- Keeps orientation folders, Bylaws, and Parent Handbook up to date. Keeps a log of proposed changes and updates when board /membership approves changes. Communicates with the Board when to bring these documents up for a membership approval. Ensures that there is a sufficient supply of these documents on hand at the preschool.
- Keeps record of attendance at initial orientation and communicates with the director(s) as to whether to assign a fine or a make-up orientation.
- Creates and maintains the membership roster.
- Ensures that meetings are run according to approved meeting rules.
- Takes minutes of meetings of the Board and the monthly parent meetings. After approval by the Board of Directors, posts both sets of minutes on the bulletin board.
- Keeps records of attendance at the monthly parent meetings. Notifies families who have missed all or part of one required meeting. Reminds families of the fines/penalties involved should they miss any more meetings.
- Creates and maintains the participation sign-in sheets.
- Monitors the timeliness of parent participation, and notifies Bookkeeper of any families to be charged late fees.
- Monitors the timeliness of student pick-ups, and notifies Bookkeeper of any families to be charged late fees.
- Receives information from Fundraising and Maintenance Chairs regarding non-attendance at Fundraising & Work Party events and fines as necessary.
- Posts the timeline of nominating/voting for the next year's Board of Directors. Oversees the nomination process (as described in the handbook under "Election of the Board of Directors"). Organizes the election of the new Board including typing up the nominating slate and write-in ballot, creating the final ballot, counting the votes, and posting the election results.
- Serves on the Grievance Committee.
- Assists the Director(s) with administrative duties.
- Assumes any other correspondence or secretarial duties necessary as suggested by the President.
- Uploads all owned documents to the appropriate yahoo groups.

Treasurer

- Oversees bookkeeper (who may do some of the following tasks).
- Reviews contracts and payroll over the summer. Responsible to make sure all teachers are properly compensated.
- Collects all tuition, fees, and assessed fines.
- Creates and distributes invoices. Processes all payments.

- Keeps tuition payment records.
- Holds authority over the checking and savings accounts with the President.
- Balances accounts monthly.
- Makes bank deposits for the preschool.
- Pays all bills.
- Distributes and approves the "Request for Reimbursement" form.
- Oversees 403B payments.
- Ensures taxes are filed annually.
- Resolves financial issues.
- Prepares the annual budget with the President and submits the budget to the Board.
- Prepares tuition rates with the President and/or Membership and submits the rates to the Board.
- Presents monthly financial report orally at the Board meeting and regularly at the parent meeting.
- Prepares end-of-year statements for families.
- Support Fundraising with cash boxes and change for fundraising events.
- Serves on the Scholarship Committee.

Membership Chairperson

- Explains the structure and procedures of the preschool to prospective families.
- Receives calls and emails from prospective families and sends them literature about the preschool program.
- Oversees the enrollment process for new students in both the AM and PM programs.
- Keeps track of the waiting list.
- Establishes the enrollment calendar.
- Establishes the enrollment forms.
- Sends out enrollment forms, reminders, and letters.
- Receives enrollment forms and deposits, and verifies that they are complete and correct.
- Resolves fees for applications.
- Ensures that immunization records are up-to-date.
- Communicate with Vice-President and Secretary as appropriate on the creation and updates of rosters, child attendance days, and parent participation.
- Oversees and serves on the Scholarship committee.

Publicity- Chairperson

- Manages publicity for the Preschool.
- Ensures sources of publicity are available to the community, such as banners, flyers, the city of Albany Recreation & Community Services Brochure, local newspapers ads, newsletters, and online sources.
- Prepares publicity notices, issues press releases, and posts publicity in the community.
- Oversees the updating of Internet/online sources, such as the Berkeley Parents Network, Craigslist.com, Virtual Village, and Bananas.
- Works with the Membership Chairperson to ensure that all needed publicity is being utilized to keep enrollment up.
- Works with Fundraising Chairperson to ensure to ensure appropriate advertisement of all preschool fundraising events.
- Secures photographs of special events and preschool fundraisers to publish with press releases when appropriate. Passes these on to the Scrapbook Coordinator for inclusion in the scrapbook.
- Assists the Summer School teachers with publicity and enrollment materials for Summer School, such as banners, flyers and other materials.
- Represents Albany Preschool at roundtables and various preschool fairs, such as the Neighborhood Parents Network Preschool Fair (possibly the Bananas Roundtable).

- Organizes a table for the preschool at events such as The Neighborhood Parents Network, East Bay Preschool Fair, and the Solano Stroll. Organizes family participation in events such as the Solano Stroll Parade. Registers the preschool in the Solano Stroll parade.
- Organizes a preschool family get-acquainted party, possibly immediately following the Solano Stroll. An announcement of this should be included in the orientation folders and announced at the Orientation meeting.
- Pays the annual dues for the Albany Chamber of Commerce.
- Initiates, organizes and conducts a holiday charity drive.
- Publicizes topic and date of general meetings at the school.
- Serves as webmaster, posts necessary documents and oversees website maintenance (via family job).

Maintenance Chairperson

- Oversees and arranges for routine and emergency maintenance and repairs.
- Oversees and, does minor maintenance and repairs as needed.
- Inspects buildings annually, and maintains a list of improvements and repairs.
- Keeps records of participation at required work parties and notifies secretary if fines are needed.
- Develops plans and specifications, and seeks bids when appropriate, for major repairs and improvements.
- Monitors building safety at the Preschool including providing lock box code and agreements to the Board members and families as completely necessary for completion of family jobs. Maintains off hours sign-in/out sheets for the building.
- Follows up on City Regulations as they pertain to building and grounds of APS.

Fundraising Chairperson

- Organizes all fundraisers and social events, including Pancake Breakfast and Spring Fair. Other fundraisers have included, but are not limited to, Fundraising Through Flowers (bulb sales), Rummage Sale, Spaghetti Dinner, and Cody's Book Drive
- Explores, seeks and presents new fundraising ideas to the Board.
- Assigns committee heads for fundraisers (using family job list).
- Secures the location for fundraising events.
- Responsible for writing and sending of Thank you notes.
- Oversees attendance at mandatory fundraising events and notifies secretary if fines are needed.
- Oversees ticket sales at fundraising functions with support of Treasurer.
- Oversees the eScrip program.

Director(s)

Is responsible for management and administration of the preschool and its program, under the auspices of and in cooperation with the Board of Directors.

Head Teachers

Under the supervision of the Director(s), operates independently to provide quality management of 3 to 5 year old children in a safe and nurturing learning environment.

SUMMER PRESCHOOL PROGRAM

The Albany Preschool Summer Program is a six-week program offered from approximately the last week of June through the first week of August.

Albany Preschool offers a Summer Non-Parent Participation Program from 9:00 a.m. to 1:00 p.m., with a 3- or 5-day option. For some years an optional extended day program from 1 p.m. to 3 p.m.

may also be available.

In the summer each family attending is required to fulfill work party and family job obligations. Work parties require approximately 6 hours of work per family enrolled. Family jobs are ongoing.

Enrollment preference will be given to children currently attending the Albany Preschool. Information about the dates and cost of the Albany Preschool Summer Program will be provided in March or April. A mandatory orientation meeting is held in the first week of June for all summer families. The fee for summer is separate from the regular tuition charged during the school year. A deposit for the Summer Program is required. For more information regarding the Albany Preschool Summer Program, please see the Summer Handbook.

Albany Preschool is closed for one week in June (before the summer program begins) and from the second week in August through the beginning of the school year (approximately 4-5 weeks).

ALBANY PRESCHOOL NEIGHBORS

Albany Preschool depends upon having on-going mutually friendly and respectful relationships with our neighbors: the Senior Center located next to the preschool and the Albany Arts Center located on Solano and Masonic. Please DO NOT park in the disabled space in front of the Senior Center (unless you have a placard), or in the empty lot which borders Albany Preschool's south yard (this lot is leased by the Albany Arts Center for its private use only). Try not to cut across the empty lot. Also, when passing the Albany Arts Center, please keep young children under your control- the Albany Arts Center owners appreciate it.

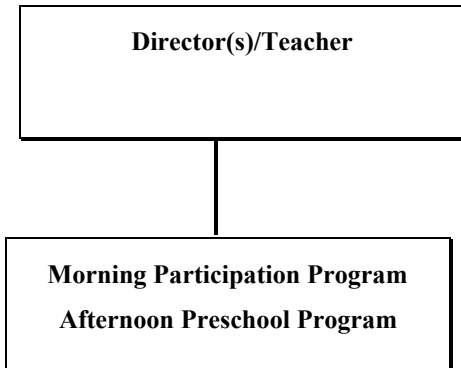
End of Handbook

APPENDICES

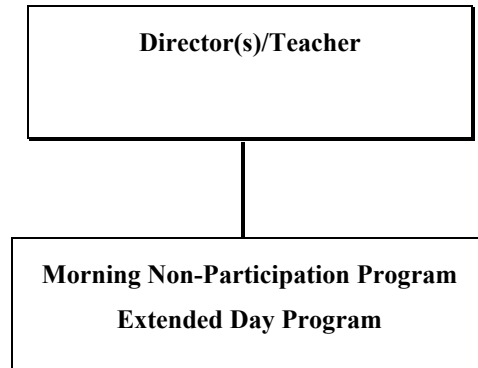
APPENDIX A – ALBANY PRESCHOOL PROGRAMS CHART

Albany Preschool Programs Chart 2009-2010

Regular School Year



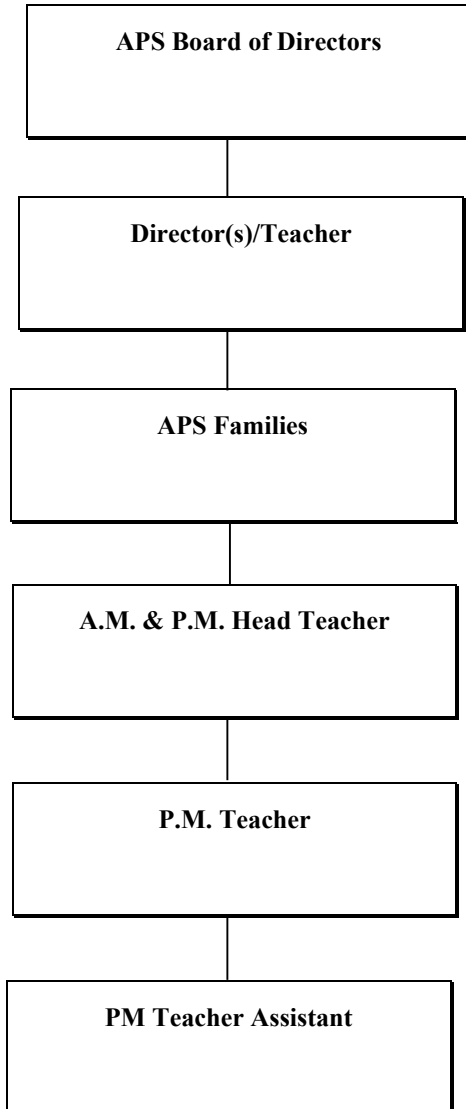
Summer School



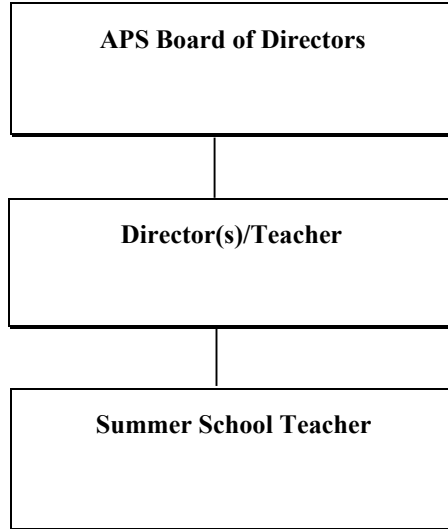
APPENDIX B – ALBANY PRESCHOOL ORGANIZATIONAL CHART

Albany Preschool Organizational Chart 2009-2010

Regular School Year



Summer School



APPENDIX C – SCHEDULE OF CHARGES

2009-2010
SCHEDULE OF CHARGES

Acct #	Type of Charge	Amount	
FEES			
6101	Building Maintenance Fee	\$50 annual per school year per child (AM or PM) – see 7 below.	
6102	Application/Enrollment Fee	\$40 (for one program) or \$60 (for two programs) per child. Summer is \$50 per child.—see 9 below.	
6103	Work Security Deposit	\$50 annual per school year per child (AM or PM) – see 7 below.	
6001	Non-Resident Surcharge	\$20 per month; school year only (Sept-June)	
6207	Scholarship Fund	\$50 annual per school year per child (AM or PM)	
	Earthquake Fund	\$10 annual per school year per child (AM or PM)	
TUITION			
6001	AM Tuition per Month (School Year 2008-2009)	9 - noon	Partial Participation
		3 Day	\$268
		5 Day	\$447
6002	PM Tuition per Month (School Year 2008-2009)	Noon - 3	3-5 On Hold
		3 Day	\$321
		4 Day	\$428
		5 Day	\$535
6003	Summer Tuition per session (Summer 2009) AM: 9 a.m. – 1 p.m. Optional Extended Day 1 p.m. to 3 p.m.	Summer (6 week session)	
		3 Days	\$562
		5 Days	\$937
		PLUS Optional Extended Care 1 p.m. to 3 p.m.	
		3 Days	
	5 Days		
FINES			
6106	Tardy Participation	\$5 for arriving late for a participation day	
	Tardy Pick-up	\$1 per 1 min. after 12 noon, 3pm or 5pm	
	Missed Participation/Orientation	\$80 If no substitute arranged (cannot have substitute for orientation)	
	Late Payment	\$10 if monthly invoice is not paid in full by the 5th of the month.	
	Returned Check	\$20 per check returned by the bank.	
	Missed Work Party/Fundraising	\$80 for each failure to attend. Also required to make up time.	
	Family Job Not Performed	\$50 quarterly for failure to complete. APS may also charge to hire someone.	
	Missed General Meeting	\$25 after allowed # of absences exceeded (1) see Handbook	
	Change Schedule (Add/Drop)	\$20 fee for schedule changes (unless initiated by APS)	

Notes:

- Charges are as of Fall '08 and are subject to change.
- By signing APS Parent Agreement, parents acknowledge these charges.
- Tuition for Summer 2008 set in Spring 2008 (6 week session only).
- Currently, no AM families allowed to drop in for PM unless enrolled in PM program.
- For clarification of charges, please contact the current Treasurer.
- Fee compensation for parent Board Members is set by school each year.
- Enrollment deposit will be applied toward these two fees if child attends (otherwise, no refund)
- Work security deposit may be refunded at end of year if all family responsibilities are completed.
- The application fee applies towards matriculation beginning at the start of school in September or during the school year until the end of January, Families that wish to remain on the waiting list for the following school year must renew their application and pay an additional application fee.**

APPENDIX D- ALBANY PRESCHOOL FINANCIAL/ENROLLMENT FISCAL CALENDAR

Please note that, with a few exceptions, Albany Preschool follows the calendar of the Albany Unified School District. Please refer to the Albany Preschool Calendar for specific dates.

July:

- 7/1-First and last month's tuition due for next Fall school year (AM & PM)
- Second week – Board meets to prepare for Orientation

August:

- Letter to parents reviewing schedule, orientation, new student/director(s) meeting, and any changes to tuition
- Board Plans for Orientation
- School closed approximately last three weeks of August
- 8/31 – Scholarship Applications due to APS (for the following school year)

September:

- No tuition due (already paid) except for newly-admitted students (unless there has been a tuition change, in which case the difference will be billed)
- One week before school begins, all students will have an opportunity to visit the school and meet the Staff.
- One week before school begins, Board meets to organize/finalize for Orientation.
- Orientation Wednesday night before school begins at APS
- School begins—in general, opens after Labor Day
- By mid-September – Scholarship Committee convenes to review Scholarship applications.
- By end of September - Notify scholarship applicants

October:

- 10/5-Tuition due
- 10/15-Taxes filed for APS (or request extension)
- Halloween Pancake Breakfast fundraiser
- Prepare RRF-1 Form (due no later than 11/15!)

November:

- 11/5-Tuition due
- ***Staff Development Day– School Closed***
- ***Veteran’s Day -- School Closed***
- ***Thanksgiving Day and Following Friday – School Closed***
- Begin to review fees for next fiscal year (approve in Jan.)

December:

- 12/5-Tuition due
 - Budget Discussions Begin
- Two-week Winter Break – School Closed***

January:

- School reopens
- 1/5-Tuition due
- ***Martin Luther King Day – School Closed***
- Next school year and summer school fees set by Board and approved by membership
- Last Saturday in Jan.-Registration Day at APS for new families -- Application fee \$40 (for one program) or \$60 (for two programs)
- 1/31-End-of-year statements due to families (upon request)
- Preliminary budget for next fiscal year to Board for review

February:

- 2/5-Tuition due
- ***Presidents' Week – School Closed***
- Summer School Enrollment begins (priority to existing families)
- Final budget for next fiscal year to Membership for approval.

March:

- 3/5-Tuition due
- 3/1-Application fee \$40 (for one program) or \$60 (for two programs) due for next Fall school year from returning families (last chance for priority)
- 3/15-Application fee for Summer school due with enrollment form (\$50)
- Teacher contracts reviewed (renewed by May)

April:

- 4/5-Tuition due
- ***Spring Break – School Closed***
- 4/15-Enrollment deposit due for next Fall school year (\$165 for AM or PM or for both)
- Spring Fair fundraiser (date depends upon AUSD calendar)

May:

- 5/5- Tuition due
- Scholarship Committee convened for next school year--check with returning/new families
- Teacher contracts renewed
- Send out Tuition Invoices for Summer (by 5/20)
- Send out Tuition Invoices for Fall (by 5/15)-prepared by Membership
- ***Memorial Day -- School Closed***

June:

- No tuition due (only drop-in hours from May & fines, etc.) for current school year
- Rummage Sale fundraiser (may also be held in May)
- ~6/1-Summer school tuition due for both am/pm program
- ~6/1-Summer parent meeting
- ~6/15-Regular school year ends (School closes for one week)
- Work security deposits returned to families in good standing
- ~6/26-Summer school session begins (6 weeks)

Note: Tuition invoices include any pm drop-in hours, late fees, or other fees incurred.

APPENDIX F – FAMILIES WITH MULTIPLE CHILDREN ATTENDING ALBANY PRESCHOOL

The Albany Preschool Board affirms that families with multiple children attending Albany Preschool pay full tuition for the first child enrolled but may request a family discount of 10% off the tuition of each additional enrolled child. This tuition discount will be available to families in either the morning participation program or the afternoon program, or both. The discount is intended to assist families with multiple children enrolled, in paying tuition and to partially offset the additional cost for a second participation day required in the morning program, since families with two or more children enrolled in the morning are expected to participate in the daily program for each child enrolled.

This discount will be 10% off the tuition only of each additional enrolled child. The discount will not be calculated on the Building Maintenance Deposit or the Work Security Deposit (also known as the deposit to hold a child's space for the next year-these must be paid for each student) or on any other fees. This discount will be applicable to both the regular school year program and the summer school program.

Albany Preschool will also give families of multiple children attending APS priority when determining which families will receive financial aid. Contact the Treasurer when applying to the program. See the Parent Handbook for additional information on the Scholarship Committee.

Families with more than one child attending the preschool may be given a larger Family job (rather than two different family jobs). Service on the Board fulfills all family job requirements for families of multiple children. Other responsibilities to the preschool (such as participation in work parties and fundraising events) are the same for every family, regardless of the number of children enrolled from each family.

APPENDIX G – SCHEDULE AND SCHEDULE CHANGES

Prior to the beginning of the school year, children will be enrolled in the AM (participation) program, PM program or both, contingent upon space availability and priority (see Enrollment). Once the school year has begun (in September), however, decisions about adding children to either program will be decided by the Directors, based upon suitability with the current class (age and gender will be considered, as well as any special needs, and temperament).

Once schedules are set for the school year, any requested scheduling changes (increasing or decreasing hours and/or days) will be subject to the Directors' approval. Requests should be submitted in writing, on the appropriate form. Reduction of schedule (from five days to three, for example) must be for a compelling reason, and may not be possible in the AM program, due to the participation schedule. PM schedules may be reduced to a minimum of three afternoons.

Families are highly discouraged from signing up for more time than they actually need or intend to use (with the intent of dropping days later). Doing so impacts both the school and other families negatively, as other families cannot then sign up for slots that are later dropped, and the school must attempt to then fill the slots from a much shorter list.

Appeals to the Directors' decision may be brought to the Board president, and put before the full board for a board vote. The Board's decision regarding schedules is final. Refunds are subject to the guidelines laid forth in the Parent Handbook.

APPENDIX H – SCHOLARSHIP APPLICATION FORM
Terry Chadha Memorial Scholarship Fund

Financial aid is awarded on the basis of financial need to those families who could not otherwise afford to participate in the APS program or to those experiencing a temporary financial emergency. As a nonprofit organization, APS has a limited scholarship fund but will make an effort to provide aid to those in need. The Board will review all scholarship applications. **Applications are due August 31, 2009.** Timely applications will be considered for available funds. Late applications may be considered if additional funds are available. This following information will be held in the strictest of confidence.

Date _____

Program (circle) AM PM AM & PM

Child's Name _____ Age _____

Parent's Name _____ Occupation _____

Currently Employed _____ Full-time _____ Part-time _____

Parent's Name _____ Occupation _____

Currently Employed _____ Full-time _____ Part-time _____

Number of children in family _____ Ages _____

Total Monthly Net Income (monthly take-home pay) ___ \$ _____
(Salary, Rental Income, Alimony, Child Support, etc.)

Total Fixed Monthly Expenses ___ \$ _____
(Rent/Mortgage, Food, Insurance, Vehicle & Gas, Credit Cards, Loans, Medical/Dental, Preschool Tuition, etc.)

Please describe the circumstances that make tuition assistance necessary on the back of this page.

Signature of Parent _____ Date _____