

CARLMONT PARENTS NURSERY SCHOOL

Parent Handbook

Policies & Procedures

Fall 2024 Edition



CARLMONT PARENTS NURSERY SCHOOL

“Where Friends Meet”

Carlmont Parents Nursery School

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CONTENTS

INTRODUCTION

Mission Statement	4
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SCHOOL ORGANIZATION

Board of Directors	5
Board Committees	5
Director	6
Staff	6
Members	6
Bylaws	6
Affiliations	6

PROGRAM DESCRIPTION

Parent Education	7
Core Classes	7
Classroom Participation	7
Pre-Kindergarten	8
Field Trips	9
Summer Camp	9
Additional Offerings	9

PARENT RESPONSIBILITIES

Classroom Responsibilities	9
Parent Support Workshops	10
Job Team	11
Fundraising	11
Member in Good Standing	12
Class Change	12
Withdrawal from CPNS by Member	12
Termination by CPNS	13

CLASSROOM POLICIES

Clothing and Personal Items	13
Pick Up Authorization	14
Guidelines for Safe Play	14
Policy on Impulsive, Emotional, or Unsafe Behavior	15
Class Cancellations	16

HEALTH AND SAFETY POLICIES

Health Forms	16
Safety	17
Property Use Information	17
Illness	17
Medication Policy	17
Food Allergy and Dietary Restriction Policy	18
Snack Guidelines	18
Hygiene Policy	19
Student Accident Insurance	20
Disaster Plan	20

FINANCES

Fiscal Calendar	21
Budget	21
Tuition	21
Discounts	22
Financial Assistance Program	22
Expense Reimbursement	23
Donations	23

REGISTRATION

Registration Policy	24
Class Placement Priority	24

COMMUNICATION POLICIES

Methods of Communication	25
Whom to Contact	27
Respectful Communication Guidelines	28
School Communication with Email Lists	29
CPNS Social Media Sites	30

LEAVES OF ABSENCE

30

OTHER POLICIES

Visitors	32
Grievance Procedure	33
Home Business Solicitations	33

APPENDIX

1: Schedule of Tuition, Class Fees and Deposits	34
2: Class Time Guidance Techniques	35
3: School Song	36

INTRODUCTION

Welcome to Carlmont Parents Nursery School (CPNS). We are a parent education, cooperative, nonsectarian, nonprofit preschool. Founded in 1961, CPNS serves 35 to 70 families each year.

We hope you will benefit from all aspects of the program and will view this as the beginning of your life-long commitment to be actively involved in your child's formal education. If at any time you have questions or concerns about the program, please don't hesitate to ask a teacher or board member. This is your school too, and we welcome your comments and feedback.

MISSION STATEMENT

The mission of CPNS is to offer a varied and exciting environment where:

- Children learn through play while moving freely about the school choosing their activities.
- Each child is valued and respected for his or her own developmental needs.
- Adults develop positive and healthy parenting skills through participation, support and ongoing education.

VISION

For children, CPNS is a *doing* place with a variety of age-appropriate activities going on simultaneously. Children can move freely throughout the school, choosing their own activities and setting their own pace. Our priority is to help each child develop life skills, a positive self-image, social skills, and physical coordination, because we believe these are fundamental to personal success and academic achievement.

For parents, CPNS is a *sharing* place that provides opportunities for mutual support and the exchange of information. Our goal is to help parents improve their communication skills and to broaden their knowledge in order to meet the emotional, physical, social and intellectual needs of family members. Since parents must grow as their children grow, CPNS provides a unique opportunity for both parents and children to grow in the same direction at the same time.

SCHOOL ORGANIZATION

CPNS is a parent education preschool run in part by parents. The actual school administration (accounting, staffing, maintenance, etc.) is managed by a parent Board of Directors in conjunction with the school director, and is carried out by all of the parents at the school. Many opportunities exist for professional growth as each family is assigned to a team to help run the school, and their participation is essential to a successful school year.

BOARD OF DIRECTORS

The Board of Directors is comprised of CPNS parents elected by the general membership. They meet monthly and serve for one school year. Interested parents are welcome to attend any or all board meetings and board meeting minutes are available upon request and posted on the school's shared Google Drive. (See *Google Drive*), together with financial statements. The Board positions are: President, Vice President Membership, Vice President Operations, Secretary, Treasurer, Community Chair, Media Coordinator, Fundraising Chair, and Alumni Chair.

The Board communicates with the school community at All School Meetings and Parent Support Workshops, via the "Weekly Resource Letter" and posts to the business email list (cpnscommunity@googlegroups.com), to which all members are subscribed every school year.

SELECTION

Nominations for board members are solicited from the membership in the late-winter months. The Nominating Committee interviews nominees, prepares the ballot for the election, and is made up of:

- One representative from each core class. Representatives must be returning the following year and may not be a current or prospective board member.
- A current or prior non-returning board member.
- The Board Secretary chairs the committee, even if they are a candidate for a board position.

BOARD COMMITTEES

Board committees will be formed in the beginning of each school year or as needed. Most committees include one or more non-Board parents who volunteer when committee openings are announced at a Parent Support Workshop. Standing committees include: Hiring/Human Resources, Long-Range Planning, Finance/Scholarship, Nominating, and Grievance.

Other committees may be formed on an ad hoc (as needed) basis to address specific issues (e.g. 2004 Animal Advisory Committee). School members are utilized on ad hoc and standing committees if the Board deems it appropriate. The President appoints the committee chairs and is an ex-officio member of all committees (*Bylaws*, Article V, Section 7.A.).

DIRECTOR

The Board of Directors appoints the Director, who must also be a teacher. The Director is responsible for developing an educational program in cooperation with the teachers; overseeing all personnel matters and the day-to-day activities of the children and adults in the classes; serving as a liaison to the Board, staff, general membership, Sequoia Adult School and the community; and holding weekly office hours and making her/himself available for telephone consultations and personal appointments.

STAFF

The staff includes the teachers for the three core classes and Pre-K and teacher's assistant(s). Each teacher holds a California Teaching Credential, or the equivalent, issued by the State Department of Education and is certified in CPR as well as California's Mandated Reporter Training.

MEMBERS

Primary Caregivers of enrolled children are considered the "members" of CPNS. Members participate in:

- Their child's class one day per week on their "workday"
- A job team to help run the school
- Parent Support Workshops (approximately once a month)
- Fundraising
- Participate in one cleaning and maintenance day throughout the year (see Appendix A for details)

BYLAWS

The school is governed by a set of bylaws, which may be amended by a two-thirds vote of the membership. They are posted in the resource room and on the shared Google Drive.

AFFILIATIONS

As a partner of the Sequoia Adult School, the CPNS parent education program is accredited by the Western Association of Schools and Colleges (WASC). CPNS is also a member of the San Mateo Council of Parent Participation Nursery Schools (SMCPPNS or the San Mateo Council), a nonprofit organization of cooperative preschools in San Mateo County. Parents organize the San Mateo Council, and each school sends a representative to monthly meetings. The San Mateo Council, in turn, is a member of the California Council of Parent Participation Nursery Schools (CCPPNS). This statewide organization of regional councils represents approximately 150 schools and promotes the welfare of children on the legislative level. CPNS is also a member of the Child Care Coordinating Council.

PROGRAM DESCRIPTION

PARENT EDUCATION

The school provides high-quality, tailored Parent Education to its membership. This program is at the heart of CPNS and offers parents the chance to grow, stretch their minds and habits, and learn how to become the parents they always hoped to be. Through the shared experience of Parent Education, the school becomes a community of families who parent with intention together.

The Parent Support Workshop (PSW) covers child development, parenting tools, conflict resolution skills and other relevant topics in a variety of formats. The Director and core teachers develop and prepare the curriculum and materials based on the Sequoia Adult School Guidelines for Parent Education, which is based upon the California State Standards for Parent Education. Through Parent Support Workshops, parents are given the opportunity to discuss challenging moments of preschool and home life, providing avenues for communication among members, the Board, teachers and the Director.

The CPNS Parent Education program is a fundamental part of the school. The children's day classes are considered laboratory sessions in which parents apply the skills and information learned in the night classes through interaction with the children under the guidance of the teacher. Parent Support Workshops are generally held once per month. Members are required to attend all Workshops or complete a specific makeup option. In-person Parent Support Workshop attendance by all core classes and Pre-K are optimal as it fosters community within one's class and school-wide; providing support and building trust for meaningful discussion and learning. Attendance at Parent Support Workshops also ensures a high quality children's program by providing parents with tools and guidance so parents can in turn provide consistent supervision and guidance to children during class. The school understands that child-care constraints and work demands may make attendance difficult at times, and the teacher will offer specific and relevant make-up criteria in the event that parents are unable to attend a Workshop. If a parent can neither attend a Workshop nor complete the make-up option within one week, they will be invoiced a make-up fee of \$75, which will increase by \$25 for each additional absence

CORE CLASSES

CPNS offers three mixed-age classes for children ranging from two to five years old. Class sizes are usually limited to no more than 20 children in the three core classes. While meeting times may change from year to year, the current schedule is as follows:

- Two-morning (2-day) class meets Tuesday and Thursday from 9:15 a.m. to 11:45 a.m.
- Three-morning (3-day) class meets Monday, Wednesday, Friday from 8:45 to 11:45 a.m.
- Four-afternoon (4-day) class meets Monday through Thursday, from 12:30 to 3:30 p.m.

CPNS also offers a five-morning (5-day) class, which is a combination of the 2-day and 3-day class. It meets Monday, Wednesday, Friday from 8:45 to 11:45 a.m. (the 3-day class) and Tuesday and Thursday from 9:15 to 11:45 a.m. (the 2-day class).

At CPNS, we provide a program that allows children to learn in the way that is most effective and natural for them—by doing! Our environment consists of different activity-oriented rooms and a large

playground that can be explored freely, enabling children to learn about themselves and the world around them, at their own pace, based on their own interests.

Our teachers prepare programs that offer a variety of activities including art, cooking experiences, science, music, creative movement, language and literacy. In addition, paint, play dough, playhouses, dress-up clothes, tricycles, blocks, books and other games and activities that develop perceptual and motor skills are always available. Our playground is also large and well-equipped, so that children have a good opportunity for gross motor development and active outdoor play.

Regularly scheduled parent-teacher conferences are held at the beginning of the school year and again mid-year. Additional meetings may be arranged if needed.

CLASSROOM PARTICIPATION

A participating parent is required to work one scheduled day each week in his or her child's core class, with the expectation that the child will consistently attend the other day(s) that the class meets. The teacher assigns parents to specific activity stations that rotate on a weekly basis, and instructions for each station are provided. With several parents participating each day with the teacher, each child receives ample individual attention.

CO-OP BUYOUT COMMITMENT

[New in 2024-2025] Parents are able to apply for a partial co-op buyout for the school year. There are 25% and 50% buyout options available at a \$75 increased monthly tuition for 25%, \$150 increased monthly tuition for 50%. There are two spots available per class and teachers aides will be added to each class to maintain ratios. Board approval required, based on need.

PRE-KINDERGARTEN

CPNS offers Pre-Kindergarten (Pre-K), an enrichment program designed for children who are enrolled in the 4-day class and is also available as a stand-alone option, for those eligible to attend kindergarten the following fall, and ready for more structure. Pre-K is also a parent participation program in which parents work two or three classes per month (depending on the number of children enrolled).

Children attend Pre-K four days per week (Monday through Thursday) from 10:30 a.m. to 12:30 p.m. The Pre-K schedule, including the months it is offered, is subject to change from year to year.

Contemporary research confirms that young children learn more effectively when actively engaged in interaction rather than merely being receptive or participating passively. Our job as teachers and parents is to help children understand the world around them and their own experiences in it. To that, Pre-K class sessions open with whole-group activity time; followed by language, movement, cooking, and science small group activities; then ends with whole-group circle time and lunch. Children will be exposed to structured and focused activities designed to help develop their social, emotional and pre-academic skills necessary for kindergarten.

FIELD TRIPS

Traditionally, the Pre-K class has four field trips during the year that the teacher attempts to schedule across the four class days, allowing for each working parent to learn from the experience.

Field trips are intended for children enrolled in the CPNS program. If it is not a parent's assigned classroom day, that parent may bring a younger or older sibling with the express permission of the teacher. Some field trips have age requirements and/or limitations on the number of children that can be accommodated at a site..

For field trips that require a fee, the class liaison will collect the money. Any payments should be received in advance.

SUMMER CAMP

CPNS offers summer camp sessions, which have traditionally run for six weeks in June and July. Classes are held on Monday, Tuesday, Wednesday, Thursday from 9:00 a.m. to 12:00 noon. A ratio of seven children per adult is maintained as parent volunteers work at designated stations. Summer program details and enrollment information are available in the spring and will follow class placement priority procedures. See *Class Placement Priority*.

Summer camp is primarily intended for children currently enrolled at CPNS, or for those who attended CPNS the previous year. These children will be given registration priority. If space is available, siblings that are three years old as of June 1 and up to seven years old may enroll. Summer camp attendance for children who have not previously attended CPNS is subject to the Director's discretion. The Director may require a parent to attend with his or her child when that child has not previously attended CPNS.

There is an optional lunch bunch until 12:30 for \$100 per summer camp session (note that the school does not provide lunch) . Coverage permitting, there is a buyout rate of \$50 per summer camp session.

Summer camp tuition is due upfront and is not refundable.

ADDITIONAL OFFERINGS

CPNS may offer additional playgroups, fun days or special events throughout the year. Please pay attention to The Weekly Resource Letter (email) and notices posted in the parent break room for details.

PARENT RESPONSIBILITIES

CPNS is a parent cooperative preschool and every family contributes to the operation of our school. Each family is required to:

- There are two co-op buyout options available at 25% and 50% with a \$75 increased monthly tuition for 25% and \$150 increased monthly tuition for 50%. There are two spots available per class, coverage permitting. Buyout requests are based on need and require Board approval. See *Appendix 1: Schedule of Tuition, Fees and Deposits*.
- Work in your child's class one day per week. Only parents, guardians or family members are

permissible participants. A non-family person (nanny, etc) may substitute a maximum of 50% of the days pending teacher approval and training at either new family orientation or with membership. Non-family caregivers are not covered by our insurance policy and any liability will be assumed by the family. See *Classroom Responsibilities*.

- Attend Parent Support Workshops once per month. See *Parent Education*.
- Actively participate on a job team, which helps operate the school (approximately four hours per month). Note: In years where there is an unusually big school improvement project or low enrollment, the membership may be required to work extra time in order to get that specific project completed. See *Job Team*.
- Participate in fundraising efforts and opportunities. See *Fundraising*.
- Pay all fees and tuition.

CLASSROOM RESPONSIBILITIES

Parents are required to participate in the classroom and help supervise the children. On their scheduled classroom workday, parents are expected to arrive on time, sign in, go immediately to their assigned stations for the duration of the class and stay until the equipment is stored and the rooms are neat. If a family member arrives late on their scheduled classroom workday more than two times per trimester, he or she will be required to participate on an extra day or a special project.

- Families with one child enrolled in any of the core classes are required to work one scheduled classroom day per week.
- Families with children enrolled in different core classes will be required to work a work day in each classroom each week, but will be eligible for a sibling discount.
- Families who have two children enrolled at CPNS may be allowed the option to work six classes per month (the equivalent of one-and-a-half times per week for the two children) at the discretion of the teacher, based on the needs of the class. This option is limited to two families per class.

In the event that a parent cannot participate on his or her scheduled classroom day for either a core class or the Pre-K class, s/he must make arrangements for a substitute. This is critical to ensuring a well-run school. A substitute can be arranged either by trading workdays with another parent or by arranging to pay a sub fee of \$50 to another parent (or designated paid sub) who is willing to work that day. Members who have the flexibility to work an extra day or switch days are encouraged to sign up for the “Paid Sub List,” which is available in the parent break room and online. If a substitute cannot be arranged, then the absent parent may choose to make up the absence on another school day, with teacher approval, or will be required to pay this fee into the school’s Paid Sub Fund via the treasurer. See *Appendix 1: Schedule of Tuition, Fees and Deposits*.

PARENT SUPPORT WORKSHOPS

Most Parent Support Workshops are held on Monday evenings from 7:00 to 9:00 p.m., approximately once a month during the school year. Either or both parents may attend. Each parent must sign an attendance sheet for every Parent Support Workshop and event they attend. In order to remain a member in good standing and be permitted to register for the following school year, families must attend all Parent

Support Workshops. If absences are unavoidable, then the member should contact the teacher to develop a plan to make up a missed class. If a family misses more than twenty minutes of a Parent Support Workshop twice per trimester—by either arriving late or leaving early—then they will be required to complete a make-up. See *Program Description: Parent Support Workshops*.

JOB TEAM

Each family is assigned to one ongoing job team for the year, regardless of the number of children enrolled. Active participation in the job team is necessary for the smooth functioning of our school and should take an average of forty hours per member per year. A complete list of job teams, with descriptions, is available in the resource room and on the shared Google Drive. All families will be asked to fill out a job preference form when they complete their enrollment packet. Families will be assigned to job teams with consideration towards their skills and preferences. The President and Director will make the final decision to best suit the needs of CPNS and each family. Job team participation must be performed in a satisfactory manner in order to keep membership status in good standing. Enrollment in the Pre-K Class does not require an additional job team assignment.

ALL SCHOOL CLEANING AND MAINTENANCE DAYS

In order to contribute to the upkeep of the school, each family is required to attend one All School Cleaning & Maintenance event, throughout the year. This is typically 9:00-11:00 am on a Saturday morning. A sign up will be emailed during the summer to equally distribute participation. A family may choose to be invoiced \$100 to opt out of this responsibility.

FUNDRAISING

Fundraising is of vital importance to CPNS. It helps us to provide an exceptional level of education, while continuing to keep tuition costs low and make school improvements. In order to reach our fundraising goals and balance our annual school budget, each family is expected to participate in our fundraising efforts, with a required combined contribution equivalent to at least \$250/family.

Participation can be done in a number of ways:

1. Direct monetary donation, company match, or in-kind donations of items the school needs.
2. Donate items or services for auction events. Auction items are often classes or events proposed by member families. Popular ones have included a knitting night, margarita party, cooking classes, adult-only nature hike, photography lessons, timeshare week, etc.
3. Help teams or staff with projects, administrative or logistics, organization, research and requests, documentation, follow-up, etc
4. Recruit additional families to membership in CPNS. Each new family who enrolls will be equivalent to \$100 in fundraising.

Additional fundraising opportunities may be announced throughout the year as necessary.

If you have questions, please contact the fundraising chair at fundraising@carlmountparents.org. Thanks in advance for your support and participation!

MEMBER IN GOOD STANDING

The Board will review family membership status each trimester (fall, winter and spring). A family must be in good standing to continue as a member of the school. Families in good standing must have completed or show intent to complete the following CPNS requirements:

1. Classroom participation. See *Parent Responsibilities*.
2. Parent Education. See *Parent Responsibilities*.
3. Job team participation. See *Parent Responsibilities*.
4. All school cleaning and maintenance days. See *Parent Responsibilities*.
5. Fundraising responsibilities. See *Parent Responsibilities*.
6. Tuition: Families must be current in tuition payments. See *Registration and Appendix 1: Schedule of Tuition, Fees and Deposits*.
7. Policies and procedures: Adherence to school policies and procedures is required.
8. Conduct: Families of CPNS shall not use any form of communication in a derogatory or personally damaging way, nor conduct or condone any activities which are offensive or in poor taste or otherwise considered detrimental to the best interests of the school. This includes in-person and online communications.

Members not in good standing may be asked to leave the school. See *Termination by CPNS*. Members not in good standing that are permitted to stay at school may attend core classes and Pre-K, but not extracurricular programs (this includes community events, summer camp and graduation). Members not in good standing will be formally notified by the President or Director, who have ultimate discretion.

CLASS CHANGE

A member may request, or the teacher may recommend, that a child's class be switched if space is available. Contact the VP, Membership if considering a class change. See *Appendix 1: Schedule of Tuition, Fees, and Deposits* on p. 38 for details about the tuition deposit policy in the case of a class change.

WITHDRAWAL FROM CPNS BY MEMBER

Members who decide to leave CPNS during the regular session must notify the VP, Membership one calendar month prior to their proposed exit day by filing a "Farewell to CPNS" exit form, which can be done by [completing this form](#). The timing of one calendar month begins on the day that the completed form is submitted to VP, Membership.

Withdrawing members are responsible for all of their financial and participatory obligations to the school during this time. This includes tuition, job team, and participation in children and parent classes from the time the school receives notice.

The timeframe of one calendar month ensures that CPNS does not incur any parent workday shortages, and protects our school against missed parent education attendance and other lost revenues. Members who fail to give the required notice will be subject to all financial obligations for one calendar month after they

leave, including costs incurred for paid sub fees at our standard rate.

Deposits - which are applied to May/June tuition for core classes and Pre-K - are **non-refundable** regardless of when withdrawal notice is given, when a member leaves, or if the member's vacated spot is filled. This is for budgetary planning purposes and to provide an incentive to families to commit to our entire school year. Any tuition refunds for partial months will also be prorated (e.g. if a member's proposed exit day is the twelfth of the month). In cases of financial hardship or extenuating circumstances a family may petition the Board in writing for refunds.

A copy of the "Farewell to CPNS" form with the membership status noted will be returned to the departing member and serve as official notice of membership standing. *See Member in Good Standing.* Members who leave the school not in good standing and who are interested in returning will be subject to a majority vote of approval by the Board.

TERMINATION BY CPNS

In consultation with SMCPPNS and CCPNS, CPNS may pursue dismissal procedures for a member who fails to comply with the rules and regulations of CPNS (such as failure to pay tuition, nonperformance of required duties, inappropriate conduct, or failure to attend Parent Support Workshops). This will be effected via a majority vote of the Board of Directors. In this instance, the member will have already been formally notified by the President or Director that they are not in good standing and been given the opportunity to correct this, before dismissal proceedings are initiated.

In addition, a family may be requested to withdraw their child from the school program by the teacher, with prior approval of the Director, as deemed necessary to ensure the safety and welfare of children and adults on site; or if CPNS is unable to meet the child's needs, as decided by the teacher and/or Director. CPNS reserves the right to pursue dismissal proceedings in consultation with SMCPPNS in this instance.

The financial and participatory obligations of the member if asked to leave by CPNS will be addressed on a case-by-case basis depending on the circumstances.

CLASSROOM POLICIES

CLOTHING AND PERSONAL ITEMS

Children should wear play clothes and suitable shoes for comfort and safety on play equipment. A change of clothes, socks, underwear, etc. should be maintained in each child's cubby for use as needed. All clothing should be labeled with the child's name. Sometimes helping children can be messy so participating parents should also wear clothes that are comfortable and easily washable. CPNS is not responsible for lost or damaged clothing or personal items. Any unclaimed lost and found items will be periodically donated.

PICK UP AUTHORIZATION

Children will be released to a non-parent only by parent authorization. If a person picking up your child is not named as an authorized person on the “Emergency and Field Trip Information Form,” a signed release must be given to the teacher.

GUIDELINES FOR SAFE PLAY

The teachers developed these guidelines for use by parents on their workdays. Parents are encouraged to ask the teacher for additional guidance if they have questions while supervising children at CPNS.

Clothing: Children’s bottoms must remain covered while at school. When a child takes off a piece of clothing, they are to put that item in their own cubby. Children are encouraged to remove their socks and shoes before playing in mud or water. When they do so, it is suggested to put their socks in their shoes and then place them in their cubby or on the bench outside. Children need to be dressed in going-home clothes at closing circle time.

Water play: A child may put water on his or her own body. Before getting someone else wet, permission must first be asked and received. Encourage the use of the drinking fountain for creating wet sand and other water play needs. Children may drink water from the snack room or drinking fountains, not from the pool or water table. The pools are too shallow for diving, but jumping feet first is allowed. Hose water may be turned on but the pressure must remain low, and adults must carefully facilitate the sharing and usage of the hose. Turn the hose off when it’s not being used purposefully.

Sand: Sand, shovels, and other tools must be monitored closely. It is the responsibility of the adult assigned this area to keep children safe. If a child is throwing sand or hitting with toys, get close to the child so you can keep other children safe. Get down on their level, make eye contact, connect and say, “I cannot let you throw sand, it might get in someone’s eyes and that could hurt.” You may need to gently hold their hands while you say this. Often, children throw sand because they are excited or upset. Connect with them about those feelings. “I can tell you’re super excited about this volcano game! I like volcanoes too. I’ll stay close to be sure everyone is safe.”

Climbing/Sliding: The slides and climbers must be monitored closely. The adults in this area will spot children, without touching them, so they can practice climbing independently. If a child asks for help or gets into an unsafe spot, offer the smallest amount of help or bring them down for a break. Do not move their body or tell them how to do it, trust they will figure it out eventually. We take turns on the climbers and slides. If someone is climbing and another gets too close, say nonjudgmentally, “It’s their turn, you can go next.” If a child is coming down the slide and another wants to climb, say “We take turns, please wait to climb until they are done.” If a child is climbing the slide and another wants to slide, tell the child at the top to “Please wait.” Children decide how long a turn they need. Please refrain from timing them or forcing them to give a turn to others waiting. Sometimes children need long periods of focused practice at one thing. We provide that to them. Also, it’s good practice for children to learn to wait for their friends and support others having a turn.

Adults can build empathy by observing and neutrally commenting, a.k.a “sportscasting” the play. For example, “It looks like your friend is waiting for a turn. I can see you’re still climbing”.

Trees: Branches used for climbing must be at least as thick as the child’s arm, and have green leaves/needles on them. The tree must be over dirt, grass or soft surfacing. No pushing is allowed in the

trees and it is fine to say, “I’m not comfortable with you climbing that way. Please come down.”

Bikes: Children or adults (as age requires) will decide on traffic rules and all will follow them. If children intentionally choose to crash riding toys, please gently remind them to keep our friends’ bodies and our toys safe.

Bike and skate helmets: If you require your child to wear a helmet, please provide your child’s own labeled helmet, and we will help your child remember to wear it when they choose the related activities.

Food: All eating must be done sitting down. Children may not leave the food area until their mouths are empty. If a child needs help opening a food product they are encouraged to ask friends for support before asking an adult. When finished eating, children should throw away or compost their own trash and put their own dishes on the counter to be labeled and saved for return visits.

Toys: Home toys stay at home or in a child’s cubby. School toys, except for costumes, strollers and dolls, are to remain in their assigned room unless an adult’s permission to relocate them is received.

Clean up: Children are to be encouraged to assist with cleaning up and coached on those skills, but should not be forced to clean up.

Unsafe behavior: Prevention is step one. Adults must tune into the actions, moods and energy of the children around them. They must remain alert at all times and remain near potentially volatile situations so that they can facilitate successful interactions and prevent injuries.

We all must work to provide a consistent environment in which students are safe because the supervising adults are very aware. The teachers will take the lead role in setting these expectations by modeling proximity, blocking, and diffusion. All interventions emphasize the emotional and physical well-being of the child in question, as well as all other children in the program. Interventions are designed to help children improve their skills in self-control, assertion, and problem solving.

POLICY ON IMPULSIVE, EMOTIONAL, OR UNSAFE BEHAVIOR

DEFINITION OF IMPULSIVE, EMOTIONAL, AND UNSAFE BEHAVIOR

Hitting, kicking, screaming, pushing, and biting is behavior that young toddlers and preschoolers may experience. It is normal and expected of this age. This is because their brains are still developing impulse control and emotional regulation. They have the ability to know and understand that it hurts people, but knowledge is a different skill than impulse control. Because they do not always have impulse control, it is the responsibility of the adults to supervise and intervene when unsafe behavior happens. The adult closest to the unsafe behavior is in charge of keeping the children safe. This means you will quickly intervene to block these behaviors, remove unsafe objects, and de-escalate things.

CONSEQUENCES OF IMPULSIVE, EMOTIONAL, OR UNSAFE BEHAVIOR

The biggest safeguard we have is prevention. We can prevent injury by putting our bodies between fighting children, blocking kicks, and removing toys about to be thrown.

The best prevention is a connected, attuned adult who is close by and listening carefully. As soon as you sense a child/children becoming stressed, tense, or anxious, you are there right away to de-escalate, calm, then problem solve. This is how we keep our children safe and feeling valued.

We believe in giving individual support when needed. If there is a child who needs more support with safe

behavior we provide that support with closer supervision, calm, loving attention, and plenty of breaks so the child can regulate free of distraction. Sometimes children go through periods of needing a “shadow”. This means an adult will be assigned to assist the child who needs help. The “shadow” will stay close during class to block and prevent unsafe behavior. If your child needs more support, your teacher will let you know and you can meet to talk about some of these solutions.

CLASS CANCELLATIONS

Tuition at CPNS is based on a full school year and is divided into 10 equal installments (August through May/June). Tuition and fees are not prorated for family vacations, illness, holidays, or other school closures. From time to time, forces beyond our control may necessitate canceling school. Such closures may occur due to events including, but not limited to, ill teachers when no substitute can be obtained, poor air quality, police action, earthquake, fire, flood, epidemic, natural disaster, or any other event beyond CPNS’ control. While we divide our annual tuition into monthly installments, it reflects the cost of running our school for the year. We are a cooperative business and community, and we all share the expense and responsibility. In the event of a canceled school session, no refunds will be given and the expectation is to continue paying full tuition. More than five canceled days in one class over the course of the school year may result in prorated tuition.

HEALTH AND SAFETY POLICIES

HEALTH FORMS

California law requires that each participating parent/caregiver have a current tuberculosis (TB) test or TB Risk Assessment, proof of measles vaccination, and proof of pertussis vaccination, before their child may attend classes. Each teacher and paid sub must also have a TB test or TB Risk Assessment, measles, pertussis, and flu results on file before they can commence work. There are two types of tests for TB infection: the TB skin test and the TB blood test, and either test will fulfill the TB requirement. TB Risk Assessment Questionnaire, signed by a healthcare provider, may also be used to fulfill the TB requirement. A TB test is valid for four years. However, in order for CPNS to remain compliant throughout the year, TB tests must have been completed no longer than three years prior to each September enrollment. **To comply with California law, no parent or child will be admitted without proper health forms on file.**

SAFETY

The safety and physical welfare of the children come first. On your co-op day, please make sure that you are responsible for your assigned area. **Please be alert to where children are and what they are doing at all times.** If you need to leave your area, ask another working parent to supervise until you return.

Children are taught/encouraged to work out their own disputes and to use words to express themselves, but parents are to intervene as needed for safety. Prevent actions that may endanger others such as sand throwing, throwing of hard objects, biting, kicking, hitting or pushing.

If an accident occurs, the teacher must be informed immediately and a written report must be submitted that day. Any defective equipment should be immediately removed if possible and reported to the teacher

and/or director. All spilled oil, grease, water or other liquids must be cleaned up immediately.

PROPERTY USE INFORMATION

CPNS rents our school site from The Congregational Church of Belmont. We do not have access to all areas of the property; and while some areas of our school are used solely by CPNS, others have joint usage. The following areas are primarily used only by CPNS during the week: music room, snack room, parent break room, art room, block room, Pre-K science and language rooms, kids bathroom, as well as the maintenance closet and hallway storage room. We share with other tenants the use of the play yard and hallways. With permission, we may be given occasional use of the downstairs fireplace room and kitchen, and the upstairs dining room. CPNS has sole use of the yard during daytime class hours. The parking lot is not considered CPNS school property or grounds.

ILLNESS

A sick child or parent belongs at home. Here are the guidelines to follow regarding illness:

- A child (or parent) must be fever-free and without medication for at least 24 hours prior to class.
- A cold should be at least three days along with no new symptoms before attending class. Pediatricians say that at this point the cold is usually no longer contagious.
- State law requires reporting the outbreak of any communicable disease such as measles, chicken pox, scarlet fever, streptococcal sore throat, mumps, impetigo or whooping cough, monkeypox, covid to the San Mateo County Health Department. A cold sore (Herpes Simplex Virus) is considered a communicable disease, however it does not require a report to the San Mateo County Health Department. A cold sore must be completely healed before attending class. Please advise the teacher if you (the parent participating in class), or your child develops a communicable disease. If notification to the membership of a contagious illness is necessary, the health and safety coordinator or Director will do so within 24 hours.
- If a child seems overly fatigued or ill during the day, the parent will be called to pick up the child. Please be sure to have the most current emergency contact telephone numbers listed in your family's file at school.
- The parent is responsible for finding a substitute when his or her child is sick (or when the parent is sick). See *Classroom Responsibilities*.

MEDICATION POLICY

If a child requires an Epi-Pen to be administered during school hours, it will be given to the child by the child's parent. If the child's parent is unavailable, a teacher will administer the Epi-Pen. All Epi-Pens are to be kept in the medication box labeled "CPNS EPI-PEN BOX." The box is kept on a high shelf in the resource room.

FOOD ALLERGY AND DIETARY RESTRICTION POLICY

CPNS is a peanut-free and nut-free school. Food allergies/sensitivities and dietary restrictions vary in their severity and should be handled accordingly. It is each parent's responsibility to communicate their child's dietary needs to the school.

- All food allergies, food intolerances, or dietary restrictions will be posted in the snack room and communicated to the class by the teacher.
- Parents responsible for snack should not bring foods to school for which any child in their class has a severe allergy.
- Parents working in the snack room will ensure that children do not ingest food they are prohibited from eating.
- If a child has an allergy that is life-threatening when s/he **comes into contact with** (or comes into contact with someone who has come into contact with) the allergen, those reaction-causing foods will not be allowed on campus at any time.
- If a child has an allergy that is life-threatening if s/he **ingests** the reaction-causing food, that food will not be allowed on campus during that child's class.
- Foods that create reactions not requiring medical assistance will be permitted at school. It is the snack parent's responsibility to ensure that children do not ingest food they are forbidden to have. It is important that children with dietary restrictions learn what foods to avoid, and have opportunities to practice making choices which are good for their bodies.

SNACK GUIDELINES

Children need nutritious food for optimal performance at school, and we believe a healthy snack helps to create a harmonious school. Through family style snack, we are role modeling our beliefs about health and nutrition, and laying the foundation for lifelong habits about food and well-being.

At CPNS, parents take turns bringing a **participatory** food experience for the children. This program has many benefits:

- Exposure to the concepts of good nutrition.
- Introduction to unfamiliar foods.
- Development of small motor skills.
- Development of a sense of competence.
- Exposure to cultures other than their own.
- Scientific exploration.
- Experience of delayed gratification.
- Social interaction.
- Vocabulary expansion.
- The opportunity for kids to bring something from their home lives into their school lives.
- Experience with a variety of cooking tools and with the process of cooking.

Please reference the list of allergies for your class posted in the snack room and provide a healthy snack

(low in sodium, sugar, hydrogenated oils and processing) that includes at least two of the four food groups (grain, fruit, vegetable, protein). Plan ahead, be creative and have fun!

Children must wash their hands before preparing snack and actively participate in making their own snack (activities that allow children to engage with the ingredients include spreading, toasting, slicing, measuring, chopping, stirring, grating, using a blender, rolling, cutting, pouring and kneading); remain seated while eating; and upon completion, clean and clear their own space. Guide children in appropriate portion size (i.e. “Would you like one or two scoops?”).

Equipment available in the snack room includes: hand mixer, apple peeler, metal juicer, air popper, electric griddle, microwave, convection oven (bake or broil), crock pot, rice cooker, measuring cups and spoons.

Sample Menus:

- Pasta, three toppings (pesto, tomato sauce, Parmesan, butter), carrot sticks, celery.
- Fruit to be cut up for individual fruit salads, nut free granola, yogurt.
- Low sugar cereal for scooping, milk, bananas for slicing, blueberries, raspberries.
- Mini pizzas (pizza sauce, olives, cheese), English muffins or bagels.
- Sandwiches (hearty bread, cold cuts, spreads, lettuce, tomatoes) cheese for slicing, sliced grapes.
- Burrito (beans, salsa, lettuce, onions, olives, tomatoes, etc.), cheese for shredding.
- Ants on a log (celery, cream cheese, raisins), granola

DO	DON'T
yogurt	go-gurt
block cheese for shredding or cutting	cheese sticks
make batter for pancakes/waffles	frozen pancakes/waffles
fruit or vegetable muffins	cookies/donuts
fresh fruits/vegetables	chocolate anything
healthy dips	lunch meat with nitrates
wheat bread	crackers high in sodium

Any food left behind may be disposed of by Friday afternoon, unless other arrangements are made.

HYGIENE POLICY

CPNS follows the [hygiene policy](#) established by the National Association for the Education of Young Children (NAEYC).

STUDENT ACCIDENT INSURANCE

CPNS carries accident insurance for all registered children, teachers and supervising parents. This insurance pays the covered medical expenses up to the limits of the policy of an insured person for any injury that occurs while the person is participating in any authorized school activity. This is supplemental insurance, which is intended to coordinate with a family's personal medical insurance. Its main purpose is to reimburse families for any expenses over and above their personal policies.

DISASTER PLAN

It is of the utmost importance that parents familiarize themselves with the fire and earthquake procedures listed below to ensure the safety of the children at CPNS. Guidelines are posted in each school area and should be reviewed regularly. Knowing where to go, where to find supplies, and how to account for all children will be critical to successful management of emergency situations.

EMERGENCY SUPPLIES

Emergency supplies are located in the emergency storage shed outside. The first aid kit for minor injuries (and the included first aid book) are located above the hooks to the right of the door upon entering the resource room and in the emergency shed outside. The backpack located near the front door contains the emergency contact binder, class lists and a first aid kit. This backpack must be collected upon exiting the building in an emergency.

FIRE EMERGENCY

- All employees and parents must know the location of fire extinguishers and be familiar with evacuation routes and procedures. (See the separate fire emergency plan posted throughout the school.)
- Supplies or equipment must not block fire extinguishers and emergency exits.
- Smoking is not allowed on the school grounds. Smoking or open flames are prohibited in any area where flammable material is stored or used.

In the event of a fire:

1. Pull manual fire alarm at one of the following locations:
 - a. Hallway: on wall near the teacher's storage room.
 - b. Fireplace Room: on wall near kitchen in a box labeled "Fire Alarm Control Panel."
 - c. Fireplace Room: on wall near exit to outdoors.
2. Evacuate children to the area in front of the rainbow shed via the closest exit. Take roll and proceed through the back gate (near OT room) to the dirt area on the left between the parking lots.
3. Count heads!
4. Teacher should delegate a specified adult to call 911.
5. If the site is unsafe, working parents should take all children to the Greek Orthodox Church of the Holy Cross (900 Alameda de las Pulgas) down the hill towards Ralston, on the right-hand side of the street. Any change in this procedure will be posted at school.

Fire Equipment:

- Manual alarms as listed above.
- Smoke detectors are in all the classrooms and the Fireplace Room, and two in the main hallway.
- Fire extinguishers are mounted on the wall in the snack room, the block room, the staff room, the resource room, the rear hallway (near bathrooms) and the Fireplace Room (near exit).

EARTHQUAKE EMERGENCY

Parents should inform themselves of specific earthquake safety procedures for each room by reading the earthquake guidelines posted in each of these areas.

In the event of an earthquake:

- Direct children to get under tables or the loft and to face away from the windows.
- Count heads!
- Teacher: turn off gas (left of front steps of church).
- Teacher: turn off water (corner of church bathroom).
- Teacher: turn off electricity (“inner sanctum” where extra storage room is located).
- If safe to do so, all children will remain at school until collected by their parents. Any change to this procedure will be posted at school.
- If the site is unsafe, working parents should take all children to the Greek Orthodox Church of the Holy Cross (900 Alameda de las Pulgas) down the hill towards Ralston, on the right-hand side of the street. Any change in this procedure will be posted at school.

Earthquake Equipment:

Emergency supplies (including first aid supplies, food, water, solar blankets, lights and tools) are located in the emergency storage shed outside. .

The first aid kit for minor injuries and first aid book are located above the hooks to the right of the door upon entering the resource room, and in the emergency shed outside.

The backpack located near the front door contains the teal emergency cards, class lists and a first aid kit. This backpack must be collected upon exiting the building in an emergency.

FINANCES

FISCAL CALENDAR

The CPNS fiscal year is from July 1 - June 30.

BUDGET

The Board of Directors will approve an annual operating budget typically in the spring each year.

TUITION

- Tuition is due by the 15th of each month. This covers the period of the 15th of that month to the 14th of the next month.
- Tuition is intended to be paid in 10 equal installments beginning with the **non-refundable** deposit due to confirm class placement. The deposit covers May 15th through June 14th. See *Appendix 1: Schedule of Tuition, Fees and Deposits*.
- Tuition invoices will be received monthly. This invoice will include a link for a portal on how to pay the tuition. (contact the Treasurer if you have any further questions).
- Tuition payments are considered late if received after the twentieth of the month. A daily late fee will be charged beginning on the twenty-first day of the month up to a maximum of \$40. (See *Appendix 1: Schedule of Tuition, Fees and Deposits*).
- If a member is late with tuition payments more than three times during the year, the member's good standing may be in jeopardy.
- Tuition will be evaluated periodically and increased as necessary to cover expenses. Any increase must be voted on and approved by the membership.
- The deposit to hold a space in a core class, which is part of 10 equal installments of tuition, is **non-refundable**. The deposit covers May 15th through June 14th.
- Pre-K tuition is also due on the 15th of each month. See *Appendix 1: Schedule of Tuition, Fees and Deposits*. The deposit to hold a space in Pre-K, which is part of 10 equal installments of tuition, is also **non-refundable**.
- All bank-returned tuition checks will be charged back to the member, and the member will be charged any bank fees the school incurs. Families are welcome to pay for more than one month's tuition at a time. (Please contact the Treasurer with plans to pay for more than one month at a time.)

DISCOUNTS

CPNS offers discounts for siblings and children of teachers.

Families with two or more children enrolled will receive a 10 percent sibling discount for each additional child, applied to the lesser tuition(s).

Children of teachers may receive a 20 percent discount on tuition.

FINANCIAL ASSISTANCE PROGRAM

CPNS offers limited financial assistance to member families in two forms: Scholarship and Barter Work Service.

Scholarship

CPNS will provide up to a maximum of 50 percent tuition support through Scholarship funds. To be considered for funding, families must submit a CPNS Scholarship application to the treasurer

(treasurer@carlmontparents.org). The [application](#) is located in the shared Google Drive and hard copies are available in the parent room. Applications will be considered on the basis of demonstrated financial need, available funding and standing with the school, and will be reviewed by the board of directors.

Scholarships are only available for core class fees (not nursery, Pre-K or summer camp).

Barter Work Service

CPNS will provide a maximum of 50 percent tuition support through Barter Work Service. A family may apply for both a Scholarship and a Barter Work Service agreement, bringing their total support to 75%. A Barter Work Service agreement consists of a set number of hours of assistance per month for the school in exchange for a tuition reduction. Exact terms are determined on a case-by-case basis. Service may include assisting the Director, an additional family job or co-op day, or serving on the Board.

To be considered for funding, families must submit a Barter Work Service application to the Treasurer (treasurer@carlmontparents.org). The [application](#) is located in the shared Google Drive and hard copies are available in the parent room. Applications will be considered by the Board of Directors on the basis of available funding, family standing with the school, and services needed.

Families are required to keep a record of their school service during the financial assistance period, and submit a report on their activities to the Director. These reports are due at the end of each month. The Director will confirm the family is in good standing upon submission of each report. Failure to submit an activities report on time will disqualify families from receiving further financial assistance in that school year.

Barter Work Service is only available for core class fees and Pre-K (not summer camp).

Funding through the CPNS Financial Assistance Program is limited. If more Scholarship or Barter Work Service is requested than is available, applicants may receive less than requested. Financial support amounts are not guaranteed from trimester to trimester; it is dependent on both the availability of funds and the number of families requesting aid. The Board may set a limit on the duration of assistance.

Families must remain in good standing at all times while receiving support through the CPNS Financial Assistance Program. This includes the school requirements of Parent Support Workshops and weekly workday attendance, school job team performance, and fundraising participation.

Total tuition assistance granted for the year will be capped at a maximum based on the budget line item in the school year's budget.

EXPENSE REIMBURSEMENT

Expenditures made for the school by a member will be reimbursed if all of the following are met:

- The member submits an expense reimbursement form within 30 days.
- The member's job or job team has an associated budget/allowed expenditures, AND the expense reimbursement form is signed by the team leader or associated board member.
- The member has obtained pre-approval for any expenditure over \$100.00, or if the member is a board member, then he/she has obtained pre-approval for any expenditure over \$200.00.
- The member has obtained pre-approval for any expenditure not associated with a budget,

regardless of the amount.

- Please note that in lieu of reimbursement, you may submit receipts to the Fundraising Chair to show your contribution and receive a donation receipt.

DONATIONS

Donations are welcome. Non-specified monetary donations will be put aside as a separate line item in income rather than put in the general budget. The donations will be used for key priorities decided by the board. Please check with the fundraising chair prior to making a donation of goods or services to determine whether CPNS can make use of and/or store the donated item or service.

REGISTRATION

Registration for the new school year is held in the winter months. A non-refundable annual application fee is required for each child. See *Appendix 1: Schedule of Tuition, Fees and Deposits*.

REGISTRATION POLICY

- To enroll at CPNS, children must be 2 years or older by the first day of school. With teacher approval, children nearing 2 may enroll but a parent is required to be on site during class.
- Current members and alumni must be in good standing to re-enroll, and must register prior to “New Family Registration Day” or forfeit their registration priority and have the same status as children of new members.

CLASS PLACEMENT PRIORITY

Priority for placement in a particular class is as follows (with item number one carrying the highest priority, and number seven the lowest):

1. Children of teachers. A teacher has a priority to place their child in the class they teach for logistical reasons.
2. Children of board members and team leaders
3. Currently enrolled children who have attended CPNS since the beginning of the school year
4. Currently enrolled children who have attended CPNS for part of the school year, with priority based on the total time the child has attended CPNS in the current year
5. Children of current and alumni families (i.e. siblings of current & former CPNS students)
6. Children of Congregational Church of Belmont members
7. Children of new members

If there are insufficient spaces in a class to accommodate families requesting that class (within each grouping above), the following factors are used to determine placement priority (in no particular order):

- Age balance
- Gender balance
- Family logistical needs, including working parents' ability to participate in class and the needs of families with two children attending CPNS in the same year
- Overall service to the school
- The total number of years the family has participated at CPNS
- The child's individual emotional or developmental needs

The VP of Membership, in collaboration with the President, Director and Board, will make the final decision on class placement.

COMMUNICATION POLICIES

Timely and clear communication is critical to the smooth functioning of a school. Our goal is for each member to have access to school information (including classroom activities, school events and safety information) provided by teachers, the Director, Board, class liaisons and various teams; as well as the ability to share information and ask questions amongst CPNS families.

METHODS OF COMMUNICATION

Parent Handbook: The Parent Handbook, provided at the start of the school year to each family, outlines the school's organizational structure and the general rules that govern it. School members who are knowledgeable about and adhere to the Handbook's guidelines are likely to have a more satisfying experience at CPNS.

Member Directory: A directory listing each family's name, including the parent(s), child and sibling(s); mailing address; phone number(s); and email address(es) is available at the start of the year. It is organized by class, and allows members to contact others for questions, support, playdates, help finding a substitute, etc. You may choose to opt out and the directory is CONFIDENTIAL. It may be used only by members for purposes related to participation in a cooperative school.

Weekly Resource Letter: Our electronic newsletter is sent by email to all members every Sunday. The Weekly Resource Letter provides timely information about classroom activities, Parent Support Workshops, health and safety, upcoming school events, and summaries of recent activities/events. This will be the primary means for the Board and Director to disseminate information about CPNS to the members. The Weekly Resource Letter should be read each week in order for members to be able to participate effectively in CPNS.

Teacher Contacts: Teachers regularly share information with parents during class time, in Parent Support Workshops and through the class email lists. They may also email or text parents directly. To set up an appointment, members can contact teachers during class, before or after Parent Support Workshops or by email. Parent-teacher conferences are held twice per year (August & March, generally speaking), and as requested by either party.

Email Lists: CPNS maintains several email lists used for communicating between members and staff.

Members are automatically subscribed to the business and community lists, class list(s) based on their enrollment, and one job team list. Below are guidelines for use of these lists:

- Community List (cpnscommunity@googlegroups.com): Used by members for sending information they feel is relevant to all members. If you have questions or concerns about the community list, please contact the secretary at secretary@carlmontparents.org.
- Class Lists: Each class has their own email list for communication among class members, as well as the teacher.
 - cpns2day@googlegroups.com
 - cpns3day@googlegroups.com
 - cpns4day@googlegroups.com
 - cpnspre-k@googlegroups.com
- Job Team Lists: Each team has their own email list to be used in the course of carrying out team functions.
 - cpnsboard@googlegroups.com,
 - cpnscommunication@googlegroups.com,
 - cpnsfundraising@googlegroups.com,
 - cpnscleaning@googlegroups.com,
 - cpnsmaintenance@googlegroups.com,
 - cpnsevents@googlegroups.com,
 - cpnsrecruitment@googlegroups.com
- Subs List (cpnssubs@googlegroups.com): Members who need a sub may use this list to access all people who have listed themselves as potentially being able to sub. Additionally, members may join this list for the opportunity to sub for the sub fee.
- Alumni List: CPNS maintains an alumni list to keep alumni families informed of some of our events, the auction, and registration dates after they leave CPNS.

Website: The school's public website (carlmontparents.org) is mainly used as a marketing tool, but it also provides a friendly way to access information about our curriculum and other great opportunities and events at our school.

Google Drive: The [CPNS School Documents Google Drive](#) holds information regarding the current school year's business, community, classes, nursery and job teams. This includes the school calendar, various forms, the current "Paid Sub List", Board Meeting Minutes, CPNS Bylaws and the Parent Handbook. The Drive is set up to hold all documents and files from the current and previous years. Levels of access will be defined based on team assignments. Alumni, along with the rest of the public, will not have access to any portion of the Google Drive. Currently enrolled families will receive an invitation to access the Google Drive from the Communications Team.

Google Photos: In addition to the class areas on Google Drive, each class uses Google Photos to share photos and documents, as desired. Currently enrolled families will receive an invitation to their class Google photo album.

Suggestion Box: Suggestions may be made in our [online form](#). We request that suggestions be thoughtful, succinct and constructive, as they will be posted on the bulletin board along with a response from the

Board or staff.

School Surveys: From time to time the school may conduct surveys to solicit feedback and help with decision-making. We plan on a mid-year survey, and everyone's participation is requested for meaningful results.

Class Liaisons: Each core class has a class liaison who disseminates information to their classmates through email and announcements at Parent Support Workshops. Liaisons are a good resource for information pertaining to their class. They plan family playdates as well as Parent Nights Out.

Parent Support Workshops: (i.e. , parent ed., night class or evening seminars) are scheduled once per month on Monday evenings from 7:00 to 9:00 p.m. at CPNS. Parent Support Workshops provide time for teachers, class liaisons and class members to discuss business or events, along with the educational portion of the evening. Occasionally a board member or team lead may visit your night class to make an announcement or to request feedback from members about a policy or event.

All School Meetings: Some Parent Support Workshops include an “All School Meeting” during which time all members meet for school-wide presentations, discussion and decision-making related to school business. These meetings count toward Parent Support Workshop credit and prepare parents to play an active, supportive and effective role in their children's academic future.

Orientation: We have two orientation meetings at the beginning of the school year. These include “New Family Orientation” on the weekend before school starts and a “Class Orientation” at the first Parent Support Workshop.. At these orientations, teachers and the Board will make presentations; and meetings will be held with either classes or job teams.

Regular Board Meetings: Members are encouraged to attend any or all board meetings (although only board members may vote at a board meeting). Additionally, members may request (via the appropriate board member) that the board discuss a particular issue or topic. This request will be considered if time and the agenda permits. All board meeting dates and times are listed on the school calendar and are held at CPNS unless otherwise notified. Board meeting minutes will be posted on the Google Drive. Some information or decisions arising from regular board meetings may be disseminated via the “Weekly Resource Letter” if appropriate.

Bulletin Boards: Information about various aspects of CPNS life may be found on the bulletin boards in the parent break room. Members may not post items on the bulletin boards except as appropriate for their role on a job team, or with the express permission of the director.

Calendar: A school calendar may be found on the CPNS website (carlmontparents.org) and on the Google Drive.

WHOM TO CONTACT

We welcome your inquiries; please use the following as a reference for whom to call or email.

Teachers: If you have questions about class activities; your child’s social, emotional or behavioral development; attendance records; or working with other people in your class, let your teacher know.

Director: If you have questions about our mission and values; Parent Ed materials and dates; Sequoia Adult School or accreditation, please contact the Director.

Health and Safety: If your child is diagnosed with a contagious illness, please contact the Director. If

you have questions about health and safety at CPNS, please contact the health and safety coordinator or your physician.

Class Liaisons: If you are not sure who to contact, please check with your class liaison.

Team Leads: If you have questions or concerns about your job team, your job team obligations, or your ability to support your team, please contact your team lead first. If needed, the respective board member may then be contacted. If the matter remains unresolved, contact the Director.

Treasurer: If you have questions about billing, payments, tuition and fees, financial aid, donation receipts, or our tax ID number, please contact the treasurer.

VP, Operations: If you have a concern or any questions about the facilities at CPNS, emergency procedures or supplies, please contact the vice president of operations.

Board Secretary: If you have concerns or comments about any of the information provided to you by the school, have a submission for the “Weekly Resource Letter,” or if you are interested in joining the Board for the upcoming school year, please contact the board secretary.

VP, Membership: If you have questions about class assignments, wait lists, registration or re-enrollment, please contact the VP membership. If you answer the telephone or receive visitors who are interested in receiving more information about CPNS, refer them to our VP membership.

Community Chair: If you have questions about upcoming events at CPNS, our outreach/non-profit program or nursery, please contact the community chair.

Fundraising: If you have questions about our fundraising program, contact the fundraising chair.

Media Coordinator: If you have questions regarding external communications or the digital and community brand presence of CPNS, please contact the media coordinator.

Board President: If you have general questions or suggestions about school operations and the board, school quality and accountability, standing and ad hoc committees, members in good standing policy, or grievances, please contact the president.

RESPECTFUL COMMUNICATION GUIDELINES

CPNS is a cooperative organization, which assumes cooperation and mutual respect are the basis for all communication. We urge all members to thoughtfully speak their mind and listen for understanding in all situations. These guidelines are provided to assist with effective and amiable communication among members, classes, teams, teachers and board members.

The Board, Director and teachers will steadfastly attempt to address all concerns brought to their attention. Parental support of school policies and decisions, and a willingness to communicate with the appropriate parties will facilitate a successful school experience for all involved. We believe that a positive and constructive working relationship between members, as well as among members, teachers, the Board and Director are essential to fulfill the school’s mission.

We teach our children to show respect, courtesy, kindness and consideration of others when we model the same high standards of respectful, professional behavior in our communications with others at the school.

Any uncooperative or destructive attitudes or behaviors towards any teachers, staff or members will jeopardize continued enrollment at CPNS. Members must accept responsibility for their own behavior. A considerate, cooperative attitude is expected during class, Parent Support Workshops and all events.

The following guidelines may be helpful to keep in mind, particularly in situations where tension may exist in one or more parties:

- Speak for yourself and from your own experiences.
- Assume everyone is working to do the best for the school.
- Be respectful of those with whom you are conversing by using respectful language, gestures and tone of voice.
- Listen and hear the views of others, seeking to understand all sides of an issue, and explore many possible solutions.
- After a conversation, even if it has been difficult, end with a statement of goodwill and willingness to problem solve in good faith in the future.
- Go directly to the person with whom you have a concern. If additional help is needed, please consult with your teacher or the director. See *Grievance Procedure*.

SCHOOL COMMUNICATION WITH EMAIL LISTS

CPNS provides an email group list for the whole school, as well as lists for each class and job team, and alumni. The purpose of these lists is to allow for the sharing of information amongst CPNS families. Specifically, staff, the Board, team leads, class liaisons and others will communicate with school members on official school business through these lists. Also, members are able to share information or ask questions of general interest to CPNS families via the appropriate email list.

Official school messages sent by email will not be duplicated on paper and distributed in mailboxes as email allows for fast, efficient, cost-effective and environmentally sensitive communication.

Under no circumstances shall the email lists (or other member contact information) be shared with others (i.e. businesses, marketing groups, etc.). The sharing of email lists may result in the loss of membership status. Also, email messages should only be forwarded to others if one has received permission from the author of the email.

The following are some guidelines for email use:

- Please use discretion when sending out emails.
- Don't send anything by email that you wouldn't say, verbatim, to a room full of people.
- Keep in mind the school's other communication channels (i.e. talking with individuals in your class, speaking with teachers or board members, notifying the director when appropriate, bringing up issues at night meetings, using the grievance procedure if needed).
- Be as descriptive as possible in the subject line of the email message so that CPNS members know if the email is of interest to them.
- The email lists are primarily meant as a way for CPNS members and staff to share official CPNS information (i.e. class information, board business, fundraising events, parent education, etc.).
- Please use REPLY ALL only when you wish to respond to everyone on the list.
- Email communication should not include negative remarks to a wide audience since this minimizes problem solving between the people directly involved.
- Before sending an email, proofread the message, making sure it is clear, succinct and addressed only

to those who really need to see it.

- Please avoid attachments by copying or summarizing the salient points in the body of your email whenever possible.
- Email should never be used for problem solving or discussions that may have emotional content.

CPNS PHOTO GUIDELINES

Photo Guidelines:

- On social media, no photos containing a child's face are allowed, except when a parent/guardian posts their own child's photo or explicit permission is given by all parties pictured.
- No one should be identified ("tagged") in any posted pictures on social media without consent of the parents/person being tagged.
- If you would like to share school-related photos, you can notify members by posting a link to our Google Photo Class Album.
- Please be aware of which families would not like to participate in any photo sharing. Teachers will inform their class of the families who do not wish to participate in class photo sharing. Please respect their request by not taking pictures of/sharing photos of their child.

LEAVES OF ABSENCE

FAMILY LEAVE

Families with new siblings are given six weeks of family leave. Family leave may begin either two weeks prior to the due date or on the child's birth date/adoption date, at the discretion of the expecting family with notification given to the President. Requests for exceptions can be made in writing to the President and will be brought to the Board for review.

Family leave includes the suspension of scheduled classroom day(s) and night class(es) during the six-week period. Please note, family leave does not automatically apply to the Pre-K program. Members who plan to take family leave must:

1. Submit a "Medical/Family/Emergency Leave Notification Form" to the President (forms can be found under "Documents and Forms" in the "Health" sub-folder in the Google Drive and also [linked here](#)).
2. Be a member in good standing.

The Board approves requests for family leave. Members granted family leave must pay in advance their regular tuition and for the requested period of absence in order to hold their place in their class(es). ***The class liaison will help find volunteer subs for the duration of the member's leave. If volunteer subs are not identified, the member is responsible for paying these subs directly or paying the school for workdays missed.*** If circumstances allow, we encourage families requesting medical leave to fulfill PSW and family job obligations. You are responsible for checking in with your class liaison so that you remain current with classroom information. Participation in your assigned job team can be arranged with your team lead or associated board member to fall outside the six-week period. Fundraising obligations remain.

OTHER LEAVE OF ABSENCE

The Board may grant a leave of absence in a case involving serious hardship. In order to be considered for a leave of absence, each member must:

1. Submit a “Medical/Family/Emergency Leave Notification Form” to the president (forms can be found under “Documents and Forms” on the Google Drive,
2. Provide written medical authorization from a physician. If a leave is requested for a non-medical reason the family must provide a written explanation.
3. Be a member in good standing.

The application must be approved by a two-thirds vote of the board. Members granted a leave of absence must pay in advance the regular tuition(s) and nursery fees for the requested period of absence in order to hold their place in their class(es). *The class liaison will help find subs for the duration of the member’s leave. The member is responsible for paying these subs directly or paying the school for workdays missed.* Making up missed Parent Support Workshops may be arranged with the director or your teacher. Making up missed teamwork may be arranged with your team lead or associated board member. Fundraising obligations remain.

OTHER POLICIES

VISITORS

Families considering becoming members of CPNS should attend an open house and new family registration in February. The Membership Team arranges all other visits by new and prospective members, with teacher approval.

With prior approval from the teacher, a parent may bring a sibling to visit on his/her workday once a trimester without charge. Any visiting child accompanying a paid sub must receive prior approval from the teacher, sign in, and provide allergy information. The total number of children in a class may not exceed 25 on any given day.

GRIEVANCE PROCEDURE

CPNS has an established grievance procedure to facilitate the resolution of conflicts that may arise between two or more parties at CPNS regarding school activities, responsibilities and policies.

DEFINITIONS

Grievance: An aggravated problem that could not be resolved by the parties directly involved through discussion and writing.

Problem: A complaint or misunderstanding between two or more people (members or CPNS staff) that has occurred during school hours, on school grounds AND is related to policy, procedures or responsibilities as defined by the Parent Handbook.

Grievant: The initiator, the party filing the grievance.

Respondent: The party with which the complaint or misunderstanding is most directly related.

Conferee: A person who is not a party to the complaint, but who is asked by either party to serve as that party's advisor.

Grievance Committee: Shall be composed of one volunteer member from each class, a board representative and a staff representative. If a committee member feels he or she cannot be impartial, he or she will disqualify himself or herself from the committee for the case in question. The chairperson will then appoint an alternate to represent that class, the staff or the Board. Committee members shall make themselves familiar with the *Bylaws*, *Parent Handbook*, and philosophy of CPNS, as well as the relationship between CPNS and the Sequoia Adult School, and the CCB. The grievance committee will make every attempt to help resolve problems brought to its attention.

POLICY

We expect members to communicate respectfully, calmly and professionally through the grievance process. Please review the *Respectful Communication Guidelines* in the *Parent Handbook* before proceeding. Consult your *Parent Handbook*, and teacher or director to define your problem.

Once you have defined the problem, converse with the person most directly involved and attempt to work out a solution in person. Remember to listen to the other person's perspective as well. If this fails to resolve the problem, you should fill out the "[Grievance Form](#)" (which can also be found in the "Documents and Forms: Feedback" section) and submit it to the respondent either in person or via their parent break room mailbox.

Grievances should never be handled over email. The respondent should reply in writing within 3 days to the grievant either in person or via their parent break room mailbox. If the problem remains unresolved, the parties, along with any conferees, should meet within 7 days to discuss the problem.

If the problem remains unresolved after the meeting, submit the "Grievance Form" to the President. The President will review the problem and if all steps have been taken, the Grievance Committee will be convened; unless the grievance involves the Director and his or her capacity as Director, then it will come before the Board of Directors.

The Grievance Committee will hold a hearing with all involved parties. Each party involved may bring a conferee or other supporting material to the hearing. The committee and the parties involved will attempt to resolve any problems at the hearing. If the grievance cannot be resolved at the committee hearing, the committee will recommend the parties to the Peninsula Conflict Resolution Center or a provider of the consultant service for assistance, or recommend the problem be brought to the Board. The Board will either decide on a resolution or bring the matter before the entire membership for a decision.

HOME BUSINESS SOLICITATIONS

Members with a business may leave flyers on the outside bulletin board to the right of the front door.

APPENDIX 1

SCHEDULE OF TUITION, FEES AND DEPOSITS

MONTHLY TUITION

Due on the 15th of the month from August to April, unless otherwise specified. Tuition is set for 10 equal installments over the course of the school year, starting with the deposit (counts as May/June's tuition).

- 2-day class: \$300 per month
- 3-day class: \$540 per month
- 4-day class: \$550 per month
- 5-day class: \$790 per month
- Pre-K class: \$350 per month

FEES

- 50% Co-op buyout flat fee: PROPOSED TUITION with partial co-op buyout (50%)
 - 2-day \$450
 - 3-day \$690
 - 5-day \$940
 - 4-day \$700
 - Pre-K \$425
- Tuition late fee: \$5 per day (up to a \$40 maximum)
- Paid sub/absent parent fee: \$50 per class (includes Pre-K Classes)
- Annual application fee: \$75 per family (non-refundable) and \$25 for returning families
- Returned check fee: \$12 subject to change (per bank charges)
- Parent Support Workshop makeup fee: \$75 per family for first absence; \$25 added for each subsequent absence
- All School Cleaning and Maintenance Day: \$100 optional buyout per family

DEPOSITS

Class Confirmation Deposits are due at the time of registration. They are equal to one month of class tuition, **NON-REFUNDABLE**, and are intended to be the first of 10 equal installments of tuition over the course of the school year. The Deposit is set to cover tuition for May 15th-June 14th.

In the case of a class change, any deposit paid for the original class can be applied to the deposit owed for the new class. If a member chooses to move their child to a class that meets more times per week and has already paid the tuition deposit for the original class, the member will owe the difference between the new and original class deposits. If a member changes to a class which meets fewer times per week, the original

deposit amount will not be adjusted.”

APPENDIX 2

CLASS TIME GUIDANCE TECHNIQUES

- *The safety and general welfare of the children comes first.*
- *Do not leave children unsupervised.*
- *If the number of children in your area exceeds what is comfortable for you, ask for help. Call the nearest adult or the teacher.*
- *Report all injuries to the teacher. Fill out an accident report on all serious injuries.*
- *Treat toilet accidents casually.*
- *Learn the children's names and pronounce them correctly as quickly as possible. Encourage children to learn the names of adults as well (e.g. "I'm Nancy, Heather's mom").*
- *Speak positively. Suggest what the child is to do rather than what he/she is not to do. Get down to the child's level when talking to them.*
- *Obtain the child's attention before speaking to him/her.*
- *Speak quietly. Loud or harsh voices are sent to the defense center of the brain for processing. Conversational tones are routed to the auditory processing area where analysis and retention of information is possible.*
- *Use simple terms and short sentences. Attention spans are short when there are so many new things to hear, touch, do and see.*
- *Use literal language. For example, "Pick up your room" is an impossible and often frustrating request to a young child because they know that their room is too large for them to lift.*
- *Help the children to learn the meaning of your words by showing. (Tell a child to push up their sleeves and then place their hand on their cuff and gently apply pressure.) This way, children can attach meaning to new words and concepts.*
- *Compliment the types of behaviors you wish to continue. Children want attention. Give them positive attention and they will work for it. Give them negative attention and they will repeat that behavior too.*
- *Avoid ending statements with qualifiers such as "alright?" or "okay?" Children hear this as a choice for them to make. (e.g. Mom says, "We have to go now, okay?" Child answers, "No, it's not okay, I am not ready to stop.")*
- *Invite onlookers to participate, do not coax.*
- *Allow children to learn by experimenting. Let them do as much as they can on their own, assisting only when safety is an issue or to prevent frustrating failures; then help only as little as needed ("Those pants look challenging to pull up. I'll help you get started.")*
- *Keep limits to a minimum. At school rules exist only to ensure physical or emotional safety or to*

protect non-disposable property.

- *Set clear, realistic limits.* Choose your limits carefully. Make sure that you are willing to enforce them consistently. Clear boundaries increase children's sense of security.
- *Give limited choices when possible.* (e.g. "Will you park the bike by the fence or the grass?")
- *Give real choices.* Make sure you are ready to accept their answer before asking the question. If he must do something, tell him to do it. If you ask whether he wants to, you must be willing to accept either a "no" or "yes" answer.
- *Only one adult at a time gives directions or handles a situation.*
- *Be friendly but firm.*
- *Know what you mean and mean what you say.*
- *Critique the behavior, not the child.* (e.g. Say, "When you hit, it hurts. You can't hurt people," rather than, "You are a bad child.")
- *Never plead, threaten, humiliate or strike a child* (including your own). Do not allow a child to strike you.
- *Redirect* a non-cooperative child to another activity such as play dough or painting.
- *Be tuned in to situations.* Be close to potential trouble. Sometimes an adult's presence is enough to calm a situation.
- *Step into social conflicts only when necessary to prevent injury or frustrating failures.* Children need to learn self-reliance as well as cooperation. If left to themselves they will often resolve difficulties in satisfactory ways of their own. This is valuable learning, often prevented by caring adults interfering hastily.
- *Acknowledge a child's emotions in the situation* (i.e. "It looks like you're angry because the swings are full. And we have to wait").
- *Encourage empathy.* Point out the results of their actions (e.g. Tony looks sad, let's find out what's happening.)
- *Do not force apologies* (e.g. "It's not OK to hurt people. What can we do to help them feel better?").
- *Avoid interpreting one child's actions to another.* Look for reasons for behavior, but do not assume that you know what they are. Ask.
- *Do not insist on sharing.* Although this is the desired outcome, children must first feel secure in their right to own something before they are able to share it.
- *Allow children plenty of time to complete and change activities.* Small children get confused when hurried. Forcing a child to comply quickly often causes conflict. Give warnings and clear clues before transitions.
- *Never discuss a child when children are present.*
- *Report difficult situations to the teacher.*

APPENDIX 3

SCHOOL SONG

The following are the lyrics to our school song, which is sung to the tune of Simple Gifts, a Shaker hymn. The song is part of a CD collaboration by CPNS alumni, and an [MP3 file](#) is also available.

CPNS GIFTS

At Carlmont Parents Nursery School,
A magic place where friendship is the rule,
We swing and climb and paint and play,
And make new friends most every day.
Dance, sing, so many things to see,
CPNS is the place to be.

And when we're grown and we have gone away,
We'll remember the school where we learned to play!
The moms and dads and girls and boys,
Will learn to share their pains and joys.
Each teacher brings her love and fun,
We share our hearts with everyone!
Dance, sing, so many things to see,
CPNS is the place to be.

And when we're grown and we have gone away,
We'll remember the school where we learned to play!
Dance, sing, so many things to do,
CPNS is for me and for you.
And when we're grown and we have gone away,
We'll remember the school where we learned to play!