PARENT CO-OP PRESCHOOL and TODDLER HANDBOOK
FOLSOM CORDOVA ADULT SCHOOL
2020-2021

Where the parent is the student...

Folsom Cordova Unified School District’s Adult School reserves the right to update this handbook without prior notice. For a current copy of the handbook, please visit:
www.fcusd.org/adulted

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Dr. Sara Koligian
Superintendent
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PARENT CO-OP PRESCHOOL

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Course Goals

Upon completion of the Parent Co-op Preschool/Toddler Program students will:

1. Have a basic understanding of child development including...
   - Cognitive Development
   - Physical Development
   - Socio-Emotional Development

2. Be able to apply child development principles to create activities for lab classes.

3. Recognize the value and importance of play in a young child’s learning process.

4. Use effective techniques in the discipline of young children.

5. Be aware of the developmental timetable for various language skills.

6. Understand safety practices for use in the home.
   - Fire Safety
   - Household Safety
   - Emergency Safety/911

7. Be able to read food labels to make nutritious food choices.

8. Understand the importance of parent teacher communication.

9. Have awareness of kindergarten readiness skills.

10. Be able to limit and guide their child’s learning through media.
Student Learning Outcomes

1. Child Development: The adult student will understand the developmental stages of his/her child and will be able to...
   a. Design, implement, and evaluate developmentally appropriate learning centers for preschool age students.
   b. Understand speech and language development.
   c. Teach the children through play.

2. Positive Discipline: The adult student will understand the positive discipline model and how to apply it in the classroom by...
   a. Understanding their own parenting style and how it affects their discipline
   b. Determining and appropriate response and/or consequence (modeling, problem solving, consistency, and using words)

3. Kindergarten Readiness: The adult student will understand what kindergarten readiness entails by...
   a. Evaluating academic skills and concepts (colors, shapes, letter and number recognition, etc.) and age level concepts (in and out, rhyming, opposites, patterns, scissor skills, name recognition, name writing, etc.)
   b. Observing and identifying the emotional skills and social
   c. Evaluating adaptive skills such as the ability to dress, toilet, personal hygiene, feed self.
   d. Identifying the ability of the child to focus and learn in a group environment.

4. Literacy: The adult student will understand the role he/she has in a child’s literacy and will...
   a. Read age appropriate materials.
   b. Provide a variety of materials (classroom libraries, felt stories, story boards, dictation stories, etc.)
   c. Gain read aloud techniques in order to hold the attention of a group of children.

5. Social Skills: The adult student will have a clear understanding of the importance of developmental levels of social interaction and will...
   a. Recognize the importance of developmental levels of play (parallel play, social/dramatic, etc.)
   b. Identify self-regulation (sharing, turn taking, raising hands, personal space, focusing, and following directions).
6. Nutritional, Health, and Safety: The adult student will have the knowledge of safety, health, and nutrition and apply this knowledge by...
   a. Following safety guidelines (fire, stranger danger, parking lot, class and playground safety)
   b. Providing physical fitness in the class for a healthy body.
   c. Discussing dental health and preventative hygiene (hand-washing, healthy attendance)
   d. Providing nutritious snacks for the children.

**Eligibility and Enrollment**

**HOW TO ENROLL:**

1. Registration is completed **online only**.
   b. Or log onto [www.fcusd.org/adulted](http://www.fcusd.org/adulted), click the preschool tab, and then the “Click here to Register Tab.” In the upper right hand corner, click the green “Login” button.
   c. Assistance is available by calling Lisa Martin at (916) 294-9106 x-840118

2. A **Non-refundable Registration Fee of $75** will be collected during registration.

*Once registration is complete, you will be notified by the Adult School Office with enrollment information.

**QUALIFICATIONS:**

1. Cleared TB test (Parent)
2. Your child is toilet trained
3. Meet age requirements
   a. Parent Co-op Preschool must be 3 years old by 9/01 of current year.
   b. Parent/Toddler Program must by 2 years old by 12/01 of current year.

**REQUIRED DOCUMENTS:**

1. Child Birth Certificate
2. Cleared TB test (Parent)
3. Child Current Immunization Record

**ENROLLMENT:**

- Tuition is due before student is enrolled in the class.
Enrollment is from September through April.

- The last day to enroll in the current school year is March 1, space permitting.
- Enrollment is on a first come first serve basis. If a class fills to maximum capacity a student can be placed in another location or on a waiting list. Student will be notified if a space becomes available.
- If a class does not meet the minimum enrollment numbers, the class may be closed and you may be relocated to another School site.

STUDENTS WITH DISABILITIES:
Teachers or parents who suspect their preschool age student/child may have a disability should contact Melissa Muzzi at 916-294-9007 x 102405. Ms. Muzzi will assist parents in completing a referral packet for their child for assessment for special education. The referral packet will be reviewed by FCUSD’s Early Childhood Assessment Team (ECAT) and if appropriate, the student/child will be evaluated by credentialed specialists to determine if the student/child meets the educational eligibility for special education services. FCUSD provides preschool special education services based on the student’s unique needs at specific schools located in both Rancho Cordova and Folsom.

SPECIAL EDUCATION (SPED):
Children in Special Education classes located at your school site may visit the Parent Preschool Co-op classes for 15 minute increments. This allows these students to integrate into mainstream instruction as part of their learning experience. Please welcome our SPED students and aids.

Tuition and Fees

TUITION:

- Annual Tuition for Parent Co-Op Preschool is $1,800
  - Paid in monthly installments of $180 each.
  - First and Last month’s tuition is due before program begins.
  - Monthly payments will automatically deduct on the 4th of each month from the card on file.

- Annual Tuition for Parent Toddler Program is $750
  - Paid in monthly installments of $75 each.
  - First and Last month’s tuition is due before program begins.
  - Monthly payments will automatically deduct on the 4th of each month from the card on file.

FEES:
FOLSOM CORDOVA ADULT SCHOOL
Parent Co-op Preschool and Toddler Program Handbook

- **LATE FEE:** If payment is not received before the 10th day of the month a $20 late fee will be charged to the student.

- **RETURNED CHECK:** If payment is rejected for any reason a $25 fee will be charged to the student.

- **CHARGEBACK FEE:** If a chargeback occurs to your credit card the amount charged back plus a $25 fee will be charged to the student.

- **RE-ENROLLMENT FEE:** If a student drops the program and would like to re-enroll, a $75 registration fee will be charged to the student.

*Payments are processed by ASAP ONLINE REGISTRATION

**TAX INFORMATION:**

The fees collected for the Parent Co-Op Preschool and Parent/Toddler Program do not qualify for Child Care Tax Credit. In order to qualify for this credit you must meet the requirements according to the IRS:

(http://www.irs.gov/newsroom/article/0,,id=106189,00.html)
Add and Drop Policy

ADD POLICY:

- Regular Enrollment
  - You will be notified of enrollment prior to August 1st.
  - Must submit required documents by August 6th.
  - Failure may result in being dropped from the program.
  - If you choose to not enroll, you must notify the office by August 6th. Failure to do so may result in a charge for the first month’s tuition.

- Late Enrollment
  - Students may enroll up to March 1st of the current school year.
  - New students will begin the program as directed by the Program Coordinator.
  - The initial payment and required documents must be received before the student can begin.

DROP POLICY:

- Parent or guardian MUST provide at least 2 weeks written notice of dropping. Please send notification to Lisa Martin LMartin@fcusd.org

- The Folsom Cordova Adult School reserves the right to drop a student for any of the following reasons:
  - Adult student does not comply with the attendance requirements.
  - Adult student does not pick-up their child in a timely manner, as required.
  - Failure to pay fees.
  - Non-payment of tuition.
  - Non-participation after the first verbal warning.
  - Disruption of the class or school education environment:
    - Inappropriate behavior to other parents and students.
    - Aggressiveness of any kind.
    - If your child is unable to follow directions or is aggressive and a danger to themselves and others around them, it is the parents’ responsibility to maintain
control of their own child. This may require that the parent participates in class every day in order to keep control. This will be decided on a case-by-case basis.

- Inappropriate language.
- Non-compliant to the safety and needs of the children or teacher.
- Or other reason deemed appropriate by school principal.

## Attendance

This is a Parent Participation Class. **Your attendance is a requirement to be in the program.** Please follow the guidelines below to ensure that you and your child receive the greatest benefits from this program.

### ADULT ATTENDANCE:

- 2-3 DAYS of preschool orientation without children.
- One 3-hour work day each week.
- One evening class per month.
- One field trip/family activity per month.
- Parents will sign in: weekly, on field trips, and the night meetings.

### ORIENTATION:

To prepare parents for working in the classroom, the first two weeks of school are created to help both the parent and child become familiar with the classroom and program. Attendance is essential to make certain that everyone is able to become comfortable in the classroom, understand classroom rules and expectations, as well as understand how to create a safe, functional environment. Schedules for orientation are provided by the classroom teacher.

### WORKDAYS:

Each parent is required to work 3 hours a week in the classroom.

- Begins at 9:00am.
- Ends at 12:00pm
- Plan, create, and facilitate one center and/or snack weekly.
  - YOU MUST VERIFY THAT ALL NECESSARY MATERIALS ARE READY.
  - YOU MUST STAY THE ENTIRE WORKDAY.
- Help clean classroom including:
  - Work area (clear supplies, return supplies to appropriate places, sanitize work area, sweep if needed).
  - Classroom communal areas (classroom supply areas, snack areas, take out garbage if needed, playground areas, cubbies, etc.).
- CELL PHONES MUST BE TURNED OFF OR SET ON VIBRATE DURING WORKING HOURS.

If you are absent for any workday…
MULTIPLE CHILDREN IN THE CLASS:
If a parent has more than one child in the classroom, that parent will be expected to work 2 workdays and will be responsible for providing snack for the calendar rotation for each of their children.

NIGHT MEETINGS:
- Parents will attend one night meeting a month without children.
- If there is an instance where you must bring your children, you must get approval from the classroom teacher prior to the meeting.
- Night Meetings are 2.5 hours. Parents must attend the whole meeting.
- Classroom centers are planned and created during night meetings.

If you are unable to make a night meeting:
- You must get the information and handouts from another parent.
- You must give your center ideas and activities to your workday group prior to the meeting. You will be given to the end of the week to have all activities prepared.
- You are allowed only one excused absence from night meetings. Any additional absences may result in additional workday hours added, or risk being dropped from the program.

FIELD TRIPS:
- All parents must attend one field trip per month with their child.
- Parents must provide their own mode of transportation to and from the field trip.
- If a child/parent requires an Epi-Pen for anaphylactic shock, the parent is responsible for providing a functional, not-expired Epi-Pen to the teacher prior to the field trip.
- FCUSD is not liable for any accidents that may happen while on a field trip at another location.

HOLIDAYS:
- FCUSD has a number of school wide holidays throughout the year. If a holiday falls on your workday, those hours do not need to be made up.

SICK DAYS:
- Adult students MUST find a substitute for their workday if they are unable to attend for any reason.
- When to stay home for an illness.
  *Parents and children must stay home for 24 hours after illness symptoms have ended.
  (For example, if a fever breaks at 9:00pm, the child must stay home until 9:00pm the following day, therefore cannot come until the following school day.
  ▪ When fever is 99.6 or higher.
  ▪ Vomiting
  ▪ Diarrhea
  ▪ Fresh Cold with a Nasty Cough
  ▪ Sore Throat
  ▪ Rashes that itch, are blister like, weeping and or accompanied by a stiff neck.
  ▪ Pink Eye
  ▪ Lice
DAILY ATTENDANCE FOR CHILD:
Daily attendance will help your child develop a sense of trust and security during his or her preschool experience. It also allows for your child to get the greatest benefit the program has to offer.

Please sign your child in-and-out daily to help maintain a safe environment.

TEACHER ILLNESS:
In the event that a teacher becomes ill, every attempt will be made to find a substitute teacher for the class. However, if a substitute cannot be found, Folsom Cordova Adult School has the right to cancel class. If you have the necessary verification to be a substitute for the teacher, please contact Folsom Cordova Adult School to be added to the substitute list.

You must have...
- ECE Units
- Bachelors degree
- Passed the CBEST
- Cleared through FCUSD for Substitution

EMERGENCIES:
We work very hard to ensure children’s safety. In the case of an emergency, we follow FCUSD emergency protocol. Emergency drills are conducted at all sites on a monthly basis. First Aid Kits are in each classroom. Teachers are certified in CPR and first aid, and trained in lockdown and other safety measure procedures.

CLASS CANCELLATION POLICY:
The Folsom Cordova Adult School reserves the right to cancel preschool classes without prior notice in the event of an emergency, low enrollment, insufficient parent involvement, or if a teacher or substitute is not available to teach the class. Folsom Cordova Adult School will notify you of any changes.
Liability for Accidents

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT (FCUSD) PRESCHOOLS PROVIDE THE FOLLOWING INCIDENTAL MEDICAL SERVICES:

1. Administration of inhalers to preschool students as needed
2. Administration of EpiPen to preschool students as needed
3. Basic First Aid in presence of minor injuries

ADMINISTERING INHALED MEDICATION:

Preschool staff and school nurse provide parents/guardians with a standard form called “authorization for the administration of medicine by school personnel”. This form includes parents’ request for the administration of inhaler prescribed by a physician and their phone numbers and address as well as the physician’s note including instruction for the inhaler administration and their signature. In addition, the form includes medication name, dosage, route of administration, physician’s instruction as well as possible side effects of the medication. Furthermore, the prescribing physician will need to submit a note regarding instruction for the proper storage of the medication as well as actions that may need to be taken in case of side effects or incomplete treatment response. A copy of the above form will be kept in the student’s file.

Staff who is responsible for the inhaler administration will receive proper training from the school nurse. Training will include general use of nebulizer and inhalers, cleaning the equipment, proper storage, identifying side effects, child’s response to the medication, and when notifying parents/guardians. At least one trained staff needs to be present in the classroom every school day.

School nurse will provide the staff an “Emergency Care Plan for Asthma” which includes student’s name, emergency contact, preferred hospital, medication name, signs of asthma attack, step by step instruction for administration of the inhaler, assessing student’s response to the medication and parents’ notification.

EPIPEN AND EPIPEN JR. ADMINISTRATION:

The parents who have kids with the EpiPen, need to submit the EpiPen administration form filled out by the child’s physician. This form need to have the parents’ permission as well as the physician note regarding the indication, dosage, storage, side effects and other instructions for administration of the EpiPen.

Staff who may need to administer EpiPen Jr. and/or EpiPen will need to go through annual EpiPen training performed by school nurse. The training will include:

a) Indication for administration
b) Calling 9-1-1
c) Following directions/instructions for injection as prescribed by physician
d) Proper administration of EpiPen during emergency situations
e) Observation for the student’s respond to Epi-pen
f) Repeat the dose and starting the CPR as needed
g) Proper storage of the medication

EpiPen will be kept in a locked cabinet in the classroom away from heat and light and accesses by all trained staff.

The school nurse will provide staff with the Emergency Care Plan for allergy reactions and EpiPen administration. The care plan includes child’s name and his/her parents’ emergency contact information, preferred hospital, signs of allergy reactions, calling 911, and step by step instructions for administration of EpiPen.

Staff needs to notify parents/guardians/caregivers immediately. They also need to do debriefing of the incident with the school nurse and school administrator. In addition, staff will need to fill out an incident report in the proper log. Parents need to replace the medication as soon as possible.

FIRST AID

1. All preschool staff will complete biannual CPR & First Aid Training for the adult and children
2. All preschool classrooms are equipped with First Aid kits.
3. The First Aid kit is located in an unlocked place accessible to all the staff.
4. Staff will notify the parents after any incident and will fill out the incident report.
5. Staff are not allowed to apply any topical lotions or medication to the injured area. They may clean the area with water and apply band aid and cold compress.
6. They need to monitor the child closely and call 9-1-1 if needed

Transporting the medication with the student in a disaster situation

All medications will be carried in a secure container. Students’ medications plus the physicians’ note will be put individually in another small container with a label including the name of the student, name of the medication, student’s grade and name of the teacher. One of the staff trained for the administration of medication shall be responsible to carry the main container to where the students are and bring it back after the emergency situation has been resolved.

BLOOD GLUCOSE MONITORING FOR THE CHILDREN WITH DIABETES

Blood glucose monitoring at the school site can be done under the following conditions:

1. Staff needs to have written permission from the parents to allow them to do the blood glucose monitoring on the students.
2. Staff needs to have written instructions from the child’s physician including the reason for the test, critical and normal values and proper actions and interventions.
3. Emergency care plan for the hyper and hypoglycemia needs to be available for the staff.
4. Staff needs to be trained by the school nurse on how to use, clean and store the glucometer in a safe place.
5. Staff needs to enter the blood glucose values in a log and keep it for the record.
6. Staff needs to follow the standard precautions and discard the waste material properly.
Head Lice & Medication Policy

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT BOARD POLICY (5141.33):

HEAD LICE

Any head lice infestation needs to be determined by looking closely through the student’s hair and scalp. Students with the nit or and live lice may complete the school day, but may not return to school until the parent/guardian verifies the complete treatment. If the family is unable to afford treatment, the student will be referred to the health program office.

To better manage and limit the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse or designee. The school nurse or designee shall examine the student. An infestation shall be determined by looking closely through the hair and on the scalp for viable nits or live lice.

If nits are found but there are no live (crawling) lice on the hair or scalp, the parent will be notified and provided with information about treating head lice. The school nurse or designee shall reexamine the student within 7-10 school days.

If live (crawling) lice are found on the hair or scalp, the parent/guardian shall be immediately notified. The parent/guardian shall be provided information on the biology of head lice, methods of eliminating the infestation, and directions to examine household contacts for lice and nits.

Parents/guardians of students with live head lice shall be required to verify treatment as soon as possible after notification, and before the student is returned to school. If the parent/guardian is unable to afford treatment, the student will be referred to the Health Programs office.

Affected students shall be discouraged from direct head-to-head contact with other students. Students identified with live lice may complete the school day, but may not return to school until the parent/guardian verifies that the lice have been treated. The school nurse or designee shall provide in-service education to staff regarding how to manage head lice and/or nits in the classroom.

The school nurse or designee shall notify parents/guardians in the affected classroom to encourage them to check their children and to treat, if appropriate, and/or examine others who may have had direct head-to-head contact with the affected child. Staff shall notify parents/guardians of affected classrooms as often as needed to attempt to prevent the spread of lice.

Information about head lice shall be sent home to all parents/guardians at the beginning of the school year.

Additionally, information about head lice shall be available in the school office in a manner and location convenient to parent access.

Staff shall maintain the privacy of students identified as having head lice.

ADMINISTRATION OF ANY MEDICATION AT SCHOOL

The school does not supply medication of any type. All medication needing to be taken at school must be provided by the student’s parent or guardian. *Students are not allowed to have any type of medication in their possession at any time.*

Medication can be given to a student during the school day only if it is absolutely necessary to maintain that student in school. Designated school personnel will administer the medication to a student provided that the school office has received the following:

- A district medication consent form signed by the doctor (physician) for prescribed medication.
- A district medication consent form signed by the parent/guardian for “over the counter” medication.
- The medication is sent to school in the original “over the counter” or pharmacy prescription container.
- Medication is brought to the school by a parent, or designated adult.
- Refills of medication are the responsibility of the parent/guardian.
- All medications will be held in a locked location, in the original container labeled with the student’s name.
- Parents need to be in constant communication with the office when their children are on daily medication, or at any time they are concerned, even if the medication is not given during the school hours. Please inform the teacher if your child is taking a medication that may affect his/her behavior.
- Parents are responsible to pick up any remaining medications at the end of the school year, or the left over medication will be discarded.

NO MEDICATION CAN BE ADMINISTERED WITHOUT ADHERENCE TO THE ABOVE PROCEDURES!

* Students with asthma are allowed to carry an inhaler only if there is a written statement from the child’s Physician indicating that it is necessary for the student to carry an inhaler on his/her person. *

If you are in need of a medication consent form, they are located at: www.fcusd.org under Departments, Health services in the contents section under forms. All forms are also available in the Preschool office.
## FCUSD COMPLAINT PROCEDURES

### UNIFORM COMPLAINT PROCEDURE

The Board of Education recognizes that parents, guardians, students, employees, advisory committee members, or other members of the community may have questions, seek information, desire to make requests, and express complaints regarding district policies and procedures of state and federal programs. A complaint in this sense is a request for action to resolve conflict. The complainant is the person affected or represents the person affected. A parent complaint about a student should first be discussed with the teacher and then with the Director of the program. If the complaint is not satisfactorily resolved, the next step is to file an official complaint with the district Compliance Officer, through the Uniform Complaint Procedure.

Direct the complaint to:
1965 Birkmont Drive, Rancho Cordova, CA 95742
Phone 916-294-9000

A discrimination complaint must be written and filed within six months of the occurrence or when first acknowledged distinct staff will resolve the complaint through mediation or will investigate and provide a written report to the complainant. If resolution is not reached at the staff level, the matter may be taken to the district Board of Education. The time period for the district staff and/or Board response may not exceed 60 days. If the written report still does not resolve the complaint, the complainant may appeal to the California Department of Education within 15 days of the district reports issuance. If the Department of Education is unable to resolve the complaint, complainants may seek local civil law remedies. Uniform Complaint Procedures have been established (Board Policy 1312.3) and may be obtained from the Personnel Office. Programs and services covered by the Uniform Complaint Procedures include, adult education, general and basic education, preschool, state and federal programs, special education, ROP, non discrimination, gender equity requirements, and civil rights guarantees. This notice is provided annually to parents and student, school and district advisory committee members, all district employees and to other interested parties. This notice is provided in English and is also available Spanish, Russian and Armenian on our district website. www.fcusd.org

### GRIEVANCE APPEAL COMPLAINT DESCRIPTION

<table>
<thead>
<tr>
<th>GRIEVANCE</th>
<th>Parents and Providers</th>
<th>Any agency policy or practice</th>
<th>Determined by agency policies</th>
<th>To resolve the grievance based on agency policies</th>
<th>To ensure local grievance process in place</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPEAL</td>
<td>Program beneficiary (parents)</td>
<td>Any agency action that determines the benefits accruing to a parent or child</td>
<td>Sign the appeal form on the Notice of Action and forward to the local agency</td>
<td>Conduct a local hearing regarding the appeal and make an initial decision</td>
<td>Ensure local process complies with state rules and hear appeals of the local decision filed by the parent</td>
</tr>
<tr>
<td>COMPLAINT</td>
<td>Anyone</td>
<td>Any law or regulation that the Department of Education is authorized to enforce.</td>
<td>A written and signed letter alleging the violation of the law or regulation the Department is authorized to enforce received by the EEOC Appeals Coordinator.</td>
<td>If an LEA 1. Inform everyone concerning the compliant process 2. Process the initial complaint and render an initial decision If a non-LEA 1. Inform anyone of the process</td>
<td>If an LEA 1. Ensure local process complies with state rules 2. Hear appeals by complainants of the initial decision rendered by the LEA If a non-LEA 1. Investigate and render an opinion (or otherwise resolve) the initial complaint</td>
</tr>
</tbody>
</table>

1. The description on this table only refers to complaints that the Early Education and Support Division (EESD) is authorized to investigate and resolve. Complaints involving employee/employer issues should be referred to Fair Employment and Housing complaints involving discrimination or civil rights violations of clients or providers should be forwarded to the Department's Office of Equal Opportunity. complaints regarding licensing violations should be forwarded to the regional office of Community Care Licensing.  
2. LEA: Legal Education Agency (such as county offices of education and school districts)
FCUSD APPEAL PROCEDURES

APPEAL PROCEDURE

The parent/guardian has the right to appeal a Preschool Program decision (see the Notice of Action form (CD-7617). To protect the right to appeal, the parent/guardian must follow the instructions described below:

- Complete the appeal information as found on the reverse side of the Notice of Action.
- Mail or deliver the written local hearing request within 14 days of receipt to the FCUSD Preschool Office.
- Within 10 calendar days following the agency’s receipt of the appeal request, the agency will notify the parent/guardian of the time and place of the hearing. The parent/guardian or an authorized representative is required to attend this hearing. If the parent/guardian or representative does not attend the hearing, the parent/guardian abandons the right to appeal, and the action of the agency will be implemented.
- Within 10 calendar days following the hearing, the agency shall mail or deliver to the parent/guardian a written decision.
- If the parent/guardian disagrees with the agency’s written decision, the parent/guardian has 14 days from the receipt of the decision to file an appeal with Early Learning and Care Division (ELCD). The appeal must include the following document, and information:
  1. A written statement specifying the reasons you believe the agency’s decision was incorrect.
  2. A copy of the agency’s decision letter.
  3. A Copy of both sides of the Notice of Action.

Mail the appeal to:

California Department of Education
Early Learning and Care Division
1430 N Street, Suite 3410
Sacramento, CA 95814
Attn: Appeal Coordinator
Phone: 916-322-6233

Within 30 calendar days after the receipt of the appeal, ELCD will issue a written decision to the parent and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon the receipt of the ELCD decision letter.

PLEASE NOTE: If the parent/guardian does not respond by the required due dates or fails to submit the required appeal information with the appeal request, the appeal may be considered abandoned.

Note: A original of your Notice of Action was given to you for your records.
Behavior Standards/Discipline Intervention Policy

Children enrolled in the FCUSD preschool programs are assured discipline practiced that maintain their personal rights under Sect. 101223 of Child Care General Licensing Requirements authorized by Community Care Licensing. Adults/preschool staff members are responsible for practicing discipline techniques that include the following guidelines:

- Each child will be treated with dignity and by made to feel safe and secure.
- No child will experience corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.
- Adults will use proper reactions to undesirable behavior.
- Adults will show students how to respond properly in the classroom.
- Adults will show respect to each other, teacher, principal, children and other school staff.

***If adult fails to maintain a safe environment for the children, the Folsom Cordova Adult School Principal will meet with the staff and/or parent and work on a plan of action. The principal has the right to drop parent if there are any concerns for child and adult safety being compromised at any point in the program.***

THE PARENT CO-OP PRESCHOOL AND PARENT/TODDLER PROGRAM DISCIPLINE MODEL:

- Redirection of Unwanted Behavior (make a different “good” choice)
- Problem Solving (child thinks through bad behavior and makes a plan for improving behavior)
- Positive Discipline Plan (state the behavior that is wanted instead of saying “no”. For example you state “Use your walking feet” instead of “no running”)
- Staff and Family work together to correct behavior.
- Be consistent.
- Allow children to work out their own problems whenever possible. (ie. sharing)
- Respect each child as an individual. Be courteous and diplomatic like you would treat an adult.
- Use appropriate language and tone when speaking with children. Be calm, quiet, and collected when dealing with all situations in the classroom.
- Remember there are no BAD CHILDREN, just bad choices. Do not attach labels to children, and address the action as a choice. Each child has the ability to change their behavior by making the good choice, and bad choices will come with a consequence.
**If behavior problems continue, Folsom Cordova Adult School will have a plan for action meeting. The Adult School Principal will meet with the teacher and/or parents and decide what modifications need to be made. The child may be dropped from the program if there is a concern for safety. **

**Rules and Dress Code**

**CLASSROOM RULES:**
1. Adult students and children can only bring water into the classroom.
2. Children are expected to not run or throw things in the classroom at any time.
3. Children cannot bring or build guns, knives, or swords into the classroom.
4. Children are expected to use toys, books, and classroom materials appropriately and will not use them to harm another child.
5. Children are to use toys and classroom materials in the designated areas in the classroom only.
6. Children are expected to use the appropriate volume in the classroom.
7. Adults are expected to help maintain classroom order, practice positive discipline modeled by classroom teacher, and must be present during play, centers, and classroom instruction.

**PLAYGROUND RULES:**
1. Children must stay within designated playground parameters at all times.
2. Children are to respect playground equipment and adhere to school wide rules of playground use.
3. Children are not to use playground toys or equipment to harm another child.
4. Adults are expected to help keep children in designated play areas, help with sharing of equipment and toys, and help students maintain safe playing practices.

**DRESS CODE:**
You and your child will be involved in many different kinds of indoor and outdoor activities. Remember to dress for outdoor fun and messy play. Please label all jackets, sweaters, sweatshirts, etc. with your child’s name. ***Please pack in your child’s backpack a change of clothing including underwear, socks, pants, and a shirt for accidents that may happen in the classroom. You will be notified if these items were used. ***

Parents should wear…
- Appropriate school attire (Remember you are a role model).
- Comfortable shoes that can be worn at recess.

Children should wear…
- Play clothes that can get dirty.
- Sturdy shoes that completely cover feet and have no-slip soles such as tennis shoes or sneakers.
- Layers for cold weather.

Children should not wear:
- Open toed shoes, shoes without a back or heal (i.e. sandals, flip flops, clogs, healed dress shoes)
- Jewelry
Folsom Cordova Adult School Code of Conduct

Any behavior which interferes with the teaching, learning, or administrative process will not be tolerated. Students must abide by all program policies, rules, expectations and regulations as outlined below.

STUDENTS ARE EXPECTED TO:

- Abide by all program policies and standards of conduct as outlined in this document and to participate actively in the learning process as expected by their instructors.
- Report to class on time.
- Remain in the classroom during scheduled class hours.
- Demonstrate respect towards others at all times.
- Refrain from condemning, criticizing or complaining about others.
- Abide by all computer usage rules without exception.

TYPES OF MISCONDUCT:

- Physical or verbal abuse of anyone or threatening anyone while on FCUSD Adult Education campus and/or school district/community center property.
- Use, distribution or possession of alcoholic beverages, dangerous drugs or controlled substances while on FCUSD Adult Education campus and/or school district/community center property.
- Disorderly conduct which inhibits or interferes with the educational process of the FCUSD Adult Education campus and/or school district/community center property.
- Irresponsible behavior including vandalism or destruction of FCUSD Adult Education campus and/or school district/community center property.
- Gambling at FCUSD Adult Education campus and/or school district/community center property.
- Possession of any weapon at FCUSD Adult Education campus and/or school district/community center property.
- Behavior choices which cause any disruption of the teaching, learning and/or administrative process. For example: being excessively loud in the classroom, arguing or being defiant or disrespectful with the teacher, staff or students, or interrupting the teacher while he or she is with another student.
- Sexual harassment of anyone at FCUSD Adult Learning Center and/or school district/community center or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment.

STUDENTS DRESS/GROOMING STANDARDS:

- Shirts and blouses should be appropriate for school settings.
- Excessively short shorts, dresses, skirts, or blouses are not permitted.
- Attire with gang, drug, alcohol, or sexual paraphernalia, and/or other offensive designs or logos are not permitted.
- Caps, hats, sunglasses, and hoods are not to be worn in the classroom. Sunglasses may be used with medical documentation. Copies of medical documentation should be provided to the appropriate adult education staff member.
Dress/grooming violations will be at the discretion of the Principal. Principal and instructors will use their best judgment to determine appropriate/inappropriate attire and violations of dress code.

Corrective actions will be taken if the adult education Principal determines that a student is in violation of dress/grooming standards.

DEFINITION OF SEXUAL HARASSMENT:
Unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: such conduct unreasonably interferes with an individual’s work or education performance or creates an intimidating, hostile or offensive educational environment. Sexual harassment of students, employees, applicants or other persons may include, but is not limited to, offensive or unwelcome sexual behavior such as engaging in sexually oriented conversations for the purpose of personal sexual gratification, telephoning students or employees at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature and enticing or threatening students or employees to engage in sexual behavior in exchange for grades, job advancement or other school-related or work-related benefit. Other conduct, physical or verbal, which contributes to an offensive work or educational environment, may also constitute sexual harassment. Such conduct includes but is not limited to: repeated offensive or unwelcome sexual flirtations, advances, or propositions; offensive verbal abuse of a sexual nature; graphic, verbal commentaries about a person’s body; use of sexually degrading words to describe an individual; and the display of sexually offensive objects or pictures not appropriate in the specific context of the workplace or educational setting.

PARKING LOT RULES:
- Drive 5 mph in the parking lot
- Be cautious and avoid distractions.
- Maintain school traffic laws, rules, and restrictions.

LOITERING:
- Remaining on campus after classes are dismissed is not allowed unless it is part of a planned activity by the teacher. Students must be in class during class meeting times.

MAINTENANCE OF GROUND AND BUILDINGS:
Students are expected to clean up after themselves. All trash including chewing gum should be deposited into trash cans. Do not stick gum underneath furniture or throw it on the ground.

PERSONAL ELECTRONIC DEVICES:
The use of any electronic or battery-operated device (for example: cell phones, iPods, MP3 players, CD players, game players, miniature televisions, etc.) while classes are in session is not allowed unless approved by the instructor.

SMOKING:
Smoking and/or use of any tobacco products is strictly prohibited on the premises.

VANDALISM & STEALING:
It is considered vandalism if you choose to deface FCUSD Adult Education campus and/or school district/community center property. Defacing furniture or walls by writing or carving on items is destruction of property as is writing in books. Taking books out of the classroom without teacher authorization is considered stealing. We have zero tolerance for this type of behavior. Violation of this expectation may lead to disciplinary actions including suspension and/or expulsion.

DISCIPLINARY ACTIONS:
Failure to meet any expectations described and/or outlined will be interpreted as a desire on the student’s part not to participate in the FCUSD Adult Education Program as expected. This choice will be respected; however, because this is incompatible with the program’s purpose and goals, students will be subject to disciplinary actions which may include: verbal
and/or written warnings, the student being sent home until able to comply, referral to school counselor, advisor, or Principal, suspension for a pre-determined length of time and/or expulsion from the program.
Food in the Classroom

SNACK PARENT:
You will be given a job description chart that will outline your duties for the month. One of the duties is snack parent. The Snack Parent will...

- Provide a healthy snack low in sugar and fat content.
- Provide necessary paper goods (napkins, plates, cups, plastic ware) for all children and adults working in the class on their snack day.
- Only provide water unless discussed with teacher.
- Conform to all food allergies and/or dietary concerns when planning snacks and other food centers.
- Be aware of expiration dates when bringing food into the classroom.

PICKY EATERS/DIETARY CONCERNS:
If your child is a picky eater or has dietary concerns, it may be useful to pack a daily healthy snack for them.

FOOD ALLERGIES:
- Students must advise teacher of any food allergies that the children or parents may have.
- FCUSD Parent Co-Op Preschool does not provide allergy medicines and/or Epinephrine Pens for allergic reactions. If your child has allergies to foods and requires any of these lifesaving medicines, you must fill out the appropriate forms (located in the school office) and provide these medicines to the school office prior to the first day of school. All unused medications must be picked up at the end of the school year.

WATER BOTTLES:
- Water bottles are great for snack and after recess time.
- Please make sure to write your child’s name on all items brought into the classroom.
- Water bottles are not permitted on the carpet areas and can only be used during snack and/or after recess depending on your teacher’s preference.
- Water bottles must only contain water.

BIRTHDAY CELEBRATIONS:
- You are invited to bring a special treat for your child’s birthday.
- Please coordinate with the teacher prior to bringing the treat into class.
- Please provide all necessary paper and plastic needs.
- Remember no open flames are allowed.

NIGHT MEETING SNACKS:
- A snack rotation for night meetings may be asked by the classroom teacher.
- Please remember to adhere to classroom allergies, provide all necessary paper and plastic needs, and clean up the area after the meeting has ended.
Late Pick-up and Drop-off Policies and Siblings

LATE ARRIVAL:
Parents must model good attendance and punctuality in order for their child’s educational experience to be productive. Please bring your child to class on time so that they can experience the full benefit of the classroom activities. Late arrival is a classroom disruption, and is not beneficial to your child and the other children in the class.

LATE PICK-UP:
The Parent Co-op Preschool class ends at 11:45am. Children need to be picked up at that time. Adult students will be charged $1 (dollar) per minute after 12.

SIBLINGS:
In general, only the enrolled preschooler may attend the daily class. With prior teacher approval, other family members may attend if they are...

- Attending a field trip.
- Attending a classroom party.
- Attending a birthday celebration.
- Newborns attached to mom.
**Play-Based Learning**

Play-based learning is, essentially, to learn while at play. Although the exact definition of play continues to be an area of debate in research, including what activities can be counted as play, play-based learning is distinct from the broader concept of play. Learning is not necessary for an activity to be perceived as play but remains fundamental to the definition of play-based learning. Within studies that have examined the benefits of play-based learning, two different types of play have been the primary focus: free play, which is directed by the children themselves, and guided play, which is play that has some level of teacher guidance or involvement.

FCUSD Parent Co-Op Programs use play-based learning to teach California Preschool Concepts. Students arrive each morning and have the opportunity to participate in free choice activities. Children are guided in appropriate play behaviors but are given the opportunity to choose their own activities. Free play allows children the opportunity to use their imaginations, practice fine and gross motor skills, practice social skills, and develop healthy ways of communicating with other children in the classroom.

Preschool students also participate in guided play. Guided play occurs during circle and center times. The classroom teacher and parents teach specific skills through...

- **Calendar Activities:**
  - Counting
  - Weather
  - Student learns the day of the week, month of the year, and how to state the date correctly.

- **Classroom Songs:**
  - Counting
  - Letter names
  - Adding and subtracting
  - Days of the week
  - Months of the year
  - Preschool concepts

- **Classroom Centers**
  - Discovery through science, math, art, and language arts
  - Preschool concepts are learned through play and not through worksheets.
Skills are learned and achieved through practice.

Repetition and practice is practiced.

Children learn by doing, not by watching.
California Preschool Learning Concepts

The California Preschool Concepts are the knowledge and skills that most children can achieve when provided with the kinds of interactions, instruction, and environments that research has shown to promote early learning and development. These concepts can typically be attaining when given the benefits of a high-quality preschool program.

LANGUAGE ART CONCEPTS:

- Understands basic verbal concepts like over/under, behind/in front of, on top of/below
- Uses rhyming words
- Is able to show understanding of letter recognition
- Is able to show understanding letter sounds

MATH CONCEPTS:

- Identifies colors
- Identifies and name shapes
- Rote count to 20
- Identifies numbers 1-10
- Creates patterns
- Shows understanding of opposites
- Shows understanding of sizes
- Able to sort and group items

FINE MOTOR:

- Draws picture of self
- Controls pencil/crayons
- Writes first name correctly
- Writes some letters and numbers
- Uses scissors with accuracy

ART/MUSIC/GROSS MOTOR ACTIVITIES:

- Participates in music
- Participates in art
SOCIAL SKILLS:

- Is able to follow directions.
- Is kind and courteous to all people in the classroom.
- Is able to listen during instruction.
- Participates in all classroom activities independently.

**Preschool Daily Schedule**

Each site has their own distinct schedule, please ask your classroom teacher to provide the latest daily classroom schedule.

It is the Adult Students responsibility to be active and present at all daily activities on their workday. Each site has distinct guidelines on what is expected during each activity of the day. Please ask your classroom teacher for an Adult Students daily classroom expectations. The minimum Adult Student Daily Activity Requirements include:

- **Working Parent Arrival**
  - Completely prepare Center (Lab) Learning Area
  - Put out Daily Free Choice Activities.
  - Put finished activities into cubbies from the previous day if there are activities available (i.e., items drying).

- **Student Arrival**
  - Place Name Tags on students arriving.
  - Guide Students to Free Choice Activities.

- **Free Choice**
  - Help with Free Choice Activity as directed by classroom teacher.
  - Maintain classroom order (helping with conflict resolution, adequate supplies are available).
  - Help with cleanup as directed by teacher.

- **Circle Time**
  - Sitting with students and helping with classroom discipline and maintaining distractions.
  - Helping to involve students in classroom learning.

- **Centers**
  - Presenting and facilitating center (lab) activities.
  - Interacting with students. (asking and answering questions with the children).
  - Have children take their completed items to their cubbies after completion.
FOLSOM CORDOVA ADULT SCHOOL
Parent Co-op Preschool and Toddler Program Handbook

Cleaning up any and all areas:

▪ Classroom supplies used must be returned to their specified places.
▪ Tables wiped down with FCUSD approved cleaning products.
▪ Drying racks and other furniture returned to specified areas.

• Recess
  o Adult Student must be attentive and help with maintaining recess boundaries and rules.

• Dismissal
  o Help gather children’s items from their cubbies.
  o Help teacher with dismissal of students and signing students out.
  o Helping with any other items that must be cleaned and put away before exiting class.

Parent Co-Op Preschool Program sample daily schedule:

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:15</td>
<td>Working Parent Arrival</td>
</tr>
<tr>
<td>9:15</td>
<td>Student Arrival (Non-Working Parents)</td>
</tr>
<tr>
<td>9:15-11:00</td>
<td>Free Choice</td>
</tr>
<tr>
<td></td>
<td>Circle Time</td>
</tr>
<tr>
<td></td>
<td>Center (Lab) Learning</td>
</tr>
<tr>
<td>11:00-11:20</td>
<td>Recess</td>
</tr>
<tr>
<td>11:20-11:45</td>
<td>Circle Time/Closing</td>
</tr>
<tr>
<td>11:45</td>
<td>Student Dismissal (Non-Working Parents)</td>
</tr>
<tr>
<td>12:00</td>
<td>Working Parent Dismissal</td>
</tr>
</tbody>
</table>
Children are Successful When...

They feel loved.
Every child needs to feel that his/her parent love and want to enjoy them. They need to know that they matter.

They feel accepted.
Every child needs to know that they are accepted for being themselves, that they are liked all the time, and that their parents will let them grow and develop in his/her own pace and way.

They feel protected and secure.
Every child needs to feel that his/her parents will protect him from harm and will help him through new experiences.

Children must feel safe to explore things on their own too and know that their parents are a helper.

They can be independent.
Every child needs to be encouraged to explore new things. When parents show confidence in their child’s abilities, it nurtures their confidence and independence.

They have moral standards.
Every child needs to have a set of moral standards to live by. They need to understand right and wrong, kindness, courage, generosity, honesty, and justice.

They need guidance and stability.
Every child needs to be taught and guided on appropriate behavior, appropriate social skills, and appropriate displays of feeling and emotions.

They need to be taught control.
Every child needs to know that there are limits and boundaries. They need to understand that there are consequences and rewards for choices. They need to understand that it is okay to have feelings about things, but there are appropriate ways to deal with those emotions.
Parent Co-Op Preschool

Parent Survey

1. My child attends preschool at...

- [ ] Empire Oaks Elementary
- [ ] Folsom Hills Elementary
- [ ] Gold Ridge Elementary
- [ ] Natoma Station Elementary
- [ ] Mather Heights Elementary
- [ ] Oak Chan Elementary
- [ ] Russel Ranch Elementary
2. Did you feel you were involved in your child’s learning?
   - Yes
   - No

3. Were there adequate supplies available to plan your centers?
   - Yes
   - No

4. What Field Trips did you and your child enjoy?

5. What type of centers did you and your child like the most?

6. What type of centers did you and your child like the least?

7. Would you recommend this program to a friend?
   - Yes
   - No
Folsom Cordova Adult School Contract

- Empire Oaks
- Folsom Hills
- Gold Ridge
- Mather Heights
- Natoma Station
- Oak Chan
- Russel Ranch

I, _________________________________________, understand that:

Print Name

(Initial) ________ I need to provide the Adult School office with a two-week written notice if I decide to drop the program before the end of May of the current school year. In order to not incur charges for the following month’s tuition, I must submit a letter by the 15th of the month. There will be no refund of tuition for any unattended days.

(Initial) ________ This program requires my full participation one day per week, one evening meeting per month, and one field trip per month.

(Initial) ________ I may be dropped from the preschool class for non-payment, non-participation, or continuous disruption of the classroom, school, or educational environment.

(Initial) ________ Class ends at 11:45am and I must be on-time to pick-up my child. I will be charged $1 per minute after 12:00pm.

My signature below confirms that I have received and read the Parent Co-Op Preschool Program Handbook and agree to abide by the rules and guidelines.

Signature_____________________________________________Date_______________