

# PARENT HANDBOOK

The following pages describe the operation of the school as well as your responsibilities as a member parent. The Back to School Night meeting, which all parents are required to attend, will better acquaint you with the workings of ANS. We hope you will come to feel as proud of the school as we do and will want to contribute in your own way to its growing strength and influence in the community.

## 1. Membership Requirements

Upon acceptance of your child, the following forms must be completed and on file at the school before you become an active member of the school:

1. Application and fees must be paid (see Section 23 and 24 for fee description).
2. Contract between parents and school defining membership, signed Arbitration Agreement, financial/commitment and attendance requirements.
3. Child's health form signed by child's doctor and child's health forms signed by child's parents.
4. Certificate of proof of absence of tuberculosis of workday parent(s) either by x-ray or skin test. A negative tuberculosis certificate is acceptable from either a physician or the Pasadena Health Department. (This test need not be repeated each year as long as there is not an outbreak within the membership or the family or unless there is a medical situation that would warrant new testing. Repeat testing is required every four years.)
5. Proof of compliance with state law requiring adult volunteer vaccinations (influenza, pertussis, and measles).
6. "Health Screening Report for Facility Personnel" signed by your doctor, regarding the workday parent's health.
7. Other entrance forms required by the state to be completed prior to the beginning of school.
8. New families must attend the New Parent Workday Orientation prior to their first workday at school. The parent who will be the primary workday parent should attend this orientation.

## 2. Age Requirements

In general, children must be two years old by October 1 in order to be eligible for admission.

Spring admissions are generally not available, but exceptions for January admissions may sometimes be made for younger siblings in returning families. Factors involved in determining whether space is available in a given year include:

- The number of children currently in the class, and whether any of those children will likely be increasing their number of days per week after the winter break
- The current dynamic in the class each day (sometimes, a group can be small in numbers but still high in intensity!)
- In the Discovery Room, the number of children starting late throughout the fall (a steady influx of late starts can delay the establishment of a consistent dynamic for the class.)
- The number of families expressing interest in January admissions

Interested families may notify the school of their interest by filling out an application form in February of the previous year, but no fees will be due at that time, and children will be considered waitlisted. The Director, in consultation with the Membership Chair and the teachers in the requested room, will make admissions decisions for prospective January admits and notify families by the end of November. If a child is admitted to start in January, the commitment fee and contract will be due by mid-December, and four additional payments will be due in January, February, March, and April, for a total of five payments. An alternative payment schedule can be arranged at the discretion of the Director.

### **3. Parent Education**

Growing as parents is an integral part of the ANS philosophy. The yearly PARENT EDUCATION requirement is a valued component of membership that the Board of Trustees, staff, and director stand behind. The parent education program is designed to better prepare parents for their workdays; offer support, resources and child development knowledge from the staff, director and expert speakers; to enhance relationships between teachers and parents; and build a stronger sense of community where families and staff can share regularly about common issues.

#### **Mandatory Requirements:**

- NEW FAMILIES must attend “HOW WE TALK MATTERS” and at least TWO (2) additional parent education events each school year. Families who miss “How We Talk Matters” will be given the option of making up the one missed event with an ANS event and paying a \$50 fine OR making up two additional ANS events with no fine.
- RETURNING FAMILIES must attend TWO parent education events each school year (one of which must be an ANS Parent Education event).
- Note: If both parents attend together, it is still considered ONE event.
- Parent Education opportunities include: Teacher/Director-facilitated parent classes (aka Teacher Talks); How We Talk Matters: the ANS language (2x/yr); Parent Education Speaker Engagements; and the CCPPNS conference. One day’s attendance at the CCPPNS conference will fulfill the two-event requirement. You may also read a parent education book and write up a synopsis of it for the membership for ONE of your family’s yearly requirements.
- At some select ANS parent-focused events, we will provide childcare at minimal cost. Lap babies are always welcome to attend.
- A \$50 fee will be assessed to families who meet only one of the requirements. A \$150 fee will be assessed to families who meet none of the requirements.

### **4. Withdrawal of Membership**

Because the operation of the school is more stable when there can be long range planning, we consider each enrollment to be for the entire school year. If you find it necessary to withdraw your child from the school, you are responsible for giving us 30-days written notice and for paying one month’s tuition. At the end of the 30-days, your tuition deposit will be refunded to you less any fees outstanding or incurred during that period. You are also responsible for any other unfulfilled commitments to the school for that month (i.e. participation work days, snack, workshop, etc.) and all fundraising requirements.

Families that leave the school anytime after a four-week grace period and prior to the Orange Sale are responsible for fulfilling their Orange Sale commitment, either by participating in the Orange Sale or by paying a withdrawal fee equivalent to (1) 25 cases of fruit per family AND (2) a total of 35 case points per family. This requirement can only be waived at the discretion of the Executive Board due to extenuating circumstances.

Please see ANS bylaws for information on Termination of Membership, Grievance Procedure and Code of Conduct.

## **5. Starting School**

- All entrance forms must be submitted to the Membership Chairperson before your child can begin school.
- Extra clothing is required for all of the children. They should include underwear and socks, as well as outer clothing. Please mark all clothing, including sweaters and jackets, with your child's full name. This helps to avoid a lot of confusion.
- Diapers and wipes are required for any child that is not potty trained. Be certain that your child has an adequate supply at school at all times.
- You may bring transitional objects such as stuffed animals or blankets, but please leave toys, sippy-cups, pacifiers, food & drinks at home.

## **6. Separation**

- Parents of new students should plan to stay with their child at school for their child's first 6 to 9 attendance days as they go through the separation process. This process is very individual and will vary for each student.
- Our experienced teachers will be forming a relationship with your child in the first few weeks and offering you suggestions on your child's separation process.
- The teachers will determine your child's readiness for you to leave them at school, whether it's for 30 mins or the entire morning. Please wait for their decision in regards to your child's readiness.
- Once you begin regularly leaving your child at school, it's important to hand them off to a teacher each day, see that they are engaged in an activity, say goodbye and leave the school.
- If your child is anxious about separation, try not to talk about school too much. Always bring your child to a teacher and develop a familiar daily routine.
- The ideal time to arrive is between 9:00 and 9:15.

## **7. Clothing**

Every child at ANS has a clothing bin with their name on it located in one of the bathrooms. The extra clothes are there in case a child becomes wet, messy from an art project or becomes uncomfortable in the clothes they wore to school. Please be sure to check the bin from time to time to ensure that it is well stocked and has clothing appropriate for the current weather.

When the weather is warm and sunny, the children will want to take off most of their clothing. It's just what children do and we support this choice at ANS as long as the weather is agreeable.

We encourage children to place anything they remove in their cubbies, thereby encouraging them to take responsibility for their choices and clothing. The minimum clothing requirement for children is underwear or a diaper.

## 8. Toys From Home

In general, bringing one toy or a transitional object from home is perfectly fine. Most children will give up this practice eventually and we are happy to support this strategy while they need it. There are some items, however, that are unsafe or inappropriate for children to bring from home. Here are some specific examples:

### *Unsafe Items:*

- Choking hazards, i.e. marbles, coins, mini-Legos, tiny accessories for dolls/toys
- Toy Weapons - guns, lasers, swords etc.
- Glass items - jars, vases, drinking glasses, etc.
- Two-wheel scooters and large two-wheel bikes

### *Inappropriate items:*

- Toys your child is not willing to share
- Toys with more than a couple of pieces, which are easily lost
- Toys that will not fit in your child's cubby
- Toys that should not get wet, muddy or played with in the sand

Please consider these items when talking with your child in the morning. Don't rely on your child's teacher to set the limits. Often a child will be happy to leave their toy in the car and then reclaim it at the end of the day.

Please support your children and the teachers by taking the time to consider what your child wants to bring to school. Often you are just trying to get out the door and make it to school without a meltdown. If you are struggling with this issue, please see the Director who can provide some more ideas and language to help you work it out.

Please note that items brought for a Share Day are different; please consult with your child's teacher.

## 9. School Hours & Attendance

- It is important to bring your child to school on time. School is held from 9:00 to 11:30 a.m. for the Discovery Room children and 9:00 a.m. to 12:00 p.m. for the other classrooms.
- Be sure to pick up your child promptly at the close of school. Please call us if you are running late.
  - If you are repeatedly late picking up your child from school, you may be subject to a \$50 fine, at the discretion of the Director.
  - If you are repeatedly late picking up your child from Lunch Bunch, a \$50 fine will be assessed, beginning with the third late pick-up.
- Please call us if your child will not be attending school for any reason.
- If your child is enrolled in the Art Room, he or she must attend a minimum of 3 days.

- If your child is enrolled in the Block Room, he or she must attend 4 or 5 days, but we strongly recommend 5 days to ready them for Kindergarten.

## 10. Drop In Days

Parents who would like their child to come to school on a day that is not their regular school day may use the “drop in” system. A request form must be completed and a fee of \$28.00 per day is assessed.

Here’s how it works:

1. Get the Drop In form from the office.
2. Contact your child’s teacher to check for availability in your child’s classroom.
3. Contact the Director to check for availability so that we do not exceed our daily capacity.
4. If approved, have the teacher sign the form and return it to the office.

Please let the your child’s class group know (via the Google loop for your child’s classroom) if your child(ren) will be out of town or absent for any reason. This alerts other parents to the possibility of an open slot for a drop in day.

If a teacher temporarily recommends additional school days to facility a healthy, more individual separation process, a per day drop in fee will be assessed.

## 11. Telephone Information

Our phone number is (626) 296-1231. If you have any questions or need to reach a teacher, you may call anytime between 8:30 a.m. and 12:30 p.m. If you desire a conference, teachers will be happy to arrange an interview with you at your mutual convenience.

## 12. Health Guidelines for Children, Workday Parents and Staff Members Illness

In the interest of public health, as well as the well-being of all children, we follow Department of Social Services (DPSS) requirements, as well as Southern California Association for Education of young children (SCAEYC) guidelines.

***These guidelines apply to anyone attending or working at ANS.***

1. Children who have a contagious or communicable disease cannot attend school.
2. The teachers may determine, based on presumption of contagiousness or extra care required, whether or not a child may remain at school. If it is determined that a child is too ill to remain at school, the parent will be notified immediately and expected to pick up the child as soon as possible.
3. Any child with a temperature of 101 degrees Fahrenheit or higher may not attend school or return to school until 24 hours have passed with no temperature.
4. Children must be kept home from school if they have:
  - Excessive greenish or yellowish nasal discharge (beyond the scope of normal care)
  - Conjunctivitis (pink eye)

- Diarrhea
  - Nausea or vomiting
  - Lice or lice eggs
  - Chicken pox (minimum of seven days from outbreak or until all sores are healed)
5. Please have questionable rashes checked by your doctor before coming to school.
  6. Please inform the Director when your child has a contagious disease so that we can inform our membership. The child's name is always withheld for confidentiality purposes (licensing requirement) unless the parent(s) of the child involved approve(s) of releasing the child's name.
  7. Parents of children who have allergies, including food allergies, should discuss any restrictions in activity and diet with both the Director and the child's teacher.
  8. Your family doctor is the best source for information regarding symptoms of any contagious illness but the Director is available if you need guidance.
  9. If a contagious disease outbreak is declared in L.A. County, students who are not immunized may be excluded from attending school for the protection of the students and other members of our school community. Please read "Leave of Absence" for further information.

## **13. School Closures**

During the school year there may be circumstances that require the Director and/or President to close the school suddenly and with little or no notice to families. Every effort will be taken to provide notice when possible. The following circumstances may warrant closure: high temperatures (over 100 degrees), poor air quality, natural disasters (fire, wind etc.), civil unrest, an emergency situation at our school location, and any other situation that might jeopardize the health or safety of the children, workday parents and staff.

## **14. Parent/Teacher Conferences**

Conferences take place in the fall for all children, at which time parents will receive a developmental profile of their child/children. Because school is not in session during Parent/Teacher Conferences, they are only formally scheduled once a year so that we can maximize instructional days. However, if a parent(s) would like an additional conference during the year, please contact your child's teacher or the Director to arrange.

## **15. California Council of Parent Participation Nursery Schools (CCPPNS)**

Altadena Nursery School is a member of the California Council of Parent Participation Nursery Schools (CCPPNS). CCPPNS is a statewide community of parents and educators committed to teaching and inspiring families through parent involvement and mutual support.

The San Gabriel Valley Council is part of CCPPNS and is composed of one representative from each parent participation nursery school in the area. The Council provides collective aid and an exchange of information for its members. In addition, the Council also conducts workshop meetings, presents speakers of interest to nursery schools, aids in the organization of new cooperatives, and works with the community and teacher groups.

Each year the CCPNS has an annual convention where parents and staff can hear nationally recognized experts talk about parenting, attend a fun workshop with your children, and find valuable information about meeting your child's development needs. The location for the convention switches between northern and southern California each year and usually takes place in the spring.

## 16. Parent Participation Workday Calculation

The participation workdays at the school are calculated using a formula that takes into account the number of days your child(ren) attends per month, the total number of school days per month, and the total number of children attending per month. The formula also accounts for fluctuations in enrollment or for extenuating circumstances, e.g. maternity or emergency medical leave. In the fall of 2010, the Board voted to institute a 2-days per month participation workday minimum and a 6-days per month maximum per family. The caps were put in place in order to ensure that both children and parents get the most benefit by balancing parent/child interaction and the child(ren)'s own personal growth. (Please note that shorter school months (such as holiday breaks in November, December and March) may result in less than the minimum workdays, especially for families with children who attend only twice per week.)

Attendance per week (total for family)	Workdays per typical* month	Approx. workdays per year
2	2	17
3	2	18
4	2 ½	21
5	3	26
6	3 ⅔	30
7	4	33
8	4 ⅓	36
9	5	42
10	5 ⅔	47
11+	5 ⅔	47

\*A typical month consists of about 18 to 22 attendance days.

The chart at left shows how workdays break down for a typical school year. These numbers may vary depending on enrollment, number of families, enrollment level, attendance level, and any special circumstances but will not exceed the minimum and maximum put in place.

Here are some general notes about participation:

- Parents of newly attending children will not work for their child's first 6-9 attendance days.
- A family expecting a new baby shall be allowed eight (8) weeks of non-participation for workdays at any time during pregnancy or within four months of baby's arrival, at the discretion of the Executive Board. Families requesting leave must contact the Participation Chair the month prior to the desired start date of the family leave, whenever possible. New families requesting family leave in the months of October and November must contact the Executive Board; requests will be determined on a case-by-case basis. All other participation commitments, such as snack and workshops, are still the responsibility of the family on leave.

- Nursing mothers serving as workday parents will be allowed breaks to nurse and/or pump.
- Participation workdays are equally distributed based on a ratio that considers how many days your child attends in a given month, with a minimum of two (2) workdays and a maximum of six (6) workdays.
- The above chart is accurate for a typical month of about 18 to 22 attendance days. For short months or holiday months (like November, December and one month in springtime), the ratio of workdays is pro-rated accordingly.

- If you are excused from workdays for a newly attending child or maternity leave, you are NOT expected to "make up" those days over the rest of the year.
- Please bear in mind that the above numbers per month are approximate and may adjust up or down depending on differing enrollment circumstances. However, the overall numbers for the year should be reasonably accurate, give or take a day or two.
- The fractional days (+/-) roll from month to month to ensure equity among the membership. For example, if your child attends 4 days per week your workdays in a typical month would be 2-1/2 days. Since you can't work a half-day, one month you may work 2 days and the following you may work 3 days.

Here are a couple of scenarios to aid in visualizing:

- Family Abbot and Family Blake both have two children enrolled. The Abbots have twins enrolled for 3 days each per week and the Blakes have one child enrolled for 4 days and another for 2 days a week. Both of them have 6 family enrollment days per week and would end up working about 30 days per year, which works out to about 3 2/3 days for a typical month. The Abbot family may be assigned 4, 3, 3, 4, 3, 3, etc, while the Blakes might be assigned 3, 4, 3, 3, 4, 3, etc.
- Family Carrow have two children, with the second child starting at the beginning of November. The first child attends 5 days a week and the second child will attend 3 days a week. Up until November, they will work about 3 days per month. They would not work for the first two weeks of November and then, in subsequent months, they would work about 4-5 days per month.

## 17. Parent Participation Workday

- On your workday morning, you will be expected to arrive between 8:30 and 8:45 a.m. to help with set-up and stay until approximately 12:30 p.m. to finish cleaning up. Prompt arrival by 8:45 a.m. is important. (See Section 17 for Late Working Parents Policy)
- Upon arrival, sign your child in, drop your child off in the Bonus Room, check the chalkboard for your classroom assignment, put on an ANS apron, and pick up the corresponding working parent job card. Each card outlines the general duties for each working parent's job. The teachers will also explain to you what needs to be done before and during the morning's activities. Also, please feel free to ask questions.
- Remember your first obligation is to the children. Don't let conversations with other adults or housecleaning distract you from your primary duty.
- At the end of the workday return your apron and work card. Check-in with other workday parents to see who needs help finishing tasks.
- If you are not present on your workday and have neither traded days nor found a substitute to work for you, you will be fined \$50.00. A portion of that money may be used for a substitute if one is found and you will owe the school a workday the following month.
- Siblings are not allowed to come with you to your workday.

### Hiring A Substitute or Trading Workdays

- If you are unable to work on your workday you may trade dash with another family or hire a substitute from an approved list of parents and alumni.



- If you are unable to trade days with anyone, you are required to find a substitute to work for you. For this service you must pay \$40.00 per workday directly to the substitute.
- A family should find substitutes for, on average, no more than one third of their calculated workdays per month. Deviations from this requirement will be forwarded to the Executive Board for further action. The Executive Board shall consider the family's circumstances when coming to an appropriate resolution.
- Some families typically work 2 workdays per month, and the one-third guideline doesn't easily translate. Here's a scenario to clarify how it is possible to use subs when necessary and remain in compliance with the guideline:

*Family Addams typically has 2 workdays per month. If Family Addams hired a sub once every 2 months (remember they have 4 workdays per 2 month period), that would mean they work 3 workdays themselves and hire a sub to work 1 of their 4 workdays over the two month period.  $1/4$  workdays worked by a sub = 25% of workdays completed by a sub, which stays within the one-third guideline.*

- The list of available subs is included in your directory and on the final workday calendar distributed monthly.
- Subs may work on a day their child typically does not attend with approval from their child's teacher for a drop-in day at no additional cost to the sub (if it is a pre-planned substitution, the drop-in fee will be assessed).

#### Helpful Hints:

- Send an all school email to request a sub or to make a trade. If there are no takers 48 hours before your workday, start calling subs and parents directly. Email is not very effective at this point.
- Pay the sub directly the next time you see them or send them an electronic payment the day they work.
- If you hire a sub or make a trade in advance you are responsible for marking it on the workday calendar by the gate and notifying the Director by email. If you are unable to do this right away please ask the sub or other parent to do it for you.

### **Emergency Sub/Trade Needed?**

Many times your need for a sub/trade will be for a last minute emergency (i.e. illness, family emergency) and within 24 hours of your workday.

Please text the Director to let her know the situation and the steps you are taking to find someone to work for you.

#### Steps:

1. Call all the subs on the list first. Email is not effective at all at this point.
2. If no subs are available, call parents in your child's classroom. Email is not effective at all at this point. Remember, people help people, so a personal request for help is highly effective.
3. If you are unable to make these calls for any reason please ask an ANS friend or another parent to help you out.

4. Sometimes a potential sub would need to bring their child with them but it's not their regular school day. We can often make this drop-in work. Please contact the Director for approval of this plan. If there is space and the teacher also agrees to the drop in, we will have that child drop in at no cost to either parent.
5. Sometimes a potential sub can not arrive by 8:30 or 8:45 am. That is alright. Please have them text the Director with their ETA.

If you have followed these steps and still haven't found a sub or trade, the Director will do the following: Post a sign on the front gate, send an emergency email, and solicit parents during the school day. She will notify you if she finds a sub for you so you can pay them or arrange to trade days.

## 18. Late Working Parent

- We all understand how difficult mornings can be and we simply ask that you call ahead of time when you are running late.
- If you are running late, the most important thing you can do is call the Director, Ms. Janet Ann Young on her cell phone at (213) 200-7342 and give your estimated time of arrival. Otherwise, if the school has not heard from you by 8:45 a.m. the Director will be contacting a workday sub to work in your place.
- If you arrive and the school has already contacted a parent sub, the Board has decided this course of action:
  1. The late parent will owe the sub \$40 and the sub will work the day. At the discretion of the Director, they may be fined the full \$50 (as discussed above), a portion of which would be used for the sub fee.
  2. The sub parent will have one day credited to them the following month as a bonus.
  3. The late parent will have an additional day added to their next month's workday requirements.
- Workday hours are from 8:30/8:45 am to 12:30 pm. **Parents who are late more than two (2) times over the course of the school year will be fined \$75 for each late day** (beginning with the third late arrival).
- If you have an older child to drop off before arriving for your workday and that drop off will make you late (arriving at ANS after 8:45 am), speak with the Director.

## 19. Your Child's Health

- Please notify the Director and your child's teacher of any issues regarding food restrictions or other allergies (i.e. bee stings).
- If your child requires medication of any kind, please obtain an extra (e.g. EPI-pen or Benadryl) to be kept at school at all times. In addition, please submit the medical release form that is to accompany all medications and gives the staff permission to administer medications to your child. This form can be obtained from the Director. All medications are kept in the office. The staff is familiar with administering Benadryl and the Epi-pen. If this occasion should arise, you will be contacted immediately.

- For children who have a food sensitivity, allergy or specific lifestyle choice regarding food, we would like those parents to keep some extra snack in your child’s classroom. This way if the daily snack is lacking in choices for your child, the teacher can offer them something he/she will enjoy. Please label the snack with your child’s name and place it in the cupboard above the sink. We also suggest providing a treat food for birthday celebrations. We will post your child’s photo and the particular foods they need to abstain from on the “Allergies List” posted in each classroom, the snack prep area, and the front bulletin board.

## 20. Snacks

### Snack Responsibilities

Each family is required to sign up for approximately one snack day per month. Each school day there are two families responsible for providing snack together for approximately 45 children and 12 adults. Before each assigned snack day, families **MUST** contact one another to decide what they will each bring on the assigned day, making sure that between the two families a balanced snack is provided. These families are known as the Snack Families. Snack needs to arrive at school by 9:30 a.m.. Please bring all the food to the Snack Prep Cart located next to the Block Room. Perishable items should be placed in the classroom refrigerator and a note should be left for the Workday Snack Parent who will divide the food for the classrooms.

### Preparation

- All snack food must come washed, cooked, thawed, and cut prior to being delivered to school. If you forget, for example, to cut the grapes, please remain at school to take care of it before leaving.
- Please do not cut bananas or peel citrus in advance; this will be done in the classroom during snack.
- If you're bringing something like soup or oatmeal in a crock-pot, please heat it before you arrive at school – it takes longer than you think to heat up and it will need to be ready for snack time at 10:30 AM.
- Separate snack into separate containers or bags (one per classroom). Workday Snack Parents find it helpful when parents bring snack to school already separated.
- Treat others like you'd like to be treated—when planning your snack, please remember the Workday Snack Parent has to prepare it for the classrooms. If your snack requires 15 steps to prepare, think again.

### Quantity

- **Please bring only 3 or 4 items for snack.** Any more than that and it becomes challenging for the older children who pass their own serving bowls. Not to mention that with more items, the snack then becomes more like a meal and not a simple snack.
- Please send all one flavor. Do not send assorted containers of food (i.e. mini muffins).
- If in doubt, bring more of each item instead of less. Running out of snack—especially a favorite—does not bode well with the children. It’s better to send a lot of one single item, such as strawberries, than it is to send 3 kinds of berries.

- If there are leftovers, we will try to send it home with you or there's almost always someone who is interested in taking it home. Please check the Snack Cart Area or refrigerator when you pick up your child.

## Safety

- NO WHOLE NUTS or POPCORN (choking hazard).
- Carrots should be steamed for the 2-year-old class.
- The following food items can cause choking and MUST be cut: olives, grapes, cherries, and hot dogs (often cutting lengthwise is best).
- Please defrost frozen items such as fruit, edamame and yogurt tubes THE NIGHT BEFORE.
- To safeguard the children who have allergies and food sensitivities, snack parents must provide a list of ingredients when bringing a homemade dish or an item that is not in its original container. If we do not have the list, we will be unable to serve it to all children with allergies.
- Children with allergies, food sensitivities and certain lifestyle choices will maintain backup snacks at school when a snack item is not a healthy choice for them.

## Guidelines

- Healthy snacks (those low in sugar and salt) are strongly encouraged as well as whole grains.
- Ask the teachers! The staff can provide suggestions, but simple foods usually work best with young children.
- Please do not send more than one pre-assembled item for snack. Some children may like bagels with cream cheese and some may scream if cream cheese even touches their bagel. The more they can choose and assemble on their own, the better.
- Please be mindful of allergies and lifestyle choices the children may have but it is not necessary to prohibit certain foods.

## Snack Tips

- Dipping food is always fun!
- Go for a variety in fruit and veggies and think COLOR! While bananas and pre-sliced apples are the easiest and sometimes the least expensive to bring, remember there are lots of other tasty options out there.
- Bring your child's favorite snack!

## Birthdays

- A special snack may be brought on your child's birthday for the school (or your child's classroom). Please inform your child's teacher and the Snack Families for that day in advance. This information will help them prepare a balanced (low sugar) snack for the day.
- Below are some examples of balanced snacks with 3 or 4 items.
  - Cooked pasta, marinara sauce, parmesan and edamame
  - Oatmeal with brown sugar, bananas (please keep separate)
  - Muffins, biscuits or cornbread with butter, mandarins, cheese sticks
  - Crackers, cheese and apples and snap peas

- Graham crackers and cream cheese (huge hit with kids and parents alike), strawberries
- Cottage cheese, raisins, bell peppers and Triscuit crackers
- Lunch meat, cheese, Ritz crackers and grapes
- Hummus and pita, carrots and watermelon
- Meatballs, Stone ground crackers and green apples
- Rice cakes, nut butter, raisins, blackberries
- Black beans, tortilla chips, grated cheese and bananas
- Yogurt, berries, granola
- Cereal, milk and bananas

## Healthy Choices Language

Snack time is a rich experience at ANS, for children, parents and teachers. During snack children learn to socialize, acquire table manners and navigate their way around a variety of foods. However, some children will face more challenges in determining their food choices than other children due to their allergies, lifestyle choices or food sensitivities. But there is so much we can do to help them! Besides familiarizing yourself with the “Allergy List” posted in each room, checking in with the teacher and observing the children, you can also help tremendously by paying attention to the language you use when talking with the children about their food choices and health.

At ANS we want your children to become confident problem solvers and to feel a part of a loving community. Saying, “you can’t eat that” to a child with allergies, sensitivities or a specific lifestyle choice, is a negative experience for two reasons. First, this closed statement does not allow them a chance to solve their problem and second, you have not told them what they CAN have. In addition, saying “you can’t or you shouldn’t or Jimmy can’t eat that” leaves a child feeling deprived and/or different from his/her peers.

These issues can be avoided when we discuss food choices with children if we are positive and clear about what is and what is not a healthy choice for their bodies. Until they have a comprehensive understanding and know how to make other choices, we want to model language that is empowering. We want the children to gain confidence and acquire the necessary language in order to navigate not only this topic, but to also practice making healthy choices in ALL areas of their lives.

Here are some phrases to help you if you are working in the classroom or you want to adopt this language for your home:

- “Jimmy, this cracker is a healthy choice for you.”
- “Jimmy, I have some other crackers for you which are a healthy choice for your body.”
- “Jimmy, this recipe has cow’s milk in it, let’s find you a yummy and different choice.”
- “This pasta has egg in it; do you see another snack choice that looks healthy?”
- “This hummus was made with sesame seeds, do you want a different dip to go with your pita or do you like it plain?”
- “Sasha, these crackers are for Jimmy because the other crackers are not a healthy choice for his body.”
- “Sasha, some foods are not healthy for Jimmy to eat and so he makes other choices like…”
- “Sasha, these crackers are healthy choices for Jimmy to eat when we have food for snack that is not a healthy choice for his body.”
- “Jimmy, sounds like Sasha has some questions about your food choices, can you tell her about it?”

- “Sasha, Jimmy and his family want to eat foods which come from plants and not animals. This snack has chicken in it so Jimmy is making a different choice.”

These are just some suggestions on how to reframe this topic for children in a positive light. However you choose to phrase it is fine, but here are the essential components; children need specific information (e.g. a food has egg in it), they need choices, and the language should allow children to have their own voice and the opportunity to express themselves independently to their peers.

As adults working closely with young children, it’s important for us to model the language we want the children to use and to empower them with choices and problem solving opportunities. It’s also important to remember that children are constantly looking to the adults in their lives to learn if the world is a safe place. The answer (our words and actions) to that question for this particular age group should always be YES! So we should avoid scare tactics, over-reacting and overusing the word “safe” when talking about food choices. Instead, we should use positive language, always explain “why”, give choices whenever possible and empower them to make all kinds of healthy choices for their bodies!

## 21. Photos of Students

Some ANS families have decided to keep their child’s face and identity shielded from the public. However, ANS parents and staff members often have wonderful photos of the children for Happy Talk (our newsletter), for our Facebook page and on our websites. To protect all the children we have two editions of Happy Talk, one is private and one is public. Public means it can be handed out to prospective families on tours or posted on our website or on Facebook. When the HT edition is public, we will omit photos that include any child that we do not have permission to use. If the edition of HT is private, we are able to include any child in the photos and only first names will be used (it will only be available to ANS families).

**We will not use first or last names** of any ANS student on Facebook or in a public Happy Talk.

Photos of children can always be posted to our Shutterfly account and shared with other ANS families. This site is private and protected by a password.

Please be aware of this policy and other families’ choices when posting photos publicly. To learn which children may not have photos posted publicly, look at the classroom roster, it is indicated by an asterisk next to the child’s last name.

## 22. ANS Bathrooms

The red and blue bathrooms located on campus are for children only. For health reasons our State Licensing department requires adults to use adult bathrooms at all times. There is an adult only bathroom located off the Bonus Room. Or, a key is available for the men’s room in either the church office or from the Director (with the women’s bathroom open just beyond the back gate).

By law, only teachers and aides are permitted to assist children with using the toilet and changing clothes and diapers. All of the staff has been cleared through the federal government’s fingerprinting system. However, there are several ANS parents who have also gone through this process for their work or volunteer experiences and have clearance. In order to support teachers, these parents are often asked to accompany children to the bathroom without a teacher present to talk children through the routine and supervise in the bathroom.

## 23. Leave of Absence

When the school's financial situation permits, a child may take a leave of absence not to exceed two months provided the monthly tuition is paid in advance. It is the responsibility of the participating member taking the leave to schedule and pay substitutes directly for the following: workdays, workshop and snack commitments. Should the school's financial situation be such that a leave of absence may not be granted, the resigning member may be placed at the top of the waiting list.

## 24. Tuition

Tuition is figured on an annual basis, regardless of what month your child begins attending school, and is paid in ten installments for the convenience of our members. The tuition rates are listed in the chart at right:

Attendance	Tuition Installments (10 payable over 10 months)
2 days/week	\$224.00
3 days/week	\$336.00
4 days/week	\$448.00
5 days/week	\$560.00

Multiple Child Discount: Families with multiple children enrolled at ANS will pay full tuition for one child; each subsequent child, currently enrolled at ANS, will receive a \$26 a month tuition credit. The full discount is \$260 a year and is credited to each of the ten (10) tuition payments.

Below are the dates tuition and fees are due in a typical year. Tuition is payable on the first day of each month and delinquent after the tenth. If the tuition is delinquent, a late fee will be applied. Please see Fee Explanation, Section 24, for detailed information about fees.

**Payment 1** – Commitment Fee (1st month's tuition) due prior to enrollment (1st payment of 10)

**Payment 2** – Security Deposit (last month's tuition) due Aug 1st, applied May 1st (2nd of 10)

**Payment 3** – Due September (3rd of 10)

**Payment 4** – Due October (4th of 10)

**Payment 5** – Due November (5th of 10)

**Payment 6** – Due December (6th of 10)

**Payment 7** – Due January (7th of 10)

**Payment 8** – Due February (8th of 10)

**Payment 9** – Due March (9th of 10)

**Payment 10** – Due April (10th of 10)

Security Deposit (Payment 2) is applied in May. No payment in June.

**Commitment Fees for the following school year are due in February** for new and returning students. This fee is non-refundable and guarantees an enrollment spot for your child and is applied to tuition for the next school year.

If your child's attendance days increase within the year, the difference between the new tuition installment and the Security Deposit will be billed along with any additional fees (e.g. for Lunch Bunch, missed snack, missed workday, etc.)

The tuition for the four year old classroom (Block Room) is for five-days (\$560) regardless of whether your child attends school four or five days a week.

Application and Registration fees are \$70.00 and non-refundable.

It is up to each member to make tuition payments on time. You can create a monthly online bill pay through your bank. Checks may be placed in the tuition mailbox in the office or mailed. Checks only, please; envelopes and invoices are unnecessary. Checks should be made payable to Altadena Nursery School, Inc.

## 25. Fee Explanations

- **Application Fee** (\$70): New students – due with application (non-refundable).
- **Registration Fee** (\$70): Returning students - due with registration form (nonrefundable).
- **Commitment Fee** (one month's tuition): Due upon acceptance for enrollment the following year (returning students: March; new students: April); shows commitment and guarantees spot; goes toward first month's tuition (non refundable).
- **Security Deposit** (one month's tuition): Due the first month of the school year which is August; any unpaid fees will be taken from deposit; remaining balance will go toward Payment 10 tuition (Refundable if 30 days notice is given.) If days are increased in the year, the difference between the deposit and tuition in the final month of attendance will be billed.
- **Late Fee:** Tuition received after the 10th of the month is subject to a late charge of \$25.00.

## 26. Non-Payment

When tuition is delinquent for the month, the child shall be suspended from the school until payment is made. When tuition is delinquent for two months, membership will be terminated. All irregularities shall be referred to the Board.

## 27. Fines

All fines are due and payable within 30 days of receipt of statement. Fines that are two months overdue may result in the suspension of the child from the school.

## 28. Refunds

There will be no refund of tuition or fees except at the discretion of the Board. Tuition will not be reduced because of holidays, vacations or illness.

## 29. Drop-In Fee

A fee of \$28.00 per day will be charged for a member child who is dropping in on a non-designated school day. Please fill out form and get teacher approval prior to bringing your child to school.



## 30. Scholarships

A limited number of scholarships are available. Scholarships are granted by a committee consisting of the Director, the President, the Treasurer, the Secretary, and Participation Chairperson, each of whom is entitled to vote. The number of scholarships is determined by the current/proposed budget. The committee shall take into consideration the financial need of the family, the personal needs of the child, and the willingness of the family to help the school. The granting of scholarships is confidential.

Scholarships that are granted are reviewed during the year, and do not automatically renew. Scholarships shall apply only to contracted tuition, and not to Lunch Bunch or summer camp tuition. The amount of the scholarship does not automatically increase if the child's attendance increases during the year. Incoming families shall not be eligible for scholarship consideration, except at the discretion of the Director.

If you are interested in requesting a scholarship or would simply like more information, please contact the Director or Treasurer. Requests should include details such as the reasons for the scholarship request, amount or percentage requested, and duration of scholarship.

## 31. Missing Child Protocol

The following prevention measures and protocol are to be followed in the event of a missing child. This is posted inside every classroom, usually by the door.

### Physical description of school location:

Address: 789 N. Altadena Drive  
Pasadena, CA 91107  
(off Loma Vista Street)  
(Located inside the Missiongathering Christian Church campus)

### Daily Prevention Measures

1. **Parents:** sign-in after drop-off and before pick-up
2. **Everyone:** make sure gates are securely closed and latched
3. **Bike parent:** monitor east gate (near church office) and west (main) entrance gate

### Child Missing “Code Adam”

1. If an adult thinks a child is missing after 2 minutes of searching, immediately contact Director and engage other adults to help search:
  - **Teachers:** search classrooms, supervise children
  - **Discovery parent:** search blue bathroom
  - **Snack parent:** search office and stay there to monitor phone calls
  - **Art parent:** search yard (with Outside parent)
  - **Block parent:** search red bathroom
  - **Outside parent:** search yard (with Art parent)
  - **Bike parent:** monitor both gates while visually searching yard
2. If child is not found after 5 minutes, Director will call 911 (need physical description of age, height, weight, hair and eye color and clothes) and then child's parents.

- **Discovery parent:** take cell phone; walk to corner of Altadena Dr. & Loma Vista St. to be on the lookout and direct police to our site.
- **Snack parent:** search the parking lot.
- **Art, Block, Outside, and Bike parents:** take cell phones and search outside school, walking in pairs around the periphery of the property (opposite directions, meeting in the middle).
- **Teachers and aide:** supervise and direct all students into their assigned classrooms.

## 32. Lockdown Policy and Procedure

### POLICE NON-EMERGENCY (626) 744-4241

A school lockdown will be issued when there is a threat to students, workday parents and staff members.

The types of events that require lockdowns include situations such as the following:

- Active shooter
- Hostage situation
- Riots
- Police activity nearby
- National disasters
- Natural Disasters

### Procedures

Depending on what is occurring on school grounds or in the neighborhood, the following procedures will be initialized.

- **DIRECTOR:** Will declare a lockdown immediately, or will call non-emergency police phone number (626) 744-4241 to determine threats and the need for a lockdown.
- **STAFF:** Should immediately notify Director in case of possible threats. Staff also have the authority to declare a lockdown and assess threats.
- **PARENTS:** Should immediately notify a staff member or the Director of potential threats.

*School lockdown procedures require the cooperation of the parents, staff and students.*

Types of lockdowns include:

- **Shelter-in-Place** — Usually an external health hazard where building evacuations are not recommended.
- **Internal Threat** — This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.
- **External Threat** — This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.
- **Full Lockdown** — This scenario involves a serious threat that requires immediate action.

*Safe Locations at our facility include: Classrooms, parking lot, chapel, Fellowship Hall*

Faculty & staff should do the following if a lockdown is declared:

- A lockdown is announced with instructions to move children to a safe location.
- Staff/parents quietly gather children and guide them to a safe location.
- Using the class rosters, one teacher in each room accounts for (names, headcount and takes a group photo) of all students/parents/staff that have gathered there and readies that information for the Asst. Director who will go to each room if safe. The A. D. will share this information with all staff members and the Director by text.
- Director does a visual sweep of the yard, bathrooms and Bonus Room and secures grounds given that it is safe. Locking those doors as the rooms are cleared.
- Safe Location - Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy furniture/items.
- Never open doors or windows unless ordered to do so by a staff member. Always ask for documentation from a police official to confirm their identity.
- Turn off all lights, and close the blinds or curtains, if there are any.
- Instruct all students to stay low and away from the windows and doors.
- Use items such as pillows if available as shields for any type of falling debris
- Instruct all parents/staff to silence cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Assist those with special needs (i.e. those with special circumstances or injuries).
- Remain indoors and under lockdown until you receive an "all clear" from authorized personnel, such as the Director and/or Police Officers and Firemen.

## **Lockdown Drill**

This drill is used to practice securing the school during police action, campus intrusion, community incidents or any other incident requiring school/room security.

### **Once a lockdown has been declared by the Director or a Staff member:**

Lockdown procedures for students outside the classroom:

1. Proceed to the closest room and go inside.
2. Lock doors.
3. Close blinds and cover door window, if necessary.
4. Move students away from windows.
5. Account for students, parents and staff by using the classroom rosters in each room. Get a headcount and list of names.
6. Remain inside room until emergency is over, as announced by the Director.

Lockdown procedures for students inside the classroom:

1. Lock doors.
2. Close blinds and cover door window, if necessary.
3. Move students away from windows.
4. Account for students, parents and staff by using the classroom rosters in each room. Get a headcount and list of names.

5. Remain inside room until emergency is over, as announced by the Director.

### **33. Catastrophic Emergency Plan**

In the event of a major catastrophe in our area, for example a devastating earthquake, parents can rest assured that we have a plan to meet such an emergency. The plan involves all parents and staff and is outlined below:

- Depending on where children are, inside or outside, we will take them to the safest area:  
Inside – to an inside wall, under furniture; Outside – to an open area away from wires and trees.
- Our main objective will be to see that children are physically safe and that their emotional needs are well cared for.
- We will maintain adequate first aid supplies, food and water at all times.
- The Director, teachers and staff will be in charge. Parents working at the school will be responsible to the staff. This means that parents may not leave the school without the permission of the staff member in charge.
- The staff will remain with your child until he/she is picked up.
- Parents not working at the school on that day will also have responsibilities:
  - Do not telephone the school, as we will be too busy to answer.
  - Pick up your child as soon as possible.
  - Board members should come to the school to assist the staff members and working parents.

If you live or work a considerable distance from the school, pre-arrange for someone close by to pick up your child. You have submitted a list to the school of those people who have permission to pick up your child in case of a catastrophe.

### **34. War, Disasters and Tragic Events**

Remember, you are your child's window to the world! Your child will, more often than not, see the world through your eyes. How and what you present to them can affect them profoundly.

To be specific, discussing dramatic and frightening world events or allowing them to view or listen to the news has the potential to be harmful. For young children these huge events can be frightening and anxiety provoking because children do not have the maturity or language to understand or process them. And they often discuss these events with other children at school who were unaware and who then become frightened. Please keep this in mind. If you would like to discuss this further please contact the Director.

### **35. Workshops**

- In order to maintain our school and keep our equipment in good repair, it is necessary that every parent participate in workshops during the year.
- One workshop will be expected for every two months of school enrollment per family, not to exceed four workshops per year. In the case of a single-parent family, one workshop will be expected for every four months of school enrollment, not to exceed two workshops.

- Workshops are held on Saturday mornings from 9:00 a.m. to 12:00 noon. You may sign up for the workshop dates that are most convenient for you.
- All Board members are required to work one (1) workshop day during our Prep Week in August. Executive Board Members shall not work any additional workshops during the year, as they receive 3 workshop credits for their service on the Executive Board. Board Members shall work one (1) additional workshop day during the year, as they receive two (2) workshop credits for their service on the Board. Workshop Chairs, however, do not have this requirement. Committee members shall work an additional two (2) workshop days during the year, as they receive one (1) workshop credit for their service on the Board.
- Orange Sale unloaders will receive two (2) workshop credits for performance of their duties.
- There will be a list of things to do: anything from washing windows, painting, repairing old toys to working in the yard.
- Since it is very difficult to accomplish this kind of work with small children around, you may not bring your children with you on workshop days. A solution to this is to trade babysitting with another couple from the school or for only one parent to work each of the four workshops.
- If you cannot attend your scheduled workshop, please notify the workshop chairperson as soon as possible so that you can be rescheduled or you may find a substitute from the membership to whom you will directly pay a sub fee of \$50.00.
- If you do not attend your workshop and have not found a replacement or if you cancel at the last minute, you will be considered a no-show and will be fined \$150.00 per person per workshop.
- You are expected to arrive on time and stay until everyone is done. If you do not stay for the entire workshop, you will be rescheduled.
- Any variations or irregularities will be up to the Board's discretion.

## 36. Fundraising

Every January, we hold our annual Orange and Grapefruit Sale—our main fundraising event of the year. Since tuition does not cover all expenses of the school, it is important that everyone does his/her best to make the Sale a success so that we can insure the regular running of the school. To facilitate a successful Sale, a school-wide meeting is called in late December/early January to disseminate to each family all pertinent information regarding the Sale. **Both parents are required to attend if they are new to the school**, returning families need only send one parent. A fine will be assessed by the Board for non-attendance. Each family is required to sell and deliver a designated amount of fruit. Other fundraising events may be held during the year as deemed necessary.

Please refer to the Orange Sale Participation Guidelines, included with this handbook as well as the enrollment contract, for expectations related to participation in the Orange Sale.

## 37. Board of Trustees and Committee Members

Each spring, the membership elects the Board of Trustees and Committee Members from a slate prepared by the nominating committee appointed by the President. The elected board and

committee members then carry out the business of the school. Board Members are required to attend monthly meetings held at the school and have voting rights for issues presented at board meetings. The entire membership is invited to attend board meetings, unless the President calls a closed meeting.

The Board of Trustees consists of:

- President
- Participation Chairperson—Vice President
- Treasurer
- Secretary
- Membership Chairperson
- Workshop Chairperson(s)
- Orange Sale Chairperson(s)
- Publicity Chairperson
- Parent Education Chairperson
- San Gabriel Valley Council of Parent Participation Nursery Schools Representative

Committee Members consist of:

- Hospitality Member(s)
- Purchasing Member
- Happy Talk Editor
- Technology Member(s)
- General Fundraising Member

For performance of their duties, the Board of Trustees receives a credit of two workshops. The Orange Sale Chairperson(s) is required to work the entire morning of Orange Sale delivery day, which fulfills his/her additional workshop requirements. The Orange Sale Chairperson(s) shall not be assigned any school workdays for the month of January. If a member misses three meetings, s/he may be asked to resign from the Board.

For performance of their duties, Committee Members receive a credit of one workshop. Committee Members are not required to attend regular Board Meetings unless their duties require an update to the Board Members.

The Executive Board is made up of the President, the Director, the Treasurer, the Secretary, the Participation Chair, and the Membership Chair. This Board meets to decide sensitive issues or meets when it is impractical for the entire board to meet. For performance of their duties, the Executive Board receives a credit of three workshops. Additionally, the President and Membership Chairperson receive ten workday credits and the Treasurer receives five workday credits that they may use at anytime during the school year.

## **38. Summer Program**

Each year ANS provides a 4-week summer program for our families. The Summer Camp is a great way for everyone to stay in touch, make new friends within a small group setting and enjoy a slower pace during the summer. The children enjoy a fun-filled month of water play, exploratory art, dramatic play, groovy music and plenty of socializing for all!

While there are many similarities between our regular program and the summer camp, there are just as many differences. Children attend 4 days (M-TH), 9am-12pm and bring a snack and a lunch to enjoy with their friends each day. Lunch Bunch is sometimes offered.

Children may attend the Summer Program if they are 3 years of age and relatively independent in using the toilet. Parents work at school based on how many weeks their child is attending. There is a 2-week minimum. Tuition is paid in advance and is based on our regular tuition rates. The tuition for the Summer Program is non-refundable.

Current members and new graduates are welcome to attend and some new families entering the 3 or 4-year old classroom may be invited to join us.

The membership will be polled in January for interest in the summer program in order to arrange for the staffing. Registration packets will be distributed in March. This year's dates for summer camp can be found on your ANS annual calendar.

## **39. Welcome to the ANS Cooperative!**

### **A Note From the Director**

You are now stakeholders within this small community of families who value education and educators, respect children and strive to support each other during this rewarding, albeit challenging, time in your lives as parents. Please let us help you! The Board & Committee Members, the teachers and I are all available to you - you have only to ask. Often we will appear busy with the never-ending to-do list inherent within a cooperative. PLEASE do not let this deter you from seeking our support, acquiring resources, asking questions, offering ideas or getting advice. Our mission is to support and learn from one another and nurture the children. Let's make it a wonderful year!