

BRIGHT BEGINNINGS PARENT PRESCHOOL 2019-2020 HANDBOOK



FUHSD Adult School
FREMONT UNION HIGH SCHOOL DISTRICT
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Welcome to Bright Beginnings Preschool

Please read this material carefully.

If you have any questions, please ask your teacher or the program director.
Parents and Teachers working together make our program strong.
In order to assure the most positive experience all students must agree to abide by the school guidelines as stated in this Handbook.

PHILOSOPHY

Bright Beginnings is a parent-participation preschool. Our goal is the development of the whole child: emotional, physical, intellectual, and social. Parent education meetings, plus a dynamic preschool program make Bright Beginnings a well-rounded experience for both parent and child.

Our school is designed for your child to learn through exploration and play. Engaging in activities that interest them allows for children to experience feelings of control, success and competence. Adults are partners in this process, providing many opportunities for children to make choices, take initiative and lead activities. We emphasize foundational skills needed for later school success: self-regulation, social skills, creativity, original thinking, oral language development, eye-hand coordination, pre-literacy and math skills, and problem solving.

Bright Beginnings teachers are experienced in developing curriculum for both the adults and children in our programs. Through the combination of classroom participation, observation, and parent discussion, adults develop skills needed to be effective parents. This training is designed to support your child's future school success.

ADULT COMMITMENT

- ❖ Adult attendance is **mandatory** on workday.
- ❖ Multi-day classes: A substitute must be provided if you will be absent on your workday.
- ❖ **English is spoken in the classroom.**
- ❖ Work Card must be worn and followed.
- ❖ Arrive and Pick-up on time. Sign in and wear your nametag.
- ❖ Be prepared on your Snack and Special Project days.
- ❖ Attend and participate in field trips and parent meetings.
- ❖ Participate actively with all classroom members and help wherever needed.
- ❖ Communicate concerns to your teacher.
- ❖ Support Parent Board activities. (Information on page 17)
- ❖ **RECEIPTS:** Receipts for all classes taken can be printed from your online account.

FUNDING

- ❖ Registration Fee, Tuition, Fund Raising: We are a Non-Profit Organization.
- ❖ School costs and staffing continue even when you are absent, therefore you will be charged for the space reserved for you whether you attend or not. There are no tuition/fee adjustments for illness, vacations or extended absences.
- ❖ State Funding based on **ADULT ATTENDANCE and weekly participation in parent education meetings and workshops. In order to qualify for this funding registered adults will complete a student learning survey and other assignments when requested.**
- ❖ Fund Raising
- ❖ We are a Non-Profit Organization

SCHOOL POLICIES & INFORMATION

PARTICIPATION & ATTENDANCE: Bright Beginnings is a Parent participation school. Registered adults are required to attend each week on their assigned workday.

Siblings: Class participation is reserved for Parent and enrolled child. No siblings may attend. You are expected to provide your own childcare for siblings. This includes older siblings who are not in school due to Staff Learning Days, holidays or sickness.

Newborn babies (0-6 months) are an exception. When bringing a baby, they must be in a carrier or sling and not interfere with your class duties.

Dropping Off & Picking Up from preschool: Classes begin and end on time. Late pick-ups will result in a \$20 assessment/5 minutes.

FEES: The Preschool program is thirty-two (32) weeks of instruction. Classes begin in late August and continue through May. The school year is divided into 4, 8-week quarters.

Registration Fee: An \$100 Registration Fee is assessed once each school year (September – May) for all Level 5 – Level 10 Preschool classes.

GymKids and Specialty classes do not pay a registration fee.

Tuition: Tuition is paid quarterly. No partial quarter registrations are accepted. Once enrolled, your preschool class is reserved for you for the FULL school year. Continuing registration for Quarter 2, 3 and 4 is done by paying your Quarter fee prior to the open registration period. Quarterly payment dates are listed on page 17. Payments can be made in person in the office or by phone.

ALL Fees & Tuition Are Non-Refundable. (See page 3 FUNDING)

SAFETY: Specific safety procedures can be found on page 16.

Gates: Keep gates closed and latched after entering and exiting.

Parking: Always hold your child's hand when walking to and from the parking lot.

Walking/Biking: Hold your child's hand and follow the posted 'safe walking route.'

Cell Phones: No Cellphone use in the classroom or on the playground. Set phones on vibrate and take Emergency calls in the office. Your attention needs to focus on the children to ensure safety at school.

Biting: Many children bite when frustrated. The following procedures help children learn not to bite: Children in Level 3 – 7 classes will be given 1 warning if they bite at school and sent home if they bite a second time. Children in Level 8 – 10 are sent home immediately if they bite.

HEALTH REQUIREMENTS: Forms and additional information at fuhsdadultschool.com

Child Immunizations: State law mandates that ALL CHILDREN in preschool have up-to-date immunizations on file. NO child can attend unless this requirement is met and tuition and registration fees will be forfeited.

Adult TB Test: State law requires that all adults working in a preschool classroom must furnish proof that they do not have TB. Submit results from a Mantoux (PPD) test, Quantiferon TB Blood Screen or X-ray. Tests must be less than 4 years old and include the date that given and the reaction. If your skin test is positive, you will need a blood test or chest x-ray.

Other State Health Requirements: As a program operating under state law we are obligated to follow all state mandated requirements. In joining this program, students agree to comply with any and all applicable state requirements.

Medicine: Keep all medicine at home. No medicine, pill, vitamin, etc. are permitted at school.

SCHEDULING A TOUR: Come visit our school and learn about our programs.. Choose from the following days and times: Tuesday or Wednesday 9:30 – 10:00 AM or 12:30 – 1:00 PM. Please call the office, 408-522-2707, to schedule a tour.

THE TYPICAL PRESCHOOL DAY

When you observe the classroom you'll see a lot of activity that looks like the children are "just playing", but there is much learning going on!

Each preschool class will have its own daily schedule. Below is a list of daily preschool activities and a short description of the learning that is stimulated through these activities. All preschool classes will include the following:

FREE PLAY / EXPLORATION TIME

Children are encouraged to explore the environment. This is your child's opportunity to choose their own activity. Please allow them to do so. They may explore inside or outside. Activities are designed to develop fine motor, gross motor, as well as cognitive and social skills. They may include, but are not limited to: art, play dough, easel painting, block play, water play, manipulatives (puzzles, games, etc.), wheel toys, sand play, and dramatic play.

Manipulatives

- ◆ Blocks – Children learn to follow a mental plan and problem solve. They develop logical, sequential thinking that is needed for math and writing.
- ◆ Puzzles – children develop spatial skills, eye/hand coordination, and fine motor skills.
- ◆ Sorting – Children develop classification skills and pattern knowledge.

Dramatic Play

- ◆ Dress-up – Children develop mobility of thought, practice cooperation, and life skills.
- ◆ Acting Out Stories – Children develop story sequencing skills, comprehension and more elaborate language.

Outdoor Play

- ◆ Bikes/Swings – Children increase their body awareness, learn to take turns and develop gross motor skills.
- ◆ Jumping Rope/ Climbing – Children develop eye/foot coordination and balance.
- ◆ Water Table/Sand Area – Children learn about measurement, develop counting sense, problem-solving strategies, and make generalizations about the properties of various materials.

CIRCLE TIME

This is a 'large group' activity usually held inside on the rug. Activities may include, but are not limited to: songs, finger-plays, flannel board stories, counting games, rhyming, dramatic play, and music.

Circle Time Activities Build Learning Skills

- ◆ Singing and Rhymes – Children develop oral motor skills, and memory skills. They develop phonemic awareness, language and literacy skills.
- ◆ Counting Games – Children learn one-to-one correspondence, identify basic shapes and colors, develop language, grouping skills, and thinking skills.
- ◆ Dancing/Movement – Children develop gross motor skills, spatial awareness, and rhythm.
- ◆ Finger Plays – Children develop sensory motor, and memory skills.
- ◆ Stories – Children develop a sense of written language, community, and cultural awareness.

ART EXPLORATION

Each day your child will have an opportunity to explore different art materials. **IT IS IMPORTANT THAT ADULTS LEARN TO STAND BACK AND LET CHILDREN EXPERIENCE AND CREATE ON THEIR OWN.**

Art

- ◆ Painting & Gluing – Children learn about color, shape, balance, form and concrete properties of the objects they are using. In addition they develop self-esteem.
- ◆ Drawing & Coloring – Children develop eye/hand coordination and organize their conceptual world.
- ◆ Cutting/Pasting – Children develop fine motor and eye/hand skills.

MOTOR DEVELOPMENT

Motor development is an important part of our curriculum. All children are encouraged to improve their motor skills. Much of this motor development is provided in the free play period and at circle time.

CLEAN-UP TIME

Adults help to tidy the classroom and put away toys at the end of class. To foster self-help skills, children are included in clean up time. It is important that toys are sorted and returned to their proper containers. Please inform the teacher or aide if you find a broken or dirty toy.

ADULT EDUCATION: OBSERVATION AND DISCUSSION PERIOD

Participation in the Parent Education meeting is required. During the preschool day, adults will be observing the children while following their work-card. Directed observations are related to child development. Through observation, parents will learn to identify their child's learning style, and develop useful strategies for working with children. Adults take turns attending the Parent Ed meeting. Some adults and the instructional assistant remain in class to supervise children during this time. On-line surveys and rubrics are used to assess adult learning and fulfill state funding requirements.

Examples of Typical Discussion Topics

Effective Parenting Techniques
Building Self Esteem
Setting Limits
Nutrition

Basics of Child Development
Age Related Behaviors
How Children Learn
Other Parent / Child Issues

FIELD TRIPS

Field trips are an important part of our program and your attendance is **required**. They help both children and adults become active members in this diverse community. Your teacher will supply a list of field trips with directions.

Examples of Typical Field Trips

farm
fire station

nature hike
train ride

grocery store
science museum

library
pumpkin patch

PRESCHOOL PATHWAY & CLASSES OFFERED

Year 0 - 1	Year 1 - 2	Year 2 - 3	Year 3 - 4	Year 4 - 5
Wiggles & Rhymes Baby Movement & Music	Level 3	Level 5	Level 7	Level 9
GymKids 4 months to 4 years	Level 4	Level 6	Level 8	Level 10

School year program runs from late August through May
 Children are placed in appropriate Level based on their Date of Birth
 Age requirement is consistent with the public school Kindergarten and Transitional Kindergarten entrance dates in California.

CLASSES OFFERED

Register for Preschool classes in the office Room 4

TODDLER PRESCHOOL LEVEL 3*

Level 3: For children turning 1 between May 2019 – September 2019

PARENT AND CHILD LEVEL 4 *

For children turning 1 between January 2019 and April 2019

**LEVEL 3 & 4 are quarterly classes and do not require immunization records or Adult TB clearance.*

PARENT AND CHILD LEVEL 5 and 6

Level 5: For children who are 2 years old by December 31, 2019 (1-Day class)

Level 6: For children who are 2 years old by September 2, 2019 (2-Day class)

PARENT AND CHILD LEVEL 7

For children who turn 3 between September 1, 2019 and April 30, 2020

All must have previous preschool experience and the ability to communicate basic needs in English.

PARENT AND CHILD LEVEL 8

Children 3 years by December 2, 2019

PARENT AND CHILD LEVEL 9

Children 4 years by December 2, 2019

PARENT AND CHILD LEVEL 10

Children 4 years by September 2, 2019

SNACK TIME PROCEDURES

Each adult is responsible for providing a nutritious snack for the entire class when it is their turn. Please follow the SNACK GUIDELINES listed below. Prepare your snack at home. Example: Cut grapes in half, cut cheese into cubes, peel and cut carrots etc. before you come. Remember that children eat snack at the designated time and while sitting at the snack table ONLY.

Snack time is an opportunity to try new things and learn new skills.

At snack time children WILL:

Feed themselves

Pour their water

Help with the clean up

Decide for themselves whether to eat or not*

***When at school, children should not be hand-fed or forced to eat.**

ALLOWING YOUR CHILD TO MAKE DECISIONS AT THE SNACK TABLE HELPS THEM TO BUILD INDEPENDENCE AND SELF-HELP SKILLS.

ADULT AND CHILD SNACK GUIDELINES

A complete snack should include a fruit or vegetable, a protein and a grain/starch.

- ◆ **FRUITS:** bananas, oranges, grapes (cut in half for Level 4-6 classes), apple slices (peel for Level 4-6 classes), strawberries, melon, other fresh fruit (remove pits and cut in half or slice as needed).
- ◆ **VEGETABLES:** carrot sticks, broccoli, cauliflower, sliced bell peppers, sliced cucumbers, halved cherry tomatoes, celery, etc.
- ◆ **PROTEIN/DAIRY:** cheese (cubes or slices), string cheese, hummus, yogurt (low-sugar), hard-boiled eggs, deviled eggs, cream cheese.
- ◆ **STARCHES (whole grain only):** whole wheat or other whole grain bread, bread sticks, toast, pretzels, rice, rice cakes, mini bagels, cheerios, sweet potatoes, cooked pasta.
- ◆ **NEVER BRING: FOOD IN SQUEEZE POUCHES, MEAT, JUICE, CANDY, CHOCOLATE, TREE NUTS, PEANUTS, PEANUT BUTTER, COOKIES, CHIPS, CAKES, SWEETENED CEREALS, OR ANYTHING WITH EXCESS SUGAR.**
- ◆ **ALL CLASSES WILL DRINK WATER**

All classes will maintain lists of children who have specific food allergies. Please list all food allergies / restrictions on your Emergency form and on the classroom allergy list.

Children with severe allergies may need to provide their own snack.

If you forget your snack day, the school may provide emergency supplies. You will be responsible for replacing them at the next class.

Check with your teacher or the program director if you have questions about the snack guidelines.

REMINDER FOR ADULT SNACK

- ◆ Nutritious foods ONLY – Adult Snack MUST follow Guidelines above.
- ◆ Adult snack is for Adults ONLY and may not be shared with any child.

GENERAL INFORMATION FOR PARTICIPATING ADULTS DAILY & CLASSROOM PROCEDURES

SAFETY

- ◆ **SUPERVISE all children at all times.** Leave no child unattended.
- ◆ **ALL GATES in the preschool area are kept closed and latched.**

PARKING LOT: ALWAYS hold your child's hand in the parking lot.

HOT BEVERAGES: Drink coffee or other hot beverages only in the kitchen or at parent meeting.

ATTENDANCE

Your attendance and participation are the keys to a successful program. You are required to attend on your assigned workday once each week. Attendance is recorded daily.

Multi-day classes: It is your responsibility to find a substitute if you are unable to attend on your workday. **A substitute must be provided for all planned absences (vacations, doctor's appointments, prolonged illness, etc.)** You may not be able to find a substitute for an illness that occurs on your workday, but you must notify the teacher and arrange to make up your missed time.

Anyone not fulfilling attendance requirements may be dropped from the program without refund.

BE ON TIME

For our classes to run safely and effectively, you must be on time. **You are your child's first teacher.** Model being organized, responsible and prompt to give your child the maximum time to participate.

SIGN-IN

Everyone staying at school is required to sign the daily attendance sheet. Sign out only if you are leaving early.

WORKCARDS

All parents wear work cards when assigned. These help us to provide a safe and stimulating school environment. Card assignments are posted. When it is your workday, **WEAR YOUR WORKCARD AND MAKE SURE ALL DUTIES ARE COMPLETED.**

ILLNESS: WHEN IN DOUBT, STAY HOME & REST

We understand that illnesses occur. **Please do not come to school if you or your child is sick. Call the school (408-522-2707) and inform the teacher that you are ill.** For lengthy illnesses, substitutes should be arranged or special arrangements made with your teacher. Please follow these guidelines when deciding if you are well enough to come to school.

- ◆ **Colds:** A child should stay home during the first three days of a cold. They may return if they are feeling well and have not had any fever in 24 hours.
- ◆ **Flu & Fever:** Please do not come to school unless you have been free from fever and other symptoms for 24 hours.
- ◆ **Communicable Diseases:** **Notify school immediately (408-522-2707).**
- ◆ **Allergies:** Please list any allergies that your child has on the Emergency Form and tell your teacher.

INFORMATION & COMMUNICATION

Discuss any concerns you have with your teacher. If after talking with your teacher you still have concerns, contact Susan Robertson, Program Coordinator at 408-522-2743 / susan_robertson@fuhsd.org.

Read all Email, handouts, newsletters, and field trip information that your teacher gives you. Check your class webpage weekly for important information and updates.

To ensure all class members feel included, speak English in the classroom. All directions and class information will be given in English.

CLASSROOM PROCEDURES

ARTS & CRAFT PROJECTS: CHILDREN'S PROJECTS ARE CHILDREN'S WORK.

Art is offered for exploration (the process) rather than for the finished project. **PLEASE DO NOT DO THE PROJECT FOR ANY CHILD** this is hurtful to their development of self-esteem. Do help with set-up and clean up.

CELL PHONES & ADULT CONVERSATION: Set Cell phones on vibrate & use only for emergencies.

Cell phone use is not permitted in the classroom, playground, or gym. In an emergency use your phone in the Parent Ed office, room 4.

Keep adult voices low at all times at school. Model appropriate behavior at circle-time: sing, dance, and follow teacher directions. Speak English in the classroom.

CLASSROOM ORDER

Help children keep activity materials in the designated place, i.e. play dough on the table. Indoor toys stay inside and outdoor toys stay outside. Maintaining a safe and orderly environment is important to learning.

CHILD'S PARTICIPATION

Don't worry if your child doesn't participate especially at circle time. They will participate when they are ready. **WATCHING IS A FORM OF PARTICIPATION.**

Children are encouraged to participate but never forced to participate.

COMMUNITY BUILDING

Actively participate in class activities. **Respect each class member as an individual and help them to feel welcome.** Working as a team builds our school community.

DIAPERS / BATHROOM / EXTRA CLOTHES

Diapers must be changed in the bathroom and deposited in the outside trashcan.

One-day classes: adults attend to their own child's bathroom needs.

Multi-day classes: Bathroom helper is a designated work-card. All children who are not potty trained should wear disposable "pull up" type diapers for easy changing.

Always send a change of clothes with your child. Preschool is fun and messy and children often get wet.

DRESS CODE

Dress yourself and your child in washable play clothes. Preschool is messy! **Put spare pants/shorts, shirt, underwear and socks in your child's bag.** Children should wear sturdy running shoes or sneakers to school; sandals and dress shoes are not good footwear for playground play and climbing.

KITCHEN: **For safety reasons, children are not permitted in the adult kitchen area.** Please help you child to stop at the red line / stop sign at the entrance to the kitchen.

NURSING / PACIFIERS / SIPPY CUPS / BOTTLES: **Use of bottles, sippy cups and pacifiers is not permitted in the preschool classroom.** **Registered children should not be nursed during class time.**

SEPARATION ANXIETY

It is not unusual to have some separation anxiety in a new setting. Please be assured that the teachers and aides are trained in dealing with separation anxiety. To minimize separation anxiety we suggest that you try not to show excessive concern regarding the separation. Briefly tell your child what you are doing and assure him/her that you will return. Concentrate on the fun things that can be done while you are away. **DO NOT PROLONG THE ACT OF SEPARATING.** You will be called if your child is excessively anxious.

SPECIAL EVENTS / BIRTHDAYS / CELEBRATIONS

Your teacher will acknowledge your child's birthday in class. Each teacher has her own special, teacher directed birthday routine. **NO CAKES, TREATS, OR PRESENTS AT SCHOOL.**

All level 5 – 10 preschool classes receive AEBG State funding based on the Parent Education portion of the program. This funding has been applied to your tuition. Parents participate in meetings with their teacher during class time and may attend evening or Saturday workshops related to child development. To assess student learning and maintain State funding, enrolled adults are required to complete a survey and/or written assignment each quarter.

SPECIFIC INFORMATION FOR LEVEL 5 – LEVEL 6

Level 5 and 6 are designed to introduce 2 year olds to preschool. Level 5 is a 1-Day program and Level 6 is a 2-Day program. Both Level 5 and 6 classes encourage your child to try new things and learn at their own pace. These CLASSES provide a balance of pre-academic and social skill opportunities. Activities are designed to be hands-on and developmentally appropriate. Children learn to be self-sufficient problem solvers and thinkers. Parents learn participation techniques that promote learning.

LEVEL 5 (1-Day Program): Children 2 years old by December 31, 2019			
71.5110.11	Thursday	9:30 – 12:00 PM	Room 4B
LEVEL 6 (2-Day Program): Children 2 years old by September 2, 2019			
71.6210.11	Monday / Wednesday	9:15 – 12:00 PM	Room 4B

Core Curriculum: Based on State Guidelines

- Small group and large group learning options
- Math and number concepts including beginning counting and shapes
- Pre-literacy skills developed through songs, games, rhyming and directional words
- Hands-on Science activity stream woven into quarterly curriculum
- Large and small motor skill activities daily
- Development of listening and speaking skills through circle time activities
- Exploration time where each child can choose their activity and play area (inside & outside)
- Music, art, directional games and dramatic play opportunities daily
- Daily snack time fosters self-help and healthy eating habits.
- 1 Community Field Trip / quarter

Parent Participation: Parents are an integral part of the preschool program

- Level 5: Participate together with your child at preschool once each week.
- Level 6: Participate both days until your child becomes accustomed to school. Provide a sub if you are absent on your assigned workday.
- Wear a work card and supervise children at play, and at learning centers.
- Work cooperatively to complete all tasks as directed
- Provide a healthy snack for the class once per quarter using the school nutritional guidelines
- Be prepared and participate actively in the classroom and at weekly parent meeting
- Complete assigned reading, homework and survey assessments as directed
- Arrive and Leave on time.

SPECIFIC INFORMATION FOR LEVEL 7

Level 7 is designed to build your child's independence and self-confidence. Children in Level 7 choose between several different activities each day while they learn to follow the schedule and make decisions. Level 7 provides a balance of foundational academic and social skills for three year olds. Children learn to be self-sufficient problem solvers and thinkers. Parents learn participation techniques that support learning.

LEVEL 7: Children turning 3 between September 2019 and April 2020

71.7210.11	Monday / Wednesday	9 – Noon	Room 4A
71.7210.12	Tuesday / Thursday	9 - Noon	Room 4A
71.7210.13	Monday / Thursday	12 – 2:30 PM	Room 4A

Core Curriculum: Based on State Guidelines

- Small group and large group learning options.
- Math and number concepts including beginning counting, sorting, sequencing and shapes.
- Pre-literacy skill development through songs and games including rhyming, opposites and directional words.
- Science activity stream woven into quarterly curriculum.
- Large and small motor skill activities daily.
- Development of listening and speaking skills through circle time activities.
- Exploration time where each child can choose their activity and play area (inside & outside.)
- Music, art, directional games and dramatic play opportunities daily.
- Daily snack time provides information on healthy eating habits.
- 2 Community Field Trips / quarter.

Parent Participation: Parents are an integral part of the preschool program.

- Participate once each week in your child's classroom and provide a sub for any absence. *Parents in Level 7 participate both days until their child becomes accustomed to school.
- Wear a work card and supervise children at play, and at learning centers.
- Complete all tasks as directed.
- Provide a healthy snack for the class once each quarter following the school nutritional guidelines.
- Be prepared and participate actively in the classroom and at weekly parent meeting
- Complete assigned reading, homework, projects and survey assessments as directed
- Arrive and Leave on time.

SPECIFIC INFORMATION FOR LEVEL 8

LEVEL 8: Children 3 years old by December 2, 2019

71.8310.11	Monday/Wednesday/Friday	9 – Noon	Room 4D
71.8310.12	Tuesday /Thursday/Friday * Tuesday and Thursday in room 4D / Friday in room 4C	9 – Noon	Room 4D/C*

Level 8 is designed to build your child's independence and self-confidence. Children in Level 8 choose between several different activities each day while they learn to follow the schedule and make decisions. Level 8 provides a balance of academic and social skills, independent and group learning opportunities for three and four year olds.

Core Curriculum: Based on State Guidelines

- Small group and large group learning options
- Math and number concepts including beginning counting, sorting, simple addition & subtraction, sequencing and shapes
- Presentation of alphabet letters and letter sounds through songs and games
- Language concepts: rhyming, opposites, and directional words
- Weekly classroom science activity
- Large and small motor activities including beginning scissor skills
- Development of listening and speaking skills through circle time activities and show & tell
- Exploration time where each child can choose their activity and play area (inside & outside)
- Music, art, directional games and dramatic play activities daily. Cooking project once / week
- Daily health education including nutrition and exercise
- 2-3 Community Field Trips / quarter

Parent Participation: Parents are an integral part of the preschool program.

- Participate once each week in your child's classroom. Provide a sub for any absence
- Wear a work card and supervise children at play, and at learning centers
- Complete all tasks as directed
- Provide a healthy snack for the class once each quarter following the school nutritional guidelines
- Be prepared and participate actively in the classroom and at weekly parent meeting
- Complete assigned reading, homework, projects and survey assessments as directed
- Arrive and Leave on time.

These classes qualify for reduced fees through Adult Education Block Grant (AEBG) funding based on active parent participation and survey assessment described above.

SPECIFIC INFORMATION FOR LEVEL 9 - LEVEL 10

LEVEL 9: Children 4 years old by December 2, 2019

71.9410.11 MTWTh 12 – 3:00 PM Room 4D

LEVEL 10: Children 4 years old by September 2, 2019

71.0410.11 MTWTh 9 – 12 PM Room 4C

Level 9 and Level 10 are designed to prepare your child to enter Kindergarten in one year. They differ slightly in the age groupings. The core curriculum is the same.

Core Curriculum: Based on State Guidelines for Kindergarten

- Small group and large group learning centers: math (including number concepts: counting, simple addition & subtraction, sequencing and shapes), science, literacy, writing and scissor skills.
- Upper and lowercase letter recognition and introduction to phonics.
- Large and small motor activities
- Development of listening and speaking skills through circle time activities and show & tell.
- Exploration time where each child can choose their activity and play area (inside & outside.)
- Music, art, directional games and dramatic play activities daily. Cooking project once / week.
- Daily health education including nutrition and exercise.
- 3 Community Field Trips / quarter.

Parent Participation: Parents are an integral part of the preschool program.

- Participate once each week in your child's classroom. Provide a sub for any absence.
- Wear a work card and supervise children at play, and at learning centers.
- Complete all tasks as directed.
- Provide a healthy snack for the class once each quarter following the school nutritional guidelines.
- Be prepared and participate actively in the classroom and at parent meeting.
- Complete assigned reading, homework and surveys as directed.
- Arrive and Leave on time.

These classes qualify for reduced fees through Adult Education Block Grant (AEBG) funding based on active parent participation and survey assessment described above.

GUIDELINES FOR WORKING WITH CHILDREN

- ◆ **Preschool is fun. Enjoy yourself.**
- ◆ If you need to speak to a child for any reason, it is your job to move to the child. Do not shout across the room. **Provide a calm, quiet example.**
- ◆ **Listen closely** to the child's comments and questions, getting down to his or her eye level. Answer questions simply or by asking a question so that the child develops problem-solving skills.
- ◆ Always address each child by name. **Get the child's attention before speaking.**
- ◆ Give a choice to children only when you want them to make a decision and you are willing to abide by their answer. When there is no choice, state what they need to do. For example: "Let's go in for story time."
- ◆ **Let the children do as much as they can by themselves.** Independence is a building block for self esteem.
- ◆ As you **follow your work-card**, your child may linger near you if he or she chooses. Please remember that we are here to work with all the children. Whether you are observing your child from a distance or interacting directly, enjoy this time with your child and all the children at school. Sharing the preschool experience is what Parent Participation Preschool is all about.

DISCIPLINE GUIDELINES

- ◆ **Positive Behavior techniques** are used to guide children at Bright Beginnings. Children are encouraged to use their words to state the problem and then guided to acceptable solutions. Teachers and parents help facilitate this process by reflecting what the child is saying and modeling appropriate behavior.
- ◆ **SPANKING, YELLING, OR ROUGH HANDLING OF ANY CHILD IS NOT PERMITTED.** If you cannot handle a problem or find yourself getting angry in a situation, call the teacher. Be present and attentive to the children and do not problem-solve for them. The goal is to help children learn how to handle conflict.
- ◆ When disciplining a child, always focus on the behavior that needs to change. Label the action, not the child. Threatening, punishing or moralistic words such as "You are bad!" are unacceptable. State limits and use a positive approach to redirect the child.
- ◆ An important aspect of any preschool program is **teaching respect** for one another. We, as adults, are the role models for our children. If we want them to be respectful, we need to act respectfully. Keep this in mind as you interact with the children, other adults and your teachers.

SAFETY RULES

- ◆ **CHILDREN MUST BE SUPERVISED AT ALL TIMES.**
- ◆ Escort children into the classroom. **HOLD HANDS in the parking lot at all times.** Sign the sign-in sheet and make sure your child has a nametag before you leave.
- ◆ **PLAYGROUND GATES MUST BE CLOSED AND LATCHED AT ALL TIMES.**
- ◆ Wheel toys are to be ridden safely on the blacktop; no crashing.
- ◆ Sand is to be kept in the sand area. Teach children to keep the sand low.
- ◆ Children need to stay a safe distance from the swings.
- ◆ Children must walk and use inside voices in the classroom.
- ◆ Children eat snack while sitting at a snack table and only during the designated snack time.
- ◆ All areas must be properly supervised, take the initiative to move where the children are playing.
- ◆ Carpentry tools stay at the worktable, and are only used under **DIRECT ADULT** supervision.
- ◆ Children should climb on playground equipment. Fences, gates, tables and counters are not for climbing.
- ◆ Adult kitchen areas are for adults only. Redirect children to other areas.
- ◆ Adult scissors, paper cutters, etc. should be kept out of children's reach.
- ◆ **Report any and all accidents immediately to your teacher.**
- ◆ All classes are to practice earthquake and fire drills.
- ◆ Weapons or any toy that fires projectiles or darts are not allowed at school.
- ◆ **All students should stay in their own designated play areas unless they are with the teacher.** Use of the playground before or after class is not permitted.

PLAYGROUND USE RULES

Preschool playground is for use by enrolled preschool students only, and only when their class is in session. Gym Kid students may not use the preschool playground.

Preschool gates are locked 10 minutes after the last class.

PARKING LOT RULES

- ◆ **ALWAYS HOLD YOUR CHILD'S HAND IN THE PARKING LOT.**
- ◆ **KEEP YOUR CHILD WITH YOU AND WATCH THEM AT ALL TIMES.**
- ◆ Help children travel on the sidewalk when walking to the parking lot. (Planted areas have sensitive drip watering systems and are not for hiding, playing or walking.)
- ◆ Walk bikes and scooters on school grounds. Follow the posted safe pathway.

IMPORTANT PRESCHOOL DATES

1st Quarter (August 26 – October 21)

Sept. 23 – 27 Current preschool students register for Quarter 2

2nd Quarter (October 28 – January 10)

Dec. 2 – 6 Current preschool students register for Quarter 3

3rd Quarter (January 13 – March 16)

Feb 10 - 14 Current preschool students register for Quarter 4

4th Quarter (March 23 – May 22)

Summer Quarter (June 15 – July 16)

PARENT BOARD INFORMATION

We invite you to join the Parent Board. Each year, interested parents come together with teachers and staff to address concerns, suggest improvements the facility, plan all-school activities and community service projects.

Meetings: One Tuesday each month from 12:00 – 1:00 PM in Room 4 (dates below)

Babysitting Provided

September 10	Elect officers. Discuss & Plan activities for the school year
October 8	Finalize plans for International Day Plan community service activities & assess school needs
November 12	Begin Book Fair planning
January 21	Plan / Develop school projects
February 11	Review all plans / projects
March 10	Complete book fair plans / plan teacher appreciation activity
April 21	Review book fair / complete teacher appreciation activities
May 12	Teacher / classroom requests reviewed

SPECIAL FAMILY ACTIVITIES sponsored by the Parent Board

International Day	Saturday, September 28, 2019
Book Fair	April 6 – April 10, 2020
Reading Under the Stars	April 7 from 6:30 – 8:00 PM

Preschool Graduation Information

Level 9 & 10 Graduation	May 27, 2020
Carnival	9:30 AM – 11:30 AM (Graduating students & parents only)
Graduation	11:45 – 1:00 PM (Family and Friends Welcome)

FUHSD ADULT SCHOOL MISSION:

Prepare students to achieve educational, career and personal goals.

SCHOOL-WIDE LEARNING OUTCOMES:

1. Demonstrate an increased ability to communicate in both collaborative and independent settings.
2. Participate in opportunities to become active and responsible members of our diverse community.
3. Demonstrate critical thinking and problem solving.
4. Demonstrate effective self-management and interpersonal skills. Set and pursue goals.
5. Use resources and technology.