



## **PRESCHOOL FAMILY**

Serving parents and children together since 1946

Greendell School  
Palo Alto Adult School  
Palo Alto Unified School District

## **STUDENT HANDBOOK**

PreSchool Family, Greendell School  
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## **MISSION STATEMENT**

To serve parents and young children in a way that nurtures, respects and educates each individual in a developmentally appropriate environment in order to build strong families and communities.

## **OUR PROGRAM**

PreSchool Family is a parent education-parent participation program serving families with children ages birth through five years. Parents are enrolled as students (rather than the children), and the program is designed to provide parents with an opportunity to learn about child development, discuss parenting issues, and actively participate in their child's education in a developmentally appropriate, play-based learning environment.

Parent education is the heart of our program and consistent parent participation is required in both the child and adult classes. We are committed toward supporting the welfare of the whole family. Through our program, parents develop a sense of community and strength by working with other parents and their children.

We strive to enhance each child's natural curiosity and love of learning. We provide opportunities for children to master tasks that are appropriate for individual levels of development. Periods of free play are complemented by more structured large and small group activities.

In order to build strong families and communities, PreSchool Family serves parents and young children in a way that nurtures, respects and educates all families, cultures and religions. Each child and parent is treated with respect for their individuality and unique potential.

## **PROGRAM GOALS**

- To provide parent education
- To provide a continuing program for young children in a developmentally appropriate environment
- To create a supportive environment for parents, children and staff
- To respond to changing needs and diversity of families
- To build a sense of community and belonging for families of young children

## **ADULT SCHOOL-SCHOOLWIDE LEARNER OUTCOMES (SLOs)**

- Students will assess their own needs and identify personal educational and /or vocational goals.
- Using a variety of methods, technology and resources, students will acquire knowledge and skills.
- Students will apply their acquired core knowledge and skills appropriate to their goals.

## PreSchool Family Program Agreements & Details

### Parent Education Attendance

Regular and good attendance is critical to the program. To create the best possible experience for children and parents alike, it is essential that classes operate in a cohesive manner. In order for a group to come together and work well together, all members need to honor their commitment to be present. Regular attendance in both the child and adult classes is key to the optimal functioning of the class. Please note that parents of twins or multiples will be required to work two days.

***Any time an adult student cannot attend a class, either a child or an adult class, they must notify the teacher.*** PreSchool Family provides several opportunities for make-ups in case of student illness or other extenuating circumstances. Students are responsible for developing a plan for make-ups with their teacher if several absences have occurred. Students are expected to maintain an 80% attendance rate. Difficulties meeting this required commitment may impact a family's ability to continue in the program.

### School calendar

With the exception of the first and last day of school, PreSchool Family follows the Palo Alto Unified School District (PAUSD) calendar. The PAUSD calendar can be found online at [www.pausd.org](http://www.pausd.org). Teachers will provide a semester calendar with dates and times for child and adult classes. By following this calendar, students will be able to keep their attendance commitments to PreSchool Family.

### Safety

Safety is of the utmost importance. For the safety of all children it is essential to adhere to the following:

- Parents must remain with and **supervise** their children if they arrive before class starts and/or stay after school.
- Dogs (except working dogs for the disabled) are not allowed at Greendell during school hours (8:00-3:00).
- Wearing a nametag is **required** for teachers, students and children at all times during class. All visitors must sign in at the office and wear a visitor badge.
- Younger siblings can come to class **only** if they are carried in a front pack or backpack for the entire class.
- Children must wear shoes outside. Shoes must be safe for running, climbing and ball kicking.

### Cell Phone Use and Photography/Videos

We often enjoy taking pictures of our children in the classroom. However, in effort to protect the privacy of all children and families, we maintain the following policies:

- Photography and video recording are not allowed in the classroom, unless there is a special whole class or school wide event. There will be a classroom camera and assigned photo parent who will be able to capture classroom moments with parent consent.
- Only post pictures of your own children on social media websites. Please respect the privacy of other children and their families.
- Cell phones and classroom phones are to be used *for emergencies only*.

### Registration and Tuition

The school year consists of two semesters, and tuition is paid at the start of each semester (17 weeks). Tuition is non-refundable and secures your class placement, but does not guarantee a particular instructor. Registration is completed online. Current families, in good standing, who attend the full year prior, and also meet attendance requirements are guaranteed placement in an age-appropriate class the following year. In-house registration (Priority 1) begins in February. Siblings of current Greendell students will be given Priority 2 registration followed by open enrollment for all new families.

While it is our hope to place all students in their class of preference, please keep in mind that there are many factors that go into balancing classes. Once class begins, there is no option to switch classes for the remainder of the school year.

### Payment schedules and Scholarships for Financial Need

Payment schedules are available to families with financial need. Financial aid scholarships usually cover about half of the cost of tuition but can vary according to circumstances. Scholarships are granted with the understanding that families will donate their time to support PreSchool Family. To be eligible to apply for a scholarship, a student must have been with PreSchool Family for at least one semester. A written request for payment schedules or scholarships should be submitted to the school principal.

### Leave of absence

To show appreciation for our graduating 4's parents who have supported the program, PreSchool Family offers a one year leave of absence for in-house registration of a younger sibling. Family must have completed at least two years with PreSchool family to qualify for a leave of absence. Interested students should inquire with the office for additional information.

### **Student library**

PreSchool Family has a library that specializes in books and DVDs on parenting and related subjects. Students can borrow these by following a simple checkout and return procedure posted in the library. The library is housed in the Multi Purpose Room and is open during school hours during the school year. Students are encouraged to use this resource and may browse the catalog online at [www.librarything.com/catalog/PSFLIBRARY](http://www.librarything.com/catalog/PSFLIBRARY)

### **Conferences**

Each family is allowed one thirty-minute conference with their teacher each semester. Although this is optional, most students find it helpful to talk on a one-to-one basis with their teacher.

### **Fun Day**

Fun Day is PreSchool Family's annual fundraising event. All family members are welcome and parents are required to participate.

### **Friends of PreSchool Family**

Friends of PreSchool Family is a volunteer Nonprofit Public Benefit Corporation formed to support and raise funds for PSF programs and activities. Proceeds from fundraising cover expenses for programs including: children's services, parent services, staff development, community outreach and awareness, capital and tenant improvements and school supplies. If you are interested in supporting Friends of PreSchool Family, please visit the website at [www.fopsf.org](http://www.fopsf.org).

## GRENDALL SCHOOL POLICIES

### Enrollment

All required health and emergency forms ***must be completed and turned in before your or your child may attend school.*** These forms include:

#### FORMS TO BRING WITH YOU

- A copy of an up-to-date immunization record, in accordance with the current California schedule for immunization requirements for preschool, signed by your child's physician. This record must be provided on or prior to the first class even if it has not changed since the previous year.
- For 2, 3 and 4 year old class parents only: The parent volunteer must provide either a TB risk assessment form completed and signed by a health care provider for the volunteering adult (not for the child) **OR** a TB test showing a negative result dated within four years of the end of the current school year. These assessments and tests are valid for four years. If this record is not on file at the beginning of the school year, the child and parent will be unable to attend school until the office has received the record.

#### FORMS PROVIDED BY YOUR TEACHER ON DAY ONE IN CLASS

- A completed Student Emergency Card. For this card, the child is considered the student. These cards are created from the information you entered during online registration and will be presented by your teacher for you to review, complete and sign at the first school meeting.
- A yellow Disaster Release Card, which acts as an ID tag for the child in the event of a major disaster. This tag will be placed in the child's classroom emergency kit and must be updated if any changes occur during the school year. During a major disaster, children will only be released to adults authorized on this card. If there is a major disaster, it is these adults' responsibility to come to school without being called. An out-of-state phone number is required since these phone connections may be functioning even when in-state phone connections are not. This card will be provided by the teacher at the first school meeting.

The office and the classroom teacher must be notified immediately if any information on the Student Emergency Card or the Disaster Release Card has changed.

### Health

Health and education laws in California require that children be excluded from school when they have any communicable illness. While it is not always possible to determine whether a child might become ill during the school day, it is essential to take great care so that children do not come to school with possible infectious illnesses. If a child does not appear completely well, the child should remain at

home. A child with a contagious illness puts at risk classmates as well as participating parents, including mothers who may be pregnant, and infants in front or backpacks. It is the parents' responsibility to consider the health and well being of all children, students and staff when sending their child to school.

Listed below are guidelines to help determine whether a child is well enough to attend school.

- Fresh Colds. The period during which cold viruses are contagious ranges from one to three days. Since it is impossible to determine which virus causes a particular cold, children should remain at home for **at least three days** from the onset of symptoms.
- Conjunctivitis (“pink eye”). There are two forms of conjunctivitis commonly seen in preschoolers. One is bacterial and requires antibiotic treatment. The other highly contagious form is viral. Parents of children with conjunctivitis should consult a physician before allowing them to return to school.
- Strep Throat. Strep throat is a bacterial infection requiring antibiotic treatment. Twenty-four hours after treatment has begun, strep throat is no longer considered communicable. However, children often do not feel well enough to return to school after the 24-hour period. They should not come to school until their energy level is back to normal.
- Fever. Following any fever over 100 degrees, a child should remain at home until s/he has been without fever for at least 24 hours. Note that during the early morning hours, a child's temperature will often register as normal, whereas later in the day it may rise again. This is one reason why a child needs a period of at least 24 hours without an elevated temperature before returning to school.
- Vomiting and Diarrhea. Children who have been suffering from vomiting or diarrhea need a period of time to regain strength before returning to school. Children should be kept at home for a minimum of 24 hours after the last bout of vomiting or diarrhea and not return to school until their energy level is back to normal.
- Lingering Coughs. Lingering coughs associated with cystic fibrosis or following bronchitis are not contagious. For all other lingering coughs, parents should seek advice from a physician before returning children to school.
- Common childhood diseases. Many common childhood diseases are contagious. Parents should contact their child's physician and follow their recommendations.

If a child has a communicable disease or head lice, parents must inform the School Secretary immediately. PreSchool Family adheres to the standards of the Santa Clara



County Health Department. These require that the school notify parents when children have been exposed to a communicable disease or head lice.

Greendell School reserves the right to determine whether a child is well enough to attend school. Sick children will be sent home. The goal is to ensure the health and well being of all the children, parents and staff participating in PreSchool Family.

## Snack

***Greendell School is a peanut and tree nut free environment.***

For allergy and nutritional reasons, parents may supply **only** fruits, vegetables and cheese or protein for snack. Individual classes may have further restrictions. **No other foods may be served for snack.** Any food items brought to school must be peanut and tree nut free.

## Parking

Parking at Greendell can be very challenging at times. Students are encouraged to carpool or bike to school. Here are some important reminders:

- **There is no parking in the red zones.** These zones need to be kept free for school buses and emergency vehicles. Cars must not be left unattended in red zones, **not even for a few minutes.** Police will ticket. There is additional parking behind Cubberley.
- Please model safe behavior for children by exercising caution and attention while walking or driving in the parking area. Do not use cell phones while walking children in the parking lot.

## Zero Waste

PAUSD is a zero waste school district. This means we try to reuse and recycle as much as we can, and generate as little waste as possible.

Parents can help by making sure that drinks, snacks and lunches come to school in reusable containers. Please avoid prepackaged, single-serving foods and drinks as much as possible. Children who help make their own lunches tend to eat more of what is in their lunch box than children whose parents do it for them. Please encourage your children to take home any items they did not eat/finish at school, to avoid waste and to help you be aware of what/how much your child actually eats. This also allows you to talk with your child about what foods they like and dislike.

We have three kinds of bins at school:

- **Green compost bins:** All food scraps and leftover food that is not going home. Paper napkins and paper towels used for hand drying or food cleanup also go into the compost, as do tissues. It is OK for the compost to be damp.

- Blue recycling bins: paper and cardboard that is not going to be reused can be recycled (except if there is glue, glitter, paint or a lot of tape on it). Aluminum cans, trays and foil should be recycled. Hard plastic food containers can be recycled once the contents have been eaten and leftovers have been discarded into the compost bin. We want to keep the recycling dry. Plastic water bottles can be recycled (but reusable ones are better!).
- Black garbage bins: ziplock bags, food wrappers, juice boxes and plastic utensils cannot be composted or reused. Please avoid sending these items to school. Art projects must go into the garbage when you decide to discard them. Paper towels that have been used for art/paint cleanup must also go in the trash. (Diapers go into the diaper bins in the MP room or the bathroom between rooms 4 and 5, and will end up in the garbage).

All the teachers at Greendell work with their classes to teach children to put their waste items in the correct bins. Parents can do their part by modeling the same behavior at school and at home.

### **After school use of Greendell**

Families are welcome to stay, play, and have lunch after class. We do have other classes in progress until 1:30 pm, so access will be limited to the PSF yards. If attending after school, parents need to closely supervise their child/ren. Please be considerate of teachers and custodians who use after school hours time to prepare for class or accomplish other tasks. Children are not allowed to enter classrooms before or after school. The bathroom will remain open until 1:00 PM, and any school toys must be put away before that time. For safety and consistency, school playground rules must be followed at all times. Please refer to the published list of playground rules for your class or ask a teacher at the start of school.