Parent Education Program
Mt. Diablo Adult Education



Cooperative School Readiness Program Handbook 2025-2026

PARENT EDUCATION PROGRAM

MISSION STATEMENT

The mission of the Parent Education Department is to meet the needs of parents and those who fill that role by providing essential knowledge, skills, and resources to maximize effectiveness as participating family members, productive workers, functional lifelong learners, and responsible family members.

PROGRAM GOAL

To help develop and nurture the unique qualities of all children, and to nurture the whole child emotionally, physically, intellectually, and socially.

For more information, contact us at parented@mdusd.org or call (925) 685-7340, ext. 67490

Visit the Parent Education website at www.mdae.mdusd.org

GENERAL INFORMATION

Our program is based on a developmental model that uses various types of media to encourage the development of preschool children. We provide hands-on learning experiences in creative expression, pre-reading, pre-math, science, music, and exploration of the child's world.
Our Program will:

- Provide each child with opportunities to make choices and decisions.
- Develop each child's self-discipline and ability to identify, pursue, and complete self-chosen goals and tasks.
- Expand each child's speech and language by enabling him/her to express their thoughts, ideas, and feelings freely and openly.
- Provide opportunities for your child to speak, dramatize, and graphically represent experiences in order to communicate their thoughts and feelings.
- Improve each child's ability to comprehend spoken, written, and graphic representations.
- Develop each child's ability to apply his or her own reasoning skills.
- Develop each child's creativity, initiative, spirit of inquiry, and openness to knowledge and other people's views and opinions.
- Provide opportunities for your child to develop an appreciation and acceptance of others.
- Foster respect for the rights, feelings, possessions, and dignity of others and self.
- Promote parent participation in educational activities and extension activities at home.
- Provide an atmosphere that develops independence and self-esteem.
- Provide an environment that fosters self-control and respect.
- Recognize each child as an individual with unique needs.

COMMUNICATIONS

We always recommend parents communicate directly with the teacher about any problems or concerns either verbally or via email.

Program and class information will be distributed in the following ways:

· Memos and newsletter
· School bulletin boards
· E-mail
· Class Calendar

If you need additional help, you can contact the Parent Education Coordinator at 925-685-7340 ext. 67490
Communication should adhere to the following:
Teacher →Program Coordinator →Administrator

To help the day start smoothly, we request that you follow this schedule:



1. Please arrive on time
2. Sign your child in on the attendance sheet.
3. Assist your child in locating his/her cubby and putting away his/her belongings.
4. Help your child wash their hands,
5. Introduce your child to the different areas in the classroom.

If your child is reluctant for you to leave, stay a few minutes on the perimeter. Let your child choose his/her own activities. Relax! Your child will sense your nervousness. Ask the teacher for assistance.

GUIDELINES ON THE DAY YOU VOLUNTEER IN CLASS

- Arrive 15 minutes before class begins and stay 15 minutes after class (2's class does not stay after).
- Cell phones must be on silent/vibrate and should only be answered in cases of emergency. (Notify the teacher)
- Sign in when you arrive in the classroom and sign out when you pick up your child. If you stay in the classroom (even if it is not your scheduled day), participation in the classroom is expected.
- Choose an apron and prepare your work area, read the procedures on the work card, and ask the teacher if there are any special projects you could assist with.
- If there are no children in your work area, circulate to an area where you are needed, or ask the teacher for directions.
- During circle time, place yourself strategically between children who are without their parents that day to help them assimilate into the group as well as to help them to be able to listen and engage in the circle time activities.
- At the end of the day, assist the teacher with whatever clean-up as needed.
- Limit visiting with other parents during class time. Remember, your focus should be on the children.

SCHEDULES



Parents will be scheduled to work in the class between three to four times per month (depending on the class enrollment and school site) in the combo class and once per week in the 2's class. No children other than the enrolled child may be brought to school on your co-op day (babies under 8 months old may attend with you in a front pack).
To continue enrollment, parents must volunteer in the classroom as scheduled, attend parent meetings (adults only), family events, and one clean-up day.

MATERNITY LEAVE AND BRINGING INFANTS TO WORKDAY

There will be a eight (8) week leave of absence from working in the classroom after the birth of a new baby. If you bring your baby to your workday, you must carry her/him in a front carrier at all times up to eight months. Strollers must be left outside the classroom. If you need to breastfeed your baby, please notify the teacher first so another parent can cover your classroom work area.

WARNINGS AND ATTENDANCE POLICY

Warnings will be given to parents who do not fulfill their classroom volunteer responsibilities, are late on their co-op day, fail to attend mandatory meetings, family events, clean-up days, or are late picking up their child from class. Please note that disruptive or disrespectful behavior toward teachers and other parents may result in your family being dropped from the program.

Your first warning will be verbal (and not count towards the three warnings policy) Your second warning/first written warning and subsequent warnings will count toward
the three warnings allowed before you may be asked to leave the program. In extreme circumstances, make-up assignments may be given if the teacher decides it is appropriate and with the approval of the Program Coordinator.

The minimum required attendance for all classes is 75%.

PARENT EDUCATION MEETINGS AND FAMILY EVENTS

You are required to attend the Parent Education meetings and Family Events. Parent Education meetings are for adults only and the Family Events are for the whole family.



CLEAN-UP DAYS

Each family is required to participate in one clean-up day. The clean-up days are for adults only and are scheduled in advance. Check your packet or ask your teacher for the schedule. You must stay the entire clean up time to satisfy the requirement.

VISITORS

All visitors must come to the Parent Education office and complete a daily registration form and get a visitor's pass. This is for safety regulations. Please notify the teacher if you plan on bringing a visitor to the classroom. You must stay the entire time the visitor is in class.

SIGNING IN TO CLASS

Every day you come to school, you must sign your child in and sign your child out when picking up.

CELL PHONES

Cell phones must be on silent/vibrate and should only be answered in cases of emergency. (Notify teacher)

BATHROOM POLICY

Parents must stay outside the bathroom stall while children are using the facility. If a child needs assistance, please refer to the child's parent or the teacher. The working parent can help with the handwashing.

SNACKS (ALSO SEE HEALTH AND FOOD POLICY)

This is a Nut-Free program. Each child will bring their own snack. Snack time is about 10-15 minutes, "no meals please." We suggest no sharing of snacks for allergy and safety reasons.



PLEASE DO NOT BRING

(These items will return home in your child's lunchbox and will not be consumed at school)

1. Doughnuts
2. Cookies
3. Soda
4. Fast food (McDonalds, Burger King, Taco Bell, etc.)
5. Chips
6. Candy
7. Microwaveable food
8. Peanut butter or nut products of any kind; NO Nutella
9. Juice of any kind



ALLERGIES (See Health and Safety Policy)

Let the teacher know about your child's food allergies. If your child may require medication while at school, you will need to fill out an "Authorization to Administer Medication During School Hours" form and have it signed by your child's doctor. Ask the teacher or Parent Education Secretary for the form and information. Provide the teacher with your child's allergy medication (EpiPen®, etc.), which will be kept in the classroom in the safety cabinet.

HEALTH AND SAFETY

(Please read our Program Health and Safety Policy)

Any child sent to school is expected to be in good health and will be encouraged to participate in all class activities, which may include outdoor play. Any indication of illness or simple fatigue, where a child cannot participate in a normal school day, will result in parents being notified. If you are ill on your co-op day, please do not come to work. You may not bring your child to school on your workday when you are not working and have not arranged a substitute.

If you and your child are not able to attend class, please notify the teacher.

The State Department of Health regulates that all children, upon entering school, must have all their immunization records up to date and a physical examination. Forms are furnished for your doctor's signature. Children must have all immunizations up to date to begin or continue class enrollment.

Please notify the teacher immediately of any communicable diseases/diagnoses, such as Hand, Foot, and Mouth (Coxsakievirus), Slap Cheek, Chicken Pox, and Strep. The County Health Department and school district policy is to inform other students of exposure to communicable diseases, but the student's name will be kept confidential.

Please DO NOT bring your child to school if your child has exhibited any of the following signs or symptoms of suspected illness:

- An elevated temperature of 100 degrees or more or has exhibited a fever in the last 24 hours
- Has vomited within the last 24 hours
- Has had repeated episodes of diarrhea in the last 24 hours
- Has had chills, loss of appetite, and/or lingering headache
- Has a significant amount of untreated nasal discharge, particularly if the discharge is yellow or greenish color
- Has a persistent cough. Reminder: A sneeze or forceful cough can travel up to three feet!
- Complains of an earache or sore throat
- Has an undiagnosed rash



SAFETY REGULATIONS

- Smoking/vaping on campus is not allowed.
- Spanking or striking a child is not permitted.
- Children, when outside, are to be accompanied by an adult.
- Keep an eye and ear open for all of the children in the room, not just the ones in your area.
- Children will not be dismissed with someone other than their parent unless the parent notifies the teacher (ID will be required).
- Participation in the school emergency drills is expected. Earthquake and fire emergency information is posted inside the room next to the door.
- All accidents/incidents that happen at school should be reported to the teacher immediately.
- Shoes must be worn at all times unless otherwise directed for a special activity.
- No climbing the fence or the railings.
- After class is dismissed, parents are responsible for the behavior and safety of their child. Make sure your child is not running ahead of you.

PROBLEM-SOLVING STEPS

(Actions and Phrases)

Place yourself between children, on their level. Use a calm voice and gentle touch.

· "So, the problem is..."
· "What's the problem?"
· "You look really upset."
· "What can we do to solve this problem?"
· Encourage children to think of solutions.
· Stay near until the problem is resolved.

Never force a child to apologize. You can suggest an apology, and if one is not given, always make sure you check on the child who has been hurt. Also, let the other child know that you would like him or her to check on the child who has been hurt.

DISCIPLINE POLICY

As a parent assigned to work with the children, we expect that you will use these guidelines along with your naturally good instincts to help the children have fun and make friends.

It is the responsibility of the parents and the teacher to ensure that the children are safe. Violent and aggressive behavior from children and parents that threatens the well-being of other families is not acceptable in our classes.
Children need to know that they must treat their friends and toys with care. Explaining this to your child on the way to class, along with the fun activities the child can expect to do, can be highly effective.
When you are in class, get on your knees and look at the room from the children's eye level. The commotion can be overwhelming. Respond to the children who look insecure by helping them interact with others and giving them quiet one-to-one contact.



Separations: We encourage gradual and gentle parent/child separations during the toddler and preschool years. We expect and accept some tears and sadness from the child and hope that other parents will comfort a child whose own parent has left the room. If a child is too distressed and inconsolable (i.e., loud crying, which lasts more than five minutes), someone should notify the parent who has left so that they can return to their child. In the programs, parents who leave the room should remain available and close by until they are certain their child will be able to handle an entire class period without them.

Aggression: Whenever possible, we encourage the children to develop their own relationships without parental or staff interference. However, if it is apparent or likely that one child may injure another, you should take charge immediately and notify the teacher. If you can, assess and address the situation and make sure the children involved are safe.
If there has been an injury, be sure to notify the teacher. She will determine the need for treatment and will make sure the child's parents are aware of the situation.

If you are concerned about repeated aggressive behavior in a child, please discuss your feelings with the teacher. They will be able to assess the behavior and may be able to work with the child's parents to help correct it.

In rare circumstances, the teacher may decide that a child's presence in the group jeopardizes the welfare of other children. In these situations, the teacher will work with the parent to address the behavior in find ways to help by doing the following:

✓ conversation with the child
✓ constant and close supervision by the child's own or another parent
✓ provide more structured activities
✓ limit the number of activities or areas of the room
✓ positive reinforcement
✓ quiet time away from activities
✓ temporary removal from class (as needed)
✓ take the child to the playground for a walk or run
✓ observations by coordinator or specialists (per parents approval)
✓ other resources and assistance in locating a more appropriate program for the child

• When volunteering, think of yourself as part of a teaching team, with the purpose of supervising the room as a whole. For instance, if you are working in Free Art, but observe a spill at the snack table please be available to help clean up.

• Children like to know that there are limits and that the adults are in charge. They also like to know that they can go to the adults for help, hugs, and comfort. Your participation is essential to our classes, and we appreciate the value of your work and play with the children.

PARENT COMMITTEES

Each family will be responsible for one parent job in addition to your co-op commitment. Some of the jobs may be (depending on classroom needs): Birthday Crowns Coordinator, Class Photographer, Laundry, Playdough, Class List; e-mail, Book Reading Program, Bulletin Board, Bike and helmets

In addition, each family will plan a classroom activity at least one time per year.

Parent Education Program School Readiness Health Policies 2025-2026



Our Philosophy

- Children need to be in good health in order to enjoy their time at their Mt. Diablo Adult Education Preschool. When your child participates in a group situation such as daycare or a preschool, a certain amount of illness is expected. If your child cannot fully participate in activities offered due to illness, please do not bring your child to school.
- Please notify your child's teacher or the office (925-685-7340, ext. 67490) if your child has an infectious condition such as chickenpox, eye infection (conjunctivitis), measles, mumps, head lice or any other communicable condition that could transfer to another child, so that we may alert other families in your child's class. Confidentiality will be respected.
- We would like your family's experience at preschool to be a happy and healthy one. Following these guidelines will help ensure this goal for all adults as well as children in our classrooms.
- You will be notified immediately if your child becomes ill or injured at school. Please keep your emergency information up to date and leave a number where you can be reached on days you are not staying with your child. It is important that you pick your child up as soon as possible if you are notified to do so.

When To Stay Home

FEVER:

- Rectal/ear temperature of 100.6 or above within the last 24 hours
- Oral temperature of 99.6 or above within the last 24 hours
- Children may return to school after being fever free for 24 hours without the aid of fever reducing medications.

DIARRHEA AND VOMITTING:

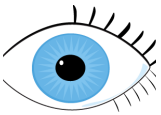
- Either, within the past 24 hours
- Children may return to school after being free of symptoms for 24 hours without the aid of medications.

COLDS AND SORE THROAT:



- Copious amounts of nasal discharge
- Continual coughing
- Sore throat or difficulty swallowing
- Note: A fresh cold with clear discharge can actually be more contagious than a green or yellow discharge!

EYE INFECTIONS:



- Yellow/green discharge in the eye or eyes
- “Pinkeye” (conjunctivitis)
- Children with red, itchy eyes that have a yellow discharge or crusty lids may have conjunctivitis, “pinkeye”. This is very contagious, especially in a preschool setting. Children may return to school after 24 hours of successful antibiotic treatment.

RASHES:

- This includes any rash behind the ears or on the body.
- Some rashes can be difficult to diagnose, therefore any unusual rash should be examined by a medical professional. Some conditions may be associated with impetigo, poison oak, scabies or cold sores. Children may return to school after all sores are dried and crusted over. Please notify your teacher or the school office.

COVID-19 CHILD CARE GUIDANCE WHEN A *CHILD* IS FEELING SICK OR TESTS POSITIVE

CASE 1	DAY 0	DAY 1-5	DAY 5	DAY 6-10	DAY 11+
	Child feels sick or has fever. 	**IMMEDIATELY ISOLATE** **Send home or stay home.** Child gets COVID-19 test.** If **NEGATIVE**, can return when: 1. Feeling better AND 2. Fever has been gone at least 24 hours without fever reducing medication.			

CASE 2	DAY 0	DAY 1-5	DAY 5	DAY 6-10	DAY 11+
	Child is POSITIVE for COVID-19* • **If child feels sick at any time, Day 0 is first sick day.** • **If never sick, Day 0 is the day child was swabbed.**	**Child stays home** 	• Testing recommended for 2 years of age and older • Under 2 years of age: testing not required.	**Child may return** when: 1. Feeling better AND 2. Fever has been gone for at least 24 hours without fever-reducing medicine. 3. If tested, test is negative. If 2 years or older should wear a mask except during naps and mealtimes.	**DO NOT TEST** Child without fever may return.

If child tests POSITIVE without symptoms, then feels sick later, Day 0 is now the day they started feeling sick. Restart #2 at Day 0.

****If sick child is not tested and there is not another diagnosis from a healthcare provider, child should stay home for 5 days.***

Children should be healthy enough to participate in all activities offered during the school day. Most children will let you know in one form or another when they are not feeling well. The same health standards apply to you as a working parent in the classroom. You are expected to be in good health and ready to be as helpful as possible.



Your cooperation with the above health policy is not only appreciated and expected, but necessary to maintain a healthy environment for all.

Head Lice

Every year thousands of homes and schools are invaded by head lice. You and your child need to know that anyone can get lice, without regard to social status or cleanliness. Lice actually like clean hair best!

What are lice

A louse—singular for lice—is a tiny insect.

It is as big as a sesame seed. It has six legs and claws.

They need to feed on other animals or plants to live.



They need small amounts of blood from the animal or plant they live on. Lice do not hurt, but they make a person's head itch or tickle. They live close to the scalp, where they can feed on the blood. Female lice lay eggs or nits on the hair, close to the scalp, usually in clumps. Nits are yellow or tan when they are in the egg, and mature into lice after 3-14 days. The empty eggs are white after the lice hatch.

How do people get lice

There are different ways that lice can move from one person to another person.

One way they move is head-to-head contact; for example during sports activities or hugging. The lice cannot move to another person without direct contact with the other person. Lice can move when people share things that have been touched by another person's head or hair. They can move when people share hats, helmets, scarves, barrettes, combs, towels, headphones or pillows. You need to tell your child not to share these items with other children. Many times children do not know they have lice and it will spread to other people in the family.

What do you do when you find lice

If your child is scratching his/her head a lot, you need to check the scalp and hair. You can look closely at the hair behind your child's ears and at the back of the neck. You need to check the hairline and make parts in the hair over the scalp in order to inspect all areas of the scalp and hair. If you find any sign of lice, you will need to use lice shampoo and/or a special comb.

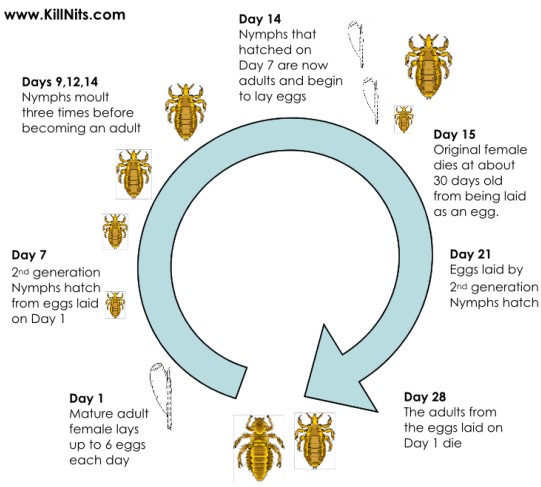
It might be best to take your child to a salon that specializes in the treatment of head lice to make sure that every nit/louse is completely gone.

You can purchase the proper head lice shampoo and spray at most drug stores such as CVS, Walgreens, Walmart, Target or many grocery stores.

It is VERY important to read the directions on the container before you use it. The shampoo is very strong and has chemicals in it to kill the lice. Do not blow dry your child's hair after use of the shampoo. The chemicals in the shampoo may catch fire.

You will also use the special comb that comes with the shampoo, after the hair has been treated. The teeth on the comb should be 0.1mm apart. You may need to shampoo again after a few days. You also need to check other people in the household for lice. Pets, like dogs and cats cannot get lice. Do not use the medicated shampoo on a pet. Lice can live up to 30 days on the head of a person, and two days off of a person.

Life cycle of Head lice



Cleaning etc.

It is important to clean your house and car if you have found lice.

Make sure to::

- Vacuum rugs, mattresses, furniture and car seats
- Wash bedding and towels in HOT water and put them in a HOT dryer to dry.
- Vacuum all dolls and stuffed animals or put them in a closed plastic bag with no air in it. Leave the toys in the bag for 10 days or more to kill off any lice
- Wash all combs and brushes and any hair accessories in HOT water
- All clothing worn recently should be washed in HOT water and dried.

Your child can return to school when treatment has been started and no live lice are visible.

Please let the teacher or the Parent Education office know if your child has lice. This will give us the opportunity to inform other parents (respecting confidentiality) and clean the classroom appropriately

Food Policy

We are very proud of our diverse preschool population. We enjoy the benefits of the many cultures represented in our classrooms. Within those sub-cultures lies a richness of unique and varied human beings. We may be diverse in many ways, but we are alike in our love for our children. We wish to support each family in their individual goals and be sensitive to their needs, and we value the gifts that each and every family brings to our program.

We have attempted to keep the needs of each family in mind while developing our food policy for the entire program. All families make different choices about how they feed their children, and they all do what they feel is best for them. The ideals of mutual respect, tolerance, good humor, self-expression and the joy of sharing together guide us as we continually develop our program.

GOALS:

- To promote good nutrition and food habits
- To provide a pleasant and supportive environment to try new foods
- To accommodate special food allergies and other needs
- To encourage cultural expression, diversity and tolerance through food
- To learn about food, new foods and the latest in nutritional research
- To develop self-sufficiency and self confidence in children

GUIDELINES:

- Minimize choking hazards- What is appropriate will depend on the age group of the class. The following are inappropriate in all classes: candy, gum, and large, hard- to-chew foods.
- Be aware of and follow food allergy guidelines posted in your classroom.
- All classrooms are NUT AND (NUT-PRODUCT) FREE.
- Bring a balanced snack with plenty of variety. We would like to see each food group represented in a variety of ways such as taste, texture and color.

A snack should include the following:



- A protein source
- A fruit/vegetable or both
- A source of calcium/dairy
- A healthy whole grain-based food

- Please do not bring foods with low nutritional value such as sugary drinks, potato chips, cookies or “fast food”. If your child does bring these foods to school your teacher will put them back in their lunchbox to be eaten at home. All teachers have extra food in their classrooms if we need to supplement.
- We are providing time for a SNACK -please make portions small.
- Parties and celebrations- Sometimes parties and celebrations include sugary treats. We consider these “sometimes” foods. Please discuss with your teacher before bringing treats.
- We encourage you to bring items that represent your culture. It can be exciting and educational for children to experience foods they do not get the opportunity to try at home.
- Please let your teacher know if you have any questions or concerns.

