



Napa Valley Nursery School

A Parent Participation Nursery School
Together, We're Better!
Since 1950



PARENT HANDBOOK (Revised June 2011)

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NVNS in a Nutshell (Things You Must Do)

1. Pay your [monthly tuition](#) on time (see page 22)
2. [Work](#) in the classroom (see pages 14 - 15)
3. Fulfill the duties of a [Parent Job](#) (see page 28)
4. Come to [Monthly Parent Meetings](#) (see page 23)
5. Participate fully in all [school fundraising efforts](#) (see page 24)
6. Participate in [End-of-Year Clean Up](#) (see page 23)

Who to Call

Communications are best when they are as direct as possible. The following list should help you get in touch with the people that can best help you.

Who to Contact	...If your suggestion or question is:
Executive Director	about children at school; the daily program, school equipment, or working parents
President	about general administration of the school; suggestions or board requests
Vice President	to get messages to all families; regarding election process or if you will not be able to attend a Parent Meeting
Secretary	all meeting minutes, handbook or NVNS bylaws
Treasurer	any outstanding bills and the person who processes receipts for reimbursement
Scheduler/Class Representative	about a request for specific work days; to be scheduled on special days to bring snack (e.g., your child's birthday), to request a leave of absence. Or if you have questions, concerns, ideas you'd like discussed with the board at their monthly board meetings.
Enrollment Coordinator	admissions, enrollment forms and withdrawal procedures
Tuition Coordinator	all tuition questions and tuition assistance applications
Job Coordinator	questions regarding school jobs or orientation
Communications Chair	to ask for info to be put on our website, ideas that will encourage communication between current families, alumni, and the community at large.
Fundraising Chair(s)	regarding any and all fundraising events and efforts
Maintenance Chair	if you have projects to suggest, materials to offer, or ideas for school improvement
Newsletter Editor	to offer ideas or text for the school paper including recipes, funny stories, classified ads
Party Parent	to offer food, materials, or to help in organizing of parties
Housekeeping/Petcare	to verify a scheduled housekeeping workday, inform about a work trade, or have noticed an area in need of special attention

Communicating with the Board

Parents are free to attend board meetings (unless they are closed) and the board welcomes communication with the parents.

INTRODUCTION

Welcome to Napa Valley Nursery School, a Parent Participation Nursery School. A parent participation, or cooperative, nursery school is a nonprofit, nonsectarian, democratic organization where each family shares in the planning and operation of the school. Parents participate in the classroom on a rotating basis, serving as assistants to our Director. The efforts of parents and their direct involvement during the school day make parent participation nursery schools a uniquely rewarding educational endeavor.

This handbook has been prepared to help you understand the policies of the school and to assist you and your child in adjusting to nursery school education as a participating parent.

Our school is licensed by the State of California, Department of Social Services, Community Care Licensing Division. This department regulates and licenses group programs for young children. Each year a Licensing Program Analyst may visit our school (in a surprise visit) to verify our compliance in the following areas: child admission requirements, staff qualifications, adult to child ratios, building repair and maintenance, and health and safety standards. If we are found lacking in any area, a citation is issued and we are given 30 days to make corrections, or the school will be fined. The regulations established by Community Care Licensing are for the protection and well-being of the children and we make every effort to run our program in strict compliance with their rules and guidelines.

NVNS is also an independent member of the California Council of Parent Participation Nursery Schools, CCPNS (www.ccppns.org). Our membership in CCPNS as an independent school provides us access to group liability and accident insurance, and entitles us to participate in an annual conference for parents and teachers, which offers enrichment and new ideas for curriculum expansion.

It is the policy of the Napa Valley Nursery School not to discriminate on the basis of race, sex, physical handicap, religion, color, creed or national origin in any of its educational programs, activities, policies, practices, and procedures.

While you are a member, this is Your School!

HISTORY

The Napa Valley Nursery School had its beginning in 1950 under the name of Mt. George Play Center. It was under the direction of Donna Connell, and was located at the Mt. George Farm Center. The school then moved to a small house in Alta Heights and then to the basement of a house on Main Street.

In 1957, the name was changed to St. Mary's Cooperative Nursery School. The teacher was Mrs. John L. Lucas and the parents became directly involved in raising money for the school and assisting in the classroom. As in the case of the Mt. George Play Center, the St. Mary's Cooperative Nursery School was state licensed and run in a professional manner.

In 1958, because the Main Street location did not pass fire inspection, the school moved to the First Church of the Christian Scientist on Polk Street. After this move, the State Department of Social Welfare then granted the application for license renewal.

In November 1958, the school moved to 952 Napa Street, and in 1962 came to the present location, the kindergarten room of the First United Methodist Church on Randolph Street. Participating families took a very active part in preparing the location for the school including grading and graveling a play area, cementing the swings and slide, and acquiring and arranging the toys and schoolroom supplies. Jan Clark became the Director and was replaced by Mrs. Larry Dybe in 1965-1966. Mrs. Jane Whitehair, an experienced teacher in kindergarten and first grade, was hired to direct the school in 1967. She continued in this position until the fall of 1983. At this time Karen Frisinger was hired as the new Director, to teach the MWF classes and Lori Ware was hired to teach T/Th classes. In the fall of 1987, Lori Ware became the full-time Director and began teaching all of the classes.

Since its beginning, NVNS, a Parent Cooperative, has provided a quality pre-school experience for the children of Napa in a closely supervised atmosphere, with a high standard of parental involvement and support.

MISSION/VISION STATEMENT

Napa Valley Nursery School offers a safe, nurturing, sensory-rich environment, where parents share in their child's first school experience outside of home. Teacher, parents, and children can work, play, learn and grow together as family and as a supportive community for each other.

Promoting individual interests and offering a rich environment for exploration and discovery, we support the growing physical, social, emotional, and cognitive needs of the whole child.

We believe that a creative, developmentally appropriate, child-directed learning environment, supported by family, can create a positive attitude towards future learning.

Parents and families have the opportunity to learn child development and gain an understanding of the values of the activities offered within the program as they work in the classroom under the direction of an accredited teacher.

The diverse, cooperative, parent community is there to support not only their child, but other children and families in the school.

NVNS provides parents an opportunity to learn more about child development, their own child, themselves and each other, in a friendly, supportive, community environment.

As members of the California Council of Parent Participation Nursery Schools (www.ccppns.org), we also offer many extra nursery school and parent education opportunities for families.

VISION

Napa Valley Nursery School is an engaging environment for children, families and community to grow together.

Our motto: Parents, teacher and children, "Together We're Better"!

THE CHILD'S PROGRAM

When the children come to nursery school, the Director and parents will welcome them. Activities in the classroom and outdoors reflect the nursery school curriculum, based on early childhood development. Areas of the curriculum include:

Motor Development

Learning stations are provided for the children to use their bodies. There is opportunity for large muscle activity: running, climbing, jumping, balancing, and dancing. Materials designed to increase manual dexterity as well as both gross motor and fine motor development are provided.

Use of Language

The child's use of language is stimulated. The adults use simple and logical language, and progress as the child is ready. Interest and praise in their communication, books, journal writing and play is encouraged.

Intellectual Growth

The program is intended to stimulate the intellectual growth of the children. We present a wealth of concrete experiences that will provide the children with the raw material of ideas and symbols. "The more a child has seen and heard, the more he wants to see and hear" (Piaget). Concrete objects will be available for handling and knowing with all of their senses. Cooking experiences, animals, nature walks, and trips into the community will provoke their curiosity. They will be encouraged to observe and to verbalize their discoveries.

Social Growth

Socially, the stage is set for interaction with their peers in meaningful work-play. The Director is unobtrusively aware of the children's situations so that she can help one child to understand and accept another's behavior, suggest suitable social techniques when a child needs them, and sensitively guide children through times of their development.

Free choices of play activities, inside and out, will be available to children. The children will have an opportunity to participate in music and movement, whether actively or by watching and listening.

Our nursery school schedules are designed to provide enough routine so that our young children will feel the comfort of knowing what is going to happen next. The program is varied occasionally by excursions, simple birthday celebrations, and the special learning opportunities the seasons and holidays provide.

PREPARING YOUR CHILD FOR THE FIRST DAY

Be brief when explaining to your child about entering school. It usually works best not to discuss school too far in advance or to overwhelm a child with elaborate descriptions. In spite of the excitement you may feel, try to be casual with your child.

Activity in a social setting makes physical and emotional demands on small children, just as with adults. Your child may be more tired than usual at first, and more ready for naptime or evening bedtime. Some children may be highly stimulated or keyed up initially. For these reasons, it is best for you to simplify the daily routine as much as possible.

The First Day

On this day, as on other nursery school days, please dress your child comfortably for vigorous indoor and outdoor play. When you reach school, the Director will greet you both. Allow your child to investigate the new surroundings. Your child may prefer to stay by your side or to sit on your lap. Bear in mind that this is a big adventure. In no way must the child feel pushed or forced to join the other children or start an activity.

When to Leave

Since there is no way to be sure beforehand just how your child will react upon starting school, please arrange to be available to stay for the first few days, if necessary. It is natural for a young child to need support in a strange experience. The separating period is sometimes only a few days, but for the younger, less experienced child, it may be several weeks. During this time allow your child to cling to you, sit on your lap, or stand on the sidelines watching. Also, if you leave the room, let your child know you are leaving and how long you will be gone.

Your child's reactions are the best indications of readiness to participate; so be as passive as you can. Let your child work into the group at a comfortable pace. Avoid suggestions of specific activities or behavior. Relax and do nothing but be there.

The Director will be looking for some clues that your child is feeling comfortable. Examples are: children knowing where things are in the playroom and the yard, remembering "what happens next" or accepting help from the Director or one of the working parents. Steps such as these suggest growing self-confidence. Soon your child will be ready to let you leave.

When you and the Director have agreed that the time has come, you will say goodbye calmly and firmly while the Director stands ready to give moral support as needed. Never leave without your child knowing! It sometimes helps to inform your child of what you will be doing during school time. Bringing a favorite toy from home often helps the child over this period. Leaving a scarf or some other possession of your own is tangible proof that you will return.

When you leave, don't be alarmed if your child cries. It is a natural way to express upset feelings. The Director is there and will help the child accept your "goodbye." The Director will call you at home if your child truly needs you.

Reactions at Home

At first, your child may express displeasure over going to nursery school. Let your child talk about these feelings. It won't do any harm, and it may help the child feel you understand. Because school is a new experience, you and your child may feel fatigue and strain at first. You will both relax and enjoy yourselves as you adjust to the routine.

Despite all of the planning and preparing that you and the Director do, there are likely to be reactions at home during the initial days at school. Young children do not take big steps forward without taking a few steps back. Toileting accidents, temper tantrums, clinging and crying at school and at home are sometimes part of the adjustment to nursery school. Try not to make a fuss about this. After the adjustment period, these behavior problems will probably stop. Also, because your child sees you less, there may be excessive demands on you when you are together. Giving a little undivided attention after school will reduce adverse behavior such as crossness and whining.

Please keep the Director posted on what happens at home, and she will keep you informed on what happens at school. Above all, remember these are symptoms, not of unhappiness, but of coping with a new and big experience. They won't last.

When You're Not Here

You may find it surprisingly difficult to part from your child. After all, this may be the first time that you have shared with someone else so much responsibility for your child's time and welfare. Please rest assured that the Director will contact you if your child really needs you. Please feel free to call the school anytime you are concerned or would like to check in.

ROUTINES FOR THE CHILDREN

Group Time

The children are encouraged to participate at group time, but may observe or participate in non-disruptive substitute activities. A child may bring one item from home for show and tell **on his or her parent's workday**. During group time, the children are learning to sit and listen to both the Director and other children. Parent participation in activities and songs is a good model for children to follow.

Snack Time Routine

All food allergies will be posted in the Room 1 snack cabinet and on the refrigerator in Room 2. The parent preparing snack should check this list.

The parent assigned to prepare snack will prepare a tray for each table with napkins, cups, snack, and juice/milk and other supplies as needed. One parent will sit at each table. When the class is seated for snack, the Director will lead the "Thank You" song. When the song has ended, one working parent will bring a tray to each table. The parent at the table passes napkins to the first child, who takes one and passes to the next and so on. This continues with snack, cups, and the beverage. Remember, you are modeling the words, manners, and helping to facilitate sharing.

Toward the end of snack, a wastebasket will be placed by each parent's chair. The parent's child may be the garbage helper for the day. When the table is clear, all children put their heads on the table for a quiet moment and wait for direction to the next activity.

ACTIVITY CENTERS

Room 1

Art Center

Children have free choice and exploration of a variety of materials and art media. Parents are there to supervise the use of materials and to provide encouragement and support. No models or examples are given at this time. There is no comparison between children's work. Art at the preschool level is a process and not a finished product.

Sensory Table

This table will offer a variety of materials that are rotated. Examples are play dough, cornmeal, sand, texture board, etc.

Manipulative Table

Each day a selection of manipulatives, puzzles, and games will be placed on this table. The manipulatives will encourage hand-eye coordination, spatial relations, problem solving, taking turns, etc. Let children do as much as they can on their own but if they become frustrated, lend a hand.

Cut/Color Table

This center provides many choices of prewriting activities. The availability of a variety of tools offered will allow children to explore at their own developmental interest. Such items as stickers, hole punches, scissors, markers and paper are to be used as the children wish.

Reading Corner

This is a quiet area of the room where children may look through books. Parents may read to an individual child or a small group. Everyone must remember that this is a place for quiet activity and redirect those who may forget.

Room 2

Block Center

Children have the opportunity to build with large and small blocks.

Imaginative Play

This is the housekeeping area where the children have dress-up clothes, dolls, cooking and cleaning props. At other times there will be props to encourage pretending at grocery store, gas station, restaurant, doctor, etc. Parents may have a great time pretending right along.

Science Table

The science table will offer a variety of items for children to explore. Sometimes the table will have "hands-on" activities and at other times there will be "looking activities."

Music Making

The music shelf offers drums, rattles, horns, triangles, etc. These instruments can be used freely and are especially helpful in celebrating during birthday parades.

Live animals

Room 2 is home to the guinea pigs and several goldfish. Children can feed and pet the guinea pigs, with close parent supervision (mostly for the guinea pigs safety), and can watch the fish. For added safety, children use the "holding basket" to hold guinea pigs on their lap. Special visiting animals may also make an appearance on occasion in room 2, including silk worms, lady bugs, newly hatched chicks, and butterflies.

Outside Yard

Outdoor Activities

Children explore fort/playhouse, sandbox and climbing equipment under parent supervision. Children will risk and challenge themselves within their own ability limitations. Parents do not lift children onto the equipment.

Easel Painting

Please remember the following guidelines when helping children:

1. Place one brush in each container.
2. Print children's name on artwork using a capital letter on first letter only. Be sure to ask the child where they would like their name placed; it's their artwork.
3. Any comment on the child's artwork must be sincere. Ask "Will you tell me about your picture?" instead of "What is it?"
4. Process is more important than product.

PROGRAM HOURS

It is vital to the well-being of our program that working parents arrive on time and ready to work in the classroom on their Work Days. Please abide by the following guidelines:

Arrival Times:	Departure Times:
<u><i>Tuesday/Thursday AM Class</i></u> On Working Days: between 8:30 and 8:45 AM (no later than 8:45 AM) All other days: 9:00 AM	12:00 PM (approximately on your working day) 11:30 AM (all other days)
<u><i>MWF AM Class</i></u> On Working Days: between 8:30 and 8:45 AM (no later than 8:45 AM) All other days: 9:00 AM	12:30 PM (approximately on your working day) 12:00 PM (all other days)
<u><i>Tuesday/Thursday Afternoon Program</i></u> On Working Days: between 12:00 and 12:15 PM (no later than 12:15 PM) All other days: 12:30 PM	4:00 PM (approximately on your working day) 3:30 PM (all other days)

Do not bring your child into class earlier than the scheduled start time unless you are a working parent. Parents, guardian or carpool driver must in person, bring the child into the school and remain until the Director greets the child. Please wait in the hall until the classroom door opens.

The Director will need a written note from the parent to release the child to someone other than those listed in their files.

If your child will not attend school that day, please notify the school by calling 224-3319.

THE PARENT PARTICIPATION DAY

Working Parents are Director Assistants

On your participating day, your child may behave quite differently than other days at school. It is helpful to consider it from your child's point of view. You are here, but you are busy helping several other children. Your child may feel challenged to recapture your exclusive attention, even to the extent of clinging, crying, or showing anger at you or someone else.

It may be quite difficult for your child to share you with the other children and adults, but learning to do so without losing your love, is another big step forward. Feel free to give special considerations as you fulfill your participation duties: the smile, hug, or the place next to you while you serve juice or read a story. Your acceptance of feelings of possessiveness will make it easier for your child to allow you to help the other children and still feel loved.

As the working parent, please refrain from discussing events of the day with other parents. The Director will discuss all children behaviors or accidents in the classroom directly with their parent.

You should wear clothes that are comfortable for an active, and possibly messy day.

- Your first duty is to arrive on time and sign the attendance sheet. The children start play immediately, so it is essential for adults to begin their supervision responsibilities on arrival. Learn the name of each child as soon as you can. Don't be discouraged or overwhelmed by the apparent mountain of things to learn. The Director and returning parents are happy to help you and explain routines. Everyone was new once.
- Choose your working card from the bulletin board ledge that gives the daily schedule. There is a different set of cards for each class. It is "first come, first serve." Consult the activity card that corresponds to your work card from the bulletin board. This activity card will direct you in preparing the activity in your center for that day.
- Help yourself to an apron from the phone closet located in the reading area of Room 1.
- Children may bring a favorite item (toy, book, etc.) or bit of news for "Show & Tell" on their parent's working day. Show & Tell items are placed in the basket inside the entrance to Room 1.

Our school's program is designed around a low child-adult ratio. It is essential that you find another parent to substitute for you if you must be absent for illness or other reasons. Our state issued license does not allow us to begin the school day without the correct number of parents. All of us need the cooperation of others at times of schedule complications. Don't hesitate to ask for help, and try to be available when someone needs you. It is also important to remember that E-parents are for emergencies only (see description of Emergency Parent below for additional detail). As a State Licensing regulation, working parents are not allowed to bring other siblings to class on their scheduled work days.

Working Days

T/TH Families work an average of 2-3 days plus one scheduled "E parent" (on call) day per month.

M/W/F Families work an average of 3-4 days plus one scheduled "E parent" (on call) day per month.

Families with more than one child enrolled may work: T/TH Families up to 3 days plus one "E parent" (on call) day, per child, per month, MWF Families up to 4 days plus one "E parent" (on call) day, per child, per month. They need only participate in one parent job and one Housekeeping Saturday.

Suggestions for Interacting with Children

- Bend down to the children's eye level whenever possible. Please do not sit on equipment such as tables, blocks, climbing structures, or shelves. If adults sit on equipment it is unavailable to the children. Use a quiet voice and simple, direct words. Walk up to children before speaking to them. Bend or lean toward them or squat to their level. Be within hearing and touching distance of children that you are supervising.
- Make statements in the positive whenever possible. Use direct action verbs, such as "keep the sand low," rather than "don't throw the sand."
- If your child's behavior or the particular area you are supervising on some days get difficult, don't be afraid to call on the Director for help or to trade areas with another parent.
- Avoid intervening in children's activities. Your display of interesting materials is the best stimulus to good play. Avoid making samples for children. Modeling discourages children's own creativity.

If a Child Ignores Safety Rules or Behaves in a Disturbing Way

- Use a question form to suggest a constructive activity. [Could you find some boards to hammer?]
- Suggest taking turns. [Scott, a good way to get a turn is to say, "Let me know when you're finished. I want a turn."] When the arrangements between the children are made, ask, "What will help you wait?" Then you may help the child get started in that activity.
- Suggest cooperation. ["Could Tina give you a ride, and then you give Tina a ride?"]
- Lead the child off to another play area and promote interest in that activity. Above all, prevent the hurting or dangerous activity. Say, "You cannot push Mark, it hurts, and I won't let you." **Then do not allow it.** There is no foolproof recipe. Each situation is different. Your suggestions may be rejected, and that's all right. Feel free to call on the Director for help at any time.
- When a child doesn't have a choice, use words like time and need. "It's **time** for snack." "We **need** to put away the blocks so that we can have music." Don't pretend to give a choice when there really is no choice. When you give a choice, abide by the child's decision.
- Give the children advance notice of the next activity so that they can finish what they are doing and be prepared to change. "It's almost snack time." "Finish what you are doing."
- Respect the child as an individual. Be as courteous as you would be with an adult. There may be a child who appears unlike you or whom you do not like immediately. Sometimes making a special point of observing such an individual gives you more insight into that child. Respond in a friendly way to a child's show of affection, but don't force your own feelings on any child.

Safety

- Face as much of the play area you are supervising as possible.
- Watch the children.
- When play becomes unsafe, intervene physically, if necessary.
- Prevent sand throwing by saying, “keep it low,” or “just use the buckets.”
- Prevent the throwing of hard objects.
- Do not allow pushing on high places, running inside the building, biting, kicking, or anything else you might think is harmful. If in doubt, use your own judgment and ask the Director for clarification later.
- Report all accidents, however minor, to the Director.

If a Parent Cannot Work on the Assigned Day

If a parent cannot work on the assigned day, they must either exchange days with another parent, or hire a work parent substitute. When you trade days in advance of the scheduled day, it is your responsibility to mark the change on the master schedule on the bulletin board at school. If it is a last minute change, please call the school, and leave a message. This practice will help the Director and other working parents contact the appropriate people if there are problems with scheduling.

EMERGENCY PARENT

The Emergency Parent (E-Parent) is the extra person assigned to be on call for each workday. This person is the school’s “insurance” that we will never be shorthanded. Everyone will be scheduled to be the E-Parent at various times during the year.

The E-Parent must **only** be called if you have a **last minute** emergency (i.e., you or your child wakes up ill, a death in the family, etc.)

A **last minute** emergency is defined as an emergency occurring between the hours of 9:00 PM the night before, and 8:00 AM on your scheduled workday for the morning classes and between the hours of 9:00 PM the night before and 11:00 AM on your scheduled workday for the afternoon class. If you know prior to these times that you will be unable to work for any reason, then you need to call around for a trade, or arrange for a paid sub.

Please be respectful regarding the time of day you phone the E-parent.

If you call the E-Parent to work for you then you are responsible for their NEXT workday. If you are unable to work that day or are already scheduled, then you must arrange a trade or pay for a substitute.

When you are Scheduled as the Emergency Parent

When you are scheduled as the Emergency Parent you are on call and need to ASSUME THAT YOU WILL BE WORKING. Please make necessary arrangements (i.e., babysitting, carpool, etc.), to ensure that you will be able to work if called

If you need to trade the day that you are scheduled to be an emergency parent, it is your responsibility to notify all of the working parents scheduled on that day and to make the change on the schedule posted on the bulletin board at school.

You must be available for phone calls on the morning of your scheduled E-Parent workday.

If you are called, you must change the names on the schedule posted on the bulletin board. The person who called you will work your next scheduled day or will find a trade/hire a substitute.

If you are scheduled as the Emergency Parent and you become ill, you **MUST** arrange for another person to be the Emergency Parent for you, and inform the other working parents immediately of the change.

GENERAL INFORMATION

Bulletin Boards

The Bulletin Board as you walk into the school, the “Look” Board in the school library and the bulletin board by the cubbies contain a lot of important information. Listed below are items you can find on these boards.

Lesson Plans: You may read the lesson plans to know what your child will be doing at school so you can talk with him or her and ask questions about what he or she has done.

Church Rules: Please read, know and abide by the **CHURCH RULES**.

Meeting Minutes: Board and Parent meeting minutes will be posted. You must read and initial the Parent Meeting minutes if you miss a Parent meeting.

Schedules: Classroom and Saturday House Cleaning schedules are posted.

Other: A copy of the current newsletter, as well as Snack information will be posted for reference. Additional notices are put up all the time, and it is vital that everyone be aware of what is happening at our school. Look for sign-up lists, so you can volunteer your time, or treats to any upcoming events.

NO SMOKING is allowed in church building at any time.

Sun Safe Policy

1. NVNS will follow the guidelines of the CA Early Childhood Sun Protection Curriculum provided by the CA State Department of Health Services.
2. NVNS will provide a UVA/UVB (Broad-Spectrum) sunscreen for parent/guardians to apply to their children before entering class. School will not be responsible for applying sunscreen.
3. NVNS will provide sufficient areas of shade for playing in our outdoor yard.
4. NVNS will provide a class set of wide brimmed hats and a class set of sunglasses for children’s use. Children may bring their own hats and sunglasses from home and keep them in their personal cubby.
5. For all outdoor activities (especially occurring between 10 AM and 4 PM), children will be encouraged to:
 - a. Seek areas of shade for play.
 - b. Wear wide brimmed hats and sunglasses
6. Working parents will be encouraged to practice sun safety principles and strategies to serve as positive role models for the children.
7. NVNS will provide ongoing parent education using sun safety protection tips as outlined by the CA State Department of Health Services. This will include personal strategies for preventing skin cancer. Guidelines will be communicated and reinforced to staff, students, and parents, using our school handbook, parent education notices, monthly newsletters and meetings.

Wet Clothes

If your child becomes wet or messy, a working parent may help them change into “loaner” clothes from the bathroom cabinet. Please launder and return these loaners to school the next day. A working parent will put your child’s’ wet clothing into a plastic bag in their cubby.

Clothing

For your child's happiness and your peace of mind, dress your child in clothes that enable them to play without worrying about getting their clothes dirty or wet. Many of the paints and art supplies used at NVNS are difficult to remove from clothing. Clothes with elastic waistbands are easiest for children to remove themselves. In case of spills or other messy accidents, the school keeps a supply of old play clothes donated by the members. Remember to clearly mark outer clothing, (including hats) and changes of clothing with your child's name.

Cleaning Supply Safety

All cleaning supplies will be stored under sink cabinet. Cabinet must be locked at all times. Cleaning products must not be left on tables or counters at any time. Remember our motto, "In your hand or in the cabinet."

Health

Our state licensing requires the Executive Director to be aware of the general health condition of each child upon arrival. If the child is found to be unwell in the Director's judgment, it is the responsibility of the person who brought the child to return him home.

Each parent is responsible for keeping his or her child home from school if:

1. S/he has a temperature or has had one within the last 24 hours (a child may return to school when s/he has had no fever and not required medications for fever for 24 hours).
2. S/he is currently contagious as confirmed by your doctor.
3. S/he has a dry hacking cough (unless doctor's certificate stated it is due to an allergy).
4. His/her cold is less than 3 days old.
5. S/he has abundant nasal discharge.
6. S/he shows signs of illness such a fever, rash, red eyes with or without discharge, upset stomach, unusual cough or cold symptoms like signs of nausea or diarrhea. Inform Director of any allergic symptoms child might have.
7. Report to the Director any exposure to communicable disease.

Communicable Health Problems

Disease	Incubation	Isolation if Disease Develops
Chicken Pox	10-21 days	7 days or when the last lesion is dry and scabbed over
German Measles	14-21	At least 4 days after onset of rash
Scarlet Fever	2-5 days	7 days
Strep Throat	1-3 days	24-48 hours after Penicillin therapy has begun
Whooping Cough	7-21 days	5-7 days after the onset of therapy
Common Cold	12-72 hours	Not less than three days
Conjunctivitis (Pink Eye)	24-72 hours	Once eye appears healthy
Fifth Disease	4 days or less	Until facial rash disappears
Impetigo	4-10 days	Until lesion is dry and healing
Head Lice		Until eggs in hair and clothing have been destroyed, and nits are no longer present

First Aid

A child will be comforted for bumps, and scratches will be washed with soap and water and covered with a Band-Aid. The first aid kit is on top of the cubbies in Room 1. If your child is hurt in class, you will find an "Ouch Report" in their cubby describing the accident and the first aid administered.

Emergencies

Immediate action is left to the discretion of the Director. The parents or other emergency contacts will be notified. The parent with the “Art” or “Room 1” work card is designated to call 911.

If there is a long-term emergency situation and we are forced to leave the facility, we will be located at the Salvation Army building on the corner of Division and Randolph. NVNS keeps water and emergency supplies on hand. Emergency bins are stored in Shed 2 and are easily accessible. The Director will stay with the children until all children are picked up.

Emergency Drills

During a fire drill, the parent with the “Room 1” work card pretends to call the Fire Department (911), evacuates the bathroom and takes the attendance clipboard as they leave Room 1 through the door near fire extinguisher. Walk with the children to our “safety tree” located out the back gate (by the bike shed), it is the large Redwood tree to the left by our school fence. The Director will take attendance.

Healthy, Nutritious Snacks

Snacks provide important fuel for our children and should be healthy, well balanced and made up of wholesome foods. The best way to select a well-balanced snack is by providing simple foods that combine carbohydrates and protein in the same sitting. Examples of easy snacks are: cheese and crackers with fresh fruit; mini bagels with cream cheese and carrot sticks; pita bread triangles with hummus and cheese slices along with apple wedges. Although sugar treats are fun and exciting, they are not appropriate as the only item in snack and we discourage them from being served at school. If you would like more snack ideas, please refer to the snack suggestion list posted in the snack supply cupboard (cabinet #3 located in Room 1). NVNS may respond to specific allergies of children enrolled at the school and may be a nut or peanut free school depending upon the needs of the children enrolled. Parents will be kept informed at parent meetings.

Organic Policy

Food that is provided by NVNS (cooking snack supplies, additional snack items and daily snack beverages) will be organic whenever possible. Snacks provided by families are not required to organic, but are encouraged.

Conferences

You may request a conference with the Director about your child any time you feel it necessary and the Director may request a conference with if it is necessary. If, at the end of a month in school, it is the Director’s opinion that the child is not ready for nursery school activities, the Director will discuss this with the parent. The Director has the right to ask the parents to withdraw the child from school. Parents in the MWF AM class and parents of older children in the T/TH PM class will have scheduled conferences in the spring in advance of kindergarten enrollment.

Birthdays

In order to celebrate your child's birthday at school, you will be scheduled as Snack Parent on your child's party day. Please bring a healthy snack. Fancy napkins, cups or plates are optional. If you would like to, your child may bring a gift for the school. During the celebration, your child gets to unwrap it and give it to the school. The children enjoy doing this and it helps keep our school supplied with new games, etc. A school Wish List is on file at The Learning Faire or you can ask the Director for ideas specific to your class.

Holiday Parties

Please check the school calendar to see when your child's class is celebrating special holidays. We welcome younger siblings at our parties with their non-working parent. A sign-up sheet will be provided in advance in order for the party parent to plan snack and activities accordingly.

Field Trips

Field trips are scheduled periodically throughout the year. Most field trips are within walking distance of the school (i.e., library, fire Station, city bus/trolley, park, etc.) and may vary from class to class.

Special Saturday School

Each class will have a special Saturday School session. This is an exciting day for your child to spend a Saturday morning sharing his/her preschool activities with a special adult (i.e., Dad, Grandma, Grandpa, Aunt, etc.). Children have a chance to show and share their school and friends. Together with their "special adult," children will participate in a regular daily program of art, building, playing music, drama, cooking and stories. This is a special day only for your **enrolled child**.

VISITOR POLICY

Maintaining a safe and undisturbed play environment for our children is paramount. In order to do so, and in compliance with State Licensing Standards, all unrecognized visitors that are not a parent of a currently enrolled child, may only be admitted to classroom and play area with the Director's approval.

In the event that an unrecognized visitor arrives during class hours and you answer the door, please politely explain that you will locate the Director and that in the meantime, they will need to wait outside the door of the classroom, in the hallway. If the Director is not available due to classroom activities, you will need to tell the person that they will have to wait until she is available, take a message, or let them know a time when they may return. When the Director is able to greet them, proper identification will be made/verified and if appropriate, the visitor will then be permitted to enter the school.

Visiting the School as a Non-Working Parent

In the event that you need to visit NVNS on a non-work day, we ask that you please remember that the classroom is in operation and request that you make as little impact as possible. When not working and coming into the classroom, please come to the first door, near the cubbies. Knock and identify yourself to the working parent by giving them your name, your child's name, the class day of your child and the reason for your visit (checking a cubby, stocking the shed, etc.). By doing this, we make a point of getting to know each other, we ensure a safe environment for our children and we respect that the classroom environment belongs to different families and children on different days. If you are not a working parent, try to avoid coming to school until after the work day is over for all classes (i.e., after 12:00 on every day and after 3:30 on T/TH).

Visitors

A child accompanied by an adult may visit Napa Valley Nursery School and is exempt from State requirements.

STANDING POLICIES

Admission Requirements:

1. The age of the child must be at least 2 years 9 months old by September 1st for the Tuesday/Thursday morning class, at least 3 years old by September 1st for the Tuesday/Thursday afternoon class, and at least 4 years old by September 1st for the Monday, Wednesday, Friday morning classes. All children must be completely toilet trained.
2. All required State and School forms must be on file prior to attendance. An enrolled child will not attend Napa Valley Nursery School until his/her file is determined complete by the Director and/or the Enrollment Coordinator and until all tuition and enrollment fees are paid in full prior to the Orientation date.
 - a. If a child who was admitted to NVNS on or before August 1st has an incomplete file as of Orientation Day (held in September), then, upon agreement between the Director, Enrollment Coordinator and Treasurer, that child's spot will be immediately released to the next person on the wait-list with all applicable tuition and fees refunded within two weeks.
 - b. All paperwork for working parents (proof of a tuberculin skin test as well as a general health screening certified by their physician) must be included as part of the child's file by Orientation Day in order for that file to be determined complete.
 - c. If a child is admitted to NVNS after August 1st, all non-medical paperwork must be returned within 10 days and all medical paperwork must be returned within 30 days before attending school. If after the 30 days the file is incomplete, then, upon agreement between the Director, Enrollment Coordinator and Treasurer, that child's spot will be immediately released to the next person on the wait-list with all applicable tuition and fees refunded within two weeks.
3. Alumni families are given admission priority over new families. All other children will be admitted on a first come, first served basis. A wait list is kept for all families.
4. Immunizations are required unless a written statement from your doctor recommends exemption on medical grounds or religious beliefs prohibit them.
5. Parents and any other adults planning on working in the classroom must present proof of a negative TB skin test within the past two years as well as the successful passing of a general health screening with each enrolled child.
6. All new and returning families will have up to one week to return non-medical paperwork and up to 30 days to return medical paperwork to the Enrollment Coordinator (unless otherwise arranged with an elected Trustee). A child may not attend preschool classes until all paperwork has been completed.

Insurance and Registration

1. A registration fee of \$40.00 shall be paid for each newly enrolled child. This is a one time, non-refundable fee per child and due immediately upon the receipt and signing of the NVNS Admission Agreement.
2. Insurance fees are paid each year for each enrolled child and are due immediately upon the receipt and signing of the NVNS Admission Agreement.
3. Insurance fees are based yearly on the current rate charged to the school. Students entering school after the first day of school in September will pay insurance on a pro-rated basis. The fee shall be determined and paid before the child begins school. Registered and paid students will be refunded for those months not attended through March 1st. After March 1st, the insurance fee is non-refundable.

Tuition

1. The monthly tuition is listed on the current School Admission Agreement. **The tuition is determined by operating costs and will be adjusted accordingly.**
 - a. Tuition for the month of September is due for
 - i. Returning Families - by August 1st.
 - ii. New Families
 1. Offered a space prior to or on Registration Day - on Registration Day.
 2. Offered a space between Registration Day and July 1st: - by August 1st.
 3. Offered a space after August 1st - within 10 days of notification.
2. Tuition is due the first day of each month, one month in advance (for example, September's tuition is due August 1.) Tuition will be considered late on the 11th of the month and a \$10.00 late fee will be attached. For any late tuition thereafter, a fee of \$25 will apply. Late notices will be sent out by the 15th of the month and are due in 10 days. If payment is not received by the end of the month, the Tuition Coordinator and/or Vice President will give a dismissal notice.
3. New and returning families admitted to NVNS by August 1st who do not have fees paid in full by August 10th will have their child's (or children's) space released immediately. That spot will be offered to the next person on the wait list and all applicable tuition and fees will be refunded within 2 weeks.
4. All checks written to NVNS (tuition, fundraisers, book orders, etc.) that are returned for insufficient funds will be assessed a \$15.00 returned check fee.

Tuition Assistance

Napa Valley Nursery School is proud to offer tuition assistance to currently enrolled families truly in need of tuition assistance. Tuition assistance will pay up to 50% of monthly tuition and will be awarded bi-annually (Fall/Spring semester.) To obtain tuition assistance, you must complete the application form by July 1st for the Fall semester or November 1st for the Spring semester. Submit it to the Tuition Coordinator, and if approved by the Treasurer, your reduced tuition must be received by the 10th of the month. All applications will be kept CONFIDENTIAL. Tuition assistance will be distributed based on the number of applicants and available funds. Recipient families must be in compliance with current NVNS Admission Agreement contract and be in good standing. Assistance does not apply toward Registration fees or the annual Insurance fee. If further assistance is required, applicants should contact the Tuition Coordinator PRIOR to date that tuition is due. Recipients will be notified as to availability of funds prior to 'tuition due' date.

Car Policy

Parents are responsible for transporting their child to and from school. Please inform Director of carpools. Parents are reminded that California law requires all children be in a child restraint.

Parking

As a stipulation of our lease, we may not park in spaces along the white wall of the church building. These are reserved for CHURCH STAFF ONLY. Parking in the marked spaces in the rest of the lot is on a first come, first served basis. You may also park on the street.

School Job

Each family must have at least one member who participates in an elected Board of Trustees position or a general school job. A family may only hold one school job each school year.

Privacy Policy

The information that is contained in the school roster is intended solely for enrolled Napa Valley Nursery School families for school business and cannot be given to anyone else for any reason. It is prohibited to use this information for commercial or solicitation purposes.

Meetings

- One parent is required to attend each monthly Parent Meeting in full. A sign in sheet to verify attendance is available at each Parent Meeting; your signature verifies your attendance.
- Each family in attendance at a Parent Meeting has one vote in all school decisions.
- The Executive Board will decide upon the schedule and agenda of the Parent Meeting.
- Board Meetings are open to all members, unless a personal and confidential matter is before the board. The Board has the authority to close that portion of the meeting on prior notice.
- Each member is allowed two missed Parent Meetings each year. If a parent meeting is missed it is the responsibility of the parent to read and initial the minutes of the missed meeting (these minutes are posted on the school bulletin board). **Further missed Parent Meetings must be made up prior to the next parent meeting by attending the NEXT Board Meeting.**
- It is the parents' responsibility to arrange all missed meeting make-ups with the Vice President. You must read and initial the minutes, which will be posted on the bulletin board or a copy provided to you.
- Childcare is not provided for the above make-ups.
- If a Parent Meeting (beyond the two allowed) is not made up, you may be required to leave the school. The Executive Board will evaluate extenuating circumstances.
- With the exception of nursing infants, children are not permitted to attend parent meetings.

Board Set Up

All Board Members are required to assist with beginning of the year set up and are therefore not required to participate in Housekeeping Saturday work days.

End of Year Clean Up

Every family in the school is required to work three hours at the End of Year Clean Up. If you would like to hire a sub on this day, the sub fee is \$75.00. Failure to show up to End of Year Clean Up will result in a \$100.00 fine. Failure of a family to fulfill this obligation may result in the family not being allowed to return to the school in future years.

Housekeeping Saturday

- All families, with the exception of Board Members, are required to attend one Housekeeping Saturday per school year.
- Housekeeping Saturday will generally be the first Saturday of each month following the parent meeting (unless noted in the school calendar and sign-up sheet) and shall begin at 9:00AM and end at noon.
- Please be sure to sign in on your working day, so your presence is known. A “sign-in” sheet shall be posted on the cabinet door.
- If you are unable to attend your chosen workday, you have the option to arrange a substitute in advance (substitute must be a current NVNS family) and directly pay the substitute \$75.00. If you arrange a substitute, you will need to notify the Housekeeping Parent with the name and telephone number of the substitute. If you do not show up on your scheduled workday, and do not hire a substitute, you will be fined \$100.00 and be required to reschedule your workday.

Fees & Options

- 1st Tuition Late Fee - \$10.00
- All future Late Fees = \$25.00
- Returned Check Fee - \$15.00
- Payment to Working Parent Substitute - \$40.00
- Payment to Housekeeping Saturday Substitute - \$75.00
- Missed Housekeeping Saturday Fine - \$100.00 (plus reschedule to work a Housekeeping Saturday).
- End of Year Clean Up Substitute - \$75.00
- Missed End of Year Clean Up Fine - \$100.00

All fines or fees are due as noted on the NVNS invoice.

Fundraising

Throughout the year, the fundraising team will schedule various fundraising efforts, including but not limited to: sale of t-shirts and NVNS items; Dine & Donate nights; Parents’ Night Out; Platemarking Days; fun family events, and “adults only” evenings. Families will be asked to participate as needed by the Fundraising Chair(s) and as agreed upon by the Board of Trustees.

Selection of Classes, Third Year Students

INFORMATION TO COME

LEAVES OF ABSENCE

For Child

If your child is to be out of school for up to one month, you may apply for a leave of absence. This must be done while the child is still in school. You will be required to pay half of a month of tuition to hold the child's place. The child's name will otherwise be placed on the waiting list. The Board of Trustees will consider exceptions.

Medical-Adult

Medical leave is allowed for up to six weeks with a doctor's written notice and Trustees approval. During this time your child will remain in school, but you will not be expected to work in the classroom or make-up work. Parent meeting attendance, committee/school job responsibilities and snack provisions are still required. The Board of Trustees will consider exceptions.

Maternity

Same as Medical leave but notice is not required. Maternity leave begins with the birth of the baby and extends for six weeks. The Board of Trustees will consider exceptions. Please notify the Board of Trustees or your scheduler when you wish for your maternity leave to begin.

Absent Members

Families who miss Parent meetings must read the minutes of the missed meeting when the Secretary either posts them on the bulletin board or the Vice President places a copy in your child's cubby. Be sure to initial the posted minutes after reading them. For additional information and requirements see "meetings" above.

Withdrawal from School

A two (2) week written notice is required for withdrawal from the program. During these two weeks, withdrawing members are obligated to carry out all school responsibilities including meeting attendance, school job, classroom work, and financial responsibilities. A written notice must be delivered to the Enrollment Coordinator, using the "Enrollment Coordinator" Box above the cubbies, two weeks prior to withdrawing your child from school. The Enrollment Coordinator will contact you to confirm s/he has received this notice. Failure to provide two weeks' notice will result in monies withheld from the refund to pay substitute families to work missed shifts. Example: A family withdraws, they do not give two weeks' notice, and they have two work day slots to fill. \$80 (\$40 for each work slot) would be withheld from their refund to pay a substitute to fill their work day slots.

EXECUTIVE DIRECTOR

The Executive Board of Trustees shall appoint the Executive Director/Teacher (frequently referred to as the Director). The State Department of Social Welfare sets the qualifications for the positions. The Executive Board of Trustees shall review, draft, and present a new contract to the Executive Director for the following year in June of each year.

The Executive Director will work closely with the Board of Trustees to insure the smooth organizational functioning of the school and will assume full responsibility for the daily educational administration of the school program and supervision of the daily participation of staff.

A substitute Teacher, approved by the Trustees and meeting state standards, shall receive a per class fee of \$60.00

EXECUTIVE BOARD OF TRUSTEES

President

The President shall preside at Parent and Board Meetings; work as a liaison with the First United Methodist Church (landlord), renew school licenses and contracts, ensure adherence by all board members and parents to yearly time line of jobs/duties/projects and facilitate communication among board members and the membership as a whole.

Vice President

The Vice President shall act in conjunction with and support of the President on matters regarding school operations, parent participation and future planning for NVNS. The Vice President oversees and coordinates the annual election process. The Vice President monitors and enforces adherence to admissions agreements. In addition the VP has specific annual tasks and administrative duties.

Secretary

The Secretary is responsible for taking written minutes of all NVNS Parent, Board, Executive Board and Budget Meetings. The Secretary is the point person for tracking changes for the annual Handbook revision and other administrative tasks as outlined/assigned.

Treasurer

The Treasurer is the person responsible for payment of all school bills and reimbursements on a monthly basis; this job holder maintains the QuickBooks systems and executes all transactions. Additional tasks include making deposits, submitting tax information for tax return preparation, annual budget creation, checking and savings account reconciliation, and account balance presentation at Board and Parent meetings.

BOARD OF TRUSTEE POSITIONS

Job Coordinator

The Job Coordinator is responsible for all tasks and activities regarding parent jobs.

Enrollment Coordinator

The Enrollment Chairperson is responsible for the enrollment and admission activities of NVNS.

Fundraising Chair(s)

The Fundraising Chair(s) oversees all aspects of NVNS fundraising efforts. This position leads the Fundraising Committee.

Maintenance Chair

The Maintenance Chair is responsible for overseeing all maintenance duties at NVNS. Coordinates the Maintenance Committee.

Schedulers/Class Representative

The Scheduler/Class Representative Parent is responsible for creating and distributing the monthly parent work schedule including assigning snack and E-parent duties. This parent also acts as a point person to coordinate communications between their class and the Board and vice versa. (Three positions, one for each class day – T/TH, MWF AM and MWF PM)

Communications Chair

The Communications Chair is responsible for collecting data, and acts as content manager for the NVNS website. The Communications Chair facilitates and helps encourage community building events such as playdates, potlucks, and Town Hall meetings. And the Communications chair is responsible for all outgoing communication from the nursery school to the alumni and Napa community at large.

Alumni Advisor

The immediate past President may, if desired, become Alumni Advisor. If not, the Board votes to ratify another Alumni volunteer for the position. The Alumni Advisor shall be a voting member of the Board.

Board of Trustee Responsibilities

A representative from all Board Member families is required to attend all Parent Meetings. Missed Parent Meetings will be treated as stated on page 21, but cannot be made up by attending Board Meetings. If a Board Member family misses more than two Parent Meetings and is unable to make it up as stated on page 21, they must petition the Board for further options. Board Members are exempt from Housekeeping Saturday.

Trustees are required to attend all Board Meetings, Summer Board Meetings, End of the Year Clean Up, Board Set-Up, Orientation, and Registration Day (as scheduled). Board Members are allowed three absences total. A family member proxy is permissible for the following board events: End of Year Clean-Up, Board Set-Up, Orientation and Registration Day. If more than three obligations are missed, make-up will be the same as stated on page 21 (for missed Parent Meetings). Trustees will be asked to bring snacks for special occasions (Orientation, first Parent Meeting, etc.). The operations of the Executive Board are stated in the Bylaws. Executive Board consists of President, Vice President, Treasurer, and Secretary. Trustees shall support endeavors of all other committees.

NVNS Family Jobs List

PLEASE NOTE: Individual jobs within teams are flexible; each team may decide upon different/combined jobs as required by that year's particular events and individual team members' family talents and needs. We won't ask someone who doesn't own a computer to be the Webmaster; similarly, we would hope that a family who has a plumber in the house would volunteer to be a part of the Maintenance team!

Each team is headed by the Board member indicated in parentheses.

Executive Board

President
Vice President
Secretary
Treasurer

Board

Communications Chair
Fundraising Chair
Maintenance Chair
Enrollment Coordinator
Jobs Coordinator
MWF Scheduler
T/TH AM Scheduler
T/TH PM Scheduler
Alumni Advisor

Money Team (Treasurer)

Tuition Coordinator (Appointed Position)

Enrollment Team (Enrollment Coordinator)

Assistant Enrollment Coordinator (Appointed Position)

Classroom/Operations Team (Job Coordinator)

Party Parents (1 per class)
Play dough/Book/Paint Parent
Arts & Domestic Parent
Snack/Telephone Parent
Librarian/Assistant Newsletter Editor
MWF Laundry Parent
T/TH Laundry Parent

Notes:

Jobs may, with the agreement of the board and jobholder, repeat for a second year if it is in the best interest of the school at large. Board members may be re-elected.

*****EACH FAMILY IS RESPONSIBLE FOR ACTIVELY PARTICIPATING IN EITHER AN ELECTED POSITION, OR A SCHOOL JOB. JOB DESCRIPTIONS AND NUMBER OF SCHOOL JOBS ARE SUBJECT TO CHANGE DUE TO ENROLLMENT AND CURRENT NEEDS OF NVNS.*****

Events & Fundraising Team (Fundraising Chair)

Event Fundraising co-chair(s)
Fall Frolic chair
Escarp/Amazon
T-shirt Sales and Platemaking Days
Dine & Donate/Parents' Night Out
Solicitation (multiple positions)
Tuition Assistance Fund Team (multiple positions)

Communications Team (Communications Chair)

Publicity
School Photographer/Historian/Smug Mug
School Newsletter/Kids' Speak
Townhall Coordinator/Meeting Set
Up/Hospitality
Mailing List Database coordinator

Maintenance Team (Maintenance Chair)

General Maintenance (multiple positions)
Handy Person
Gardening/Landscaping
Carpets
Housekeeping/Pet Care MWF
Housekeeping/Pet Care T/Th
Sewing Parent

NAPA VALLEY NURSERY SCHOOL ADMISSION AGREEMENT 2011 / 2012

Napa Valley Nursery School is a state licensed (#280100561) parent cooperative nursery school designed to encourage a child's overall growth in the areas of social, emotional, cognitive and physical development. Our program is licensed for a maximum 24 children each session. (*The facility is open Mondays, Wednesdays, and Fridays from 8:30 a.m. to 12:30 p.m., and Tuesdays and Thursdays from 8:30 a.m. to 4:00 p.m.*) Our school is run by parents. A Board of Trustees, elected by the parent body, and our Executive Director are in charge of the school's administration. Only our Executive Director is paid; the parents of enrolled children accomplish everything else. As you would expect, it takes a lot of effort and teamwork to make this happen, and it has been working successfully for over 60 years. While the time involved is substantial, we believe the community that develops is well worth the effort.

What You Must Do: (Please initial that you understand and agree to this section _____)

As a Member of the Napa Valley Nursery School, I agree to the following:

1. Read and understand the information contained in our online Parent Handbook available at www.nvns.org.
2. Attend monthly Parent Meetings per our school calendar. Parent Meetings are generally held from 7:00 pm until 9:30 p.m. the first Wednesday of each month, September through May. Missed meetings must be made up in accordance with guidelines in our online Parent Handbook.
3. Perform the requirements of a school job, one position per family. Job Descriptions & duties will be provided.
4. Participate in one Housekeeping Saturday per year. Board Members must participate in Board Set Up, and therefore are excluded from Housekeeping Saturday.
5. Fully participate in school fundraising efforts, such as volunteering on event committees and/or securing donations.
6. Work scheduled days in the classroom:
 - T/TH class participation is up to 3 days plus one "E parent" (on-call) day per month
 - MWF class participation is up to 4 days plus one "E parent" (on-call) day per month
 - More than one child in school = up to 5 days plus one "E parent" (on-call) day per child, per class, per month.
7. Provide daily snack on a rotating basis, 4-6 times per year, per child.
8. Participate in a three-hour work shift during End-of-the-Year Clean Up.
9. Abide by all rules of our landlord, First United Methodist Church, as listed in our On-line Parent Handbook.

Additional Information: (Please initial that you understand and agree to this section _____)

- School sessions and age groups are as follows:

Tuesday/Thursday from 9:00a.m.-11:30a.m. Must be 2 years, 9 months by September 1st.

Tuesday/Thursday from 12:30p.m.-3:30p.m. Must be 3 years old by September 1st.

(This is a combined age class of 3- through 5- year-olds)

Monday/Wednesday/Friday from 9:00a.m.-12:00 noon. Must be 4 years old by September 1st.

- Child may not begin school until **all** of the required paperwork (for parents and child) is on file at the school. Parents agree to inform the school's Enrollment Coordinator immediately of any changes to the information contained in the child's file.
- Parents are required to sign their child in and out of the facility each school day. Children will not be released to anyone other than parents or emergency contacts without prior written permission from parents.
- All children must be toilet trained.
- No corporal punishment is permitted at Napa Valley Nursery School.
- All children must have proof of current immunizations. In addition, each child must have a signed physician's report (CA State Form LIC 701).
- All adults who will be "working parents" must provide proof of a current TB test and a signed physician's report prior to participation. TB test may be no more than two years old.
- The membership takes turns providing a snack each day as described above. The school provides milk or juice. Any special nutritional needs are to be provided by the parents. Parents must notify the Director/Teacher of any food allergies. Napa Valley Nursery School may accommodate the need to be a food-allergy safe environment as necessary based upon the needs of the children enrolled in the school.

- Children may not attend school with a fever, persistent cough, or any communicable disease. The Director /Teacher is to be notified of a child's absence. If a child becomes ill at school, the parent or emergency contact will be called to pick the child up.
- Staff will give no medications during school hours.
- A two (2) week written notice is required for withdrawal from the program. During these two weeks, withdrawing members are obligated to carry out all school responsibilities including meeting attendance, school job, classroom work, and financial responsibilities.
- Families shall not engage in any conduct that is contrary to the interests of Napa Valley Nursery School, or which harms the standing of Napa Valley Nursery School in the eyes of the public.
- It is the policy of Napa Valley Nursery School not to discriminate on the basis of race, sex, physical handicap, religion, color, creed, national origin or any other classification protected by Federal or State law in any of its educational programs, activities, policies, practices, and procedures.

Tuition & Fees: (Please initial that you understand and agree to this section _____)

Tuition may be paid for one year in advance or in 9 equal monthly installments. Monthly tuition payments are paid one month in advance and are due on the 1st of each month starting August 1st or the first month of admission. (No tuition, therefore, will be due in May.) After the 10th of the month, a late fee of \$10 is charged for the first late payment. A \$25 fee will be charged for each subsequent late payment. If tuition and late fee payment are not made by the end of the month, a dismissal notice may be given. If tuition goes unpaid for a full month, your child will not be able to attend school at the beginning of the next month, and a dismissal notice may be given.

Tuition for the Tuesday/Thursday Morning class (2.5 hours) is \$155.00/month or \$1395/year.

Tuition for the Tuesday/Thursday Afternoon class is (3 hours) \$186.00/month or \$1674/year.

Tuition for the MWF Morning class (3 hours) is \$266.00/month or \$2394/year.

A one-time non-refundable registration fee of \$40.00 per child is due at time of enrollment.

A \$40.00 insurance fee is due each year and is refundable on a pro-rated basis.

You agree to pay all fees associated with missed meetings, bounced checks, etc. as defined in our On-line Parent Handbook.

Inspection Authority by Community Care Licensing: (Please initial that you understand and agree to this section _____)

Section 101 195(b)(c)-The Department or Licensing Agency shall have authority to interview clients, including children or staff and to inspect and audit client or facility records without prior consent. The Department of Licensing Agency shall have the authority to observe the physical condition of the client, including conditions, which could indicate abuse, neglect or inappropriate placement, and to have a licensed professional physician examine the client.

The Director/Teacher is required to report all suspected child abuse cases to the Dept. of Social Services.

Complaint Procedure: (Please initial that you understand and agree to this section _____)

Parents understand that they have the right to visit and observe the school any time their child is in care.

Parents understand that they have the right to call or write the licensing agency if fault is found in the operation of the facility or the treatment of their child. Call or write:

Community Care Licensing
 101 Golf Course Drive, Suite A-230
 Rohnert Park, CA 94928-1718
 707-588-5038

Failure to fulfill any of the above requirements without making timely and adequate alternate arrangements with the Director and Executive Board is grounds for dismissal from Napa Valley Nursery School.

Communication with the Director and/or Executive Board is required for any exceptions to these policies to be considered. A vote by the entire NVNS Board may be required before a parent is excused from any of the policies and requirements set forth above.

Progressive Disciplinary Procedure Proposal

To ensure that the nursery school is respectful of ALL of our families' time and resources and to ensure that any problems or lack of adherence to the nursery school's agreement are dealt with in a fair and timely way, we submit the following Progressive Disciplinary Procedure:

Each time an infraction is committed, the Director (or Board member witnessing the infraction) shall check the appropriate box on the "Reminder" form. Top copy goes to the family's box. Duplicate copy goes to the V.P.'s box.

Upon 3 notices of one type of infraction, a meeting will be called with the Director, the V.P. and a family representative. During the meeting, the family is encouraged to contribute to ideas that will help everyone come to mutually beneficial arrangement between the nursery school and the family while still being respectful of the other families and the Director.

After a mutual agreement is reached, if the family fails to uphold their end of the agreement, a termination letter will be sent, and formal termination proceedings will begin.

If at **ANY** time a family representative exhibits **CONDUCT UNBECOMING***, this is immediate grounds for termination. A consultation meeting shall occur and formal termination proceedings may proceed.

***Conduct Unbecoming:** Conduct on the part of a family representative that is contrary to the interests of NAPA VALLEY NURSERY SCHOOL, or which harms the standing of the NVNS in the eyes of the public.

CONCLUSION

In addition to tuition, each family offers the school talent, skill and experience. The wealth of variety here is an asset to the school and to each child.

It is our hope that the ideas and suggestions in this handbook will help you feel at home more quickly. In time, you may have suggestions to make. Please feel free to take them to the President, Director, or place them in the Ideas Box on top of the cubbies.

As with most worthwhile endeavors, you will find the benefits reaped from this experience in direct proportion to your unique contribution and efforts applied. It is your school and will be as good as you make it.

Now, please relax and enjoy the children and your association with the Napa Valley Nursery School!

TOGETHER WE'RE BETTER