

**Strawberry  
Preschool  
Parent  
Handbook  
2019-20**

Information to ensure the safety of our  
children and the smooth operation  
of the school.



240 Tiburon Boulevard  
Tiburon, California 94920  
Tel: 415-388-4437

[www.strawberrypreschool.org](http://www.strawberrypreschool.org)

# HELPFUL HINTS

## **FACILITATING YOUR CHILD'S ADJUSTMENT TO THE NEW AND EXCITING EXPERIENCE OF PRESCHOOL.**

\*\*\* Plan enough time for your child to dress and have breakfast. Try to avoid a "last minute rush" by having lunches prepared, sweaters ready, car keys in place, etc. It is best for your child to arrive at school feeling relaxed.

\*\*\* Dress your child appropriately for school. Growing and learning are a messy business, and dressy, restrictive clothes interfere with a child's freedom to explore new things.

\*\*\* Bring your child to school on time. It may be difficult for a child (who is just learning social skills) to come into the program after everyone else is busy at work.

\*\*\* Our Early Morning Child Care from 8:00 to 9:00 am is often a quieter, more relaxed time for a reticent child to begin school. At this time, parents may stay for a short while and help their child get involved in activities before the "big day" begins.

\*\*\* Arrive on time to pick up your child from school. It may be upsetting for a child to be the last one at school when everyone else has gone home or when your expected time of arrival has passed. (A child may feel afraid and refuse to come to school for awhile after such an experience.)

\*\*\* Please be considerate of everyone by keeping your child home when he or she is not feeling well. A child with a cold, cough, or intestinal upset does not have fun at school, and it is unfair to risk infecting other children.

# HOME/SCHOOL COMMUNICATION

## **MONTHLY NEWSLETTERS**

Monthly newsletters are packed with general preschool news, information on curriculum themes and projects, important dates and special events. A monthly calendar of afternoon enrichment activities will be placed in your child's art folder.

Daily and weekly curriculum themes and projects are also announced on the preschool sign-in sheets. A calendar which lists themes and projects for the Pre-K class is posted on the Pre-K bulletin board.

## **CONTACT INFORMATION**

A class list with telephone numbers, e-mail information and addresses will be available in September for help with carpools, birthdays and playdates. Please let us know if you do not wish to be included in our roster.

## **CONFERENCES**

Two parent conferences will be offered, first in the Fall, and again in late winter or early spring, depending on your child's age.

## **VISITS AND VOLUNTEERS**

Parents are welcome to visit our school to see "what's happening at school". Please check with your child's group teacher to arrange a visit. Volunteers are greatly appreciated. If you would like to volunteer please check with your child's teacher, or contact our director, Lisa Woods. All volunteers must meet the California State vaccination requirements.

## **QUESTIONS AND CONCERNS**

Please address any questions or concerns by telephoning or emailing the Director before or after the school session as there is not a lot of "quiet" time to have "adult" discussions during the busy morning.

# PRESCHOOL INFORMATION

## **CURRICULUM**

Our Project Approach includes a wide range of topics which appeal to children, and encourages them to participate in the daily activities. Science, art, music and movement activities help the children experience “hands-on” learning and develop classroom and pre-academic skills. We welcome parent ideas and suggestions for our curriculum projects. Please refer to our newsletter each month to find out about our current unit of study.

## **NUTRITIOUS SNACKS**

Daily snacks are provided in the morning and in the afternoon. Snacks may include crackers, cereal, sliced vegetables or fruit and water to drink. Organic foods are provided whenever possible.

## **BIRTHDAY TREATS**

We love to celebrate birthdays at school, but we aim for healthy treats. Parents may bring muffins, bagels, fruit slices or fruit breads as treats for the class. Please check with us before bringing a treat – to avoid duplication of celebrations and to have the appropriate number of servings. Please bring only enough for your child's group. We ask that it be something small. We discourage cupcakes as they are messy, full of sugar and can spoil a child's appetite for lunch.

## **LUNCHES**

Children bring their own lunch in a lunch box. Nutritious lunches give children energy and begin a lifetime habit of healthy eating. Pediatricians advise parents to avoid foods which may cause a child to choke. Please avoid popcorn, nuts of all types, uncooked celery and carrots, hot dogs and hard candy. Please no candy or drinks in cans or bottles. Help us reduce waste by putting snacks and food in reusable containers, this will get us closer to our goal of “trash-free” lunches.”

## **PEANUT-FREE SCHOOL**

Due to a few severe peanut allergies among our students, we do **not allow peanuts or nut products** of any kind in our school. Please avoid peanut butter or peanut oil products in lunches or treats brought to school for any occasion. Acceptable alternatives to peanut butter may include sunflower butter or soy butter.

# HEALTH POLICIES

## **PHONING SCHOOL**

Our main telephone number is 415-388-4437. We have an answering machine on for those times when all of the teachers are occupied with children. We check messages often throughout the day.

## **ILLNESS**

If your child is sick, please keep him or her at home. Illness includes a cold, cough, intestinal upset, fever or contagious disease. We will call you or authorized persons to take your child home if he or she becomes sick at school. A child may not return to school within 24 hours of an abnormal temperature. Your child should return feeling well and completely non-contagious. We want to maintain a healthy school setting for all.

## **EXPOSURE TO ILLNESS**

You will be notified of exposure to contagious diseases or conditions. Notices will be posted at school as well as sent home via email.

## **TOILET TRAINING**

Children who attend Strawberry Preschool must be toilet trained. Occasional "accidents" are expected, especially when children are adjusting to the school setting. We have extra clothing for this contingency. Should a child be continually wetting or soiling him/herself, staff may ask the parents to withdraw their child until toilet training is fully accomplished. In this case, the child will be placed on our waiting list for the next available space.

## **HEAD LICE**

Children who have indications of head lice infestation will be sent home from school and may not be re-admitted until treatment is complete and child is lice and nit-free. Upon return, teachers will inspect the child's hair before admittance to the program.

# SIGN-IN POLICY & PARKING

## SIGNING IN AND OUT

As required by State Licensing Codes, the adult bringing a child to school or picking up a child from school must sign their name (the adult's name) using their first initial and entire last name. The Sign-In sheet will be available in the drive-up line at the preschool or in the entrance halls of the Preschool and Pre-K classrooms.

## AUTHORIZED PICK-UPS

We will only release your child to persons authorized by you on the emergency information cards and by a written message prior to pick-up. In an emergency, a phone message concerning a change in pick-up plans may be acceptable. However, in such a situation, we will ask for identification of persons previously unknown to the school's staff.

## PARKING

Parking can get crowded, especially at 9:00 am. Please do not park in any spaces marked "For Church Staff Only" as they are NEVER to be used by the preschool. Never leave unattended children in your car to walk another child in. Please observe all stop signs and speed limits in and out of the parking lot.

## DROP OFF/PICK-UP GUIDELINES

**Drive-up:** Our drive-up system is designed to safely and efficiently escort each child into school. Please drive to the front door very slowly (3-5 mph). A teacher will greet each child and bring him/her into school. Our drive-up is available in the mornings from 9:00 am to 9:15 am. The same procedure applies for pick-ups. A teacher will bring your child (or carpool group) to your car and help load their belongings into the car. Please stay in your car and pull forward to buckle your child in – this keeps the line moving faster. Please turn off cell phones. The drive-up line ends at 1:15 pm and 2:15 pm for afternoon pick-ups. Otherwise, please park your car and walk in. We appreciate your patience during busy times, as we do this as quickly and safely as possible!

**Walk-In:** Please park in the appropriate parking spaces, driving slowly. Follow signs indicating the classroom entrance. A teacher will greet you in the front hallway at drop-off and pick-up - be sure to sign in/out according to the above procedures. Please wait in the front hallway. Once your child is with you or you have said goodbye and you have signed in/out, please step out of the area so that others may do the same.

# WHAT TO BRING TO SCHOOL

## LABEL BELONGINGS

We love to see labels on clothes, lunch boxes, thermos bottles and tops, books, blankets and any other items brought from home.

## CLOTHING

We strongly recommend comfortable and carefree clothes for children. We encourage children to wear smocks in the art room, but be prepared for messy clothing anyway. Paint just has a way of creeping under smocks and onto shoes and sleeves.

## SHOES

Our first concern at Strawberry Preschool is your child's safety. Always dress your child in appropriate shoes for climbing, running and riding. Children need to wear shoes that have rubber-soles and tie or Velcro securely. Please avoid: Cowboy boots, rain boots, Uggs, Jellies, Crocs, moccasins, party shoes, clogs and flip flops. Sturdy sandals with rubber-soles that have straps with buckles or Velcro are fine. Boots of any kind prevent children from climbing safely.

Sometimes your child may insist on wearing their special shoes to school (such as rain boots on rainy days.) Wearing them to school is fine, but please bring a change of shoes for play. We will help them change into safe shoes before their play begins. Also, please do not bring umbrellas to school. They are not safe.

## TOYS

Any toys brought from home work against your child's overall adjustment, so please do not bring them to school. Toys get lost, taken by others, and distract your child from the wonderful learning equipment at school. Occasionally a child may need a "transition object" from home to help them arrive without stress. We will accept the object and after your departure we will help your child put the object away so they can go on with their day.

However, if your child will be staying for a rest, a doll or teddy bear is fine. Do send in books, cds and "special treasures" related to our themes because we can all share them at Circle Time or Group Time and they will enhance the program.

# PRESCHOOL EXPECTATIONS

## **PRESCHOOL GOALS**

We strive to provide your child with enriching, stimulating and enjoyable experiences in all areas of child development involving social, emotional, behavioral, physical, sensory-motor, cognitive and creative growth. Enhancement of your child's self-esteem is our primary goal. We hope each day will be wonderful, fun and fulfilling for your child in the following areas:

- Independence: self-help, transitions, perseverance, confidence building, making constructive choices
- Social Interactions: cooperation, conflict resolution, empathy and respect for others.
- Classroom Skills: taking turns, following directions, time management, taking risks, physical skills, increasing attention
- Pre-Academic Skills: pre-math and science, pre-reading and writing, learning through active play

## **POSITIVE BEHAVIOR**

Preschool is a time to develop social skills of sharing, taking turns, expressing feelings sensitively, listening to friends and teachers, and following directions and routines. Misunderstandings, conflicts, and a certain amount of misbehavior is normal and expected. Our teachers use a positive approach to discipline, explaining and modeling appropriate behavior.

Occasionally, a child's behavior at school may endanger his/her or another child's safety. If this occurs, the parents will be called and the situation will be discussed. If the situation warrants, the child may be asked to leave for the remainder of the day. If the misbehavior continues, please refer to the Preschool Director for detailed steps that will be taken.

## **UPSET AND UNHAPPY CHILDREN**

If a child becomes upset at school and cannot be calmed by a teacher, parents will be telephoned and requested to come to school to help their child feel better. A teacher will always be close by to comfort a distressed child, but there are times when only a mom or dad will do!

## **RESPECT FOR CHILDREN AND THEIR FAMILIES**

We expect parents to be respectful of others in our school community by avoiding gossip and being respectful of diverse parenting styles and children's personalities.



# PRESCHOOL EVENTS

## BOARD OF TRUSTEES

Our Parent Board of Trustees welcomes comments, suggestions, questions, and volunteers! Parents may attend Board meetings held monthly. The dates are available in the Preschool office.

## EQUIPMENT AND ENRICHMENT FEE

Our annual Enrichment and Equipment Fee helps pay for special guests, visitors to our school, fund new play equipment, & special projects materials. You will receive an invoice in Sept. for \$150 T/Th program, \$200 MWF program & \$250 M-F/Pre-k programs.

## FUNDRAISING

We also receive funds for Amazon purchases through our website and AmazonSmile program. Please consider us when making Amazon purchases. Additional donations and company matches are always welcome! We are a non-profit 501(c)3 corporation and donations may be tax deductible. Please contact our COO for more information.

## PRESCHOOL EVENTS

Strawberry Preschool hosts several events for families throughout the year which include Back-to-School Night in the fall, Halloween Family Picnic, Thanksgiving Feast Days, Kindergarten Readiness Night, Spring Open House, and end of year picnics. Parents will be notified of these events in the newsletters and special flyers.

## CHURCH EVENTS

Please note that we lease our space from Westminster Presbyterian Church ([wpctiburon.org](http://wpctiburon.org)) which hosts prayer groups and events for parishioners and the surrounding community. We ask that you be respectful and kind to our neighbors.

## BABYSITTING

To maintain a professional student/teacher relationship, and for insurance liability requirements, teachers and staff of Tamalpais-Strawberry Preschools are **prohibited** from working for families currently enrolled at the preschools in a capacity in which the teacher is solely responsible for the enrolled child (i.e. babysitting, chauffeuring, etc.).

## CALENDAR

Strawberry Preschool runs from late August to June, and also offers a summer program in June and July. We try to follow the local public school calendar as much as possible, with respect to holidays and staff in-service days.

# TUITION & BILLING PROCEDURES

## **BILLING QUESTIONS**

Any questions about billing should be addressed Rose Lofrano, our Chief Operating Officer. Her telephone number is 415-246-4941 and her email is [rosesp1@yahoo.com](mailto:rosesp1@yahoo.com). School staff and teachers cannot answer billing questions.

## **TUITION**

Tuition fees are based on a "September through June" calendar and are divided into ten equal monthly payments for your convenience. Full fees are due for the months in which holidays occur. The operating expenses of the school must be met each month from tuition fees. No refund is given for days missed, including absence for illness or vacation.

Bills are emailed at the beginning of each month via our online payment system. Tuition is paid in advance and Child Care charges are billed in arrears. Payment is due by the 25<sup>th</sup> of the month; a \$15 late fee will be charged for tuition not received by the 25<sup>th</sup>. In addition, there will be a charge at an annual interest rate of 18% (1.5% per month) on any unpaid balance over 30 days. There will be a \$10 fee charged for all returned checks.

## **CHILD CARE**

Questions regarding Child Care hours should be addressed to the Preschool Director or the Child Care staff.

Late pick-up from Extended Hours results in additional fees. When lateness for the 1:00 and 2:00 pm blocks occurs, the charge incurred is the amount of an additional Child Care Block. When the first lateness for the 4:00 pm block occurs, a \$5 fine is charged for any part of each 15 minute segment of time. Subsequent 4:00 pm lateness incidents result in a \$25 fine for any part of each 15 minute segment of time. Abuse of pick-up promptness may result in loss of Extended Hour privileges.

# GRIEVANCE PROCEDURE WITHDRAWAL

## **GRIEVANCE PROCEDURE**

When parents have a concern or complaint, the following steps should be taken:

Step 1: Parents are encouraged to attempt to resolve concerns directly with the child's teacher, the Director of the school and the Chief Operating Officer. Often problems are reconciled at this level.

Step 2: If the problem is not resolved to the parents' satisfaction, a phone call should be placed to the President of the Board of Trustees. The President will then schedule a meeting with all parties involved, and attempt to reconcile the issue.

Step 3: If the issue is still not resolved to the parents' satisfaction, they may address the Board of Trustees directly. This is done by contacting the President and setting an appointment to attend the next scheduled monthly meeting of the Board of Trustees.

Step 4: The Board of Trustees will then respond to all parties involved in writing in a timely manner. The Board's decision will be final and without provision for appeal.

## **WITHDRAWAL**

During the September-January semester, withdrawal may be made in any month provided 30 days notice is given before the beginning of the next month or full fee for that month must be paid. However, withdrawal from the February-June semester must be made by notification prior to January 20<sup>th</sup>, or full tuition will be charged for the February through June period. Due notice of withdrawal is notification by mail or telephone to the Director.

The school reserves the right to exclude children from enrollment or attendance if parents do not abide by Corporation Policies, if a child does not abide by standards of conduct as determined by the staff, or if a child appears ill, over-fatigued, or immature for the daily program.

## **HOURS OF OPERATION FOR PRESCHOOL**

8:00 am – 9:00 am	Early Block
9:00 am – 1:00 pm	Daily Program
1:00 pm – 2:00 pm	Outside Activities
2:00* pm – 4:00 pm	Enrichment

\*There is a 30 minute rest time at 2:00 pm as required by California State Law for children who attend more than 5 hours.

Strawberry Preschool Mailing Address  
PO Box 1012  
Mill Valley, California 94942