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# THE PARENT CENTER

**Salinas Adult School  
Cooperative Preschool**

**Parent  
Handbook**



National Association for the  
Education of Young Children

**SALINAS UNION HIGH SCHOOL DISTRICT**

# SALINAS ADULT SCHOOL

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The Parent Center is located at 20 Sherwood Place.  
We are closed on all legal and school holidays.

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## **PRESCHOOL BYLAWS**

Board of Directors: Each class shall elect a President, Vice-President, Secretary, and the program will have a treasurer.

Powers: The board shall determine the policies, finances, and routine details of the organization. All major decisions made by the Board shall be and will be considered approved unless disapproved by a vote of the members. Board members must demonstrate the appropriate personal and leadership characteristics for working closely with the preschool children, teacher, parents, and other Board Members. Actions not in keeping with the Preschool or Salinas Adult School's philosophy shall be grounds for loss of office.

Duties:

- A. The Board of Directors shall have the authority to act in confidential matters concerning  
an individual member
- B. The Board shall approve and schedule all money-making activities.

Election of Officers & Committee Chairperson:

- A. Elections shall be held once a year in the fall.
- B. Terms of office shall be early Fall through the following school year.
- C. Members may be nominated for an office by nominations from the floor or by volunteering for the office. To nominate a member for an office, his/her consent should be obtained before-hand.

Duties of Officers:

- President:
- A. Presides at business and advisory board meetings
  - B. Has general supervision of the affairs of the organization
  - C. Makes appointments to fill vacancies in office
  - D. Works with Parent Participation Tracker to ensure completion of required hours. Meets with parent and teacher mid January to plan for completion if a minimum of 10 hours has not been completed. Works the Wheel-A-Thon with fundraiser.
  - E. Is a member in good standing in the parent group
  - F. Attends the preschool information night and preschool registration night events
  - G. Orient new families to co-op. Matches new family with a buddy to help with co-op questions.

- Vice President:
- A. Acts as President in the President's absence
  - B. Becomes President if the office becomes vacant
  - C. Does scheduling of help days
  - D. Is a member in good standing in parent group

- Secretary:
- A. Keeps minutes and/or writes newsletter for the class
  - B. Conducts correspondence for the organization
  - C. Reads or distributes copies of minutes or newsletter
  - D. Is a member in good standing in the parent group
  - E. Attends the Preschool Advisory Board Meetings along with the teachers and President.
  - F. Establishes a telephone tree or email list for fast communication among members. Activates a reminder prior to meetings, field trips, and other events or announcements as needed.

- Treasurer:
- A. Maintains bookkeeping of preschool financial affairs.

- Meetings:
- A. Dates of Board of Directors meetings shall be set by the President or Teacher as needed.

Amendments: The By-Laws may be amended by a majority vote at any meeting of the organization, provided notice of the amendment has been given at a previous meeting or in writing to each member before the meeting at which the amendment is to be acted upon. When the amendment is approved, the secretary shall incorporate the change and provide the membership with the amended By-Laws.

## **PROPOSED SUPPORT POSITIONS**

The hours in parenthesis after each job are the amount of Parent Participation Hours we anticipate you will earn by taking on that position. However, you are given the amount of time that you actually spent performing those duties.

Hospitality: Makes arrangements for refreshments at parent meetings. Gives monthly reminders and makes arrangements for substitutes (snack/drink) when someone is unable to attend a meeting. Establishes potluck sign-up when necessary. Helps set up and clean up after every meeting. (4)

Birthday/ Special Day: Prepares/purchases birthday/special day supplies. Discuss with the teacher the type of activity to be done to celebrate children's birthday or special day. Supply scheduler with a list of birthdays or special days to put on the schedule. (4)

Play dough: Makes play dough 1-2 times a month. (5)

Book Club: Collates order forms, and places book orders through the Book Club. Distributes books to the classes.(20)

PPH tracker: Keeps records of parental/helper attendance at evening meetings, work days, fundraisers and special events. Keep track of Parent Participation Hours. Establish a system to verify hours they have completed/they owe/options for making up hours. (16)

Photographer: Bring your high resolution camera with you each time that you co-op to take indoor and outdoor pictures of the children at school. Also bring your camera and take pictures on all field trips. Put together a 20 min slide show for the last day of school (9)

Garden Representative: The Family Garden is a wonderful resource for all the members of The Parent Center but it is also a huge responsibility. This is why we are asking for 2 parents from each class to volunteer their time and expertise working with our garden teacher. (10)

Fundraiser: As a fundraising representative you will come to the advisory board meeting where we begin preparations for our largest event, the Wheel-A-Thon. In the lead up to the event, support and encourage the families to be collecting pledges and donations. The day of the event you will arrive early, help with set up, run your class's registration table, and help clean up. (4)

Dramatic Play Organizer: Approximately twice a month switch out the current toys, clothes, and props in the dramatic play area with new options. Keep the shed with this equipment clean and organized. (5)

Material Switch Person: Approximately every two weeks switch out the toys in the block area and the manipulative area for new toys. Communicate with the teacher on the class's theme to find toys and puzzles that might match. (5)

Library Coordinator: The classroom has a take home library and sign out/in binder. Please keep the library stocked with paperback books from the tubs labeled "take home library books" that are in the shed that faces the classroom P3. Communicate with the teacher as to the current and upcoming themes and try to pull books that complement that theme. Rotate these books every couple weeks to encourage parents to regularly be checking books out to read with their children. Please supervise the checkout log to see that books are being returned in a timely manner. If a book has not been returned please communicate with the family. (5)

Art Helper: The classroom has a basket that the teacher will fill with the children's art. Please sort this art into each child's cubby when you notice it has filled. Outside of the classroom right before the door that goes to the outside yard area there is a table for the collection of outside art. Please occasionally grab that bucket and sort the art into the children's cubbies. Check in with the teacher about classroom bulletin boards and borders that she may need help with. On days you co-op, check in on the overall cleanliness and organization of the self-help art area, and the art area of the classroom. Restock markers, crayons, tape, and restock paper as necessary. (4)

## **POLICIES & PROCEDURES**

### **Requirements for Child**

1. For the two-day per week morning class, the child shall be three years old by Oct 1
2. For the three-day per week morning class, the child shall be four years old by Oct 1
3. For the afternoon multi-age class, the child shall be three or four years old by Oct 1
4. For the five day a week Pre-Kindergarten class the child shall be turning 4 or 5 by Nov 1.
5. Each child is required to have a birth certificate, physician's health statement, immunizations record, and to have a TB Test or waiver within the last year in their file before entering preschool. Registration packet must be turned in with ALL paperwork completed within a 30 day window after registration and first month's tuition has been paid. Packets not returned by due date without an approved extension will result in being dropped from the program. All fees will be forfeited and non-refundable.

### **Parent Health Requirements**

The Parent (or parent-designated person, i.e., relative or friend) participating in the program must provide proof of the current TB Test before the child starts school. A TB Test is only valid for a four year period. You are not allowed to work in the classroom unless we have this on file.

### **Orientation**

1. Orientation shall be conducted by the teacher at the first meeting of the year.
2. The registration information packet must be completed and returned by the designated deadline or before the child enters the class.
3. Any new student can observe with their parents one day free of charge.

### **Compatibility**

For children whose behavior or needs require observation and evaluation, a child study will be done. The plan consists of child observation, staff evaluation of the child, a parent-teacher conference, and plan for classroom management. Since we have limited resources here it is the parent's responsibility to be present in class with the child until behavior or needs of the child show the child can remain at school independently.



### **Duties of Members**

1. **Parent Involvement:** Attendance at five evening parent education class meetings (3 hours each) is mandatory. These classes are for adults only, we ask that children stay at home during these evening meetings. Infants (up to four months) are welcome. (Meetings are in Aug., Sept., Nov., Feb., & May) Fines will be incurred for missing these meetings. Three missed meetings may mean dismissal.
2. Parents must accrue a minimum of twenty (25) Parent Participation Hours. To acquire these hours, parents may select from a list of options that best meet their interest and schedules. A minimum of 12 hours must be acquired by Winter break and the twenty five hours needs to be completed by May 1st. Failure to complete these hours by May 1st will result in a monetary fine of \$15 per hour not completed.
3. Fundraising activities are held annually. All members are required to participate in the Wheel-A-Thon. A fine of \$120 will be incurred if the Wheel-A-thon is not attended.
4. Pay tuition and all fees on time. Failure to pay any and all fees may result in your child's suspension or dismissal from the program.
5. Work in the classroom, known as co-oping (description of policies below)

### **Working in the classroom for Co-oping Member**

1. Each parent is required to work in class the number of days per month as designated in their signed contract. The co-op work schedule will be arranged by the Vice President. Families with twins or more than one child co-op the full amount for both.
  - a. **T/TH – 2-3 times per month MWF – 3-4 times per month M-F 4-5 times per month**
2. In the event a parent cannot be present on an assigned work day, it shall be the parent's responsibility to arrange for a substitute or trade work days with another parent in the class. **. If a parent fails to find a substitute after an honest effort of reaching out to all families of the class, then the parent will be charged a \$30 fee paid to the Parent Center. The parent will still get credit for their co-op day.**
3. The parent may trade a help day with another parent. Please fulfill this swap within a 2 week period. Make sure to update the classroom work schedule and email the scheduler the details of the trade.
4. During the school year, a co-op member will be allowed to hire a substitute (another co-op member in the class) occasionally, at the rate of \$30/day paid directly to the substitute parent within 48 hours of the day worked. Two day a week preschool may hire a sub three times in a year, three day a week preschool may

hire a sub four times in a year, five day a week preschool may hire a sub six times within the year. When the requests exceed the allowed number of days an additional \$10 fee will be assessed payable to Salinas Adult School. When requests exceed 10, a board review will be required.

5. If the parent fails to show up for a work day, a \$60 fine will be charged. For a second missed help day an additional \$80 fine will be charged. After a third missed help day, board review for dismissal is sought and an additional \$80 fine will be incurred.
6. Parent-scheduled work days begin with a parent-teacher meeting known as Pre-seminar. This meeting begins 15 minutes before class time begins and ends 15 minutes after class time ends. Help Day Tardiness (5 minutes after seminar begins) is subject to a fine of \$15 for the first time and \$30 for all subsequent tardiness.

### **Co-op Position Summary**

#### **Position #1- Snack**

Inside: Snack

Outside: Stay inside class to clean up

End of class: Let parents in to sign out child and stay by door

#### **Position #2-Blocks**

Inside: Block area

Outside: Sandbox

End of class: Remain on carpet until parents pick up children

#### **Position #3- Playdough/Project/Cooking**

Inside : Project or Cooking activity

Outside: Float to the area with the most children

End of class: Remain on carpet until parents pick up children

#### **Positon #4-Art**

Inside: Art area

Outside: Finish art activity of the day OR place loose parts materials on the outside art table

End of class: Remain on carpet until parents pick up children

### **Position #5-Manipulatives**

Inside: Puzzle Table

Outside: Cushioned surface and play structure

End of class: Remain on carpet until parents pick up children

### **Position #6-Dramatic Play**

Inside: Dramatic Play area

Outside:pavement/bike area

End of class: Remain on carpet until parents pick up children

### **Attendance at Meetings & Wheel A Thon**

1. One parent is required to attend the mandatory parent meetings and earns no PPH hours. If an additional parent attends an evening parent meeting they may earn PPHs for their attendance.
2. The first unexcused absence at an evening parent meeting or Wheel-A-Thon is subject to a \$120 fine. A second unexcused absence at an evening parent meeting is subject to a \$200 fine. A third missed parent meeting requires board review for dismissal from the program and an additional \$200 fine.
3. Under special circumstances (i.e. death in the family, sudden serious illness, etc...) a member may receive an excused absence providing they communicate with the teacher.

### **Emergency Leave of Absence**

1. Leave of Absence may be granted jointly to parent and child by the Board of Directors in emergency cases. Parent meetings and helper days missed during this time shall not be made up.
2. During this time, no children from the family involved shall attend the preschool. However, exceptions may be made by the Board if a family chooses to petition the board.
3. Approval of cause and length of Leave of Absence shall be the discretion of the Board only.
4. When a leave of absence is granted to a parent and child, membership in the program shall be maintained by payment of regular monthly tuition or the child's place in the class will be forfeited

### **Maternity Leave of Absence**

1. A consecutive six week leave of absence from assisting in the classroom will be permitted after the birth of a child (children). (Including school breaks)
2. Parent meetings will be attended during this time.

### **Tuition and Fees**

1. Signing up for automatic withdrawal is a requirement. Should you choose to opt-out an additional \$10 per month will be added to tuition costs as administrative fees. Auto payments are processed at the beginning of each month. It is the parent's responsibility to keep the card on file with the most current information.
2. Tuition is considered late if paid after the 5th of the month.
3. A \$35 late fee will be assessed to parents paying after the fifth of the month.
4. If a family has still not paid fees on their account by the 14th of the month, the child may not attend classes or field trips until all fees have been paid in full.
5. Families with more than one child in the program (twins or siblings) pay full tuition for one child and will receive a 20% discount for the second, less expensive tuition and **co-op the full amount for both children.**
6. Parent Center Employees will receive a 20% discount on their own child's tuition. This does not include extended family.
7. There will be a yearly non-refundable registration fee of \$80.00
8. August tuition is payable at registration to ensure a child's place in the class. For children entering mid-term, registration fee, materials fee, and tuition fees are payable before the child starts school.
9. An \$80 non-refundable materials fee is due at the beginning of the school year. (August)
10. All fees are non-refundable.

### **Attendance Policy**

Email your teacher or call the office at 796-6900 if your child is ill and will not be in class. Students should contact the teacher should a circumstance arise which may affect your attendance. There are many who are on a waiting list for our classes. **We are interested in parents who will attend the program regularly and who are committed to it.**

### **Visiting the classroom**

Parents and guardians are welcome to visit the classroom anytime their child is present but must be present on their scheduled co-op work days unless they have made substitute arrangements. At some point, one of our goals is for your child to feel confident in separating from you. This doesn't happen overnight for all children so you are welcome to stay if needed. Once your child is able to stay we encourage you to allow them to build upon this growing independence by allowing them to stay without you being there.

### **Withdrawal Procedure**

Members are required to give 30 days' notice and fill out the 30-day Drop Notice form prior to withdrawal in order for the teacher to arrange for good-byes and classroom coverage. All program obligations must be met during the 30 day window or fines will be incurred. This includes working scheduled co-op days, paying tuition and fees, attending meetings, etc.

### **Refund Policy**

The policy of the Salinas Adult School is that no refunds are given unless a class is canceled.

### **Arrival and Departure**

The Preschool door will remain closed until the first four helper parents have arrived or additional parents are willing to stay! Children are to be brought into the class and signed in at the front of the room. No child is to be simply dropped off outside the door at any time. Please be on time. Children are not to be dropped off before their scheduled class time.

### **Co-op working parents need to arrive early for Pre-Seminar**

At departure time each child is to be signed out by a parent or authorized individual. Do not take your child from the outside playground without signing him/her out. Only those people whose names are on file as authorized by parents will be allowed to pick up your child and it will be placed in your child's records. (In an emergency, a phone call will suffice for one day pick-up only with photo ID). Notify the teacher if there are any changes regarding persons authorized to pick up your child. Remember to check cubbies for items that need to go home. **The second time that a child is picked up more than five minutes late, a fine of \$2/minute will be imposed.**

### **Failure to Meet Obligations**

The Board of Directors shall request the withdrawal of any parent and child if the parent fails to meet the attendance in class, evening meetings, fee obligations, help

requirements, or any other matters that cause disruption to the function of the classroom or program.

### **Holidays/ Teacher Workdays**

We will follow the school calendar of the Salinas Union High School District. This means there will be vacations scheduled around the following holidays and designated Staff Development or teacher Work Days:

- |                     |                         |                   |
|---------------------|-------------------------|-------------------|
| *Winter Recess      | *Martin Luther King Day | *President's Day  |
| *Lincoln's Birthday | *Memorial Day           | *Spring Recess    |
| *Veteran's Day      | *Thanksgiving Recess    | *Cesar Chavez Day |

***You will be notified well in advance of the exact days the school will be closed at these times. Our calendar is available on our website and is updated frequently.***

### **Toys**

Please help our staff by keeping your child's toys at home or in your car. Sometimes when toys are brought into the program they get lost or broken. If your child needs a favorite "lovey" to help with the transition from home, let the staff know and we will work with you.

### **Supervision of Children**

Teaching staff and co-oping parents are required to supervise children at all times either by sight or, if a child is out of sight, by sound (for a short period of time.) Cell phones can distract from your supervision duties and therefore should be turned off during school time. **No co-oping adult, parent, or volunteer is allowed to be alone with a child that is not their own at any time.**

### **HEALTH REGULATIONS**

**DO NOT** bring your child if one or more of the following symptoms of illness are apparent within the last 24 hours. We want all healthy children protected from illness. Each parent needs to be responsible for the health of his/her own child.

- |  |                                    |
|--|------------------------------------|
| -Oral temperature of 99.6 degrees or above   | -Incessant coughing                |
| -Matter (yellow discharge) in the eyes       | -Diarrhea                          |
| -Loss of appetite                            | -Pain anywhere in the body         |
| -Copious amount of nasal drainage            | -Vomiting within the last 24 hours |
| -First two days your child is on antibiotics | -Headache                          |

-Rash behind ears or on body  
behavior  
-Sore throat or difficulty swallowing

-Sleepy, fatigued, fussy  
-Rectal temperature of 100.6 degrees  
or above within the last 24 hours

In order to adequately safeguard the health of all our children, each child is given a brief visual health check immediately upon arrival. This is for the protection of the children, and to identify, isolate, and contain diseases. It is helpful to take note of your child's condition prior to bringing him/her to school, and it is necessary to have an alternate plan for child care when your child is ill. If signs of illness become apparent in your child during the course of the day, the child will be isolated by the staff, and you will be contacted to make arrangements for your child's pickup. As a preventative step we ask all helping parents to wash hands in the classroom before the day begins and at all other appropriate hand washing times such as before working with food or after using the restroom.

### **Hand Washing Policy**

The following hand washing policy is applicable and mandatory for all preschool teachers and adults co-oping in the classroom. The following policy must be implemented on a daily basis, and will be implemented with the children as well.

- **Hands must be washed with soap and warm running water for a minimum of 20 seconds.**
  - When washing hands, lather soap on the bottoms and tops of hands, between each finger, and under the nails.
  - After washing hands, use an air dryer or DISPOSABLE paper towel.
  
- **Hands MUST be washed after the following activities:**
  - Upon entering the classroom
  - Before and after changing a diaper, Pull-Up, or clothes
  - Before and after administering any form of First Aid (Ice pack, application of band aids, applying sunscreen etc.)
  - Before and after preparation of snack
  - Before and after feeding a child
  - Upon entering the classroom after being outside
  - After touching eyes, mouth or nose
  - After using the restroom
  - After coughing or sneezing

- In the instance of soap and water not being readily available, you may use a hand sanitizer with a minimum of 60% alcohol. **(Please note, this method should not be relied on, and should implement traditional handwashing with soap and water as much as possible)**

Reminders: Please have this Policy and Visual Charts posted by each sink for both the adults and children.

**When washing hands, do not leave your area unattended and communicate with a teacher or co-oping parent to oversee your area while away.**

This policy is non-negotiable. Please reach out to your teacher or Program Specialist with any questions or concerns.

### **Medication**

The dispensing of medication at the center requires a written doctor's authorization and signed parent permission. Medical request forms are available through the school nurse and must be completed prior to dispensing of any medication. All medication includes over-the-counter drugs such as Tylenol, aspirin, cough syrup, Vaseline and other skin lotions, etc., and prescription medication.

### **Sunscreen**

As part of our health policy, we are unable to apply any lotions to your child. It is important that you apply daily sunscreen to your child before they come to school. Research shows that this is an important daily practice to protect your child's skin. This is a criterion of our Salinas Union High School District policy.

### **Immunizations**

Current immunizations are needed to enter the center. A photocopy needs to be kept on file. Parents need to provide the center with an updated copy of any immunizations. A TB Test is required every four years. Any questions about immunizations requirements, please inquire with the Parent Center staff.

### **SIBLINGS**

Additional siblings in these classes deter from the objective and minimize the supervision that can be given to the children. Therefore, **siblings are not allowed in the classroom** except on designated "Sibling Days." We encourage parents to schedule their help days around their school age child's calendar. Siblings under 6 months may attend the class if



they are in a pack and do not disrupt the class. The parent needs to be able to accomplish her/his assigned work. Please wear your baby when you are working in the room.

### **SNACK**

Each child/parent will have the opportunity to bring a snack. Parents will be scheduled to bring a class snack on selected helping days. Plan on bringing an appropriate low sugar, low salt, whole grain snack, napkins, 5 oz. cups (20 children, 6 adults, 1 teacher), and 1-2 gallons of bottled water. **Please check with the teacher for classroom allergies.**

Suggested snacks are:

*Fresh fruits such as strawberries, kiwis, avocado. Fresh vegetables, either raw or steamed. Proteins like cubed meat, low sugar yogurt, hummus, and cheese. Whole grain choices such as pretzels, crackers, mini muffins, or breads.*

\*National Association Education of Young Children Policy – Food that comes from home for sharing among children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. You will be given time to wash and prep the food here.

### **CLOTHING**

Our playground and art activities are designed for the children's enjoyment. However, that often means messy activities and dirty clothes. Be sure that clothing is both sturdy and washable. Because of our sand, linoleum, and climbing structure, we have observed that the safest shoes to wear are closed-toe, rubber soled shoes. Extra clothes should accompany your child to school in a backpack every day. Dress up costumes and clothing with masks and capes should be for home use and not regular school attire. Please be mindful of hair stylings because they can interfere with proper helmet wearing.

\*Be sure each item of clothing is marked with your child's name.\*

### **FIELD TRIPS**

Occasionally, field trips to points of interest will be taken. You will be notified of such plans in advance, and if for some reason you desire your child not participate in a specific trip, he/she should remain at home on that day. Field trips are special times, but they also have special demands. Parents will be responsible for transportation and supervision of their own child on field trips. We ask that no siblings participate on field trips, except when the teacher designates a family field trip. Please make other child care arrangements for siblings.

### **SPECIAL DAYS/ BIRTHDAYS**

Children are invited to celebrate their special day/birthday at school, but we would like to keep it simple. **(Therefore, no party favors, balloons, decorations, or goody bags are allowed.)** A special story will be read during class and a special day/birthday song will be

sung. Notify the Vice President so that you can be scheduled to help that day and bring a nutritious snack (No sugary treats!) Children are building lifelong eating habits and we want to support them in making good food choices. The Preschool staff will help you with any suggestions.

### CELL PHONES

**Cell phones must be silent** when working in the classroom or on the playground! This is a time when your attention needs to be focused on the children and the classroom area you are responsible for. If you need to have family or a child caregiver get in touch with you please have them call the front desk at 796-6900.

### COMMUNICATION

Communication between parents and staff members is of high importance. If you need to communicate information to staff, please call the office from 8:00am to 2:30pm, Monday through Friday. We are in the classroom but often check voice mail messages throughout the day, making communication by telephone easy and timely. Be assured that messages at the school will be passed along and calls will be returned.

Please do not call staff members at home or on their personal cell phones. Our valued teaching staff gives their all at work. Please respect their private time so that they can rejuvenate and be 100% present for their families.

You may also email staff members but please do so during reasonable hours. You may leave notes for staff members in their work mailboxes or on their desks located in the staff office. Staff members check their boxes every day they are at work. Remember, however, that some staff members work only two days a week. If you leave a message on a day that they are out, it will take them a bit longer to respond.

Drop-off and pick-up times can be a great time to communicate quick pertinent information that may affect your child's day at school. If you want to converse with the teacher longer than a quick exchange, please leave a note or phone message stating that you would like to schedule a time to talk. Your class president is also a good source of information.

Conflict Resolution: Parental concerns about classes or children should be brought first to the teacher or class president and then to the Program Specialist. Parental concerns about other matters may be brought to the class officers directly, and subsequently to the Preschool Board members.

### CONFIDENTIALITY

Confidentiality concerns can be difficult to address in a cooperative setting. A significant amount of both written and verbal private information will be shared. We believe in the "It Takes a Village" approach to raising children. Your child will have one teacher per day but we consider all co-op working adults to be part of our teaching team, which means personal information will be shared amongst the members in our group along with school staff. We share information with members to educate them.

By having an educated team of individuals aware of each child's strengths, needs, or special situation, we can all work to provide a more individualized learning experience for the child. A child, although their own individual, can never be fully autonomous of the family's home-life situations. Therefore, home-life concerns, questions, and situations sometimes arise and are shared in discussions both in the classroom setting and at parent meetings. Instead of expecting strict confidentiality we are asking you to be sensitive, considerate, and respectful of every child and their family in discussions of a more private matter. Please keep information that is shared amongst co-op participants and not to outside individuals.

Honest and open discussions in the spirit of reflection, examination, and growth are powerful in the learning process for child and parent alike. An environment of respect and empathy will lead to more open discussions, better problem solving, and a feeling of support between program members.

If you ever have concerns as to how information is being shared, discussed, or used please speak with your class teacher, class president, or the Program Specialist.

### **CHILD ABUSE POLCY**

**If a child discloses about being abused in any form (physical, mental, sexual) or if you suspect any type of abuse or neglect occurring, you must notify your teacher, the Parent Center Clerk, or Program Specialist immediately. All teachers and staff are mandated reporters and it is their responsibility to file a correct report. There is no retaliation for reporting suspected abuse unless there is malicious or purposeful false information given. If a parent is found to have reported false information purposefully, or fails to report abuse to a Parent Center staff member it may result in immediate dismissal from the program.**

### **STANDARDS OF STUDENT/PARENT BEHAVIOR**

1. Individuals are expected to refrain from using negative, dismissive, or argumentative language or behavior towards Parent Center Staff.
2. Individuals are required to follow the directions of all teachers and Parent Center staff.
3. Individuals are expected to refrain from using negative, dismissive, or argumentative language or behavior towards another parent, child, or family member of the Parent Center program.
4. When representing yourself as a member of the Parent Center physically, verbally, or in writing, including online, your behavior should be in accordance with our guidelines, standards, and expectations. If you have concerns or complaints, please use appropriate channels for resolution. See the grievance section of the handbook for instructions on how to appropriately handle the situation.
5. The use of profanity will not be tolerated.

6. Individuals are expected to wear appropriate school attire including clothing and footwear free from printed words or imagery related to drugs, alcohol, tobacco, firearms, gangs, obscenities, or of a sexual nature.
7. Individuals are expected to treat all property belonging to the school and others with care and respect. No destruction or defacement of school or individual property will be tolerated.
8. **No co-oping adult, parent, or volunteer is allowed to be alone with a child that is not their own at any time.**

### **Progressive Discipline for Breaches of the Standards of Student Behavior**

1. For a first violation a verbal warning with a written notification will be issued to the family.
2. A second violation will result in a second written notification as well as a formal meeting between the offending individual and the Program Specialist or Salinas Adult School Director.
3. A third violation will result in a petition to board members for the family's permanent dismissal from the program.
  - Aggressive or abusive behavior and/or language toward any parent, child, or Parent Center staff member may result in immediate dismissal of the family from the program

### **GRIEVANCE**

Concerns should be directed to Preschool staff in an attempt to resolve matters on an individual basis. If a resolution is not possible, the question or complaint should then be referred to the Program Specialist of Parent Education. If the complaint cannot be resolved on the program level, a Salinas Adult School complaint form should be filled out. The complaint form will be directed to the Administrative Coordinator. The form is available at the Welcome Center.

### **GUIDANCE FOR PARTICIPATING PARENTS**

(You act as the teacher in your assigned area; be alert to handle situations as they occur.)

1. Please learn and use the children's names when speaking with them.
2. Be supportive, warm and affectionate with the children.
3. Let the children feel that you enjoy interacting with them.

4. We require that parents kneel, sit, or squat to the child's level when communicating and working with him/her. If you are unable to perform these physical tasks a Dr. note will be required.
5. Model a quiet inside speaking voice whenever possible.
6. Be alert and interested. Become familiar with your duties before entering the classroom and leading activities.

Remember to:

- React positively
  - Give the child an acceptable solution that he/she can carry out
  - Be patient and try again
  - Trust the child's judgment
  - Reinforce learning with specific praise
  - Offer a child alternatives when possible
  - Ask them questions to expand their exploration
7. **We do not bribe children, threaten consequences that cannot be followed through, or use physical punishment.**
    - a. **Examples of physical punishment:** Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.
    - b. **Examples of psychological abuse:** shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection, seclusion.
    - c. **Examples of coercion:** Rough handling (shoving, pulling, pushing, grasping any body part); physical restraint (forcing a child to sit down, lie down, or stay down) except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).
    - d. **Note: The use of a physical escort as defined below and properly used when necessary to protect the child or others from harm is NOT coercion**

### WHAT IS EXPECTED?

- ❖ **Model:** You are the role model—children will see and do as you do! Please when working in your area and interacting with the children use the child's name and **GET DOWN TO THEIR LEVEL!** You can bend down, sit on the floor or sit in a chair.

- ❖ **Participate:** Children may be watching you! Therefore during singing, dancing, etc. participate ☺
- ❖ **Redirect:** If a child is having a hard time in one area of the classroom, redirect them to another area to try again for a more positive outcome. Example: “If you continue to knock down the blocks we will need to find another area for you to play in.” Follow through, take the child’s hand and help him/her select another area.
- ❖ **Choices:** When possible offer the child a choice. Example: “Would you like to sit on the floor or on a lap during circle time.” “It’s time to go inside, would you like to walk by yourself or would you like me to hold you hand?”
- ❖ **Be Positive:** Let the children know what they CAN do as opposed to what they can’t do. Example: “You can run outside, inside I need you to walk”
- ❖ **Problem Solve:** Help children by giving them the words when there is a conflict. Example: “I know it is frustrating when Molly takes your toy without asking. What would work better?”
- ❖ **Challenging Behavior:** Young children will often try to test the limits. If you are having a difficult time with your child or another child please try all of the above. If needed take the child out into the hallway to “calm down” then join the class and try again.
- ❖ **Reminder:** Sometimes parents feel uncomfortable dealing with another child. You may see and hear things that you are not quite sure how to deal with. Please ask your instructor if you need additional assistance. It is important to remember that you are here to **help with all of the children in the classroom, not just your own!**

Revised

February 2024