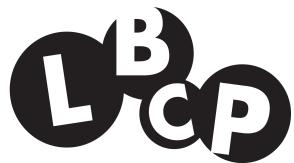


**Linda Beach** Cooperative  
Preschool

## **Parent Handbook**

**2018 – 2019**

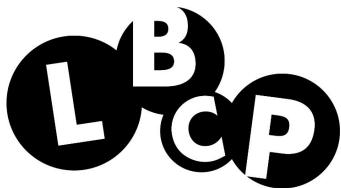


# Linda Beach Cooperative Preschool

## Parent Handbook: 2018 – 2019

### TABLE OF CONTENTS

SCHOOL PHILOSOPHY	1
GENERAL INFORMATION	2
PARENT RESPONSIBILITIES	4
Parent Meetings	5
Classroom Participation Days	6
Cleaning Days	8
Special Jobs	9
Financial Obligations	13
SCHOOL RULES	16



# Linda Beach Cooperative Preschool School Philosophy

**Co-op-er-a-tive:** 1. *the association of a number of people in an enterprise for mutual benefits,* 2. *an organization owned collectively by members acting or working together for a common purpose.*

The early years of child development are exciting, challenging and thoroughly amazing. At no other time in your child's life will so many changes take place within such a short time span. Linda Beach Cooperative Preschool strives to make these "wonder years" fun-filled as well as instructive.

Since its inception in 1941, Linda Beach Cooperative Preschool has emphasized the development of each child through independent and group play activities. The school was founded on the belief that children learn more in an environment rich with age-appropriate stimuli and caring adults. Introducing children to the world around them involves love, creativity and sensitivity. A nurturing atmosphere also promotes social development, allowing children to expand their awareness of themselves and others. The preschool is a **play-based program**.

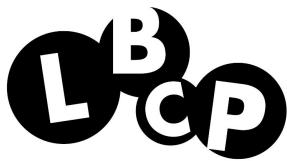
While an academic curriculum is not the focus of the school, care is given to gently guide the children toward kindergarten readiness. As they progress through the program, structured play activities help enable the children to:

- Sit and listen for longer periods of time
- Follow increasingly complex instructions
- Express themselves more clearly
- Increase their abilities to problem solve
- Improve communications skills
- Become more aware of appropriate conduct
- Become more tolerant
- Direct their energies toward appropriate activities
- Learn acceptance
- Improve socialization and peer interaction
- Gain a better appreciation for adult and child humor

At all times, your child's physical and emotional well-being is the prime concern of the teachers at Linda Beach. As parents themselves and experienced teachers, they thoroughly understand the importance of your child's early school experience. Personal commitment to make this experience a positive one is the cornerstone of Linda Beach's programs. Your choice of a cooperative preschool shows that you share this commitment.

As a cooperative preschool, Linda Beach provides a larger community which supports parents through the exhilarating and exasperating preschool years. Parents find support from the experienced teachers, as well as from each other. Many families share childcare of younger siblings on their participation days as well as arrange after-school play dates. The Linda Beach community also supports each other in times of need – whether due to the arrival of a new baby or a family emergency. Through the experience of classroom participation, parents have the unique opportunity to see their child in the context of his/her peers and to receive feedback from other parents about their child.

Acceptance to Linda Beach's preschool programs is first come, first served. We encourage applicants of all races, ethnicities, religions, and sexual orientations. We do not discriminate on the basis of race, color, religion, national and ethnic origin or sexual orientations in administration of educational policies, admission policies, or of the scholarship program.



# Linda Beach Cooperative Preschool

## General Information

### Teacher Biographies

#### ***Shelley Kelly, Director***

Shelley Kelly was born and raised in Oakland, California. She studied Early Childhood Education at Merritt College. She has a BA in Political Science from University of California, Berkeley and a Multiple Subject Teaching Credential from California State University, Hayward. She taught Kindergarten and First Grade in the Castro Valley Unified School District. Her three children went to Linda Beach, and she has been working as a Linda Beach teacher for over 10 years – first as the lead teacher of the Pre-K program, and then as Director.

#### ***Danielle Morse, Teacher***

Danielle Morse was born and raised in the Bay Area. She received her BA in Communications from Santa Clara University and a Multiple Subject Teaching Credential and Child Development Master Teacher Certification from Chapman University. Both of her sons attended Linda Beach while she served on the parent Board both as Secretary and twice as President. Danielle joined our teaching staff in 2016 after many years' experience at Linda Beach as a substitute teacher.

#### ***Jennifer Walker, Assistant Teacher***

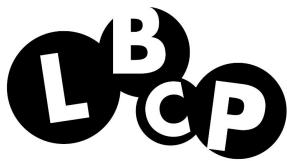
Jennifer Walker is a Bay Area native and has lived in Oakland for the past 12 years. She initially studied Psychology and Economics at Santa Clara University and later earned her Master's degree in Social Psychology from San Francisco State University. She also holds a level 1 Early Childhood Special Education Credential from Sacramento State University. Jennifer has 15 years of experience in education with a focus on children with special needs. She has worked both as a therapist and for 10 years as a therapy program supervisor. Two of Jennifer's three children attended Linda Beach and she served on the Linda Beach Board as its treasurer for two years. Jennifer became a Linda Beach teacher in 2017.

The teachers and Parent Board are happy to have you as a family at our school and are excited to welcome you to the Linda Beach community. The purpose of the Linda Beach Handbook is to provide information to help orient your family to processes, procedures, and requirements you will encounter as a family at our school. Please read the handbook it in its entirety and ask questions!

**Enrollment Paperwork – All enrollment paperwork must be completed and received by Linda Beach in order for a child to start school.** Any questions regarding paperwork can be directed to Caitlin Hartney ([tuth@lindabeach.org](mailto:tuth@lindabeach.org)) for Tuesday/Thursday students or Royela Joyce ([mwf@lindabeach.org](mailto:mwf@lindabeach.org)) for Monday/Wednesday/Friday students.

### School Day Information

- **School Hours** – Preschool classes begin at 9 AM and end at 12 PM
- **Sign-in/out** – When arriving at school each day, remember to sign the attendance book. In accordance with state law, the attendance book must contain your full *legible* signature for drop off and pick up.
- **Lunch** – Students will bring a lunch/snack to school every day they attend. Water will be provided. Please see our No Nut Policy under the School Rules section of this handbook.
- **Birthdays** – We celebrate all children's birthdays on the class day closest to your child's actual birthday. You should plan to participate on that day so you can share in the festivities. For the birthday celebration,



# Linda Beach Cooperative Preschool

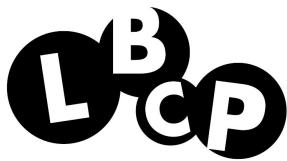
## General Information

you are encouraged to bring a small birthday treat (cupcakes, muffins, etc.) for the class. Please refer to the Nut Policy information in the **School Rules** section, as many store-bought dessert items contain traces of nuts. Summer birthdays will be celebrated either at their half-birthday or during the last two weeks of school. Parents/guardians are asked to coordinate with the teachers.

- **Labels** – Please label all belongings: Lunch boxes (on the outside), umbrellas, jackets, hats or any other item your child brings to school.
- **Personal Toys/Sharing** – Personal toys should stay at home with the exception of M/W/F sharing days. M/W/F students may bring one favorite item from home for sharing time on the day that their parent participates in the classroom. (Inappropriate items include weapons, fragile or delicate items, or anything of a violent nature.) Items should be brought and kept in a bag until sharing time.
- **Electronic Communication** – In addition to parent meetings and school mailboxes, we use email and Konstella to communicate easily and cost-effectively with families. Please make sure the Vice President (Sylvia Sudat) has your email address. Notify us if it changes during the year.
- **Field Trips** – The T/TH class goes on a walking field trip to the fire station in Piedmont. The walking field trip may require additional parent chaperones (aside from the parents already participating in the classroom).

### Other Helpful Information

- **Conferences** – Parent/Teacher conferences for M/W/F are listed on the school calendar. A sign-up sheet will be posted prior to conference week. Conferences may also be scheduled at any time during the school year. Please contact the Director if you would like to schedule a conference outside of the designated time.
- **Conflict Resolution** – The preschool has a Mediation Committee in place to handle sensitive issues that cannot be resolved with either the Director or President. The President and/or Director may convene this special committee at any time during the year. The Mediation Committee is usually comprised of two (2) appointed parents and selected Board Members. This committee is available for all parents, board members or school staff to address and resolve difficult issues.
- **Emergency Procedures** – In the event of an emergency, it is mandatory that all participating parents stay with the class until parents have retrieved their children and the teacher/student ratio is appropriate for the participating parents to leave. The teachers at Linda Beach Cooperative Preschool have CPR and First Aid training. The school has both a disaster plan and supplies. In an emergency situation, parents will be notified, providing communication is available. Parents are to come to the Linda Beach classroom to locate their child. If the emergency requires evacuation, our back-up location is Havens Elementary School located at Highland and Oakland Avenues in Piedmont.
- **Konstella** – Linda Beach will use this web-based app to streamline communication, volunteering and foster close-knit communities. Parents will receive an invitation via email to join the app. Parents/Guardians may access Konstella via its mobile app or desktop internet browser.



# Linda Beach Cooperative Preschool Parent Responsibilities

As a cooperative preschool, parent participation is an **essential** part of the curriculum. Below is a summary of the minimum responsibilities asked of every family on an annual basis. More detailed discussion and explanation of each of these items follows in this section.

## 1. Attend parent meetings

Meetings last approximately one hour and are held at 7:30 PM. The specific dates can be found on the school calendar. Fines will be assessed for missed meetings (please see page 5 for details).

## 2. Participate in the classroom

M/W/F and T/TH – Participation signups will be sent via Konstella. There will be three (3) parents per Tu/Th class and two (2) parents per M/W/F class. This averages once every 3-5 weeks, but depends upon the enrollment size of the class. This classroom participation requirement may be fulfilled by a parent/guardian or by a family member/caregiver close to the child, such as a grandparent or nanny provided they have fulfilled the paperwork requirement.

## 3. Fulfill one (1) cleaning day per year

One parent from each family must volunteer for one cleaning day per year. Cleaning day is a two-hour commitment, typically on a Saturday. This involves cleaning/organizing the school classroom or playground. There are four cleaning days per year. For specific dates, see the school calendar.

## 4. Volunteer for special job(s)

- Families are required to volunteer for one (1) "Category A" special job or two (2) "Category B" jobs.
- Families sign up for these jobs online using Konstella. You can also sign up in person at our first parent meeting in September. If you do not have a special job or have questions, please contact the Vice President Sylvia Sudat ([vp@lindabeach.org](mailto:vp@lindabeach.org)).

## 5. Fulfill financial obligations

Families are obligated to fulfill four (4) financial responsibilities:

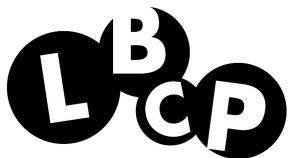
- Payment of a \$200 deposit upon enrollment (typically refunded at the conclusion of the final school year at Linda Beach – see Financial Obligations section for more details)
- On-time payment of the monthly tuition installment by the 15<sup>th</sup> of each month (or one-time payment of the yearly tuition)
- Contribution to the annual gala
- Payment of any assessed fines

## 6. Adhere to school rules

The school rules were developed to ensure the safety of the children and to foster respect for the teachers, families, and the school environment. Suggestions about the rules or any other aspect of the school are always welcome and should be discussed with the Director and/or Board President.

## 7. Check email/Konstella regularly

Regular reminders and information are sent via Konstella. Families are asked to be sure that the email on file with Linda Beach is accurate, and to follow up if distribution list emails are not being received.



# Linda Beach Cooperative Preschool Parent Responsibilities

## 8. Participate in community building/fundraising events

Aside from the spring gala there are two additional fundraising opportunities through Chinook Book and See's Candies sales. Additionally, Linda Beach schedules several community gatherings (both parents-only as well as whole family) throughout the year. Families are encouraged to participate and contribute as they are able.

## 9. Help spread the word about Linda Beach

Nearly all of our families come to us by way of recommendations received from friends and by reviews they have read on online reference boards. Distribution of referral cards and or submission of online reviews sharing their Linda Beach experience is very welcomed.

## Parent Meetings

The parent meeting serves as the main form of communication between parents and the school. **Parent participation is the cornerstone of the school's philosophy; therefore meeting attendance is mandatory.**

The first parent meeting will be held on **Tuesday, September 4, 2018**. There will be an orientation for new families at **6:30 PM** followed by a parent potluck/all-family meeting at **7:30 PM**. Other meetings will be held **at 7:30 PM on the second Tuesday of specified months October-May**. See the school calendar for specific meeting dates. **The final parent meeting of the year will be held Tuesday June 4, 2019.**

Remember, the success of the program is dependent upon your cooperation and involvement! Meetings may include:

- Important announcements concerning upcoming events/school calendar items
- Tuition collection
- Discussion of issues relative to the well-being of the students
- Other problem solving/brainstorming for school events
- Guest speakers on topics relevant to the school community

These scheduled meetings are for parents or their representatives only (no children). Infants in car seats or carriers are allowed.

## Missed Meeting Fines

1<sup>st</sup> Missed Meeting: No Fine

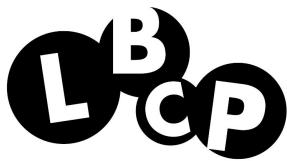
2<sup>nd</sup> Missed Meeting: \$50 Fine

3<sup>rd</sup> Missed Meeting: \$75 Fine

4<sup>th</sup> Missed Meeting and thereafter: \$100

## Orientation Meeting for New Families

A one-hour orientation meeting for new families will be held at **6:30 PM prior to the first parent meeting in September**. The first parent meeting of the year, attended by all parents, will directly follow this orientation at 7:30 PM.



# Linda Beach Cooperative Preschool

## Parent Responsibilities

The new family orientation covers issues such as:

- School policy and procedures
- Participation day information
- Classroom work day information
- Financial obligation overview
- Volunteer job review
- Fundraising event information

### Classroom Participation Days

(For T/Th and M/W/F Families)

Participation in the classroom is one of the fundamentals of a cooperative preschool. Our staffing plan is predicated on two teachers supplemented by two or more participating parents in the classroom **every day**. The best part of participating in the classroom is receiving extra hugs, watching your child's growth and development, and being involved in your child's education!

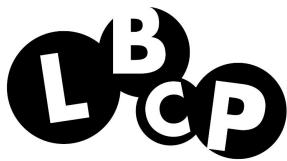
Each family is required to participate in the classroom on a regular basis. This classroom participation requirement may be fulfilled by a parent/guardian or by a family member/caregiver close to the child, such as a grandparent or nanny.

T/Th and M/W/F - participation cycles run about every 3-5 weeks, depending on class size

### Process

The participation day sign-up calendar is available through Konstella and released by the Participation Chairperson. Each family will need to create a personal account to access classroom schedules. Please notify the Participation Chairperson ([participation@lindabeach.org](mailto:participation@lindabeach.org)) if your email changes or if you have difficulties with the online sign-ups.

- The participation calendar will be released for each class for the entire school year via Konstella. Please put the dates you sign up for in your calendar! Each month's calendar can be viewed on Konstella and also can be viewed in the front of the sign-in book.
- Please sign up to participate for a day close to your child's birthday to celebrate. Also, add a one-time event on the Konstella calendar to notify parents of the celebration date.
- If you do not sign up online, you will be assigned classroom participation days and notified by the Participation Chairperson via email. You are responsible for swapping participation days/arranging for a paid substitute if you cannot participate on these assigned days.
- If you cannot work on your participation day due to schedule change or illness, it is your responsibility to either switch workdays with another parent or arrange for a paid substitute. (A list of potential substitutes will be provided after the first parent meeting. The fee for a paid substitute is \$50, payable to Linda Beach Cooperative Preschool.)
- A calendar with the participation day assignments will be posted in the classroom each month.
- If you miss your scheduled participation day and do not arrange for a replacement, or if you fail to sign up for the required number of days, you will be fined \$75 for each missed day, payable to Linda Beach Cooperative Preschool.



# Linda Beach Cooperative Preschool Parent Responsibilities

## **What to Do on Your Participation Day**

You will see how thrilled your child is to have you in the classroom! **No siblings (*including infants*) are allowed in class on any participation day.** Please also **refrain from using your cell phone** for any reason other than photography.

On your participation day, you are responsible for arriving **promptly at 8:45 a.m.** and remaining until all children have been picked up.

### **Upon arrival in the classroom:**

- Check with the teachers about activities for the morning and ask what you can help prepare for projects or special events
- Put out play equipment from the outside storage unit, including tricycles and other requested equipment
- Check play yard for debris, litter, sand, etc.
- Wipe down the slide if necessary (towels are in the classroom)
- Check bathroom for toilet tissue, soap, etc.; stock as needed

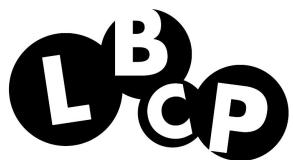
### **During class:**

- Be flexible and available to assist in the bathroom with a teacher
- Play and engage with the children
- Assist at story and circle time
- Help with the art project
- Help tidy up the classroom before the children go outdoors
- Supervise the playground
- Fill water pitchers for snacktime
- Offer support to students, as needed, to open snack packaging and containers

### **At the end of the morning:**

- Vacuum the rugs, if needed
- Wipe down tables and chairs
- Sweep the floor
- Clean the bathroom/sink and damp mop the bathroom floor
- Check supplies (toilet paper, paper towels, etc.)
- Help put away toys, games, art supplies
- Empty the trash
- Put the outdoor play equipment back in the storage unit
- Evaluate the morning with the teachers

Most importantly, the participating parents are there to support the teachers in their work. The teachers are a wonderful resource for learning how to deal with challenging behavior in your own child and other children. It is critical for participating parents to be comfortable interacting with all of the children with both encouraging good behavior and redirecting inappropriate behavior. If you are unsure about how to do this, please speak with the teachers and with returning parents.



# Linda Beach Cooperative Preschool

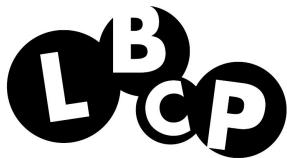
## Parent Responsibilities

### Cleaning Days

All cleaning, upgrading, and maintaining of the classroom is performed by parents on cleaning days. Each family is required to participate in one (1) cleaning day during the school year. See the school calendar for specific dates. If a family is unable to work on their scheduled day it is their responsibility to trade with another family or switch to a date with vacancy. Failure to meet this obligation by the end of the year will result in a \$100 fine.

Tasks on work days could include:

- organizing toys
- organizing daily art supplies
- play yard maintenance
- restocking supplies
- cleaning the classroom
- assembling furniture
- hanging pictures
- cleaning and organizing the bathroom



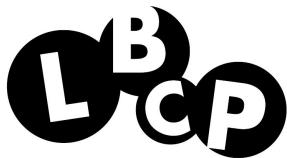
# Linda Beach Cooperative Preschool

## Parent Responsibilities

### Special Jobs

In order to keep the school running smoothly, families are required to volunteer for a minimum of one (1) "Category A" special job or two (2) "Category B" special jobs. The following is a list of those jobs. Jobs may be added/modified as needed during the school year. Board positions are typically filled during the spring for the following school year. Sign-ups for most other special jobs will take place during the summer. If you are unable to attend the first parent meeting or did not sign up for a job during the summer, you will be assigned a job and notified by the Vice President.

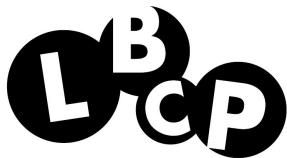
Job	Category	Number of Parents Needed, Job Description
President	A Board	<b>1 person</b> – Work with the Director, teachers and board to oversee the administrative and fiscal responsibilities of the school. Lead the parent and board meetings.
Vice President	A Board	<b>1 person</b> – Assist the President and the Director. Ensure parent participation for Special Jobs and Cleaning Days. Coordinate school service project (i.e. Book Drive, Food Drive). Organize the Board Year End/Turnover Dinner.
Treasurer	A Board	<b>1 person</b> – Responsible for all tuition payments, fines, reimbursements and school bills. Works closely with the school bookkeeper, tax accountant and insurance agencies.
Secretary	A Board	<b>1 person</b> – Take and publish minutes of the Board and Parent meetings. Maintain school rosters and sign-in binders. Coordinate the online sign-ups for participation days throughout the year.
Membership Chairperson – Tu/Th	A Board	<b>1 person</b> – Field inquiries from prospective families for the Tu/Th class. Send applications, acceptance letters and related correspondence. Ensure all enrollment paperwork is completed and filed for each student. Coordinate summer playdates, open houses, preschool fair, and school tours in collaboration with other Membership Chairperson.
Membership Chairperson – M/W/F	A Board	<b>1 person</b> – Field inquiries from prospective families for the M/W/F class. Send applications, acceptance letters and related correspondence. Ensure all enrollment paperwork is completed and filed for each student. Coordinate summer playdates, open houses, preschool fair, and school tours in collaboration with other Membership Chairperson.
Membership Chairperson – M/W/F	A Board	<b>1 person</b> – Field inquiries from prospective families for the M/W/F class. Send applications, acceptance letters and related correspondence. Ensure all enrollment paperwork is completed and filed for each student. Coordinate summer playdates, open houses, preschool fair, and school tours in collaboration with other Membership Chairperson.



# Linda Beach Cooperative Preschool

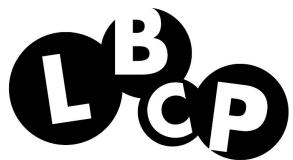
## Parent Responsibilities

Social Media Manager	A	<b>1 person</b> – Update Facebook weekly with ongoings in classroom or school events. Coordinate with teachers as well as membership and gala chairs to emphasize benefits and goals of play-based learning and celebrate Linda Beach Cooperative Preschool. All photography used must be watermarked and observe all “no photography” requests.
Webmaster	A	<b>1 person</b> – Make cosmetic changes to the school’s website and update as necessary. Ensure email, domain and website hosting is up-to-date. Coordinate online presence and marketing activities, such as on Yelp, BPN, and the school’s Facebook page. Work with board and other parents to advertise events as needed throughout the year. Manage email distribution lists.
TuTh & MWF Paperwork Coordinator	A	<b>2 people</b> – Collect and organize each family’s required paperwork. File online immunization paperwork with the state. <b>Point Person - Membership</b>
Gala Chairperson – Solicitations	A	<b>1 person</b> – Coordinate solicitations and silent auction for Spring fundraiser. <b>Point Person - President</b>
Gala Chairperson – Day-of Coordinator	A	<b>1 person</b> – Coordinate food, decorations, funds tracking, and act as day-of coordinator for Spring fundraiser. <b>Point Person - President</b>
Class Representative	A	<b>2 people</b> (1 per class) – Build community by planning monthly playdates. Alert class (via Konstella) of a new family joining during year. Coordinate teacher gifts at winter break, teacher appreciation, and at the end of the school year. <b>Point Person – Membership/President</b>
Gala Committee	B	<b>6 people</b> – Serve on the committee (under the two chairpersons) for the Spring fundraiser. <b>Point Person – President/Gala Chairperson(s)</b>
Cleaning Day Coordinator	A	<b>1 person</b> – Plan, attend and manage cleaning days throughout year. Delegate duties of scrubbing, organizing and sanitizing, plan repairs. <b>Point Person – President</b>
Participation Coordinator	A	<b>1 person</b> – Create and send signups via Konstella, calculate the number of days each family will need to sign up for, make sure all class days have appropriate number of parent volunteers. <b>Point Person – Vice President</b>
Classroom Decorator	B	<b>1 person</b> – Keep track of calendar for upcoming events/holidays. Work with teachers to decorate the classroom for holidays/changing seasons throughout the school year. <b>Point Person - Teachers</b>
Costco Buyer	A	<b>1 family</b> - Purchase supplies for school at Costco as needed throughout the year. Submit receipts for reimbursement. <b>Point Person - Treasurer</b>
Disaster Preparedness/Facility Coordinator	A	<b>1 family</b> – Check with teachers regarding their general facility needs for year. Be available for quick fixit jobs, supervise/assist with repairs during one cleaning day, review school’s disaster preparedness plan and supplies, update/replace supplies. <b>Point Person – President</b>



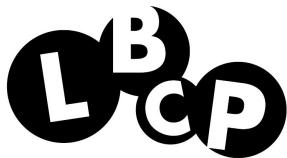
# Linda Beach Cooperative Preschool Parent Responsibilities

Book Club/Scholastic Coordinator/Librarian	B	<b>1 person</b> – Coordinate with teachers to obtain book club materials, create teachers wish list for book fair and solicit book donations, schedule fall and spring book club fundraiser, inventory classroom books, repair/discard books, coordinate with teachers on book rotation. <b>Point Person – Teachers</b>
Fall Family Picnic Coordinator	B	<b>2 people</b> – Coordinate the all family picnic Saturday October 7 <sup>th</sup> 2017, reserve picnic area if not already done, coordinate potluck style food/drinks, games/entertainment, set up & clean up. Budget: \$425. <b>Point Person – President</b>
Spring Family Picnic Coordinator	B	<b>2 people</b> – Coordinate the all family picnic, including new families for following year, reserve picnic area, coordinate potluck style food, set up & clean up. Budget: \$425. <b>Point Person – President</b>
Hospitality/Chair Set Up	B	<b>1 person</b> – Arrive early to set up chairs and return chairs at end of meeting. <b>Point Person – President</b>
Laundry/Tailor	B	<b>1 person</b> – Pick up and launder classroom towels as needed (every 2 weeks), take inventory of dress up clothes for items that need repair. <b>Point Person – Vice President</b>
Class Historian	B	<b>2 people</b> (1 per class) – Create a Shutterfly or similar account for parents to upload photos or video throughout year. Take photos/video on work days, reproduce DVD or book for sale by end of May. <b>Point Person – President</b>
Auction Art Item	B	<b>2 people</b> (1 per class) - Coordinate and help the children create the selected art auction item for the fundraiser – includes deciding on the art project, obtaining supplies and working with children during class to create the project. <b>Point Person - President</b>
Open House Coordinator	B	<b>2 people</b> (1 from each class) – Work with membership chairs to arrange open houses for prospective families on Saturdays, November 3 <sup>rd</sup> , January 26 <sup>th</sup> & April 13 <sup>th</sup> , attend open house, mingle and answer questions, arrange refreshments, set up outdoor signage & classroom and cleanup. Event is 10am-12pm. <b>Point Person – Membership</b>
Fundraising Coordinator	B	<b>1 person</b> – Coordinate the sale of See's Candies (late November) once per year during holiday's. Coordinate ordering, advertising and selling of Chinook Book (September). <b>Point Person – Vice President</b>
Directory Manager	B	<b>1 person</b> – Update private "LBCP Parents" Facebook group by removing families that are no longer attending Linda Beach and adding new families. Update Alumnae list. <b>Point Person – Membership</b>
Party Planner	B	<b>2 people</b> (1 per class) – Coordinate holiday parties (Halloween, Thanksgiving, Winter, Valentine's, Lunar New Year) create sign-ups for snacks volunteers, coordinate paper goods for each event. Budget: \$100 per class for year. <b>Point Person – Teachers</b>



# Linda Beach Cooperative Preschool Parent Responsibilities

Art Project Assistant	B	<b>2 people</b> (1 per class) – Check in with teacher weekly regarding projects for week, obtain items to be cut or prepared, make play-doh <b>Point Person – Teachers</b>
Planter	B	<b>1 person</b> – Organize with teachers to have children help plant in fall and spring in play yard wooden planters. Keep an eye on play yard plants and replant when shabby. <b>Point Person – Teachers</b>



# Linda Beach Cooperative Preschool Parent Responsibilities

## ***Special Job Budgetary Guidelines***

Several of the special jobs require purchasing items for the school. If you purchase items on behalf of the school, you will be reimbursed as long as your purchase is within the established budget for your special job and you submit your receipt(s). Budget guidelines are communicated to individuals as they sign up for their jobs at the beginning of the school year. If you need clarification on the budget for your job, please contact the appropriate point person. Reimbursement forms are available at school. Submit your reimbursement form and receipts in the treasurer's folder in the classroom. You can expect to receive your reimbursement within two weeks.

## **Financial Obligations**

### ***Tuition***

Tuition for the school year (\$3650 M/W/F, \$3100 Tu/Th) is payable in 10 monthly installments, starting in September and ending in June. Both September and June installments are due prior to the commencement of the school year. **New students will pay first month with enrollment and last month by September 4, 2018.** **Returning families will pay first month with commitment letter by January 8, 2019.** For the months of October through May, eight equal payments will be paid on the first day of each month and will be considered **delinquent after the 15th of the month**. A fine of \$10 is due with late tuition. Failure to pay tuition for more than thirty days may result in the dismissal of the child from Linda Beach Cooperative Preschool. If your situation requires special payment options, please speak with the Treasurer or the Director. A fine of \$25 will be assessed on all returned checks. If more than two checks are returned, either cash or a cashier's check will be required for future payments.

If your child(ren) will be beginning at LBCP after the start of the school year, the yearly tuition will be pro-rated based on the number of school days remaining (including holidays). Contact the Board Treasurer or Board President for more information.

A 2% discount on tuition is available if the full year's tuition is paid at the beginning of the school year.

### ***Credit Card Payment***

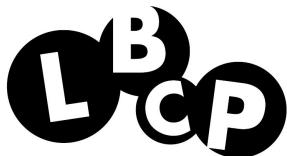
Tuition payments are to be made online via <https://www.lindabeach.org/pay-tuition-online>. Credit or debit card is required.

### ***Extended Vacations***

If your family will be traveling for more than 30 continuous days during the school year, LBCP will offer a one-time discount of 50% off a single month's tuition installment. Any subsequent tuition installments must be paid in full.

### **Jean Spees Scholarship Fund**

Upon Jean Spees' retirement in 1992, the school established a scholarship fund in honor of her 22 years of dedicated service as the Director of Linda Beach Cooperative Preschool. The purpose of the fund is to aid families who find themselves in need of financial assistance, either on a temporary or long-term basis. The scholarship



application form is available upon request from the President or Director. All scholarship decisions are made by the Director, President and Treasurer and are kept in strict confidence.

### School Budget

While tuition covers the majority of the costs of running LBCP's programs, we rely upon fundraising to make necessary school improvements, refresh our scholarship fund, and maintain an emergency reserve to weather unexpected financial challenges. The primary way we raise additional funds are described below.

### Fundraisers

We hold two small fundraisers during the school year and a larger spring gala. Specific fundraising requirements and expectations will be outlined during parent meetings and in the **Financial Obligations** section. In addition to being an important source of funds for the school, these fundraisers are enjoyable events for Linda Beach families and their friends and family. **All families are required to participate in the spring gala.** Specific responsibilities and expectations for these events will be discussed at the parent meetings. Although the requirements may change from year to year, families are expected to volunteer their time as part of, or in addition to, a special job, and to contribute financially as they are able to the fundraising efforts.

### Additional Fees

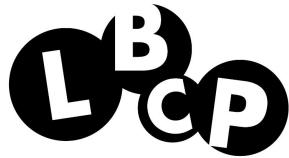
In choosing a cooperative preschool, you choose to share both the benefits and obligations. Linda Beach is a small school and even one or two families failing to meet these obligations dramatically affect the success of the cooperative. Following is a summary of additional fees that could apply, as previously outlined in this handbook:

• Late tuition (after the 15 <sup>th</sup> )	\$10
• Returned check fee	\$25
• Paid substitute for classroom participation day	\$50
• Missed classroom participation day*	\$75
<i>*Includes failure to sign up for the required number participation days</i>	
• Missed parent meeting <i>(refer to <a href="#">page 5</a> for a complete breakdown of fines for meetings missed in excess of 2)</i>	\$50 for the 2 <sup>nd</sup> missed meeting
• Missed cleaning day	\$100

### Deposits

Any money remitted for the last month's tuition installment is non-refundable under any circumstances, including withdrawal during the summer or during the school year, with or without notice. The \$200 deposit will also be non-refundable if students are withdrawn for any reason prior to the close of the school year. Repeated failure of any family to meet its obligations, including the payment of fines, will jeopardize the family's continued attendance at the school. The Director and Board may assess extra fees for non-participatory families. The Director and President will also try to work with any families who are experiencing financial hardship.

Each family must pay a **\$200 deposit per child** and first month's tuition to secure each child's space in the school. Your deposit will be returned to you at the end of the school year if the following criteria have been met:



# Linda Beach Cooperative Preschool Parent Responsibilities

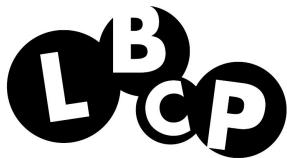
1. You have fulfilled all of your financial obligations, and
2. You have no fines or additional fees outstanding.

Families continuing will have their deposits rolled over to the following year. Deposit will be returned in form of check or can be donated to the school's scholarship fund.

**Note:** Deposits will **not** be applied to the final tuition installment, as June's installment will have already been paid before the start of the school year.

## Returning Families

Families who will be returning to LBCP for a subsequent school year must submit a first month's tuition and signed commitment letter (form to be provided by the Membership Chairperson) to the school by **January 8, 2019** in order to secure a spot ahead of new applicants. Withdrawal from LBCP after April 1<sup>st</sup> will forfeit the first month tuition.



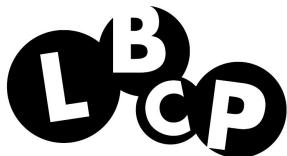
# Linda Beach Cooperative Preschool

## School Rules

### School Rules

In order to ensure a positive and safe school experience for every child, certain rules must be established and followed. Please be certain that **anyone caring for your child is aware of the following rules.**

- **Enrollment Requirements** - All students entering Linda Beach Cooperative Preschool must be 2 years and 9 months old. **All students must be toilet trained before entering Linda Beach Cooperative Preschool.** Pull-Ups are not acceptable. If your child is not toilet trained, you may elect to withdraw your child from school or pay your tuition monthly to hold your spot until your child is toilet trained.
- **Negative TB Test Requirement** – **Any adult participating in the classroom** must provide proof from a doctor of a negative intradermal tuberculin (TB) test, a negative IGRA (blood test), or chest x-ray within 2 years prior to the student's first day of school. This is required by law and **also applies to babysitters or grandparents that may participate in the classroom.** A negative TB test result is valid throughout the duration of enrollment as long as there is no gap in tenure, i.e. siblings enrolling in consecutive years.
- **Participant Immunizations** – **Any adult participating in the classroom** must provide documentation of immunizations for measles, pertussis and influenza. Adults may opt out of the influenza vaccination but must complete the opt-out form in lieu of providing documentation. This is required by law and **also applies to babysitters or grandparents that might occasionally help out.**
- **Health Screening Report** – **Any adult participating in the classroom** must provide proof from a doctor of a clear health screen with fitness to participate in the classroom.
- **Punctuality** – Preschool hours are regularly 9:00 AM until 12:00 PM. Please plan to pick up students between 11:45 AM and 12:00 PM. Please plan ahead for parking issues and traffic. When you pick up or drop off your child, please leave the classroom and hallway directly and conduct any visiting outside. **If you will be late for any reason, please call the school at 510-547-4432.**
- **Sign In/Out** – Every child must be signed in at the beginning of the day and signed out at the end of the day with a full, legible signature as required by the State of California. Once your child is situated in class, your prompt departure is requested by the teachers. This will allow your child to build independence, enable the classroom routine to remain consistent, and allow class to start on time.
- **No Nut Policy and Allergies** – Because many children have life-threatening food allergies, we abide by a strict **no nut policy** for snack/lunch (this includes peanuts, tree nuts, nut butters, or any products that “may contain traces of nuts” or have been “produced on shared equipment with peanuts or tree nuts”). Because children will be bringing their snacks/lunches from home each time they go to school, please be vigilant and read the ingredient lists and allergy warnings on the labels of products. For the safety of the children, we will need to remove any food that does not comply with this policy. Please remember this policy when your child’s birthday is celebrated at school; most store-bought cupcakes/cakes/baked goods contain warnings that they “may contain traces of nuts.” Most boxed mixes/canned frosting do not have this warning and are a safe option. The teachers for each class will make the parents aware of any severe allergies and/or special dietary requirements for students in that class.



# Linda Beach Cooperative Preschool School Rules

- **Absence and Illness** – In the case of absence, please leave a voice mail message at the school by 8:30 AM. Please keep your child home if he or she has a fever, symptoms of a cold, or any other contagious illness. If your child has had a fever, diarrhea or vomiting, he/she should remain home for **24 hours** after symptoms have disappeared. Teachers will send children home who have these symptoms. **Inform the school as soon as possible if your child has contracted a communicable disease or condition (e.g. chickenpox, head lice, pink eye) and keep your child at home until the condition is cleared.**
- **Child Medications/Immunizations** – Notify the school of any allergies to food, animals, insects, materials, etc. that your child may have. Immunizations must be up to date with records on file, as mandated by the State of California. No form of medication shall be administered by any Linda Beach staff or volunteer.
- **Respect for Others** – We encourage parent discussions, but ask that they take place in the hallway, not the classroom. Please be sensitive to other students' and parents' feelings when making play-dates, planning birthday parties, special outings, etc. It is preferable for those plans to be made outside of school.
- **Classroom/Church Safety** – The church **prohibits** the use of the church driveway for any Linda Beach Cooperative Preschool purpose. This includes dropping off or picking up children, as well as use as a pedestrian/stroller walkway. Violation of this rule may result in the dismissal of your child from Linda Beach. Running and excessive noise in the hallway are also prohibited by the church.
- **Appropriate School Attire** – Do not send your child to school in open-toes shoes, crocs, jellies, or any clothing that might impair your child's ability to play safely. On the days that your child's class has motor development, children should wear non-constricting clothing that students will be comfortable moving in and footless tights.
- **Emergencies** – Children will only be released to a parent or those designated on the emergency information forms. If your child will be going home with someone else, written notification with the additional person's name and phone number must be presented to the teachers. Parent signature is also required.
- **Withdrawing from School** – A thirty-day written notice is required if a child is to be withdrawn from school during the school year. No withdrawals will be accepted after May 1, 2018, and the final month's tuition installment is to be paid in full. All monies paid to Linda Beach are non-refundable with the exception of the \$200 deposit (refer to [page 14](#)).