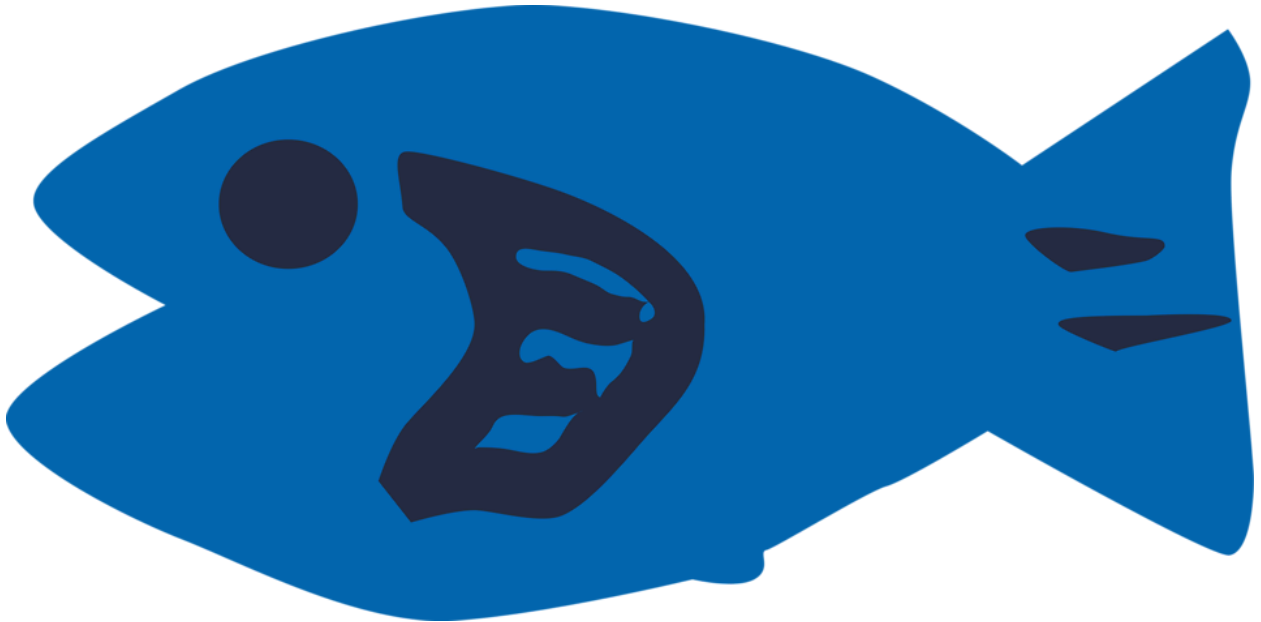


**Harvest Park Preschool Center
Parent Handbook**



Friendly Fish

The more a child is spoken to, sung to, read to, danced with, played with, exercised, and encouraged to explore in a safe environment, the more her brain and body will develop.

Neurons to Neighborhoods

Staff Contact Information

Room 1 –	Lynette Matallana, Teacher Paula Earle, Behavior Technician Melissa Fitzgerald, Special Needs Aide Patti McKinley-Roach, Behavior Technician	462-3325 x4801
Room 2 -	AmyMarie Decker, Teacher Melissa Soto, Preschool Assistant Ladan Murray, Behavior Technician	462-3325 x4802
Room 3 -	Shannon Montano, Teacher Huishu Liu, Preschool Assistant Audrey Pang, Behavior Technician	462-3325 x4803
Room 4 -	Kristen DeFina, Teacher Linda Hansen, Preschool Assistant Patty Boyd, Behavior Technician	462-3325 x4804
Room 10 -	Erin Dorff, Teacher Linda Wood, Preschool Assistant Margie Tang, Behavior Technician	462-3325 x4813
Room 5 -	Emily Knaggs, Program Specialist, Speech/Language Pathologist	462-3325 x 4805
Room 6 -	Lori Yagi-Doi, Speech/Language Pathologist	462-3325 x4806
Room 7 -	Theresa Johnstone, School Psychologist	462-3325 x4807
Room 8 -	Carolyn Glynn, Speech/Language Pathologist	462-3325 x4808
Room 10-	Kim Hunt, Adapted Physical Education Specialist	462-3325 x4811

2018-2019 Calendar

Monday, August 13 - First Day of School for Students with IEPs
Monday, August 20 - First Day of School for iPALS
Monday, August 20 - Back to School Night, 6:00-7:00 pm
Monday, September 3 - Labor Day HOLIDAY
Wednesday, September 26 - Preschool Staff Development Day - Students DO NOT attend
Thursday November 1 - Minimum Day Schedule All students attend school from 8:30-11:30
Friday, November 2 - Staff Development Day - Students DO NOT attend school
Monday, November 12 - Veteran's Day HOLIDAY
Wednesday & Thursday, November 14 & 15 - Minimum Day Schedule All students attend school from 8:30-11:30
Friday, November 16 - Parent/teacher conferences - Students DO NOT attend school
November 19-23 - Thanksgiving Break--NO SCHOOL
Friday, December 21 - Minimum Day schedule All students attend school from 8:30-11:30
December 24 - January 4 - Winter Break--NO SCHOOL
Monday, January 21 - Martin Luther King Jr. Day HOLIDAY
Monday, February 11 - HOLIDAY
Friday, February 15 - Minimum Day schedule All students attend school from 8:30-11:30
Monday, February 18 - Presidents' Day HOLIDAY
Friday, March 15 - NO SCHOOL
April 1-5 Spring Break - NO SCHOOL
Friday April 19 - Holiday: NO SCHOOL
Friday, May 17 - Minimum Day All students attend school from 8:30-11:30
Monday, May 27 - Memorial Day HOLIDAY
Friday, May 31 - LAST DAY OF SCHOOL - Minimum Day Schedule All students attend school from 8:30-11:30

The District's programs and activities shall provide equal access to and shall not unlawfully discriminate based on actual race, color, ancestry, national origin, ethnic group identification, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics and against students who are members of special populations. Special populations include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; students preparing for nontraditional fields; single parents and single pregnant females; displaced homemakers; and students with limited English proficiency.

(20 USC 2302, 2354, 2373)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedure)

Curriculum Information

Through a carefully planned program of varied activities, your child will learn many new concepts in several subject areas as is appropriate to preschool children.

LANGUAGE

The preschool program engages children in all aspects of language development, speaking, listening, pre-writing and pre-reading. Since children enter our program at all levels of readiness, our teaching is designed to meet the child at his/her entering developmental level and promote growth as far as possible within the child's abilities and development. Our language/literature-based program contains a wide variety of approaches to teach pre-reading and pre-writing, including phonemic awareness and concepts of print.

MAJOR AREAS OF FOCUS ARE:

VISUAL DISCRIMINATION/VISUAL PERCEPTION – Developing an awareness of differences in shapes, colors, sizes, letters, etc., and put meaning to what is seen.

AUDITORY DISCRIMINATION/AUDITORY PERCEPTION - Developing an awareness of differences in sounds and words.

RECEPTIVE LANGUAGE - Developing an understanding of verbal directions, functions, categories and parts of the whole.

EXPRESSIVE LANGUAGE - Developing the use of expressive vocabulary and functional communication skills. Daily center activities and interactions offer a strong focus in this area.

WRITING – Developing emergent writing skills through scribbling, the use of a variety of mediums and learning to use an appropriate grasp.

MOTOR COORDINATION - Developing the awareness of motor coordination including imitation, eye-hand coordination, left-right orientation and spatial awareness.

SOCIAL/EMOTIONAL DEVELOPMENT: Our students will be learn to recognize and manage their own emotions, make good decisions, show kindness towards others and learn to handle challenging situations constructively using the “Kimochis Way”.

FINE MOTOR

Fine motor experiences will include activities using a variety of sensory media to include pre-writing and cutting. Children will be exposed to the Handwriting Without Tears curriculum.

PHYSICAL EDUCATION

Your child will participate in physical education. Through these experiences he/she gains in large muscle control (skipping, hopping, running, jumping, galloping and marching), the ability to share and take turns in games and with equipment, an awareness of safety rules on

playground equipment, enjoyment of group activities and good sportsmanship, eye-hand coordination for bouncing and catching, climbing, swinging and sliding, exploring rhythm and movement.

If your child attends school on Thursdays, PE day, please send him/her in appropriate clothing: Tennis shoes or covered toe sandals with an ankle strap – no Crocs, slip ons, rain boots or heavy hiking boots. Girls need to wear shorts or shorts under skirts, no long skirts please.

If your child has a health or orthopedic condition that affects his or her participation in recess or physical education, please inform the adapted physical education specialist and/or classroom teacher directly. You may be required to have a doctor's authorization before participation in physical education/recess can resume.

STEAM

Science: Students are naturally curious and will have exposure to a variety of materials which promote discovery and exploration, and they will participate in experiments and make

Technology: Students will use current technology to practice and learn new skills, to share/take turns with peers and for whole group learning using iPads and a Smart Table.

Engineering: Preschoolers like to build things and take them apart. Your child will be using a variety of manipulatives to construct buildings, towers, bridges, etc.

Agriculture/Art

Agriculture: Students will be visiting an on-site greenhouse in which they can grow their own flowers from seeds, in addition to supporting the growth of vegetables by watering and maintaining a small garden while learning about plants.

Art: Students will explore a variety of media such as markers, crayons, play dough, chalk, paint, glue, sand and much more to construct and create projects in the classroom.

Math/Music

Pre-Math: Students will develop an understanding of counting and patterns through the use of manipulative materials, songs and finger plays. These activities are designed to help young children see relationships and interconnections in the real world. Using real materials rather than symbols on a page will involve the child's senses (sight, touch, and hearing) as they discover various pre-mathematical properties, relationships and concepts.

Music: Students will learn new songs, rhymes, chants and poems, will sing songs daily with their peers and be exposed to a variety of music and instruments.

Important Classroom Information

COATS, SWEATERS, BACKPACKS, ETC.

Please mark everything that comes to school with your child's name. We don't want your child's coat or lunch box to be misplaced or sent to the wrong home.

SNACKS and/or LUNCH

Your child needs to bring a small nutritious snack and/or lunch with a drink each day. Please send your child's food ready to eat and include any needed utensils. It is helpful to have containers labeled with your family name as well as the name of the food so that we can work on requesting during snack time.

EMERGENCY CARE INFORMATION

You will receive an emergency card to complete and return during the first week of school. This card contains vital information for us in case there is an emergency. Please make sure that you include the names of local contacts (friends or relatives) as alternates for picking up the student. We cannot, by law, release a student to anyone who is not on the emergency card. If changes occur on the card, please notify your teacher immediately.

LATE ARRIVALS AND EARLY DEPARTURES

We fill our short time together with many specialized learning activities and social opportunities. In order to take full advantage of our program it is important to be on time every day. Please let your teacher know in advance when you will be arriving late or picking your child up early. If you need to pick your child up early, you will need to go to the Harvest Park Office to sign them out and receive a attendance slip to bring to the classroom.

OBSERVATIONS AND VISITATIONS

If you wish to observe your child's class these visits must be scheduled one day in advance with your child's teacher and should last no longer than one hour. Due to scheduling conflicts your teacher may not be able to accommodate your first choice of date but will make every effort to find a time that will work. In order to limit classroom disruptions we ask that there be only two visitors at a time and that visits are scheduled no more than once a month.

During morning and afternoon recess times, our staff are facilitating play and peer interactions with our students. What looks like fun is actually valuable work time. While we understand that it is nice to watch your children as they interact with their friends at school, it becomes very distracting to the children when they see their parents outside the fence. It is even more distracting when parents enter the playground. If you wish to observe this part of the school day we ask that you do so from the parking lot and that you do not approach the gate until the students have returned to their classrooms for the closing circle. This helps us keep your children learning up to the last possible minute.

REGULAR ATTENDANCE AND ABSENCES

Regular attendance is important for your child's best adjustment and to insure continuity in learning – but, please keep your child home if he or she is not feeling well. When your child is absent, please call the Harvest Park Attendance Line, 426-4465 and leave a message including

your child's name and Student ID number. A phone call is needed for each absence. For those students who ride the bus, please contact the Pleasanton Transportation Department, Laura Peters at (925) 426-4410 to inform them anytime your child will not be riding the bus.

DISTRICT ILLNESS POLICY

It is important to protect the health of students from the risk posed by infectious diseases that can be transmitted within the school setting. Your child may be excluded from school in accordance with California Education Code section 48210-48214 and section 49451.

"Whenever there is a reason to believe that the child is suffering a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious disease does not exist." Please do not send your child to school if he/she has any of the following symptoms:

1. Common cold: Keep home during period of productive cough and yellow or green nasal discharge
2. Fever (over 99.9 degrees) - in some children, a lower temperature represents a fever. Please keep your child home for 24 hours after a fever without the aid of Tylenol or Advil)
3. Eyes that are red, swollen, crusting or draining
4. Untreated, draining ears or earache
6. Childhood communicable diseases, such as strep throat-notify school
7. Nausea or vomiting (if the pupil has vomited the night before or in the morning, please DO NOT send pupil to school.)
8. Head lice (Students may attend school with evidence of treatment and it's okay to have a few nits left). Parent will need to continue a second treatment in 7-10 days
9. Severe sore throat
10. Skin rashes of unknown origin or contagious rash requires a clearance from a health care provider that student may return to school.

Should your child become sick during the school day you will be notified by phone and asked to pick him/her up as soon as possible. If you cannot be reached, whoever is listed as your emergency contact on your Emergency Card will be called as a back-up. Under certain circumstances, the parent may be asked to consult a physician and to provide a written note from a doctor indicating that the pupil may return to school.

FIELD TRIPS

During the year we will organize field trips designed to enhance your child's educational experience. Because we do not have transportation available to us we require full parent participation in these field trips.

PERSONAL CARE SUPPLIES

Please make sure your child has a complete change of clothes as well as extra diapers and wipes.

Preschool Center Information

DURING THE YEAR

It will be helpful if your child:

- Comes to school not more than five minutes before school begins
- Is picked up no later than five minutes after school is dismissed
- Has had a good nutritious breakfast.
- Has his/her name clearly marked on all clothing and personal items
- Gets sufficient sleep at night. At this age Doctor's recommend 10-12 hours.
- Has time for outdoor play and rest
- Does not bring valuable items or toys unless approved by the teacher
- Attends to his/her own good grooming and cleanliness

Your child will know that you are interested in their school if you:

- Read to him/her regularly
- Visit the public library often
- Show appreciation for and interest in the work he/she brings home
- Get acquainted with his/her teacher

PARENT/TEACHER CONFERENCES

When the children are in school, our primary responsibility is to instruct them. We will have one parent-teacher conference in November and for students with special needs, one scheduled IEP meeting each year. If needed, we will be glad to schedule a special time to talk with you privately about your child's progress either before or after school.

SUPPLIES/DONATIONS

We appreciate your support in helping us supplement our classroom programs with additional materials and supplies. During the year, you may be asked to supply items for activities in the class, if you are able. These suggested items may include paper towels and toilet rolls, facial tissue, egg cartons, socks, felt, yarn and material scraps, photo paper, buttons, paper, etc. At the beginning of the year, we ask for a voluntary classroom donation of \$75 that will be used for additional enrichment activities such as supplies for cooking, photography, special projects, field trips and/or special celebrations. Please be assured that if you are not able to help with supplies or donations, the necessary materials will be provided for your child's educational program. Your continued support of our education program is truly appreciated.

Rather than participating in frequent fundraising activities we rely on the money that we raise through the AMAZON SMILE program to further supplement your child's education. Please Consider using this link: smile.amazon.com/ch/94-3062524 when shopping through amazonsmile.com. Additionally, each year the community holds a Run for Education in the spring through PPIE (Pleasanton Partners in Education) and all proceeds from this fun event go directly back to our schools.

DISASTER/EMERGENCY PROCEDURES

At the preschool center we participate in emergency drills conducted at Harvest Park Middle School and follow all emergency procedures as outlined by the school district.

All families are asked to provide specific items for our individual emergency supply kits, which will be used in case of a disaster. Your teacher will discuss the specifics at Back to School Night.

DROP OFF AND PICK UP

When dropping off your child, we ask you park your car in the parking lot or on the street and walk your child up to the classroom to meet your teacher. Never allow your children to walk across the parking lot unattended and please use the crosswalk when crossing the parking lot. Your safety is very important to us.

In the morning it is best for your child if you leave him or her with the teacher as quickly as possible when school begins. Tears will pass and it will help for them to accept the transition.

Pick-up procedures have been adjusted depending on the time you pick up your student. Details will be discussed at back to school night.

Please be aware that the staff will be attending meetings and continuing to serve children after the 1:45 dismissal. For this reason we ask that you not linger in our playground or on school property after school.

Curbside parking is for drop off of middle school students and for busses. Cars should never be parked or left unattended at the curb.

PARENT RESOURCE LIBRARY

We have a small but growing library of books that deals with a variety of parenting issues as well as children with special needs. If you are interested in reading material let your teacher know and she will help you check out one of our books.

COMMUNICATION

Answering questions, resolving concerns and solving problems are all part of our home/school partnership. Cooperation between home and school is very important at any stage of your child's development. An unanswered question can often lead to a serious concern. If still not addressed, it can become a major problem. To avoid problems, be sure to ask a question as soon as it arises. The place to start is with your child's teacher, if the issue is not resolved there, please talk to our program specialist or the director of special education. While classroom assistants can answer general questions about your student's day, more specific questions need to be addressed with your classroom teacher.

CONFIDENTIALITY

Please remember that information about all of the students at the center is highly confidential and your teacher can only answer questions about your own child and his or her program.

Please sign the agreement below and return the form to your teacher during the first week of school.

I, _____, have read, understand and agree to the
Parent's name

material in the Preschool Handbook. I will do my part to support the staff at the

Preschool @ Harvest Park as they work with _____
Child's name

in the coming school year.

Signed: _____ Date: _____

Signed: _____ Date: _____

iPALs Financial Agreement 2018-19

1. Registration Fee - At the time of enrollment, a one-time registration fee in the amount of \$100 per child is due. All registration fees are non-refundable and will be applied to the tuition for the first term of the students attendance.
2. Tuition is due every 12 weeks on the Friday before the first day of the new term.
 - a. August 17 (*Fall Term*)
 - b. November 23 (*Winter Term*)
 - c. March 1 (*Spring Term*)
3. Tuition must be paid by check or money order. Checks should be made out to **PUSD iPALs** and given to the Program Specialist or a staff member in the Harvest Park Middle School office so that a receipt can be issued. You may also choose to pay via credit card using our online system, Future Fund, located on the homepage of the Harvest Park Middle School website. Please be advised that a 3% convenience fee will be added to your tuition payment.
4. The iPALs Preschool follows the PUSD student calendar, with two exceptions:
 - a. iPALs do not start until the second week of the school year
 - b. iPALs have a 2 week break for Thanksgiving.
5. Should you choose to remove your student prior to the end of any school term you are subject to a refund only if your student's spot is able to be filled. Refunds are otherwise not available if you choose to disenroll prior to the end of any school term.
6. Please be on time to pick up your student at the end of the day. If you are late you will be charged \$10.00 after the first 5 minutes. There will be an additional charge of \$1 for every minute after that you are late.

By signing this statement, I acknowledge that I have read and understand the procedures outlined above.

Parent/Guardian Signature

Date

Print Name

Email of responsible party