

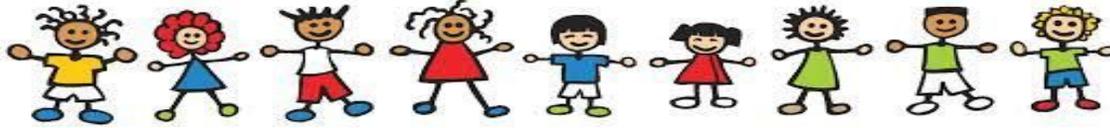
Alma State Preschool



Castro Valley, California

2018 - 2019

Director: Dr. Jennifer Tomita



Dear Preschool Families,

We warmly welcome you and your child to Alma State Preschool and look forward to a year of learning, growing and fun! We believe that forming a strong home school connection with our families is essential in order to work together to achieve the best progress for our students. This handbook has been developed to communicate important information about our school year. We will work with you throughout the year to:

- Help you understand the activities we provide at school and how these skills will help your child develop their language, social and pre-academic skills needed for Kindergarten readiness.
- Encourage independence and self-help skills to assist your child in becoming increasingly self-reliant
- Build your child's self esteem and take pride in what each individual child accomplishes throughout the year
- Be a positive role model for your child in the start of their educational journey

We look forward to partnering with you and hope you will find opportunities to participate in your child's education. We will communicate with you often through notes, class newsletters and phone calls. Please call us if you have any questions or if there is some way we can help you with your child's education.

We are excited to have you and your child at our school and look forward to getting to know each of you better.

Alma Preschool Staff



Philosophy Statement

Alma State Preschool is designed to provide a warm, nurturing environment that celebrates the diversity of each family, in which a child can spend his /her first, extremely important, year in school. This program will allow each child to grow and realize his/her fullest potential, according to the individual's own development, while exploring language and literacy, math, science and social learning.

Alma State Preschool will also develop a partnership with each family, in order to better serve the students and families. This partnership will be founded in open, two-way communication, in order to share expertise and decision making. The program will also assist families in creating support networks, as well as locating and using appropriate community resources, as needed.

Program Structure

The program is designed to serve 24 students per session. Students served are between the ages of 3 and 4, by December 1, 2018. As best we can, we try to have our 4 year olds attend the AM session and our 3 year olds attend the PM session. However, sometimes we are unable to accommodate this. In both our AM and PM sessions, we maintain a 1:8 ratio with a Preschool Teacher and two Teacher-Aides. Our Principal, Dr. Jennifer Tomita, shares her time between serving our Alma Preschool community and the Palomares Elementary community. Parents are encouraged to volunteer in their child's classroom.

Hours of Operation

Alma State Preschool is a half-day, part year program. School holidays and staff development days will be observed. Please see school year schedule.

Hours: 8:30 a.m. – 11:30 a.m. Morning Session

12 p.m. - 3:00 p.m. Afternoon Session

Days of Attendance: 175 (August – June)



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Attendance Policy

All absences must be reported either in writing or by calling the teacher. Specific reason for absence must be provided. Excused absences are illness or quarantine of the child, illness or quarantine of child's parent, family emergency, court ordered visitations or a reason which is clearly in the best interest of the child. "Best Interest Days" refer to time spent with family and include such activities as family vacations and time spent with visiting relatives. Best Interest Days are limited to 10 days per year.

To - From School Student Pick-up/Parking

When dropping off or picking up your child, please make sure you park in a designated parking space. Please do not double park or park in areas that would block the flow of traffic. We share the parking lot with the Adult School and District office and it is often difficult to find parking spaces during drop off and pick up times. Our priority is the safety of our students and everyone who may be using the parking lot.

Clothing

Preschool is a hands-on experience. Please send your child to school in play clothes that can get dirty. PLEASE ENSURE THAT ALL CLOTHING SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME. An extra set of clothing should be sent to school. When soiled clothes are sent home, please send be sure to send a fresh supply to school the following day.

Personal Belongings

Please choose an appropriate size backpack that your child can comfortably carry. Make sure that it is large enough to accommodate a jacket, folder and class projects. LABEL LUNCH BOXES, BACKPACKS AND ALL PERSONAL BELONGINGS WITH YOUR CHILD'S NAME OR INITIALS.

Medication at School

If your child requires medication (whether prescription or over the counter including cough drops and throat lozenges) at school, an “AUTHORIZATION TO ADMINISTER PRESCRIBED MEDICATION” form must be filled out and signed by the physician and parent and kept on file in the office. Parents are to bring the medication into the office with the completed form. Students are not to carry medication in their backpacks. All medication must be in the original container and kept in the office. The only exception is for asthma inhalers and an “AUTHORIZED TO CARRY AN INHALER” form must be filled out and signed by the physician and parent and kept on file in the office. Forms can be found on the Castro Valley Unified School District homepage at www.cv.k12.ca.us.

Parents/Visitors and Non-Students on Campus

We have an open door policy, and for the safety of all our students and staff, any parent/guardian or non-student who comes on our campus must be cleared and come through the office to sign in and pick up a visitor identification badge/sticker to wear before going to a classroom or playground. Teachers have been instructed to send parents to the office if they come to class without a pass and to question anyone on campus who is not wearing a visitor badge or sticker. Please help us to follow this important rule.

Classroom Observations

The Alma Staff encourages and welcomes the participation of our parent community in our students’ education. Parents interested in observing classrooms must coordinate their request through the classroom teacher or Principal. Please give at least 24 hours advance notice. Additionally, observations should be limited to 30 minutes in order to avoid disruption to classroom instruction and may not occur more than once per week.

Nutrition Policy

Students are provided with a healthy snack each day.

Food offerings include: (1) Whole nutrient-rich foods; (2) Age appropriate servings (portion sizes); (3) Foods that are low in fat, sugars, and sodium; (4) A variety of fruits, vegetables and

whole grains; (5) Whole fruits and vegetables in place of juice. We offer accessible self-service water throughout the day and at meal times. Candy and nuts are prohibited.

In the event of a celebration (birthday, potluck, cooking lesson) in which families wish to bring in food items, guidelines set out in the student wellness policy must be followed. For safety reasons food items brought to the classroom must be store-bought and not homemade. We must also keep in mind the nutritional value of the items brought in to ensure students are receiving a balanced meal.

Conferences

The first family conference is held in October. Teachers complete a Desired Results Developmental Profile (DRDP) for each student prior to the conference. During this conference, the teacher and family have time to discuss the student's strengths and areas of needed focus and set goals.

The second conference is held in May. This is a time for the teacher and family to reflect on the student's progress through discussion, assessments and portfolios. The goals set by the teacher and family are also reviewed. This is also a good time for teachers to make recommendation for summer activities that the student can work on.

Families are always welcome to request a conference with their teacher at any time during the school year.

Annual Open House

Once a year there is a classroom "Open House." This is a time for families to explore their student's classroom. Student work is displayed for students to share with their families.

Field Trips

Occasionally the class will go on a field trip to different places in the community. Two weeks before, a note will be sent home explaining where we will be going and what we will be doing on the field trip. A permission slip will also be sent home and will need to be signed and returned in order for your child to participate.

Student Emergency Information

It is MANDATORY that all required forms are completed and returned to school immediately. During the school year, it is very important to notify your child's teacher if there is any change in your emergency information, such as work phone numbers, day care providers, etc. We may need this information if your child is injured, becomes ill or is involved in an emergency. We must have on file the names, addresses and telephone numbers of several people, designated by you, as emergency contacts in case we cannot reach you.

Safety Rules

Safety rules are in place for both inside the classroom and on the playground. Students are expected to walk while indoors, and while students are seated, they are to use the furniture properly (i.e. keep all legs on the floor). Toys and other materials are to be used creatively, but should not interfere with another student's personal space. Outdoor safety rules include: Using play items appropriately and remaining in the designated play area where the group is gathered (within view of staff/volunteers). Students are expected to respect their classmates, displayed by keeping hands and feet to themselves.

Fire and Emergency Drills

Fire and emergency drills are held every 6 months to help prepare your child in the event of a real emergency. Emergency exit route and procedures are posted near the exit.



Family Resources

Behavior websites:

PENT, Positive Environments, Network of Trainers
www.pent.ca.gov
Positive Behavioral Interventions and Supports (PBIS)
<http://www.pbis.org/main.htm>
Dr. Mac's (McIntyre's) Behavior Management Advice Site
<http://www.behavioradvisor.com>
Diagnostic Center – North
www.askaspecialist.ca.gov
Behavior Intervention Strategies, CEC Catalog
www.cec.sped.org
Developing Capable Young People
www.capabilitiesinc.com
Positive Discipline
www.positivediscipline.com

Health websites:

www.Kidshealth.org
Healthy students = Healthy minds
www.premeir.us/healthy-learn
Food Allergies
www.allergykids.com

Academic websites:

Born to Read -- www.ala.org/alsc/raise_a_reader.html
Guys Read -- www.guysread.com
Helping My Child Become a Reader -- www.ed.gov/parents/academic/help/reader/reader.pdf
Helping My Child: Reading Tips for Parents -- www.ed.gov/parents/read/resources/readingtips/index.html
Helping Your Child Learn Science -- www.ed.gov/pubs/parents/Science/index.html
Helping Your Child Use the Library -- www.ed.gov/pubs/parents/Library/index.html
The READY*SET*READ Early Childhood Learning Kit www.ed.gov/inits/americanreads/RSRkit.html
READ*WRITE*NOW www.ed.gov/inits/americanreads/readnow.html
Starting Out Right: A Guide to Promoting Children's Reading Success -- <http://bob.nap.edu/readingroom/books/sor/>
Summer Time Funtime Activities -- www.ed.gov/pubs/parents/Calendar/
Summer Home Learning Recipes www.ed.gov/pubs/Recipes/
Summer Reading is Out of this World! www.rif.org/summer/
Summer Reading Tips for Parents -- www.lidaamerica.org/aboutld/parents/help/summerreadingtips.asp

Reading/Phonemic Awareness

<http://www.manatee.k12.fl.us/sites/elementary/palmasola/rcompindex1.htm>
<http://www.starfall.com/>
<http://www.letterland.com/>
<http://www.rhymezone.com/>
<http://teacher.scholastic.com/activities/bl/reggie/index.htm>
<http://www.westampton.k12.nj.us/datkinson/Default.htm>
<http://www.night.net/tucker/>

<http://www.kidsdomain.com/games/read1.html>

<http://www.quia.com/pop/43335.html>