



# HANDBOOK

revised February 2020

Livermore Playschool is a Non-Profit  
Education Organization  
Established in 1953

5261 East Avenue, Livermore CA 94550 (925) 447-6042

## **Livermore Playschool Objectives**

- To make sure children are happy, safe, and well cared for by giving positive attention.
- To allow children to learn through academic and social discovery.
- To help children learn new skills such as socializing with peers to encourage independence, and further develop communication skills.
- To acquire a sense of playfulness and wonder so that we (teachers/parents) may instill in our children a sense of curiosity, compassion, and optimism about learning.

## **Program Philosophy**

Livermore Playschool, also known as LPS, is a high-quality preschool and after school program. LPS will acknowledge religions, cultures, and abilities.

LPS firmly believes that parents are the most important teachers in their children's life. We welcome parents in the classroom to bring forth their talents and interests to enrich the classroom experience. But, we offer parents the security of knowing that our program offers a nurturing environment and learning opportunities for their child.

Our programs at LPS are designed to meet children's needs as well as their family's needs. We offer flexible preschool, day care, and after school schedules.

It is our belief that children must be free to be children and that they must be given the opportunity to grow and discover. Every child's interests are important. We acknowledge that children must learn through academic and social opportunities. The teachers provide many opportunities for children to gain the skills they need to succeed in a classroom environment.

## **How Livermore Playschool Operates**

LPS was incorporated in 1953 as a non-profit educational organization. As a non-profit organization, we cannot operate for the benefit of private interests.

We are governed by a Board of Directors. The Board consists of parents and community members. All candidates must be interviewed. Please visit our website for a list of current Board Members.

The main goal of the LPS Board is to work with the Director to ensure that LPS accomplishes its mission. The Director is hired by and reports to the LPS Board. The Board and the Director meet quarterly to discuss issues such as enrollment, program coordination, finances, staffing and the school grounds.

As a LPS parent, you are an integral part of the school. In order to accomplish our mission, parents are encouraged to participate in school-wide functions, field trips, and in the classroom.

## **Days and Operation of Livermore Playschool**

Monday - Friday	6:45am - 6:00pm Full Day
Jr. K Program & 4 Year Old Program	8:30am - 1:00pm Part Day
2 & 3 Year Old Programs	8:45am - 1:15pm Part Day

The After School Program hours of operation during the academic school year is Monday - Friday from the end of the school day - 6:00pm. On days that LPS is open for the After School Program when there is no public school, and through Summer Break we will be open Monday-Friday from 6:45am-6:00pm.

## **Admissions Policy**

LPS serves children in our preschool programs 2-5 years of age. We also serve school age children in our After School Program for kindergarten - 3rd grade students enrolled at Arroyo Seco Elementary School. Any parent interested in our programs can call the school to set up a tour and inquire about program availabilities. During your tour you will have an opportunity to see the campus, visit the classrooms, and learn about our program schedules, curriculum, and philosophy of the school.

If there is available space, you will be notified at the time of the tour. Parents must fill out a registration form and pay a \$95.00 non-refundable registration fee. Once you have secured a spot for your child, you are encouraged to set up a visiting day with your child to view the program in session. Actual enrollment will begin on your child's assigned start date and when all paperwork is completed and submitted.

The following forms are required to be filled out, signed, and returned on first day:

1. Admission Contract
2. Identification and Emergency Information
3. Pre-Admission Health History - Parent's Report
4. Physician's Report (can be completed within 30 days of enrollment)
5. Consent for Medical Treatment
6. Parent's Rights
7. Personal Rights
8. LPS Late Policy
9. Parking Contract
10. Daily Sign-In and Out Procedure
11. Tuition Express

**Livermore Playschool Preschool and After School Program Tuition Structure**

<u>Program</u>	<u>Monthly Tuition 2019/20</u>
<b>2 Year Old Program</b>	
5 Full Days	\$1030.00
4 Full Days	\$920.00
3 Full Days	\$800.00
2 Full Days	\$595.00
5 Half Days	\$700.00
4 Half Days	\$580.00
3 Half Days	\$515.00
2 Half Days	\$420.00
<b>3 &amp; 4 Year Olds &amp; Jr.K Programs</b>	
5 Full Days	\$1005.00
4 Full Days	\$905.00
3 Full Days	\$725.00
2 Full Days	\$350.00
5 Half Days	\$655.00
4 Half Days	\$565.00
3 Half Days	\$495.00
2 Half Days	\$395.00
<b>EXTRA Drop-In Day (upon availability)</b>	
Full Day	\$115.00
Half Day	\$80.00
<b><u>LPS offers extended programs which adds 2 extra hours before or after part day programs. District Extended follows the LVJUSD school year calendar. LPS Full Day Extended follows Livermore Playschool's full day closure calendar.</u></b>	
<b><u>Extended programs are not interchangeable due to staffing ratios.</u></b>	
<b>District Extended</b>	\$80.00
<b>LPS Full Day Extended</b>	\$105.00
<b>After School Program</b>	\$525.00

## **Tuition and Refund Policy**

Tuition is due by closing time on the 6th of each month. There is no grace period if tuition deadline falls on a weekend, holiday, or LPS closure day. A \$50.00 late fee will be charged to you after the 6th of each month.

Families may choose to split their payments up and pay one half of tuition by the 6th of each month and the second half will be due no later than the 15th of each month. There is no grace period if the deadlines falls on a weekend, holiday, or LPS closure day. A \$50.00 late fee will be charged to you after the 15th of each month if full balance is not paid.

Checks which are post-dated after the tuition deadlines will be subjected to the late fee. Late fees for payments paid after tuition deadlines will be expected to be added to your late tuition payment. If you are late and forget to add the late fee, our bookkeeper will contact you and ask that you pay the late fee. If LPS doesn't receive payment by the 15th of each month, LPS has the right to terminate your child's enrollment.

LPS provides an automated payment processing program called, Tuition Express. Through Tuition Express we will be accepting automatic payments through Electronic Fund Transfer from your bank account (ACH) and credit cards. There is no additional charge for ACH however, LPS will charge a 2% processing fee for credit cards. To avail of this facility, you just need to sign up and submit the authorization form to the office before the end of the month for it to be affected the following month. If choosing the credit card option you will need to sign an additional agreement allowing LPS to draft the additional 2% fee. Parents who choose one of the methods through Tuition Express will have automatic recurring payments drawn on the 1st of each month. Split payments through Tuition Express will only be able to be done through the ACH form of payment and will be drawn on the 1st and 15th of each month.

There will be a \$25 charge issued to families for any returned check, or declined ACH or credit card payments.

## **Procedures for Changing Your Child's Program**

LPS understands that you may need to change your child's schedule due to various circumstances. However, we may not be able to accommodate your needs immediately. There may or may not be space available in the program you want to switch to.

LPS has a certain amount of slots per program and cannot create extra slots. If the program you are requesting is full, you will be put on a waiting list. If there is an opening, and you are 'downsizing' your child's program (switching from full days to part days, or dropping days needed) you will need to give a two week notice and will be expected to pay your previous program's tuition amount up to the two weeks. Your new program rate will begin after the two weeks are over. If you are hoping to 'upsize' your child's program (go from part days to full days, or increase your amount of days) and there is space available, your child may start the program immediately and our bookkeeper will prorate the difference in amount due.

If you need to disenroll your child for any reason, a two week notice is required.

## **Termination Policy**

LPS has the right to terminate your child's enrollment based on the following:

1. Refusal to follow all LPS policies and licensing regulations.
2. No tuition payment received by the 15th of the month.
3. A child is deemed dangerous to themselves or others.
4. A parent is deemed inappropriate and/or dangerous others.
5. A child is left unattended in the parking lot.
6. Violations of Parking Policy.
7. Incomplete Admissions Packet.
8. Late pick up more than three times in a three month period.

## **Livermore Playschool Policy on Unsafe and Inappropriate Behaviors at School.**

LPS is responsible for providing a safe environment for all students in our care.

LPS deems the following behaviors unsafe in our school setting:

- Biting
- hitting
- kicking
- throwing objects at others
- spitting

LPS deems the following behaviors inappropriate in our school settings:

- bad language
- exposing one's self
- touching another student's private body parts and/or self-indulging behaviors such as folding one's self

If a child displays any of these behaviors the child's teacher and the director will meet with the parent(s) to discuss plan of action. The plan of action can include a behavior plan and/or a system in place. Other actions can include suspension and possible termination of enrollment. LPS has the right to terminate a child's enrollment if LPS staff has exhausted action plans discussed. LPS will notify the parent(s) of when this happens and reserves the right to terminate enrollment immediately.

In addition, parents who display inappropriate behaviors will have their child's enrollment immediately terminated.

After School Program students who have been sent home from school for the day or have been suspended due to behavioral issues, may not attend LPS for the given time of consequence.

LPS deems the following as inappropriate parent behaviors:

- bad language
- negative postings on social media sites about LPS
- families administering physical or verbal punishment to their child or another child on LPS property.
- violating court orders
- confronting staff, neighbors, and other parents inappropriately on campus or outside of LPS.



## **Our Philosophy in Dealing with Challenging Behavior**

Our goal is for children to become independent and to make good choices. We assist the children by modeling appropriate behaviors and using appropriate phrases. We allow self-expression, but not if it hurts other physically or emotionally. In such cases, we do intervene. As a parent volunteering in the class, if there is a time when you are not sure how to handle a situation, please bring it to the teacher's attention immediately.

We will never use physical punishment on children. We will never intentionally embarrass a child. If necessary we will remove a child from a group if they are in danger to themselves or others for a period of time. When the child appears to have gained control, we invite them back to the group.

## **Communication with Parents**

The Director, Site Supervisor, and Head Teachers are always happy to talk to you. We try to touch base with you on a daily basis. We communicate to parents mostly through email. We also attach notes to your child's sign-in sheet, communicate by phone, and face-to-face. If you would like to set-up a time to talk to the Director or a teacher, please contact them.

Parent conferences will be scheduled as needed for those children who may need additional social and academic support. Conferences may be requested at other times by either parents or teachers as the need arises.

If you have questions about your child's development, please let your child's Head Teacher know. If there is a concern about your child's behavior, your child's Head Teacher will set-up a time to meet with you. As a team, we will discuss a plan of action to meet our child's individual needs.

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## **Late Policy**

LPS offers many program options. If your child is in the part time two year old or three year old programs, your program begins at 8:45am and ends at 1:15pm. If your child is in the part time four year old or Jr. K program, it begins at 8:30am and ends at 1:00pm.

If you are late picking up your child you will be charged \$10 for the first 10 minutes. After 10 minutes you will be automatically charged \$65. Late pick up charges will be invoiced and expected with the following tuition payment.

If your child is picked up late more than three times in a three month period, your enrollment at LPS is subjected to termination. We do understand that emergencies happen and would appreciate a phone call in the case of this event. **However, parents will still be subjected to the late policy.**

## **Drop Off and Pick Up Procedures**

LPS uses an electronic sign-in and out program. Each authorized adult to drop-off or pick-up must have their own registered authorization code. Upon enrollment, LPS staff will assist you in setting this up.

State licensing requires printed documentation of each child's sign in and sign out each day. Attendance sheets will be printed each morning and each evening. In order to provide accurate attendance sheets, all preschool children who will be attending LPS for the day must be electronically signed in no later than 10am, with the exception of doctor/medical appointments. In the case of an appointment, please notify your teacher of your child's planned late drop off, and we will arrange accordingly. During public school days, morning care students of our After School Program must arrive no later than 8am. On days that public schools are not in session and LPS is open, After School Program students must arrive and be signed in no later than 9:30am.

During drop off and pick up, please do not leave any child, enrolled LPS student or not, unattended in the parking lot in your vehicle or other means of transportation. LPS is a private property and will not be responsible for negligence of a parent if any harm comes to a child, of any age, who is left alone in the LPS parking lot. Parents who leave children unattended in our parking lot are subjected to have their child's enrollment at LPS terminated.

## **Absent Policy**

If your child is sick or unable to attend school for any reason, please let us know. In each classroom there is a spiral notebook that parents can write in to let us know if their child will be out on any given day. You also can let LPS staff know on the school line or by contacting your child's teacher. Occasionally, parents may have an emergency where they need their child to attend an extra day and it is helpful to know in advance if there will be any absences creating space to accommodate those situations. There are no make-up days, tuition reimbursements or reduction in hours due to absences because of an illness or vacation for all LPS programs.

## **Illness Policy**

A child will be considered ill if they have one or more of the following symptoms and must be symptom free for 24 hours before arriving back to LPS:

- a fever of 100 degrees or more
- having two or more episodes of diarrhea
- vomiting

The following symptoms may cause a child to be sent home to be monitored or seen by a physician:

- green goopy eyes
- green goopy nose
- difficulty breathing
- unidentified rashes
- displaying lethargy
- yellowish skin tone or eyes

The preschool staff will call you if they feel your child is not feeling well. If your child develops one or more of the symptoms listed above, they will be isolated and you will be contacted to come and pick up your child within the hour of notification. If we cannot reach you, we will call the people on your emergency list.

If we are unable to reach you or the people listed on your child's emergency form, we will exercise the medical consent form you signed at the time of enrollment and call 911. Any financial obligations owed to any medical agencies will be the responsibility of the parent(s).

After School Program students who have not attended school or have been sent home from school due to illness, may not attend LPS for the day.

## **Incidental Medical Procedures**

Staff can only administer prescribed medication, epipens, and inhalers from a physician. Staff will only administer incidental medical services they have been trained on. Staff receive epipen and inhaler training each spring from trained professionals to be in compliance with proper administration. No over-the-counter medications or vitamins can be administered at school. If your child needs to have prescribed medication during school hours, please let your child's teacher know and they will ask you to fill out a medication form to describe the procedures and give permission for administering the medication. This form will ask parents to document written instruction from the child's physician. We will also need a 'Plan of Action' notice printed out and signed or stamped by the physician. Staff will record when and how much medication was administered. Parents will be notified through email, text, or written note that incidental medical services were performed. All serious incidents will be reported to the Department of Social Services.

No medication can be stored in your child's cubby or attire. This is for the safety of your child and others. We have a locked box in every classroom that medications will be placed in. If your child's medication needs refrigeration, it will be stored in a locked box in the staff lounge refrigerator. All medication must be clearly marked with child's name and instructions on how to administer the medication, In addition, it must be in the original container, applicator or box.

There is always at least one trained staff member on site or on field trips to administer medication, however if the director is on site or on the field trip, he/she will administer incidental medical services. All incidental medical services will be handled using proper safety precautions such as wearing gloves during any procedure that involves potential exposure to blood or bodily fluids. Hand hygiene will be performed immediately after removal and disposal of gloves and disposal of used instruments in approved containers. Transportation of medication and equipment for field trips will be transported in correct temperatures in a backpack or medication will be transported by hand in case of emergency. In case of emergency, we will call 911.

## **Allergies**

If your child has a life-threatening allergy, please let the director and the child's teacher know immediately. All staff will be made aware of the child's allergies. Allergies will be recorded for food prep. Food which will be served to your child will be prepared separately and free of ingredients that he/she is allergic to.

In the case that your child has severe allergies to common foods, we will require that you provide all meals that will be served to him/her.

## **Clothing**

Play is children's work! Their work involves paint, water, play dough, glue, and dirt. Comfortable play clothes will help your child have fun and allow them to explore. We attempt to use products that washout, but sometimes products will stain.

### Appropriate Clothing

- Closed-toed shoes, no cleats, no shoes with wheels
- Pants/shorts depending on the weather
- Shirt
- Dresses that do not have a high value and are not too long
- No costume-like clothing except on designated days

Children should always have a spare set of clothes in their cubby. Please check often to make sure clothes still fit, and are weather appropriate for the season. If your child is potty training, please bring several changes of clothes including socks, underwear, and extra shoes.

Please label all your children's clothing, especially jackets. Lost and found items can be found in the main building draped over the safety gate around the stove area in the kitchen. Check for lost items often. **Unlabeled articles of clothing that have not been claimed will be donated at the end of each month.**

## **Nap Procedures (Full-Day Preschool Children Only)**

LPS provides children in care for more than 4.5 hours, a rest time. LPS will provide the mat, fitted sheet, and blanket. Your child's blanket and fitted sheet will be washed weekly by LPS.

All nap items will be stored in separate labeled plastic bags or plastic divider to prevent any child from using other children's napping attire.

If your child is enrolled in our part-time programs and you wish to extend their day, they will be required to nap/rest. Please bring in a blanket and LPS will provide the mat and fitted sheet. Due to fire safety all children must sleep with their shoes on.

## **Snack/Lunch Program**

LPS Provides a morning snack, lunch, and an afternoon snack (for full-day students) each day.

Lunch will consist of a main dish, fruit, vegetable, milk and water. The menu is planned weekly and will be posted in each classroom, our kitchen, and will also be emailed out in each preschool class's weekly newsletter. If your child is restricted from having certain types of foods due to religious or allergic reasons, LPS will substitute their meal. If we are unable to accommodate your child's food restrictions, we will ask for parent support in providing their snacks and lunch.

Our snacks are prepared daily. One two hours before lunch, and for full-day students we will serve an afternoon snack after naptime. The snacks consist of two food groups.

## **Classroom and Field Trip Volunteer Policy**

LPS strongly encourages parents to volunteer in the classroom and on field trips. Upon arrival to LPS parents must check in with their child's teacher. Parents will refrain from disciplining any LPS student and must advise a teacher in handling the situation. Parent volunteers are expected to follow the class routine and the lead of the classroom teachers.

## **Field Trips**

LPS preschool programs will participate in field trips throughout the year. Parents will be notified in writing where and when the field trip is. A permission slip for each child participating will be sent via email. The Permission slip will state where the field trip is, time of departure, and expected time back on LPS campus. In addition, parents will be required to list at least two local emergency contacts. Parents are to sign and date their child's permission slip.

Children will not be able to attend field trips without a signed permission slip. If your child does not arrive on time for the field trip, they will not be able to participate in the trip. If ratios allow, they may join another class until their class returns to LPS. If ratios do not allow for this accommodation, your child will not be able to attend until their class returns from the field trip.

Your child's teacher will always advertise how many driving chaperones are needed to make each trip possible. A driving chaperone is responsible for driving their child to the field trip location, participating in the field trip with their child, and driving their child back to LPS after the field trip. If a class does not get enough volunteers to be driving chaperones, field trips may be cancelled.

## **Transportation Policy for Transporting Preschoolers**

Children under the age of 8 years old must be in an approved child passenger restraint system. LPS has two vans, and a Toyota Highlander that we use for our field trips. They are all equipped with Graco boosters and high back boosters, and Graco Wayz 3 in 1 5 point harness carseats. On rare occasion and depending on how many students we may be transporting on field trips, some parents may be asked to leave a carseat for their child. Children will always be placed in a safety seat appropriate for their age and size.

## **After School Program Before and After School Care, Non-School Day Drop-off Times, and Transportation Policy**

### Morning care and Transportation to Arroyo Seco:

- Arroyo students who will be here for morning care and transportation must arrive NO LATER than 8:00am. If students are not here by 8:00am sharp during the school year, they will not be included in our morning count and we will not be able to provide them morning transportation and it will be your responsibility to get them to school.
- Grades 1-3 will be dropped off at Arroyo first, and will be directed to the MPR. Our second trip of the morning will be with the kindergartners and kindergartners will always be escorted to their classrooms by LPS Staff and we will remain on campus until the bell rings.
- If your child will be bringing and eating their breakfast at LPS, they must arrive no later than 7:45am so they can be finished and cleaned up by 8:00am.

### Sick/Vacation/Other and Transportation From School:

If your child will not need transportation on any given day after school, please let us know ASAP so we know not to expect them. First failure to notify us of not needing transportation will result in a written warning, second failure to notify us will result in a written warning and a fee of \$10, third failure to notify us will result in a written warning and a fee of \$20. After the third written warning and fee, if there is another failure to notify, your family will lose transportation services and possibly lose before and after care.

### Summer and Non-School Day Drop-off Times:

On non-school days, including summer break, students must arrive no later than 9:30am unless otherwise noted in an email. If students do not arrive by 9:30am and we are going on a field trip, they will not be able to stay and participate on the trip for the day, but will be able to rejoin the group at 1:30pm when we return on campus.

### Pick Up from LPS:

In order to keep the program running smoothly and keep our ratios organized, once a child is picked up and signed out for the day they must remain out for the duration of the day.



## **Head Lice Policy**

Our goal is to emphasize the correct identification of and response to head lice in order to minimize the disruption of the educational process and to reduce the number of student absences resulting from infestation.

Staff will report all suspected cases of head lice to the director or designee as soon as possible. The director or designee, as needed, will examine the affected student and his/her siblings or members of the same household attending school at LPS. At the discretion of the director or designee, the entire class of the affected student or the entire campus will be screened as a precaution.

If a student is found with active, adult head lice or nits (lice eggs) he/she will be sent home from school and the parent/guardian will be advised on procedures that can be taken to treat the infestation. The parent/guardian of a child who has been discovered with head lice or nits may not attend LPS until he/she has been found free of lice and nits and must be examined and cleared by the director or designee before returning to class.

## **Gate Policy**

Each enrolled family will receive a code for the front gate from the director. This code can be shared with the adults listed on your child's emergency form that are authorized to pick up your child from LPS. The coded gate has been installed to ensure safety for all students on campus and to prevent visitors from walking freely onto campus. It is important that the gate is not held open for anyone. Staff are the only authorized adults who may allow visitors to enter onto campus. If you encounter someone trying to follow you into the gate, please direct them to the sign at the gate with the phone number to call the school for access. You may also choose to notify an LPS staff member of someone at the gate.

**Upon entrance and exit of the gate, it is very important that the gate is fully shut and the latch placed down each time.**

## **Livermore Playschool Parking Lot Policy**

LPS is zoned on residential property that has a Conditional Use Permit. This allows LPS to operate a preschool as long as we abide by certain rules. Our current Conditional Use Permit became effective on May 8, 2018. Our permit allows us to maintain the number of students we serve on campus at one time. However, in order to serve the stated amount of students, we have to enforce strict parking regulations. Our permit requires renewal every 5 years pending a review.

The County of Alameda has enforced the following parking conditions at LPS. Failure to comply with the parking conditions will result in LPS having its Conditional Use Permit revoked. These parking conditions safeguard out surrounding neighbors. Every parent or authorized person dropping off an LPS student will be required to follow the parking policy during pick up and drop off times.

- No parents/guardians/authorized person picking up or dropping off LPS students may drive down Calvary Lane for any reason.
- No parking along Calvary Lane.
- Drivers may not block any neighbors driveway.
- if there is no parking in the front you must exit onto East Avenue and re-enter parking lot on entrance side until parking becomes available.
- Cars may not stick out onto Calvary Lane when parked in the parking spots neighboring Calvary Lane.
- No child may be left unattended in the parking lot for any reason, this includes in a parked vehicle.
- Parked cars may only occupy one stall.
- Parents can only park in the front parking lot in designated stalls.

If these conditions are violated by any parent/guardian/authorized person pickup up or dropping off LPS students, LPS has the right to terminate enrollment. All LPS parents will be required to sign a parking policy form at the time of enrollment and it is the parent/guardian's responsibility to share our parking lot policy with anyone they authorize to pick up or drop off their child.