



HANDBOOK

Revised March 2026

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

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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 in learning.

Program Philosophy

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

LPS firmly believes that parents are the most important teachers in their children's lives. We welcome parents in the classroom to bring forth their talents and interests to enrich the classroom experience while also showing that 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. All children's interests are important. We acknowledge that children can learn through play 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 of Directors 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 and administrative staff to ensure that LPS accomplishes its mission, The Director is hired by and reports to the LPS Board. The Board of Directors, Director, and administrative staff meet quarterly to discuss issues such as enrollment, program coordination, finances, staffing and the school grounds.

As an LPS parent, you are an integral part of the school. 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	7:00am – 6:00pm
Full Day Preschool/Infant Program	7:00am – 6:00pm
Part Day Preschool Program	8:30am – 1:00pm
AM Extended Preschool Program	7:00am – 1:00pm
PM Extended Preschool Program	8:30am – 3:00pm
After School Program Before Care – School Days	7:00am – 8:30am 1:30pm – 6:00pm
After School Program Before Care – Non-School Days	7:00am – 6:00pm
After School Program – School Days	1:30pm – 6:00pm
After School Program – Non-School Days	8:00am – 6:00pm

Please visit the LPS Closures/ Events tab on our website for altered hours & closure dates

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 TK and Kindergarten students enrolled at Arroyo Seco and Jackson Avenue Elementary Schools. Any parent interested in our programs can call the school to set up a tour and inquire about program availability. 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 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.

LPS reserves the right to deny enrollment at time of registration.

The following forms are required to be filled out, signed, and returned on the 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
12. COVID Waiver
13. LPS Photo Release Form
14. Receipt and Acknowledgement of the LPS Handbook
15. Parent Consent for Administration of Sunscreen
16. Video Surveillance Acknowledgement

Livermore Playschool Tuition Structure

<u>Infant Programs</u>	<u>Monthly Tuition 2026</u>
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5 Full Days	\$2,600.00
4 Full Days	\$2,210.00
3 Full Days	\$1,716.00
2 Full Days	\$1,248.00

<u>Preschool Programs</u>	<u>Monthly Tuition 2026</u>
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Full Day Preschool Program

5 Full Days	\$1,707.00
4 Full Days	\$1,451.00
3 Full Days	\$1,127.00
2 Full Days	\$820.00

Part Day Preschool Program

5 Part Days	\$1120.00
4 Part Days	\$952.00
3 Part Days	\$739.00
2 Part Days	\$538.00

EXTRA Drop-In Day (for currently enrolled families based upon availability)

Full Day	\$191.00
Half Day	\$142.00

LPS offers extended programs which add up to 2 extra hours before OR after the part day programs. District Extended follows the Livermore Valley Joint Unified School District's school year calendar. Our Full Day Extended follows Livermore Playschool's full day closure calendar.

<u>Extended Programs</u>	<u>Monthly Tuition 2026</u>
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District Extended	\$142.00
LPS Full Day Extended	\$179.00

<u>After School Program Options</u>	<u>Monthly Tuition 2026</u>
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After School Program	\$1,120.00
Before Care for After School Program	\$142.00

Tuition and Refund Policy

Tuition is due by closing time on the 6th of each month. There is no grace period if the tuition deadline 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 the 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 finance department will contact you and ask that you pay the late fee.

If LPS doesn't receive payment of any balance due by the 15th of the 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 yourself 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 in effect for 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 made 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 meet your needs immediately. There may or may not be space available in the program you want to switch to.

LPS has a certain capacity per program and cannot create extra capacity. If the program you are requesting is full, you will be put on a waiting list. If there is an opening, and you are decreasing your child's program (switching from full days to part days, or dropping days needed) you will be required 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 increase your child's program (go from part days to full days or increase your number of days) and there is availability in the program's capacity, your child may start the program immediately and our finance department 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 is received by the 15th of the month.
3. A child is deemed dangerous to themselves or others and all plans of action for correction/intervention have been exhausted.
4. A parent is deemed inappropriate and/or dangerous to others.
5. Violations of Parking Policy
6. Incomplete Admissions Packet
7. Late pick-up more than three times in a 3-month period.

Livermore Playschool Policy on Unsafe and Inappropriate Behaviors

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

LPS deems the following behaviors unsafe for our school setting:

- Biting
- Hitting
- Kicking
- Throwing objects at others
- Spitting
- Running Away

LPS deems the following behaviors inappropriate in our school settings:

- Bad language
- Exposing oneself
- Touching another student's private body parts and/or self-indulging behaviors such as fondling oneself

If a child displays any of these behaviors, the child's teacher and the Director will meet with the parent(s)/guardian(s) to discuss a 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 have exhausted action plans discussed. LPS will notify the parent(s)/guardian(s) of when this happens and reserves the right to terminate enrollment immediately.

In addition, parent(s)/guardian(s) 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 consequences.

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 Behaviors

Our goal is for children to become independent and to make good choices. We assist children by modeling appropriate behaviors and using appropriate phrases. We allow self-expression, but not if it hurts others 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 will invite them back to the group.

Communication with Parents

The Director, Site Supervisor, and Teachers are always happy to talk to you. We try to touch base with you daily. We communicate with parents mostly through an electronic communication app and email. We also will try to connect face-to-face when we are able to and it does not disrupt the program. If you would like to set up a time to talk to the Director, Site Supervisor or a teacher, please contact them to arrange.

Parent conferences will be scheduled as needed for those children who may need additional social and developmental support. Conferences may be requested at other times by either parent(s)/guardian(s) or teachers as the need arises.

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

Director – Robyn Zapien – lpsrobyn@livermoreplayschool.org

Livermoreplayschool.com

Office 925-447-6042

Fax 925-447-7413

Emergency Contact 925-583-4428

Late Policy

LPS offers many program options. If your child is enrolled in the part day program, your program begins at 8:30am and ends at 1:00pm. If your child is enrolled in the morning extended program, your program begins as early as 7:00am and ends at 1:00pm. If your child is enrolled in the afternoon extended program, your program starts at 8:30am and ends at 3:00pm. Full day students must be picked up daily by closing time.

If you are late picking up your child, you will be charged \$10 for the first 10 minutes. Between 11-30 minutes you will be charged \$65. After 30 minutes of being late, there will be an automatic charge of the current LPS half-day drop-in rate. 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. Codes should not be shared or used by more than one person. 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. 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, except for doctor/medical appointments. In the event of an appointment, please notify your teacher of your child's planned late drop-off, and we will arrange it accordingly. During public school days, morning care students of our After School Program must arrive no later than 8:00am. 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 10:00am.

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 any adult 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 having 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. Notification should be made via our school's electronic communication app. Occasionally; parents may have an emergency where they need their child to attend LPS an extra day and it is helpful to know in advance if there will be any absences creating capacity to accommodate those situations. There are no make-up days, tuition reimbursements, or reduction in hours due to absence 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 24 hours without the help of medication before arriving back to LPS:

- A fever of 100.4 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 or yellow discharge from the 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 pick-up 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)/guardian(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, EpiPen, and inhalers from a physician. Staff will only administer incidental medical services they have been trained in. 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 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 instructions from the child's physician. A "plan-of-action" notice must also be printed out and signed or stamped by the physician. Staff will record when and how much medication was administered. Parents will be notified through our communication app, email notice, or written note that incidental medical services were performed. All serious incidents will be reported to the Department of Social Services.

Medication may not be stored in your child's cubby, backpack, 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, out of the reach of children. If your child's medication needs refrigeration, it will be stored in a child-safety locked refrigerator. All medication must be clearly marked with the 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 a field trip to administer medication. If the director is available, 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 at correct temperatures in a backpack or medication will be transported by hand in case of emergency. In case of an 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 the ingredients that he/she is allergic to.

In the case that your child has severe allergies to common foods. We may 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, dirt, and other messy materials. Comfortable play clothes will help your child have fun and allow them to explore. We attempt to use products that wash out, but sometimes products do 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 2-3 spare sets or 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. Out of courtesy, we ask that children not wear one piece clothing that hinders bathroom visits or diaper changes.

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 clothing items that have not been claimed may be donated at the end of each month.

Infant Procedures

Infant Routine

The daily schedule is a guide and provides a framework for planning and organizing a daily routine. There will be time for play, diapering/toileting, snacks, lunch, naps and group time. The routine for your child may be a little different as infants follow their biological needs. You may also notice that as your child gets older, s/he may alter their own schedule to fit in with the group. Common changes you may notice in your child's behavior after enrollment in any group care setting include altered sleep/wake patterns (staying awake for longer hours or napping more frequently for shorter periods of time) or changes in appetite.

Bottles

We ask that parents of bottle fed babies bring 4-6 labelled bottles, nipples and bottle lids. Contents remaining in any bottle must be discarded within two hours. Only formula or water will go in a bottle. Bottles are not heated in the microwave as they can create hot spots in the milk and burn children. Formula or breast milk will be warmed under warm running water or in an immersion bottle warmer.

Meal Times

Young infants will be fed according to their own schedule. As they grow and start eating solid foods, eating needs will change and eating times will be adjusted to match a group schedule. During lunch, any infants that are not yet eating table food will be served cereals and jarred food. Parents are asked to provide formula and any food until their child is on table or solid food.

Classroom Composition and Staffing

In the infant room, we care for eight infants with two or three care givers.

Older Infants and Toddlers

Children who are 12 months or older will be given lunches, snacks and a drink which will be whole milk. Older infants will be sitting at a small table with chairs and toddlers will

Older children will be using sippy cups. It is our goal to work cooperatively with families and their child's routine; however, bottles are not the commonplace as the child gets older.

Sleeping

Infants nap according to their own schedules. If infants fall asleep while they are being rocked, lightly bounced or taken for a walk in a stroller, they will be put in their crib/cot to continue sleeping. As your child matures, sleeping cots will be encouraged.

Safe Sleeping Practices

Infants will be placed on their backs to sleep in a crib. Infants are provided with a firm, tight fitting mattress in a crib that meets current safety standards. There will be no items such as pillows, quilts, bumpers, stuffed toys, comforters or other soft items in the crib. Their breathing and sleep position will be monitored and logged every 15 minutes. No more than one child will occupy the crib at the same time. A fitted sheet will be provided for your infant's crib and laundered daily.

Diapering

Livermore Playschool Inc. provides wipes for your child unless you would like to provide child specific wipes. Your child will be changed at regular intervals throughout the day and as needed. If you would like to provide diaper cream, please fill out the required form and provide a labeled bottle/tube if you would like it to be applied to your child's rash. Baby powder will not be applied to infants. The use of powder has been linked to childhood asthma and other respiratory problems.

Shoe Free Environment for the Infant Room

As infants are commonly on the floor, LPS wants to provide a clean, safe and healthy environment in the infant room. We practice a "shoe free" policy in this room. We ask that adults entering the infant room please remove your shoes before entering. This action is meant to prevent common contaminants from being brought into the room and spread. Infants spend much of their time exploring the floor, so our practice is to keep this area as clean as possible.

What to Bring

Children must be dressed in clothing and not just wearing a diaper or onesie. Please ensure there is a change of clothes in your child's cubby including a top and bottom to be left at school. Please label everything with your child's name. For infants who are walking, it is helpful if parents keep a clean pair of shoes at school for your child to wear in the classroom. During winter months, children must have appropriate clothing for the season including a hat and a jacket. Sunscreen will not

be applied to infants under 6 months. If you would like your older child to wear sunscreen, please fill out the sunscreen form.

If your child uses a pacifier, parents are asked to provide a labelled one. Children younger than 24 months will use them as-needed throughout the day. Older children can use a pacifier during nap time only. Toddlers will not be allowed to walk around the classroom with the pacifier in during the day due to the following reasons: if a pacifier were to fall to the ground, it is not healthy for a child to put the pacifier back in their mouth; another child may put someone else's pacifier in their mouth; it is difficult to understand a child who is trying to talk and the mouth muscles and tongue need to learn how to talk without a pacifier in the mouth. Other items include a blanket and/or lovey (labeled) to help your child transition into child care.

Full-day or PM Extended Preschool Children Only **Nap Procedures**

LPS is required to provide a rest time (naptime) for children in care for more than 4.5 hours a day. LPS provides each naptime student with a mat, fitted sheet, and blanket. Your child's blanket and fitted sheet will be washed weekly by LPS. If your child has attachment items they would like to use at naptime, they may bring up to 1 of each of the following: a small stuffed animal or object that does not make noise, a crib size blanket, and a crib sized pillow. All personal items brought for naptime will be required to remain at LPS and must be machine washable. If items are deemed inappropriate to be used for naptime, they will be sent home with a note explaining why.

All nap times will be stored in their nap room and will be separated by a plastic divider to prevent children's items from touching another child's napping items. Napping items will not be shared between children.

If your child is enrolled in our part-day programs and you wish to extend their day, they will be required to nap/rest.

No full-day preschool child shall be forced to stay awake or to stay in the napping area longer than the normal napping period.

Classroom Volunteers

LPS strongly encourages parents to volunteer in the classroom and on field trips. Upon arrival at 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 and Field Trip Chaperones

LPS programs will participate in field trips throughout the year. Parents will be notified in writing where and when the field trip will take place. A permission slip for each child participating will be sent via email or a hard copy will be available upon request. The permission slip will state where the field trip is, time of departure, expected time to return to LPS, important details, and a date permission slip is required to be turned in. 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 LPS until their class's teachers have returned from the field trip.

Your child's teachers will always advertise how many driving chaperones are needed to make each trip possible. A driving chaperone is responsible for driving their child to and from the location, participating in the field trip with their child, and staying on campus with their child until the class's teachers have returned. If a class does not receive enough volunteers to be driving chaperones, field trips may be cancelled.

Transportation Policy for Transporting Preschoolers

Transported children under the age of 8 years old must be secured in an approved child passenger restraint system. LPS has two vans and a Toyota Highlander that we use for school transportation and our field trips. They are all equipped with bottom boosters, high back boosters, and highly rated 5-point harness car seats. On rare occasions and depending on how many students we may be transporting on field trips, some parents may be asked to leave a car seat for their child. Children will always be placed in a safety seat appropriate for their age and size.

School Age Before and After School Program

Morning Care and Transportation to Arroyo Seco

- Our Early Morning Care/Before School Program is intended for students of families who need the care for work purposes. Arroyo Seco has a breakfast club where students may arrive as early as 8:00am in the MPR for breakfast and to wait for school to begin. We require students who are enrolled in our before care and transportation program to arrive **NO LATER** than 7:45am. If students are not here by 7:45am on a school day, they will not be included in our morning count and morning transportation. In this case, parents will be responsible for dropping off at Arroyo Seco. If your child is enrolled in our early morning care and transportation program and does not come for morning transportation, we will still plan to pick them up from school unless told otherwise.
- TK/Kindergartners will always be escorted to their classroom lines by LPS Staff as directed by the school they are attending.

Transportation to LPS After School

- *TK/Kindergarten children will always be picked up from the designated TK/Kindergarten area.

LPS expects students to come straight to their pick-up waiting area upon release from their classroom. To keep on schedule and, most importantly, to maintain safety students may not wander, run around, play, or hide within the waiting area after school. They also must not refuse to come with us for any reason unless parents have already told us they will not be attending LPS for the day. Students will receive a verbal warning the first time that they are not following the pick-up procedure. If there is a second occurrence, a note will be sent to parents about not following directions at pick-up time. If there is a third occurrence a phone call will be made to parents for pick-up and students may lose transportation and after school program services.

Alternative Pick-up Times, Fundraiser Pick-ups, Absences/Exclusions from Public School, & Appointments

- Except for TK & Kindergartners getting out earlier during conference weeks, if your child is having an earlier or later drop-off or dismissal from Arroyo Seco or Jackson Avenue due to a field trip, event, or any other reason, LPS will not be responsible for the alternative transportation time, and you will have to make other arrangements.
- LPS is not in direct communication with LVJUSD or its staff. Parents/guardians are responsible for notifying LPS Staff of any scheduled conferences, field trips, or events.
- LPS will not be responsible for any fundraiser pick-ups. If your child participates in a school fundraiser and products and/or prizes need to be collected, parents/guardians must arrange for that collection individually.
- If your child is absent or has been sent home from Arroyo Seco or Jackson for any reason, they will not be able to attend LPS for the day. However, if they have been pulled out early for the day due to a medical or academic appointment/evaluation, they may attend LPS once the other students in their grade level have been picked up from school and arrive on campus.

Sick/Vacation/Other

If your child will not need transportation after school, please let us know no later than 1pm for TK/Kindergarten via our online communication app. This is so we know not to expect them and can arrange for the proper number of drivers needed for the afternoon.

- 1st failure to notify us of not needing transportation after school will result in a written warning.
- 2nd failure to notify us will result in a written warning and a fee of \$10.
- 3rd failure to notify us will result in a written warning and a fee of \$20.
- 4th failure to notify will result in the family's loss of transportation services and LPS may have the right to terminate After School Program enrollment.

Summer and Non-Public School Days when LPS is Open for After Schoolers

LPS will be open at 7am for children enrolled in the Before Care/Transportation Program. All other students may arrive as early as 8am. Students must arrive no later than 10am, except for those who have medical or academic appointments or assessments, on non-public school days. If your child is late due to the above-mentioned reasons, please let us know the day before or by 8am via our online communication app.

Pick-up From LPS

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

Our goal is to emphasize the correct identification of and response to head lice 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 of 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 administrative staff. 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 open for anyone. Staff are the only authorized adults who may allow visitors to enter 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.

Livermore Playschool Parking Lot Policy

LPS is zoned on residential property that has a Conditional Use Permit. This allows LPS to operate a preschool if we abide by certain rules. Our current Conditional Use Permit became effective on May 8, 2023. Our permit allows us to maintain the number of students we serve on campus at one time. However, to serve the stated number of students, we must 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 our 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 people 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 at the front you must exit onto East Avenue and re-enter the parking lot at the entrance until parking becomes available.
- Cars may not stick out onto Calvary Lane when parked in the parking spots neighboring Calvary Lane.
- 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 picking 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.

COVID-19 PLAN OF OPERATION

COVID-19 is an on-going concern and LPS will continue to do our part to limit exposure. This plan of operation may be modified depending on regulations and recommendations by the CDSS and CDC. This plan of operation is made to blend with the Livermore playschool parent handbook and work in conjunction with the policies and procedures set in place by the establishment prior to the COVID pandemic. Livermore Playschool will adjust and adapt as the changes occur in the environment to keep the children, families, and staff healthy.

Health Screening Procedures(during outbreak)

Staff and children will be screened before entering program:

- An LPS Staff Member or Student Nurse will screen each child upon entry to the LPS gate or an LPS classroom.
- Families should practice social distancing while waiting for screenings.
- Screeners will administer health checks for everyone including temperature reading, using a touchless thermometer, asking families about general health including cough, breathing difficulties and will observe for other health presentations (rash, blisters on feet/hands acute behavioral changes, etc.)
- Families and other adults are requested to limit the amount of time on campus to 5 minutes during drop-off and pick-up time.
- If a staff member or child shows signs of illness (a new cough, complaints of sore throat, or shortness of breath), a fever of 100F or above they shall enter a separate room and be sent home as soon as possible.
- Individuals who are sent home should seek medical attention if symptoms of high fever or shortness of breath become more severe.
- If a child or staff member has a new cough, they should not come to school even if they have no fever. It is not uncommon for people, including children, with COVID-19 to have a cough without a fever, especially early in the course of the illness.
- COVID positive or ill children or staff should not return to work/childcare until all 3 criteria below are met:
 1. Their respiratory symptoms have steadily improved
 2. They have had no fever for 48 hours without the use of fever-reducing medicine
 3. At least 10 days have passed since illness onset, or a negative COVID-19 PCR or Antigen test has been taken and results shown to LPS Director.

Personal Hygiene Practices

- Children and staff should wash hands with soap and water or use alcohol-based hand sanitizer containing at least 60% alcohol (if hands are not visibly dirty) before and after eating, drinking, touching eyes/nose/mouth,

toileting or diapering and physical contact with each other. Keep soap dispensers full.

- Children and staff should cover coughs with a sleeve or tissue. Keep tissues and “no touch” trash cans.
- Face Coverings
 - Staff and children 2 years old and older must wear a face covering that covers their nose and mouth while indoors unless they are eating, drinking, or sleeping.
 - Acceptable face coverings can be made of a variety of materials, be factory-made, handsewn, or improvised using bandanas, scarves, T-shirts, sweatshirts, or towels. Face coverings should be washed frequently with detergent and hot water and dried on a hot cycle.
 - Make sure the covering is comfortable; you don't want to have to keep adjusting the mask which means touching your face. Always wash your hands or use hand sanitizer before and after touching your face or face covering.
 - LPS will provide face masks for those children and staff that arrive without them.

Sick Policy

- Staff and students may only enter Livermore Playschool if they are healthy and showing no signs or symptoms of COVID such as a runny nose, cough, fever, vomiting or diarrhea.
- If a student develops symptoms during the day, they will be quarantined until a guardian can pick them up.
- Children that develop COVID symptoms may not return until they are symptom free for 48 hours without the use of medication.
- If a child or staff have a positive COVID test, then their class group may shut down for a quarantine period up to 10 days. Any staff member that has had direct exposure with that class may quarantine as well. Direct exposure is defined as being within 6 feet, un-masked for more than 15 minutes.

Cleaning and Disinfecting Practices

- Each classroom has a routine schedule for cleaning and disinfecting.
- Surfaces and objects such as toys that are frequently touched are cleaned, sanitized, and disinfected routinely by LPS staff. This also includes cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap mats, chairs, cubbies, and playground structures.
- All cleaning products are used according to the directions on the label.
- Enhanced custodial cleaning and sanitization of classrooms and play yards will be conducted each evening after closing.
- Air purifiers run daily in each classroom and filters are replaced as needed.

Drop-off and pick up Procedures

- Children arrive and health screens are conducted.
- All children are to arrive and be signed in by 10am.
- Children wash their hands upon entry and exit of their classroom.

Resources

California Department of Social Services, Community Care Licensing:

www.cdss.ca.gov/inforesources/child-care-licensing

California Division of Occupational Safety and Health:

www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf

California Coronavirus (COVID-19) Resources:

www.covid19.ca.gov

Center for Disease Control and Prevention (CDC):

www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html