

Millbrae Nursery School

Handbook



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History of the Millbrae Cooperative Nursery School

In 1938, a group of mothers and fathers desired a rich and meaningful play and learning experience for their preschool children. Millbrae Cooperative Nursery School was born. The fledgling school bore no physical resemblance to our school as it is today, but its ideals provided then, as they do now, a safe and attractive place where a child finds equipment for active play and where books and creative media for quiet play are available to his curious and expressive nature. A child learned then, as now, to use his body; to cope with his own feelings and emotions; to get along with others; to satisfy his curiosity; to widen his experience; to accept limitations; to communicate with others; to grow in self-confidence and self-reliance.

The Chadbourne Elementary School was our first “home”. The school provided a room, furniture, and supplies. But, as Millbrae grew, so did its need for more classroom space and it was necessary for the nursery school to move. The space was found at the Millbrae Recreation Center in the old adobe building. The building was small, and soon supplies and equipment strained the cramped storage facilities.

In 1956, the American Legion Hall on Center Street became available, and here we really began to stretch and grow. The building was purchased in 1957 from Earl Wilms and Martin Wilms for the sum of \$18,000. The same year the two lots that compose our present playground were purchased from Vittorio and Maria Lanza for the sum of \$5,122.98. The building was remodeled to its present state in 1962.

Nelson Van Judah was commissioned in 1967 to design our large outdoor play area. He was asked to make use of materials that we had readily available to us. Those were telephone poles, barrels, and pipe. The nursery school’s fathers executed his design. The result was the unique playground we have today. Where else could a child climb up into a telephone pole fort and experience the tingling excitement of a roaring, rumbling Southern Pacific train?

For your child’s greatest benefit, he needs space, equipment and materials designed to test his growing powers. In addition, he needs warm acceptance and understanding of his fledgling abilities. Our teaching staff more than fills this need. From its beginning Millbrae Nursery School has been staffed by well-qualified teachers. Marjorie Wheeler served as the first director until her retirement.

With the advent of Proposition 13 cutbacks the school lost its support from and affiliation with College of San Mateo, requiring cutbacks and changes in the manner in which the school was administered, but never in the type of experience offered to the children. The school has accommodated those changes; and, after several years of struggle, has proven that it can stand on its own and flourish. In 1980, the school celebrated the burning of its mortgage.

In 1988 we celebrated our 50th anniversary with a flourish. People were lined up around the block to come in and join the celebration. It was a time to really appreciate the rich history of Millbrae Nursery School.

In 2000 the long standing, extremely dedicated and forever guiding director retired and a new director and admissions consultant were hired to pave the way into the new century. The school

has reached its 70th year of serving children and families and is going strong with three classes which are consistently fully enrolled.

The school is constantly changing to meet the needs of the children and their parents. Extended care is available for working parents and for other parents in the school who need it on an occasional basis.

Millbrae Nursery School provides you with an opportunity to share a wonderful experience with your child. You can enrich your life as your child enriches theirs; sharing their education during the formative years when parent participation really makes a difference in the development of their character. The families involved in Millbrae Nursery School continue to experience a rich and meaningful play and learning experience for their children, as well as support and learning experiences for themselves.

Millbrae Nursery School also receives funding from the State of California's Department of Education. This allows MNS to provide a program for some of our students who may not have been able to have the enriched experience of a quality preschool. This program also enriches our total school and staff by providing us with high early childhood standards and support from our County Office of Education. Being part of the educational system we are continually reviewing and enhancing our program. Millbrae Nursery School truly embodies a place where everyone can grow and learn.

In January 2013, Millbrae Nursery School experienced a water pipe rupture that flooded the entire school, displacing our school family to a temporary site. Due to the generous support of the Hodges-Fraser Family we were able to make a temporary home and hold classes at Accel Gymnastics in Burlingame. Without this generous support MNS would have surely closed its doors permanently. After nine months of repairs and renovations MNS was able to move back into our beloved red school house. A grand celebration of our renovated school and MNS's 75th Anniversary was held in October 2013 with the help of past and present families, teachers and staff members.

In 2016, Millbrae Nursery School received grants from Rebuilding Together Peninsula and Millbrae Community Foundation. These grants and the help of our enrolled members, plus volunteers of Roche Molecular Industries MNS received new paint, window screens, new back doors, and drainage work for the building and in the yard. This was much needed and appreciation for Millbrae Nursery School by its enrolled family and community.

Millbrae Nursery School celebrates its 80th Anniversary in April of 2018 surrounded by friends, family, alumni and future students.

Mission Statement

The mission is to be participants in the creation of a stimulating, wholesome, and fun learning environment for the children, parents and families of Millbrae Nursery School.

POLICIES AND PROCEDURES



Millbrae Nursery School Program and Philosophy

In order for us to learn and grow together here at school, we need to understand what the goals, objectives and philosophy of our school are. Then and only then can we all work together to accomplish what we set out to do at the beginning of the year. We believe in an open-ended, experimental curriculum as opposed to a formal, structured teaching program in preschool.

First, it is important to understand that while we are “educating the body” we are also “educating the mind”. When children are growing up, they learn to crawl, to walk, to jump, etc. Then they will develop at their own speed, more specific controlled actions such as throwing a ball, putting shapes together to fit into a puzzle, hammering and cutting. If these basic motor skills are not learned and refined, difficulties later with more advanced controlled movements for reading can occur. All communication skills—speech, gesturing, reading and writing are motor based. Hard to believe that while a child is jumping or climbing they are preparing themselves for reading.

“Children cannot move toward abstract structure and reasoning without a broad base of direct encounters from which to abstract and to generalize.”

This quote from Piaget stresses the need for an experimental environment in preschool—one that stimulates thinking and helps children learn to acquire and process information. The children must be encouraged to use their curiosity by manipulating and asking questions. Hopefully, there will be an adult available to listen and to guide. The child learns to classify, separate, organize and label. They must be able to recall other experiences in order to compare and reach their own conclusions. This cognitive learning process takes years yet it is so basic that we as adults don’t give it a second thought. It is really quite intricate when you separate out the necessary steps. Children can be taught to memorize data, but cannot understand it until they have experienced all the steps. During these stages of learning, children set up their own timetable. They choose which activity they naturally sense they need to improve upon; thus the open-ended curriculum.

While the preschool is “learning to learn”, they are also gaining a concept of themselves in relation to other. Ages, 3, 4 and 5 are the root years for socialization and self-esteem. A child’s play in reality is their work! Intelligence is defined as the ability to adapt to an increasingly complex internal and external environment. As our society becomes more complex and more filled with changes it becomes increasingly critical to have the skills of experimentation and adaptability.

All of a sudden it makes more sense not to offer formal academics during those already busy preschool years. Why add more pressure to this very formative time in a child’s life. We spend the time seeing the children as their own individual person and we guide them to be the best they can be. Because we see play as an essential medium for learning, because we recognize that it contributes to all types of learning, including physical, social, emotional and intellectual, we create an environment, which allows us to structure a program based on play.

Our program stresses freedom within limits. It offers a time and a place for children and adults to solve problems and to make choices and decisions about activities, participation and relationships. It encourages the teacher, when needed, to serve as the control for a child or children as a group. Within the structure, the program is flexible. It meets the pace, needs, abilities and interests of each child as well as the group as a whole. The program changes and grows from moment to moment, from month to month, from year to year, as those involved change and grow.

SUPERVISION TECHNIQUES

Seat yourself on a chair or floor (at eyelevel) whenever possible. You are able to see things at a child's level when seated. Too many adults standing can be distracting to the children. Avoid sitting on play equipment.

Together you and your co-workers should "cover" every area of play space. Check to see that you are supervising a different area from that covered by another worker.

Be aware of the total situation along with your own area. Place yourself in a position where you are able to observe the maximum number of children in the yard or room. Do not place yourself with your back to any area.

If you must leave the group, always notify your co-workers. Never, under any circumstances, must the yard or room be left unsupervised by an adult.

If you are the only worker in the area, do not leave for any reason. If you feel that safety is involved in any situation, step in immediately. If you feel that danger is imminent, be close by the situation. Close means within touching distance.

There will be situations when adult interception is definitely needed. However, there will be many times when the children are able to resolve it themselves. Stay close to the situation, but guard yourself against unnecessary interference.

Use your ingenuity in making new and appealing arrangements of equipment. This will reduce your supervision problems.

Be a sympathetic audience rather than an entertainer for the children. Making clay figures, cutting paper dolls or entering too actively into their dramatic play makes them too dependent on you and is likely to lessen the amount of creative play. If you find yourself in a difficult situation, do not hesitate to get help from the supervising teacher.

Yelling across the yard to children, parents or teachers is distracting to others around you. Please do not yell at any time except in an Extreme Emergency. Especially, with children, make eye contact, and then speak to them.

You may have to ask children to make their voices softer. At the same time, make a conscious effort to keep your own voice low and pleasant.

Wild running or other kinds of over-stimulating, aggressive behavior is not permitted.

If one child becomes over-excited or over-destructive, the whole group may follow suit unless you are alert and intervene at the proper moment.

Children have “Big Ears”. Do not discuss a child’s behavior with other parents or your co-worker over a child’s head.

Promptness is important. Come directly into the group ready to start your work day. Do not plan on carrying on business in the office on your work day.

A smoother program results from everyone co-operating. If you are late for your work day, plan to stay after class to help. If you need to take a break please speak with the teacher.

Avoid chatting with other parents, workers or visitors while on duty. The use of cellphones is strongly discouraged. There will be a fee assessed for workers who repeatedly use their cell phones and are not actively participating in the classroom. Please speak with the teacher if there is an emergency.

Little children’s legs are short. They cannot keep up with adults’ strides. Make a conscious effort to walk slowly.

Remove all stray toys from the climbing and/or jumping areas. No toys are to be placed on the climbing structure at any time.

Water is allowed outside in the yard on warm days. With adult supervision, water must be obtained from the sink and not the drinking fountain.

Discipline Policy

Most discipline problems can be prevented through:

1. Good scheduling and structuring of the day.
2. Clear directions.
3. Appropriate expectations.
4. Listening to the child.

Appropriate behavior may be encouraged through:

1. Positive reinforcement
2. Praise
3. Modeling

When inappropriate behavior occurs, the following discipline measures will be used:

1. Redirect child's activity (perhaps repeatedly)
2. Explanations, using simple language.
3. Use of natural and logical consequences.
4. Appropriate management (separating the child from others, but within view of the adult in a positive way: to give the child time to collect themselves and think over their actions)
5. Making parents aware of disciplinary concerns (verbal and/or written report).
6. If inappropriate behavior happens on a recurring basis, parent will be asked to meet with the child's teacher and/or Preschool director.
7. If the behavior continues to be inappropriate, consistently disruptive and/or dangerous, it may be necessary for the child to be sent home for a time to be determined or removed from the preschool program altogether.

Disruptive behavior distracts from the full benefit of the program and will result in consequences and/or possible termination. The following behaviors are considered disruptive:

- Requires constant attention from staff
- Inflicts physical or emotional harm on other children, adults, staff or self
- Disrespects people and materials provided in the program
- Verbally threatens other children, adults, or staff

Discipline practices shall be constructive and appropriate to the developmental age of the child. The purpose will be to improve or teach proper behavior. Discipline will not be severe, humiliating or frightening. The goal is to provide the child with the tools to solve conflicts and confidence in their resolution skills.

GUIDES TO SPEECH & ACTION

Taken from Katherine Read's "The Nursery School"

IN SPEECH:

1. State suggestions in a positive rather than a negative form.
2. Give the child a choice only when you intend to leave the choice to him.
3. Your voice is a teaching tool. Use words and a tone of voice which will help the child feel confident and reassured.
4. Never depend on changing behavior by words which may make the child feel less respect for himself, such as blaming or shaming him or making him feel guilty.
5. Avoid motivating the child by making comparisons between one child and another or encouraging competition.
6. Redirect the child in a way that is related to his own motives or interests whenever possible.

IN ACTION:

1. Avoid making models in any art medium for the children to copy.
2. Give the child the minimum of help in order that he may have the maximum chance to grow in independence, but give the help the child needs.
3. Make your suggestions effective by reinforcing them when necessary.
4. Forestalling is the most effective way of handling problems. Learn to foresee and prevent rather than mop-up after a difficulty.
5. When limits are necessary, they should be clearly defined and consistently maintained.
6. Be alert to the total situation. Use the most strategic positions for supervising.
7. The health and safety of the children are a primary concern at all times
8. Observe and take notes!!!

TALKING WITH CHILDREN: WHAT TO SAY & HOW TO SAY IT

1. It's hard for him to wait so long for a turn; try to let him have the truck soon ...in about three minutes. Let's count to.....
2. We don't hit and hurt people at school. Tell him what you want. Tell me what you need. Try to use your words.
3. I can't let you hit. I know how you feel, and it is all right to feel angry. And you may not hurt other people at school.
4. Yes, I heard him use that word. It is not really a school word. What could you say instead?
5. Tony, the children don't like to play with you when you knock their blocks down. They worked hard on their buildings and you made them mad when you knocked the blocks down. Here, let's pick the blocks up and help rebuild the tower.
6. Keep the sand low, this way. Dig down with your hands and arms.
7. I can't let you kick him and I won't let him kick you either.
8. Sand is not for throwing; it stings people's eyes. If you feel like throwing something, we can find a ball.
9. Inside we do not climb on the tables. Feet belong on the floor inside.
10. I'm not going to chase you, Sue. Walk yourself back here to me. See if you can take giant steps. I'll wait for you.

CONFIDENTIALITY POLICY

The following confidentiality policy was adopted for all Millbrae Nursery School and is binding on all personnel and parents. Adopted by the board in October 1986.

Confidentiality Policy:

All confidential discussions will be held in private by the teacher in charge of the class or the director.

Records of income eligibility and family service records will be kept private and utilized only by appropriate staff members.

All efforts will be made to protect confidential and personal information on students and families within the limits of the co-op parent participation setting.

Written permission from the parent or guardian will be obtained for use of photographs of children outside the scope of the program and for the allowance of children to participate in research outside the scope of the program.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

GRIEVANCE PROCEDURES

The following grievance procedures were adopted for all Millbrae Nursery School personnel. They were adopted on November 6, 1978 by the Personnel Board.

Grievance Procedures:

1. Problems that arise are directed first to the president or director.
2. The president shall try to find a solution to the problem with the staff member that the complaint has been brought against. The director should be made aware of the situation.
3. If the problem is not resolved, it is brought to the attention of the Personnel Board. The Personnel Board states their solution to the problem to the staff member. Usually a deadline is given for correcting the problem.
4. If a solution does not occur, the Personnel Board selects an arbitrary person to help with a solution. The staff person selects an arbitrary person to present his/her side of the situation. These two (2) arbitrary people select a third person. Both parties must abide by the decision that is decided upon by the three specially chose people.

Millbrae Nursery School Guidelines

1. Please read your constitution and by-laws thoroughly. It will help you answer commonly asked questions. If you have any questions, please don't hesitate to ask a board member, teacher, Admissions Coordinator or Director.
2. Tuition and extended care will be paid on the first of the month and are considered late on the tenth. A late charge will be billed each month you are late. If there are any problems please call the Director or Admissions Coordinator before the tuition is considered late. Place all payments (check or money order ~ no cash) in the indoor slot by the office. Please note on the check or envelope what the payment is for (i.e. child's name, tuition, extended care, fundraising, etc.) Make check or money order payable to Millbrae Nursery School. If you must pay in cash, pay directly to the Director/Admissions/Staff member and remember to get a receipt. A child may not be allowed to attend class if tuition is not paid by the 15th of the month.
3. Tuition, Scheduled Extended Care, Participation choices can only be changed at the beginning of each month. Request for change must be made before the 25th of the month for a change to take effect for the following month. If a special problem arises, please contact the Director and/or use the special needs form found in the back of the parent handbook. If, for any reason, you need to drop from school, you must give four (4) weeks' notice to the Admissions Coordinator or Director; this must be done in writing. If you must withdraw from the school mid-year you are still responsible for all obligations during the time of enrollment in the school. (I.e. enrolled 6 months = 6 months maintenance hours, \$\$ Fundraising due, 2 snacks, etc.) If you leave the school mid-year, a space will not be held for your child.
4. If you have to miss your scheduled workday, call and exchange a workday with someone from your class schedule. Try to do this well in advance. If an illness or some other emergency is going to prevent you from fulfilling your workday obligations, you must call the school so that someone may replace you. It is your responsibility to speak with your child's teacher and/or Admissions Coordinator regarding your absence so that a replacement will be arranged for the workday. You are required to pay the fee as stated on the tuition schedule. If you do not hire a worker and or do not show up for your workday, your child will not attend school until your next workday. This is a VERY IMPORTANT part of your participation, as it affects the class and the well-being and care of the children enrolled.
5. An adult (18 & older) must accompany your child in and out of school each day. Your child must be signed in and out whenever he/she is in attendance at school. The time and your legal signature are required. The sign-in/out sheet will be located in your child's classroom.
6. The school will provide most of the snack program, the parents are asked to supplement the program and bring in a snack for the class a required amount of times (stated in the tuition schedule). A sign-up calendar for this is located in the Kitchen on the "snack board". If you would like to celebrate your child's birthday you may bring in a nutritious snack to celebrate, you may sign up for this also, please note that it is a birthday snack.

7. Business meetings (aka Parent Member Meetings) are held several times a year, usually, the second Tuesday, every other month at 7 p.m. Childcare is provided with a charge per child/family paid directly to the school, you will be billed. There are several meetings in the year, including orientation (stated in the tuition schedule). Parent orientation takes place prior to the opening of school. If you miss any meetings you will be billed as listed on the tuition schedule.

8. Parent Education is held for approximately one half-hour. Generally, you will attend these meetings after your workday during the third week of the month. Check your calendar for any changes during the year. If you do not have a workday you must arrange with the teacher a day during the week to attend parent education. During the year, evening parent education meetings will be planned in conjunction with the regular business Parent Member Meeting and are listed on your school calendar.

9. Maintenance requirement is done at “Maintenance Parties” on days that are assigned. The required dates are listed on the school calendar. The amount of hours is listed on the tuition schedule. Families may choose to not participate in maintenance obligation by paying a higher tuition fee each month. It is a parent’s responsibility to check in (when arriving) and out (when departing) with the Maintenance Officer at each assigned work party and sign into the maintenance binder. Hours missed will be billed at the rate posted on the tuition schedule and will be billed within the month of the party missed. This fee will be due by the first of the next month and late by the tenth.

10. Fundraising is posted on the tuition schedule per family. A number of fundraising activities are done during the school year. Fundraising has a dual purpose. It allows people in the community to be aware of our school and it helps provide additional materials for our school and children. Families can choose not to participate in fundraising by paying a higher tuition fee per month. Fundraising obligation must be completed by the conclusion of the final fundraising event. You will be billed for the amount you did not complete at the rate posted on the tuition schedule and it will be due by the first of the next month and late by the tenth.

11. All school obligations and payments must be complete by May. Check the school calendar for the specific date. If you have any problems meeting these deadlines, you must contact the Admissions Coordinator, Director. If your bill has not been paid in full, your child will not be allowed to graduate or enroll for the next school session.

12. If you find that you are consistently missing any of the above obligations, please contact the Admissions Coordinator to change your participation plan. We are all much happier when we know what we can expect of each other.

Attendance Policies

Attendance is important! .When a child is absent from the program, it is the parent's responsibility to call or notify the school each day when your child is absent.

Daily Attendance

- Your child shall be brought to school each day according to your contacted arrival time.
- We assign our staff according to the schedules of the children. When children are not scheduled to be present but arrive early or leave late it changes the numbers of children for our program out of compliance with the law and result in a substantial penalty.
- All changes to your contracted hours must be approved in advance by the office.
- If someone else will be picking up your child please make sure that the adult is listed on your child's emergency contact information and that the individual brings identification when with them when they come to pick up your child
- All individuals on the emergency contact list must be 18 years or older. **Adults must be 18 years or older to pick up children (CDE regulation).**
- Children will not be released to individuals who are not listed on the child's emergency contact forms or if the individual does not bring identification.
- Changes in the emergency contact information may be made in person or by phone only by a primary parent.

Reporting and Documenting Absences

- Children are expected to attend according to their child care schedule. If a child is not going to attend on a day he or she is scheduled to attend, the parent must contact the Center by 8:30 a.m. to report the absence and reason for the absence. Upon returning to care, the parent must: Provide a signed note with reason for absence.
- Examples of "Excused" absences: 1. Illness/quarantine of child or parent may include child or parent medical appointments 2. Family Emergency – A family emergency is a sudden situation that makes it difficult or unsafe for you to bring your child to the program.
- **Excessive Absences from child care may indicate the parent no longer has a need for services or there has been a change in their family situation. Excessive absences will result in a file update, change in child care hours or possible termination of child care services.**

Late Pick-Ups

It is your responsibility to ensure that your child be picked up **before** the end of the program day. If you find that you will be late, you must make arrangements for an authorized adult to pick up your child **and** notify the school regarding the person to pick up the child. This person must show proof of identification with a picture id before the child will be released. We will call parents and all emergency contacts to try to get the child picked up. Please be considerate of our teaching staff. **A CHARGE WILL BE ASSESSED FOR EVERY MINUTE BEYOND THE TIME OF SCHOOL CLOSING. This fee will be billed. Please be considerate of your teachers' time.**

Children Unclaimed after Closing

It is your responsibility to ensure that your child be picked up before the end of the program day. If, after staff have exhausted all know means to locate you or a responsible family contact to come for your child, and If the child is not picked up within 30 minutes, the child will be considered “Abandoned” and we will call the local Police Department or Child Protective Services (CPS) will be called for assistance.

Millbrae Nursery School - Extended Care Guidelines

Millbrae Nursery School provides two types of extended childcare:

1. **Regularly Scheduled extended childcare:**

This program is available for any child enrolled in or has been enrolled in a regular Millbrae Nursery School class (basic three hour program or Pre-K class) who require extended care either before or after class on a regular basis.

Hours: 8:00 a.m. to 5:30 p.m., Monday through Friday

Rate: Refer to current tuition schedule. Billing for this is monthly and for the hours guaranteed whether the child is present or not. If your schedule changes please advise our Director so that she may either schedule more or less time for you or someone else. **These changes must be made/requested by the 25th of the month or you will be billed.**

Bills are due by the 10th of each month for the current month.

2. **Drop-In childcare:**

Students may use extended childcare, if they are six and under, either before, after or during a class session. They must be enrolled or have been enrolled in Millbrae Nursery School.

Hours: 8:00 a.m. to 5:30 p.m., Monday through Friday

Rate: Refer to current tuition schedule and are calculated to the nearest quarter hour.

It is advised that you sign-up for the hours needed as early as possible. Extended care is on a first-come, first-served, space available basis, as we keep the child/adult ratio. Requests must be made directly to the Teacher & Director in advance to arrival to use drop-in childcare. Please notify the supervising teacher that your child has arrived when using drop-in care.

Bills are due by the 10th of each month for the previous month's use of drop-in.

General Information:

Children in extended care programs must be signed in and out of the school each day in the extended care book in the front classroom and the supervising teacher must be notified of their arrival and departure.

If you feel there has been an error made in your bill you have thirty days to rectify it with the Financial Clerk. If you do not question it within the 30 days it becomes an accurate bill.

A CHARGE WILL BE ASSESSED FOR EVERY MINUTE BEYOND THE TIME OF SCHOOL CLOSING. This fee will be billed. Please be considerate of your teachers' time.

Field Trip Guidelines

Because all of our classes go on a number of field trips during the school year, we need our work parents to cooperate by driving if at all possible.

If the field trip is on your workday, you **MUST** drive on the field trip and have a driver's license and car insurance. If you cannot drive on the field trip and /or do not have car insurance, you must switch workdays with another parent who can and will drive on the field trip.

If it is your workday you cannot bring siblings or friends along as our seatbelts are limited. Any change to this policy must be cleared in advance with the supervising teacher.

At **NO** time are non-enrolled children allowed on our field trips. If a field trip is scheduled on a day that your enrolled child does not normally attend, a parent/guardian of child must attend and chaperone their child on the field trip. Additional enrolled children who come with the consent of the teacher must be signed into drop-in extended care.

If you opt to not have your enrolled child (ren) attend a scheduled field trip on a day of their attendance, your child will remain home from school.

All children and adults must wear seat belts when traveling in cars. If your child is not accustomed to this practice, please be informed that if he/she will not keep a seatbelt on, he/she will not be allowed to go on the field trip.

California Law (Effective 01/01/2012):

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Children under the age of eight (8) must be secured in a car seat or booster seat in the back seat. Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt in the back seat.

All children shall be secured in a child passenger restraint system meeting applicable state and federal motor vehicle safety standards.

You are responsible for the supervision of the children assigned to you by the teacher. Please do not exchange children with another parent without asking the teacher first.

Snack is provided on the trips. No additional food or souvenirs are to be bought on the trip for the children. If you have any questions concerning the above guidelines, please discuss it with the teacher in charge of the field trip.

Millbrae Nursery School Parent's Snack

A nutritious snack is supplied each day for all classes. Lunch is served to children staying for extended care or full time. Some snacks are planned and purchased by the school and some are supplied by the families. All families are required to supply snacks for each child enrolled in the program as stated in the tuition schedule. Therefore, if you have TWO (2) CHILDREN enrolled in the school double snack is required.

Guidelines for snacks:

1. **Nuts and Nut products/snacks are NOT allowed.** The snack should consist of a protein, carbohydrate, fruit or vegetable and either milk or juice. Some examples: cracker and cheese, oatmeal muffins, sandwiches, yogurt, fruit slices, vegetables and dip.
2. Attempt to provide a nutritious, appealing, fun snack for the children. Use foods low in sugar with minimal amounts of preservatives and additives. Snacks need not be elaborate, as children many times prefer simple foods.
3. Special foods that reflect different cultures or holidays are encouraged. Give a copy of the recipe to the teacher to place in the kitchen binder.
4. For beverages, please limit yourself to drinking water, fruit juice or milk. State beverage requirements – 1% or nonfat milk or 100% fruit juice. **DO NOT bring** in sugary drinks such as soft drinks or beverages with added sweeteners.
5. If you have a special snack that includes children's participation, please inform the teacher prior to the day so she can be appropriately prepared. Don't wait until the day of the snack to tell the teacher.

Snack Sign-Up:

Parents are encouraged to sign up to bring in the snack on their workday. Those parents with no workday and those who wish to bring a snack on a day other than their workday can sign up for the day of their choice. Snack sign-up calendars are posted on the bulletin board in the kitchen. **WE ASK YOU TO SIGN UP TWO (2) WEEKS IN ADVANCE** and all snacks must be completed by May 11th.

Birthdays for your child are celebrated in a special way by the teachers unless otherwise requested by the parent. Parents are encouraged to sign up for their child's birthday on a school day that is close to their actual birthday. Cake, cupcakes and/or treats are suitable **only after** a healthy snack. The parent should also provide a beverage.

If you decide to bring in your snack on your child's birthday, please note that on the snack calendar. Those children who have a birthday during the school holidays or in the summer can still have a school day to celebrate.

ALLERGIES AND FOOD SENSITIVITIES

Please notify the teachers, Director and/or Admissions Coordinator if your child has any food allergies and the type of reaction, acute or mild, if these foods are digested. Also, provide us with any religious or cultural food restrictions or guidelines for your child as appropriate. A list of the children and allergies will be written and posted in all food preparation areas, in classroom.

Millbrae Nursery School Sibling Policy

Siblings under two (2) years of age will be allowed at no charge when the following guidelines are met:

- 1. The attendance of the child has been arranged with the Admissions Coordinator, teacher and/or Director prior to the parent's workday.**
- 2. Only one (1) child under the age of two (2) will be allowed per class session.**
- 3. For the safety of all children, the sibling must be supervised by his or her parent while the parent accomplishes their assigned workday duties.**
- 4. The State adult: child ratio must be maintained.**

Sibling spots may be cancelled and conditional upon the above criteria.

Siblings two (2) years or over will be allowed when the following guidelines are met:

1. The attendance of the child has been arranged with the Admissions Coordinator, teacher and/or Director prior to his or her attendance.
2. The child must be between the ages of two (2) and six (6).
3. The child will be billed at the drop in extended care rate.
4. The child's care and safety will be the responsibility of Millbrae Nursery School.

PAID WORKDAY

If you are doing a workday for pay you will only be able to bring one (1) child who is currently enrolled in the school program with you on that workday. NO siblings less than 2 years or over 7 years will be allowed to accompany you on a paid workday.

Millbrae Nursery School Program Evaluation Instruments

All state-funded programs are mandated to comply with the California Department of Education (CDE), Child Development Division (CDD) Desired Results System. It is a results-based model that complies with CDE's accountability system for elementary and secondary education. The desired outcome is improved results for children in child development programs and their families, as well as to assist programs in improving services. This system gauges the quality of the following areas of program services; program environment, parent input, social services, family support, child development services, and the process to evaluate each component.

The Desired Results System includes the following components:

- **Desired Results Developmental Profile©(2015) – A Developmental Continuum from Early Infancy up to Kindergarten Entry:** An observation-based assessment instrument for children from birth through 35 months (Infant/Toddler), 36 months to Kindergarten (Preschool, and Kindergarten to 12 years (School-age). The DRDP is designed to: be used as a naturalistic observation tool; act as a framework for documenting progress; give teachers concrete information to modify curriculum; document how children are benefiting from the program, and; track children's development over time. The DRDP (2015) is made up of eight domains (approaches to learning – self regulations, social and emotional development, language and literacy, English language development, cognition: math, science, physical development-health history and social science, visual and performing arts. The focus of each domain is on the acquisition of knowledge, skills, or behaviors that reflect each domain's development constructs. It aligns with the CDE's Early Learning and Development Foundations. Results of the DRDP are shared with the parents during parent conferences.
- **Parent Survey:** The Parent Survey is distributed at least once each year. It determines parent satisfaction with their child(ren)'s progress, provides information about achieving goals, and gives the program access to parental input (including suggestions about topics for parent education). A Parent Survey Summary of Findings is part of the program's annual self-evaluation process, and action plans are developed from the key finding in order to improve program quality.
- **Environment Rating Scales (ERS):** The Environment Rating Scales are used in national studies and by other states and organizations to evaluate program quality. Millbrae Nursery School uses the following scales: Infant/Toddler Environment Rating Scales (ITERS), Early Childhood Environment Rating Scales (ECERS) and School-Age Environment Rating Scales (SACERS). This is required instrument for program self-evaluation and compliance review that is conducted at least once a year by trained staff, parents and board representatives. A brief description of the areas of low scores is completed and action steps are developed to improve the score. Expected completion dates and follow-up are also part of the report.
- **Program Self-Evaluation:** Millbrae Nursery School Self-Evaluation addresses: family and community involvement; governance and administration; funding; standards, assessment, and accountability; staffing and professional growth; opportunity and equal educational access; and approaches to teaching and learning. Program quality is assessed annually through the required self-evaluation and the reviews conducted by CDE/EESD program staff.

Millbrae Nursery School Staff Development

Millbrae Nursery School is committed to providing training and development opportunities for all staff, not only to professionalize their status as early childhood educators, but also to sustain a healthy partnership with parents. Such training gives our staff the chance to educate families on basic parenting issues, thereby encouraging the development of stronger families. A balanced parent education plan develops out of an ongoing, well-planned strategy for staff development.

At the beginning of each fiscal year a training survey is distributed to all staff. The survey covers a variety of topics related to early childhood education and asks staff to identify topics in which they would most like to receive further training. The results of this staff training needs assessment combined with the annual report determine the training priorities for the agency's staff development plan. Technical assistance is provided on a regular basis in either a formal or informal approach.

HEALTH AND SAFETY



Parent Responsibilities and Conduct

It is important that the program provides an environment where children, families and staff feel safe and secure. Adults coming to the school shall treat others with respect and consideration. Adults shall speak in a friendly calm voice, use positive language, supervised the safety of all people, and refrain from negative behaviors such as yelling, cursing, etc.... The adult responsible for the signing in/out procedures of an enrolled child who brings other children with them (because they would otherwise be left unsupervised) assumes total responsibility for their supervision. Always close and secure doors and gates when you enter or leave school facility.

Earthquake Procedures

Introduction:

All children at school at the time of an earthquake will remain at school until their parents or designated individuals come for them. The only time we would leave the school would be at the decision of emergency services. If we are asked to leave the school our destination will be clearly posted on the front outside wall of the school. Since phone communications may be cut off, be assured that your child will be safe at school with his teacher. Get there as soon as possible, but do not fear that his needs will be taken care of until you can safely get to school.

Procedures:

Each working parent will gather the children closest to them and get them under the protection of one of the tables. The parent will also grab onto the leg of the table to prevent it from sliding away from protecting the children.

The teacher will stand under the doorframe of the swinging front doors or under the double doors that connect the two classrooms. With the assist of using voice control the teacher will calm the children and the parents.

If the students are outside in the yard, gather them against the chain link fence in a crouched down position. When it appears safe (decision to be made by teacher) return to the interior of the school.

At the appropriate time the teacher will go to the office and get the tool for turning off the gas if necessary. The shut off is around the side of the building behind the garbage cans. The electricity shut off is also located on the same side.

Emergency supplies are located in the front office, kitchen and hall leading out to the playground. The use of these supplies is at the discretion of the teacher. The front classroom will be the main gathering place after the quake as that is where emergency lighting operates.

Emergency procedures are posted in the kitchen and the front office. The children's emergency cards are located in the admin office as well as in the classroom attendance binders. The emergency cards should be kept near the children and in the event of an evacuation they should go with the children.

Important Note:

The Health and Safety Officer is responsible for the stocking of the emergency supplies and the First Aid kits. They also keep earthquake preparedness materials up-to-date and accessible.

The Maintenance Officers and the Health and Safety Officer are responsible for the maintaining the emergency lighting system and for checking the building for any fire or earthquake problems.

Following an earthquake the Director will decide whether school will remain open. If Civil Defense decides that we must evacuate, the location will be clearly posted on the school.

Fire Drill Procedures

Introduction:

Everyone must participate in fire drills if they are to be effective.

Remember that our children are too young to be expected to follow the proper procedures. Adults must expect to take the children by the hand and carry younger children if necessary, not relying solely on voice control.

Each adult at school will have a job to do. Please read these procedures carefully and be prepared to carry out your assignment.

Our procedures allow no time for parents to search for their own children. Each of us must take responsibility for the children in our area. Expect that whoever is supervising the area where your child is will make sure that the child is safe. The teacher will also be the last one to leave the building, picking up the attendance book and checking for any remaining children.

Procedures:

The adult closest to the front hallway will sound the alarm, located in the front hall. In the event that the fire starts in the rear of the building, the adult closest to the rear back door alarm, located on the back wall will sound that alarm.

The front kitchen aide/parent will leave the kitchen. She will then proceed to the closest phone. (By cell or portable phone call 911) If and only if there is no fire in the front kitchen or office the call can be made from one of the office phones. Once the call is made, proceed outside immediately.

All parents in the front room will take any children near them and proceed out the east double doors (that lead out to the yard deck); or if unable through the front doors, turn left at the sidewalk and left again to the street behind the school seating the children on the curb nearest the nursery school play yard.

The teacher in the front room will check the bathrooms to make sure no one is left behind. She will then pick up the daily attendance book and proceed out the front door behind the parents and children. If the teacher has time she will close the doors behind her as she exits them. She will then proceed to the curbside where the children are waiting and check to make sure they are all accounted for.

The back room parents will lead their children out the rear double doors and through the back yard to the rear fence. The teacher in the back room will check the bathroom to make sure no one is left behind. She will then pick up the daily attendance book with gate key and proceed out the back door behind the parents and children. If she has time she will close all doors as she exits them. She will assist the children through the gate to the curbside and take attendance to make sure they are all accounted for.

If you and the children are outside proceed to the rear fence with all children. The art parent in either classroom should pick up the key for the back fence and proceed to the back fence. **IF** it is safe to enter the building the teacher should make a quick check inside for children and pick up the attendance book.

If you forget the exit procedures listen for teacher instructions or note exit maps by each doorway.

Millbrae Nursery School has fire extinguishers in the school; please do not use them unless it is a matter of life or death. The most important thing is for everyone to exit the building as quickly as possible!!!!

Important Note:

At this time, more than any other, it is critically important that you remain calm, follow orders, avoid frightening the children by your own fear, and use your good sense. A real emergency will test all your self-control, particularly if you are in one part of the school and your child is in another.

INCIDENTAL MEDICAL SERVICES PLAN

You have given permission, on your enrollment emergency form for emergency medical/dental treatment, including the use of all emergency services should the need arise. This will be implemented only in extreme situations. Please keep us updated of phone numbers and emergency contacts changes.

MINOR INJURIES AND ILLNESS: If a child has been slightly injured at school with a nonemergency incident (scrape, bruise, bump) a “boo-boo report” will be completed and given to the parents with a copy placed on file at MNS. We will clean, issue a Band-Aid, and apply an ice pack, if necessary. In the event of a more serious injury, every effort is made to contact a parent, or the emergency contacts on file. If necessary, 911 will be called.

All intermittent health care shall be provided by office staff of the Millbrae Nursery School including but not limited to:

- Director
- Administration &/or Site Supervisor
- Qualified Teachers & Aides

Types of incidental medical services to be provided will be prescription medications and OTC medications with a doctor’s note only.

All staff including the above shall be instructed on Inhaled medications and EpiPens at scheduled First Aid & CPR recertification. Therefore, there shall always be trained staff on site. Training of Nebulizers and EpiPens usage will also be performed by the parent of the child in need of this type of treatment.

At this time, Millbrae Nursery School will not administer Glucose monitoring, Glucagon, G-tube feeding or ileostomy bags.

All medicines and medical equipment shall be kept in our medicine closet and inaccessible to children.

The authorizations and medicine logs shall be kept there, as well as the log in and out form. All staff has been instructed in Universal precautions and shall be followed in the administration of all medicines, intermittent healthcare and first aid. Plan for ensuring proper safety precautions are in place, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and proper disposal of gloves, and proper disposal of used instruments in approved containers.

Parents of children taking ongoing medication (daily) will have access to medicine log in office to follow the dispensing of medication.

Parents of children receiving emergency medication shall be notified by phone call at the time and given a written report at pickup.

Upon any evacuation, the Provider/Teacher will be responsible for taking medication from medicine closet and keeping it safe and away from children until evacuation is lifted and able to return to medicine closet.

Upon completion of medication or expiration of prescription, the medication/prescription will be returned to parent and logged out.

Administering Inhaled Medication

- 1) The licensee or staff person has been provided with written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the minor's parent or legal guardian.
- 2) The licensee or staff person complies with specific written instructions from the child's physician to which all of the following shall apply:
 - a) The instructions shall contain all of the following information:
 - b) Specific indications for administering the medication pursuant to the physician's prescription.
 - c) Potential side effects and expected response.
 - d) Dose-form and amount to be administered pursuant to the physician's prescription.
 - e) Action to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
 - f) Instructions for proper storage of the medication.
 - g) The telephone number and address of the child's physician.

Nebulizers

Parents must supply Nebulizer, tubing, mouthpieces and all required equipment for use in treatment. Parents will be responsible for updating or replacing any equipment needed.

The following applies to use of Nebulizers:

- 1) The Licensee or staff person has been provided with Nebulizer consent form (lic9166) written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the minor's parent or legal guardian.

- 2) The licensee or staff person complies with specific written instructions from the child's parent to which all of the following shall apply:
 - a) Specific indications or schedule for administering the medication pursuant to the physician's prescription.
 - b) Duration of treatment.
 - c) Potential side effects and expected response.
 - d) Dose-form and amount to be administered pursuant to the physician's prescription.
 - e) Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
 - f) Instructions for proper storage of the medication.
 - g) The telephone number and address of the child's physician.
 - h) Instructions on how to clean and store machine.
 - i) The licensee or staff person will clean mouth pieces and cups after each use with mild warm soapy water unless parents instruct differently, in which parent will have to supply any special cleaning solutions.

The instructions shall be updated as often as needed or at time of new prescription.

EpiPen Jr. and EpiPen

The following applies to the use of the EpiPen Jr. or the EpiPen

- 1) Use in accordance with the direction and as prescribed by a physician.
- 2) Keep ready for use at all times EpiPens are kept in Medicine Closet in a first aid kit that is out of reach of children, but accessible to adult staff.
- 3) Protect from exposure to light and extreme heat.
- 4) Note the expiration date on the unit and replace the unit prior to that date.
- 5) Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)

- 6) Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.
- 7) Call CCL to communicate the incident.
- 8) File a Lic 624 to report incident and keep in child's file.

Prescription Medications Policy written approval and instructions from a child's parent/authorized representative is required prior to administering any physician-prescribed medication to a child. In addition to obtaining written approval and instructions from the child's parent/authorized representative to administer medication; prescription medication shall be administered in accordance with the label directions as prescribed by the child's physician.

Health Policy

OR

“I know he’s sick, BUT he really wanted to come to school”

A child’s ability to enjoy and fully participate in school activities depends on their physical health. Millbrae Nursery School takes all precautions to prevent the spread of communicable diseases. Please observe your child before leaving home. If you notice any of the following symptoms, please keep your child at home:

- Colored discharge or mucus from the nose, unless cleared with a doctor.
- Fever – temperature should be normal for 24 hours before a child returns to school, without the use of medication.
- Frequent diarrhea. (two or more runny poop)
- Nausea or vomiting – if child has vomited during the night, please keep them home the next day.
- Red eyes with discharge.
- Medication may not be given to any child by any staff member without proper written instruction and required signatures. Medication Administration Form and/or Authorization for Medication Forms must be completed.
- If your child is not able to attend, please call or email to report the child’s absence; upon your child’s return send a signed note stating dates and reason for absence.

Keep me home if...

I'm vomiting.



2 or more times in 24 hours.

I have head lice.



AND have not had my first treatment yet.

I have diarrhea.



2 or more watery stools more than usual.

I have an eye infection.



Red eyes with white or yellow mucus AND haven't seen a doctor yet.

I have a sore throat.



With fever or swollen glands.

I'm just not feeling very good.



Unusually tired, pale, lack of appetite, confused or in pain.

I have a rash.



AND fever or mouth sores with drooling.

We have a fever.



AND sore throat, cough, rash, vomiting, diarrhea, pain or just not feeling good.

WHEN YOUR CHILD IS SICK:

1. HAVE PLANS FOR BACK UP CHILD CARE.
2. TELL YOUR CAREGIVER ABOUT YOUR CHILD'S SIGNS OF ILLNESS, EVEN IF YOUR CHILD STAYS HOME.

Universal Infection Control Measures

Germ Control

Cleaning bottles, as instructed at orientation or listed in supply area. These are to be used to assist in minimizing the spread of germs in our school. Please follow guidelines as provided to staff by the state.

Location and use of bottles

- Snack Trays and Tables: Spray the table before and after children have finished their snack. Spray with designated cleaning bottles as instructed.
- Bathrooms: Spray the diaper table pads after each diapering. If you are in the children's bathroom spray the toilet seat and wipe clean. Spray the sinks and handles and wipe clean.
- Table toy shelves: Spray and wipe toys that children have sneezed on or placed in mouth.
- Office: Spray anything that a child or adult may have sneezed on.
- Kitchen/Office: Spray the cot used by a sick child and place the blanket in the wash. Clean up any areas of vomit with the disinfecting and cleaning solution.

Hand Washing

Adequate handwashing facilities are available. Use only the liquid and/or antibacterial soap. Hand washing is to be done after:

- Arriving at school
- Coming inside from outside
- Diapering a child
- Wiping a child's nose
- Using toilet facilities
- Treating or bandaging cuts
- Wiping down surfaces
- Cleaning spills or any other housekeeping job
- Feeding or cleaning nursery school pets
- Being in contact with body fluids from another person
- Before preparing or eating foods.

Diapering

- The diaper-changing table is to be covered with paper and the paper is to be disposed of after each diaper change.
- The changing pad is to be sprayed with designated cleaning solution.
- The diaper, containing fecal matter is to be placed outside in the front garbage can.
- Plastic gloves are available in each bathroom, and must be worn when diapering.
- Hands should be washed regardless of whether gloves were worn or not.
- Wet and/or soiled clothes should be placed in a plastic bag and sealed shut and placed in the child's cubby.

Blood Borne Pathogen Act Policy

Only the TEACHING STAFF will treat injuries with blood or blood containing body fluids!!

YARD PRESERVATION POLICY

The following playground preservation policy was adopted for all Millbrae Nursery School personnel and parents and is binding. Adopted by the board in April 2004.

PRESERVATION POLICY

Whenever any changes and or additions need to be made to play yard which are not part of the regular maintenance of yard, the Director, Maintenance Chair and Staff will discuss and research the idea or suggestion. After, if it is feasible, the idea will be brought to the board for discussion and vote.

Safety Policy – Injury Prevention Program

It is the policy of Millbrae Nursery School to provide safe-working conditions for all employees and to promote continuing, vital safety awareness at all levels, from the school to the individual worker. It is our belief that safety awareness is the basis on which a safety program must be founded; for, without this safety is seriously compromised.

Millbrae Nursery School:

1. Recognizes its responsibility to furnish a place of employment that shall be safe for employees, parents, visitors and children.
2. Will provide safety devices and mechanical safeguards.
3. Will use methods and processes to protect the life, health, safety and welfare of employees and clients.
4. Will maintain and enforce a program to fulfill all the school's responsibilities.

Therefore, it shall be considered each person's responsibility not only to ensure their own personal safety, but also to develop a concern for the safety of all who work with them.

Employees, volunteers, and parents shall at all time, while on Millbrae Nursery School property, conduct themselves and perform in a safe manner consistent with existing safety rules.

Employees, volunteers, and parents, who take safety seriously, report potential danger, request review of conditions, etc., are held in the highest regard by the school.

Under no circumstances would an employee, volunteer or parent be reprimanded, demoted, fired or discriminated against for reporting safety issues.

Safety Program Responsibilities

Primary Managers: Director, Maintenance Officer, Health and Safety Officer will:

1. Familiarize all staff with the safety program and ensure its effective implementation.
2. Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace.
3. Give maximum support to all programs and committees whose function is to promote safety and health.
4. Actively participate in safety committees as required.
5. Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.

Director and Teachers are the foundation of the safety program:

Their responsibilities are:

1. Familiarize themselves with safety policies and procedures.
2. Provide complete safety training to employees, volunteers and parents. Keep everyone informed when there is a new procedure or equipment introduced into the school and/or make them aware of new or previously unrecognized hazards.
3. Consistently and fairly enforce all school safety rules.
4. Investigate injuries to determine cause, and then take action to prevent repetition.
5. See that all injuries, no matter how minor, are treated immediately and referred to the primary manager to ensure prompt reporting to the insurance carrier or licensing agency if appropriate.
6. Inspect work areas often to detect unsafe conditions and work practices, utilizing the Millbrae Nursery School checklist as required.
7. A child who receives a head trauma and is present at school for more than a class session and under the supervision of more than one teacher will have it reported to the parent as soon as possible.

Volunteer and Parent responsibilities for safety include the following:

1. Adhere to all safety rules and regulations.
2. Wear appropriate safety equipment as required.
3. Maintain equipment in good condition, with all safety guards in place when in operation.
4. Report all injuries, no matter how minor, immediately to a teacher (this also includes major altercations between students). If warranted report safety injuries to the Maintenance Officer or Health and Safety Officer.
5. Encourage co-workers to work safely.
6. Report unsafe acts and conditions to the Director, teacher or the appropriate board chairperson.
7. Ensure that required posting are properly posted. CAL-OSHA form 200-updated regularly.

Millbrae Nursery School Safety Rules:

For the protection and safety of all employees, parents and volunteers, Millbrae Nursery School has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

1. All accidents and injuries must be reported to the supervisor at the time of the occurrence and recorded.
2. All spilled oil, grease, water and other liquids must be wiped up immediately.
3. Any defective equipment must be immediately reported to your supervisor.
4. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
5. Machines or equipment shall not be operated until you have received proper instructions on their operation.
6. Due to the nature of nursery school storage, care must be taken when adding or removing things from the toy shelves.

Material Handling

1. Lifting: Attempting to lift or push an object that is too heavy must be avoided. You must contact the supervisor when help is needed to move a heavy object.
2. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
3. All material will be stacked and stored in proper areas.
4. Material will not be stored in aisles. Aisles must be kept clear at all times.

Housekeeping

The foundation for a safe, healthful and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles.
2. Materials will not be stored against doors or exits, fire ladders, or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage after use.
4. Tools will be kept dry, spilling of liquids will be avoided; all spills will be wiped up immediately.
5. Trash and scrap will be thrown in proper waste containers.
6. Staff, parents, and volunteers are aware of the inherent danger found in open shelving.
7. Good housekeeping practices will be exercised within each employee's work area.
8. Materials stacked on open shelves must be stacked as carefully as possible so as to prevent them from falling from the shelves. Continual improvements are being made to prevent items from falling from shelves. Items stacked on shelves are generally of lightweight material.

Chemicals

1. Chemicals meeting the definition of "Hazardous Material" as defined by the OSHA Safety and Health Regulations will not be brought into school for usage, except cleaning supplies that are in a locked cupboard in a room that children are not to enter.

2. All containers will be labeled as to their contents and kept out of the reach of children.

Fire Emergency

1. All employees, parents and volunteers must know the location of fire extinguishers.
2. Tampering with fire extinguishers is forbidden.
3. Fire extinguishers, fire exits will not be blocked by supplies, stock or parts at any time.
4. An open flame is prohibited in areas where flammable materials are used or stored.
5. Millbrae Nursery School is designated “No Smoking” in all areas, including the front of the school.
6. The fire safety plan is included in each parent handbook. It should be evaluated each year and have any changes made to it.

Millbrae Nursery School Safety Hazards

In the history of our school, we have identified these very few safety problems or issues. We list these here for your information and awareness and your suggestions for improvement or changes for a safer situation.

1. **Slipping and falling:** games, puzzles, toys, small chairs, children themselves create a situation where slipping and falling are safety impediments (mopping, sweeping, working with floors).
2. **Back Strain:** Lifting children onto changing tables, onto raised areas to tie shoes, bending to wipe noses, buckle pants, etc., all contribute dangers if staff members are not bending their knees, being aware of weight, etc.
3. **Cuts, abrasions, and bruises:** Children, weather, and other conditions abuse equipment inside and outside. Edges become exposed, wheels get broken, etc.

Millbrae Nursery School Record Keeping

1. Documentation of training.
2. Safety Information Form.
3. Monthly Safety Hazard Checklist.

Safety Information Form

This form is for use by teachers, parents and volunteers who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of unsafe condition or practice.

Causes or other contributing factors.

Teachers, parents and volunteers suggestions for improving safety.

Has this matter been reported to the director? YES NO

NAME (optional): _____

Class: _____ Date: _____

Teachers, parents and volunteers are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for Millbrae Nursery School to take any action against the above in reprisal for exercising rights to participate in communications involving safety.

Millbrae Nursery School will investigate any report or question

MNS CONSTITUTION



**CONSTITUTION
MILLBRAE NURSERY SCHOOL, INC.
Revised March 2008**

Article I - Name of the Organization

The name of the organization shall be the Millbrae Nursery School, Inc., hereinafter referred to as the association.

Article II - Objectives

The objectives of the association shall be:

1. To help parents understand the needs of preschool children.
2. To supervise the play of preschool children therefore helping parents to establish a relaxed loving leadership in the home as well as in the nursery school.
3. To provide the opportunity for constructive play experience with a group.
4. To permit the children freedom to develop appropriately to their age. There shall be a minimum of academic instruction with emphasis being placed on social attitudes, behavior and freedom from regimentation.

Article III - Qualifications of Members

All parents or guardians whose application for membership has been accepted by the Association as specified in the By-Laws shall, subject to the By-Laws, become a member of the Association, with no discrimination of race, color or creed. The school is a cooperative and all members of the Association shall be responsible for participation in the activities of the school, as specified in their Membership Contract.

Article IV - Officers & Their Election

The elected officers who constitute the Full Board shall consist of the President, Vice-President, Secretary, Treasurer, Special Events Coordinator, Human Resources Officer, Nutritionist, Maintenance Officer, Housekeeping Officer, Fundraising Officer, Donor Relations Officer, Financial Clerk, Publicity Officer, and Parent Education Officer. The Executive Committee is comprised of the President, Vice President, Secretary, Treasurer and Special Events Coordinator. These officers shall be elected annually by ballot. The Bookkeeper, Director and Staff shall be ex-officio members of the Executive Board.

Article V - Meetings of the Association

As a member of the Association, a parent shall be required to attend scheduled business meetings every other month, and all parent education meetings.

Article VI - Policy

The Association is responsible for the school and its operation. Both the Association and the Staff are charged with creating and maintaining an emotional climate of trust and openness in order to facilitate working together cooperatively and sharing in responsibilities and decision-making. Both the Association and the Staff are also expected to keep in touch with new ideas and developments in the field of child and parent education in order to constantly improve our operation.

The Association is responsible for: 1) The ownership, operation and maintenance of the physical plant and yard. 2) The financial management and funding of the Association. 3) The overall standards and quality of the Association.

The staff is charged with the fulfillment of all government standards and requirements. It is necessary to conform to the Standards of the licensing department of the Department of Social Services of the State of California, hereinafter referred to as the Standards. The Staff shall provide educational program for both children and adults that offer an optimal learning environment. The Staff also has an overall responsibility for high standards throughout the program, while conforming to the State Pre-School Educational Guideline. Further, the Staff is responsible for supervision of parents teaching in the children's classes and for permitting and encouraging a parent decision-making role in the planning and implementation of the complete educational program.

Article VII - Non-Discriminatory Policy

The Millbrae Nursery School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in the administration of its educational policies, admissions policies, scholarships, athletic, or other school-administered programs. The program refrains from religious worship or instruction.

Article VIII - Method of Amending the Constitution, Irrevocable Dedication and Dissolution

A proposed amendment of the constitution shall be posted in writing two weeks prior to voting. A vote of two-thirds of the members present at a business meeting where there is a quorum (51%) shall be required for its adoption.

The property owned by this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or the benefit of any private person.

Upon the liquidation, dissolution or abandonment of this organization, its assets remaining after payment or provision of payment of all debts and liabilities of this organization, shall be donated to a nonprofit organization which is organized and operated exclusively for charitable purposes.

MNS BY-LAWS



**BY-LAWS OF THE
MILLBRAE NURSERY SCHOOL, INC.
Revised July 2017**

Article I - Name of the Association

The name of the organization shall be the Millbrae Nursery School, Inc., hereinafter referred to as the Association.

Article II - Objectives

The objectives of the Association are fully stated in Article II of the Constitution.

Article III - Members

Section A - Qualification of Members

1. Membership shall be open to parents or any other person or persons responsible for and directly relating to the care and welfare of the child/children in the school program.
2. Members shall be willing and able to fulfill the requirements placed upon them by the Constitution and the By-Laws.

Section B - Admission of Members

1. Children shall be a minimum of two years to be considered for admission to the nursery school program.
 - a. Applications from the waiting list shall be considered when an opening occurs. No opening shall be filled after April 1st of the current fiscal year.
 - b. If, in the opinion of the Staff, the child can be better provided for in another setting, or his or her safety, or the safety of others is questionable, every effort will be made to help the family find help in another service. The Board will reserve the right to ask a family to withdraw a child and find help elsewhere if the Staff and outside services deem this truly necessary.
2. The guidelines for other Nursery School programs will be determined by the Executive Board and the Staff.
3. If an application is accepted, the parents or guardians shall be obligated to fulfill these additional requirements in order to become a member.
 - a. The participating person shall provide an immunization record to be kept on file; to include but not limited to MMR, Tdap, T.B. clearance and influenza upon entering the Nursery School in order to meet health standards required by the State of California.
 - b. The child shall have a physical examination and meet any other requirements specified by the State Health Code, and/or County Health Department.
 - c. The parents or guardians shall be required to sign an emergency medical slip, entry slip, and other records considered necessary by the Association and by the Department of Social Services and State of California.
4. For the benefit and information of new parents an orientation shall be arranged. At this time, instructions on Nursery School procedures shall be given.

- a. When appropriate, parent/teacher conference will be provided at the discretion of the teachers and/or board.
- 5. When appropriate, parent/teacher conference will be provided at the discretion of the teachers and/or board.
- 6. The staff with advisement of the President and/or Director shall have the power to discharge a child or family who causes general disturbances and unhappiness to the school. Any parent whose child/family might have been so discharged shall have the right to present his or her case before the Special Needs Committee and /or Nursery School Board.

Section C - Duties of Members

- A. Participation is determined by the requirements set forth in the tuition schedule of the Association. The participating person for a child shall meet these requirements.
 - a. Attendance of one school workday session each week as arranged with the Admissions Coordinator. The Board may allow a limited number of members to pay a higher tuition in lieu of their weekly workday. If a member is unable to work on his/her assigned school workday, he or she is required to notify the school, teacher and admissions coordinator, a fee will be charged to find another qualified adult to replace member on the workday. Parents may choose to exchange workdays with another member, finding a qualified adult to cover the workday or pay the school to find a substitute worker to cover the workday. If a member misses his or her workday without following appropriate procedure, his or her child cannot attend school until the parent's next workday.
 - b. **Qualified Adult Requirements:**
 - 1. 18 years of age.
 - 2. Immunization record, MMR, Tdap, T.B. and influenza clearance.
 - 3. Participating person must be introduced to the director and teacher prior to participating.
 - c. Attendance at all Parent Member/Business Meetings of the Association.
 - d. Attendance at all Parent Education meetings of the Association.
 - e. Participate in required amount of Maintenance per calendar year as set forth in the tuition schedule. This is accomplished by attending the scheduled work parties and/or paying a higher tuition.
 - f. Participate in Fundraising by raising required amount per family per year as set forth in the tuition schedule. This is accomplished by participating in the planned fundraising activities/events and/or paying a higher tuition.
 - g. Participate in operation of the Association by signing up for a Board position or a **job** from the job list.
 - h. Participate in Snack program by bringing in the required amount per child per calendar year as set forth in the tuition schedule. This is accomplished by signing up and bringing a healthy, non-prepackaged snack & drink for the entire class session (am sessions or pre K session).

Section D – Scholarship & Special Needs

A limited number of memberships shall be eligible for Scholarship and/or Special Needs consideration.

1. Special Needs shall hereinafter refer to the following:
 - a. Any financial aid for children’s tuition that is associated with the Association’s scholarship and/or memorial funds.
 - b. Any requests by members that deviate from the Duties of Members as set forth by the By Laws.
 - c. Special Needs Committee shall consist of the Director, the President, the Admissions Coordinator and the Financial Secretary. The appropriate Teacher may act as an advisor to the committee.
 - i. The Special Needs Committee shall set the Standards for the Association’s scholarship and/or memorial funds; and be responsible for a review of financial needs or changes by recipient families.
 - ii. The Special Needs Committee will review individual member’s requests for exemption from duties as set forth in the By-Laws and determine which exemptions may be allowed.
 - a. Requests shall be presented in writing to the Committee by the member requesting consideration.
 - b. Exemption from participation shall be extended only to the parent of a child currently enrolled in the Nursery School, and will not cover siblings not yet enrolled.
 - d. The President and/or Director can convene the Special Needs Committee when he/she deems necessary.
2. The Association’s Scholarship Fund shall be maintained by the Association as determined by the Financial Committee and shall solicit funds when needed.
 - a. The Association’s fund and/or memorial funds shall be used for Special Needs for those families who do not qualify for other programs.
 - b. State Preschool Programs
 - i. The services of the State Preschool Program are available to families who are at or under the income ceilings. The parent-day and full-day State Preschool Program is based on a sliding fee schedule per CA Department of Education. Eligibility can be determined after completing required enrollment paperwork and providing required documentation. In order to receive preschool services, families must meet eligibility and need criteria as specified. Each family applying for enrollment must submit all paperwork that is required in order for the eligibility and need to be determined. Refusal to provide or update the paperwork as requested will result in the denial of an enrollment request or termination of services.
 - ii. Should the California Department of Education, following the State Budget, change enrollment requirements for any reason your family may be

dis-enrolled. Members receiving State Preschool Program funding must participate in all association member obligations listed within these by-laws.

Section E - Withdrawal of Members

1. When a child is withdrawn from the Nursery School, four (4) weeks written notice will be given to the Admissions Chairperson and to the Director.
 - a. During the Four (4) weeks prior to withdrawing, the parents must continue to fulfill their Association requirements.
 - b. The deposit of the last month's tuition may be applied to the final attendance month and/or outstanding obligation fees.
 - c. If a parent decides to withdraw their child from school, the child's spot will not be held.
 - d. Subject to decision by the Special Needs Committee, a member may withdraw from school due to a family emergency with less than four (4) weeks written notice, the child's spot will not be held.

2. The staff shall have the power to discharge a child and/or member contributing to the general disturbance and unhappiness of the school. Any member whose child/family might have been so discharged shall the right to present his or her case before the Nursery School Board.

Section F - Failure to Meet Obligations

The Director will request withdrawal of any member and child if the member fails to meet the attendance, tuition or membership obligations, or for non- payment of Tuition, Extended Care/Drop-In, or other fines outstanding.

Section G - Association Responsibility

The Association is not responsible for any accident causing physical injury to a child or member.

Article IV - Officers

Section A - Executive Board

1. The elected officers who constitute the Executive Board shall consist of the Co-Presidents, Secretary, Special Events Coordinator, Financial Clerk, Co-Maintenance Officers, Publicity Officer, Fundraising Officers, Donor Relations Officer, Parent Education Officer, Web-Master, and Nutritionist.
2. The Bookkeeper, Director and Admissions Coordinator shall be ex-officio member of the Board.
3. There shall be a regular meeting of the Executive Board prior to the Parent Member of the Association. Known as the Board Meeting held 1st Monday each month.
4. Special meetings of the Board can be called at any time by the President by giving notice thereof to all Board members.
5. The Executive Board shall recommend the general policies of the Nursery School to the Association.

6. The Executive Board members may choose not to participate in half of scheduled Maintenance obligations during their term in office. The Fundraising Board Chair is exempt from Maintenance obligations for attending various fundraising meetings and duties.

Section B - Method of Election & Term of Office

1. Each year at the January business meeting a Nominating Committee of five (5) members will be composed. This committee shall consist of the a Co-President, Admissions, the three (3) Class Liaisons and two (2) persons from the general membership who are non-Board members. The Nominating Committee shall publish the proposed slate to the membership **at least** two (2) weeks in advance of the March business meeting. It is also the responsibility of the Nominating Committee to personally contact nominees at least two (2) weeks prior to the March business meeting.
2. At the March Parent Member Meeting the slate shall be read to the Association. At that time nominations may be made from the floor.
3. The officers shall be elected at the annual election Parent Member Meeting in March by a majority of members present, provided there is a quorum (51%) of the general membership.
4. The officers shall be elected for a term of one (1) year and four (4) months. Duties shall be co-chaired by the incoming and retiring officers upon election in March. Officers-elect shall sit as advisors without voting privileges until June 1. Outgoing and incoming officers are required to attend the May Joint Board Meeting. Newly elected officers will assume full responsibility at the end of the current school year.
5. In the event of a vacancy on the Executive Board, the President shall appoint a member to fill the vacancy with the approval of the Board.
6. An elected officer may be recalled as set forth in Robert's Rules of Order Newly Revised.

Section C - Duties of Elected Officers

1. The co-President(s) shall:

- A. Attend all Board meetings, Parent Member Meeting and special meetings called by the President or Director.
- B. Be the parent's representative to the Staff and represent the school at outside functions or send a substitute.
- C. Be responsible for Board Meetings, Parent Member Meeting, Joint Board Meeting, and may call special meetings when necessary.
- D. Be entitled to vote when the vote is by ballot and in all other cases where the vote would change the result.
- E. Serve on the Financial Committee, Special Needs Committee, and the Personnel Committee. Review Strategic Plan with the Board on a regular basis and revise as needed. Present and review Strategic Plan to membership in the beginning of the year and at the end of the year to demonstrate progress towards goals.

- F. May serve on all other committees.
- G. Appoint a member to fill any vacancy on the Executive Board, with the approval of the Executive Board.
- H. Assist in keeping the Constitution, By-Laws and handbook up to date.
- I. Be the immediate supervisor of the Director, in regards to the responsibilities of the Association.
- J. Appoint members at large for the Financial Committee, Personnel Committee and the Nominating Committee.
- K. Have the power to appoint an advisor. The advisor should be a past president or past Board member, who will aid the President upon his or her request. The advisor would serve as an ex-officio member of the Board.
- L. Assign member parents to fill jobs of the school program by October 1st and oversee this process. Keep job descriptions updated; re-evaluate jobs at the end of school year.
- M. Oversee Nominating Committee. Shall oversee duties of Maintenance Chairperson, Maintenance Assistant, Gardener, Recycler/Composter, Riding Equipment Maintenance, Sanitation Engineer, Housekeeping Assistant, Laundry, Costuming and Animal Coordinator.

2. The Secretary shall:

- A. Attend all Board Meetings, Parent Member Meetings, Personnel Committee Meetings and special meetings called by the President.
- B. Take roll and record the minutes of the monthly Board Meetings, Parent Member Meetings, and Personnel Committee Meetings. Type, post and distribute minutes of Board Meeting prior to the next Board Meeting. Copies of minutes are to be given to the President, Director and all other Board members not in attendance. Meeting minutes to be typed, posted and distributed within seven (7) days. Copies of Parent Member minutes are to be distributed to members not in attendance at Parent Member Meeting and to all Board members.
- C. Be responsible for all correspondence, except Fundraising correspondence.
- D. Prepare the election ballot for Board positions.
- E. Maintain Board and Business meeting minutes in Secretary's book.
- F. Act as Parliamentarian and keep a copy of Robert's Rules of Order on hand for reference.
- G. Be responsible for the annual review of the Constitution, By-Laws and handbook with the assistance of the Presidents, Director, Parent Education Chairperson and Admissions Coordinator.

3. Special Events Coordinator shall:

- A. Attend all Board meetings, Parent Member Meeting, fundraising meetings and special meetings called by the President. Organize and oversee planning of main fundraising event each school year (held usually in the spring).
- B. Work with Fundraising Officers and Donor Relations Officers for the success of main fundraiser each school year.

4. The Financial Clerk Shall:

- A. Attend all Board meetings, Parent Member Meetings, Financial Committee Meetings and special meetings called by the President.
- B. Setup and input Accounts Receivable on spreadsheet.
- C. Record, prepare and distribute written bills to members for extended care billing on a monthly basis and present reports to Admissions Coordinator and Director.
- D. Record, prepare and distribute written bills to members for various billing (maintenance, work days, etc.) on a monthly basis and present reports to Admissions Coordinator and Director.
- E. Present all reports for the Admissions Coordinator, Director and Bookkeeper by the 15th of the month.

5. The Co-Maintenance Officer (s) Shall:

- A. Attend all Board meetings, Parent Member Meetings and special meetings called by the President.
- B. Be responsible for Maintenance of the building, play area and outdoor equipment. Meet with Director to assess jobs and maintenance needs prior to work party.
- C. Be responsible for scheduling Maintenance work parties. Remind members of upcoming work parties.
- D. Keep records to ensure that families have attended and completed their maintenance obligation.
- E. Keep track of work party parent sign-in and return to Director. Provide the Admissions Coordinator & Financial Clerk with work party participation information. Be responsible for purchasing of materials necessary for the maintenance work parties. Submit receipts for expenditures and supplies purchased to the Treasurer by the 25th of the Month.
- F. Oversee the duties of support positions: Maintenance Assistant, Gardener, Recycler/Composter, Recycler/Composter Assistant, Riding Equipment Maintenance and Sanitation Engineer.
- G. Appoint parents to be responsible for the care of the school animals year round.
- H. Be responsible for having the floors and carpets cleaned. Minimum one (1) time per year.
- I. Be responsible for having the floors and carpets cleaned. Minimum one (1) time per year.
 - a. After school has let out for the summer.
 - b. Mid-year and / or when needed at the discretion of the maintenance officer.
- J. Be responsible for having the linoleum waxed one (1) time per year, before summer program.

6. The Publicity Officer Shall:

- A. Attend all Board meetings, Parent Member Meetings and special meetings called by the President.
- B. Be responsible for the internal and external public relations relating to the school.
- C. Be responsible for the monthly newsletter and annual alumni newsletter.
- D. Arrange publicity in publications and at events where the school can advertise.

7. The Fundraising Officer (s) Shall:

- A. Attend all Board meetings, Parent Member Meetings, Financial Committee Meetings and special meetings called by the President.
- B. Maintain a list of fundraising ideas and a complete record of all fundraising activities under taken by the Association.
- C. Organize and coordinate all fundraising functions and follow them through.
- D. Be responsible for the Fundraising Committees and Fundraising Jobs.
- E. Provide members fundraising obligation information to the Admissions Coordinator and Bookkeeper. Submit receipts and breakdown of supply expenditures for fundraising events.

8. The Donor Relations Officer shall:

- A. Attend all Board meetings, Parent Member Meetings, Fundraising meetings and special meetings called by the President.
- B. Manage procurement and sponsorship teams.
- C. Keep track of procurement and sponsorship letters sent and of all donations received.
- D. Work with Fundraising Officer and Special Event Coordinator.

9. The Parent Education Officer shall:

- A. Attend all Board meetings, Parent Member Meetings and special meetings called by the President.
- B. Work with President and Director to plan and organize orientation. Work with President, Director and Admissions Coordinator on the Membership Handbook.
- C. Inform parents of Parent Education Week.
- D. Invite outside educational experiences into the school.
- E. Arrange outside field trips as requested by staff.
- F. Arrange for two (2) evening educational meetings to follow the business meeting.
- G. Hand out Intake Survey at first parent education meeting and compile results.
- H. Be responsible for sending out Parent Survey in November and compile the results for January Board Meeting.

10. The Nutritionist shall:

- A. Attend all Board meetings, Parent Member Meetings and special meetings called by the President.
- B. Plan nutritious snacks and meals for children.
- C. Set up and post menus and make lists of needed items for Purchasing.
- D. Coordinate cooking activities with teachers.
- E. Put up monthly calendar for parents to sign up for snacks.

- F. Provide suggestions for healthy snacks and recipes for members to use at home.
- G. Educate children and parents about nutrition and healthy foods and eating habits.
- H. Notify families each semester about snack obligations.
- I. Notify Financial Clerk and Admissions of families who have not met their snack obligation.

11. Webmaster:

- A. Attend all Board meetings, Parent Member Meetings and special meetings called by the President.
- B. Maintain and update the MNS website, help maintain online social media sites (i.e. Facebook, Instagram, etc...) also MNS email distribution list.

Article V - Meetings

Section A - Business Meetings

As a member of the Association, a parent shall be required to attend scheduled Parent Member Meetings. These are held typically the 2nd Tuesday of scheduled months as listed on the school calendar.

Section B - Parent Education Meetings

As a member of the Association, a parent shall be required to attend eight (8) scheduled Parent Education Meetings per year (excluding December and June). These are held after a classroom workday 1 time per month.

Section C - Quorum

- 1. A quorum shall be defined as a simple majority of the total membership (51%). The membership shall be defined as the number of families.
- 2. A two-thirds majority of the quorum (51%) shall be required for consideration of: the budget, tuition, amendment of the Constitution, amendment of the By-Laws or spending of the reserve fund.
- 3. A simple majority of those present shall be required to pass motions **not** related to those items mentioned above in ARTICLE V, SECTION C.2.
- 4. One vote per family.

Article VI - Jobs

Section A – Standing Jobs

Standing jobs are those jobs which are absolutely necessary for the daily functioning of the Association and must be filled first at the start of the year. Member not fulfilling job will result in penalty.

1. Health and Safety Officer:

- a. Maintain first aid kits, check equipment for safety violations.
- b. Maintain emergency lighting system and fire extinguishers and smoke alarm batteries.
- c. Maintain exit signs, Health and Safety Bulletin Board, and Fire Exit Maps.
- d. Plan eye and ear screening for children.
- e. Be responsible for monthly Cal-OSHA review.
- f. Set up fire inspection checks.

- g. Check and restock earthquake supplies.
- 2. Maintenance Assistant:**
 - a. Assist and maintain equipment and school environment. Serve at Maintenance parties if officer cannot attend.
 - 3. Laundry (1 fall – Sept.-Jan. & 1 spring - Jan. - June):**
 - a. Responsible for laundry during designated times, year-round. Bring home laundry, wash, and fold, return to school and put away items. This should be a non-smoking household.
 - 4. Animal Coordinator (3 positions):**
 - a. Schedule volunteers to take care of animals.
 - b. Coordinate care of the animals during all extended school breaks.
 - c. Responsible for outdoor animals during long weekends and/or hot spells.
 - d. Obtains food and supplies for animals.
 - e. Follow school policy when handling pets. No children to be in an animal area without adult supervision. Soft voices and touches with pets.
 - 5. Riding Equipment Maintenance:**
 - a. Assist and maintain all equipment and school environment including outdoor riding toys and equipment (bikes, scooters, horse swings, etc.); Keep in good repair; notify board when replacements are needed.
 - 6. Recycler/Sanitation/Composter Engineer:**
 - a. Responsible for composting bin and makes sure recycling bins within school are in good repair and are being emptied.
 - b. Post information on what should and should not be composted and recycled.
 - c. Educate families and children about the benefits of composting and recycling. Provide class lessons on recycling and composting and in maintaining compost bin.
 - d. Arrange field trip to recycling center for interested classes.
 - 7. Scrip/eScrip:**
 - a. Responsible for Scrip & eScrip program, collects data, tracks and records membership's scrip/eScrip deposits, reports account information to Admissions Coordinator and Fundraising Officer.
 - 8. Fundraising Event Team: (2 teams for 5 members & additional jobs)**
 - a. Each team will be assigned events for the year for which they will arrange, set up and clean-up, provide decorations, help plan and arrange financial aspects, work out logistics for successful event.
 - b. Teams work together to help at Silent Auction.
 - c. Work to coordinate, oversee, a fundraising event (examples - pasta dinner, nacho night, see's candy sales, casino night, picnic, ceramics)
 - d. Donation Procurement, work closely with Fundraising Officer; seek

donations from community, Alumni and membership for Raffle, Silent Auction and other events. Maintain and update donor list and send “thank you” to all donors.

9. Budget Committee Member (2):

- a. Attend budget committee meetings, and perform budgeting and financial planning duties as requested or needed.

10. Personnel Committee Member (2):

- a. Attend personnel committee meetings, and perform staff and/or HR related or financial planning duties as requested or needed.

11. Class Liaison (1 per class):

- a. Work with Special Events Coordinator to plan and coordinate class parties, events, such as graduation and end of year picnic.
- b. Responsible for compiling of annual scrapbook for class, to be paid for by the Association, presented at the end of the year picnic.
- c. Assist with class communication to promote class/school appreciation, spirit days, and attendance at events.
- d. Serve as liaison between Parents, Teacher & Board.
- e. Assist in reminding parents to return Blue Handbook by May 1st.
- f. Recruit and assist on Nominating Committee.

12. Gardener (1-2):

- a. Responsible for mowing lawns, weeding, watering, planting flowers and bulbs, pruning shrubs where needed on a monthly basis.
- b. Maintain sprinkler system.

13. Scholastic Book Coordinator:

Oversee monthly Scholastic Book orders and organize Book Fair, arrange for volunteers to help from each class.

14. Silent Auction / Major Event Invitations:

With the help of fundraising chairs, create, design, print and publish invitations and publicize.

15. Candy Sales Coordinator:

Arrange pickup and drop off of candy order forms during candy sales, sort and distribute.

16. Blog & Web Assistant:

Maintain and update website, maintain and update email list, blog and general upkeep of social media sites relating to the Association.

Section B – Other Jobs

These are the jobs that, while not absolutely needed for the school to function, will aid in the smooth running of the program and assist others. They may be filled once all the Standing

Jobs are assigned.

1. **Alumni Representative:**
 - a. Maintain and update Alumni List.
 - b. Work with Publicity Officer to publish Alumni Newsletter in January.
2. **Classroom Materials Resource & Costuming: :**
 - a. Make playdough or arranges for children to make as needed.
 - b. Find various materials needed by teachers for art and class activities
 - c. Responsible for sewing and garment repair year round.
 - d. Develop maintain and rotate dramatic play material in classroom based on “teachers” needs.
3. **Financial Resource Liaison:**

Research and apply for grants, community giving and matching programs and other sources of soft money to provide supplemental funds for the Association.
4. **Hospitality (1-2):**

Set up for all Parent Member Meetings, arrange for refreshments for meetings.
5. **Photographer:**

Take photographs at school events, special events and parties. Work with Association to create yearbook.
6. **Yearly Raffle:**

Plan, oversee and help with vendor selection, ticket order and distribution. Assist with setup/cleanup event. Work out logistics for successful event, plan and arrange worker schedule & duties.
7. **Ceramics:**

Plan, oversee and help with selection of items, order and distribution. Assist with setup/cleanup event. Work out logistics for successful event, plan and arrange pick up of items for the fundraising events that include ceramic items for sale or auction.
8. **Graduation Coordinator**

In communication with the Director and Pre K teacher, assist with planning of graduation. Plan, set up, assist with set-up/clean-up events. Work together with Last Day Picnic Coordinator for successful event, plan and arrange worker schedule & duties.
9. **Last Day Picnic Coordinator**

In communication with the Director, assist with planning of last day picnic to follow graduation. Plan, set up, assist with set-up/clean-up events. Work together with Graduation Coordinator for successful event, plan and arrange worker schedule & duties.

Section C – Committees

1. **The Financial Committee shall:**
 - A. Consist of the President, Fundraising Officer and two (2) Association members appointed by the President at the Fall Orientation Parent Member Meetings. The Bookkeeper and Director shall be ex-officio

- members of the Financial Committee.
 - B. Be a permanent committee that meets bi-monthly on a year-round basis.
 - C. Be responsible for fiscal strategy and planning, including:
 - a. Monitor quarterly spending to ensure solvency.
 - b. Fiscal planning based on projected enrollment and trends.
 - c. Seek financial consultation to improve short and long term operational viability and security.
 - D. Propose a budget for the coming year, posting the proposal and rationale two (2) weeks prior to the March Parent Member Meeting.
 - a. Partner with the Personnel Committee to research, benchmark and manage staff compensation, including recommending budget increases as necessary to meet market conditions.
2. **The Nominating Committee shall:**
- A. Consist of the Admissions, President, Class Liaisons and two (2) non-board Association members.
 - B. Follow procedures specified in the By-Laws, ARTICLE IV, SECTION B, 1.
3. **The Personnel Committee shall:**
- A. Be responsible to the Executive Board, and consist of the Director, President, Secretary and two (2) non-board Association members to be appointed by the President at the Orientation Parent Member/Business Meeting.
 - B. Be a permanent committee that meets bi-monthly on a year round basis.
 - C. Be responsible for all employees paid by the Association and their contracts, and for a hiring issue and/or negotiation of employee related grievances or concerns.
4. **The Special Needs Committee shall:**
- A. Consist of the Director, President, Admissions Coordinator and Treasurer. The appropriate Class Liaison may act as an advisor when deemed necessary.
 - B. Follow procedures specified in the By-Laws, ARTICLE III, SECTION D, 2.

Article VII – Financial Organization

Section A - Millbrae Nursery School, Inc. is a Non-Profit Organization

- 1. Sources of income are tuition, fees, gifts and money derived from fundraising efforts.
- 2. Money is distributed by order of the Association only in accordance with a budget that has been discussed and accepted by the membership.

Section B – Tuition Fees

The Financial Committee shall recommend tuition fees to the Executive Board for approval by the Association membership.

- 1. A fee is charged by the Association at the time of application. Tuition for

the first and last month is charged at the time of enrollment. Tuition is to be paid each month a child is registered, whether or not the child attends school.

- A. The above-mentioned fees are payable on or before the date of entrance.
 - B. Prior to the first day of instruction, the first month's tuition and other charges will not be refunded unless a minimum of two (2) weeks written notice of withdrawal is given.
 - C. The deposit of the last month's tuition will be applied to the final attendance month or outstanding obligation fees when withdrawing after the first day of instruction. If less than four (4) weeks' notice is given, then the refund will be decided by the Admissions Coordinator, Director and Financial Clerk.
 - D. In exceptional cases, the Executive Board shall consider each case on its own merits and decide if any money is to be refunded.
2. Tuition is due the first of the month. A delinquent fee will be charged as stated in the tuition schedule if tuition is paid after the 10th of the month. A child may not be allowed to attend class if tuition is not paid by the 15th of the month.
 3. A full months tuition is required if the child enters on or before the fifteenth of the month. One half month's tuition is due if the child enters/enrolls after the 15th of the first month of enrollment.
 4. The Board may prorate tuition in partial months; but never less than one half month's tuition.
 5. A small fee (part of your deposit) is for health and safety insurance and consultant services.
 - A. Tuition is chargeable for nine and one-half months covering portions of ten (10) calendar months.
 6. Varied tuition and participation plans may be available. These will allow members to elect to pay higher tuition in lieu of responsibilities/obligations to the Association.

Article VIII – Staff

Section A - Non-Teaching Staff

There shall be a paid Accountant, Admissions Coordinator, Bookkeeper and Teachers' Aides of the Association who will be hired according to need. The hours, salary and duties of the employees shall be determined by the Personnel Committee and approved by the Nursery School Board.

Section B – Teaching Staff

The Teaching Staff, one of whom may be the Director, will be hired according to need. Their hours, salaries and duties shall be determined by the Personnel Committee and approved by the Executive Board.

Section C - Duties of the Staff

1. The Teaching Staff shall:

- A. Perform their duties as described in their job description and/or contract.
- B. Represent the school professionally in the community.

2. The Director shall:

- A. Perform duties as described in his or her job description and/or contract.
- B. Be the professional administrator of the school and a proponent of its philosophy of cooperation.
- C. If the need arises, consult with and advise the Committees established to assist in the school's operation.
- D. Present estimated requirements of equipment to the Financial Committee.
- E. Serve as an ex-officio member of the Board, Financial Committee, Scholarship Committee and Special Needs Committee.

F. Be immediate supervisor over teachers.

1. Operations:

- a. Supervise day to day operation of school.
- b. Be an informed and proactive child advocate.
- c. Attend Association functions and pertinent meetings.
- d. Supervise all children's programs.
- e. Communicate with licensing, accreditation agencies and correct deficiencies if necessary.
- f. Liaison with Millbrae Fire Dept., California Community Care Licensing, California Council of Parent Participation Nursery Schools and Community Development Department, as needed.
- g. Facilitate open community relations.
- h. Facilitate harmonious working and educational environment for all.
- i. Attend community conferences, lectures and other educational events.
- j. Be familiar with schools and community activities typically attended by our children.
- k. Welcome student teachers and observers.
- l. Mediate Parent/Teacher conflicts if necessary.
- m. Create policy statements and updates for handbook.
- n. Make certain both staff and parents understand and comply with handbook.
- o. Actively promote the school, its philosophy and mission.

2. Curriculum:

- a. Responsible for ongoing development, evaluation and oversight of the child-centered, play-based curriculum.
- b. Assist staff in the supervision and guidance of children, ages 2 to 5 years old, as a group and individually.

- c. Assist teachers in classroom as needed.
- d. Be available to conduct and contribute to regularly scheduled activities (i.e. snack time, group meeting time, and other specified activities)
- e. Keep current with educational theories and practices and implement in conjunction with teachers.
- f. Promote flow of information between teachers and parents.
- g. Communicate and clarify school policies and philosophy to parents, teachers and other staff.
- h. Conduct parent conferences in coordination with teachers.
- i. Write letters of recommendation (as needed) in coordination with teachers
- j. Review potential child development issues.
- k. Assist teachers in the identification of developmental issues in children.
- l. Advise and counsel parents regarding these issues.
- m. Refer parents to the appropriate resources.
- n. Contribute to the planning and development of the annual school calendar (with Board).
- o. Work in coordination with Parent Education Officer in the implementation of parent education meetings periodically throughout the year.
- p. Orient workday parents to current activities and standards.

3. **Staff Management**

A. Staff Development:

- 1. Provide regular observation of teachers and staff.
- 2. Conduct annual staff evaluations.
- 3. Mentor and guide teachers and staff.
- 4. Provide an opportunity for staff to attend professional development workshops and seminars.
- 5. Coordinate teacher/staff scheduling, classroom coverage.

B. Staff Recruitment:

- 1. Assist in recruitment, hiring, and orientation of staff (in coordination with Personnel Committee)
- 2. Create and implement role definitions for all staff (with teachers).
- 3. Maintain current teacher substitute list.
- 4. Keep apprised of current education requirements for all staff and ensures compliance.

C. Staff Supervision:

- 1. Mediate staff grievances/conflicts if necessary.

2. Attend and conduct staff meetings, create agenda for meetings.
 3. Coordinate and implement (with Admissions and Board Member) workday scheduling, orientation and training.
- D. Health, Safety & Maintenance
1. Ensure safe school grounds and healthful practices.
 2. Ensure appropriate agencies are notified when required by law.
 3. Ensure toys, crafts and equipment are safe and in keeping with school philosophy (with Maintenance Officer).
 4. Identify any safety related repairs, immediately notify appropriate committee officer.
- E. Finance
1. Contribute to budget preparation (working with Treasurer and Board).
 2. Research and write grants and ensure compliance (with Board).
 3. Maintain Non-Profit status.
 4. Ensure program costs stay within Budget.
 5. Regularly report budget status to the Board.
 6. In coordination with Treasurer and Bookkeeper, supervise banking, accounts/payable, receivables, billing, petty cash & collections.
 7. Keep insurance policies in force and adequate – ensure timely payments to avoid overdue charges.
 8. Administer staff benefits.
 9. Review and approve tax returns (with Board).
 10. Complete day to day narratives and reports for grants, projects, reports, licensing and services as needed.
 11. Participate in fundraising efforts.
- F. Admissions
1. Facilitate orientation/tours for prospective families (with Admissions).
 2. Enroll new students, process paperwork (with Admissions).
 3. Welcome new families; facilitate acclimation of children and parents (with staff and parents).
 4. Determine class lists each new year based on developmental evaluation of all children, new and returning (with Teachers).

Article IX – Method of Amending the Bylaws

Any amendment to the By-Laws shall be posted in writing two (2) weeks prior to voting. The By-Laws amendments shall be adopted by a two-thirds majority vote of a quorum

(51%) at a Parent Member Meeting.

Article X – Parliamentary Authority

The rules contained in Robert’s Rules of Order, Newly Revised shall govern the society in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Association.

Article XI – Dissolution

The dissolution procedure shall be as stated in the Articles of Incorporation and after obligations are met. The property owned by this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever insure to the benefit of any director, officer or member thereof or the benefit of any private person. Upon the liquidation, dissolution or abandonment of this organization, its assets remaining after payment or provision of payment of all debts and liabilities of this organization shall be donated to a nonprofit organization which is organized and operated exclusively for charitable purposes.

Millbrae Nursery School

Special Needs Request

Date: _____

Name: _____

Address: _____

Phone: _____

According to the Constitution of Millbrae Nursery School, families of the co-op may request special consideration if they are unable to adhere to the Millbrae Nursery School guidelines, tuition schedule and/or by-law requirements. Please describe your special need and specify for what time period it would apply.

Can you suggest an alternative to fulfill your by-law obligation?

The Special Needs Committee will meet to consider your request. We will inform you of the committee's decision. If you do not agree with the committee's decision, you have the opportunity to appeal to the board.

PARENT SIGNATURE

FOR COMMITTEE USE ONLY:

DATE CONSIDERED _____

RECOMMENDATION _____

San Mateo County Office of Education State Preschool and Prekindergarten

State Preschool

We have a limited number of State Preschool subsidized slots at Millbrae Nursery School for children who will be two, three or four years old by September 1st of each year. The slots are made available through our sub-contract with the San Mateo County Office of Education. Eligibility for the half-day or full-day state preschool program is based on income. The terms and conditions for eligibility in the subsidized component are established by the State Department of Education. We are required to ask for parent income and family information. Enrollment in the State Preschool Program at Millbrae Nursery School is based on eligibility, membership participation, and need priority rather than a “first-come, first-served basis”. A waiting list is maintained of eligible children when space is inadequate to meet the requests of California State Preschool Program (CSPP/CCTR). In the event there is space available after all enrollments have been made, the program can accept families up to 15% over the income guideline not to exceed 10% of the total spaces. Changes related to family schedule and/or income must be reported to administration within 5 days of change. Application does not guarantee placement.

Unlawful Harassment

San Mateo County Office of Child Development state preschool and prekindergarten programs with services provided at various subcontracting agencies are committed to providing a school environment free of unlawful harassment. The policy applies to all persons involved in the program services provided by San Mateo County Office of Education and prohibits sexual harassment and harassment based on race, religion, gender, national origin or ancestry, physical or mental disability, age, sexual orientation, or any other basis protected by federal, state or local law.

For the purposes of this policy, harassment must be based on one of the protected categories identified above, and means any unwelcome verbal, visual, or physical conduct, or unwelcome sexual advances by someone from or in the environment under any of the following conditions:

- Conduct is explicitly or implicitly made a condition of the employee’s or child’s employment, academic status, or progress.
- Rejection of the conduct by the individual is used as the basis for academic or employment decisions affecting the individual.
- Conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or learning environment.
- Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, and activities at or through the education environment.

Millbrae Nursery School
REQUIREMENTS FOR CALIFORNIA STATE PRESCHOOL
PROGRAM ~CSPP & CCTR

MNS Eligibility and Enrollment

Pre-Enrollment

Before you begin the enrollment process, please review the following requirement.

1. Age Eligibility

Millbrae Nursery School must adhere to the age eligibility requirements that are set by the California Department of Education (CDE). According to Funding Terms and Conditions for California State Preschool Programs (CSPP) and General Child Care & Development (CCTR), age eligibility requirements are as follows:

- A CSPP eligible four year old is a child, regardless of their chronological age, who will have their fourth birthday on or before September 1.
- A CSPP eligible three year old is a child, regardless of their chronological age, who will have their third birthday on or before September 1.
- A CCTR eligible two year old is a child, who is two years of age on or before September 1.
- Children who turn two on or after September 2 are not eligible for CCTR in the current school years.
- Children who meet the age criteria to attend public Kindergarten are not eligible for the Part Day or Full Day CSPP/CCTR programs.

2. Requirements for Service

In order to receive preschool services, families must meet eligibility and need criteria as specified. The determination of eligibility shall be without regard to the immigration status of the child or the child's parents. Each family applying for enrollment must submit all paperwork that is required in order for the eligibility and need to be determined. Refusal to provide or update the paperwork as requested will result in the denial of an enrollment request or termination of services.

Should the California Department of Education, following the State Budget, change enrollment requirements for any reason your family may be dis-enrolled. This could be due to (but not limited to a change in income requirements, age requirements, change in funding or other regulation changes. We realize that this may put a hardship on families and apologize for any inconvenience this may cause you, your child or your family. Our State Preschool Programs operate solely on State funding and regulations must be followed.

The Enrollment Process

All families begin the enrollment process by completing and submitting a Pre-Enrollment Application. In order to qualify for services, each family must complete a certification process that adheres to the state regulations governing licensed preschool programs.

- Step 1: Parent or Guardian Completes a Pre-Enrollment Application.**
Step 2: A Brief Prescreening Interview Is Conducted by Admissions Coordinator or Teacher.
Step 3: Family is Given An Enrollment Packet and a Registration Date.

The chart below outlines the certifications that must be complete for each program type offered.

Program Type	Eligibility	Need for Services	Health Documentation
3 Hour Preschool	✓		✓
Full Day Preschool	✓	✓	✓

Please Note!

- Registration Appointments can take up to 45 minutes to complete when a family comes prepared with all required documentation.
- Paperwork must be completed on site, except for items from outside sources.

Required Documents to Determine Eligibility

- To be eligible for services the child's parents or guardian must live in the State of California.
- Families are eligible for services based on the income ceiling and family size. Per state requirements, income is calculated using the gross amount paid to the family. The agency shall calculate income based on income information reflecting the family's current and on-going income.

1. Documentation of Family Size

- A certified birth certificate must be submitted for all dependent children in the household. At least one of the following: ❖ Birth certificate ❖ Child custody court order ❖ Adoption documents ❖ Foster care placement records
- Self-certification, absent parent or single parent status If only one parent has signed an application for enrollment in child care services, and the birth record information for the child(ren) counted in the family size indicates that there is a second parent who has not signed the application, the parent who has signed the application shall self-certify single parent status under penalty of perjury (Section I & V, Confidential Application for Child Development Services and Certification of Eligibility). The parent who has signed the application shall not be required to submit additional information documenting the presence or absence of the second parent.

2. Proof of Income

- One month of current income verification for all working adults in the household must be provided. Income documentation is for the month preceding certification. Current documentation will be requested.
- If one parent of the enrolling child does not live in the household, documentation must be provided to show **proof of support** from the second parent (child support records or arrangements) or **proof of the absence** of the second parent.

3. Proof of Residence

- **One month of current proof of residence.**
 - **Examples: Utility bill (water, gas, electric, cable, garbage) Official letter from government.**

Required Documents to Determine Need For Services

1. Proof of Employment for Working Adults

- An Employment Verification Form will be submitted or sent to working adults' employer by the administration. A release authorization allows the contractor's designated staff to contact the employer(s). The release authorization includes: Employer's name, address, telephone number and usual business hours.

2. Proof of Enrollment in school or training and education plan

- Adults in school or training must submit an educational plan prepared by a counselor and a current class schedule.
- Report of grades must be provided at the end of each semester of school.
- Participation in a vocational training program must lead directly to a recognized trade, paraprofessional or profession.
- Vocational training shall be reviewed at the beginning of each semester or quarter to determine progress (GPA 2.0 or passing grade) is being made toward the vocational goals specified.
- Services cannot be provided for repeating a class or program.

3. Proof of Actively Seeking Employment

- Adults seeking employment must submit a Seeking Employment Declaration.
- The family's period of eligibility for this purpose is limited to (180) working days during the fiscal year (July-June) Service is limited to no more than 5 days per week and for less than 30 hours per week

4. Proof of Actively Seeking Housing

- Adults actively Seeking Housing must submit a Housing Search Declaration, a letter from the social worker, shelter or homeless service agency.
- The family's period of eligibility for this purpose is limited to (180)working days during the fiscal year (July-June). Service is limited to no more than 5 days per week and for less than 30 hours per week.

5. Proof of Incapacitation

- The documentation of incapacity shall include:
- A statement that the parent is incapacitated, that the parent is incapable of providing care and supervision for the child for part of the day and if parent is physically incapacitated, that identifies the care and supervision tasks that the parent is incapable of performing.

- The number of days and hours per week that services are recommended to accommodate the incapacitation, taking into account the age of the child and the care needs.
- The probable duration of the incapacitation.
- The name, business address, telephone number, professional for verification, clarification, or completion of statement.
- Days and hours of service will be based on recommendation of the health professional.

Required Documents to Meet Health Requirements

The Following documents must be submitted at your Registration Appointment in order to comply with State of California licensing guidelines:

- Child's Immunization records
- Child's Physical Examination (dated within 1 year)
- Parent Immunization Records include Influenza, Pertussis(Tdap), Measles (MMR) and Tuberculosis (TB). TB Test Results (dated within 1 year)

Allergies and Food Restrictions

- If your child has an allergy or food restriction, please make certain the teacher and administrative staff is informed.
- Information about children with asthma or allergies are shared with classroom staff.
- Our program recognizes and respects the personal and religious beliefs of all families. If your child has a food restriction due to a personal and/or religious belief, we will work with you to accommodate reasonable requests.

Parent Participation Requirement

- Millbrae Nursery School maintains a classroom ratio of 1 adult for every 5 students in our Three and older classrooms, a 4:1 ratio in our younger (two year old) classroom.
- One parent, guardian or family member per child is required to participate in their child's classroom as a parent assistant one time per week (3 hours per week)

- For the safety of the program, each parent, guardian or family worker must have current proof of Immunizations on file at Millbrae Nursery School prior to participation. This included Influenza, Pertussis, Measles and Tuberculosis (TB).
- Parents are required to participate in the parent cooperative obligations of Millbrae Nursery School to include but not limited to weekly workday, maintenance days, fundraising hours, and school related jobs.

Waitlist Policy

- If there is no space available in the program (3 hour preschool, full day preschool) requested, the child will be placed on our waitlist.
- Families on the waitlist will be notified via telephone and/or email when a space is available for the child and registration appointment date will be set.
- At the Registration Appointment, parents will be required to present current date (up-to-date data) which will then re-evaluated to determine eligibility for services.
- Length of time on the waitlist is NOT a consideration for enrollment.
- Families must update the enrollment application any time there is a change in family status (i.e change in income, the number in the family, or the number of parents in the home.)
- Enrollment Application remains active for the fiscal year (July-June), or until a family is called for the program or asks to be removed from the waiting list.

Subsidized Fee Policies

Millbrae Nursery School is a subsidized preschool and school-age program. Subsidized programs help families pay for child care costs. All families approved for services may be required to pay fees on a sliding scale depending on their income and family size.

Upon establishing initial eligibility or ongoing eligibility for services, a family shall be considered to meet all eligibility and need requirements for those services for no less than 24 months, before having their eligibility or need recertified, and shall not be required to report changes to income or other changes for at least 24 months. Ed. Code (EC), Section 8261 (h) (1) – adapted for Pilot 24-month eligibility.

1. Fee amounts

- All fees are determined using a fee schedule provided by the California Department of Education, early Education support Division.
- All Families are informed of their family fee amount during their Registration Appointment.
- Fees are charged for services or obligations that are a part of and available at your child's school.
- No adjustment to the fee amount is made when a child is absent for any reason on a day when the school is open.

2. Payment Policy

- Family Fees are assessed and paid in **ADVANCE**. No adjustment is made for neither excused nor unexcused absence.
- Fee payments can be placed in the payment mail box **UNLESS** cash which must be paid to administration and a receipt for payment received. We are not responsible for cash payments left by family member without receiving a receipt.
- Family Fees are due by the 1st of each month and late after the 5th, unpaid fees will result in termination process, Notice of Action (NOA) terminating services will be issued unless a prior payment plan has been approved. The family fee is assessed based on the family's child enrolled for the longest period of child care. Family fees shall be considered delinquent after seven (7) calendar days from the date the fees were due. A Notice of Action shall be issued for delinquent family fee.

Delinquent fees are grounds for termination and families with outstanding fee balances cannot re-enter program until their fees are paid in full. Family fee shall be considered delinquent after seven (7) calendar days from the date the fees were due. A Notice of Action shall be issued for delinquent family fee. Child care services shall be terminated two (2) weeks from the date of the Notice unless all delinquent fees are paid before the end of the two (2)-week period for NOA appeal. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for child care and development services until all delinquent fees are paid. The program shall accept a reasonable plan from the parent(s) for payment of delinquent fees. Child care service shall continue to be provided to the child, provided the parent(s) pays current fees when due and complies with the provisions of the repayment plan.

3. Credit for Fees Paid to Other Service Providers

- If a family pays for the care of a child age 12 or under during hours that services are not available, the family may be eligible to receive a credit toward their monthly fees.
- To determine eligibility for a fee credit, a family must submit an Other Child Care Services Verification Form, which can be obtained from the office.
- If services are verified and a fee credit amount is approved, the family will need to submit receipts monthly, and in person, at the office to receive their credit.
- Before services begin, it is the responsibility of the parent or guardian to complete and submit the Other Child Care Services Verification Form. If MNS services have already begun, families can complete an Other Child Care Services Verification Form to obtain fee credit approval for future payments.
- We will not accept fee credits for fees that are past due, or for fees that were due prior to the Other Child Care Services Verification Form being completed/
- We will not provide fee credits for recipes that are submitted after the 15th day of the following month.

3. When family voluntarily request a reduction of family fee

- When a family voluntarily requests a reduction to their family fee by reporting a change such as family income, days and hours of care needed, or family size, MNS will reassess the family fee by requesting for documentation to support the reported change. The family fee reduction takes effect on the first of the month following the receipt and approval of the required supporting documentation. This documentation may not be used to make any other changes to the family’s service agreement.
- When a family is initially certified or recertified on the basis of income eligibility: The family shall, within thirty (30) calendar days, report changes to ongoing income that causes their adjusted monthly income, adjusted for family size to exceed ongoing income eligibility.
- Parents are required to report when their family income exceeds the 85%-dollar amount for their family size.

Schedule of Income Ceiling at 85% State Median Income (SMI)

Family 1-2	Family 3	Family 4	Family 5	Family 6	Family 7	Family 8 or more
\$5,067	\$ 5,467	\$6,383	\$ 7,404	\$ 8,426	\$ 8,617	\$ 8,809

7/1/18

Attendance Policies

State law requires that each child be signed in and signed out by a parent, guardian, or other person designated by the parent who is 18 years old or older. The signature must include the first and last name and it must be legible. Initials are not legal under the law. Sign in/out sheets are located in individual classrooms.

1. Daily Attendance

- Your child must be brought to school each day according to your contacted arrival time.
- We assign our staff according to the schedules of the children. When children are not scheduled to be present but arrive early or leave late it changes the numbers of children for our program out of compliance with the law and result in a substantial penalty.
- All changes to your contracted hours must be approved in advance by the office.
- If someone else will be picking up your child please make sure that the adult is listed on your child's emergency contact information and that the individual brings identification when with them when they come to pick up your child
- All individuals on the emergency contact list must be 18 years or older.
- Children will not be released to individuals who are not listed on the child's emergency contact forms or if the individual does not bring identification.
- Changes in the emergency contact information may be made in person or by phone only by a primary parent.
- Late Pick-up- if a child is not picked up by the contracted service end and/or the center closes, we will call parents and all emergency contacts to try to get the child picked up.
- If the child is not picked up within 30 minutes, the child is considered "Abandoned" and we will call the local Police Department to come pick up the child.

2. Reporting and Documenting Absences

- Children are expected to attend California State Preschool Program daily, according to their certified child care schedule. If a child is not going to attend on a day he or she is scheduled to attend, the parent must contact the Center by 8:30 a.m. to report the absence and reason for the absence. Upon returning to care, the parent must:
Provide a note for reason of absence. Ensure that the reason for the absence is noted on the Attendance Record. If the absence was due to an illness, the reason for

absence should specify who was ill (parent, child, sibling) Sign, with a full signature, next to each absence reason.

- Examples of “Excused” absences: 1. Illness/quarantine of child or parent, may include child or parent medical appointments 2. Family Emergency – A family emergency is a sudden situation that makes it difficult or unsafe for you to bring your child to the program.
- **Excessive Absences from child care may indicate the parent no longer has a need for services or there has been a change in their family situation. Excessive absences will result in a file update, change in child care hours or possible termination of child care services.**
- Parent must notify the office if you cannot bring your child into the program as soon as you are able to do so.
- Court-ordered visitation – court order must be on file
- Best Interest of the Child (BIC). Except for children who are recipients of protective services or at risk of abuse or neglect, excused absences "in the best interest of the child" shall be limited to ten (10) days during the fiscal year (July 1 – June 30). Best Interest Days for the child may include:
 - o Family vacation
 - o Time with relatives
 - o Special events for the child
 - o Cultural or religious celebrations
 - o Enrichment opportunities
 - o OthersParent must notify the office of planned or unexpected Best Interest Days when possible.

Uniform Complaint Procedures

It is the intent of San Mateo County Office of Education, Child Development state preschool and prekindergarten programs with subcontracting agencies to fully comply with all applicable state and federal laws and regulations.

Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding an alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Ed Code Section 200 and 220 and Government Code Section 11135) in any program or activity funded directly by the state or receiving federal or state financial assistance.

Complaints must be signed and filed in writing:

State Department of Education,
Child Development Division, Complaint Coordinator,
1430 N Street, Suite 3410,
Sacramento, CA 95814.

If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. In this event, the complainant should seek the advice of an attorney of his/her choosing.

A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil laws remedies, including but not limited to injunctions, restraining orders, or other remedies or orders.



The California Department of Fair Employment and Housing (DFEH) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived:

- **Ancestry**
- **Age (40 and above)**
- **Color**
- **Disability (physical and mental, including HIV and AIDS)**
- **Genetic information**
- **Gender, gender identity, and gender expression**
- **Marital status**
- **Medical condition (genetic characteristics, cancer or a record or history of cancer)**
- **National origin (includes language use restrictions)**
- **Race**
- **Religion (includes religious dress and grooming practices)**
- **Sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)**
- **Sexual orientation**

The California Fair Employment and Housing Act (Government Code sections 12900 through 12996) and its implementing regulations (California Code of Regulations, title 2, sections 7285.0 through 8504):

- **Prohibit harassment of employees, applicants, and independent contractors** by any persons and require employers to take all reasonable steps to prevent harassment. This includes a prohibition against sexual harassment, gender harassment, harassment based on pregnancy, childbirth, breastfeeding and/or related medical conditions, as well as harassment based on all other characteristics listed above.
- **Prohibit employers from limiting** or prohibiting the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation.
- **Require that all employers** provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment. Employers may either develop their own publications, which must meet standards set forth in California Government Code section 12950, or use a brochure from the DFEH.
- **Require employers with 50 or more employees** and all public entities to provide sexual harassment prevention training for all supervisors.
- **Require employers to reasonably accommodate** an employee or job applicant's religious beliefs and practices, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of his or her religious beliefs.
- **Require employers to reasonably accommodate** employees or job applicants with a disability to enable them to perform the essential functions of a job.
- **Permit job applicants and employees to** file complaints with the DFEH against an employer, employment agency, or labor union that fails to grant equal employment as required by law.
- **Prohibit discrimination against any job** applicant or employee in hiring, promotions, assignments, termination, or any term, condition, or privilege of employment.
- **Require employers, employment agencies,** and unions to preserve applications, personnel records, and employment referral records for a minimum of two years.
- **Require employers to provide leaves** of up to four months to employees disabled because of pregnancy, childbirth, or a related medical condition.
- **Require an employer to provide reasonable** accommodations requested by an employee, on the advice of her health care provider, related to her pregnancy, childbirth, or related medical conditions.

- **Require employers of 50 or more persons** to allow eligible employees to take up to 12 weeks leave in a 12-month period for the birth of a child; the placement of a child for adoption or foster care; for an employee's own serious health condition; or to care for a parent, spouse, or child with a serious health condition. The law also requires employers to post a notice informing employees of their family and medical leave rights.
- **Require employment agencies to serve** all applicants equally, refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory pre-hiring inquiries or publishing help wanted advertisements that express a discriminatory hiring preference.
- **Prohibit unions from discriminating** in member admissions or dispatching members to jobs.
- Prohibit retaliation against a person who opposes, reports, or assists another person to oppose unlawful discrimination.

The law provides for remedies for individuals who experience prohibited discrimination or harassment in the workplace. These remedies include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.

Job applicants and employees: If you believe you have experienced discrimination, you may file a complaint with the DFEH.

Independent contractors: If you believe you have been harassed, you may file a complaint with the DFEH.

Complaints must be filed within one year of the last act of discrimination/harassment or, for victims who are under the age of 18, not later than one year after the victim's eighteenth birthday.

For more information contact (800) 884-1684; TTY (800) 700-2320; videophone for the hearing impaired (916) 226-5285; contact.center@dfeh.ca.gov; or www.dfeh.ca.gov.

Government Code section 12950 and California Code of Regulations, title 2, section 7287, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather.

In accordance with the California Government Code and ADA requirements, this publication can be made available in Braille, large print, computer disk, or voice recording as a disability-related accommodation for an individual with a disability. To discuss how to receive a copy in an alternative format, please contact the DFEH at the telephone numbers or e-mail address above.