

Big Valley Rancheria Preschool Parent Handbook

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2022-2023 Parent Handbook

We hope this orientation handbook will answer any questions that you may have concerning our program and policies. Please take the time to read it thoroughly. If you have any unanswered questions and concerns please do not hesitate to call and speak with the preschool supervisor.

In order to best help you make the most out of your child’s preschool experience please contact Danyelle Johnson at 707-263-3924 between 8am and 2:30pm.

**Enrollment Requirement**

\*For funding reasons all enrolling students must either be an enrolled Big Valley tribal members, have a parent or guardian that is an enrolled Big Valley tribal member, or parent/guardian must be a BVR employee.

**Age Requirement**

Your child must be 3 years of age by Sept 1st of the current school year. Children who turn 5 years of age before Sept 1st are not eligible. Preschool is designed for children between 3-5 years of age. If your child turns 3 between September 2nd and December 2nd, they qualify with the expectation that the parent/guardian will enroll them into Transitional Kindergarten (TK). BVRP is a two year maximum for students, they may not attend for more than two years.

**Program Description and Goals**

Big Valley Rancheria (BVR) Preschool implements the Frog Street pre-k curriculum: Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children!

* Differentiated instruction
* An extensive integration of theme, disciplines, and domains
* Social and Emotional development
* Joyful approach to learning

In addition to the pre-k curriculum, we at the BVR Preschool will:

 1. Create and coordinate a physically and emotionally safe environment that nurtures and facilitates the natural, individual development of the whole child.

 2. Encourage children to take initiative to generate ideas, solve problems by asking questions, and develop relationships by supporting children’s needs for individual exploration, discovery, and repetition through play.

 3. Recognize the family as the primary caregiver and support the family’s independence and competence. Encourage parents to be involved in all preschool activities such as orientation, open house, and the daily program.

 4. Actively collaborate with parents in an ongoing positive manner in order to best support each child’s development.

 5. Acknowledge and celebrate the cultural diversity among families by respecting cultural differences.

 6. Use respect and sensitivity at all times when communicating with children, both verbally and nonverbally.

 7. Develop plans that will recognize the individual needs and goals of the child.

**Arrival and Departure**

Program hours are from 9:00am-2:00pm.

The best drop off time is between 9:00-9:15am so we can prepare breakfast and plan our day based on the number of students present. The best pick up time is between 1:45-2:00. You may, however, drop off or pick up and anytime throughout the day when necessary. If you know you will be dropping off/picking up at a different time please let us know so we can plan accordingly.

If you choose to arrive early with your child, please be prepared to wait outside with him/her until the school is open for business at 9am. During this time, the teachers are busy preparing for the day’s activities. You must pick your child up no later than 2:00pm.

Upon arrival to the preschool program:

* Every child must be accompanied into the classroom by their parent or authorized person.
* The parent or authorized person must record the time of arrival and sign in with full signature.
* Be sure that a teacher in your child’s classroom knows that your child has arrived.

Upon departure from the preschool program:

* Every child must leave the school with their parent or authorized person over 18 years of age.
* The parent or authorized person must record the time of departure and sign out with full signature.
* Be sure the teacher in your child’s classroom knows that your child is leaving.

Please bring your child on time. Children who come to school late may miss mealtime and important educational activities as well as causing disruption to the program and activities that are in process. If your child arrives later than the scheduled breakfast time, please make sure your child eats a healthy breakfast prior to arrival.

**Attendance**

Starting school is one of the most important events in your child’s life. Children who attend preschool on a daily basis will be prepared for kindergarten and will have a rewarding and productive year. Families are required to call the school when their child is absent.

**Late Parents**

Being left at preschool beyond the program time can be a frightening experience for your child. Staff members are as supportive as possible, but it is a situation we all want to avoid. Children must attend according to their contract hours. If someone else is picking up your child it is still your responsibility to have him/her be picked up by the scheduled contract time.

**\*WHEN YOU ARE LATE PICKING UP YOUR CHILD YOU WILL BE CHARGED A LATE FEE OF $1 EACH MINUTE YOU ARE LATE STARTING AT 2:05PM\***

This fee must be paid before your child can return to school. If late pick up happens more than 5 times during the school year, your child will be removed from the program.

**Illness**

It is in the best interest of the children and staff that everyone helps to control and reduce the spread of illness. Staff does daily health checks while greeting children upon arrival. A staff member, upon greeting the child, may determine that the child does not seem well enough to attend class. Please be prepared to take your child home in this case. If your child appears to have symptoms of illness (bad cough, green snot, sneezing, fever, lethargic, etc.) at school, he/she will be isolated and you will be called to pick up your child. If we cannot reach you, we will make calls to the people you have identified on the identification and emergency form. A current contact telephone number must be provided at all times. If your child has had any rash, vomiting, or diarrhea please keep him or her at home from school for 48 hours after symptoms cease. If your child has had a fever they must remain home until child has been fever free for 48 hours **without needing fever reducing medication**.

**Head Lice**

If your child has live lice or nits you will be called to pick up your child. Your child may not return to school until all live lice and nits are no longer present. The staff will do weekly head checks to maintain a healthy environment for each child. Early detection helps stop the rapid spread of lice among children and their families.

**Accidents and Injuries**

Accidents and injuries occur regularly in a child’s life. Simple cuts, scrapes, and other owies are treated by washing with water, application of Band-Aid (if appropriate) and lots of love.

**In case of medical or dental emergencies,** you will be immediately notified of injuries that require professional medical attention. If we are unable to reach you, we may call 911 who will transport your child to a medical facility. We will continue our attempts to reach you. If it’s a medical emergency that requires an ambulance, you will be notified after 911 is called.

**Appropriate Clothing**Since an important aspect of the program is working with messy materials (glue, paint, play dough, water, etc.) children should wear suitable play clothes. We do encourage children to wear smocks but sometimes splatters may get beyond these and damage their clothing.

We will not limit a child’s activities because of clothing.

Parents must provide a change of clothing, which will be left at the school and used when needed. Be sure to label clothing with your child’s name. Please mark all sweatshirts, coats, etc. as well so we can ensure your child’s clothing is returned.

We will go outside each day the weather permits. Please be sure your child is wearing or has appropriate clothing for outside play.

Appropriate shoes must be worn to protect feet from injuries and so children can run and play freely. Please encourage children to wear shoes they can take on and off themselves. Shoes with laces that need to be tied are time consuming.

**Potty Training**

**Your Child Must be potty trained before they can attend preschool.**

**Personal Toys**

We have enough toys for everyone at school. Please leave toys, videos, and video games at home. This helps avoid conflicts over toys as well as broken and/or lost toys. School toys stay at school. If they find their way to your home, please return them.

**Play**

Children’s play is often not valued by adults who may think it is a time filler rather than an essential part of healthy development. Much of what children do at play time contributes to the development of their social, emotional, cognitive, and small and gross motor skills. Through play children also solidify pre-reading and pre-math skills which lay the foundation for their learning experience.

When children play:

* Their interest is self-directed
* They problem solve
* They generate their own rules
* They engage in complex language and varied vocabulary with peers
* They explore their environment
* Their attention is actively engaged

**Discipline**

At BVR Preschool, we expect staff to be nurturing and supportive. Children will be provided with a consistent, yet flexible environment that emphasizes predictability. We will establish clear guidelines regarding classroom behavior.

In an environment conducive to playing and interacting with others, the children will be encouraged to share, cooperate, and respect the property of others. Trust and positive self-concepts will develop when children are respected and their ideas are taken seriously in relationships which foster independence.

**Techniques we use**

As behavior problems arise, staff will help children to:

1. Identify and communicate feelings
2. Find alternatives when conflicts arise
3. Express and redirect their emotions appropriately
4. To be part of the decision making process, as in establishing consequences for repeated misbehavior (loss of privilege in a particular area, brief time away from an area or group, parent contact or involvement)

We will reserve the right to exclude individual children from school if they repeatedly inflict bodily harm on themselves or others. In such cases, parents may be contacted and required to meet with staff to work out appropriate solutions.

**Family Circumstances and Parent Behavior**

BVRP teachers and staff are sensitive to the needs of children in these situations and will work to support the entire family. We are happy to provide duplicate information in the child’s cubby to accommodate both parents’ need for information. Please let us know if this is necessary.

If information is needed by BVRP regarding custody, child pick-ups, etc., please provide us with the formal paperwork. Unless we have the appropriate paperwork, we cannot keep a child’s biological mother and/or father from picking up his or her child.

Parent behavior is crucial to creating a safe environment for our students. The person picking up any student will be held to a high expectation. This includes, but is not limited to: respectful words and attitude towards other parents/persons picking up, appropriate clothing, refraining from using ill language such as cussing or derogatory terms, talking about another student in front of other students or parents/picking up, and any conduct that may be deemed as inappropriate in a school environment. If you have a concern please meet with a teacher in private at an appropriate scheduled time.

We understand there are sometimes concerns regarding custody situations; this is something that needs to be worked out prior to pick up and not on school grounds.

If any parent or persons picking a student up exhibits negative behavior that is not beneficial to our students, you will be asked to leave immediately. We will not tolerate inappropriate behavior at BVRP. If this behavior continues, the parent or persons picking up will need to meet with supervisorial staff to determine a solution. We also reserve the right to notify authorities immediately if the teachers have deemed it necessary.

**Ways Parents and Teachers can Work Together**

1. Volunteer at the school on a regular basis, observe classroom activities and get to know your child’s teachers and friends.
2. Talk with your child about his/her day at school. Ask specific questions such as: “Did you learn or sing any songs today?” “What was for lunch?” “Who did you play with?”
3. Show your child you are happy about all the new things he/she is learning to do by displaying his/her artwork or special projects and talking about them at home.
4. Try to spend at least 20 minutes each day reading, talking, playing sports, or playing games with your child.
5. Share your ideas about children’s activities with your preschool staff.
6. Communicate with us what works well with your child.
7. Please share your talents or hobbies with us.
8. Inform us how we can best help with your child. You are encouraged to request a conference with us at any time.
9. Attend scheduled parent meetings or conferences.
10. Join us for special activities, meals, or field trips.
11. Share your culture, family history and family traditions with us.
12. Please remember other parents and children have a right to privacy. If there is a concern, please discuss it with your preschool staff and not other parents.
13. Remember that when you volunteer to participate in the classroom, you are helping your child to make home to school connections, which strengthens their learning and paves a path for their success in school.
14. When at school at all times, we ask that you please be mindful of your language and behavior.