



CHPPNS

california
heights
parent
participation
nursery
school

Parent Handbook 2023-2024

Welcome!

By enrolling in the California Heights Parent Participation Nursery School (“CHPPNS”), you and your child are becoming part of a Long Beach tradition that dates back to 1947. That’s right – our school is over 75 years old. It’s been around so long because it works.

This handbook will acquaint you with the customs, organization and procedures of our preschool. We hope this will answer many of your questions and help you and your child experience a smooth start.

A parent participation nursery school, or co-op style preschool, is an organized group of parents working toward a common or mutual benefit. Families who choose to invest their time in a co-op find that they often get as much or more than they invest into it. We all share the small and large tasks that make our co-op work well. Our shared goal is our children’s well-being.

ADMISSION

Our school has an enrollment of approximately 12-15 children between the ages of 2.5 and 5 years of age. To be eligible, a child must be potty trained at the time of entrance. Occasional accidents and Pull-Ups are acceptable, but parents will be called in the event of a major accident.

SCHOOL CALENDAR AND HOURS OF OPERATION

We follow the Long Beach Unified School District calendar throughout the year. (Please refer to www.lbschools.net/Schools/school_calendars.cfm for updated calendar.) We choose the starting date and last day of school based on the parents’ needs and general consensus. Children attend Monday through Friday from 9:30 a.m. to 12:15 p.m. and have a supervised play period until 12:30pm.

Daily Schedule (subject to change)

9:00	Working parents arrive and begin setting up materials with the teacher
9:15-9:30	Arrival: children sign in with teacher (working parents finish set-up)
9:30-10:00	Circle Time: Teacher leads children in welcome songs and circle time, Share Day on Fridays
10:00-10:35	Choice Play #1: Playtime on tennis court (e.g., bikes, chalk, balls, etc.)
10:35-10:45	Outside toy cleanup and bathroom break, including handwashing
10:45-11:00	Snack time: snack provided by one working parent
11:00-11:30	Table Activities: one-on-one teacher/student workbook time, dress-up and role-playing activity center, fine motor skill activity center, and art projects
11:30-12:00	Choice Play #2: children choose area to play area, including playground and sand toys
12:00-12:15	Cleanup & Rest time
12:15-12:30	Dismissal & Pick-up time

TUITION & FEES

A \$50 supply fee is due at the beginning of each semester. Tuition is set at \$300 for the school year; September through mid June. Tuition will be billed monthly at \$300/month, non-prorated. Invoices will be sent on the 1st of each month and will be due by the 5th. Autopay is available.

PARENT WORKDAY POLICIES

1. **You MUST be on time. It is not fair for the other working parent to try to go it alone. Know the other working parents' phone numbers and call him/her if you are going to be more than 5 minutes late. If you cannot work, you MUST find a substitute. Failure to fulfill workday obligations can result in fines and/or dismissal from the program. If you fail to get a replacement, you will be fined \$25 the first time and \$100 any instance thereafter.**
2. Minimize chatting with other parents. Your job is to interact and guide the children.
3. Please do not use your cell phone (apart from taking photos) unless it is absolutely necessary. In the event that you must use a cellphone, please request that the other working parent(s) and/or teacher cover your duties during that time.
4. Sibling Policy - If necessary, a parent may bring **one** sibling to school on his/her work day, but only if the child is not disruptive and the parent is able to perform all of his or her duties. Bringing more than one sibling is not permitted.
5. If you have a serious concern or problem with one of the children, do not openly discuss it in the presence of the child or other children. Instead, please privately talk with the Chair of Parents and the teacher.
6. We encourage children to help during clean-up time, but only adults are allowed to put things away in the shed. Please wear safe shoes and clothing that you do not mind getting dirty. **No children are allowed in the sheds.**
7. No smoking.

DROP-OFF AND PICK-UP

1. Unless it is your working day, do not arrive before 9:15 a.m. The working parents will be too busy setting up to watch your children. Please arrive no later than 9:30 a.m. It is disruptive to the teacher and the other children if you arrive in the middle of circle time.
2. You must escort your child inside the gate and sign the attendance sheet. At this time, check for any notes or announcements.
3. School officially ends at 12:15 p.m., followed by a supervised playtime until 12:30 p.m.
4. Parents must sign out their children each day as proof that they were picked up. Working parents must stay with the children until every child has been signed out. Parents who are late may be fined, and parents who are consistently late may be asked to leave the co-op.

SCHOOL DAY INFORMATION



Buckets

Rather than using backpacks, we prefer buckets because it's easier for the kids to access their belongings and makes it easier to send artwork and crafts home. Please label your child's bucket in BIG LETTERS for quick identification. Let your child help you decorate the bucket so he/she knows instantly which one is his/hers.

Toys

Please do not bring toys to school. Some days designated by the teacher will be "share days" and students can bring an item to share with the class. No guns, swords, or sharp toys, please.

Clothing

1. Your child's clothing should be comfortable, washable and easy to pull up and down at bathroom time. Although we use washable paints, clothes still get stained, so PLEASE do not dress your children in their best clothing. Even when they wear smocks, paint manages to splash onto them.
2. Closed-toed shoes should be worn that are appropriate for running and climbing. Do not send your child in sandals. We sometimes find glass on the playground and sandals are too easy to remove.
3. Please send a complete change of clothes (including underwear and socks) in a plastic bag that is kept in your child's bucket. Be sure to replenish clothing as needed. Please pack a jacket or sweatshirt in colder months.

Food

Your child must eat breakfast before school. Children must eat the snack that is provided or go without. Unless your child has a serious medical consideration or allergy, we will not allow you to substitute another snack. CHPPNS is a NUT-FREE school. Please do not bring any nut products for snack time or for parties/birthdays.

Birthdays

On your child's birthday, you can bring a treat. Please let all parents know in advance so they know you are bringing a special treat.

ILLNESS

1. If your child is sick, keep him/her at home. A child's temperature must be normal (98.6) for 24 hours before returning to school.
2. Keep your child at home if he/she has a serious cough or runny nose. If your child needs to stay home due to illness on your workday, and you need to stay home with your child, you must find a replacement. Please inform the Chair of Parents as soon as possible if you are having a difficult time finding a replacement.



3. If your child has been exposed to an infectious disease, please notify the Chair of Parents and keep your child at home for the appropriate incubation period.
4. Medications cannot be administered at school.

5. If your child becomes ill, you will be notified immediately. First Aid supplies are kept at the school. In the event of a serious accident, we will call 911 and notify you immediately.

SAFETY POLICIES

Classroom

1. During circle time, children must sit with their bottom on the ground at all times. They should sit on their own square with hands and feet to themselves. No sitting on tables.
2. Toys must be used appropriately and handled with care. No throwing. No toys on the playground.
3. Shoes must remain on at all times.
4. Biting, hitting or any other destructive behavior will not be permitted. If the behavior does not subside a plan of action will be created between the teacher, Chair of Parents, and the child's parent. If this is not successful in eliminating the behavior, the child and parent may be asked to withdraw from the preschool.

Bikeyard

1. Tricycles are ridden counterclockwise around the perimeter of the court.
2. No bikes allowed in the center of the court.
3. Riders must sit on the seat.
4. Children are not permitted outside the perimeter of court. If a ball rolls out of the boundary, an adult must retrieve it.
5. Children will keep a helmet in their bucket at all times to be worn when riding the tricycles.

Playground

1. Children must not throw sand, pour it on the play structure, pour it on themselves, or pour it on others.
2. Children must slide down the slide feet first, on their bottoms only. No walking up the slides, placing sand on it, or sliding down face first.
3. Children must sit on the swings. No jumping off. One child per swing.

General

1. Adults only in the shed. Children are not allowed to take things out or put things away in the shed.
2. No climbing on the fence or gates. Please close gates after you enter or exit.
3. An adult must accompany children to the bathroom.
4. Closed-toed shoes must be worn at all times.

Rainy Days

On rainy days, please drop children off at Bixby Knolls Christian Church at 1240 E. Carson Street. Drivers should park in the rear of the building and enter with your child through the back doors.

ADMINISTRATION

Executive Board: The Board consists of the officers of the group and the teacher. The Board is authorized to conduct business on behalf of the entire membership throughout the year. They meet once a month during the school year and during the summer as necessary.

1. *Chair of Business*: Presides over meetings of the Executive Board and general membership, appoints committees as required, coordinates activities of the school, maintains business-related documentation, and oversees the annual evaluation of teacher and program.
2. *Chair of Parents*: Initiates new members into the group, maintains a waiting list, and acts as advisor and intermediary when problems arise among individual members or between a member and group.
3. *Secretary*: Keeps records of all membership meetings, takes roll call at all meetings, updates the website, and produces updated rosters, sign-in sheets, and calendars.
4. *Chair of Finance*: Collects all tuition checks, deposits all funds into the CHPPNS bank account, and pays bills and taxes as needed. Bills include workers' compensation, PO Box, insurance, and teacher's salary. Reports on the school's finances at each meeting. Retrieves the mail.

5. *Chair of Fundraising*: Organizes fundraising projects and is responsible for all related record keeping.

MONTHLY PARENT MEETINGS

Monthly meetings are usually held on a designated day every month at a home of one of the parents. **They are mandatory.** Please be courteous and prompt. Each family is permitted to miss only one meeting per year. This is when we make policies, discuss business matters, plan field trips, etc. Therefore, if you have a suggestion or a concern, this is the place to seek change. The teacher attends each monthly meeting and will provide feedback on the children's progress and behavior as a whole.

FUNDRAISING

All parents are required to participate in or buy out of all fundraisers. Fundraising monies provide enriching activities for our students and allow for much-needed facility improvements.

PROGRAM EVALUATION

In April, we will evaluate the teacher's performance. Your input will be solicited in writing. Renewal of the teacher's contract will be addressed in the May meeting (teacher does not attend). If there are any concerns regarding the curriculum or program during the school year, please notify the Chair of Business promptly.

EMERGENCY PROCEDURES

Should an emergency occur during school hours, and the students are instructed by emergency personnel to evacuate the premises, a note will be left on the gate informing parents of our location (if time and safety permits). Parents will be notified as soon as safely possible using the WhatsApp business group.

FINES

Tardiness: A penalty may be assessed if you arrive late for your workday or fail to pick up your child by 12:30 p.m. at the following rate: \$5 for the first 10 minutes and \$1 for each additional minute. If you know you are going to be late to pick up your child, call the school and ask another parent to take your child to his/her home or call someone on your pick-up list to retrieve your child.

Workday Absences & Leaving Early: You must have a replacement with a valid TB test on file if you cannot make it to school on your workday. If you fail to get a replacement, you will be fined \$25 the first time and \$100 any instance thereafter. Working parent leaving early without prior approval: \$25 fine.

Fundraisers: Failure to participate will result in a \$100 fine.

Late Tuition Payments: If a monthly payment is still delinquent three days after being contacted by the Chair of Finance, it will result in a \$25 fine.

Parent Meetings: There is one excused absence allowed per year. Each additional absence will result in a \$50 fine.

Dropout Notice: After the six-week trial period, you are committed to staying in the school for the remainder of the year. Should you drop out at any time, the school reserves the right to charge you an exit fee. We depend on income from all members to pay the teacher, buy supplies, pay for insurance, etc. It is very difficult to find a replacement for your child if he or she leaves with little time remaining in the school year.

Vacations: You will be expected to pay for your child's seat at the co-op even if your family is on vacation. You are encouraged to check the school's calendar and plan vacations while we are on break. We do not pro-rate any month, even when CHPPNS is closed for holidays.

SAMPLING OF ACTIVITY CENTERS



Art Area: Self-expression through the use of paint, clay, chalk, markers, play dough, crayons and collage materials. Kids learn about color, line, shape, size and texture. They learn how to use tools and materials, how to describe their actions and develop fine motor skills. Please feel free to make a project yourself, but try to resist helping children too much. If you do, you won't see the progress they've made when they put things in order by the end of the year (two eyes above a nose and mouth, for example.)



Block building is important to cognitive development. In playing with blocks, children recreate experiences—a skill necessary for abstract thinking. In addition, children learn about sizes, shapes, angles and planes. They develop fine muscles later used in writing. And this is where they learn to share materials, ideas and experiences. Development of mathematical and organizational skills begin here. Conversational skills also develop.



Role Play/Dress Up: Children try on various roles, some familiar, some not. As children act out their roles, they learn about themselves, their families, and those around them. Imagination and language also get a boost.



Manipulatives: Wooden puzzles, beads for stringing, matching activities, sorting, pegs, flannel board, number concepts. Here, children learn fine motor control, hand-eye coordination, and visual discrimination.

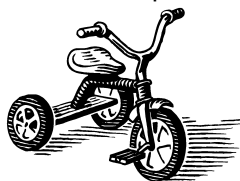
Water and Sand Area: Sifting sand and pouring water provide opportunities for socialization, fine motor coordination, sharing materials, and observing changes in form and substance.



Library: Books provide an opportunity to learn about ourselves and the world around us. As children look at books and listen to stories, they make up their own stories, act out familiar stories, and become motivated to read and write. They also learn how to cope with events in their lives, learn how to be friends, develop a sense of humor, and develop listening skills.



Music and Movement: Music helps children express themselves with their bodies. Musical games encourage cooperation and singing songs develops language. Playing instruments in a marching band helps children feel part of the group.



Bike yard and playground: These are areas for gross motor development, where children run, jump, hop, skips, roll, crawl and just MOVE. They also learn to take turns, catch, and YELL in the appropriate environment. They enjoy the freedom of space. They learn to ride tricycles and learn to avoid crashes. They learn the rules of safe play.

Play: The essential element in all of the above categories is play. All this wonderful learning takes place because it is play. It's fun. Never underestimate the value of play. Preschool years are for play, laying the groundwork for academics in elementary school.

Excursions: Field trips are scheduled throughout the year to local places such as the library, fire station, and ice cream shop. We leave from the park unless otherwise announced. Please make sure you're on time that day and be sure to leave a car seat for use in another parents' car.

CHPPNS Protocols to Promote a Smooth Day

Many of these protocols/rules have been developed over time by trial and error and have been found to be very effective in making the school day run smoothly when followed. Some are already included above.

General

- All parents/grandparents should follow the school rules and encourage students to follow them during school hours. BENEFIT: Students get a consistent message.
- During school hours, all participants should be respectful with their words and behavior. If a parent/grandparent has a concern, please talk to the Chair of Parents or teacher after school hours. BENEFIT: Students only have respectful confrontation demonstrated to them.
- During school hours, the students should wear closed-toed shoes and keep them on. BENEFIT: We keep kid's feet safe and clean. Often there are hazardous and unsanitary items found in the sand.
- If your student will not be attending school, please text the teacher directly, as she/he uses this information to prepare for the day and makes accommodations accordingly.

Morning Set-up

- If the temperature is 55° or below, school will take place at the church for the day.
- During the morning set-up, the students are to play in the sand or on the playgroun ni d. Students can help parent/grandparents set up for bike time (always accompanied by an adult), but should be back in

the Tot Lot no later than 9:10. BENEFIT: We keep the equipment exciting for the students during the allotted Bike Time and prevent students from wanting to go out to the sand to play during Activity Time. We prevent something bad from happening to our students by ensuring adult supervision of the Bike Time area anytime a student is out there. Finally, by ensuring all students are back in the Tot Lot by 9:10, students who are arriving for school are not enticed to go out to the Bike Time area.

- If parents bring food for their child to eat before school, it should be finished before school starts and/or put away until after school hours. BENEFIT: It is not a distraction to other children when learning is supposed to be taking place.
- Children are not allowed in the shed unless for a specific purpose and are accompanied by an adult. BENEFIT: Safety: There are exposed nails, toxic materials, items that could fall on a student's head, etc.

Hello Song and Show-and-Tell Time

- After the bell has rung and the students are seated, if you are within five feet of the mat, please help keep the students engaged by actively participating. BENEFIT: Students are not distracted and can concentrate on engaging their critical thinking skills to come up with answers based on clues.
- If you are arriving late and school has already begun, please use a whisper and as quietly as possible, seat your child on the mat. If this is challenging for you because of child's temperament, please consider delaying your arrival until Bike Time. BENEFIT: Teacher is not interrupted and students can concentrate.
- During show-and-tell the students may bring one item in a bag. The other children are encouraged to guess and ask questions about the item. BENEFIT: Bringing one item simplifies the process and encouraging students to ask questions teaches them good skills.
- There is no food or water allowed on the mat during the mat times (i.e., Hello Song, Show and Tell, Circle Time, Library Time and Story Time). Water is offered/available at Bike Time, Snack Time, and will be during Activity Time and can be made available upon request to be consumed off the mat. BENEFIT: Children are not being distracted from learning.

Bike Time and Restroom Break

- Bikes and the wagon are only ridden counter-clockwise on the green-painted area. BENEFIT: Fewer crashes and learning the difference between clockwise and counter-clockwise.
- Adults and children, if not on a bike or pulling the wagon, should remain on the blue-painted area. BENEFIT: Fewer injuries.
- Children are not permitted to climb into the wooden or plastic bins at any time during the day. BENEFIT: Prevent fingers from being smashed and kids from falling out of the wooden bin.
- Restrooms should be cleaned during morning set-up and not during bike time. BENEFIT: Provide more parent engagement of the students during Bike Time and keep the day on schedule.
- The toilet seats and stepstools should be sanitized and cleaned daily before they are stored. BENEFIT: Keeping our equipment fresh and sanitary.
- The parent/grandparent bringing snack typically is not on restroom duty, unless the other working parent is a male. Only females may take students to the restroom. BENEFIT: Special Helper gets to spend time with his/her parent/grandparent during Bike Time. Limiting CHPPNS's liability and keeping kids safe.
- Parent working bathroom is responsible for ensuring children are watched when traveling to/from the restroom. BENEFIT: No lost kiddos.

Snack Time

- Parents should notify the school of any dietary restrictions for their child at the beginning of the school year, or when it develops, and write the restriction on the side of the Snack Time bin. BENEFIT: Children are only receiving the food that they should.
- Children should only eat before school starts and during snack time. BENEFIT: Kids are not distracted.
- Only the parent who brought snack should set up snack. BENEFIT: The other working parents are available during circle time to help the students focus and engage in learning.
- After snack time is over, the parent who brought snack should clean any utensils used in snack preparation, put away the snack bin, and take home the recyclables. BENEFIT: Utensils are clean for next use and recycling duties are spread out.
- Cookies and extras should be brought only during potlucks and not during snack time or holidays not celebrated with a potluck. Only water should be served with snack (unless it is a potluck or special holiday). A list of appropriate snacks is listed in the California Heights Parent Participation Nursery

- School (CHPPNS) Handbook. BENEFIT: Limiting excessive sugar and keeping treats fun at potlucks!
- There are times when parents would like to celebrate their child's birthday with a treat or party. This should be done after 12 pm and the other parents should be given at least 48-hour notice. Students will not be given more than one treat on a typical school day, excluding potlucks where it is up to the parents to monitor their child's sugar intake. BENEFIT: Limiting excessive sugar.
 - Working parents should check the side of the Snack Time bin for any dietary restrictions of the children. BENEFIT: Safety and health of children.

Library Time

- During Library Time the students sit on the mat, look through books, read, and may pick out one book to take home. The students can borrow a book so as long as the previous book they had borrowed was returned. If a book is lost or damaged, then the book should be replaced with another age appropriate book. BENEFIT: Developing readers and having a fully stocked library of good books.

Activity Time

- During activity time the working parents should pick an area and stay at that area for supervision. One parent should be keeping an eye on Role Play at all times. BENEFIT: Students are being actively engaged and being kept safe. Additionally, students have more autonomy to develop their artistic abilities.
- Creating pretend guns and pretend shooting are not allowed at school. BENEFIT: Safety of children.
- Children visiting the park, who are not a part of the CHPPNS program, are not permitted to play or handle CHPPNS property or engage in the school's activities. BENEFIT: Limit liability and maintain students' focus.
- During their workday, parents should be cognizant of working with all the children, particularly on field trips and during Activity Time.

Clean-up

- Students are encouraged to actively participate in cleanup. BENEFIT: Developing responsible kids.

ACKNOWLEDGMENT OF RECEIPT OF CHPPNS HANDBOOK

The handbook contains important information about the program, and I understand that I should consult the Teacher, Chair of Business, or Chair of Parents regarding any questions not answered in the handbook.

I have received a copy of the CHPPNS Parent Handbook on the date listed below. I understand that I am expected to read the entire handbook and comply with **all** the policies and rules, specifically including the six following policies (please initial each one listed below):

- Fundraiser Participation Policy
- Workday Attendance and Coverage Policies
- Monthly Meeting Attendance Policy
- Workday Cellphone Usage Policy
- Sibling Policy

I acknowledge I have read the CHPPNS Parent Handbook and agree to support the school policies and rules as stated therein.

Name of Student

Parent Name

Parent Signature

Date

Please print and sign this page and turn in with all other necessary paperwork.