



# ORIENTATION BOOK

August 2023

## TABLE OF CONTENTS

A MESSAGE FROM THE DIRECTOR	1
LIVING THE CO-OP SPIRIT	2
WHAT WE ARE ABOUT	4
BOARD OF DIRECTOR & TEACHERS	7
BYLAWS AND RULES & PROCEDURES	9
SAN MATEO COUNCIL OF PARENT PARTICIPATION NURSERY SCHOOLS	9
JANET COCCONI SCHOLARSHIP FUND	9
GRIEVANCE PROCEDURES	9
OUR STAFF	10
OUR PROGRAMS	12
GENERAL INFORMATION	13
MASK	13
FIVE DAY MODIFIED QUARANTINE	13
NUT FREE ENVIRONMENT	13
FOOD ALLERGIES	13
PARENT-TEACHER CONFERENCES	13
EMERGENCY PREPAREDNESS AND SAFETY	13
CLOTHING	14
BULLETIN BOARDS AND MAIL CUBBIES	14
PHOTOGRAPHS	14
CLASSROOM PARTICIPATION	15
MEMBERSHIP DUTIES	15
DAILY REMINDERS	15
ROLES AND RESPONSIBILITIES IN THE CLASSROOM	16
PARENTS	16
TEACHERS	16
CLASS LIAISON	16
PARTICIPATION REQUIREMENTS	17
FORMS	17
TB TEST	17
PROOF OF IMMUNIZATION/IMMUNITY	17
PROOF OF COVID-19 VACCINATION	17
WORKDAY	17
PARENT EDUCATION NIGHT CLASS	18
COMMUNITY BUILDING EVENTS	18
COMMITTEE WORK	18
FUNDRAISING	18
MAINTENANCE	18
FIELD TRIPS	19
RESIGNATION FROM SCHOOL	19
DOUBLE MEMBERS	19
THIRD TIME AROUND MEMBERS	19
LEAVE OF ABSENCE	19
2023/2024 FUNDRAISING	20
TUITION	22
IMMUNIZATION AND SCREENING REQUIREMENTS	23
RPNS RECCOMENDED HEALTH GUIDELINES	24
EMERGENCY OPERATIONS PLAN	27
FUNCTIONAL ANNEX 1: SHELTER IN PLACE	28
FUNCTIONAL ANNEX 2: EVACUATION	29
FUNCTIONAL ANNEX 3: PARENT-CHILD REUNIFICATION	30
GUIDELINES FOR WORKING WITH CHILDREN	31
HELPFUL HINTS FOR YOUR COOPERATING DAY	33

## A MESSAGE FROM OUR DIRECTOR

Welcome to Redwood Parents Nursery School (RPNS). RPNS is a parent education co-operative nursery school serving the community for over 71 years. RPNS has been affiliated with Sequoia Adult School since we opened our doors in 1952. Through Sequoia Adult School, our parent education program is accredited by the Western Association of Schools and Colleges (WASC). We continually work to improve our school and the education we provide our members. As a member of RPNS, you, the parents, are the students. Your day class time with the children is lab time, which allows you to implement what is taught in the parent education classes. We strive to meet your family's needs and the needs of the classroom environment.

Due to the COVID-19 pandemic, we follow guidelines and protocols recommended by the Centers for Disease Control and Prevention (CDC), the California Department of Health (CDPH), and the Redwood City School District (RCSd) to keep our community safe and healthy. Please know that many of these guidelines and protocols are continuously changing, and we are doing our best to provide the safest and age-appropriate program possible. We thank you for your continued support and flexibility as we continue to move forward through these difficult times.

Parents are an integral part of our co-op preschool. We can better meet the children's developmental and personal needs through your involvement. Our staff members are trained professionals in early childhood development and serve as a valuable resource for parents. Parents, staff, and board members collaborate to provide an environment that facilitates children's growth into physically, intellectually, emotionally, and socially healthy individuals.

As members of our school, you are all owners of the school. You help to make decisions, you participate in the future of this school, and you have the responsibility to become involved in the education of your children. There is no other time in your child's life that you will have a more substantial impact on their growth. Getting involved in our school will also impact your personal growth as an individual and parent.

RPNS is where children, families, and staff members can grow and learn in an atmosphere of trust and respect. To establish and sustain such an atmosphere, we depend on adults to treat each other with dignity, respect, and sensitivity. Negative or judgmental comments about others destroy the healthy atmosphere of growth and learning and can harm children, families, and staff members.

Childhood is a time like no other. It is a time for exploring, creating, discovering oneself, meeting the world, learning how to learn, and being accepted "just the way I am." It is a time for blossoming and being cherished. It is a time for being allowed to be a child. It is also a time for parents to grow and discover themselves and their children. At Redwood Parents, we foster risk-taking in a safe environment and strive to provide a learning environment where developmentally appropriate experiences and learning are joyful and stimulating. As a developmentally appropriate program, we deal with the whole child. Children gain a sense of self-worth in relation to the community's expectations; they are due respect, honor, and dignity as unique human beings living in our community.

Please take a few moments to read through the following pages and become familiar with our program. If you have any questions or concerns, please email me at [director@rpns.org](mailto:director@rpns.org) or call me at (650) 817-5612. Once again, WELCOME TO OUR SCHOOL!

Sincerely, Margie Lawson & Christine Schneider

## LIVING THE CO-OP SPIRIT

### THE RPNS STORY

Over 71 years ago, a group of concerned parents came together for the purpose of starting a parent education program for families in our area while at the same time providing an age-appropriate environment for their children. Through their determination and union with Sequoia Adult School (SAS), our parent participation co-operative school system was started, and in 1952, RPNS opened its doors to the surrounding community. RPNS was officially incorporated in 1973, and in 1974, we were generously gifted the little red schoolhouse on the hill.

Following our alliance with SAS, other parent co-operative nursery schools joined the SAS parent education program. Through SAS, our parent education programs are accredited by the Western Association of Schools and Colleges (WASC). To maintain this accreditation, we continue to work to improve the quality of education we are providing to our families.

Our goal is to help parents find the understanding and support for themselves; increase knowledge and understanding about the way children grow and develop; provide the opportunity to test and practice some of these ideals in the day class environment, and contribute in a vital way to the optimum growth and development of each child.

RPNS understands parents' concerns about the responsibilities and time it takes to be a member of a cooperative school. To be a member of our school is a *commitment that* involves time and dedication by parents outside the home. We live in a time and in a society that is very busy and does not stop and look at what is really important - *the children of today who will grow up to be the adults of tomorrow*. We believe that your commitment today will have a huge payoff for your families tomorrow. Instead of thinking about the work involved...take the time to reflect upon why you chose to participate in your child's school experience and why you decided that RPNS was the place for your family.

### YOUR CHILD BENEFITS MOST

The philosophy of RPNS is quite simple: Children should learn the way they learn best...through play. As parents, we struggle with so many outside influences that seek to persuade our children to grow up quickly. At our school, we attempt to present a loving and nurturing place where children can BE children. It's their first opportunity to experience a school setting in a protective, NO-pressure environment. For many, it's the chance to be with other children, try different things, test their limits, learn social rules and get dirty! Because you're actively involved, you can participate in your child's growth and development into a healthy, happy and self-confident individual...Wow!

## **THERE'S SOMETHING FOR THE PARENTS TOO**

You're there...and that makes all the difference. You can see firsthand how your child interacts with other children and adults. You know what your child is being taught and that their ideas, opinions, and concerns are taken seriously (yours too!). The chance to network with other caring parents is invaluable...you know you're not alone. The opportunity to share during parent education night class, community building events, and at social functions, to work and share with other adults during class workdays can help to keep your sanity when everything else seems to be falling apart. You'll find that the families you meet at RPNS will remain your friends forever. You will run into these friends through your child's education... and these co-op parents will always be there in the schools, pitching in and making a difference!

## **THE BENEFITS OUTWEIGH THE RESPONSIBILITIES**

When you think about the things most important in your life...marriage... parenting... career... you understand there's a lot of hard work involved. But you know it's worth it. When you chose a co-op, you took on the required responsibilities to keep it running smoothly. At RPNS, participation in parent education night classes, community building events, school workdays, social events, and fundraisers is required to keep the school open. In addition, you must play your part in keeping the school clean and maintained. So when you are asked to come to class, bake cookies, push a mop, man a booth, join a committee, remember why you became a part of RPNS, and smile as you sign-up for another wonderful experience in sharing and growing as a parent and as an individual!

The spirit of RPNS is strong...let's work hard together...play together...and have a few laughs together as we share the joys of raising children. They're only young once...and you've chosen to make the most of it at RPNS.

## **WHAT WE ARE ABOUT...**

### **OUR MISSION STATEMENT**

It is our concern that this program contributes in a vital way to the optimum growth and development of each child; that each parent finds understanding and support for self; increased knowledge and understanding about the way children grow and develop; and opportunity to test and practice some of these ideas.

-AlbertaLaw

### **OUR PHILOSOPHY**

At Redwood Parents Nursery School, children will experience the opportunity to learn through creative play with a broad selection of hands-on experiences, materials and learning concepts. Children will participate in large group, small group and free play activities with an emphasis on free play. Children need the opportunity to practice skills over and over and then teach them to others in order to internalize these skills.

Our environment is set up so that children will be free to stay with an activity for as much or as little time as needed and to move on when ready. The children will develop their self-esteem as they participate in an environment that encourages and respects their independence and capabilities in physical, social and emotional development. We believe this is the foundation for personal success and academic achievement in years to come.

### **OUR GOALS**

**Children at Redwood Parents Nursery school will be able to:**

- demonstrate basic self-help skills
- communicate their basic needs to adults
- participate in large and small groups
- demonstrate basic social skills
- do simple fingerplays and movement
- sing simple songs
- demonstrate basic responsibility
- explore their creativity
- test their boundaries
- form friendships
- gain awareness of themselves and others
- choose from experiences such as science, math manipulatives, physical pursuits and creative process centered projects such as visual art and sensory experiences.
- work individually and in cooperative small groups
- problem solve using conflict resolution skills
- enjoy the positive and joyful beginning of their educational career

## COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

We acknowledge that a commitment to diversity, equity, and inclusion requires continually educating ourselves and our community, embracing challenging conversations, and transforming these ideas into action. We hold ourselves accountable by consciously including diversity and inclusion in our daily practices and decision-making processes. We expect this dedication from our school community so that our children experience an open and accepting learning environment and that they are met with experiences that support joyful engagement with the rich diversity of the world in which we live.

Redwood Parents Nursery School is committed to becoming an anti-racist, multicultural, inclusive, and affirming organization. We recognize that as an educational organization, we have a role in children's lives and early learning and how children see themselves reflected in the school and in the greater community in which they live. Our cooperative philosophy of learning together is reflected in this commitment. One way we can learn together is to elicit diverse approaches and opinions and encourage dialogue, especially when conflicts and differences exist. We do not assume that every child/family is the same, whether socioeconomic background, composition, race/ethnic/cultural identity, language, color, creed, gender identity, gender expression, sexual orientation, size, or disability status. Our community is created by people of diverse abilities, needs, backgrounds, experiences, and cultures. We see and appreciate all differences and commonalities among each member of our community, value their varied contributions to our school, take time to learn from one another, and allow all families to find belonging here.

**Diversity:** Our commitment to diversity shows we are a welcoming place for all families and dedicated to creating diverse and inclusive learning experiences. Children get different opportunities to ask, "Who am I, and who am I in relationship to others?"

**Equity:** We review our policies and procedures through an anti-bias lens, being curious and asking questions to ensure we have all families and voices included. We employ anti-bias strategies in recruiting staff and membership.

**Inclusion:** Our goal is that all children and families see themselves as part of the community. We try to create an environment that supports multiple voices and multiple ways to participate. Children have a chance to ask, "In what ways do I see myself as part of this community?"

## FROM OUR PAST

*Here are some inspiring words from previous directors; two people who helped shape our school and its core philosophy:*

A child needs to watch, explore, ask questions, try, succeed, fail, try again, negotiate, win, lose, and compromise. They need to have experiences they can build on - with people and with 'things'. They need to be about the business of living their life. This, their school, is a small world planned especially for them. Here they can do and feel all these things if the guidance is kind and wise. We, the adults, set the stage and the 'feeling' tone. We need to be observers and explorers also. We need to be sensitive to the child; the times they need to be on their own, the times they need support, the moments they need help in understanding their own rights and the rights of others. Most of all, adults need to be sensitive to the times a child can be helped to take that next step in their growth toward independence and maturity. And, always a child needs to know that they are loved, that how they feel counts! They need to know that they are respected as a person and their point of view will be considered no matter what the circumstances. When they are sure of these things, they can more easily accept others in the same way and begin to make their own choices and judgments based on these concepts. That is our challenge! May we try to meet it with love and patience for the children and each other.

Alberta Law

*Taken from the school bulletin in May of 1991:*

I was blessed this year with a very special gift, one that I always had but never fully realized or appreciated. It is the gift of this day. The day must be treasured, as a most precious gift because it truly is. The thought I'd like to share with you is to enjoy each day. Don't get caught up in taking your parenting role too seriously. Take time to laugh and enjoy your child today. For tomorrow things will be different. So often, we parents worry so much about our child's behavior and his future, we lose valuable moments. Consider reducing the time you spend being annoyed or irritated by the little things. In the long run it's just a waste of time.

Enjoy yourself and those around you. You will never have this day back!

Janet Cocconi



## BOARD OF DIRECTORS & TEACHERS

The RPNS Board of Directors is composed of parents from our school. Our Board operates according to the written RPNS Bylaws, Rules and Procedures. The Board of Directors are responsible for the business aspects of the school whereas the Director is responsible for the staff, curriculum and daily experiences within the learning environment.

The Board of Directors are here to help you in many ways. If you have any questions, please call:

## ELECTIVE OFFICERS

For information regarding the teachers, classroom, and educational/curriculum aspects of our school; school bylaws and rules & procedures; requests for scholarships, school budget and financial report information and reimbursement requests:

<b>Retiring Director</b>	Margie Lawson	650-817-5612	<a href="mailto:director@rpns.org">director@rpns.org</a>
<b>New Director</b>	Christine Schneider	650-218-0843	<a href="mailto:director@rpns.org">director@rpns.org</a>

For information regarding the Board of Directors and the daily business of running the school; for member committee assignments:

<b>President</b>	Mia Hall	650-549-5640	<a href="mailto:president@rpns.org">president@rpns.org</a>
------------------	----------	--------------	--

For information regarding parliamentary procedures at meetings and membership commitment completion; the Welcome Picnic, community outreach programs including Redwood City Holiday parade; and annual school pictures:

<b>1<sup>st</sup> VP, Asst. to the President</b>	Christina Warren	650-576-7746	<a href="mailto:vp1@rpns.org">vp1@rpns.org</a>
--	------------------	--------------	--

For information regarding annual all school graduation celebration, board elections, and school, teacher & director evaluations:

<b>2<sup>nd</sup> VP, Operations</b>	Courtney Burrill	707-694-9222	<a href="mailto:vp2@rpns.org">vp2@rpns.org</a>
--------------------------------------	------------------	--------------	--

For information regarding member enrollment, orientation, responsibilities and resignation:

<b>3<sup>rd</sup> VP, Membership</b>	Leighann Thompson	408-981-6957	<a href="mailto:membership@rpns.org">membership@rpns.org</a>
--------------------------------------	-------------------	--------------	--

For information regarding board minutes, school correspondence, corporate documents, staff birthdays, and maintenance of the school library:

<b>Secretary</b>	Danielle Kammerer	650-400-4850	<a href="mailto:secretary@rpns.org">secretary@rpns.org</a>
------------------	-------------------	--------------	--

For information regarding school expenses, member reimbursements, budget questions, school insurance requirements, tuition payments; tax Identification number for monetary donations; and school receivables for the Halloween Carnival and Janet Cocconi Memorial Dinner & Auction:

<b>Treasurer</b>	Sarah Burns	650-454-7311	<a href="mailto:treasurer@rpns.org">treasurer@rpns.org</a>
------------------	-------------	--------------	--

## APPOINTIVE OFFICERS

For information regarding indoor and outdoor maintenance and scheduling of Saturday Maintenance Days:

**Maintenance** Maya Melendrez 415-307-7733 [maintenance@rpns.org](mailto:maintenance@rpns.org)

For information regarding repairs to building and yards;

**Building Maintenance** Lauryann Jiang 925-949-6252 [building@rpns.org](mailto:building@rpns.org)

For information regarding the Janet Cocconi Memorial Dinner and Auction event:

**Auction Dinner Event** Leighann Thompson 408-981-6957 [auction@rpns.org](mailto:auction@rpns.org)

For information regarding donations to the auction:

**Auction Donations** Ashley Karp 650-421-3201 [a\\_donations@rpns.org](mailto:a_donations@rpns.org)

For articles, ideas, or contributions to the Scribbler, or school publicity ideas; or for questions regarding the school's historical facts:

**Publicity/Historian** Erin Levins 650-867-2863 [publicity@rpns.org](mailto:publicity@rpns.org)

For information regarding the San Mateo Council of Parent Participation Nursery Schools:

**San Mateo Council** Christina Luke 518-598-2396 [sanmateo@rpns.org](mailto:sanmateo@rpns.org)

## STANDING COMMITTEE OFFICERS

For information regarding purchases of school supplies:

**Purchasing** Mia Hall 650-549-4640 [purchasing@rpns.org](mailto:purchasing@rpns.org)

For information about our annual Halloween carnival:

**Halloween Carnival** Christina Battey 650-793-0114 [halloween@rpns.org](mailto:halloween@rpns.org)  
Jessaica Castellanos 650-207-2342 [halloween@rpns.org](mailto:halloween@rpns.org)

For information about the school email lists and technical support for school events:

**Technology** Allison Freidenthal 650-218-0843 [tech@rpns.org](mailto:tech@rpns.org)

For information regarding health requirements, including health & immunization reporting, welcome packets, changes in members' information, including address, phone number and email address:

**Membership Assistant** Danielle Kammerer 650-400-4850 [membership@rpns.org](mailto:membership@rpns.org)

For information regarding emergency preparedness and safety issues:

**Safety** Melissa Pimental 650-307-4613 [safety@rpns.org](mailto:safety@rpns.org)

For information about fundraising programs  
**Fundraising**

[fundraising@rpns.org](mailto:fundraising@rpns.org)

For questions regarding your Parent Education Night Class and Community Building Event attendance or questions regarding day class or your child:

Your Teacher:

<a href="#">Andi Dierolf</a>	<a href="tel:650-766-8171">650-766-8171</a>	<a href="mailto:andi@rpns.org">andi@rpns.org</a>
<a href="#">Kathy Pastore</a>	<a href="tel:650-245-4810">650-245-4810</a>	<a href="mailto:kathy@rpns.org">kathy@rpns.org</a>
<a href="#">Carina Neumann</a>	<a href="tel:650-703-4808">650-703-4808</a>	<a href="mailto:carina@rpns.org">carina@rpns.org</a>

## **BYLAWS AND RULES & PROCEDURES**

Every member is required to become familiar with the formal rules under which RPNS operates. Information about fees, fines, membership rights and requirements, leaves of absence and responsibilities of the Board are relevant to all members. A copy of the current Bylaws and Rules & Procedures can be found on our website under member resources.

## **SAN MATEO COUNCIL OF PARENT PARTICIPATION NURSERY SCHOOLS**

RPNS is a member of the San Mateo Council of Parent Participation Nursery Schools, Inc. (SMCPPNS); a regional organization that provides information and support to parents and teachers of cooperative nursery schools in San Mateo County. It also provides services to member schools that includes comprehensive insurance coverage designed for parent co-op schools in California. The San Mateo Council is a member of the California Council of Parent Participation Nursery Schools (CCPPNS). CCPPNS gives the member schools and the council access to our state government in order to influence legislation and facilitate communication. Please see our representative for brochures or more information or see [www.smcppns.org](http://www.smcppns.org) or [www.ccppns.org](http://www.ccppns.org).

## **JANET COCCONI SCHOLARSHIP FUND**

This fund was established in memory of our former teacher and director to assist families needing financial aid in order to attend our school. Our ability to offer scholarships is dependent upon the financial condition of our preschool and availability of scholarship funds. All applications will be treated confidentially. For more information, please read the RPNS Rules & Procedures or contact the Director.

## **GRIEVANCE PROCEDURES**

If you have a grievance with someone in the school, talk to the person involved and see if you are able to resolve it together. If you still cannot resolve it, then put it in writing and meet with that person again. If the grievance still cannot be resolved, you need to meet with the Director and your teacher. If needed we can call a grievance committee—which consists of the 2<sup>nd</sup> Vice President, Operations, the Director, a staff member, and one representative from each class, which will mediate between the parties.

The ability to confront and successfully resolve differences is a learned skill. This skill is important in your success as a parent and must be modeled for your children.

## OUR STAFF

### **MARGIE LAWSON**

### **Retiring Director**

Margie graduated from California State University, Chico, with a Bachelor of Science in Business Management. She earned her Early Childhood Education Certificate in 1993 and holds a California State Teaching Credential in Parent Education. In 1987, the Lawson family joined the membership of RPNS with their children Joe and Kate and Margie sat on the Board of Directors as 3<sup>rd</sup> VP Membership. In 1990, Margie joined the RPNS staff as a teacher and over the past 33 years has taught the Toddlers, Twos, Threes, and Pre-K Classes. She became Director in 1998 and has held that position for the last 25 years. At the end of the 2021-2022 school year, Margie retired as the RPNS Pre-K teacher after 32 years of teaching at RPNS. Margie will continue on until December 31, 2023 as your Director. As of January 1, 2024 she will retire and pass the director reigns on to Christine Schneider and remain on staff as a director consultant and substitute teacher. Margie and her husband Rich live in Redwood City. Their son Joe, his wife Debbie, and their children Alice & William, live in Pacifica. Their daughter Kate and her daughters Aubriana and Delaney, live in Redwood City. Margie's special joy in life is being a grandmother, and she enjoys spending time with her four grandchildren! She is a die heart Forty-Niner and Giants fan and loves attending games. Margie is enthusiastically looking forward to getting to know all the families at RPNS.

### **CHRISTINE SCHNEIDER**

### **New Director**

Christine graduated from Loyola Marymount University with a Bachelor's degree in Communication Studies. She is currently finishing her Early Childhood Education Administration Certificate through UCLA's extension program and works in construction management. The Schneider family joined RPNS in the fall of 2015 and had all three of their children go from toddlers through Pre-K at the school. Christine joined the board shortly after joining RPNS and held almost every position throughout the family's time at the school. Christine was awarded the Janet Cocconi Award in 2019 for her commitment to the school. Her and her husband Nick, whom also served on the board, were proudly awarded the Betty Strombom award in 2023. She lives close to RPNS with her husband, three kids (Kendall- age 9, Andrew- age 7 and Layla- age 5) and their two dogs. She is very excited for this opportunity and can't wait to meet the families for next year.

### **CARINA NEUMANN**

### **Pre-K Teacher & Assistant Twos Teacher**

Carina graduated from San Diego State University with a Bachelor of Science in Child and Family Development. She then completed her Master of Arts in Counseling Psychology from the College of Notre Dame in Belmont. During her college years she worked with children of all ages. She has experience working with school-age children in an after-school program, as well as working as an Assistant Director at La Mesa Early Learning Center. Once she enrolled her oldest child in RPNS, she realized that the co-op environment was exactly what she wanted for her children. Six years later, she returned with her daughter. Carina owned a retail store in downtown San Carlos for 8 years. When her business closed, she decided to go back to preschool. She joined the RPNS staff in 2011 as an assistant teacher. Carina was honored for her dedication and commitment to the families of RPNS in 2012 when she received the Betty Strombom Award. Carina loves being a part of such a dynamic teaching staff. This year she is excited to begin her second year as the head Pre-K teacher and she will also take on the role as Assistant Twos Teacher.

## **KATHY PASTORE**

### **Threes Teacher**

Kathy graduated from the University of California, Davis, with a Bachelor of Science in Human Development and Biology. Kathy also received her California State Multiple Subject Teaching Credential from UC Davis and holds a California State Adult Education Teaching Credential. Prior to joining RPNS as our Mixed Ages teacher in 2000, Kathy was Director and Kindergarten teacher at a private school in San Mateo. Kathy is actively involved in the Special Olympics and helping those with learning differences. She also continues to participate in educational workshops. Kathy has been honored by the California Council of Parent Participation Nursery Schools by receiving the Teacher Director Award in 2007 and in 2020. To further honor Kathy for her dedication and commitment to the families of RPNS, Kathy has been awarded the Betty Strombom Award in 2006 and in 2010, The Janet Cocconi Award in 2021 and the Margie Lawson Award in 2023. Kathy and her husband, Carl, live in San Carlos and have three adult children, Alyssa and Jennifer, who are both married, and Matthew. Kathy is thrilled that all children are living locally. Kathy loves spending time with her granddaughter Ava who is a toddler and grandson Evan who is 4 months old. In her spare time, Kathy enjoys traveling, sporting events, shopping, reading, and spending time with her family and friends. Kathy's passion has always been working with young children and looks forward to beginning her 24th year at RPNS with the Threes class.

## **ANDI DIEROLF**

### **Toddlers & Twos Teacher**

Andi graduated from the University of Connecticut with a Master's degree in Education. Prior to joining RPNS, Andi worked as a Recreational Therapist at Stanford Children's Hospital. She holds both an Early Childhood Education Certificate and a California State Teaching Credential in Parent Education. Andi was the Director and Toddler Teacher at another co-operative nursery school for five years. She is a proud recipient of the 2018 Teacher Director Award from the California Council of Parent participation Nursery Schools. To further honor Andi for her commitment and dedication to the families of RPNS, Andi has been awarded the Betty Strombom Award in 2014 and the Janet Cocconi Award in 2021. She also received this award in 2023 honoring her husband Volker's contributions to our school. Andi and her husband, Volker, live in Redwood City and have 2 children, Christina and Matthew, and two miniature dachshunds. Andi enjoys gardening, cooking, walking her dogs, crafting and reading. She can also be found at the Magical Bridge Playground where she volunteers her time as a Kindness Ambassador and is responsible for orienting all new park volunteers. Andi is looking forward to her 19th amazing year at RPNS, filled with the joy and wonder of learning along with her toddlers, twos, and their families.

## **DORIAN SHEBLE**

### **Assistant Threes & Pre-K Teacher**

Dorian graduated from San Jose State University with a Bachelor's degree in English and an emphasis on both education and technical writing. Throughout college, Dorian worked as a counselor at Camp Conrad-Chinnock, a summer program for children with type 1 diabetes located in the mountains near Big Bear, California. Since graduating, Dorian has worked in the aviation and healthcare industries and has spent many hours volunteering in the classroom and subbing in the Redwood City School District. She has worked as a teaching assistant in the TK classroom on the Clifford School campus for 4 years before coming to RPNS. Dorian is married to fellow camp counselor, Matthew Sheble, and they have two adult children, Taylor and Evan (proud RPNS alumni). Dorian and Matthew are also guardians of a 3rd grader, Chandler, who currently attends school in Redwood City. In her free time, she continues to volunteer at school, enjoys running, gardening, the outdoors, and spending time with the "parent friends" she made while at RPNS.

## OUR PROGRAMS

### TODDLER'S PROGRAM (one day per week)

AGE: For children 13 months, but not older than 23 months by the commencement of classes in September.

TIME: Tuesday or Wednesday 9:00 a.m. to 11:00 a.m.

SNACK: Bring snack daily for your child.

PARENT PARTICIPATION: Parent remains with child during day class, taking a different area of responsibility in turn, such as snack, art, play-dough, or outside yard. Attends one two-hour parent education night class per month. Attends at least 3 of the 6 scheduled Community Building Events held during the school year. Each family is required to participate on a school committee, volunteer 2 hours towards the Halloween Carnival and work at least 2 hours of a 4-hour Saturday Maintenance Day per year.

### TWO'S PROGRAM (two days per week)

AGE: For children 2 years, but not older than 2 years, 11 months by the commencement of classes in September.

TIME: Thursday and Friday 9:00am 11:30am

SNACK: Bring snack daily for your child

PARENT PARTICIPATION: Parent works in the classroom one day per week, taking a different area of responsibility in turn, such as inside, outside and floater. Attends one two-hour parent education night class per month. Attends at least 3 out of the 6 scheduled Community Building Events held during the school year. Each family is required to participate on a school committee and attend one 4-hour Maintenance Days per year.

### THREE'S PROGRAM (three days per week)

AGE: For children 3 years by the commencement of classes in September.

TIME: Monday, Tuesday and Wednesday 8:30 am – 11:30 p.m.

SNACK: Bring snack daily for your child

PARENT PARTICIPATION: Same as Two's Program above

### PREKINDERGARTEN PROGRAM (five days per week)

AGE: For children who are age eligible to enter kindergarten the following fall

TIME: Monday, Tuesday, Wednesday, Thursday, and Friday 12:30 p.m. – 3:30 p.m.

SNACK: Bring snack daily for your child

PARENT PARTICIPATION: Same as Two's Program above

The teacher is responsible for directing the daytime program and for leadership in parent education night classes and community building events. As co-op members, parents may give ideas for classroom activities and projects. This gives our program a variety and enrichment unusual to other nursery schools. RPNS is OUR school and we should feel comfortable making suggestions, talking over problems with the teachers, or consulting with the Director. The staff, director and Board of Directors will take suggestions under advisement and make decisions that are beneficial to the entire community. The goals of each program (and for each child) are different and individualized. Our classes aim to provide a stimulating environment in which children learn crucial skills, build self esteem through varied and age-appropriate play experiences, and interact with other children and adults.

## GENERAL PROGRAM INFORMATION

## **MASK REQUIREMENT**

Mask wearing is optional for children and adults except during a Five Day Modified Quarantine, as described below, or when required by a decision made by the RPNS Board of Directors based on safety precautions as recommended by the CDC, CDPH and RCSD. Children under two years old are never required to wear masks at school.

## **FIVE DAY MODIFIED QUARANTINE**

If a student/parent/staff member in the Twos, Threes or Pre-K classes tests positive for COVID within 2 days of being in class we will put the class exposed into a five day modified quarantine. This means children can continue to attend class provided they are asymptomatic, wear an appropriate mask and undergo testing immediately after exposure and on day 5 from exposure. Upon expiration of said 5 days and provided there were no further cases, mask wearing will once again be optional.

## **NUT FREE ENVIRONMENT**

**RPNS IS A NUT FREE ENVIRONMENT!** Nut allergies can be life threatening, therefore we choose to eliminate them from our environment. Please never send peanut butter or any other type of food that contains any form of nut or nut oil. Do not send in food items that are manufactured in a facility where nuts are present. **Please read your labels.**

## **FOOD ALLERGIES**

If a child has a life-threatening food allergy to a food substance, that food substance will not be allowed in the classroom. If a child has a non-lethal food allergy/sensitivity to a food substance, that food substance may be allowed in the classroom. If your child has a food allergy, please have your doctor fill out a "Food Allergy Action Plan" and submit it to the Director.

## **PARENT-TEACHER CONFERENCES**

You are entitled to meet with your child's teacher outside of classroom hours for one mid-year conference per year. This meeting can be an excellent way to discuss concerns with your teacher about your child's development or any special circumstances in your child's life. Communication between parents and teachers is very important and classroom hours are not an appropriate time for such discussion. In January/February/March teachers will post conference information and sign-ups.

## **EMERGENCY PREPAREDNESS AND SAFETY**

Annually there will be a mandatory New Member Emergency Preparedness & Information Night held in September. Only families that joined after October 1, 2022 are required to attend. New family adults (parents and grandparents) that will be participating in the classroom during the school year must attend this event. All families are welcome to attend. This meeting will explain our school emergency plan and procedures and will also cover other important school information. This meeting will be held via Zoom and you will receive a link prior to the event.

At the beginning of the school year you will be asked to supply an emergency kit for your child to be used in the event of an earthquake or other disaster. You will receive information instructing what is to be included in these kits and the date they are due. Please note that any food items that are included in these kits are to be nut free items. These kits will be returned to you at the close of the school year. For more information please contact our Safety Officer.

## **CLOTHING**

Clothing for both parents and children should allow for freedom to move, to get messy or to get wet without anxiety. Some paint and art materials can stain. Children and parents should wear "play clothes" at school and shoes that are easily taken off and put back on. We ask you to bring a change of clothes daily for your child which will be stored in their backpacks. Backpacks are to be hung on your child's hook under the covered patio area. Backpacks are to be taken home daily. There is a box of donated "spare changes" in the teacher supply room for accidents and emergencies. Borrowed changes should be returned after laundering. On warm days your teacher may ask you to send your child to school in their swimsuit. On those days please remember to also send in a towel and change of clothes. **Put sunscreen on your child daily before sending to school.**

### **BULLETIN BOARDS AND MAIL CUBBIES**

Used to share important information with members, including information regarding on going health and safety issues, announcements about school functions such as fundraisers or meetings. On your workday, be sure to check your class bulletin board and the large bulletin board next to the main door, which is reserved for Board/School announcements. The bulletin board above the art sink will have information posted about fundraising events. Members should also regularly check their mail slots, which are located above the metal cubbies adjacent to the art counter.

### **PHOTOGRAPHS**

Photographs of members and member's children may be taken throughout the school year and shared by membership for class photo albums, slide shows and other school purposes. RPNS may also use photographs in external publicity material provided any identifying information is removed. If a member does not wish to have photographs used for publicity purposes, a publicity exclusion request must be made to the VP of Membership by the start of school each year.

**Photographs taken at school or at school functions that include children that are not that member's child may not be shared on external social networking sites or posted on websites that can be accessed by individuals that are not part of the RPNS community.**



# CLASSROOM PARTICIPATION

## MEMBERSHIP DUTIES

To fulfill your co-op responsibilities, everyone must:

- Attend Parent Education Night Class as scheduled per month.
- Attend Community Building Events as required.
- New Families to RPNS must attend Annual Emergency Preparedness & Information Night as scheduled.
- Participate as a “working parent” in the classroom on a weekly basis.
- Submit prompt payment of tuition and fees.
- Serve on a committee.
- Complete required maintenance hours.
- Complete required two (2) hours towards Halloween Carnival.

For a more in-depth description of membership duties, fees and fines, please refer to the RPNS Bylaws and Rules & Procedures.

## DAILY REMINDERS

- Mask wearing is optional for children and adults except as provided under General Program Information above.
- Dress yourself and your child in play clothes and appropriate shoes.
- Sign in and sign out your child with your full legal signature. Also include a telephone number you can be reached at during class time. If someone else is picking your child up that day, please advise the teacher.
- Adults and children are to wash hands upon arrival at school, before and after snack, after toileting and when the teacher so directs. Parents/adults may use hand sanitizer or wash hands as preferred. There are hand washing timers provided by sinks for children to use to help them wash properly.
- \* Check your mailbox, found above the white metal cubbies in the big side of the school and above the wooden cubbies in the Toddlers Classroom.
- \* All personal belongings for child and parents/adults are to be hung on the child's Backpack hook located in a covered patio area.

## **ROLES AND RESPONSIBILITIES IN THE CLASSROOM**

### **PARENTS:**

- Please show and model respect for all our teachers.
- Arrive to school on time and pick up your children on time.
- Limit the times that you pick-up your child early from class. Picking your child up early may disturb Closing Circle Time and/or flow of how class ends.
- Please limit your adult socializing to outside of class time. We need your full attention on the children and the environment at all times during day class.
- Cell phone use, including texting, is not allowed during class time. Please turn off/silence your cell phone when you are working in the classroom and put them in your child's backpack. We need your full attention focused on our students. Please give the school phone number to people who may need it for emergency reasons while you are at school. You may use your cell phones only during class time to take pictures.
- Read your clipboards every workday and follow the directions written thereon.

### **TEACHERS:**

- The role of the teacher is to provide a stimulating environment in which children learn crucial skills, build self-esteem through varied and age appropriate play experiences, and interact with other children and adults.
- The teachers in each class will discuss specific aspects of the curriculum, issues, concerns and observations of the students amongst themselves.
- All our teachers strive to work with the parents to ensure the safety and well being of each child.
- Please respect the teacher's need to focus on the children during class time. You are welcome to schedule a time after class to have a personal or phone conversation with your child's teacher. If you have any issues or concerns to discuss about the class, please bring them to the teacher of the class or the Director.

### **CLASS LIAISON:**

- Each Class will have one Class Liaison that will remind parents of upcoming events, collect field trip permission slips and monies, organize class holiday and year end gifts, organize parent get togethers, assist teachers with getting classroom help when needed.
- Will send out regular weekly updates, via email, over the weekend to parents to let them know of upcoming events that next week.
- Will remind parents of jobs they signed up for on the Class Job list.
- Will help teachers as needed to communicate important information to parents.

## PARTICIPATION REQUIREMENTS

### FORMS

Prior to your child attending school the following forms and monies must be on file with the 3<sup>rd</sup> Vice President, Membership: an annual Application to Register, annual Membership Agreement, Medical Emergency Form, Automobile Insurance Coverage, Child's Preadmission Health Evaluation, adult TB Test/chest x-ray, or TB Risk Assessment form (done every 4 years), proof of adult immunization against or immunity to pertussis and measles, proof of adult annual immunization against influenza, Security Background Check, a photocopy of your driver's license and an annual Registration fee in the amount of \$75.00 per child. No later than October 1<sup>st</sup> you will need to submit an annual Maintenance fee in the amount of \$150.00 per family. Said fees are non-refundable. See Rules & Procedures, Rule I Sections A and B.

### TB TEST

Each participating parent/adult must have a Tuberculin skin (PPD) test, chest x-ray or completed TB Risk Assessment form signed by a Health Care Provider on file at RPNS. Under California State law you may not work at school without a negative TB test or completed Risk Assessment form on file. If you cannot get your test done before your child is to start school, you must arrange for a substitute (or trade workdays) until you have a test or assessment on file with the school. Your test and/or assessment will be valid for four years.

### PROOF OF IMMUNIZATION/IMMUNITY

Each participating parent/adult must submit proof of immunization/immunity for measles and pertussis before the start of their first school year at RPNS. If you do not have a record of your vaccinations, you can get your immunity levels checked via a titer and submit a written statement from a licensed physician that you have evidence of current immunity to measles and pertussis. If your titer reports that you are not immune to measles and/or pertussis, then you are required to get the immunizations and show proof thereof. You must also annually submit, by no later than December 1, proof of vaccination against influenza (vaccination must occur between August 1 and December 1), or a written statement from a licensed physician that due to medical reasons you are unable to have the vaccination or a written statement signed by you that you decline the influenza vaccination.

### PROOF OF COVID-19 VACCINATION

RPNS recommends that any parents, adults, grandparents working in the classroom be vaccinated for COVID-19. Please note that this is a recommendation and no longer a requirement.

### WORKDAY

A parent must participate as a teacher's helper one day per week in each program in which a child enrolls. In the Twos, Threes and Pre-K classes, if two or more children (e.g. twins, triplets) are participating in a single class, the parent or participating adult **may be required** to participate one day per week for each child enrolled at the teacher's discretion. In the Pre-K class, if two or more children are participating in a single class, and the class enrollment is lower as determined by the class teacher and Director, the parent **will be required** to work one day per week for each child enrolled in the class. If you are unable to participate on your workday, you are responsible for finding a substitute to work for you. If you wish to be a workday substitute, inform your teacher. There is a \$50.00 fine for failing to inform your teacher, prior to the start of class,

that you cannot participate on your workday. **If you are unable to work on your workday and you are unable to find a sub, your child is also not to attend class.**

### **PARENT EDUCATION NIGHT CLASS**

Parent Education Night Classes (herein, "night classes") are held monthly on Tuesday nights for the Toddlers and Twos classes, and on Wednesday nights for the Threes and Pre-K classes. Night classes generally run from 7:00 p.m. to 9:00 p.m. for all classes. Regular night class attendance is required. Attendance at the Orientation Night Class which is held prior to the start of school in the fall and the Emergency Preparedness & Information Night held in September via Zoom (for new members to the school only) are mandatory. In all classes, members are allowed two-night class absences per year. Members with absences in excess of those stated above shall be considered members in bad standing and their membership may be terminated upon notice from the Board of Directors. Please see Night Class & Community Building Event Make-up information given to you in your parent folder at Orientation Night Class.

### **COMMUNITY BUILDING EVENTS**

There are six (6) Community Building Events scheduled for this school year and they are RPNS Welcome Picnic, T-Shirt Night, RWC Hometown Holiday Parade, SMCPPNS Parent Resource Night, Janet Cocconi Memorial Dinner & Auction and Bookmaking Night. You are required to attend at least three out of the six events scheduled.

### **COMMITTEE WORK**

Each family shall be required to sign up for a committee. Committees may include, but not limited to, Auction Dinner and Donations, Graduation, Maintenance, Landscaping & Gardening or Laundry. There is not a stated hour requirement for committee work. Your committee work is completed when your committee task is completed. If you choose a committee that is an event you need to plan to be there the day of the event and during the set-up and take down thereof.

### **FUNDRAISING**

Each family is required to contribute at least two hours towards the Halloween Carnival per year. There will be a sign-up prior to the event and these hours may be done prior to or during the event. Parents are not **required** to participate in additional fundraisers but are encouraged to do so for the growth and improvement of our school. As our school improves we are better serving our children

### **MAINTENANCE**

Each family participating in the Toddlers class shall contribute 2 hours during one 4-hour Maintenance Saturday per school year. Each family participating in the Twos, Threes and Pre-K classes shall contribute one full 4-hour Maintenance day per school year. If you are unable to participate on your scheduled maintenance day, you must find a substitute. You may switch maintenance days with another school member, or you may pay them a fee of \$10.00 per hour to substitute for you. If you pay a substitute to work for you, you must reschedule another maintenance day. You may not buy out of your maintenance requirement. You must notify the Maintenance Officer of said substitution prior to the start of your scheduled maintenance day. Maintenance Days are scheduled monthly and you will be asked to sign up for these workdays at the beginning of the school year. There is a \$50.00 fine if you do not attend on your

scheduled maintenance day and fail to arrange for a substitute. If you have any questions, or a scheduling conflict, you must contact the Maintenance Officer prior to your scheduled workday.

### **FIELD TRIPS**

Occasionally teachers plan field trips for the class. Teachers will discuss planned field trips with parents prior to scheduling. The parents pay for the costs of these field trips. If a field trip falls on your workday, you are expected to help drive the class to and from the planned destination. Per our insurance, teachers do not drive on field trips. When driving on field trips all drivers must follow the legal car seat age and weight guidelines. Cell phone use is as described by law and texting is not allowed while driving on field trips. You must submit to your teacher a completed Field Trip Permission Form for your child to attend a field trip. Children without a signed permission form will not be allowed to attend the field trip. Some classes require that parents must attend all field trips for their children to be able to attend. (See Rule I, B.9)

### **RESIGNATION FROM SCHOOL**

If for any reason a member chooses to leave RPNS before the end of the school year, they must send a written letter of resignation to the 3<sup>rd</sup> VP Membership. Said letter must be given at least 30 days prior to the date that the member chooses to leave the school. Tuition shall be due and payable for said 30-day period. (See Rule I, B.10)

### **DOUBLE MEMBERS**

If you have multiple children participating in more than one in-house program you are required to only attend one (1) parent education night class per month. You are welcome to attend as many as enrolled in.

### **THIRD TIME AROUND MEMBERS**

Members in good standing, who are participating at RPNS with their third child and who have already participated with at least 2 children participating in at least 2 or more separate in-house programs may have their parent education night class attendance requirement reduced. Said parents shall be required to attend **at least** five (5) parent education night classes per school year. Absences, as described under Rule XV shall **not** allow parents to go below this minimum number of required night classes. Orientation night class is still a mandatory part of this parent education night class requirement

### **LEAVE OF ABSENCE**

In some cases, such as serious illness, or other extenuating circumstances, leave of absence may be requested. The Board has discretion to grant such leaves of absence. Family leave shall be for six (6) weeks for vaginal births and adoption and eight (8) weeks for cesarean section births. Said leave shall be calculated commencing the date the parent chooses to start said leave or from the date of baby's birth or adoption, whichever is earlier. (See Rule XVII)

## 2023/2024 FUNDRAISING

Why do we need more money? Tuition does not fully cover the school's operating expenses; therefore, we do rely on fundraising. The funds we raise also help to make up for any shortfalls due to low enrollment and/or major capital expenditures (repairs, upgrades, etc.) and allow us to offer scholarships to families who couldn't otherwise attend.

### MAJOR FUNDRAISERS:

#### **43<sup>rd</sup> ANNUAL HALLOWEEN CARNIVAL- Saturday, Oct. 28, 2023 -10 a.m.to 2 p.m.**

Our annual Halloween Carnival is for the whole family with an emphasis on fun, not fright. Open to the public, it is our showcase to the community, not to mention a great way to attract new members. Each RPNS family is required to work at least two hours at/towards the carnival.

#### **28<sup>th</sup> ANNUAL JANET COCCONI MEMORIAL DINNER & AUCTION - Date to be determined**

Janet Cocconi was RPNS's Director and Pre-K teacher for many years. She passed away from breast cancer in 1995. Janet's friends and family organized a dinner auction dedicated to raising money for scholarships and special projects at her beloved RPNS. A few years thereafter RPNS took over the task of holding this event. RPNS will donate a portion of the proceeds to breast cancer research. Proceeds from this event also allow us to offer scholarships to families who could not otherwise attend our school. The balance of the proceeds goes to RPNS. This special evening is our biggest fundraiser.

### **eSCRIPT**

Register your debit/credit cards and grocery loyalty cards with eScrip and earn money for RPNS by shopping at participating merchants. Use RPNS eScrip **Group ID - 137719470**. Ask your family and friends to join, too! Local participating grocery stores include Draeger's, Bianchini's, Key Markets, Lunardi's, and Piazza's. We even see contributions from grocery stores in the Midwest and on the East Coast thanks to extended family members registering their purchases with our school's account! [www.escrip.com](http://www.escrip.com)

### **AMAZON**

Each month, we earn up to 10% of all purchases made by shoppers who reached Amazon through our link. Please support us by bookmarking this link in your Internet browser and clicking through it each time you shop at Amazon. Be sure to pass it on to your friends, family, neighbors, acquaintances, and anyone else who might like to help us raise funds by shopping at Amazon. <http://tinyurl.com/supportrpns>

If you find it difficult to remember to click on our link, sign up instead with Amazon Smile. Follow the link below and choose Redwood Parents Nursery School as your designated school and we will receive .5% of your purchases. Each time you go to [Amazon.com](http://Amazon.com), you will be prompted to support our school by clicking "shop now". Note: This is quite a bit lower than the affiliate link above, so if you can remember to click that link each time you shop, please do! <http://tinyurl.com/supportamazonsmile>

### **THE READING BUG (6%)**

785 Laurel Street, San Carlos [www.thereadingbug.com](http://www.thereadingbug.com) --just mention Redwood Parents Nursery School at checkout.

### **RPNS APPAREL AND SWAG**

Show your school spirit by wearing an RPNS tee or sweatshirt or sporting an RPNS water bottle!! We have sizes XS (that's 2-4T) all the way up to adult XXL. Our shirts and sweatshirts are made from thick, quality material in a vibrant red or navy color featuring our school's logo. We also have RPNS blue water bottles. We will have them out for purchase at multiple school functions as well as available for purchase via email to [fundraising@rpns.org](mailto:fundraising@rpns.org).

### **FAMILY PORTRAIT MINI SESSIONS.**

We will be offering Family Portrait Mini Sessions this year in late September and early October. More info to come.

### **DINING NIGHTS OUT**

Each month, we'll be invited to a local restaurant, which will donate a percentage of the proceeds back to our school. We earn money when YOU eat! If the restaurant requires us to present a flyer to the cashier when placing our orders, one will be emailed to you, along with printed copies placed on the sign-in counter at school for you to pass along to a friend or neighbor. Upcoming Dining Nights Out may include: Pizza My Heart, Little Madfish, The Canyon Inn, and The Counter.

### **RIVERSTAR WINES**

If you like wine, consider buying from Riverstar Winery. Enter RPNS at checkout and 15% of your order will go directly back to the school. To save on shipping, choose the pick-up option to have your wines brought to the school for pick-up. Just visit [riverstarvineyards.com](http://riverstarvineyards.com) to order.

### **DONATION MATCHING**

If you work for a company that does donation matching, please contact us for a copy of our donation letter or a receipt of donation with our Tax ID number. Direct donations are also always greatly appreciated.

We will be doing other fundraisers during the year (TBD)! We hope you will support our school by participating in those drives that are interesting to you. More information will be made available through our website, the Scribbler and please always check your class mailboxes. If you have any questions, please email us at [fundraising@rpns.org](mailto:fundraising@rpns.org) Thanks in advance!

## TUITION

Tuition may be paid either annually, quarterly (three times per year) or paid monthly in 8 equal payments. A non-refundable tuition deposit in the amount of your monthly tuition is due May 1<sup>st</sup> or upon later enrollment. This tuition deposit will be applied towards May tuition or earlier month if a member resigns before the end of school year. Monthly tuition is non-refundable if a member resigns their enrollment. RPNS accepts cash, check, bank transfer. Online invoices will be sent out on the 1<sup>st</sup> of the month. Monthly payments are due on the first day of the month and are delinquent if not received by the tenth day of the month. Quarterly payments are due on the first day of the first month of the quarter and are delinquent if not received by the tenth day of that month. Quarters begin September, December and March (shall be for only 2 months since paid deposit shall be applied to May tuition). Tuition received after the 10th day of the month must be accompanied by a ten percent (10%) late fee. Tuition not received by the 15th day of the month must be accompanied by a fifteen percent (15%) fine in addition to the previous ten percent (10%) fee. A \$25.00 fee will be charged back to the member for any returned checks plus a 10% late fine. Failure to clear late payments by the last day of the month in which they are due may result in termination of membership. For your convenience you may want to track your payments here.

Tuition is based on a full school year and is divided into 9 equal installments (September through May). Tuition and fees are not prorated for family vacations, illness, holidays, or other school closures. From time to time, forces beyond our control may necessitate canceling school. Such closures may occur due to events including, but not limited to, ill teachers when no substitute can be obtained, poor air quality, police action, earthquake, fire, flood, epidemic, pandemic, natural disaster, or any other event beyond our control. While we break our annual tuition into monthly installments, it reflects the cost of running our school for the year. We are a cooperative business and community, and we all share the expense and responsibility. In the event of a canceled school session, no refunds will be given for school tuition already paid. In addition, if school is expected to re-open the following month, full tuition for that month will be required. For any months where the school will be closed for the entirety of the month, tuition may drop to half price. During that time families will continue to receive regular communication from teachers as they judge age appropriate and beneficial to the children in their classes. Other services such as parent/teacher conferences and parenting classes/get togethers will continue online if possible.

Quarterly Payment Due	Paid Amount	Date Paid	Check Number
May 1 <sup>st</sup> (Deposit - last month tuition)			
September 1 <sup>st</sup> + maintenance fee			
December 1 <sup>st</sup>			
March 1 <sup>st</sup> (for March & April)			

OR

Monthly Payment Due	Paid Amount	Date Paid	Check Number
May 1 <sup>st</sup> (Deposit - last month tuition)			
September 1 <sup>st</sup>			
October 1 <sup>st</sup> + maintenance fee			
November 1 <sup>st</sup>			
December 1 <sup>st</sup>			
January 1 <sup>st</sup>			
February 1 <sup>st</sup>			
March 1 <sup>st</sup>			
April 1 <sup>st</sup>			



**TUITION RATES**

Toddler’s class	\$195.00/month per child or	\$585.00/quarter per child
Two’s class	\$305.00/month per child or	\$915.00/quarter per child
Three’s class	\$525.00/month per child or	\$1,575.00/quarter per child
Pre-K class	\$735.00/month per child or	\$2,205.00/quarter per child

Concurrent enrollment of two or more children shall constitute a 10% reduction in the foregoing tuition rates. There is a black mailbox to the right of the front kitchen counter in the big side of the school clearly marked for insertion of tuition checks and a black mailbox located on the wall to the right of the archway in the Toddlers classroom, or you may mail tuition to the school address listed below. Time your mailing to arrive before the delinquent date of the 10th.

School address: Redwood Parents Nursery School, 3997 Jefferson Ave Redwood City, CA 94062

**IMMUNIZATION AND SCREENING REQUIREMENTS**

**IMMUNIZATION REQUIREMENTS**

All children present at the school must meet the following health requirements. This includes children enrolled in a class and infants who are with their parents on a workday. These requirements must be listed on the Annual Health Screening Evaluation Form and signed by a physician. Here are the immunizations required to attend school, by age:

<b>AGE WHEN ENROLLING</b>	<b>IMMUNIZATIONS NEEDED</b>
2 - 3 months	1 each of Polio, DTP, Hib, Hep B
4 - 5 months	2 each of Polio, DTP, Hib, Hep B
6 - 14 months	3 DTP 2 each of Polio, Hib, Hep B
15 - 17 months	3 each of Polio and DTP 2 Hep B 1 MMR; must be on or after 1st birthday At least 1 Hib given on or after the 1st birthday (regardless of any doses given before the 1st birthday)
18 months - 4 years	3 Polio 4 DTP or DTaP 3 Hep B 1 MMR; must be on or after first birthday At least 1 Hib given on or after the first birthday (regardless of any doses given before the first birthday) 1 Varicella*

DTP: Diphtheria, tetanus and pertussis combined vaccine. Record may show DTP, DT or DtaP.

Hib: Haemophilus influenzae type B vaccine.

MMR: Measles, mumps and rubella combined vaccine.

Hep B: Hepatitis B.

## TUBERCULOSIS SCREENING REQUIREMENTS

Schools/Child Care	Initial Examination	Repeat Examination	Exam to Consist of:
Staff (including parents/adults working in classroom)	Within 12 months prior to employment/enrollment.	Staff, parents/adults working in class every 4 years	Intradermal Mantoux 5TU PPD skin test or chest x-ray.
Students/children 5 years and older unless earlier as recommended by a physician.	Physician to evaluate risk factors.	None required.	Same as above.

### PARENT/ADULT IMMUNIZATION/IMMUNITY

Each participating parent/adult must submit proof of immunization/immunity for measles and pertussis before the start of their first school year at RPNS. If you do not have a record of your vaccinations, you can get your immunity levels checked via a titer and submit a written statement from a licensed physician that you have evidence of current immunity to measles and pertussis. If your titer reports that you are not immune to measles and/or pertussis, then you are required to get the immunizations and show proof thereof. You must also annually submit, by no later than December 2, proof of vaccination against influenza (vaccination must occur between August 1 and December 1), or a written statement from a licensed physician that due to medical reasons you are unable to have the vaccination or a written statement signed by you that you decline the influenza vaccination.

### RPNS RECCOMENDED HEALTH GUIDELINES

No child should be brought to school when there are signs of a communicable illness or when the child is too sick or uncomfortable to participate in regular activities. Children will be sent home if they come to school with a fever, rash, constant runny nose, diarrhea, or incidence of vomiting within the 48 hours prior to the start of school day or during the school day. Chronic medical conditions (asthma, diabetes, etc.) should be brought to the teacher's attention and noted on your child's health form. Please inform the teacher any time you have concerns about your child's physical or emotional well-being. Please notify your teacher of any allergies your child may have and fill out a Food Allergy Action Plan.

#### COLDS, FLU, FEVER

The main indicator of whether or not to send the child to school is the child's own behavior. Children with a bad cough may also be too ill to come to school. The child with a fever over 100 degrees should remain at home until free from fever for 48 hours.

#### RASH

A child with a rash of unknown origin should not be attending nursery school. Parents should seek medical attention, as a rash is easy to misdiagnose (poison oak may resemble chicken pox, for example). Once the child has been diagnosed with something other than a contagious disease the child can return to school. Please inform the teacher about any noncontagious rashes so that the other parents can be reassured.

**Please notify your teacher immediately if your child is diagnosed with any of the following:**

### **COVID-19**

The respiratory symptoms of COVID-19 typically appear an average of five-six days after exposure but may appear in as few as two days or as long as fourteen days after exposure, according to the U.S. Centers for Disease Control and Prevention (CDC).

Symptoms of COVID-19 may include fever of 100.4 degrees or higher, dry cough, shortness of breath, chills, loss of taste or smell, sore throat, muscle aches, headache, congestion or runny nose, and diarrhea. Do not bring your child to school with any of these symptoms. Your child may return to school once cleared of COVID-19 OR as long as symptoms are resolved AND it has been at least 48 hours since any fever without medication. Suppose someone in your family (fully vaccinated or not) tests positive for COVID-19. In that case, they may return to school at least six days after testing positive for COVID-19 if they are symptom-free for 48 hours. They must continue to wear a mask until day 10. They may remove the mask earlier if they have two sequential negative antigen tests 48 hours apart. If you find out that you, or anyone in your family, has been exposed to COVID-19 (have had close contact for more than 15 minutes with anyone who: 1) has tested positive for COVID-19, 2) exhibits any of the symptoms stated herein, 3) has been advised to self-isolate or quarantine, or 4) is presumed positive for COVID-19), they may continue to attend school, wearing a mask for ten days.

### **CONJUNCTIVITIS (Pinkeye)**

Onset is 24 to 72 hours after exposure. *Symptoms:* Irritated, tearing eyes, swollen lids, and yellow mucus discharge that make the eye sticky. Very contagious if the conjunction is caused by infection. Children under 5 are most susceptible. Consult your physician. Do not bring your child to school until 24 hours after treatment begins.

### **SLAP CHEEK**

Onset is 4 to 14 days after exposure and the rash usually fades within 2 weeks. Slap cheek is a common name for erythema infectiosum or Fifth Disease (the fifth childhood disease with a rash to be discovered). *Symptoms:* fever, headache, muscle aches, sore throat, runny nose, tiredness, tummy ache, etc. These mild symptoms usually last for two to three days. Children with slap cheek are contagious until 24 hours after their fever has resolved. This is followed by a period of about one week during which most children are free of symptoms, before the rash part of the illness begins. There is no specific treatment. Occasionally the rash itches, or the joints ache. If this is the case, symptomatic treatments such as oatmeal baths or acetaminophen can be helpful. Unless the child has an underlying blood disease or immune deficiency, she should recover spontaneously and completely.

### **CHICKENPOX**

Onset is 10 to 21 days after exposure and usually lasts about 5 to 10 days. *Symptoms:* Slight fever and irritability for 1 day, and fine blisters on the trunk and face. Your child is contagious for up to 5 days. Do not bring your child to school for 5 days after the rash appears or until all scabs dry, whichever is first.

### **STREP (including Scarlet Fever and Strep Throat)**

Onset is 2 to 5 days after exposure. *Symptoms:* Sore throat, fever, and occasionally a rash. Consult your physician. Do not bring your child to school until they have clearance from your pediatrician and have been on antibiotics for at least 24 hours.

### **GERMAN MEASLES (Rubella)**

Onset is 12 to 23 days after exposure. *Symptoms:* Slight head cold, swollen glands at the back of the neck, and a changeable rash that goes away in 2 to 3 days. Most contagious when rash is erupting, but they can be contagious from 7 days before to 7 days after the rash appears. **KEEP YOUR CHILD AWAY FROM WOMEN WHO ARE IN THE FIRST 3 MONTHS OF PREGNANCY.** Do not bring your child to school for 7 days after the rash begins.

### **MEASLES (Rubeola)**

Onset is 7 to 14 days after exposure. *Symptoms:* Runny nose, watery eyes, fever (may be quite high), and a cough, a blotchy rash appears about 3-5 days after symptoms begin. Infected people can spread measles to others from 4 days before through four days after rash appears. Do not bring your child to school for 4 days after the appearance of the rash or until she is well.

### **MUMPS**

Onset is 12 to 25 days after exposure. *Symptoms:* low-grade fever, headache, loss of appetite, pain in the cheeks, which is increased by chewing, swelling over the jaw and in front of the ear. Do not bring your child to school until all swelling has disappeared or 9 days after swelling appears.

### **PINWORMS**

Itching of the anal area, especially at night, is the most common sign. Your child may have insomnia or nightmares and may lose her appetite. Consult your physician. Observe other members of the family for symptoms.

### **HEAD LICE**

For 2 weeks after exposure, observe your child's hair and scalp at her neckline and around her ears for eggs or nits (tiny, pearly white, egg-shaped objects) that stick slightly to hair shafts. (Your child may also complain of an itchy head.) Consult your physician or pharmacist for treatment. Do not bring your child to school until the course of treatment has been completed and the child is completely free of lice and nits. Carefully check other members of the family for lice or nits.

### **IMPETIGO**

Onset varies. *Symptoms:* Golden crusty sores or pimple-like spots develop watery heads, break and form crusted areas; may occur on hands, legs, feet, or buttocks. Spreads rapidly if untreated. Consult your physician. Do not bring your child to school until the day after treatment begins.

### **RINGWORM**

Onset varies. *Symptoms:* (scalp) Bald, oval shapes on the scalp, grayish scales, broken hair, itching. (Body) Rounded reddish area with a scaly or blistery border, often itchy. Do not bring your child to school until 24 hours after treatment begins.

# EMERGENCY OPERATIONS PLAN

## PURPOSE OF PLAN

The purpose of the RPNS Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of RPNS and its employees and volunteers. Developing, maintaining, and exercising the plan empowers all those present in an incident to act quickly and knowledgeably. In addition, the plan educates staff, children, parents, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents with assurances that RPNS has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential incidents are defined in the EOP. The basic plan and the functional and hazard- specific annexes outline an organized, systematic method to mitigate, prevent, protect against, and respond to incidents. Staff members have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. RPNS regularly schedules training.

## SCOPE OF PLAN

The EOP outlines the expectations of staff; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local and State mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery. Within this scope, the plan defines an Incident and Hazards as follows:

**Incident:** An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property. The Director shall have the authority to determine when an incident has occurred and to implement the procedures within this EPO.

**Hazards:** Hazards shall include situations involving threats of harm to children, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

## PLAN DEVELOPMENT AND MAINTENANCE

RPNS will maintain and revise the EOP and coordinate training and exercises in support of the EOP. Input and suggestions from local fire, law enforcement, emergency manager and parents will also be requested on the EOP content. Annually, at the beginning of each school year, RPNS will hold an all school Emergency Preparedness & Information Night. This event is mandatory for all classroom work parents/adults to attend each school year. Due to COVID-19 only new families or families who were not members the 12 month period prior to the current school year are required to attend. Drills will be conducted at least 3 times per year with staff, children, and workday parents/adults for fire safety. The EOP will be reviewed annually by the Safety board member and the Director. The EOP will be updated based upon results from exercises, changes in information or resources and input from parents and staff.

# FUNCTIONAL ANNEX I: SHELTER IN PLACE

## PURPOSE

Shelter-in-Place is used in some emergency situations when it is best to stay in the site to remain safe and to isolate children and staff from the outside environment.

## SCOPE

This procedure outlines the steps to be taken by staff and children to prevent injury or death during an incident. The procedure covers children and staff who are indoors and outdoors. The need to shelter will be based on notification from local officials or weather forecasts. San Mateo has an emergency notification system, SMC Alert, that all staff at RPNS have signed up for. If the need to shelter in place occurs, staff will be notified through this system, in addition to a call to the landline phone at the school.

## RESPONSIBILITIES

### DIRECTOR/STAFF:

- \* Identify shelter locations, likely the schoolhouse main room.
- \* Get out the first aid kits, supplies for sealing the rooms
- \* Shut off HVAC systems.
- \* Close doors and windows, with all staff, children, parents/adults inside the main room.
- \* Find emergency lighting.
- \* Decide the need to shelter based on official notification. DO NOT retrieve emergency items from the shed unless official messaging says that it is safe to be outdoors.
- \* Account for children and workday parents/adults, before moving to shelter location.
- \* Direct workday parents and children to designated shelter locations.

### WORKDAY PARENTS/ADULTS:

- \* Seal windows and doors with emergency materials.
- \* Monitor radio for instructions.
- \* Assist staff in getting children to shelter locations.

### CHILDREN:

- \* Follow staff and workday parents/adults to shelter location as able.

## **FUNCTIONAL ANNEX 2: EVACUATION**

### **PURPOSE**

Evacuation is necessary in some emergency situations because it will not be safe to stay in or around the facility. When evacuating, children and staff must use pre-designated evacuation routes and exits to leave the building in an orderly, safe manner.

### **SCOPE**

This procedure outlines the steps to be taken by staff and children to prevent injury or death during an incident. The procedure covers children and staff who are indoors and outdoors. The site may need to be evacuated for fire, explosion, or flooding. Anyone may identify the need for an evacuation based on the incident.

### **RESPONSIBILITIES**

#### **DIRECTOR/STAFF:**

- \* Decide the need to evacuate based on the situation.
- \* Communicate evacuation locations to workday parents/adults.
- \* Take first aid kit, daily attendance clipboard and emergency information binder.
- \* Ensure all children have evacuated the room/area/school.
- \* If the situation permits, shut off utilities and secure facility.
- \* Account for children and workday parents/adults at the evacuation site.

#### **WORKDAY PARENTS/ADULTS:**

- \* When asked to do so by staff or director, call 911.
- \* Help children get to the on-site evacuation site, area in front of garbage shed in the parking lot.

#### **CHILDREN:**

- \* Follow a staff member or workday parent/adult to the evacuation site.
- \* Hold hands

Evacuation routes are posted on all exit doors. EOP highlights are posted on the back of job clipboards. On-site evacuation will be to the area in front of the garbage shed in the parking lot, and the off-site evacuation site will be designated annually by the Safety Officer and communicated at the annual Emergency Preparedness & Information Night.

## **FUNCTIONAL ANNEX 3: PARENT-CHILD REUNIFICATION**

### **PURPOSE**

Connect children left at RPNS with their parents after an incident. Given RPNS's unique structure as a cooperative school, and knowing that the school relies heavily on its workday parents, several workday parents and their children may be asked to stay at the school until some of the children have been reunited with their parents. This allows for a reasonable ratio of adults to children during an incident and response.

## **SCOPE**

This procedure outlines the steps to be taken by staff and children to reconnect children with their parents after an incident. The procedure covers children and staff who are indoors and outdoors, depending on whether or not the building has been evacuated.

## **RESPONSIBILITIES**

### **DIRECTOR/STAFF:**

- \* If an evacuation has occurred, get the daily attendance clipboard and emergency information binder. If during evacuation, emergency binder was not brought to evacuation location, once safe to go outside, retrieve the emergency contact information forms from the emergency kit in the bike shed.
- \* Supervise children either on-site or at the evacuation site.
- \* Conduct sign-out procedures, either on-site or at the evacuation site.
- \* If a parent/guardian has not picked up a child by the usual pick up time for school, assign a workday parent/adult to begin calling parents.

### **WORKDAY PARENTS/ADULTS:**

- \* If assigned by the Director/Staff, begin calling parents of children that have not been picked up. Attempt to reach parents by making calls in this order:
  - \* Cell numbers on the sign-in sheet
  - \* Texts to those numbers
  - \* Home numbers
  - \* Email
  - \* Emergency contacts. Do not send children home with emergency contacts unless all attempts to reach the parents have failed.
- \* If these lines of communication are not currently open, radio contact will be made through a public channel, which channel number shall be confirmed each year at the Emergency Preparedness and Information Night. The message will be written by the director, then either given to emergency personnel on site or a workday parent/adult will walk the message to the Woodside Fire Protection District Station 19

### **CHILDREN:**

- \* Stay with staff until a parent or guardian has come to claim you.

If, at the end of the day, no parent/guardian has claimed a child, we have a tiered plan for sheltering the children overnight. If between 1-6 children have yet to be reunited, the Director and available staff will take the children to the Director's house (100 Mariani Court, Redwood City, CA 94062) and shelter at that location. If more than 6 children are left or the Director is unavailable at the end of the day, children will be relocated, by walking or by car in car seats, to the nearest Red Cross shelter. A shelter is being planned for the Elks Lodge on Jefferson, 938 Wilmington Way, Emerald Hills, CA 94062, and it is our hope that the children can be included in the planning. We are currently in discussions with the lodge. A sign will be left on the main gate into the school detailing which children are at which location, so that late-arriving parents/guardians can meet their children at the correct shelter in place location.



## GUIDELINES FOR WORKING WITH CHILDREN

1. Be on time and be prepared.
2. Be responsible. RPNS depends on your attendance and your participation.
3. Be positive when working with and talking to children and other adults.
4. Do not label children – your own or others.
5. Do not talk about children or classroom behaviors and incidents outside of the classroom. If you have a concern, bring it to the attention of your head teacher or the Director.
6. Do not discuss a child's behavior, your own or others, in front of any child unless you are helping them negotiate a situation.
7. Guide the children to settle their own disputes whenever possible based on their age and abilities.
8. Reinforce safe use of equipment.
9. Children's health and safety are of prime importance! Always intervene quickly in an unsafe situation.
10. Coffee is not allowed outside the kitchen area.
11. Let a child know the limits and be consistent in maintaining them. "Throwing sand is not okay" Give a reason if asked. If a child cannot follow the rules he needs to move to another area.
12. Be alert to the total situation. Place yourself so you can see the entire area you are assigned to supervise. Seat yourself whenever possible. You are able to see things at a child's level when seated.
13. Children respond to friendliness, courtesy and respect. Use a child's name when speaking to him. Try to kneel or sit at his level.
14. Let children do things for themselves whenever possible -- dressing, pouring drinks, or solving problems. But remember children need success.
15. State suggestions or directions in a positive rather than a negative form. Tell them what to do rather than what not to do. "Please put the rock down," rather than "Don't throw the rock."
16. Reinforce your suggestions when necessary. "It is time to put the toys away" – accompanied by a movement to do it.
17. Give a child a choice only when you intend to leave the situation up to him. "It is time to go home now" rather than "Do you want to go home?"
18. Redirection will be most effective when it is consistent with the child's own motives and interests. A very active child usually won't be redirected into quiet play. Ask a

child what he is trying to do then redirect to help him accomplish this. A child who was piling Elmer's glue on wood was making snow! Redirection helps the child find material suitable for making snow and saves the glue for gluing.

19. Children need to settle their own disputes as much as possible but we cannot let one child hurt another. "I cannot let you hurt Freddie. I wouldn't let Freddie hurt you." or "It is time for you to finish your turn. Susie needs a turn on the swings, too."
20. Use your voice as a teaching tool -- avoid raising your voice -- decreasing speed of speech is more effective than raising pitch. A whisper often gets more attention than a loud voice.
21. Avoid motivating a child by making comparisons between one child and another or encouraging competition. Each child needs to build faith in his own ability.
22. Do not flatter a child by telling him he is a "big boy" or shame him by saying he is "too big" for such behavior. Put a premium on what has been done, rather than on being "big" or "good". "It is fun to be able to put on your own jacket."
23. Show disapproval of the child's actions rather than the child himself. Tell the child "hitting hurts". Avoid the "bad boy, bad girl" image.
24. Reassure a child if he is upset with himself for some deed done. He is still loved! If one child has hurt another, put your arms around both children.
25. 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 upon you and is likely to lessen their amount of creative play.
26. You may have to limit a child to the length of time he uses any one piece of equipment if it is in demand. Usually it is best to set a definite time limit.
27. Little children's legs are very short. They cannot keep up with adult strides. Make a conscious effort to walk slowly.
28. Remember art is a process not a product. Comments to children need to be aimed at the process and involvement of the child, rather than the outcome of the project.
29. Although creative expression is to be encouraged, general rules must be observed. Pretend-fighting with scissors is dangerous and not creative. Children need to be taught the proper way to handle scissors and other art supplies.
30. Violent play and weapon play is not allowed at school. If two children are using the shovels as weapons you can say "We use shovels to dig with". If you are having a hard time redirecting the children into kinder play, please ask for help from your teachers.

## HELPFUL HINTS FOR YOUR COOPERATING DAY

1. Wear comfortable clothes that are washable.
2. Come to class ready to start your participating day. Do not plan to carry on personal business on your work-day, find a sub if necessary..
3. Cell phone use at school is inappropriate. Please give the school phone number to people who may need to get a hold of you in emergency situations. Calls should only be received or made in emergency or child-care related situations. On your workday, your time is to be spent with the children. Your cell phone may only be used to take pictures during class time.
4. Together you and your coworkers should "cover" every area of play space. **Never leave your area unattended.**
5. **Avoid chatting with other parents or visitors while on duty.**
6. It is essential to pick up toys continually and keep the space orderly. Messy play areas contribute to overstimulation and accidents.
7. Use your ingenuity in making new and appealing arrangements of equipment. This will reduce your supervision problems.
8. If you find yourself in a difficult situation, don't hesitate to get help from the teachers or another parent.