

LOS ALTOS UNITED METHODIST CHURCH CHILDREN'S CENTER PRESCHOOL

655 Magdalena Ave
Los Altos, CA 94024
(650) 941-5411
www.childrenscenterpreschool.org

PARENT'S HANDBOOK



SCHOOL YEAR
2017 - 2018

Children's Center

“A Loving Place to Play & Learn”

The Children's Center is a play-based preschool. We believe learning through play supports the whole child as they grow socially, emotionally, physically, and academically. We provide a safe place for children to become independent thinkers while developing positive self-concepts. We believe self-regulation and resilience are direct results of learning through play. By children “doing” and “experiencing” they are constructing internal building blocks for both personal growth and life skills, with the greatest benefits coming from a child's body and mind working together. It is our commitment to provide a loving, respectful, and joyful place for all children to play, learn, and grow.

The Children's Center Preschool offers a weekday program for children ages 2-5. Our regular preschool classes meet September to June. In addition, we offer a three-week Summer Camp in July for our currently enrolled students. Our developmental program provides a safe, nurturing, Christian environment. Principles of love and respect guide our children as they learn and grow. We believe that all people are children of God, and that a diversity of races, cultures and perspectives are gifts which enrich us all.

Parents are an integral part of this school; they are considered a valuable resource and are always welcome. The staff and Directors are available to you for conferencing, support and conversation. Our Family Resource Center (FRC) provides a book lending library for parents, informative speakers, and parent education events. These events are open to the entire community.

Our purpose is to nurture each child's social, emotional, intellectual and physical development. Our program provides both structured and unstructured time each day. We believe young children need many opportunities to choose activities from a carefully prepared environment, while also learning to accept times when there is not a choice. One of our key goals is to help each child learn to balance their roles as a member of a social group and as an individual who needs to think, dream and contemplate.

The Los Altos United Methodist Church offers a full Sunday school program and Children's Choirs during the year, Vacation Bible School, Family Camp in the summer, and special seasonal activities. If you are looking for a church home, please consider a visit to LAUMC.

Thank you for considering the Children's Center for your child's preschool. You may call the office if you have any questions at **(650) 941-5411** or e-mail, **childrenscenter@laumc.org**.

PROGRAM INFORMATION

Our programs focus on social development and learning through play. Each year's class builds on the previous year's program in curriculum experiences and activities offered. The classrooms are set up to invite exploration and foster a lifelong love of learning. Our staff is deeply committed to the young child and the importance of early childhood education.

TWO'S: Children must turn 2 by September 1st, 2017. The focus of this class is on social development and learning through play. Separating from parents, learning to take direction, and being nurtured by people outside of immediate family are important parts of being TWO. The building of trust and growing peer awareness are enhanced by a safe environment that provides a foundation for learning.

T/TH	8:45 – 11:45 AM	\$4380
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THREE'S: We recommend this class for children who turn 3 by September. The emphasis in our Three's class is to encourage further socialization by reinforcing how a child's choices affect their relationships and environment. There are greater expectations for participation and appropriate play practices. This class fosters independence, creativity, cognitive growth, and motor coordination. Children are introduced to phonemic awareness and number sequencing.

T/TH	8:45 – 11:45 AM	\$4380
MWF	8:45 – 11:45 AM	\$6040
M-F	8:45 – 11:45 AM	\$10420

PRE-KINDERGARTEN: We recommend this class for children who turn 4 by September. The intent of this class is to further support the development of social awareness, emotional intelligence, and Kindergarten readiness skills. Critical thinking, science, sequencing, sorting and classification, matching, number values, phonemic awareness, problem solving, storytelling and following multi-step directions are all incorporated in our curriculum. Children develop their gross and fine motor skills while working in large and small groups. Through play and collaborative group work, children come to appreciate the value of cooperation and contribution. The children are encouraged to take risks, to help them discover how the process of learning can be more valuable than the outcome. Mastering appropriate academic skills and fostering social emotional growth are the cornerstone of this program.

MWF	8:45 – 11:45 AM	\$6160
M-F	8:45 – 11:45 AM	\$10620

INNOVATIVE: This program is designed to supplement and enrich the MWF AM Pre-K classes. The class explores the similarities and uniqueness of global communities. Cultural traditions, music, dress and foods are explored as the children "travel the world" with their passports.

T/TH	8:45 – 11:45 AM	\$4460
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SUMMER PROGRAM

The Children's Center offers a three-week "Summer Fun Zone". Students who have been attending Children's Center during the current school year are eligible for enrollment. You may enroll your child in one, two, or all three weeks of the Summer Program.

Each week has a different theme and runs for four days, Tuesday through Friday, from 9:00 AM – noon. Early Care is offered from 8:00 AM and lunch is offered until 1 PM for an additional charge. Each day is filled with arts & crafts, fun hands-on experiences, and outdoor play. The themed weeks often include very special snacks and feature special guest entertainment. Classes are grouped by age. Registration for the summer program takes place in March and is on a first-come-first-served basis.

ENRICHMENT CLASSES:

Enrichment classes are designed to enhance our school year programs and are especially designed for the child that is ready for a longer day. These developmentally-appropriate classes are short in duration, fun, participatory and focus on "learning by doing"! They are available to Threes and Pre-K children. There are 26 weekly classes from 1:00–2:00 PM. The enrollment fee is \$700 for the year. The sign-up for these programs is separate from our regular program.

Some typical offerings are:

Cooking: Pouring & measuring and experiencing different foods!

Music: Introduction to a variety of musical instruments, rhythmic concepts, and pure joy!

Sports and Gymnastics: More opportunities for gross motor development, parachutes, mats and lots of fun!

French: Vocabulary and simple phrases through stories, songs, games and celebrations!

Science: Hands-on, exciting, silly, messy, and building a positive association with science!

Imagination Station: Creative explorations of great children's books!

Math: Fun with numbers, patterns, shapes and spatial relationships!

Zoo Phonics: Whole body approach to learning letters and their sounds.

Mini Masters: Explore the world of art, and along the way learn about artists and museums.

Play At Life: Through dramatic play children experience practical life skills, from setting the table to wrapping a birthday gift!

EXTENDED CARE OPPORTUNITIES:

EARLY CARE: Children enrolled in the three-year-old, Pre-K, and Innovative morning programs are welcome to begin the day earlier than their class begins, starting at 7:30 AM. The cost is \$15.00.

LUNCH: Children enrolled in the three-year-old, Pre-K, and Innovative programs are invited to eat lunch either before or after their classes (depending on their school schedule). This is an opportunity for children to share mealtime with their friends under the kind guidance and support of teachers. The lunch period is 11:45 AM – 12:45 PM, and includes outdoor play, eating with peers, and a story time to round it all out. "Lunch" costs \$15.00 and the children bring their own **PEANUT FREE** lunches.

KID'S CLUB: Kid's Club is designed for additional play and social opportunities. This flexible care option is offered anytime from 1:00–4:30 PM every afternoon. (Not available for Two's). Children attending Kid's Club enjoy an informal, creative play environment. Teachers plan activities and build curriculum around small-group dynamics. The cost for Kid's Club is \$15.00 per hour. There is no need to sign-up in advance or for any set period of time. Extended care fees for Early Care, Lunch, and Kid's Club are added to your account monthly.

THE PRESCHOOLER'S DAY

ART EXPLORATION: Art experiences that are child-driven and open-ended is an important part of developing self-expression. A wide variety of art media and tools encourages children to recreate their own reality, using representational art forms that demonstrate how children see their physical and social worlds. It can be both fun and inspiring to paint with things like Matchbox cars and golf balls, or to create recycled-materials collages. The process is more important than the product!

BIKES, OUTDOOR PLAY and GYMNASTICS: The outdoor areas provide a natural contrast to the classroom with fresh opportunities for social interaction, physical and imaginative play, collaboration and problem solving. We offer four outside yards featuring play structures, sand areas, and toys. A bike path and more than three dozen bikes and riding toys help children practice gross-motor development, whether it's a two-year-old who's not quite ready to pedal yet, or a five-year-old zipping around on a balance bike.

Kim Kludt, of Start Fitness, leads your child's class in gymnastics each week. The class focuses on gross motor, core strength, balancing, and age-appropriate tumbling, as well as parachute play and movement to music. This program is designed for three-year-olds and Pre-K.

CALENDAR TIME: Teachers gather the older students briefly each day on the carpet to welcome them to their day at school. This valuable time is used to help establish and reinforce familiarity with routine and social concepts, like day-of-the-week, the calendar (current day/date/month/year), the weather, seasons, patterns and basic counting, how many days we've been in school. Depending on the class, a student is often standing up next to the teacher to help guide the class through these discussions, offering low-pressure and fun opportunities to be comfortable with public speaking.

CIRCLE TIME: A teacher-led time that differs in length and scope depending on the age of the class. Music, movement, flannel stories, books, puppets and social interaction are all a part of the circle "magic". Learning how to behave appropriately in the circle group is a skill that prepares children for other large group activities. Many social, emotional, and academic skills are built-upon with practice at circle time. Children also have the chance to share their feelings and ideas with the group, to gain confidence in expressing themselves and their individuality.

COGNITIVE: These activities are specifically chosen for the children by their teachers to introduce or enhance particular skills in the classroom. A variety of engaging activities are modeled and selected to support: attentiveness, direction following, small and large motor development, recognition and value of numbers, visual discrimination and classification, recognition of upper- and lower-case letters, phonemic awareness, and patterning and sequencing. Children actively participate in self-directed projects, with concrete materials, fostering independence and follow-through.

SMALL GROUP: The class is divided into three small groups to encourage learning in a structure different from the whole-class environment. The groups might work on a special project, go for a nature walk, listen to a story, or share in fun, informal conversations (for example, "What did you do during your Thanksgiving vacation?"). Participation in smaller interactive groups fosters reciprocal discussions, listening skills, cooperation, and compromise. This very important part of the day supports deeper relationships between children, and strengthens the bonds between teacher and student.

SNACK: The children are provided a peanut-free snack each day. Snacks typically include fresh fruit, various crackers, Goldfish, or pretzels, and water (Pre-K children bring their own water bottles to class). It is not only a chance to socialize in a small group setting, but an opportunity for the children to practice manners and routines they can use at home, on play dates, or when they are out with family and friends.

POLICIES

ATTENDANCE / ILLNESS POLICY: Regular attendance and prompt arrival helps children feel more comfortable and secure attending preschool. If a child seems unwell, has excessive nasal congestion, discharge or an elevated temperature, they should not be in school. *Children should remain at home for 24 hours after signs of fever, vomiting or diarrhea are gone.* Please report any communicable disease to the office. If a child becomes ill at school, we will care for the child as needed while we call the parents or emergency contacts to take the child home.

ALLERGIES: Please communicate fully with the teachers about your child's allergies. If your child requires medication during preschool hours, a completed "Food Allergy Action Plan" must be on file in the office. We require that you send complete instructions with your signature, the doctor's name and phone number, as well as the medication, in a Ziploc bag. This bag must be marked with your child's name and room number, and will be kept in your child's classroom emergency backpack. If your child stays for lunch on a regular basis we require an extra set of medications and instructions for the kitchen backpack.

The Children's Center is a peanut-free campus.

BIRTHDAYS: At the Children's Center we know how important your child's birthday is! A special "peanut free" snack or treat may be brought to school in celebration of your child's birthday. We request that parents bring small cupcakes or cookies. Please arrange the day with your child's teachers. Parents are welcome to attend. For summer birthdays, there will be one classroom celebration at the end of the year and the school will provide a special treat.

CALENDAR: The school year usually begins shortly after Labor Day and ends in early June with our school-wide "Family Fun Day" event. We typically follow the Los Altos School District for most holidays and vacations. A calendar with the exact days and events is included in the June mailing. On occasion, we close for LAUMC campus-wide events, which are also on the calendar.

DISASTER INFORMATION CARD (YELLOW CARD): Should a disaster or major emergency occur during school hours, an evacuation may be necessary. An accurate and neatly completed YELLOW CARD is *critical*, as this will be the information available to us during an emergency. Please choose your emergency contacts carefully. These contacts should be people within a 10-minute drive of Children's Center, who could come to pick up your child. Please consider choosing people who are located in two different areas; in emergencies like an earthquake or fire, phones may be inactive and roads may be closed. Let your contacts know you have authorized them to take your child, and that they are expected to come immediately to the school.

FIELD TRIPS: We do not organize field trips, but we do welcome people from the community, i.e.; physician, police officer, fire fighter, or other community member with special talents to enrich our program. The **INNOVATIVE** class is the exception to the field trip policy, and parents will be notified in advance if a trip is planned.

DISCIPLINE / GUIDANCE: We practice loving, positive discipline. We guide our children to learn through their own experiences, and to develop the skills needed to control impulsive behavior and delay gratification. We are dedicated to the premise that one does not need to feel worse in order to behave better. Behavior improves as discouragement lessens. A child's dignity is always respected. We use no discipline that shames or belittles. If a child displays any severe behavior issues or patterns, teachers will discuss it with parents immediately. Most behavior and discipline concerns are fairly ordinary, and are handled between the teacher and child. We consider biting a serious health and safety concern, requiring immediate action. If a child bites another student or a teacher, we will contact parents for the child to be taken home for the day.

DROP-OFF AND PICK-UP: State law requires that all children be signed-in prior to entering their classrooms. Anyone may bring a child to school; however, only parents or authorized persons may sign a child out at dismissal time. We will only release a child to someone who has been authorized by a parent. Please notify the office if an unauthorized person is picking up your child. **WE WILL NOT RELEASE A CHILD TO ANYONE WHO IS NOT AUTHORIZED BY THE PARENTS.**

EMERGENCY TREATMENT: You have given permission, on your enrollment application, for emergency medical/dental treatment, including the use of all emergency services should the need arise. This will be implemented only in extreme situations. We will make every effort to reach parents and/or emergency contacts should such a situation arise.

Please keep us updated as phone numbers or emergency contacts change.

EMERGENCY OPERATIONS PLAN (EOP): The care and safety of your child in all situations is the primary goal of the Children's Center. We are very proud to have a comprehensive and detailed Emergency Operations Plan (EOP), created and updated through years of experience. Each year we offer an EOP presentation to explain and discuss the plan with our families. *Attendance by new families at the EOP meeting in September is mandatory; all other families are welcome and encouraged to attend each year.* We have worked with the Red Cross, the local police department, and researched preparedness websites to keep current on evacuation procedures and facility preparedness supporting the care and comfort of your children in an emergency. We hold monthly fire drills and multiple earthquake drills throughout the year. To help students, teachers, and parents be prepared, we also hold a school-wide practice evacuation drill every November.

HOLIDAY OBSERVANCES:

The Children's Center celebrates holidays throughout the year! We have a school-wide "Halloween Hoot" event in October; we talk about being thankful and share a 'feast' with another class at Thanksgiving; we sing both spiritual and popular Christmas and Hanukkah songs in December; we share and celebrate our love on Valentine's Day; we hunt for leprechauns in March, and Easter eggs in April; we dance around the Maypole in May; and we help wrap-up the year with special "Spring Sing" events. Families are invited to our Christmas program and Spring Sing. All celebrations are designed for the preschool child and are age-appropriate.

IMMUNIZATIONS: We require our students to be immunized in accordance with the current laws of the State of California.

MEDICATION: Please refer to the **INCIDENTAL MEDICAL SERVICES – PLAN OF OPERATION** section in this handbook.

INCIDENT REPORTS: If a child receives a small bump or “boo-boo”, we will wash, bandage, and apply ice packs as necessary. Teachers will complete an incident report to be sent home at pick-up time. In the event of a more serious injury, every effort is made to contact a parent. Teachers and administrators are current with pediatric First Aid training and pediatric CPR certification.

OFFICE HOURS: Each classroom teaching team offers a set weekly time-slot for office hours. This time is available for parents to meet and discuss their child’s progress and share information. If you are unable to meet teachers during these office hours, you may arrange an alternate time directly with the teachers.

PARENT PARTICIPATION: Orientation days at the beginning of the school year are designed for the parents to attend class with their child. Beginning the next school day, parents are asked to bring children to the classroom door and give them a quick hug and kiss goodbye. A teacher will be there to greet the children and welcome them to class. There are many opportunities throughout the school year for you to be involved in your child’s preschool experience. Please let your teachers know if you have a project or talent that you would like to share with the class, or if you’d simply like to schedule a day to be a guest and experience your child’s preschool day.

PROPER CLOTHING:

It is our goal for all children attending the Children’s Center to fully explore their environment. Please dress your children for play. Sturdy, closed-toe shoes and socks are a MUST. No *crocs, sandals, or boots*, please! We know this can be a challenge, but it helps ensure your child can fully and *safely* enjoy their day. Everything that comes to school should be labeled with your child’s first and last name as well as classroom number. We maintain a lost and found and donate all unclaimed items to charity at the end of the year.

REGISTRATION PROCEDURES: Always call for updated information.

- Currently enrolled and alumni families have FIRST priority and may reserve a space for the next school year prior to Open House.
- LAUMC members & wait list priority families have the SECOND priority.
- All remaining spaces are open to the general public for registration immediately after OPEN HOUSE, on a first-come, first-served basis.
- Classes are contingent on sufficient enrollment and staffing

TO ENROLL, PLEASE SUBMIT:

- € A completed application
- € \$100 APPLICATION FEE* (waived for LAUMC members)
- € REGISTRATION FEE (25% of the annual tuition).

APPLICATION AND REGISTRATION FEES ARE NON-REFUNDABLE.

If your child is unable to enroll due to lack of space, he/she will be placed on the WAIT LIST. A completed application and the \$100 Application Fee are required for the Wait List. Applicants that are not offered enrollment will have WAIT LIST PRIORITY for the next year’s admission. This priority is voided if a space becomes available, is offered, and is declined.

WITHDRAWAL: Two weeks’ notice is required when withdrawing a child from our program. Tuition will be pro-rated and will be charged for that period, regardless of attendance.

SECURITY: There are many gated entrances on our campus. We check them continuously and ask your help by closing all gates as you pass through, and by closing any gate you see open. One of the first things we tell the children is: **ONLY TEACHERS AND PARENTS OPEN DOORS AND GATES.** We have excellent teacher/child ratios; therefore our children are carefully supervised. The children are visually supervised by their teachers at all times. The double doors in the front of Children's Center are locked in between drop-off and pick-up times, when access into the school is only through the office door. Entrances and exit areas of the school are under surveillance by LAUMC's security cameras, which are monitored in the office.

SEPARATION ANXIETY: Some children experience separation anxiety at the beginning of the year. This is not unusual. Encouraging your preschooler and sharing your confidence in them will work wonders in building their self-esteem. If you give them a quick and confident hug and kiss and tell them you will see them when school is over, they are less likely to be concerned. When children discover they *can* go to school on their own, they are on their way to building a strong sense of self.

SNACKS: We provide a snack at mid-session for both morning and afternoon classes. The Children's Center is **PEANUT-FREE**. We do not serve snacks containing peanut products. We require that parents do the same. Also, do not include any peanut butter or other peanut products in your child's lunch. If your child suffers from food allergies, we ask that you provide his/her snack food. There is a snack menu posted outside each classroom, and ingredient listings are posted in the kitchen.

TRANSPORTATION: LAUMC does not provide transportation and encourages carpooling. We ask that the white curb areas be used only if you have a sleeping baby or a child that is ill. Office staff is happy to assist at drop-off or pick-up; please do not leave a young child unattended in your car. **HANDICAP SPACES ARE TO BE USED ONLY BY THE DISABLED WITH PROPER PLACARDS**

TUITION ASSISTANCE: As part of the ministry of the Los Altos United Methodist Church, the Children's Center offers financial assistance to families in need. The "Tuition Assistance Request" forms are available in the office and are due with your application for enrollment. Award letters will be mailed in June. These awards are applied toward the tuition payments and not the registration deposit. Tuition Assistance is not available for the two-year-old program.

TUITION PAYMENTS: The annual tuition is divided into four equal payments. A non-refundable payment of 25 % is due at registration. The remaining three payments, each 25%, are due in July, November and February. For children who enroll in Children's Center *after* the school year has started, tuition is calculated on a pro-rated basis. For children withdrawing from Children's Center *after* the school year has started, two weeks' notice is required, and tuition is charged on a pro-rated basis. Please refer to the separate Payment Schedule for current tuition rates.

VISITATION: We encourage all parents of prospective students to visit LAUMC's Children's Center Preschool. Choosing the right school is important for both parents and children, and deserves thoughtful consideration. We recommend that you call the office to schedule a classroom visit. You will have an opportunity to experience a class and activities that are typical for your child. This will give you the most complete picture of our curriculum, our philosophy, as well as seeing our amazing and dedicated staff in action. We limit visitors to one per classroom per day. All visitors must sign in at the office and wear a "Visitor" lanyard. You are also welcome to schedule a tour of our campus. We are happy to answer your questions during the tour. Please call the office to make arrangements.

INCIDENTAL MEDICAL SERVICES – PLAN OF OPERATIONS

HEALTH & SAFETY: A child's health and well-being is our most important responsibility. Our first priority is to keep children safe. Parents must keep children home and notify the school if their child has been infected with a contagious disease or rash. It is essential in these cases, for the school to know what the child's symptoms are, so please call the office as soon as possible (650-941-5411).

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

MEDICATIONS: Please dispense medications prior to arriving or after leaving school, and request prescriptions with 12-hour dosages from your physician or health care provider.

In the event that prescription medications, nonprescription medications and topical nonprescription medications need to be dispensed at school, parents must complete LIC 9221 Form, "Parent Consent for Administration of Medications", indicating the beginning and ending date the child is to receive the medication. In addition, parents are required to –

- Provide information on possible side effects of the medication.
- Bring medication in its original container in a clear bag.
- Ensure that prescription medication includes a prescription label with specific dispensing instructions and a current date.
- Do not store medications in lunch bags, backpacks, or any other personal belongings.
- Any time the manufacturer's instructions require physician dosage to differ from the age and weight information on the label, a physician's written instructions are required.
- A log will be kept at the Children's Center indicating who administered the medication, date and time given.

EPI PEN: If the child has a medically prescribed EpiPen, the Children's Center staff will:

- 1) Use in accordance with the directions and as prescribed by a physician and in emergencies only. The EpiPen will only be used in the event of an allergic emergency as prescribed by a physician and will be administered in accordance with the emergency medical treatment plan as supplied by the parents for the child. The use of this device is for emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.
- 2) Keep EpiPen ready for use at all times. It will be stored in the Emergency backpack.
- 3) Protect the EpiPen from exposure to light and extreme heat.
- 4) We will note the expiration date on the unit and request a replacement from the parents prior to that date.
- 5) Call 911 and the parents, or authorized representative immediately after administering an EpiPen.
- 6) If 911 is called we will notify Community Care Licensing Division Regional Office within 24 hours. Written notification (LIC 624) "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. A copy is also given to the parents, placed in the child's file and a copy will be kept in the Director's office.

RECORD OF FOOD ALLERGY & ANAPHYLAXIS CARE PLAN: Parents are requested to communicate fully with the teachers and administration about their child's allergies. If the child requires medication during preschool hours, a completed "Food Allergy Action Plan" must be on file in the office, before commencement of the school year. A copy of the "Action Plan" will be placed in the child's Ziploc bag with any medication provided.

We require that parents or an authorized representative complete and sign a "Food Allergy Action Plan". The name of the child's doctor, phone number and specific written instructions are required as well. The child's medication will be kept in a Ziploc bag and must be clearly marked with the child's name and room number. The Ziploc bag will be stored in the classroom backpack.

A master "Allergy List" is posted in the school's kitchen which itemizes the child's name, classroom, allergy, medication and/or EpiPen.

STORAGE OF MEDICATIONS AND EPI PEN: All medications will be kept in a Ziploc bag in the child's classroom emergency backpack. The backpack goes with the teacher during every transition in the school day and will be taken with the class in the event of an evacuation. If a child stays for lunch on a regular basis we require an extra set of medications and instructions for the kitchen backpack.

SPECIAL MEDICAL NEEDS: As a general policy our staff do not administer injections. The only exception is the EpiPen in the case of extreme allergic reactions.

FIELD TRIPS: To-date we have one Enrichment class with 2-3 field trips per school year. Field Trip information and permission slips will be sent home each time there is a field trip and every child is required to have a signed permission slip in order to attend. It is school policy that every child has a parent or an authorized representative throughout the duration of the field trip. It is their responsibility to attend to their child's incidental or emergency medical needs while off campus. During field trips, two CPR and First Aid trained teachers will accompany the class and a first aid kit will be taken on the trip.

UNUSUAL INCIDENTS: Should a child be involved in an unusual incident parents will receive a written "Unusual Incident Report". This report will describe the nature of the situation and how the staff responded to it. A call will also be placed to the Duty Officer at CCLD (408-324-2148) within 24 hours to report the unusual incident. The "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. A copy is also given to the parents, placed in the child's file and a copy will be kept in the Director's office.

SAFETY PRECAUTIONS: Latex gloves are provided in every classroom for diaper changes and for potential contact with bodily fluids. After use, the gloves are disposed in a plastic bag and placed in a trash can with a lid.

FIRST AID SUPPLIES: Supplies will be stored out of reach of children.

MEDICAL TRAINING OF STAFF: All teachers have an up-to-date pediatric CPR and First Aid training certification. Training is provided by CPRRescue, 2021 Carousel Drive, Hollister, CA 95023, telephone 1-888-313-2444. www.cprescue.com .

FAMILY RESOURCE CENTER

ABOUT:

The Family Resource Center was created to reinforce the Children's Center Preschool's mission of supporting parents and caregivers. We offer a family resource library, a speaker series tailored to the concerns and needs of our parents, guest performers for families to enjoy together, and a variety of parenting groups. Speakers and "coffee talks" are free of charge and open to the community.

FRC LIBRARY

Parents are encouraged and welcome to use this space to browse or borrow parenting books. Our parent resource library offers numerous parenting books, CDs, and DVDs for you to check out and use. In the FRC office you will also find information about upcoming school and community events. Please visit anytime during school hours. The library is located in the Family Resource Center in the school office.

SPEAKER SERIES, SPECIAL EVENTS AND PERFORMANCES

We proudly offer speaking presentations where professionals share their knowledge on a variety of topics. Over the years we have had speakers discuss discipline, sibling rivalry, friendships, raising girls, raising boys, and building resiliency. All of our speaking events are free. A sampling of past events includes:

- Dr. Jerry Shapiro: "What Boys Need: Creating a Healthy Life for Our Sons"
- Dr. Denise Clark Pope: "The Well-Balanced Child"
- Dr. Brene Brown: "The Gifts of Imperfect Parenting: Guideposts for Cultivating Hope, Joy, and a Resilient Spirit"
- Dr. Kenneth Ginsburg: "Building Resilience in Children and Teens"
- Susan Stone Belton: "Connecting with Your Child Everyday"
- Christine Carter: "Raising Happiness: Simple Steps for a More Joyful Family"
- Concerts by Wiley Rankin, Stephen T. Pierce and Peter Apel
- Dance performances by the Greene-Comerford School of Irish Dance & Los Altos High School Latino Dancers.

COFFEE TALKS

These smaller, informal gatherings offer you an opportunity to meet and connect with other parents while listening to speakers discuss a variety of parenting concerns. Past topics include: "Mindfulness: Taking the Stress Out of Parenting", "Behavior 101: Avoiding the power struggle and understanding your preschooler's behavior," "Separation Anxiety," and "Helping Your Preschooler Build Self-Esteem and Autonomy." The events take place in the morning on school days. Coffee and refreshments are served, and childcare is provided in the Church nursery.

CONTACT

If you have questions about any of our programs or have ideas for a speaker, please contact our FRC director, Bryn Stuebner, at brynstuebner@laumc.org or by calling (650) 941-5411x119.

Please visit our school website for more information: www.childrenscenterpreschool.org/frc.html

CHILDREN'S CENTER STAFF

<u>NAME</u>	<u>DOH</u>	<u>POSITION</u>
Joanie Ballog	1998	Teacher
Dina Barrios	2016	Bike Assistant
Heidi Bliss	1998	Co-Director
Merry Cohn	2000	Teacher
Alyssa Delagnes	2016	Teacher
Mary Desai	2007	Assistant
Ellen Douglas	2003	Assistant
Mike Gardiner	2006	Science / Technology Teacher/ Bikes
Rosalind Garrow	2001	Teacher
Denize Gray	2002	Co-Director
Elizabeth Halden	2005	Assistant
Cassandra Huang	2015	Bike Assistant
Mary Hoeber	2008	Lunch Staff
Judy Inamori	2003	Assistant & Lunch Supervisor
Caroli Johnson	1998	Administrator
Susan Kempe	1998	Teacher
Kim Kludt	1998	Perceptual Movement Instructor
Cathy Koehler	2009	Teacher
Danielle Lanthier	2006	Teacher
Bert Loughmiller	2006	Woodworking Instructor
Kat Mandell	2012	Assistant
Chris Margaretich	2001	Teacher
Dana Mendes	1998	Assistant & Lunch Supervisor
Emily Morgan	2000	Teacher
Sabine Muller Roth	1999	Office Assistant
Kerrie Ramans	2015	Assistant
Karen Rooney	2005	Teacher
Lorelei Russell	2003	Teacher
Lea Schlemmer	2003	Teacher
Laury Shattock	2005	Teacher
Mitch Smith	2015	Bike Assistant
Jill Stevens	2000	Teacher
Maureen Stuart	2006	Assistant
Bryn Stuebner	2012	Family Resource Coordinator
Emilie Tani	2013	Teacher
Alisa Vittoria	2015	Teacher
Tracy Warren	2006	Assistant
Kate Webb	2009	Teacher
Jessica White	2015	Teacher

All staff members have cleared Criminal Record and Child Abuse Index background checks. Teachers and administrators are certified in Pediatric CPR and Pediatric First Aid.