

**RPEP Membership Handbook**



**Roseville Parent Education  
Preschool**

**A nonprofit, 501(c)3 school**

# RPEP MEMBERSHIP HANDBOOK

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## INTRODUCTION

Welcome to the Roseville Parent Education Preschool (RPEP). This is the beginning of a very exciting time for you and your child. Getting involved in your child's preschool can lead to involvement throughout your child's elementary and secondary education creating a community for you and your child. This kind of support gives children self-esteem and confidence.

As beneficial as this program will be for you and your child, at first the responsibilities may seem overwhelming. To help you through those first few weeks, we have compiled this caregiver handbook. It outlines the duties and responsibilities of participating families, provides a guideline for working and talking with children, and gives you as a volunteer an overview of what to expect in each class.

Roseville Parent Education Preschool operates four preschool classes: two (2) Caregiver & Me classes for 18 month- 3 year olds, one morning(AM) class for 3-5 year olds and one afternoon(PM) class for 3-5 year olds. Caregiver & Me meets either Tuesday and/or Thursday mornings. The AM class meets Monday, Wednesday, and Friday mornings. The PM class meets Monday, Tuesday, Wednesday and Thursday afternoons.

**Please read this handbook thoroughly before the first day of school.** The first few weeks of participation can be somewhat confusing for new families and reading the school handbook may alleviate some of the first day jitters.

The school handbook will also be a useful reference throughout the school year. There are many pieces of information pertaining to the preschool-aged child, which should assist in planning activities for the preschool as well as for home use. You should periodically review the school handbook to remind yourself of our program's goals, procedures, and regulations.

As the year goes on, you will be able to enhance your knowledge of the school by adding various handouts. It may be helpful to keep these handouts in a folder for future reference. The teachers strive to make the information they give out interesting and relevant to you and your child.

A copy of this handbook will be available at the school and online at our school website should you need to refer to it. You have been asked to sign a Parent Handbook Acknowledgement Form that confirms you have read the handbook, and understand the responsibilities of RPEP. Have a wonderful and fulfilling year with your child at RPEP!

We utilize two apps at the school for payment and communication. Brightwheel can be accessed either through a web browser or by downloading the app and will be utilized for payments and attendance. Communication between families as well as pictures of your child's class will be conducted using the BAND phone app.

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## RPEP MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

Mission Statement: **At Roseville Parent Education Preschool (RPEP), we are dedicated to educating and empowering parents while fostering child-led, play-based learning.** Through hands-on participation, parents gain valuable insight into child development, while children thrive in a safe, nurturing environment that encourages outdoor exploration, healthy risk-taking, emotional regulation, and independence. By learning together through play, families strengthen relationships, and our community flourishes through shared support and engagement.

Philosophy:

At Roseville Parent Education Preschool (RPEP), we believe children learn best through play, exploration, and strong family involvement. As a parent-participation, play-based preschool, our 1:5 adult-child ratio—made possible by caregiver involvement—creates a supportive and enriching environment.

Our child-led, all-weather approach fosters curiosity, confidence, and independence, while outdoor exploration and healthy risk-taking help build resilience and self-trust. We prioritize emotional regulation, guiding children to express and manage feelings through connection and play.

Studies show that parents involved in cooperative preschools remain engaged in their children's education, strengthening their confidence and self-esteem. By partnering with families, RPEP nurtures a love of learning that extends far beyond preschool—preparing children not just for school, but for life.

RPEP's unique play-based curriculum can provide for a child's development:

**Outdoor Play:** Children need fresh air and exercise; it helps develop strong muscles and healthy bodies. Physical play develops body awareness (balance, strength, coordination) and builds confidence. Water play is offered year round.

**Listening Center/Story Time:** Participation in storytime develops concentration and attention skills. It is also an introduction to the wonderful world of books and reading.

**Block Building:** Building is a bridge between pretend and reality. This provides experience in spatial relationships, opportunities for sharing, and develops large and small muscle control. Blocks also provide pre-math experience through size and shape sorting, as well as balance.

**Open-Ended Art:** Art provides an opportunity for self-expression and enjoyment. The process is more important than the product. Children build confidence through the fun of creating; they learn colors, and develop fine motor skills.

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**Cutting and Pasting:** These activities help develop the muscles in little hands and fingers, which is a prerequisite for writing. Different textures, shapes and objects to glue allow for self-expression, and children enjoy their creations enormously.

**Play Dough and Clay:** Modeling provides release for aggressive feelings and offers general creative enjoyment. It also provides the visual discrimination of the clay shape against the background, which is a necessary skill for reading.

**Water Play and Sandbox:** Play in these areas encourages experimentation in texture and measurement. It also presents science and math concepts in a fun way.

**Music and Movement:** These provide a means of self-expression through experimentation with songs, instruments, finger plays, games and dancing. These are excellent ways for children to develop the ability to make their own pictures in their head - which is a crucial reading skill.

**Dramatic Play:** This type of play is used to re-enact experiences and stories, fears, and feelings. It allows children to try out different roles, to sort through emotions, and promotes cooperation.

**Language Communication:** Communication and speech evolve at preschool through interaction with peers. They are developed through all forms of play.

**Table Toys:** Puzzles, beads, and other games help a child develop hand-eye coordination, sequencing skills, ability to follow directions, and concentration.

**Science:** Objects and experiments feed a child's natural curiosity about the world around them and expand general knowledge.

**Sensory Area:** Various sensory-motor activities develop fine-motor skills and encourage self-expression.

### SPECIAL BENEFITS OF A PARENT EDUCATION PRESCHOOL

**The child who attends a parent education preschool with its friendly, relaxed atmosphere develops many new skills:**

- Social awareness comes from associating with other children, learning to approach them, taking turns, sharing, and considering the rights and opinions of others.
- Emotional regulation is learned by solving their own problems under guidance, “playing out” negative feelings, and accepting limits.
- Physical, intellectual, and creative skills are encouraged and developed by a great variety of play materials and equipment available in the school.

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**Caregivers of a child in a parent-education preschool develop many new skills, also:**

- The caregiver's participation as the teacher's assistant can increase understanding by learning what to expect from children their child's age.
- The caregiver learns to achieve objectivity concerning the child and observes his or her own child in relation to a group of children the same age.
- For caregivers in the AM and PM class, an added benefit is that preschool gives them free time for personal activities while their child is safe in school.

**Preschool is the beginning of a new relationship between parent and child:**

- The child learns to share their caregiver(s) with other children and form relationships with other adults.
- Caregivers and children learn to enjoy each other in a new setting, exploring new materials and activities together.
- For parents in the AM and PM class this is often the child's first separation from their home environment. This break should be gradual and is the basis for a sounder, happier relationship in the future.
- In Caregiver & Me classes- caregiver and child enjoy one on one time together without other distractions.

## DUTIES, FEES, AND OBLIGATIONS

In order for our organization to operate successfully, we require our caregivers to meet certain obligations. If every family meets its obligations, the group can work effectively as a cohesive unit. Please be sure that you understand your commitments before deciding that our program can best serve your needs.

We utilize two apps at the school for payment and communication. Brightwheel can be accessed either through a web browser or by downloading the app and will be utilized for payments and attendance. Communication between families as well as pictures of your child's class will be conducted using the BAND phone app.

### **The major requirements are listed below and will be explained throughout the handbook:**

- Pay monthly tuition on time
- Complete 6-9 maintenance hours per year (6 for Caregiver & Me; 9 for AM/PM class)
- Attend your assigned class workday
- Attend bi-monthly parent education meetings
- Serve on one committee
- Hold one Projects & Activities (P&A) job or a Board Position
- Participate in Fundraising activities
- Raise or donate \$200 per year. This can be done by participating in any of our fundraising activities. For example, See's Candy, Bike-a-thon, family party, Spring brunch, etc.

## FORMS

Before any child or caregiver will be permitted to participate, the following must be correctly completed and received by the membership chairperson:

- Application for Admission
- Child's Health Form with physician's signature
- Photocopy of child's immunization record
- Current TB test for any adult participating at preschool sent to the Roseville Joint Union High School District
- Fingerprinting with results sent to the Roseville Joint Union High School District
- View Mandated Reporter video **and sign Mandated Reporter form every two years**

The Parent Information is strictly for the school's use and will be kept confidential through the Roseville Joint Union High School District.

## FEES AND TUITION

Monthly tuition is payable on or before the first (1<sup>st</sup>) of each month electronically through Brightwheel or by providing a check or cash directly to the school according to the schedule below. This money is used for supplies, equipment, facilities and various other expenses. **There is a \$20 fine or 1 hour of maintenance within 30 days, for payment received after the 10th of the month.**

- Caregiver & Me Class monthly tuition is \$90

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- AM Class monthly tuition is \$270
- PM Class monthly tuition is \$360
- Upon enrollment, May's tuition is due upfront
- Maintenance Deposit \$180 prior to 1st day of class
- Arts & Craft fee of \$30 upon enrollment to offset shared supplies (or toward facility maintenance) **non-refundable**
- Registration fee of \$75 per child per year **non-refundable**
- Application fee for new families \$30 **non-refundable**
- 3rd party fingerprinting fee prior to volunteering on campus **non-refundable**
  - Fingerprinting is conducted by LiveScan and will remain on file with the district office

\* Tuition for each class may be raised to keep in line with cost of living expenses. The increased percentage shall not be less than 1% nor be more than 6% unless voted on by the current parent board.

**NOTE:** If there is no payment or communication of efforts of payment to teachers past 30 days, student enrollment will be terminated.

#### Bounced Check Policy

If a check is returned for insufficient funds, a fee of **\$25.00** will be charged. Should a member have this occur more than once, future tuition must be paid on Brightwheel, by money order, or cashier check.

#### Refund policy

If a member decides to leave the preschool after school has begun, they may be entitled to a refund of prepaid tuition including their last month's tuition if (and only if): *They have given two weeks written notice to their teacher. During the two week period the parent must satisfy their workday requirements and any monthly parent meeting falling within the two week notice; return all materials to the school; and must be current on all tuition payments.* The initial registration fees, which reserves a place for your child at the school, is **NON-REFUNDABLE**.

#### MAINTENANCE HOURS: (prorated based on month of enrollment after 1<sup>st</sup> day)

Each family is required to complete 6-9 maintenance hours per year (6 for Caregiver & Me; 9 for the AM class/ PM class). Families with more than one child enrolled will be expected to complete 1.5x hours. **Members will be required to pay a \$180 maintenance deposit prior to their start date of school.** This deposit (paid on Brightwheel) ensures that families complete the maintenance hours in a timely manner. Deposits can be refunded to members who have completed ALL maintenance hours by the end of March or members can donate their deposit to the school. If a family has not completed their maintenance hours by the end of March, they will lose their priority registration status, will not be considered to be in good standing, will be placed at the bottom of the waitlist for the following year's class, and not have their \$180 deposit refunded. Failure to complete maintenance hours can be grounds for dis-enrollment, per Board review. For safety reasons, children are not permitted to attend maintenance day. For credit to be given for attending a maintenance day, you must sign in and out.

Prorated Maintenance Hours:

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Class	Aug/Sept	Oct	Nov	Dec	Jan	Feb	Mar
PM	9	8	7	6	5	4	3
AM	9	8	7	6	5	4	3
Caregiver & Me	6	5	4	3	2	2	1

Maintenance days are held on Saturday mornings when deep cleaning or repairs are needed that cannot be completed when school is in session. Maintenance day activities may include planting flowers, raking the sand, repairing play equipment, cleaning storage sheds, cleaning chairs and tables, sanitizing toys, cleaning cubbies, etc. Project days are also held on Saturdays and their purpose is to complete projects that are too large to be completed during a regular maintenance day. Families can choose how they want to fulfill their maintenance hours (ex. two family members spend 4.5 hours each on a maintenance day). **Maintenance/Project Day sign-ups will take place at the beginning of the year. This is to ensure that we have enough people on each maintenance day to have a productive day.**

*Special projects will be given out throughout the year, if you know you are unable to attend maintenance Days. You must provide a written request to do a special project, and get approval from the Director, President and Maintenance chairs. You will be given two opportunities to complete a special project. If those are not acceptable to you, you will forfeit the right to a Special Project.*

#### PARTICIPATE WEEKLY AT SCHOOL

All participating families at RPEP are required to have one enrolled adult work one day per week at preschool for each registered child. The number of workdays that families with multiples are required to work is up to the discretion of the teacher. For the Caregiver & Me classes, your class day is considered your workday. For AM and PM classes, the participation chairperson will assign workdays based on the workday requests submitted by parents. Efforts will be made to accommodate those requests to the extent possible.

The workday assignment schedules, that outline your responsibilities for the day, are posted in the hallway. You will also be given a copy so that you can be prepared for your weekly assignment. **Assignments or work cards are located in the hallway near the assignment schedules and are to be carried with you throughout your workday.** Please be sure to sign in and out on the daily class roster. Remember on your workday you are at the school to work with your child. You may not bring any additional children to school with you, and it is important that you try to remain focused on school, your child, and your job card.

For families who select Monday as their workday there is one additional workday after the school year concludes to make up for the many Mondays that are school holidays. Monday caregivers need to work the maintenance day in June after school wraps up due to the many skipped Mondays throughout the year with various school closures and to help prepare the school for the summer programming.

This Section Applies to AM/PM Classes Only

**DAILY SCHEDULES**

**AM Schedule**

8:30 Working Parents Arrive  
8:45-9:10 Arrival/Outside Play  
9:10-9:25 Opening Circle  
9:25-10:10 Free Play in House  
10:10-10:30 Art/Sensory  
10:35-11:15 Snack, Outside Play, Closing Circle

**PM Schedule**

11:30 Working Parents Arrive  
11:45-12:15 Outside Time  
12:15-12:45 Opening Circle  
12:45-1:10 Free Choice in House  
1:10-1:30 Art/Sensory  
1:30-2:10 Snack/Outside Time  
2:10-2:15 Closing Circle

**Huddle time:** Class teacher and working caregivers will have a brief meeting at 8:30 (AM)/11:30 (PM) each day to discuss pertinent class issues and jobs, check coverage and safety issues, and answer questions each morning. The “on call” caregiver will supervise the children outside while this occurs.

**Attendance:** If a caregiver fails to be represented on his or her workday, it is possible that school will have to be dismissed, as we are required to have a 1 to 5 ratio of adults to children while school is in session. **No additional children, whether they are siblings, other relatives or friends, may come to preschool with you.**

If due to an emergency or illness you are unable to attend school on your regular workday, you are required to find a substitute. You may exchange workdays with another enrolled caregiver or contact a member who has agreed to work as a sub for \$30 per day. A list of substitutes will be posted in the hallway. Excessive use of this option will be reviewed by the board and may result in dis-enrollment from school.

**If you do not attend your workday and fail to find a substitute--without calling to see if someone can work your day you will need to make up the entire workday and pay a \$50 fine.** Sending out a class email doesn't qualify as doing all you can to find a substitute. You must choose one of the options listed under Procedures for Making up Missed Meetings or you may work an additional workday. The day you come to school to work an additional workday will be assigned by the teacher, in conjunction with the participation chairperson for your class. You may not make up a workday by attending a field trip. Multiple missed workdays will lead to other actions by the board.

Working caregivers are required to arrive 15 minutes early on their workday. The AM class would arrive at 8:30 and the PM class at 11:30. If you are late for your workday (less than 30 minutes late), you need to make up the missed time. If you arrive more than 30 minutes late (after 9:00 for the A.M. class or after 12:00 for the P.M. class), you must make up the missed time and *pay a \$50 fine.*

A cubby is provided for each child to use while at school for storing jackets, artwork and special treasures. It is important that each cubby be emptied at the end of each day, including all food products, as other children in the school will be using them as well. Anything left in a cubby will be placed in the "lost and found" box or thrown away.

AM/PM Class - children should be potty trained, but teachers can use discretion in this area.

### **Absent Policy**

Excessive absences may result in lost priority status for admission to the AM/PM class for the following year (your name will be removed from its current spot and placed on the waiting list for the next year's AM/PM class behind all currently enrolled toddlers). Remember that there can be up to 30 toddlers competing for the approximately 16 spots in the AM class.

You will also be asked to appear before the RPEP Board. Your case will be reviewed and consequences will be decided with the possibility of removal from the school.

Children of non-working caregivers are to be dropped off no earlier than 8:45 for AM or 11:45 for PM, depending on the class. The working caregivers are there to set up the school; please be courteous to them and let them do their jobs.

All children are to be picked up no later than 11:15 for AM or 2:15 for PM, depending on the class. If you are more than 10 minutes late you will be charged \$10 for the first offense. If you arrive more than 10 minutes late a second time, you will be charged \$90 and will be required to appear in front of the board. If you arrive late a third time, you will be disenrolled. If someone other than a parent is to pick up your child, a written note on the sign-in sheet, a messenger in the BAND app, or a phone message stating such, must be submitted to the teacher before the child will be released.

### **End of AM/PM-Only Section**

This Section Applies to Caregiver & Me Classes Only

**Schedule (18 month to three year old class)**

8:45-9:05 Sign In/Outdoor Free Play

9:05-9:25 Greeting Circle

9:25-10:15 Indoor Choice Time

10:15-10:25 Clean up

10:25-11:00 Outdoor Free Play

11:00-11:15 Outdoor Clean up (Friday only)

11:00-11:15 Closing Circle (Music and Movement/Story/Good-bye Song)

**Check in/out**

We use a sign in sheet to check in and out everyday.

**Toddler Absence policy**

Since children benefit from consistency and routine, it is important for caregivers to be on time, stay the entire time, and attend their school day regularly. If you know that you will be absent or will miss part of a school day, you are encouraged to let your class participation chairperson know in advance and keep them informed of any continuing issues you have that may cause you to miss your class time.

**NOTE: Families who have missed a month of class without communication and have missed their payment deadline may be removed to the school pursuant to the above payment policy.**

**End of Caregiver & Me -Only Section**

## ATTEND BI-MONTHLY PARENT EDUCATION MEETINGS

RPEP caregivers are enrolled students in the Roseville Adult School. Parent attendance is required, taken, and logged. While most of us think of it as a preschool for our children, it is also intended to be a parent education class. The bi-monthly parent education meeting is the lecture, and our workday at preschool is the lab. At each of these bi-monthly meetings, we will have a brief discussion of preschool business and upcoming events. For some of the meetings we will have a speaker. It is important that the regularly participating adults make every effort to attend the meetings as they will benefit the most from the topics discussed and it is hard to plan with someone who will not attend the lab. (Regularly participating refers to the person who most often attends the work day with the child).

**Attendance at these bi-monthly parent education meetings is mandatory.** At least one enrolled adult per family is required to attend each meeting. Please sign in when arriving and plan to attend the entire meeting. Meetings are for adults only; please do not bring your children. The only exception will be for mothers with newborns/infants, up to and including 7 months of age, who may bring their infants.

### Procedures for Making Up Missed Meetings:

Meetings are mandatory and all the members of RPEP must make their best effort to attend all required meetings. However, sometimes it is unavoidable due to emergencies, and an enrolled parent cannot be present. Upon missing a parent meeting, enrolled parents must make up for the missed parent education and hours. If you know you are not going to be able to attend the meeting in advance, please let your participation chairperson know as soon as possible. If you miss a meeting, you will receive a letter from the participation chairperson for your class. You will be asked to state the reason you missed the meeting and choose one of four ways to make up the missed parent education and hours. ***The make up must be completed within 30 days.*** The make up options are:

- Two **enrolled** parents attend the next parent meeting. Both parents must stay for the entire meeting.
- One enrolled parent attends an extra maintenance day or 3 hours of a project day (it will not count as their maintenance or project day assignment).
- One enrolled parent completes a special class assignment **if such an assignment/project is available**. It will be assigned by the teacher, in conjunction with the participation chairperson or the maintenance chairperson. This special assignment must be completed outside of your normal workday.

If you miss a second parent meeting, the make-up options are the same with the addition of a \$20 fine. If a member misses (or is more than 30 minutes late) to two parent meetings during the year, the member will lose priority status for the next school year and will be moved to the bottom of the waiting list for the following year's class. If the second meeting missed is the last parent meeting of the year, you will be required to participate in school pack-up day.

**If you miss a third parent meeting, you will be asked to appear before the RPEP Board. Your case will be reviewed, and consequences will be decided with the possibility of removal from the school.**

**Board members are allowed to miss one Parent Education meeting without penalty.**

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### **Additional Guidelines:**

- Attendance is required for the entire three hour parent meeting. If a parent must arrive late or leave early for any reason, your participation board member should be notified in advance to make up any missed time.
- If the make-up assignment is to be completed during school hours, no children will be permitted to accompany the parent doing the make-up unless it is during that child's regular class time.
- Completing the make-up assignment does not erase the missed meeting from your membership record. Your file will still reflect that you have missed a parent meeting.
- **Make-up assignments for missed meetings are required to be completed no later than 30 days from the missed meeting. Failure to complete this assignment will count as another missed parent meeting and result in a \$20 fine.**

**BEREAVEMENT POLICY:** Families will be excused from a parent meeting (reviewed by the Board on a case by case basis) due to a family death.

### **COMMITTEE JOB**

During the school year we have several special events. You will have an opportunity to choose which *one* of these events you would like to help plan and participate in by serving on a committee. More information will be given at the monthly meetings regarding these events. In the past committees have included; end-of-year socials, holiday socials, open house, fundraising, and parent's nights.

### **PROJECTS & ACTIVITIES JOB (P&A JOB) OR BOARD POSITION**

Each family is required to hold one P&A job or serve on the board. There are many small tasks that need to be done for a preschool to run at its best. You will be assigned one P&A job. Many of these jobs do not take much time or effort, while others may require more involvement.

### **Board Positions**

The RPEP **Leadership** Board is a commitment of one school year. Nominations for positions begin during the spring semester for the following year and are confirmed at the parent meeting. Board positions are:

- President
- Vice President
- Secretary
- Treasurer
- Fundraising
- Caregiver & Me Participation Chair
- AM Class Participation Chair
- PM Class Participation Chair
- Fundraising Chair
- Membership
- Maintenance
- Communications

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### MID-YEAR PARTICIPATION REVIEW

At the January Board meeting the class participation person and board will be reviewing the hours and participation for each family, as needed. The class participation person will track parent meeting attendance, maintenance hours, and P&A Job hours. The class participation person will review each family mid-year to make sure they are current on all RPEP responsibilities and approve each family for priority enrollment status for the following year. If at this time families are deficient in any or all of these areas, removal from the school may occur after Board review. The participation chairpeople will be communicating with each family about their status and any hours that still need to be completed. If, at any point, you would like to review your status, please ask your class participation chairperson.

### PROBLEM SOLVING

Go to a Teacher, then Director, then executive board member.

### DISENROLLMENT

RPEP is a Roseville Adult School class and appropriate behavior is expected by adults and children. If inappropriate behavior is displayed by an adult or child, like obscene language or violence in any form, disenrollment may occur either by the RPEP parent board or the Roseville Adult School.

All classroom disruptions, incidents, and parent complaints will be documented by the teacher and enrollment will be at the discretion of the teacher, board, and or Roseville Adult School. RPEP has a zero tolerance for issues regarding class safety. Our main goal is the safety of the whole class and school. For this reason we will have to document any problems that arise in the classroom and school from adults or children and seek mediation regarding solutions or disenrollment steps, if needed from the Roseville Adult School or our insurance and liability provider.

### FUNDRAISING

Fundraising is the main way RPEP is able to make large improvements to the school facility while also keeping tuition fees low. See's Candy, Bike-a-thon, Parent Brunch, or all school carnival/parties are events used for fundraising. Each family is asked to support our fundraising efforts. We ask that each family supports by purchasing tickets, getting donations, or helping on the planning committee. The fundraising chairperson in each class will provide a detailed explanation of each of our fundraisers at the parent education meetings throughout the year.

Each family is required to raise or donate \$200 per year. We have a number of fundraising opportunities throughout the year that can help you meet this requirement. Some of these are: bike-a-thon/bubble-a-thon, See's Candy, Spring Brunch, and a family party. more opportunities will be added as the year arises.

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### FAMILIES WITH MORE THAN ONE CHILD IN THE PROGRAM AT ONCE

Families with more than one child in the program at one time must fulfill all the previous stated requirements for their first child. The obligations for any additional children enrolled in the program will be as follows:

#### **Tuition/fees:**

There is a 20% discount in tuition for each additional child.

Annual registration fees are paid **per child**

#### **Education Hours:**

We require an enrolled parent to fulfill all of the classroom hours. Families with more than one student are required to complete 1.5x maintenance hours, 9 for AM Class/ PM Class and 6 for Caregiver & Me. There must be one adult per child in the Caregiver & Me Class. The number of workdays for families with multiples is up to teacher discretion. **Each family must complete 1 committee job for the year.**

### PRESCHOOL POLICIES AND INFORMATION GENERAL INFORMATION

- Please be prompt.
- Wear comfortable clothing that will allow you to participate in messy projects.
- Dress your child in comfortable play clothes. Please do not restrict your child's play by sending him or her to school in clothes that cannot get dirty.
- Label jackets and sweaters.
- Extra clothing is available at school in case your child has an accident. Please launder the clothes and return them to school.
- If you are having difficulty with a child, ask the teacher for help. If there is an ongoing problem, schedule an appointment to discuss it with the teacher. Do not discuss any child in his or her presence. Refrain from comparing one child to the next. Please remember that every child is exactly where he or she needs to be developmentally. When the question is, "Why is this child so uncooperative?" Try to ask yourself, "What does this child need at this moment, and what can I do to help him or her?"
- If you are having difficulty with your own child, ask another caregiver or teacher for assistance. Children may behave differently when their parents are participating.
- Stoop or sit low so that you are at the children's level when talking or interacting with them. This makes for better eye contact and communication.

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- **SNACKS: WE ARE A NUT FREE SCHOOL.** Treats may be served for holiday parties and birthdays. Families may prepare something special to honor their child on their birthday. Inform the teacher in advance if you intend to provide a treat for snack time so they can adjust their schedule accordingly. Children may participate in the distribution of snacks and must wash their hands with soap before helping, and only handle the food they will be personally eating.
- **PURCHASING:** When you notice that a supply of an item is getting low, please write it on the purchasing sheet on the cupboard door in the art room using as much detail as possible and including your name with the request.
- If you are not able to invite the whole class to your child's birthday party, please mail the invitations to avoid hurting the feelings of children and caregivers. Please also remember not to discuss outside plans in front of other students or caregivers, unless you intend to invite them also.

#### PARKING

Please park only in marked spaces in the parking lot. Parking is limited so carpooling would be beneficial. Do not leave valuables in your car. On your workday, bring purses inside and be sure to lock your vehicle.

#### CELL PHONE POLICY

There shall be no non-emergency cell phone use at the school. You may carry your cell phone on vibrate or silent mode, but please use it only for emergencies or photography.

#### PET POLICY

There are no pets allowed at RPEP, unless a family receives prior approval from the teacher. Teacher will need to get Roseville Adult School approval.

### HEALTH AND SAFETY SECTION

**RPEP DISASTER PLAN STATEMENT:** RPEP has an emergency preparedness plan in the event of an emergency. Such emergencies include fire, explosion/aircraft crash, bomb threat, flooding, violent or criminal behavior, earthquake, hazardous material spills, air raid or nuclear alert, air pollution, and riot or civil disorder. The plan is outlined in detail and available for parents to review on the bulletin board at school and at the end of the handbook. Families are encouraged to review the plan and familiarize themselves with the procedures that the school would follow in the event of an emergency.

As the school continues to expand their plan, the possible need for an evacuation site will be explored and parents will be notified. The school also has a 72-hour disaster kit equipped with first aid materials, blankets, water, food, and so on in the office at the art room building and house closet across from the bathroom. If you hear of a potential problem please do not overwhelm phone lines by calling the school, expect to receive a phone call from a RPEP working parent or teacher. You may text a teacher if a threat is possible.

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## Health Policies

Your child's health is of major importance to us. For his or her protection and the protection of all the children and adults, RPEP has developed the following policies:

1. All health forms and TB skin tests must be completed before a child or participating adult may attend school. An adult is considered participating if they attend classes more than once per month. Children's immunizations must be current, and comply with California state requirements. If your TB test expires during the school year, you are responsible for providing RJUHSD with the new test results.
2. A child or caregiver who is fatigued or shows symptoms of illness must stay home. If a child seems overly tired or ill during the preschool day, the caregiver will be called to pick them up. If your child has been exposed to or develops a communicable disease such as chicken pox, impetigo, head lice or pink eye, please notify the teacher immediately so that incubation and isolation dates may be verified and other families notified to protect the health of all the children. Be certain to inform your teacher of any unusual physical limitations of your child, as well as any allergies.
3. Families of children with special dietary needs should bring their own snacks. We will help monitor snacks for children with specific food allergies.
4. A child should be kept home for 24 hours after any diarrhea, fever, or vomiting.
5. Children with emergency medication, must be given to the teacher and notify workday parents where to locate it

## Safety Policies

1. Never leave your assigned work area when children are present unless relieved by another parent. If there are no children in your area, you may assist in another area that is crowded. At no time should children be left unsupervised in the yard or building.
2. Do not attempt to do any non-preschool tasks while on duty supervising the children.
3. Board Members do not conduct preschool business during their assigned workday. The preschool functions effectively when all adults are attending to their workday assignments.
4. There is no smoking anywhere at school, including the parking lot.
5. Report all accidents, however minor, to the teacher and fill out an accident report.
6. Report to the teacher any equipment that seems to need repairs or anything that could endanger a child's safety. Also, please list these items on the maintenance list.
7. Gasping and exclaiming if a child is hurt or in danger should be avoided. Your excitement could cause a situation to become more serious, or encourage over-reacting. Children often look to the adults around them for signals on how to act. Calm produces calm.
8. Be certain that the outside door and inside gate are firmly closed at all times.
9. When arriving or leaving preschool, please escort your children to and from your car and the building. Please make sure that ALL doors/gates are closed behind you making sure that nothing is left open.
10. Please initial the sign-in sheet next to your child's name when arriving and leaving preschool. **For AM/PM** – Please also initial for any children in your carpool. If someone other than a parent is picking them up, please note this on the sheet next to their name(s) and inform the teacher. When returning, please initial again. This is important for the safety of every child.

**NOTE:** Carpool caregiver must be added to the emergency contact list for your child in order to be released with that person.

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### OUTDOOR PLAY POLICY

Outdoor play must be supervised at all times by at least one adult. Adults should be stationed in different areas of the play yard. Children must “keep sand low” and not throw sand. Make sure that sand toys are in good condition and not dangerous. Remove any damaged or dangerous toys. The children are not to dig up the lawn. Riding toys should not be bumped into other equipment or children. Children should be encouraged to take turns using toys in demand. You might say, “Susie would like a turn when you are done. Will you let her know when you’re finished?” Riding toys may not be ridden or taken into sand, as it ruins axles

### FIELD TRIP POLICIES

**AM/PM classes** - Field trips will be planned periodically to enhance the education and socialization of both children and caregivers. Students must be accompanied by their caregiver on the field trip. Field trip costs will be posted with the announcement of the trip and must be paid by each family. Siblings or other children are allowed on field trips.

**Caregiver & Me classes** – Several field trips are planned for the toddlers. Parents drive their own children to field trips or choose to carpool with another caregiver.

### ADVERTISING

During the school year students should not be advertising outside events or sales at the school. Outside businesses are also asked not to advertise at the school. Please speak with the fundraising chair in your class if you have an idea that involves your business or a business you know that could help raise money for the school.

### BUDGET AND REIMBURSEMENT POLICY

Any purchase must be approved by the treasurer prior to purchase. Any purchase must be approved by the treasurer and president prior to purchase. Original receipts must be turned into the treasurer as soon as possible (preferably within two weeks). A copy of the receipt can be made for personal accounting purposes but **NO** reimbursement can be made without a receipt. All requests for funds should be accompanied by a request form. When possible, a check from the preschool will be issued to avoid parents and teachers having to put forth any expense. Receipts will still need to be turned in ASAP so that other purchases can be approved. When a budget category falls below 25% of the total remaining all purchases must be approved by the treasurer prior to purchase. **If the above guidelines are not followed the school holds no obligation to reimburse the member and there is the possibility that purchases may not be reimbursed.**

### PARTICIPATING

Some new families to RPEP often feel overwhelmed during the first few days of school. Seasoned families will be glad to show new families the ropes, and the teacher is available to give specific directions when needed. If you encounter situations you are not sure how to handle, just do what seems best at the time, or turn the problem over to the teacher. Methods of handling different kinds of problems are discussed at parent education meetings. Parents can learn to understand other children as well as their own. Like the child, the parent will gain confidence in him or herself and begin to feel at-home in the school environment.

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In order to help you gain this confidence quickly, the following specific suggestions are made:

- Frequently, a new child will cling to their parent or make excessive demands for attention. This behavior may periodically recur throughout the year. Giving the child more attention and affection, rather than trying to push the child away, will make him or her feel more comfortable.
- The children should be allowed and encouraged to use their own initiative and be allowed to work things out for themselves as much as possible. This requires patience and self-restraint on the part of the adult.
- Go to the child and get their attention before you speak to them. Stoop to their level. Speak in a low voice using simple words.
- Show the child by your manner and tone of voice that you assume they will cooperate. If they do not respond, simply give a pleasant but firm repetition of the suggestion. Avoid using unnecessary words, excessive persuasion, or arguing about the issue.
- Give positive, rather than negative, suggestions.
- Let the child make a choice only when either decision is acceptable.
- When following routine procedures, offer no choice, use phrases as, “It’s time to…” or “Please help me pick up these toys.”
- Give the children a warning a few minutes before asking them to stop an activity.
- When a child is struggling, offer help before they reach the point of frustration. Give only enough assistance to get them started again. You may have to stay close to give moral support and the assurance that you will help them over the rough spots.
- Children at this age frequently need encouragement in verbalizing what they are feeling. Action is a simpler, faster means of expression at this age.

### THE FIRST DAYS OF SCHOOL

You and your child are beginning an experience that should be both happy and beneficial. While each child adjusts to a new situation in his or her own way, all children need to know that an adult will be close at hand should the need arise. AM Class or PM Class parents may wish to stay with their child for the first couple of days. After that, the teacher will assist you in seeing that your child will make the separation comfortably.

Children react differently to this new experience. Do not be concerned if during the first days of school your child:

- Is shy in a group
- Stands around or wants to cling to you
- Is aggressive with other children
- Refuses to give or take turns
- Cries
- Observes but does not take part

Do not try to entertain your child. Let him or her stand and watch if that’s comfortable. Above all, let your child be him or herself.

Your first participation day need not be frightening for you, either. During these first few days when your child is getting acquainted, you will be doing so as well. Watch the teacher and experienced parents. See where they

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get supplies, how they are set up, and how they are put away. Ask questions and study the bulletin board. If you desire to speak to a teacher or board chairperson regarding questions about your child or policies of RPEP, please fill out the top portion of the Problem-Solving Conference Worksheet (found in the back of the handbook). Place the form in the appropriate teacher's or board chair-person's box, and they will set up a conference that will be mutually convenient. The teacher may also request a conference if the need arises.

Remember! Everyone has had to do this for the first time at least once—even the teachers!! Welcome to school!

## RPEP LOCK DOWN PROCEDURES

Your child's safety is our first priority. Roseville Parent Education Preschool has a comprehensive safety plan in place to protect and ensure the safety of your toddler and preschool child.

### **LOCK DOWN**

1. A total lock down is one where a school threat is a possibility. In this case, the following will occur:
2. The outside doors will be locked.
3. The classroom doors will be locked.
4. Window blinds will be drawn.
5. Roseville Adult School will be notified via Catapult (Teachers emergency connection to the police, fire and district) and by a call if possible (916) 782-3952
6. **No one** will be permitted into the building or leave the building until a teacher feels it is safe to do so.
7. The teacher will determine what door will be used.
8. All parents of children will be called by a working parent to inform them not to come to school to pick up.
9. The school has snacks in the emergency supply boxes in each building that will be given to the children as needed snacks and water will be rotated every 6 months. Diapers wipes and clean clothing need to be added as well as a first aid kit in the house
10. After a teacher ends the lock down, normal entering and exiting of the building procedures will go back into effect.

HANDBOOK ACKNOWLEDGEMENT FORM

By signing this I acknowledge that I have read and understood the Roseville Parent Education Preschool (RPEP) Handbook. I also understand that a copy of the Bylaws and Standing Rules and Regulations (SSRs) is available on the website, [www.rpeproseville.com](http://www.rpeproseville.com) should I wish to read it. In the event of a disagreement to practices the handbook will be referenced for a solution

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_