



## Parent Member Handbook 2020-2021

The TreeHouse Clovis Parent Participation Preschool

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**THE TREEHOUSE CLOVIS PARENT PARTICIPATION PRESCHOOL  
PARENT MEMBER HANDBOOK 2020-2021**

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## INTRODUCTION

Welcome to The TreeHouse!

The TreeHouse welcomes you as the parent of a unique and wonderful child! Thank you for getting involved with our school to make the preschool experience for you and your child a successful one.

The TreeHouse is a not for profit parent participation preschool, founded in the heart of California's Central Valley in 2007. The TreeHouse currently offers classes for Kindergarten Preparation and Early Learning Enrichment, with a unique opportunity for parents to take part in their child's learning experience.

The success of our preschool is a direct result of parent involvement. Members of the TreeHouse have many opportunities to give back to the school including serving on the board of directors, volunteering as a classroom aide and participating in other areas to help create an ideal learning environment for our children.

Our classes are taught by experienced teachers with a parent aide present in each class. Curriculum includes but is not limited to, preschool basics such as learning the ABC's, numbers and counting, shapes, colors, art, science, fine motor skills and socialization. The developmental philosophy of preschool aged children is that they learn best through play and hands-on interaction. This directly enhances their social, emotional and cognitive development.

Our Early Learning classes are tailored for a younger age group, ages 3-4, offering their first experience in a formal classroom environment. Kindergarten Preparation, ages 4-5, prepares children to enter kindergarten the following year, by reviewing letters and numbers as well as introducing basic phonics, beginning sight words and writing. All children will also learn the importance of following directions in a classroom setting, listening, and problem solving by working together and independently.

**The mission** of The TreeHouse Parent Participation Preschool is to build confidence and a love for learning within our students, giving them a solid foundation for a healthy and happy education experience, through fun!

## **2020-2021 CLASS INFORMATION**

### **Early Learning**

Tuesday/Thursday 8:45 AM - 11:30 AM

Age 3 by August 31, 2020, and fully potty trained\*

Monthly Tuition: Aug. \$70; Sept. – May \$135 (total yearly tuition \$1285)

Yearly parent aiding requirement: approximately 7 days\*\*

### **Kindergarten Preparation**

Monday/Wednesday/Friday 8:45 AM - 12:15 PM

Age 4 by August 31, 2020, and fully potty trained\*

Monthly Tuition: Aug. \$95; Sept. – May \$190 (total yearly tuition \$1805)

Yearly parent aiding requirement: approximately 9 days\*\*

Enrollment priority will be highly considered to returning students or siblings of current and past students. Once full enrollment is reached (12 students per class), children will be put on a waitlist on a first come, first served basis.

\*Fully potty trained by TreeHouse standards means the child can use the restroom with little assistance. Parent aides will help children with buttoning or zipping pants and washing hands only.

\*\*If less than 12 students are enrolled in a class, parents will be required to aid more days without tuition credit. Even with full enrollment aiding days may not divide equally. If a member chooses to enroll with the "Buyout Option", other parents will have the opportunity to aide additional days for a tuition credit.

## **PARENT RESPONSIBILITIES**

The most important part of operating a successful cooperative preschool is parent participation. Parents are responsible for contributing in various ways to help maintain and run our preschool. By reading and signing the Admission Agreement, parents are agreeing to fulfill the assigned parent responsibilities. Failure to meet responsibilities may result in fines or termination of enrollment as seen fit by the Board of Directors.

### **Orientation**

All parents are required to attend a group orientation meeting on the first day of their child's class. The purpose of this orientation is to help parents understand how our preschool operates and the requirements of parent aides. **Any parent or caregiver who will be aiding during the year should attend this meeting.** We will review parent responsibilities, conduct an in-depth training for aiding duties, answer any questions you may have or discuss any concerns. Parents who have not already signed up for their aiding days can do so at this meeting. Please come prepared with a pen and paper as well as your personal calendar. You will want to plan at least an hour for this meeting. Please arrange to leave younger siblings at home.

### **Parent Participation**

Parent participation is essential to the success of The TreeHouse, and the nature of our preschool dictates that the parent aide is responsible for the children during class time. We encourage all parents to be active participants in class by assisting the teacher when aiding. This includes directing children through all phases of class time, in addition to being extra eyes, ears and hands for the teacher. You are encouraged to share and teach any of your special interests or talents with the children.

### **Parent Volunteer Hours**

Parents are expected to complete a minimum of 3 volunteer hours per student, outside of their aiding requirement. There are several opportunities for which your participation will be needed. Some examples are: Room Parent, classroom celebrations, special event planning, fundraising, classroom deep cleaning, yard maintenance and any other help that may be solicited by the Board of Directors. It is expected that all parents participate with any extra needs of the preschool as they arise.

### **Daily Communication Board**

It is the responsibility of each parent to check for daily communication from the teacher or the TreeHouse Board. You will find the latest information posted to the bulletin board located above the cubbies or adjacent to the sign-in sheets at the entrance. Email or text communication will also be sent out on a regular basis, including the monthly newsletter. Please make sure you are always on the lookout for this important information and notify a member of the Board promptly if there are any changes to your contact information.

## **Snacks/Lunch**

Each child should bring a healthy snack/lunch to school each day along with a bottle of water. The children will have a designated eating time each day; refrigeration is not available.

## **Aiding Requirements**

Members will be required to aide in the classroom a specified number of days over the school year. This number requirement varies depending on class enrollment and may change should there be any sudden drops in the year. **Per our bylaws it is required there be a parent aide present at all times in the classroom to assist the teacher.** Should an unexpected situation arise where another parent is unable to fill in, the Board would be required to cancel class for that day.

On your scheduled aiding days, please plan to arrive 15 minutes early to help with preparation for the day and greet students as they arrive. If you are running late, please contact the teacher immediately to let them know your expected arrival time. Parents who have not arrived by the time class has started on their aiding day are considered a no show. Late arrival and no shows are subject to fines (Please refer to Schedule of Tuition, Fines section).

Pending full enrollment, the aiding requirement for the 2019-2020 school year is as follows:

**M/W/F Kindergarten Preparation – approximately 9 aiding days**

**T/Th Early Learning – approximately 7 aiding days**

During our Meet the Teacher event the week before school starts there will be a sign up calendar for the first half of the school year, either in person or electronically. Each parent will be expected to sign up for one aiding day during the first twelve school days, and the remainder of their days throughout the year as fits your schedule. Board Members will aid the first week of school to oversee operations. Those who are unable to attend the Meet the Teacher event can sign up at the Parent Orientation meetings the first week of school.

Enrollment with the TreeHouse is a one school year commitment. Should your child be withdrawn from enrollment prior to the end of the school year and you have not met your minimum required aide days, you will be charged \$45 for each remaining aide day not yet completed. Additionally, the tuition for the month will not be prorated or refunded and the drop fee will be enforced. (Refer to “Early Drop Out” fines).

**Classroom aide duties are listed below but not limited to:**

- Plan to arrive 15-20 minutes prior to class start time to help with classroom preparation; greet students and parents on arrival.

- Set up the sign-in/sign-out binder making sure to write in the date and your name at the top so you may receive credit for your aiding day.
- Participate in activities and assist the students as directed by the teacher.
- Address any behavior that may be distracting or disruptive to the teacher or other students.
- Monitor potty breaks, assisting with buttons or zippers as needed and making sure hands are washed.
- Oversee stations and projects as directed by the teacher
- Set up for lunch by making sure hands are washed or sanitized, placing lunch bags out on the tables, opening snack bags, etc.
- Prep and clean classroom for the next day's class including: Sweep, mop, and vacuum all floors; empty trash; wipe down bathroom and tables, etc. A list of daily cleaning duties will be posted in the classroom and passed out during our Mandatory Parent Meeting on the first day of school for each class.
- Any supplies that may be running low should be reported to the teacher or a board member.
- Lock doors to outside, lock shed, lock supply closet, shut curtains.
- Any other duties as requested by the teacher or the Board for that school day.

### **Unable to Aide**

If you know in advance that you are unable to aid on your scheduled day, it is your responsibility to find a replacement. You will need to notify the Volunteer Coordinator of any changes to the aiding schedule. If you are unable to find a replacement or need assistance, you may contact the Volunteer Coordinator after unsuccessful attempts have been made. A replacement may be another parent, or you may designate up to two (2) others as substitutes (spouses, grandparents, etc.\*).

### **\*ALL substitutes must meet the following eligibility requirements without exceptions:**

1. Any person who will aid at the TreeHouse Preschool must attend the parent orientation meeting on the first day of school for your child's class.
2. Must be 18 years of age or older.
3. Copy of current Driver's License or other government ID must be on file with the school.

If an urgent matter arises and you're unable to aid on your scheduled day (i.e. due to illness or emergency) AND you have contacted all parents on your contact list for your class, you will need to call the Volunteer Coordinator so that other arrangements can be attempted. Any potential changes in scheduling MUST be communicated to the

Volunteer Coordinator. The teacher should also be made aware of the changes as soon as possible. Due to our organizational bylaws, a classroom aide is required at all times. Should all efforts to find a replacement be unsuccessful, the decision to cancel class would take place at the discretion of the Board.

### **No-Show Policy**

A No-Show is defined when a parent scheduled to aide in the classroom does not show up by the time class has started. A No-Show fee of \$45 will be applied and the parent will be expected to make up for the missed day. If more than two days are missed, the parent's child may be terminated from enrollment.

### **Parent Behavior**

Parents will demonstrate respect for each other and staff at all times. The following behaviors will not be tolerated and may lead to early termination of your contract with additional drop fees: aggressive or excessive physical contact; fighting; defiance of staff or board members; inappropriate behavior and/or lewd language; disruptive and out of control behavior. Please remember we are all volunteers.

### **Conducting Business During Preschool Hours**

Parents dropping off or picking up children should conduct any co-op business or discussions in an area where children will not be distracted or their movement infringed upon. Discussions of business along with Board and membership job duties should not be carried out on aide days unless it's prior to or after meeting aide responsibilities for that day. Parents who are aiding should be focused on the children and their learning environment.

### **Fundraising**

The Treehouse will sponsor fundraisers as needed. Fundraisers are crucial for necessary improvements that benefit all children attending our school for the current year. Families will be expected to meet certain fundraising goals per student. Fundraising requirements may change based on the needs of the school in a given year.

### **Field Trips**

The Treehouse Preschool organizes several field trips each year for all students. Field trips will be on a pre-scheduled day and attendance is optional as classroom instruction is not held on those days. Any costs incurred are the responsibility of the parent, unless stated otherwise by the Board of Directors in advance. A parent or other caregiver is required to be present for the duration of the field trip to supervise each child. Siblings are always welcome to participate in field trips unless the Board of Directors specifies otherwise.

# TREEHOUSE PRESCHOOL OPERATIONS

## Registration and Enrollment

The TreeHouse Preschool is operated on a nondiscriminatory basis providing an environment in which the rights and beliefs of all social, racial, cultural, religious, and economic groups are respected. Priority registration will be given to current students returning for the following year, or for siblings of current or past students. Remaining spots will be filled during our open registration period, during which all completed applications will be considered equally for admission. When all spaces have been filled, a child's name may be placed on a waiting list until space becomes available.

## Eligibility for Enrollment

Your child must be 3 years of age by August 31, 2020 to be eligible for enrollment in Early Learning and 4 years of age by August 31, 2020 to be eligible for Kindergarten Preparation. Children are required to be potty-trained to be considered for enrollment at The TreeHouse (this means that the child can use the bathroom with minimal help. If the child has been enrolled and is still working on toilet training when classes begin, he/she may attend class ONLY if a parent attends with the child).

Children are eligible for enrollment upon submission of a completed registration packet along with a check for all required tuition and fees. Enrollment is not guaranteed until you have received confirmation from the school. All final enrollment decisions are at the discretion of the Board of Directors.

## Immunization Record

Per California Health and Safety Code, Sections 120325-120375, parents/caregivers are required to provide their child's Immunization Record as proof of immunization. The TreeHouse Preschool abides by the new guidelines for Law SB277.

Immunizations (shots) needed before starting preschool are below:

Age When Entering	Immunizations (shots) Required
18 months–5 years	3 Polio 4 DTaP 3 Hep B 1 MMR on or after the 1st birthday 1 Hib on or after the 1st birthday** 1 Varicella

\*\*Required only for children less than 4 years, 6 months

If you have any further questions please refer to the California Health and Safety Code, Sections 120325-120375, law SB 277 or contact the Registrar.

## Days & Hours of Operation

## **Daily Schedule**

Early Learning Class: Tuesdays and Thursdays from 8:45 am – 11:30 am

Kindergarten Prep Class: Mondays, Wednesdays, Fridays from 8:45 am - 12:15 pm

## **Important Dates**

First Day of School, Early Learning Class: Tuesday, August 18, 2020

Last Day of School, Early Learning Class: Thursday, May 27, 2021

First Day of School, Kindergarten Prep Class: Wednesday, August 19, 2020

Last Day of School, Kindergarten Prep Class: Wednesday, May 26, 2021

Combined End-of-Year class party: Friday, May 28, 2021

## **Holidays/School Breaks**

Labor Day: Monday, September 7

Halloween Break: October 30 & November 2

Veteran's Day: Wednesday, November 11

Thanksgiving Break: November 23 – 27

Winter Break: December 21 – January 4

MLK Day: January 18

Lincoln's Birthday: February 8

Washington's Birthday: February 15

Spring Break: March 29 – April 5

## **Field Trips (no class)**

Fri. September 18; Thurs. October 15; Thurs. March 4; Fri. April 30

## FEES, TUITION AND FINES

### Registration/Enrollment Fees

A yearly registration fee of \$50 must be submitted with your registration application. This fee helps cover the cost of supplies throughout the year and is non-refundable once your eligibility to enroll has been confirmed.

**Early Learning enrollment fee: \$185** which includes the \$50 registration fee and a \$135 tuition deposit. If your child remains enrolled through the entire school year the tuition deposit will be applied to May's tuition.

**Kindergarten Preparation enrollment fee: \$240** which includes the \$50 registration fee and a \$190 tuition deposit. If your child remains enrolled through the entire school year the tuition deposit will be applied to May's tuition.

Should your child not be able to enroll this school year due to lack of available space and you wish to be placed on the waitlist, we will hold your registration check in the event that a spot becomes available. The registration fee will only be returned via mail at the applicant's request if enrollment is full and the applicant does not wish to be put on a wait list. Documents and checks for students not enrolled will otherwise be shredded. Please note that checks for students who have been notified of successful enrollment by the Registrar or other Board member may be held up to 2 weeks following the close of open enrollment before being cashed.

### Monthly Tuition Payments

Tuition is calculated based on the total number of school days in the year, and divided into equal monthly payments for convenience. Therefore, the number of school days in a month may vary but the monthly rate remains the same, except for August which is a half payment.

**Tuition is due by the first day of each month.** Tuition for the month of August will be due on the first day of class (August 18th for Early Learning; August 19th for Pre-K). It is the parent's responsibility to remember that tuition is due.

Checks should be made payable to "The TreeHouse Preschool." Payments must be postmarked by the first of each month. Tuition is considered late and will be assessed a late fee if postmarked after the first of the month in which tuition is due, regardless if the first falls on a date the post office is open or not. The only exception is the month of August, where tuition may be accepted in-person by the Treasurer at the Parent Orientation Meeting held on the first day of class. A fee will be charged for returned checks equal to the amount of the assessed bank fees.

A late fee of **\$35** will be charged on tuition received not postmarked on the first of the month. Additionally, a \$10 fee will be added each week following the first late week. If tuition becomes delinquent for one month (30 days), the Board of Directors reserves the right to terminate enrollment on the last instructional day of that month.

There will be no refunds for days missed, including absences for illness, holidays, or vacations. The Board of Directors determines tuition rates annually. No change in tuition shall occur during any given year without thirty (30) days written notice to participating families.

Parents are strongly encouraged to set up electronic or recurring payments through a bank; otherwise, checks ***must be*** mailed directly to the TreeHouse Treasurer at the address below. **Tuition will NOT be accepted in person and is NOT to be left in the classroom or given to the teachers.**

**M/W/F Kindergarten Preparation Tuition Schedule:**

August \$95; Sept. – May \$190

**T/TH Early Learning Tuition Schedule:**

August \$70; Sept. – May \$135

**Checks should be made out to “The TreeHouse Preschool” and mailed to:**

The TreeHouse Preschool  
Attn: Treasurer  
1840 Shaw Ave. Ste. 105-84  
Clovis, CA 93611

(This is a post office box – **DO NOT send tuition to the school/church address**). Please include your child’s name on the check. We recommend mailing your tuition at least 10 days before it is due; no checks will be cashed until after the first day of the month.

**Early Drop Policy**

Enrolling your child in The TreeHouse is a year-long commitment. If for some reason you are not able to finish out the year with The TreeHouse, we abide by the following policy:

Voluntary termination of enrollment is required to have a written or verbal notice at least 14 days prior to the drop out date. If notice has not been given and your child has not attended, you are still held responsible to pay tuition for the days prior to the notice that your child was enrolled.

- A drop fee will be enforced. This fee is collected as a deposit at the time of registration.

\$135 for Early Learning

\$190 for Kindergarten Preparation

- If you have not fulfilled your aiding requirements you will be charged \$45 per missed aiding day through the end of the school year.

## **Fines**

All fines are assessed as delinquencies occur. Payment of all fines are due within thirty (30) days of the date they are assessed for continued participation with the preschool. All fines may be discussed with the Board of Directors when emergency or extenuating circumstances apply.

- **Late arrival on Aiding Day (less than 10 minutes prior to class start):** \$20.00
- **No-Show on Aiding Day (or later than 8:45 am):** \$45.00 for a missed aiding day
- **Late Tuition:** \$35 if not postmarked by the 1st of each month and \$10 every week thereafter that tuition remains unpaid
- **Returned check:** \$35 or equal to assessed bank fees
- **Early Drop Out:** A drop fee of \$135 for Early Learning and \$190 for Kindergarten Preparation will be enforced and a fine of \$45 per missed aide day will be assessed.

## **Refund Policy**

- There are no refunds of tuition for days missed, including absences for illness, holidays, or vacations.
- Refunds of registration fees will be given only if a child is unable to enroll because classes are filled.

## **Termination of Enrollment**

Enrollment shall be terminated upon occurrence of any of the following events:

- A. Failure to comply with the Parent Responsibilities listed in this handbook.
- B. When tuition is over 30 days past due, unless written arrangements for payment have been arranged with the Board of Directors.
- C. Completion of an enrollment term (a complete school year).
- D. Occurrence of any event which renders the child ineligible for enrollment.
- E. At the discretion of the Board of Directors, if a parent is demonstrating inappropriate or harmful conduct, or if a child is demonstrating harmful behaviors and a solution to the problem cannot be reached.

## **CLASS PROCEDURES**

### **Drop-off and Pick-up**

Transportation to and from school is the responsibility of the individual parent or guardian. Parents must remain with their children until class begins and/or the children are admitted into the classroom by the teacher.

Children need to be picked up on time. No child is to be picked up more than 5 minutes after class is over unless special arrangements have been made. A child not picked up when others are picked up often feels anxious. A child not picked up 15 minutes after school has ended will be considered abandoned. The county Sheriff's department or Child Protective Services may be called to assist with an abandoned child if the staff is unable to reach anyone on the child's emergency list within 45 minutes after class has ended. Parents are responsible for notifying the teacher if they are not able to pick up their children at the designated time. Please notify the school immediately if you are going to be late so we can reassure your child. Continual lateness may result in termination of enrollment and removal of your child from the program.

### **Sign-in/Sign-out**

Parent(s) or other authorized adult(s) are responsible for signing their child in and out each day with actual arrival and departure times.

### **Medical/Dental Emergency**

We require that you complete the emergency contact form at the time of enrollment or prior to your child attending The TreeHouse. Students who will be attending more than one year will be asked to update or fill out a new form at each new enrollment.

Daytime contact information is required not only for the child's parents, but also for at least two other people who you authorize to be called to pick up your child in case of illness or emergency. The emergency form also has a space for indicating if anyone can pick up your child at any time, for any reason, without prior notification.

Please keep this completed form updated at all times. Staff **MUST** be able to reach a parent or guardian in case of an emergency.

### **Classroom Behavior and Discipline**

To ensure an environment that is safe and enjoyable, students are expected to follow these basic "Good Citizen" rules of behavior:

1. Follow directions
2. Use a reasonable indoor voice at all times.
3. Keep your hands, feet, and objects to yourself.

Oral reminders are the first means of reminding students of the rules. Children enter our school at different ages with different personalities and discipline is, therefore, individual to each child and situation. The teacher and parent aide will use positive methods of discipline, offering guidance toward learning self-control and pride for behaving within the set limits. If these behavior techniques are ineffective, “time-out” may be used to allow the child to regain control of him/herself. A child will always be supervised by a parent aide.

If a child continues being disruptive or aggressive towards other students, the consequences are as follows:

1<sup>st</sup> time: Incident(s) will be discussed with parent at pick up.

2<sup>nd</sup> time: Teacher calls/emails parents; child may be sent home.

3<sup>rd</sup> time: Board will meet with the parent(s) to create a plan of action that will allow the child to remain enrolled.

The parent aide is primarily responsible for handling disruptive children so the teacher can focus on teaching. The Classroom Behavior and Discipline Policy will be reviewed at the Parent Orientation and all parent aides must sign the handout prior to working in the classroom. The priority is good judgment in each situation and maintaining a safe learning environment for all children.

## **Classroom Policies**

### **Toilet Training**

Children attending The TreeHouse are required to be toilet trained. This means that the child can use the bathroom with minimal help. If the child has been enrolled and is still working on toilet training when classes begin, he/she may attend class only if a parent attends with the child.

### **Clothing**

Clothing should be comfortable, sturdy and washable so children can participate in all activities without undue concern of getting messy. This includes clothing that makes it easy for your child to use the restroom independently. Clothing that is easy to manage encourages independence and self-help. Hats are not allowed at school. We ask that you pack an extra change of clothes in your child’s backpack in case of any accidents.

Lice: We have a **NO HAT** policy to decrease the spread of lice. If your child does have lice please let the teacher know so we can take the necessary steps to prevent it from spreading.

### **Children’s Health**

Each parent is responsible for checking their child for illness before sending him/her to school. Children who exhibit symptoms of illness such as a runny or stuffy nose, cough, rash, or fever must be kept home from school. With young children, germs and illness spread very rapidly. Keeping a sick child at home will help him/her recover more quickly and also keep exposure for other children (and adults) to a minimum.

Please call the school if your child will be absent due to a cold or the flu. If your child has been diagnosed with any type of communicable illness (ex: chickenpox; hand, foot and mouth disease), please let the school know immediately and keep them home until they are no longer contagious.

### **Medication**

The teachers and parent aides of The TreeHouse will not dispense any medication. If a child needs to have medication given to them during preschool hours, his or her parent or other authorized individual must come and administer the medication.

### **Birthdays, Holidays, & Special Occasions**

The TreeHouse has many special celebrations throughout the year. Some of these celebrations coordinate with holidays such as Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter, and others involve special times of year such as Fall, Winter, Spring, and Summer. Notice of scheduled celebrations are noted on the yearly calendar. Parents who do not wish their child(ren) to be involved with specific celebrations are welcome to keep their child(ren) home from school on the date(s) of the scheduled celebrations. Families are invited to talk with the Board about any special holiday celebrations that they are interested in sharing with the class.

If you'd like your child to be spotlighted for his/her birthday and/or share a special treat, it is the parent's responsibility to notify the teacher **and** room parent in advance. We have had children with food allergies in the past and we require notification if a treat will be shared in class so that arrangements can be made to include every student. If bringing treats for a child's birthday, please do not bring sweets with too much frosting such as cupcakes. Cookies, rice-krispie treats, donuts, etc. are less messy and easier to manage with the children.

If you are inviting your child's classmates to a personal birthday party for your child, all children in the class must be invited if invitations are passed out at school, or during drop off/pick up times.

### **Siblings at School**

Parents are not allowed to bring siblings of enrolled children to the school on their scheduled aiding days, with the exception of newborns. The Board can suggest several options for the care of younger siblings during aiding days. If necessary, members may bring their newborn infants to school on scheduled work days up to the age of six (6) months, or until such time as the infant interferes with the parent's duties. We strongly

encourage parent aides to schedule their aiding days at a time when their younger child(ren) can be left with an alternate caregiver.

### **Guests at School**

The TreeHouse welcomes guests to our school. Any parent may stay at the school with his/her own child until such time as the child/parent prefers. However, The TreeHouse reserves the right to ask a guest to leave if we feel it would be in the best interest of the child/parent and/or the classroom environment becomes disruptive. Visiting family and friends are also welcome as long as they are accompanied by the student's parent.

### **Caregiver Policy**

It shall be the sole duty, responsibility, and obligation of the parent aide each day to provide for the care and supervision of the children at all times. No other person, including, but not limited to, teachers, guest speakers, entertainers, instructors, visitors, etc. may provide for the care and/or supervision of the children.

### **Nondiscrimination**

The TreeHouse admits students of any race, color, religion, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to students at the school. The preschool does not discriminate on the basis of race, color, religion, gender, national and ethnic origin in the administration of educational policies, admissions policies, and other school-administered programs. The same requirements and rights apply to any student or parent with disabilities as long as reasonable accommodations can be made to meet the student's or parent's needs.

### **Grievance Procedures**

If you're having a problem with any policy or procedure at The TreeHouse, we encourage open communication. Please contact the current Board President or other appropriate board member. A Board of Directors contact list will be provided at the beginning of each school year to all families. We want to enable the preschool to run smoothly and productively for all involved.

The TreeHouse is a parent participation preschool and your input is always welcome! If you have suggestions for improving the school or enhancing the curriculum, please share your ideas with a board member.

## **Classroom Behavior and Discipline: Notes for Parent Aides**

Children should be encouraged to participate in preschool activities but not forced. If they are having a bad day or do not want to participate, let them sit on their own while periodically inviting them to join the activities.

The parent aide must strive to maintain control of the classroom at all times. Children should not be running around or climbing on furniture, but they don't necessarily need to be seated just right on the rug. Allow the children a little bit of freedom to move around as long as they are not disrupting class activities or getting into things they shouldn't.

For simple disruptions, a verbal correction or warning is appropriate. ("Joey, please sit down and listen to the teacher." "Abby, it's not playtime right now, please come finish your project." "David, please stop poking your friend." OR "At preschool we don't poke." etc.)

If the child's behavior is extremely disruptive or potentially harmful to themselves or other children (such as excessive crying/screaming; hitting, kicking or biting;), the parent aide may need to take them outside or near the hallway and "have a talk" with them. Depending on the timing, if it is the parent aide's own child being disruptive, it may be more effective for the teacher to discipline them. This would only be appropriate during activities in which the teacher is not in front of the whole class teaching.

The first course of action should be to remove the child from the group/activity and talk to them about what is expected at preschool (tell them what they are doing is not ok and they need to show better behavior to rejoin).

If a child continues to exhibit negative behavior after removal from the group and two or more warnings (depending on the seriousness of the behavior), the parent aide will need to call the child's parent and the child will need to go home for the day. While they are waiting for their parent to pick them up, they will need to remain removed from group activities. If it gets to the point where a child must go home, they need to go home even if they have changed their behavior by the time their parent arrives.

Remember that these are young children. They may need some time to adjust to being at school and away from their parents, and are learning how to behave properly in a group setting. Always use your best judgment on how to deal with a disruptive child, but NEVER use any kind of physical punishment (slapping, spanking, etc.).

Classroom dynamics will be observed over the first few weeks of school, after which more specific recommendations may be given.