

INVITATION TO COMMUNICATION

The staff and Board of Directors at Pixie Play School openly encourage two-way communication between all individuals who may be involved in our program. If at any time you feel the need for home language of any written materials or verbal communication, please contact your director or a member of the Pixie Play School Board. We will make every effort to provide translation services so that all parties feel comfortable in our school setting.

INVITACION A LA COMUNICACION

El personal y la mesa directiva de Pixie Play School te invita a la comunicacion abierta entre todos los miembros que se encuentran involucrados en nuestro programa. Si en algun momento sienten la necesidad de ayuda con el idioma Ingles en su casa con material informativo escrito o verbal, por favor hagalo saber a su director o algun miembro directivo de Pixie Play School. Nosotros haremos todo el esfuerzo para proveer servicios de traduccion asi todos nos sentiremos satisfechos con lo establecido en nuestra escuela.

WELCOME

Pixie Play School welcomes you into an exciting adventure with your preschooler. We are so glad you have chosen Pixie Play School.

The directors, parents and children of Pixie create a very real family from September through June. Like any other family, we have much to share with each other. We have apprehensions, joys, frustrations and common concerns. Most important of all, we have a spirit of unity, a goal. That goal is to provide the most fulfilling learning experience for each of our children and ourselves.

Each of you, no doubt, has some apprehensions about being involved in our “family” relationship and about all the details of participation during your child’s session. Every new parent has these feelings. Be assured that they do not last. In the meantime, ask plenty of questions. Discuss your feelings with the directors or with returning parents, who will be eager to help.

Along with the apprehensions, on the brighter side, is enthusiasm. As you’ve probably noticed, our returning parents are enthusiastic. This enthusiasm comes from the joy of having a growing relationship with your child, the wonder of watching your child develop in social relations with other children, the pride of seeing preschool achievements and the pleasure of building friendships with other families. We hope your experience with Pixie Play School will be one of enjoyment and satisfaction.

STATEMENT OF PIXIE PLAY SCHOOL'S MISSION AND PHILOSOPHY

Pixie Play School is a cooperative organization. The school is non-discriminatory, according equal treatment and access to services without regard to ethnicity, creed, national origin, or ancestry. Member families participate in the daily program, participate in at least one committee, and assume a share of the responsibility in the cleaning, maintenance, fundraising, and administration of the school. While sharing the responsibilities of running the school, all play a role in providing a successful program where children can learn and grow.

Our mission is to instill a lifelong love of learning in children by establishing a supportive community of families whose main objective is to promote the cognitive, social, emotional, linguistic, and physical skills of our children through meaningful play. We believe that parents are children's first educators and to assist those relationships we offer a variety of opportunities to educate families in our program as well as to the surrounding community in developmentally appropriate practices to promote the healthy growth of the whole child.

Preschool is designed to be a child's world. In it, children find an environment tailored to their special needs. The preschool is planned in such a way that the child is encouraged to develop initiative, imagination, independence, curiosity, and a zest for working and playing cooperatively with others.

At Pixie Play School, adult volunteers join teacher/directors to interact with children in a safe, nurturing environment. Participants at the preschool work with children as individuals, providing a wealth of firsthand experiences through activities, special projects, and field trips. Through these experiences, children strengthen their self-concept, develop a keen curiosity, and increase vocabulary.

THE HISTORY OF PIXIE PLAY SCHOOL

Pixie Play School has been in operation for over 50 years. The school began in 1955 when a group of three women who had become acquainted through the League of Women Voters started talking about the need for a co-operative nursery in Concord. They held a meeting in the community and 50 people attended. Committees were formed to investigate incorporation, housing, licensing, affiliation with Adult Education, and finding a director. It took about 5 years to get the school in a centrally located building with a director, sufficient equipment, and a growing enrollment. By 1965 the school finally had full enrollment. Over the years the school had to overcome obstacles such as finding a new location in the 1980's. But through it all, the dedicated members and directors that have come and gone over the past 45 years have left their mark on Pixie and have contributed to our school becoming what it is today. Pixie is a non-profit Parent Co-Operative Preschool that is staffed by 2 directors and anywhere from one to five working parents per session, depending on session size. All of the administration is run by the Pixie Parent Board of volunteers. It is truly spectacular to be part of a parent co-op and witness the commitment of families who become actively involved in their children's education. The curriculum planning, maintenance, administration and funding are all done by parents who also serve as teachers under the guidance of our two qualified directors.

Pixie provides a unique educational experience for our children. We focus on the philosophy that children learn through play – which you will see happen in so many different ways: out on the playground, through science experiments, story time, art projects, fieldtrips, cooking, sharing, dress-up – the possibilities are endless! And for us parents, the rewards are great. We get to watch our children grow and learn in ways that are so different from a daycare-type pre-school. So to you parents we say thank you for being part of our family at Pixie and for making the commitment to your child's development.

WHAT IS A COOPERATIVE?

A cooperative (or parent participation) nursery school is a preschool in which parents assume the many responsibilities of the administration of the school. In addition, the parent acts as the teaching assistant under the guidance of a paid, professional director.

This means that all activities pertaining to the functioning of the school are in our hands and require the active participation of every member. Each parent volunteers for certain duties in addition to working as a parent-teacher at school. Parents in the past have donated time and skills toward building and maintaining the play yard and the equipment both indoors and outdoors, for example.

A cooperative nursery school provides a healthy, safe and varied environment in which your child can develop socially as well as physically, emotionally and mentally. Moreover, a cooperative nursery school allows you to see your child in a nursery school situation. You will also see and work with other children of the same age as yours so that you become aware of some common behavior patterns and learn more about how to deal with them.

A cooperative nursery school is a growing and changing organization. Each year, new ideas are advanced: some are retained, some discarded. The organization depends upon ideas, and new members are encouraged to suggest new ideas and changes for the improvement of the school. You, as a participating parent, can help shape the program that helps your child develop. You are vital to the function of your child's school. We feel that these are some of the greatest advantages of a cooperative nursery school.

The idea of cooperation goes further than the means by which the school is operated. A school such as ours could not function without thoughtful consideration of each for the other. We help each other by trading workdays when another parent has such a need, by working out transportation problems, by volunteering for necessary duties and by being considerate of others. The working together and the give-in-take is what most of us particularly enjoy in our school.

DIABLO AREA COUNCIL OF PARENT PARTICIPATION PRESCHOOLS

WHAT IS DAC?

When you register your child with Pixie Play School, you become a member of the Diablo Area Council of Parent Participation Pre-schools (DAC). This organization is a network of parent participation organizations from California to Quebec. These organizations encourage growth in parent and nursery education and also maintain an active liaison with other agencies, organizations and legislative bodies dealing with preschool children and their parents.

You will learn, through your DAC delegate or by attending DAC meetings, some of the things that are going on in this area, state and county that concerns you and your preschool child.

Among the services that DAC offers its members are the following:

- **Consultant Services:** Short term counseling for the entire family
- **A Financial Assistance Fund:** Loans, grants and scholarships
- **A Speakers' Bureau:** Enthusiastic professionals who are willing to give workshops on topics related to children and family
- **Parent Education Events**
- **Leadership Workshops**
- **A Directory:** Names, addresses and phone numbers of each school's officers and directors
- **Treasurer's Workshop:** Assistance in keeping current with accounting practices
- **Public Relations/Information Referrals:** Join yellow page ads
- **Membership of California Council**

Your DAC dues are paid out of your Pixie registration fee. For this, you and Pixie receive a wealth of information, encouragement, ideas and help.

If you have questions about DAC services, please talk with your Pixie DAC Representative.

WORKING WITH CHILDREN

Preschool is designed to be a child's world. In it, children find an environment tailored to their special needs. The preschool is planned in such a way that the child is encouraged to develop initiative, imagination, independence, curiosity and a zest for working and playing cooperatively with others.

To accomplish these goals, participants at the preschool work with children as an individual and help them to:

1. Strengthen self concept
2. Develop a keen curiosity
3. Increase vocabulary
4. Interact with adults
5. Have a wealth of firsthand experiences through activities, special projects and field trips

Children learn with or without instruction. Persons working closely with young children often do not realize that they offer guidance continuously. Children learn best by example and will follow your lead in handling many situations.

At preschool, we make every effort to build controls into the physical environment and to reduce the need for constant warnings and restrictions from adults. Children develop attitudes and habits as they work and play together. We do not teach "getting along", "cooperating" and "taking turns" during designated periods of the day but incorporate these concepts in every activity. We must constantly remember that all children are different, and all have different needs and abilities.

BASIC PRINCIPLES OF GUIDANCE

1. Establish a few clearly defined limits. (The child may not do anything that will hurt him or herself, hurt someone else or destroy property). Maintain these limits with firm consistency, without undue emotion.
2. State directions positively rather than negatively. If a child is doing something that you consider to be inappropriate, suggest something else that the child might do instead. For example, instead of saying, "Don't take those blocks, they belong to Johnny", you could say, "Here are some building blocks for you to use. Johnny is using those". As you work with children, think through each situation. Try to eliminate the words *no* and *don't* from your vocabulary.
3. Give the child a choice only when you intend to leave the choice up to the child. For example, say "Its clean-up time", not "Would you like to clean up"?
4. Not all children need to participate in all activities. Joe may not be interested in anything but the blocks for a week or more.
5. Use your voice as a teaching tool:
 - a. Speak directly to the child. Do not yell from across the room.

- b. Keep your voice low.
 - c. Speak in short, meaningful sentences. Avoid long, drawn out explanations.
 - d. Get down to the child's level. Stoop or sit on the floor or a low chair so that the child can see your face.
6. Avoid motivating a child by making comparisons between one child and another or encouraging competition.
 7. Never attempt to change behavior by using words that may make a child feel guilty or feel less self-respect. Shaming or blaming a child makes it harder for that child to successfully return to constructive activity with the group. Never spank a child.
 8. Forestalling is the most effective way of handling problems. Learn to foresee and prevent rather than to mop up afterward.
 9. Give the child a minimum of help to allow the maximum change to grow in independence.
 10. Avoid making models in art media for the children to copy. Children should be free to use art materials in any way they see fit.
 11. Feel free to ask the directors any questions you have.

PIXIE PLAY SCHOOL GOALS

Following is an outline of our goals for children; these goals have been divided into categories based on specific needs of children. After each goal is a list of activities designed to meet that goal. We cannot list everything in detail, but we have tried to be specific enough to help you understand how actual experiences the children have at Pixie relate to the goals.

EMOTIONAL NEEDS

Self-Concept

Goal 1: Each child will develop a positive feeling toward him/herself.

Activities: Children receive recognition and acceptance from adults and other children. Adults show a genuine appreciation from what children do. Children are encouraged to feel important. Some children will construct a “Me” book about themselves.

Goal 2: each child will have an acceptable outlet for emotions.

Activities: Children are encouraged to use works to express their feelings. They have available to them avenues for expression of negative feelings: drums, block buildings to knock down, etc. Children have opportunities to express positive feelings at circle time and at snack time.

Goal 3: Each child will develop feelings of independence, responsibility and self-control.

Activities: Children hang up their own coats, put things in their cubbyholes, wash their hands, go to the toilet and help with cleanup. They choose and plan their own activities for the school day. They meet and solve many problems of their own.

Goal 4: Each child will have many opportunities for self-expression.

Activities: In art, children are encouraged to express themselves through different media in whatever form they choose. Self-expression in art comes about through the process of creation, not with the final product. Art can sometimes be an avenue not of artistic creation, but of emotional release.

Children are encouraged to express their feelings and thoughts in words to share their excitement, wonder, delight or disappointment.

Goal 5: Each child will develop curiosity about the surrounding world.

Activities: Children are allowed to manipulate materials, magnets, blocks, the balance scale, animals etc. They are encouraged to ask questions and seek answers. Materials are available for children to use to explore both the physical sciences and the world of living things. For example, when a turtle was brought in, a child asks, “Why did he pull his head

in”? Another child answered, “Because he is scared”! A discussion followed about what turtles do for protection.

Social Skills

Goal 1: Each child will learn to develop relationships with other children.

Activities: Children are free to form friendships. They learn how they are similar to other children and how they are different. They consider, for example, gender, weight, eye color, hair, likes and dislikes. Children learn to settle differences between themselves.

Goal 2: Each child will learn to develop relationships with adults other than his or her parents.

Activities: Children learn that the teacher accepts them as they are in a warm, loving relationship. Children have positive relationships with other adults in the school. Children learn to share their parents with other children.

Goal 3: Each child will learn how to interact as part of a group.

Activities: Children learn to wait their turn at snack time. Children are part of a large group at circle time, on walks and on field trips. They are part of a small group for stories, flannel board games and activities they create themselves.

Goal 4: Each child will begin to learn about his or her relationship to a larger society.

Activities: Children learn about community helpers, firefighters, grocers, dentists, librarians, teachers, police officers, mail carriers etc. In dramatic play, children act out social roles.

PHYSICAL NEEDS

Body Development and Appreciation

Goal 1: Each child will take part in activities designed to help develop and coordinate large muscles.

Activities: Outside, children run, play airplanes, gallop, jog with knees high etc. Using the stegel, children develop skills in climbing, balance, jumping from height etc. Equipment for large muscle development includes jump ropes, tricycles, balls for throwing and catching, a Twister game and outdoor obstacle courses. Children also express themselves through body movement, dancing and other games.

Goal 2: Each child will take part in activities designed to develop and coordinate small muscles.

Activities: Children learn to hold a paintbrush and to use crayons, scissors and pencils. Puzzles challenge children, as do stacking blocks, lacing and button games, Lego, stringing beads etc. Children develop hand eye coordination through many of these activities and through sewing cards, stitching and finger plays.

Development and Appreciation of the Senses

Goal 1: Each child will explore their sense of touch.

Activities: Children explore the feely bag, match fabrics, find different textures, etc.

Goal 2: Each child explores their sense of taste.

Activities: Children have different tasting experiences at juice time. They participate in cooking activities, tasting ingredients before and after cooking, etc.

Goal 3: Each child will explore their sense of sight.

Activities: Children explore kaleidoscopes, color and shape activities, sorting games, dominoes, flannel-board stories, left-and-right activities, etc.

Goal 4: Each child will explore their sense of hearing.

Activities: Children learn from sound cylinders, musical instruments, stories, the stethoscope, listening games, games of beginning sounds, work games, rhymes, opposites and other basic listening activities.

Goal 5: Each child will explore their sense of smell.

Activities: Children use smell jars, detect changes during the process of cooking, smell things during outdoor walks to identify plants, etc.

INTELLECTUAL NEEDS

Foundations for Learning

Goal 1: Each child will have opportunities to form basic mathematic concepts.

Activities: Children learn from number pegs, flannel-board numbers, counting activities, dominoes, the clock, scales, cuisenaire rods, blocks, play money, finger play with number themes, geometric shapes, puzzles, shape games, whole-part puzzles, etc.

Goal 2: Each child will have opportunities to form basic scientific concepts.

Activities: Children get experience with living things in the garden and with animals (fish, a guinea pig, a bunny, and a gecko), indoor plants, animal families, etc. Through discussions, children learn similarities and differences between living plants and animals. Children also learn about the physical world through magnets, mirrors, lights, sounds, measurements, rocks, air, heat, water and water play, experiments with the balance scale, etc.

Language Development

Goal 1: Each child will be encouraged to increase vocabulary.

Activities: Throughout all school activities, children will hear and use new words. For example, when the school got an aquarium, the children learned and used the words aquarium, filter, thermometer, mollies, swordtail fish, etc. Children learn new words on field trips, from visitors, from games at school and from each other.

Goal 2: Each child will have many opportunities for self-expression and will be able to increase language-using skills.

Activities: Children learn from stories, play telephones, dramatic play, discussion at circle time, puppets, flannel-board stories, and normal interaction with other children and adults at school. Children learn concept words such as *above*, *below*, *behind*, *in front*, *around*, *thorough*, etc. They learn how language can be used for personal expression and to make needs and feelings known to others.

These goals were developed and approved by the membership at the general business meeting in April 1973.

POLICIES AND PROCEDURES

ASSESSMENT

Throughout the year Pixie Play School will maintain a written assessment for each enrolled child. All collected assessment information will be kept on site in individual child portfolios in a locked filing cabinet. This information will be available only to Center Staff and parents/legal guardians. Parent/legal guardians may view these materials at any time by making an appointment with the center staff. Information will be shared with outside professionals for the purposes of developmental screening or referral for diagnostic assessment only with written permission from the parent/legal guardian.

Assessments will be conducted on an ongoing basis as an integral part of the program activities. Staff may use formal and informal assessment methods including observation, checklists, and rating scales. Volunteers may be asked to share informal observations with the staff.

A family survey will be distributed as each child enters the school to determine child and family interests and needs. Families will be encouraged throughout the year to update the staff on any changes or concerns regarding their child's development or family needs. This information will be used to maintain staff sensitivity to family values, culture, identity and home language.

Assessment information will be used for multiple purposes including:

- planning curriculum based on the needs and interests of the child
- adapting the environment
- assessing the child's abilities and progress
- adapting teaching approaches
- maintaining sensitive and respectful personal interactions
- planning program improvement
- communication with families

Scheduled Family/Teacher conferences will be offered twice a year. once in November and again during the months of April or May. If available, a home language interpreter will be present upon request and with the approval of both the family and staff. During the conference, the staff will present an updated individual checklist and child portfolio information to the family. The conference will include information on cognitive skills, language, social-emotions development, approaches to learning, and health and physical development. Throughout the year, informal sharing of inform a will be conducted through sensitive and respectful discussion at daily 'talkovers,' written communication , or through informal conferences requested by the family or teacher.

SMOKING

In accordance with Community Care Licensing division of the California Department of Social Services, and to maintain a healthy and safe environment for the children, families, volunteers and staff at Pixie Play School, smoking will not be permitted on the school premises. This area includes the school, playground and parking lot. Also no firearms will be permitted on the school premises.

As part of our mission to model a healthy lifestyle, the school community requests there be no smoking in view of the children.

DROP-OFF AND PICK-UP

Parking

As there are limit to parking spaces in the parking lot, we ask that families park only in one of the 6 marked parking spaces. Please use the marked walk space next to the fence and hold your child(ren)'s hand(s) when walking in the parking lot.

There is a space adjacent to the playground gate that will allow for momentary parking for those families with younger children in the car. Parents will be allowed to sign-in their child and say goodbyes at the door. The teacher will be at the door to greet your child. You may not enter the school when parked in the space. Please allow for coming into the school at least once a day to check your mailbox and child's cubby.

You must immediately re-latch the gate locks each time you go in or out.

Those families parking on Ayers Road must use the crosswalk at the signal light to cross the street.

Sign-In

Please be sure to read the daily notes posted on the sign-in sheet and/or white board.

Members should use the Muscle Room door to drop off their children. Sign your FULL NAME on the line next to the names of all the children you are dropping off. (Signing-in and -out is a requirement of Community Care Licensing. Pixie can be fined if this is not done by all families every day.)

Initial and note the time you arrived if you are a working parent.

Please make note at the bottom of the sign-in sheet if someone other than a sign-in individual will be picking up your child. (See sign-out procedures.) You must leave an appropriate car seat/booster if it will be needed at end of the day.

Pick-Up

You are welcome (and encouraged) join the class for closing circle if you arrive before the class has come in from outside play time.

If you arrive after circle has started, please enter through the Art Room door so as not to disrupt the circle activities.

Check your family mail slot, your child's cubby and the art room table for any information or art work to be taken home. Also do these for all children in your carpool.

Sign-Out

Children will be released only to adults whose names appear on their emergency information cards. Any individual that is not visually recognized by the teacher/director will be asked to provide a photo ID. They will then be checked against the list of individuals noted by the parent on the emergency information card.

The sign out sheet will be in the possession of the teacher/director or an adult volunteer assigned by the teacher/director. You must be recognized by this person before leaving the school with your child.

Sign your FULL NAME next to the name(s) of the child(ren) that you will be taking home.

While brief questions or concerns can be addressed at this time, please know that your teacher/director will be transitioning into talkovers or preparing for the arrival of the next class. A note to the teacher about any items you wish to discuss would be greatly appreciated, so that a more appropriate time may be set up to speak with you.

FOOD PREP

Food Preparation Guidelines at School and at Home for School Use

- When preparing food at school, one must wear a pair of non-latex gloves. A box of these gloves is available in the kitchen. Hands must be washed with soap and water before preparing any food.
- Before preparing any foods on the countertop or cutting board, wash the area to be used with soap and water.
- Wash hands, working surfaces (counters, cutting boards), and utensils after coming into contact with raw meat or poultry.
- Before cutting melons, scrub the skin with water and a brush. Bacteria can be spread from the rind to the fruit if this is not done.

- Wash berries and non-scrubbable fruits and vegetables with fast running water. This will help clean and wash away bacteria.
- Wash fruit and vegetables even if you plan to peel them.
- If making a hot dish at home for school use, store hot food in shallow containers in layers less than THREE INCHES deep. Put hot foods in the refrigerator immediately and do not cool on the counter before storing.
- Transport all perishable food for school use in coolers with ice.
- If cooking part of the snack, then use a food thermometer to make sure the dish has reached the minimum temperature required for safety

Ground Meat & Meat Mixtures

Beef, Pork, Veal, Lamb	160° F
Turkey, Chicken	160° F

Fresh Beef, Veal Lamb

Medium Rare	145° F
Medium	160° F
Well Done	170° F

Poultry

Chicken & Turkey, whole	165° F
Poultry Parts	165° F
Duck & Goose	165° F
Stuffing (cooked alone or in bird)	165° F

Fresh Pork

Medium	160° F
Well Done	170° F

Ham

Fresh (raw)	160° F
Pre-cooked (to reheat)	140° F

Eggs & Egg Dishes

Eggs	Cook until yolk & white are firm
Egg Dishes	160° F

Seafood

Fin fish	145° F or until opaque & flakes easily with fork
Shrimp, Lobster & Crabs	Flesh pearly & opaque
Clams, Oysters & Mussels	Shells open during cooking
Scallops	Milky white or opaque & firm

Leftovers & Casseroles	165° F
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Perishable foods that have been served to children and not eaten should be thrown away.

- For toddlers/twos in the Half-Big class, all Foods must be cut into pieces no larger than ½ inch square.
- For field trips or lunch days, all student snacks and bagged lunches need to be labeled with the child's name. Please send your child with a snack that does not need to be refrigerated. If you pack something that needs to be refrigerated which includes: Meat and poultry sandwiches or salads, tuna and egg salads, milk, cheese or yogurt, opened cans of fruit or pudding, and peeled or cut fruits and vegetables, then pack it in an insulated lunch bag with a frozen gel pack or with a frozen juice box.

MEDICAL AND DENTAL EMERGENCIES

In all emergency cases, the immediate care, safety, and comfort of the injured/ill individual will be first and foremost. The well-being of the other children, adult volunteers and center staff will also be a priority during this time.

In cases of dire emergency:

The teacher/director (must hold current first-aid and CPR certification), or medically trained adult volunteer (doctor, nurse or EMT), will take **primary responsibility for the immediate care** of the injured/ill individual. Universal precautions will be taken.

The **'housekeeper'** will call **911** for medical assistance and/or transport to the nearest medical facility. The school address and other necessary information is posted above the telephone.

Center staff, or a staff-designated adult volunteer, will **check emergency information cards kept in the grey box near the phone** to determine any specific health issues/needs i.e., asthma, seizures, chronic conditions. The appropriate medical facility, Kaiser or John Muir/Mt. Diablo Medical Center in Concord, will be determined by the information on the card.

Adult volunteers not involved in the emergency care process will **guide other children to an area of the school so as they are away from the emergency situation**. Adults will model calmness and comfort children as needed.

Parents will be contacted by staff or a staff designated adult volunteer.

An **adult familiar to an injured/ill child will be sent in transport** with the child if appropriate staff/child ratio can be maintained at the center. The emergency information card and medical care release form will be sent in transport with the individual.

(In cases of adult injury, the above care will be taken. Medical information for adults can be found in the locked file cabinet in the garage)

In cases of dental emergency (not in dire need):

Immediate care and comfort of the injured party and other children will be handled as stated above.

Center staff, or a staff-designated adult volunteer, will **call the parent** to inform them of the situation.

If the parent can not be reached, the staff **will contact the child's dental office or designated school dentist listed above the phone** for further instructions.

The **child will be released** to the parent, guardian or other authorized adult to be taken for treatment.

EMERGENCY PROCEDURES

In the event of an emergency, all parents working that day will be responsible for calmly and quickly assisting the children in assembling by the door to the playground. The director will be responsible for keeping an account of all children present.

Once all the children are assembled by the door, the director will advise the working parents to take all children to the safe area in the parking lot. The director will walk through the premises to make sure no children have been left on the school campus. A head count will be taken to ensure that all children and parents have evacuated the building.

In case of a major earthquake or other disaster, students may then be evacuated from the preschool to our designated off-site evacuation location. Our designated off-site evacuation location is **Concord Bible School located at 4975 Concord Blvd, Concord CA** on the Concord Bible Church campus. Another head count will be taken at arrival to the site.

In the event of an emergency requiring evacuation, **the housekeeper parent will be responsible for gathering the emergency contact information, emergency supplies, and children's earthquake bags from the shed.**

Once all children and parents are safely at the off-site location, parents not working that day will be contacted and child pick-up will be coordinated.

CHILD ABUSE AND NEGLECT REPORTING

In accordance with the California Department of Social Services all Pixie Play school staff members are legally mandated to report any suspected cases of child abuse as stated in "The California Child Abuse and Neglect Reporting Law." A copy of this law can be found in the Pixie Play School Program Portfolio along with a document titled "Issues and Answers for Mandated Reporters."

Any family member or school volunteer who suspects an individual case of child abuse or neglect may report directly to local authorities by the process described in the pamphlet provided in your family binder or consult with the Center staff about your concerns.

MISSING CHILD PROCEDURE

If a child goes missing from the preschool, the director will perform a thorough search of the school building and outdoor areas with the assistance of parents present. Efforts will be coordinated to determine when and where the child was last seen and what they were wearing. If the child is not found, the director will notify proper authorities and contact the child's family.

MISSING CHILD PROCEDURE – FIELD TRIP

If a child goes missing during a field trip or outing, a head count will be done to determine if any other children are missing. Coordinated efforts between staff and working parents will be conducted to search the immediate area. Staff members will coordinate to determine when and where the child was last seen and what they were wearing. The director will have a current photo of the child with the field trip forms. If the child is not found, the director will notify proper authorities and will contact the child's family.

FIELD TRIP POLICY

Parents that desire to drive on fieldtrips must carry \$5,000 in medical payments on their auto insurance policy. A copy of your insurance's "Declaration" statement must be given to the Membership Chair and will be kept on file on the school site.

Bringing your child to school on the day of the fieldtrip implies consent for the trip.

Car(s) will be inspected on the day of the fieldtrip for safety requirements. A designated member of the school board will conduct the inspection.

Fieldtrips are chosen by the director/teacher of each class. Fieldtrips incorporate seasonal activities, family vocations, and emerging curriculum.

Adult/Child ratios will be maintained at a lower ratio than usual for fieldtrips. The Half Big class will have a 2/1 ratio.

FIELD TRIP PROCEDURE

Two (2) weeks before the fieldtrip a survey is taken of whom is planning on going on the trip. Working parents assigned on the day of the fieldtrip are expected drive.

On the day of the fieldtrip:

1. Driver's cars will be inspected a board member.
2. Director will assign seating arrangements. Extra seating is made available just in case of car problems during the trip.
3. Parents will label car seats with their child's name.
4. Parents will place their child's car seat/booster seat in the assigned drivers' car. The seat placement will meet current state regulations for car seat placement (found on the parent board in the Art Room).
5. The Fieldtrip Coordinator will contribute a map to the fieldtrip site with the director's cell phone number on it to each driver. The director will collect cell phone numbers of drivers.
7. Each parent will be given emergency cards for the children in their car. Each driving parent should carry a "fully charged" cell phone.
8. Any rules for the fieldtrip site are discussed with parents and volunteer drivers.
9. The First Aid Kit is kept in the vehicle the director is in.

TOILETRY AND DIAPERING

Children should be accompanied to the bathroom with working adult or qualified staff. The adult can assist in the area of helping the children to use the bathroom rules (i.e. flushing after use and the washing of hands). Working adults can also assist with closures or fasteners and the straightening of clothes. The pulling up of underwear or changing of clothes should be left to qualified staff or parent of the child.

Working adults are **NOT able to assist the child in the cleaning of the genital areas** other than their own child. If child ask for assistance with the cleaning, the working adult must call the director/teacher.

Diapering will be performed by the director/teacher **unless** the parent is available. Diapering procedures including universal standards are posted in the adult bathroom. All steps to the procedure should be followed.

FAMILY ACCESS TO THE FACILITY

Pixie Play School is a parent cooperative preschool. Parents, grandparents, and other family members are required to work in the classroom, and complete maintenance and other committee work. In general, Pixie Play School has an Open Door policy for family members who wish to visit the school during school hours. We request that family members that do not have completed paperwork to work in the classroom (cleared TB skin test, and completed Doctor's health report), are introduced to the director by the child's parent. If a family member is a repeat visitor (more than three times in the classroom), Pixie will require a clear TB skin test on file for this individual.

SUPERVISION POLICY

In accordance with California Community Care Licensing – Title 22 requirements for cooperative preschools, Pixie Play School maintains a 1:5 adult/child ratio at all times. We prefer and often have a 1:4 ration.

The class teacher/director is responsible for the supervision of all volunteer/co-oping adults with the goal of maintaining the highest levels of health and safety for the children on site. Working adults are assigned to a specific room within the school or area on the yard as noted on their job cards. While working within this area adults will:

- Strategically position themselves to see as many children as possible.
- Supervise toddlers/twos by sight and sound at all times.
- Supervise preschoolers (3 and 4 year olds) primarily by sight, allowing for short intervals by sound in cases such as independent toileting or quiet time in the library area.
- Never leave their room/area unattended.
- Call for assistance if you find your area in excess of the ratio required for that class.
- When outside, the 1:5 ration must be maintained. If you must go inside to assist a child or attend to a personal need, you are asked to be sure your area is covered by an indoor adult before you leave the area of supervision.
- Personal cell phones may not be used except in cases of urgent family need. If a supervising adult must use his/her cell phone, we require that another adult be called for back-up supervision while on the phone.

MEDICATION POLICY

In urgent cases, where an epi-pen or inhaler is prescribed for immediate relief of allergy or asthma reactions, the teacher/director will be instructed by the parent or a physician as to use of this device. All medications must be in original pharmacy container with written instructions from the physician. All medications will be kept in a labeled and secure location.

PERSONAL ALLERGIES

Children's food allergies, as noted on their enrollment forms, will be posted on the refrigerator in the kitchen and referenced by all individuals responsible for preparing daily snacks. Any other environmental allergies causing allergic reactions such as rash, asthma, etc., should be brought to the attention of your teacher/director. The staff and board will make all reasonable efforts to ensure a healthy environment for all children and adult participants/volunteers under the advisement of the individual's personal physician and/or the local public health department.

Pixie Play School is sensitive to the special needs for children with allergies to nuts. In order to accommodate those children parents must provide the following information about their child's allergy condition to the Director at least 10 days before the child begins attending school:

1. A doctor's letter providing information about the severity of the allergy and a description of the child's allergic symptoms.
2. Instructions and guidance regarding the proper procedures that may be required to ensure a healthy and safe environment for the child, including medical emergency instructions in the case of a severe allergic reaction.

Based on the information provided by the physician, Pixie will implement changes to our food policy which may include:

1. Requiring the parents to provide a snack/lunch for their child
2. Restricting or banning peanut butter and/or any nut containing products from the school for the term of the child's enrollment.

PROBLEM RESOLUTION

Pixie Play School is committed to providing the best possible environment for our families and staff. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestions, or question receives a timely response from Pixie's Director(s) and governing board.

Pixie strives to ensure fair and honest treatment of all parties. We expect employees, board members and families to treat each other with mutual respect. We encourage all parties to offer positive and constructive criticism to each other.

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with Pixie in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when you believe that you or your child is being treated in an unjust or inequitable manner, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You present the problem to your teacher/director (for child/classroom issues) or Session Representative (for school policy or procedure issues) within 14 calendar days after the incident occurs. If this individual is unavailable or you believe it would be inappropriate to contact that person, you may present the problem to a board member in your class.
2. The teacher/director or Session Representative responds to the problem during the discussion or within 7 calendar days after consulting with appropriate employees or board members when necessary. This individual documents the discussion.
3. You present the problem to the Vice President of Administration within 14 calendar days if the problem is unresolved.
4. The Vice President of Administration counsels and advises you, assists in putting the problem, assists in putting the problem in writing, meetings with the other involved parties if necessary, and directs you to the President of the Board of Directors for a review of the problem.
5. You present the problem to the President of the Board of Directors in writing.
6. The President of the Board of Directors reviews and considers the problem. The President of the Board of Directors informs you of the decision within 7 calendar days and forwards a copy of the written response to the Teacher/Director or Session Representative. The President of the Board of Directors, under Board Advisement, has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can families, the board and staff develop confidence in each other. This confidence is important to the operation of an efficient and harmonious school environment.

COMMUNICABLE DISEASE NOTIFICATION

If the staff believes that any child has been exposed to an unusual level or type of communicable disease while at school, they will:

- Contact each family verbally, through announcement or phone call,
- Contact each family in writing with pertinent information about the illness,
- Follow cleaning and sanitation control methods on the school site and
- Contact Public Health authorities if deemed necessary.

OUTDOOR EXPOSURE

Children will be given daily opportunities for outdoor play unless weather, air quality, or environmental safety conditions pose a health risk. (In these cases safe and supervised large motor activities will be provided indoors.)

In order to protect your child against adverse environmental exposure, we ask that children wear appropriate layered clothing to deal with increased heat or cooling weather throughout the day. (We encourage the children to self-regulate their need for a change in clothing.)

COMPREHENSIVE PROGRAM EVALUATION PROCEDURE

The Pixie Play School Administration, Families, and Staff will participate in and complete a comprehensive evaluation process every year. The purpose of this evaluation is to assess how successfully Pixie Play School has been meeting goals, and setting new target goals for the future. The evaluation process will proceed as follows:

1. A survey modeled on the NAEYC Family Survey will be distributed to the Pixie Membership at the Mid-Year General Meeting. Families will be given one to two weeks to complete the survey and return it.
2. A committee made up of members of the Board and Staff will review the surveys to identify the programs' strengths and weaknesses, and develop a set of goals for the following year.
3. This committee will bring the results and new goals to the End-of-the-Year General Meeting for discussion.
4. The results and goals will be presented to the General Membership. A question and answer period with the Pixie General Membership will take place. If seen fit, goals will be modified by the Board/Staff Committee based on input from the General Membership.
5. Yearly goals will be distributed and reviewed at the First General Membership Meeting of the following year.
6. Board Members and Staff are responsible for monitoring Steps 1-5 above. This monitoring process reassures the completion of the Program Survey, the results presented to the General Membership, and setting goals for the following year.

**BY-LAWS
PIXIE PLAY SCHOOL
A CALIFORNIA NONPROFIT ORGANIZATION**

ARTICLE I NAME

The name of this school (organization) shall be Pixie Play School, hereinafter referred to as the school.

ARTICLE II OBJECTIVES

Our mission is to instill a lifelong love of learning in children by establishing a supportive community of families whose main objective is to promote the cognitive, social, emotional, linguistic, and physical skills of our children through meaningful play. We believe that parents are children's first educators and to assist those relationships we offer a variety of opportunities to educate families in our program as well as to the surrounding community in developmentally appropriate practices to promote the healthy growth of the whole child.

The policy of acceptance to the school shall be on a nondiscriminatory basis according equal treatment and access to services without regard to ethnicity, creed, national origin or ancestry. Pixie Play School is a cooperative organization. It is the obligation of each member to participate in the daily program, participate in at least one committee and assume a share of responsibility in the cleaning, maintenance, fundraising and administration of the school.

ARTICLE III MEMBERS

Section A Qualifications for Members

1. Membership shall be open to parents or any persons responsible for the general care and welfare of a child or children.
 - a. Any child to be enrolled in the school must have their second birthday on or before September 1 of the school year and be no older than the age limit as per California licensing restrictions.
 - b. Exceptions may be allowed by permission of the director and the board.
2. Members must be willing and able to fulfill the requirements placed upon them by the By-Laws and Standing Rules.
3. There will be a trial period of 30 days for all families. This trial period begins on the child's first day in attendance at Pixie and ends 30 calendar days later. The purpose of the

trial period is for the directors and individual families to evaluate the effectiveness of the child's placement in a particular session as well as to evaluate the appropriate fit of Pixie's philosophy to the expectations of the family.

If the family does not return after the 30 day trial period at the recommendation of the directors, the registration fee will be refunded as well as any advance tuition paid beyond the 30 day trial period. Tuition will NOT be refunded for the trial period.

If the family decides not to return to Pixie, they must provide written notification as stated in the handbook.

Section B Admission of Members

1. Continuing members in good standing enrolling for the coming year have preference over nonmembers from February 15th to March 15th. Alumni and those on the current year's waiting list enrolling for the coming school year have preference over nonmembers from March 7th to March 15th.
 - α. Applications for the coming school year shall be distributed on February 15th of the current school year. The membership shall then be given 30 days in which to return completed applications, including all fees in accordance with the Standing Rules.
 - β. Enrollment shall be determined by receipt of completed application and fees.
2. Beginning March 15th, applications from nonmember's shall be accepted to fill the remaining vacancies in the school.
 - α. Enrollment shall be accepted in a manner consistent with these By-Laws and all related Standing Rules and regulations.
 - β. No fee will be collected from those whose names are being placed on a waiting list. Registration fees become payable when there is a space in the Substitute Child Program.
 - χ. Registration shall be paid within 1 week of notice. After that period, the next person on the list is notified.
3. Before admission to the school, children and participating parent must meet the health requirements described in the Standing Rules.
 - α. Members may submit a signed request for exception if medical grounds prohibit compliance with these requirements. Such request shall be kept on file at school in lieu of other health forms. A physician must sign all requests for medical exemption.

- β. All registration forms--admissions agreement, health forms, field trip authorization, up-to-date car insurance, and etc. - - must be on file by the first class meeting in order for the child to attend and the parent to participate. There can be no exceptions.
- 4. Vacancies during the year shall be filled in the following manner:
 - α. First preference shall be given to children currently enrolled whose parents are in good standing and wish to enroll in a different session. A parent in good standing is someone who has completed commitments in a satisfactory manner. (See Article III, Section C.) If a member who is not considered in good standing applies for re-admission, the board will review that application.
 - β. Second preference shall be given to children previously enrolled during the school year and withdrawn in good standing.
 - χ. Remaining vacancies shall be filled from a waiting list for the current year. A child may wait for any class for which he or she is eligible, retaining a place on each list independently of progress on another list.
 - δ. No vacancies shall be filled after March 1 for the current school year. The board may grant exceptions.

Section C Duties of Cooperative Membership

1. Cooperating members shall serve as assistants to the teacher, as assigned by the session representative, as enrollment permits. In the event it is necessary for the parent to be absent on a day assigned to assist teaching, it shall be the member's duty to arrange for a substitute.
2. One parent from each member family shall be required to attend the general meetings as outlined in Article IV, Section A.
3. All parents shall be required to serve on a committee, to assist with community outreach events such as Fall Fest, Holiday Boutique, and the auction, to do their respective parts in cleaning, maintaining the school, to participate in field trips and major fundraisers as set forth in the Standing Rules
4. Members shall be required to pay tuition and fines set forth in the Standing Rules.
5. Members shall fill out job performance reports on the director of the child's class.

Section D Non-Cooperating Members

1. If it is necessary for a cooperating member to be absent for a period of time due to an emergency, she or he will automatically go on a temporary non-cooperating basis upon the approval of the board.
2. Non-cooperating members may be accepted into a class at the discretion of the board after a class has full enrollment and 90% is co-oping. Non-cooperating members will pay 150% for their monthly tuition. They will be required to meet all other requirements of general membership, including attending general meetings, serving on committees, participating in fundraisers and maintenance parties.
3. A maternity leave of not more than 6 weeks shall be granted at regular tuition rates for a non-complicated birth. A maternity leave of not more than 8 weeks shall be granted at

regular tuition rates for a cesarean. Not more than 3 weeks shall be taken prior to the expected birth date. Extensions may be granted at the discretion of the board.

4. All parents shall be required to serve on a committee, to assist with community outreach events such as Fall Fest, Holiday Boutique, and the auction, to do their respective parts in cleaning, maintaining the school, to participate in field trips and major fundraisers as set forth in the Standing Rules

Section E Withdrawal of Members

Members removing their child from school must give written notice to the membership chair 2 weeks prior to withdrawal. If less than 2 weeks written notice is given, members will be held liable for a full month's tuition. All notices of withdrawal are final.

1. Members are responsible for all fees and assigned working days of this 2 -week period.
2. Such request shall be by letter and shall be binding of the member involved.

Section F Failure to Meet Obligations

1. The board and/or director may request the withdrawal of any parent and child if the parent fails to meet requirements regarding registration forms, attendance fees, work requirements or fines.
2. Such request shall be by letter and shall be binding of the member involved.

Section G Categories of Membership

1. Current member
 - a. A cooperating member who meets attendance, fee and work requirements as stated in Article III, Section C, and whose child is attending school.
 - b. A non-cooperating member who is temporarily unable to fulfill co-oping duties or who pays extra not to co-op but fulfills all other Pixie obligations.
2. Continuing member: A current member of a given school year who has re-enrolled for the following school year.
3. Substitute member: A nonvoting member who is in the school Substitute Child Program as described in the Standing Rules.
4. Nonmember
 - a. A parent who has never been reenrolled in the school.
 - b. A parent who has been enrolled in the school but whose membership is not continuous; may be referred to as a returning member.
5. Summer session member: A current member of the summer session only; summer attendance does not affect membership standing for the regular school year.

ARTICLE IV GENERAL MEETINGS

Section A Mandatory Meetings

1. An orientation meeting shall be held prior to the start of school. Three general meetings shall be held during the school year, each consisting of both business and parent education.
2. All general meetings are mandatory. Written notification is required for unavoidable absences – vacations, work etc.
3. General meetings are 2 hours in length. Members are expected to arrive on time and to stay to the end of the meeting. Leaving the meeting early will be considered a missed meeting. In case of an emergency, fines may be waived at the discretion of the board.
4. Members who miss a general meeting will be fined according to the current fees and fines schedule. Fines may be waived only upon written request to and at the discretion of the board. Members who are fined for missing one or more general meetings and who do not pay the fine within 30 days of written notification will be assigned additional participation hours in the form of maintenance parities or fundraising events or will be dropped from membership.
5. Members who miss a general meeting shall read and sign the posted minutes of the meeting.

Section B Voting

1. One member more than half the enrolled members of the school constitutes a quorum.
2. One vote per family is permitted.
3. A simple majority of the qualified voters present shall be required to pass any motion except as otherwise stipulated in these By-Laws.

Section C Emergency Meetings

Emergency meetings may be called at the discretion of the board. If a quorum is present, business may be conducted.

ARTICLE V THE BOARD OF DIRECTORS

Section Meetings of the Board

The board shall convene monthly at a regularly scheduled time. It shall be composed of the president, the vice president (administration), the vice president (ways and means), the secretary, the treasurer, the membership chair, the DAC delegate, and the maintenance representative, a session representative from each session, the scrip chairperson and the publicity representative.

Section B Duties of the Board

1. The board shall study matters of policy, make recommendations to the membership, and coordinate functions of the standing committees. It shall govern the affairs of the school except as expressly limited by the membership and these By-Laws. It shall also be the duty of the board to see that the school meets the standards of the Department of Social Services.
2. It is compulsory for all board members to attend board meetings. When an officer fails to attend two consecutive meetings without a legitimate excuse, the board may declare the position vacant.
3. Members of the board shall not be held personally responsible for actions of the past or future boards or board members. Board members shall not be held personally liable for any debts incurred by judgments against the school.
4. The board shall provide the directors with annual performance evaluations, incorporating members' comments on job performance reports (see Article III, Section C5).
5. The board shall approve the contracts and job descriptions of the directors.
6. The president shall appoint a salary review committee from the board to develop a proposal with the directors to be voted on by the board.
7. The board shall hire and discharge any and all salaried employees.
8. The membership can veto or disapprove any action of the board, but until such veto or such disapproval, such action shall be binding upon the membership.
9. Board meetings shall be open to any member by previous arrangement with the session representative, but nonmembers of the board shall have a nonvoting status. The board reserves the right to discuss special circumstances in closed session.
10. The minutes of the board meetings shall be posted at school.
11. Board members are exempt from Saturday maintenance parties. If enrollment drops so that the maintenance representative can no longer fill at least seven Saturday parties for the school year, board members will no longer be exempt from working. The maintenance representative will be required to give the board one month notice if enrollment drops and the board will be required to work.
12. The board may authorize expenditures up to \$2,000.00. An amount in excess of that requires membership approval.
13. Board members shall be co-oping parents in good standing.
14. Board members shall begin training incoming board members after their election in April.

ARTICLE VI DIRECTORS OF THE BOARD

Section A Officers of the Board

The officers of the board shall be the president, the vice president (administration), the vice president (ways and means), the secretary, the treasurer, the membership chair, the DAC delegate, the maintenance representative, a session representative from each session, the scrip representative and the publicity representative. No more than one person per family may hold a board position.

Sections B & C Election and Terms of Office

The president, the vice president (administration), the vice president (ways and means), the secretary, the treasurer, the membership chair, the DAC delegate, the maintenance representative, a session representative from each session, the scrip representative and the publicity representative shall be nominated by the Nominating Committee and elected by the general membership.

1. The president shall appoint one member from the board and one non-board member from each session to serve on the Nominating Committee.
2.
 - a. The nominating Committee shall submit the names of at least one nominee for each office one month prior to the election.
 - c. Names of the nominees shall be posted in a conspicuous location one month prior to the election.
 - b. Members wanting to serve in one of the offices may add their names to the list.
3. Nominees must be members of the school and continue to be members during their term of office.
4. Officers shall be elected for a term of one year and take possession of their office at the last board meeting of the school year.
5. Officers shall be elected by a secret ballot majority vote as stated in Article IV, Section B, at the April General Meeting. Absentee ballots shall be accepted on the first balloting of each office
6. The nominees for the office of president must have at least one year experience on the board. If no previous board member is available or willing to be a nominee for the office of president, alternate nominees may be selected if they have at least all of the following minimum qualifications: 1) shall be a member in good standing, 2) have attended at least two board meetings, and 3) have a child attending Pixie Play School for at least six months prior to taking office.

Section D Resignation of Officers

The president, with the approval of the board, shall appoint a person to fill any vacancy created by a resigning officer.

Section E Duties of the Officers

1. The President shall
 - a. Preside at general meetings and meetings of the board.
 - b. Cosign all checks with authorization up to \$500.00. (Above that amount requires board approval.)
 - c. Serve as an exofficio member of all other committees.
 - d. Be entitled to vote when the vote would change the result of a tie vote.
 - e. Send a letter terminating membership if a member has not met the requirements set up by the By-Laws and Standing Rules or if the board directs.
 - f. Serve as a liaison between the board and the advisory board.
 - g. Be responsible for meeting all state licensing requirements and serve as a liaison between the social services department and Pixie Play School. (In the absence of the president, the co directors will serve as representatives and will provide the board with any necessary information needed to comply with state licensing requirements.)
 - h. Make arrangements to have Pixie's ledgers audited on an annual basis by a person or persons who have accounting and/or auditing experience (not the treasurer or assistant treasurer).
 - i. Compile the information from job performance reports filled out by members and submit these reports to the board (see Article III, Section C5).
2. The Vice President (administration) shall
 - a. Preside at meetings in the absence of the president.
 - b. Assist the president in the duties of the office.
 - c. Become president if the office becomes vacant.
 - d. Cosign checks in the absence of the president.
 - e. Act as parliamentarian.
 - f. Chair the By-Law Committee.
 - g. Schedule a summer program.
 - h. Request from committee chairs a list of anyone who has not fulfilled committee work obligations.
 - i. Retrieve handbooks from Membership chair. Update handbooks with changes for the next year's distribution.
 - j. Appoint committee chairs and members as required.
 - k. Serve as coordinator for all non-regular program offerings (e.g., play group, after-school care); report to the board on concerns related to such offerings.
3. The Vice President (ways and means) shall
 - a. Chair the Ways and Means Committee
 - b. Establish and meet fundraising goals.
 - c. Be in charge of the main fundraisers (e.g., auction, fall fest, holiday boutique).
 - d. Delegate responsibility for small fundraisers to an assistant.
 - e. Oversee all fundraisers.
4. The Secretary shall
 - a. Record the minutes of general meetings and of meetings of interest.

- b. Post the minutes of the previous general meeting on the bulletin board at school at least one week prior to the succeeding general meeting.
 - c. Record the minutes in duplicate for the files of the president and the secretary.
 - d. Keep records pertaining to the school.
 - e. Carry on correspondence of the school
 - f. Keep the roll of the members and be able to call roll when required.
 - g. Keep a list in the permanent file of all absences from general meetings.
 - h. Keep the membership advised of the date, time and location of all meetings, including board meetings.
 - i. Inform members, by letter, of fines assessed against them.
5. The Treasures shall
- a. Keep a record of the schools interest-earning deposits.
 - b. Pay salaries and fixed charges authorized by the vote of the membership and pay bills for equipment and supplies presented in good order by the Purchasing Committee.
 - c. Record and deposit all tuition, fees and fines.
 - d. Present a financial report at all board and general meetings to include income statement, balance sheet, and budget to actual and bank reconciliation.
 - e. Deposit all funds in an account in a bank approved by the board within 2 weeks after receipt.
 - f. Have all records reviewed by June 30th by the incoming treasurer and by a committee appointed by the president.
 - g. Inform the board when a family is 1 month in arrears (for tuition, scrip or fines).
 - h. Assist the incoming treasurer through the months of June and July.
 - i. Have authorization to write checks up to \$500.00 without board approval.
 - j. In order to maintain insurance coverage, the board through the treasurer, may assess a separate insurance fee. The treasurer is responsible for arranging the payment schedule with each member and maintaining the records.
6. The Membership chair shall
- a. Maintain an up-to-date membership list available to all members.
 - b. At least once a month, inform the membership of all roster changes. This may be by newsletter or announcement at a general meeting.
 - c. Maintain a current list of all prospective member, contacting them regarding membership as necessary.
 - d. Work with any committee or group formed to orient new members to the school both at the beginning of the school year and throughout.
 - e. Publicize the school in various ways to promote membership. Keep a guest list or book of nonmember guests who come to Pixie.
 - f. Assign handbooks to all members. Collect handbooks at the end of the school year and return them to the Vice President of Administration for necessary changes.
7. The Diablo Valley Council delegate shall
- a. Act as the school representative at all DAC meeting.
 - b. Report results of DAC meetings to the board and membership.
 - c. Place a nondiscriminatory statement in the paper.
8. The Session Representatives for each session shall
- a. Schedule extra parents for field trips.

- b. Schedule workdays for each member as equally as possible.
 - c. Maintain a list of paid participants.
 - d. Keep a record of working parents' attendance at school.
 - e. Represent the session as a whole at board meetings.
 - f. Receive suggestions and criticisms from members of the session and act as a liaison between the session and the board and or directors.
 - g. Plan parent class socials, end-of-year activities, etc. for the session.
 - h. Work with any committee or group formed to orient new members of the session to the school both at the beginning of the school year and throughout.
 - i. Act as a sunshine committee for new babies, etc. Compile and present a director's memory book at the end of the year.
 - j. Always check with the health forms chair to find out who is eligible to drive for field trips and carpools.
 - k. Submit calendar dates to the newsletter chair in a timely manner.
9. The Maintenance Representative shall
- a. Schedule summer, weekend and individual work projects to construct or repair equipment on all school property as approved by the board.
 - b. Report monthly to the board the condition of the school property and the progress of ongoing projects.
10. The Scrip Chair shall
- a. Order and coordinate the sale of the scrip for the entire school.
 - b. Prepare monthly reports on the scrip programs profit.
 - c. Work with the treasurer to balance the scrip at the end of the month.
 - d. Special order scrip as needed.
 - e. Be in charge of the scrip incentive program.
11. The Publicity Representative shall
- a. Actively promote the schools ongoing programs and current events.
 - b. Coordinate any activity that will publicly enhance the image of the school.
 - c. Work with any committees involved in planning an activity, such as fundraising or community relations to publicize the event.
 - d. Report to the board on the progress of publicity and future events in planning.

ARTICLE VII ADVISORY COMMITTEE

1. This committee consists of three members.
2. The ends of members' terms of service will be staggered in order to insure continuity.
3. Under normal operations the term of service shall be three years but shorter terms may be assigned to comply with A.VII section 2.
4. Members are responsible for setting long-term goals for the school and making decisions the board cannot due to conflicts of interest.
5. Members meet with the board once a year during the summer.
6. Members may attend board meetings.
7. The board appoints members.
8. Members are not current board members.
9. Members are not current members of Pixie Play School.

10. ACTICLE VIII COMMITTEES

The chair for each standing committee shall be appointed by the vice president (administration) for a term of 1 year. The makeup and duties of all committees are described in the Standing Rules. Such other committees as the board may from time to time deem necessary shall be formed.

ARTICLE IX FINANCES

Section A General Provisions

1. The school is a nonprofit organization.
2. Sources of income are fees—including registrations, tuition, fines, donations and money derived from fundraising efforts.
3. A detailed budget shall be presented by the treasurer to the board at its second meeting of the fiscal year. After approval by the board, the budget shall be presented to the membership for approval at the first general meeting of the school year. A majority of the entire membership is sufficient for ratification.
4. Money shall be dispersed during the fiscal year as authorized by the overall budget. The board may authorize expenditures that exceed the proposed overall budget. The budget may be amended by a majority of the entire membership.
5. Financial records shall be kept by the treasurer in the form of a double-entry cast accounting system. A person or persons who have accounting and/or auditing experience shall review these records quarterly.
6. In the event that the school shall be dissolved, distribution of the remaining assets shall be made to comply with Section 501(c) (3) of the Internal Revenue code of 1954. The remaining assets shall be given to a worthy charity as designated by the membership by a majority vote.

Section B Registration Fees

All fees shall be in accordance with the Standing Rules.

Section C Monthly Tuition

1. Tuition shall be determined annually and approved by the board.
2. Tuition may be revised during the school year by a two-thirds vote of the total cooperating membership provided that a minimum of 30 days has elapsed from the time the motion was made.
3. Annual tuition shall be paid in ten monthly installments, payable as follows:
 - Payment #1 – due within one week of completed registration or by August 1st.
 - Payment #2 – due October 1st
 - Payment #3 – due November 1st
 - Payment #4 – due December 1st
 - Payment #5 – due January 1st

Payment #6 – due February 1st
Payment #7 – due March 1st
Payment #8 – due April 1st
Payment #9 – due May 1st

4. Annual Tuition will be pro-rated for new members who begin mid-year according to start date.
5. In the event of an extended leave or vacation greater than two weeks, tuition plus applicable fees shall be paid during the child's absence if the child's place is to be held in school. The family would pay regular tuition during the period of the leave plus paid participant fees based on the number of work days that will be missed. If maintenance days are missed, the missed maintenance day fees would be assessed as well (however a different maintenance day could be scheduled around travel dates to avoid this fee). If the family does not wish to pay tuition during the leave, the child's enrollment shall be dropped. The family can re-enroll the child upon their return, and the child will be placed on the waiting list if there are no current vacancies. A new registration fee will not be required in this situation.

Section D Tuition Emergency Fund

In cases of financial emergency, month temporary tuition assistance may be arranged with the board.

Section E Failure to Meet Financial Obligations

Should a family become behind in fees, it shall be notified in writing; should it become 1 month behind in fees, it shall automatically be dropped from school unless a valid reason is presented to the board. All debts must be cleared before reinstatement in school. If September tuition is not paid by June 20th, the child of that family will be considered not enrolled for the fall class and a spot will not be held.

Section F Fines

A schedule of fines for infractions of the rules shall be outlined in the Standing Rules.

Section G Insurance

The school shall carry medical insurance covering accidents, general liability insurance and such other insurance as the law may require in a form and amount as approved by the board.

Section H Assessments

The membership may make assessments as necessary during the school year if approved by a two-thirds vote of the total membership.

ARTICLE X THE STAFF

Section A Personnel

The staff shall consist of one or more competent and professionally trained directors. There may also be such personnel as a parent consultant, nurse, or doctor, whom the membership may appoint from time to time.

Section B Hiring Personnel

The president and two other members of the board elected by the board shall be responsible for securing and interviewing applicants. The board shall then elect and hire the staff member.

Section C Duties of the Directors

1. As a general guideline, the directors shall
 - a. Teach the children's program.
 - b. Supervise and direct parent participation in the children's program.
 - c. Be available for parent conferences as needed.
 - d. Plan the curriculum.
 - e. Attend general meetings and meetings of the board, except personnel sessions.
 - f. Be required to run a fire drill at least once a month for every class enrolled at the school. The directors will post a schedule of monthly fire drills at the school in September.
2. Further directors' duties shall be enumerated in the annually negotiated contract.

ARTICLE XI HEALTH STANDARDS

Section A Sickness and Accidents

1. Cases of contagious disease in the home should be reported immediately to the school. The school shall then notify other members of the organization.
2. Accident forms are to be filled out in compliance with the Departments of Social Welfare requirements.

Section B Workers Compensation

All parent participation is of a voluntary nature. Therefore, working parents are not entitled to Workers Compensation.

Section C Footwear

All children shall be required to wear safe footwear outside so as to avoid tripping hazard or foot injury when they play. No sandals or poolside slippers may be worn at school.

Section D Earthquake/Emergency Preparedness

An emergency kit is maintained at Pixie. It is located in the outdoor shed. Members may be asked to contribute fresh supplies to the kit at the beginning of the school year. Supplies may include, but are not limited to food, clothing, blankets, batteries or other emergency supplies.

ARTICLE XII RULES OF ORDER

The rules contained in Roberts Rules of Order, revised, shall govern the meetings in all cases to which they are applicable and in which they are not inconsistent with the By-Laws of this organization.

ARTICLE XIII AMENDEMENTS TO THE BY-LAWS

Section A Posting of Amendments

A proposed amendment to the By-Laws shall be presented in writing to the entire membership of the school 30 days before being put to vote. A quorum for amending the By-Laws shall be two-thirds of the total membership. A proposed amendment shall be adopted or rejected by a two-thirds vote of those present.

Section B Review of the By-Laws

These By-Laws shall be reviewed annually.

Section C Standing Rules

Standing Rules are binding and may be amended by the board.

STANDING RULES

Membership

1. The number of children for each session shall be limited to a maximum of 24.
2. Every child must have a doctor's certificate of health, including immunization records. Children cannot be accepted at school without these records on file. In addition a medical release form must be on file.
3. A current test for tuberculosis is required for all participating adults. The test is valid for two years, and immunization records in compliance with state licensing standards.
4. A member may be exempt from TB and immunization requirements for religious reasons or upon a physician's recommendation against them.
5. Any child to be enrolled in school must be

2.4 to 4 years by September 1st for the Half Big Class

3.4 to 5 years by September 1st for the Pre-K Class

4 and Kindergarten eligible to 6 years by September 1st Enrichment Class

These age limits are merely guidelines for enrollment; exceptions may be granted at the discretion of the board and directors.

Registration and Material Fees

The registration fee will be \$50.00 for each child in a family. The registration fee is not refundable except in the event of a transfer out of the area. In the case of such transfer, the board must be notified prior to September 1st. The board must approve all refunds. DAC membership is included in the registration fee. Registration fees collected in one school year but applicable to coming year shall be held in trust for the use of the next year's membership.

A materials fee will be \$50 for each child in a family. The materials fee is due by the 15th of October and is non-refundable.

Monthly Tuition

2Days	\$120/month
3Days	\$165/month
4Days	\$230/month
Enrichment	\$50/month

When siblings enrolled as members of the school a 10% discount is applied to the tuition of the sibling whose tuition is lowest.

Monthly tuition not received by the 6th of each month will be fined as follows:

*Late payments made on the 6th of the month will be fined \$15.00

*Late payments made between the 7th and 15th of the month will be fined \$30.00

*Late payments made between the 16st and 30th of the month will be fined \$50.00

First payment is due within one week of completed registration. The family will not be considered enrolled, and a spot will not be held, until the registration and the first payment is received.

Fines may be waived at the discretion of the treasurer, if a member has contacted the treasurer prior to the 15th of the month and advises when the tuition will be paid.

Parents of more than one child enrolled in the school will participate for each child individually, except in the case of multiple siblings enrolled in the same class. In that case the parent will be scheduled 75% per child. This scheduling reduction is limited to 3 families per class on a first come first serve basis.

Paid Participants

If it is impossible to get a substitute, you may use a paid participant. You pay the paid participant directly. Paid participants are paid as per Fees and Fines, following.

Substitute Child Program

1. The Substitute Child Program is to be a period of transition to full-time membership. The program shall be open only to applicants who wish to become participating members and who have turned in all registration forms and a registration fee of \$25.00
2. The fee for each session will be based on the current tuition for non-cooping parents and shall be paid on the day of attendance. The fee may be paid monthly or semimonthly at the discretion of the board.
3. The substitute child for each session shall be listed on the class membership roster. The substitute child shall be called by the parent of the child who is going to be absent.
4. The substitute child position shall be offered to applicants in order of their position on the waiting list. To qualify, the child's health forms must be current.
5. At least one parent from the substitute child family is required to attend mandatory meetings.

Insurance

The board, through the treasurer, is responsible for defining, securing and maintaining the schools insurance program. We carry workers compensation, liability, student accident and property damage insurance. The treasurer is responsible for instituting claim procedures. In the event of an accident of property damage in any related-to-school activities, it is the responsibility of those present (1) to attend to the comfort and emergency medical care of the injured, (2) to act to prevent further property damage and (3) as soon as possible to notify the treasurer or president of the incident.

Working parents are volunteers and not employees of the school.

Meetings

An orientation meeting will be held shortly before school begins, and evening parent meetings will be held in October, February and April. Attendance by at least one adult member of the family is required. See By-Laws (Article IV, Section A) regarding provisions of attendance. Exceptions to this attendance requirement may be granted by a quorum of the board.

Board meetings are held monthly. The board consists of the president, the vice president (administration), the vice president (ways and means), the secretary, the treasurer, the membership chair, the DAC delegate, the maintenance representative, a session representative from each session, and the publicity representative. Board meetings are open, but call your session representative to make arrangements to attend.

Participation

Pixie Play School is a cooperative organization. It is the obligation of each family to:

1. Participate in the daily program.
2. Participate in our major fundraiser by purchasing \$150.00 or more of scrip gift cards per month from September through May. Purchases over \$150.00 can be credited to future months. If a member cannot participate in the scrip support program, \$10.00 per month must be substituted. The \$10.00 is due on the last day of any month that the member has not purchased the \$150.00 scrip minimum.
3. Serve on at least one committee.
4. Each family assumes a share of responsibility in maintenance of the school by working two Saturday work parties. (Subject to Article V. Section A)
5. Work at least three hours toward the spring fundraising social event. (Ex. –auction, etc.) In addition, each family will be responsible for selling two tickets.
6. Each family shall serve on a committee, work one shift and sell or purchase \$20 of tickets to the Fall Fest fundraiser.
7. Each Family shall purchase or sell \$30 of raffle tickets for the Holiday Boutique.

Points of Clarification

Daily Assignments

Each school day, three to five participating members will work with the teacher/director to facilitate the daily program. The class Session Representative will assign work days on a monthly calendar. These days will be equally distributed among the participating families including assignments for fieldtrips, party days and yard duty/talkover sitter responsibilities. It is the responsibility of the assigned working family to find a replacement, whether a substitute or paid participant, if you are unable to participate on your class workday. If you fail to find a replacement, you will be fined accordingly.

Prepared to Work

Participating members will come to all assigned work days prepared to work. Adults must arrive 20 minutes before the beginning of the school day to allow for contact with the director and activity preparation. You may not bring siblings or visiting children to school on your work days. Any participating member who is more than 5 minutes late or arrives unprepared to work will be fined accordingly.

Maintenance Work Days

Each family is responsible for eight hours of maintenance work. Maintenance work parties will be held throughout the year on previously scheduled Saturday mornings for 4 hours. Please contact the Membership Chairperson to sign up for your work days. It is your responsibility to find a replacement if you are unable to work your scheduled maintenance day or make arrangements to adjust your schedule with the maintenance representative. If you fail to meet your maintenance obligation, you will be fined and rescheduled accordingly.

Substitutes and Paid Participants

It is the responsibility of the assigned working family to find a replacement, whether a substitute or paid participant, if you are unable to participate on your class workday or assigned maintenance day. If you fail to find a replacement, you will be fined accordingly.

Infants

Infants may not be brought to school when the parent is working. Pixie is not licensed for infant care. The school's insurance carrier has advised against allowing infants to be present for the entire school session, as an infant is not considered to be a student, nor volunteer, or teacher and thus is not covered. If a mother is nursing an infant then the infant's caregiver can bring the baby to school to be nursed during the school's session. A safe, healthy, and comfortable place for the baby to nurse will be provided.

Reduced Cooperating Members

Reduced Cooperating Membership may be granted at the discretion of the board under the following conditions:

1. One reduced co-op slot may be offered for every 8 full co-op spots. (kids in multiple families count as .75 of a full cooperating spot).
2. Members will work in the classroom at least once a month, providing snack at a frequency equal to the rest of membership but does not have to occupy the "housekeeping" position each month.
3. Reduced cooperating members will pay 150% for their monthly tuition.
4. Reduced cooperating members will be required to meet all other requirements of general membership, including attending general meetings, serving on committees, participating in fundraisers and maintenance parties.

Sick Policy

A child is too sick to attend school if:

5. The child does not feel well enough to participate comfortably in the programs activities:
 - a. Marked loss of appetite, listlessness or fatigue, abdominal pain, swollen glands, discharging ear, inflamed and/or draining eyes.
6. The staff cannot adequately care for the sick child without compromising the care of the other children.
7. The child has any of the following symptoms.
 - a. Fever above 100 degrees orally and/or not fever free for the last 24 hours. Any behavioral changes and other signs or symptoms of illness (e.g. the child looks and acts sick).
 - b. Signs or symptoms of possible severe illness (e.g. persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargic, heavy nasal discharge, green mucous or has had a cold for less than 4 days).
 - c. Diarrhea: Changes from the child's usual stool pattern, increased frequency of stools, loose or watery stools, stools that run out of underwear or inability of the child to get to the bathroom on time.
 - d. Vomiting more than once in the previous 24 hours.
 - e. Mouth or throat sores causing discomfort.
 - f. Croupy cough and any other respiratory disease.
8. The child has received any of the following diagnosis's from a physician, until treated and/or no longer contagious **with written release back to school**:
 - a. Rash – Doctors note needed
 - b. Infectious conjunctivitis (pinkeye with eye discharge) until 24 hours after treatment has started.
 - c. Scabies, head lice or other infestation until 24 hours after treatment and the child is free of nits.
 - d. Impetigo –until 24 hours after treatment has started.
 - e. Strep throat, scarlet fever or other strep infection until 24 hours after treatment has started and the child is free of fever.
 - f. Any other major illness that has arisen (e.g. Pertussis [Whooping Cough], Tuberculosis, Meningitis, Small Pox, Chicken Pox, Mumps, Hepatitis A, [e.g. Jaundice], Measles, Oral Herpes or Shingles).

5. Adult volunteers and staff who are not feeling well should not work.
6. The teacher/director may ask a parent to not sign a child in to school for the day, If they appear to exhibit any of the signs or symptoms listed above.
7. If a child becomes ill during the course of a school day with an illness that fits the above criteria:
 - α. The child will be put in a comfortable location away from the other children under the supervision of the teacher/director or familiar working adult.
 - β. The teacher/director will ensure that the parent, guardian or other authorized adult is contacted immediately using the phone numbers supplied on the child's emergency information card
 - χ. An authorized adult, as noted on the child's emergency information card, will be expected to pick up the sick child within ½ hour of notification.

Note: Facility and staffing constraints do not allow for long-term care for ill children or dispensing of medications.

Directors Substitute

Any member or outside party substituting for the directors shall be paid \$15 per hour.

Fees and Fines

Following is a list of fees for paid participation and a schedule of fines

Function	Fees		Fine or Failure to Find a Replacement
Daily Sign In/Out	1 st Offense 2 nd Offense 3 rd Offense and Future	\$5.00 \$10.00 \$25.00	
		<u>Cost of Paid Participation</u>	
Daily Participation	Half Big Class	\$30.00 (\$40 housekeeper)	\$35.00 (+\$10 for each additional offense)
	Pre-K	\$35.00 (\$45 housekeeper)	\$40.00 (+\$10 for each additional offense)
	Enrichment	\$10.00	\$10.00 (+\$10 for each additional offense)
	Yard Duty/Enrich Lunch	\$10.00	\$10.00 (+\$10 for each additional offense)
Maintenance Day		\$60.00	\$50.00 <u>AND</u> reschedule
Missed General Meeting	(unless exempted by the board)		\$50.00
Missed Orientation			\$60.00
Script Gift Card Buy Out			\$10.00 per month
Fundraising hours not met for auction			\$50.00
Unfulfilled committee work			\$30.00
Lost Pixie key			\$25.00
Late on a workday			Parents are to arrive 20 minutes before the beginning of their session. Failure to do so results in a \$10.00 fine (+\$5 for each additional offense with max of \$25)
Late pick up*	This fine is per child		\$5.00 for the first ten minutes the parent is late and \$10.00 for each ten minutes thereafter.

*Parent(s) who do not pick up children promptly at the end of class will be subject to a late pick up fee. This fine may be waived at the discretion of the directors in case of emergency.

Note: Members must be in good standing (all tuition, fines and fees must be paid) in order to continue enrollment each month.

Committees

Fundraising Committee – Reports to the Ways and Means Chairperson

This committee is responsible for working with the Ways and Means board member/s on the fundraising projects. Each member will be asked to be in charge of one predetermined fundraiser (such as Make-A Plate or School Pictures). They may also be involved with ordering, sorting or distributing materials pertinent to other fundraisers. They will act in a supportive role to the Ways & Means Chair/s and will be heavily involved in the planning, organization, and running of the Annual Dinner/Auction in the spring.

Membership Assistant – Reports to Membership Chairperson

The Membership Assistant is to assist the Membership Chair with tours of the school, maintenance of Children Files, and other work involved with new student enrollment.

Publicity Assistant – Reports to the Publicity Chairperson

The Publicity Assistant is to assist in promoting Pixie's programs and current events through free and fee advertising (on line and in newspapers) and Preschool Fairs. This person will also assist in setting up displays in Libraries, preparing flyers, brochures and signs, and will help with putting together and distributing the Pixie newsletter. This person is also responsible for helping to organize and coordinate Santa's Breakfast in December.

Laundry/Recycling/Purchasing – Reports to the President

This committee will bring home laundry to wash, fold, and put away at school. They are responsible to call to have the recycling bin picked up when the Director says it needs to be done. This committee will also purchase supplies as directed by the Director. The cost of supplies will be reimbursed by Pixie.

NAEYC Accreditation Assistant – Reports to the VP of Administration

The NAEYC Assistant will work with the VP of Administration to review and update the Program Portfolio, and help prepare the NAEYC annual report to maintain Pixie Play School's Accredited status. This person also organizes and restocks the Earthquake/Disaster kit found in the shed as needed to maintain shelf life of supplies.

Maintenance Committee – Reports to the Maintenance Chairperson

The Maintenance Committee is responsible for the organization of toys and materials found in the shed and garage. Duties also include the cleaning and sanitizing of outside toys and structures and doing small repairs of the yard and building as directed by the Maintenance Chair, Director and Board. This committee will also do special maintenance and building projects around the school (i.e. changing light bulbs, repairing a chair/table...) Each committee member is responsible to run up to two (2) maintenance weekend parties per school year.

Pet Care – Reports to the Director

The Pet Care Committee is responsible for the feeding of the Pixie pets, cleaning of pet environments, purchasing of pet supplies, and taking certain pets to the Veterinarian for an annual exam. This committee is to complete these tasks as directed by the Director.

Muscle Room – Reports to the Pixie Board Secretary

This committee is responsible for sanitizing, organizing, and labeling of toys and shelves in the muscle room and will assist director in the rotation of toys from storage areas. A checklist will be completed monthly and turned into the Board parent overseeing this committee.

Art and Science Area – Reports to the Pre-K Session Representative

This committee is responsible for sanitizing, organizing, and labeling of materials and shelves and will assist director in the rotation of materials from storage areas. This committee will also aid in the preparation of certain projects as directed by the Director. A checklist will be completed monthly and turned into the Board parent overseeing this committee

Library and Raising a Reader – Reports to the Half-Big Session Representative

Responsibilities include: sanitizing, organizing, and labeling of books and writing shelf areas. Repair, shelving, and rotation of books and materials as instructed per a checklist that will be completed monthly and turned into the Board parent overseeing this committee. The person focusing on the library will also keep track of the Raising a Reader Red Bags

Pretend Area - Reports to the VP of Administration

Responsibilities include sanitizing, organizing, and labeling of the toys in the pretend area. Rotating pretend area toys to reflect current themes in the classroom as directed by the Director. The pretend area person will also organize the Scholastic Book orders.

FAQs – Frequently Asked Questions

What if I'm unable to work on my assigned work day?

If you are unable to work on your assigned work date, it is your responsibility to arrange for a substitute. You can call other parents in your class to try to switch working days another parent in your class. You could alternately call a paid participant and pay them to work in your place. If you cannot get a substitute from your own class, you can trade with anyone from another session who is willing. See Standing Rules, Fees and Fines.

What if I'm running late on my assigned work day?

When you are a participating parent, you must be at school at least 20 minutes before the beginning of the session. It is essential that you have things set up when the children arrive. If you are absolutely unable to make it in time, please call the school and let the director know.

What if I signed up to drive on a field trip and am unable to drive?

Field trips are an exciting part of Pixies curriculum. The children really look forward to these special days. If you cannot be present for your assigned field trip, you must find a replacement. Never assume that there will be enough parents without you. You must have director approval if you intend to bring siblings. If you cannot drive for any field trips, please let your session representative know.

What is Talk-Over?

There will be a 20-minute discussion session for working parents after workdays to discuss how the day went, ask questions, and receive updates from the directors.

What is my committee responsibility?

Well functioning committees are at the heart of a well-run school. A member from each family participates on at least one committee during the school year. You should sign up for a committee at the beginning of the year. Your board member liaison will inform you of your committee responsibilities.

How does the school raise funds?

Fundraising events will be planned for the school year. We urge all members to participate.

What is my maintenance responsibility?

The maintenance representative will schedule each family for 8 hours of maintenance work. If a parent is not available on a scheduled workday, that parent is responsible for finding a substitute. A parent who does not find a substitute or arrange to adjust the schedule with the maintenance representative will be assessed a \$60.00 fine and rescheduled.

How do I withdraw from Pixie?

If you withdraw, you must give 2 weeks written notice to the membership chair.

What registration forms do I need?

The following forms need to be turned in before a child attends the first class meeting.

1. Application
2. Childs health forms: Current immunization records and Childs Health History Form (Signed by a physician).
3. Emergency Information Form
4. Medical Consent Form
5. TB test for participating parent
6. Verification of car insurance
7. Field Trip Authorization
8. Parents Rights Form
9. Admissions Agreement

What are some safety guidelines for the classroom?

1. If a child is doing something that you feel is dangerous to him or herself or to others, stop the child first, ask about it later.
2. Children always walk indoors – no running.
3. If you are assigned to supervise a specified activity, do not turn your back on the situation or leave your post unless someone else can take over for you.
4. Place yourself in a strategic position so that you can supervise the total situation. Do not let yourself get into a position where all of the activity is behind your back.

Addendum: A1 Challenging Behavior Policy

Challenging behavior is any behavior that:

1. interferes with children's learning, development, and success at play
2. Is harmful to the child, other children, or adults
3. Puts the child at high risk for later social problems or school failure.
4. A behavior that makes it extremely difficult to provide a good learning experience for the child and/or other children in the class.

Pixie Play School has a seven (7)-step process that may lead to outside community resource assessment, or possible dismissal from our school. These steps are:

1. Observations (provided with documentation) made by staff of the behavior.
2. Parents and teacher/director meet to discuss goals for school and at home.
3. Follow up with parents and set a time frame for further assessment. If behavior persists, use of outside resources will be contacted with written permission from the parent/guardian.
4. Another meeting with outside source to determine child's individual needs (parents and director).
5. Follow up with a time frame set by all parties involved. Determination of child's eligibility in the program OR steps/goals to be taken by parents and teacher(s) to continue consistency in the child's learning program.
6. Staff and professional team work together on desired goals for the child.
7. If there are identified special needs, including IEPs and IFSPs, we will work with appropriate professionals to meet desired goals.

Addendum to Standing Rules: A2 Pixie Incentives Program

When current Pixie members introduce a new family to Pixie and the new family joins the school, a credit will be given to the current member's account in the amount of a half month's tuition. The credit is applied to your account after the new family has completed one month at the school.

For bringing in additional cash donations, your Pixie account will receive a credit that is equal to 10% of the cash donation. This is separate from the donation committee work done for the auction or any additional fundraisers held for Pixie.