2017-2018

THIS DOWNLOAD IS FOR RETURNING STUDENTS ONLY. IF YOUR CHILD HAS NOT PREVIOUSLY ATTENDED SERRA PRESCHOOL PLEASE RETURN TO THE WEBSITE TO DOWNLOAD THE ENROLLMENT PACKET FOR “NEW STUDENTS”.

WELCOME TO SERRA PRESCHOOL

Dear Parents,

I hope you are as excited as I am about the upcoming school year. The preschool years are a magical time. Kids are not babies anymore. It's a time when you can begin to introduce new experiences to your child and share in the wonders through the eyes and hearts of preschool kids. Together we will create, imagine, explore, sing songs, dry tears, laugh, and watch kids grow and develop into young children going off to Kindergarten with all the tools in their box for them to be confident, happy and successful. You are going to be a very meaningful person in the lives of children.

Some days it will seem like hard work and it will be. But it will be worth every minute of your time. When you see your child work through a difficult situation, care for a friend or delight in something he or she just created, you will know why you signed up to be part of a co op preschool.

I am looking forward to meeting new friends, seeing old friends and sharing our time together. See you soon!

Fondly,
Patty Nowicki

Serra Preschool's "Get Ready" Checklist

- ✓ Enrollment Packets
- ✓ Job Selection
- ✓ Open House
- ✓ Parent Handbook
- ✓ Optional Reading
- ✓ New Family Orientation
- ✓ August General Meeting
- ✓ First Day of School

Enrollment Packets Due

Tuesday, August 1st

- ✓ **Please mail your enrollment forms to the address listed below by August 1st .** The earlier the better, in case there are any missing or incomplete items. Please let us know of any delays so that we may assist you if needed! Any child with an incomplete packet will not be allowed into school on the first day. Any child without at least one parent "cleared" to work will also not be allowed into school on the first day. We cannot make any exceptions since most of these documents are required by licensing.

Mail forms to: Kelly Howell
33 La Paloma
Dana Point, CA 92629
(949) 701-3929

Job Selection

August 1st - August 14th

In early August, you will receive an email from Serra's Vice President or Secretary describing the jobs that are available for selection. This will be your job for the entire school year so pick something you will enjoy.

- ✓ **Read through the jobs.** Jobs range from writing the monthly newsletter to gardening to making play dough.
- ✓ **Make your selection**. You will be able to pick your top 3 choices.
- ✓ **Reply to email with your choices**. Please be sure to respond quickly so all jobs can be assigned before the start of school.

Open House
Thursday, August 24th 10-12pm: 2 day class
Friday, August 25th 10-12pm: 3 day class

Open house is when the kids will meet their teacher and new friends and make their personalized snack plate. The plate is included in registration fee. Additional plates for students or siblings can be purchased for $12, and buckets can be purchased for $10. Additionally, parents will pay first month's tuition, last month's tuition, materials fee, and security deposit.

- ✓ **Bring your child** (siblings are welcome at this event) to meet the teacher and new friends.
- ✓ **Bring your checkbook**. You may purchase additional plates to take home, a bucket for your child's cubby or a Serra Preschool shirt. Also due: First and last month's tuition ($150/mo. for 2 day and $215/mo. for 3day), $100 materials fee, and $100 security deposit. So, **total of $500 for 2day and $630 for 3day.**
  ** please note, Serra Preschool has an Annual Budget and depends on the 2day's tuition to be $1500 for the year and 3day's tuition to be $2150 for the year. It is a *yearly* tuition, and we offer families to pay in 10 monthly installments.**
- ✓ **Bring a 4X6 and 5X8 photo of your child**. This photo will mark his/her shelf space at school. (a 4X6 family photo will also be requested at the start of the year, but hang on to that one until further notice)

Read Serra Preschool Parent Handbook
August 21st

- ✓ **Download the handbook** at www.serrapreschool.org. We recommend you printing it out if you will more likely read and refer to it during the year.
- ✓ **Get your reading done** prior to New Family Orientation.

Optional Reading (highly recommended!)
You may want to get the book, It's OK NOT to Share and Other Renegade Rules for Raising Competent and Compassionate Kids by Heather Shumaker. Many of Serra Preschool's philosophies and practices are reflected in this book. It's an easy read and will open your adult eyes and help you see through the eyes of your child! Get ready for a lot of "A-ha!" moments.

New Family Orientation
Wednesday, August 23 5:00-6:30 pm

You will learn how we participate in operating our school and the philosophy of our school, meet other new parents, learn about assisting days and get a general walk-through of the functioning of a typical day. Parents will have another chance to meet the teachers and learn about the children's school routine and expectations.

August General Meeting
Monday, August 28 6:00-8:30 pm

6:00-6:30 is dinner/social, 6:30-7:30 is business, 7:30 starts the Family Growth/ Guest Speaker portion of the meeting, which is a requirement for us as a co-op and part of Orange County Council of Parent-Participation Nursery Schools, OCCPPNS.

This is the first of the *adult only* mandatory general meetings and is for all families: new and returning. We will review calendar events, field trips, fundraisers, class expectations, requirements, etc. If more than one parent/family member will be working in the classroom, both are expected to attend. Dinner will be provided.

- ✓ **Make childcare arrangements**. No children at this meeting and only parents/family working in the classroom need to come, but all are welcome.
- ✓ **Bring your checkbook**.
- ✓ **Bring your calendar and a pen**.
- ✓ **Bring any loose ends for enrollment.**

First Day of School
Wednesday, August 30, 9:00-12:15 pm: 3 day class
Thursday, August 31, 9:00-11:30 am: 2 day class
**Please note that the 2 day class will end @ 11:30 am for the first 8 weeks

- ✓ **Bring your bucket** (10qt. plastic works best)
- ✓ **Bring change of clothing** in a 1 gallon Ziploc bag. Please put a complete change of clothing in a 1 gallon Ziploc bag labeled with your child's first and last name and 2day or 3day on the outside. Clothes will be kept in the bucket.

Heads up: Monday, September 4, school is closed for Labor Day.

Serra Preschool
Enrollment Form Checklist
(Returning Student)

Student Name: _____

The following forms must be completed & returned by August 1st:

(Please use this checklist and return it with the required forms)

- ☐ Serra Requirements List
- ☐ Emergency Card
- ☐ Working Parent Clearance Form with attachments (one form for each parent/caregiver working in the classroom)
    - Statement of Health
    - TB Test results or waiver
    - Measles Vaccination documentation or waiver
    - Pertussis Vaccination documentation or waiver
    - Flu Vaccination documentation or Signed Waiver
- ☐ Parent Sign Off Form
- ☐ Class Directory Permissions
- ☐ Speaker Topic survey
- ☐ Field Trip survey

Serra Preschool Requirements
2017-2018

Below is a list of responsibilities you will be required to complete, pay or have as part of your participation in Serra Parent Participation Preschool.
*****Please initial next to each item*****

WORKING REQUIREMENTS:

_____ **In-class Work Days:** You are required to act as an assisting parent at Serra Preschool during your regular class time. You must arrive with your child 30 minutes prior to the start of class to help with set-up, and you must stay at the end of the day until cleanup is done (typically 30 minutes past the end of class). 2 day parents are scheduled to work 2-3 times per month. 3 day parents are scheduled to work 3-4 times per month.

_____ **Snack Parent:** You will be scheduled to provide snack for all kids during several of your workdays throughout the year. For Example, if there are 20 kids in the class, be prepared to provide snack once every 20 days of class. You will be asked to provide snack on or near your child's birthday.

_____ **General Meeting Attendance:** You are required to attend the Monthly General Meeting held every 4th Wednesday of the month in the evening from August- May. There is no meeting in December. These are adult-only meetings. A family is permitted to miss one General Meeting without penalty. Second missed meeting results in a fine, and then fines continue to get doubled when not paid. It is preferred that all parent/family members working in the classroom attend General Meetings.

_____ **Potluck at General Meetings:** We have a potluck dinner at every General Meeting, provided by our own families. You will be required to sign up to bring 3 dishes throughout the year (main dish, salad, drinks, dessert, side-dish, etc.). You can sign up to bring all 3 at one meeting, or you can spread them out.

_____ **Cleanup Day:** Every 6 weeks on a Saturday, Serra schedules a huge cleanup day where parents are expected to get down to the nitty-gritty and do some detailed cleaning. Parents are required to do ONE cleanup day for the year.

_____ **End-of-Year Cleanup Day:** In addition to the regular 6-week cleanup day, parents are also required to attend ONE of the two scheduled "end-of-year" cleanup days, which are held the Saturday and Monday following the last day of school. So, 2 total "cleanup" days: 1 at some point during the year, and 1 at the very end of the year.

_____ **Mandatory Fundraisers:** This year, there will only be two mandatory fundraisers. There will also be additional *optional* fundraisers throughout the year. Depending on the fundraiser, kids may or may not be welcome.

_____ **School Job:** Every parent is expected to hold some kind of "job" to help with running our school. You will be expected to do your job on a monthly basis and check in with our Board/Secretary via a Job Journal (simple email listing anything unusual you encountered with your job or any problems you may be having).

FINANCIAL REQUIREMENTS:

_____**$100 Registration Fee:** This is a non-refundable fee, due at the time of registration. The fee will hold your child's spot in his/her class, and includes the cost of a snack plate.

_____ **Tuition:** First & last month's tuition are due at Open House. September- April tuition payments are due via ACH with deductions occuring th 15th of the month. Tuition is $1,500/year for 2 day and $2,150/year for 3 day and can be paid in 10 monthly installments of **$150/mo for 2 day and $215/mo for 3 day**.

_____ **$100 Materials Fee:** This is a one-time fee due at Open House.

_____ **$100 Security Deposit:** Members are required to pay $100 at Open House to cover any fines assessed from missed end-of-year CleanUp. The deposit will be refunded at the end of the year. Any fines assessed and not paid at the time the fine is given (for example, two or more missed General Meetings) will be deducted from the $100, and the remainder will be refunded.

_____ **Mandatory Fundraiser Buy-outs (optional):** If you choose not to complete the mandatory fundraisers, you may buy-out for $150 for the Trike-a-Thon and $30 for Julian Pie Sales.

_____ **Fines (hopefully none!):** There are various fines listed in the Standing Rules under Article VIII. Fines are payable by members immediately upon written notification. Fines not paid within 15 days of written notification of the fine will be doubled and doubled again each 30 days thereafter.

REQUIRED ITEMS FOR FIRST DAY OF SCHOOL:

_____ **Snack Plate:** Snack is provided at Serra, and each child uses his/her snack plate every day. We use Make-A-Plate (part of Makit Products Inc.), which are one of a kind pieces of art, designed by your child! They are plastic plates, and each child's name should be clearly written. Your child will create her plate at the Serra Open House prior to the start of school. The cost is included in the Registration fee. Additional snack plates can be purchased as part of an optional fundraiser.

_____ **Bucket:** Your children will use a plastic 10 qt. bucket with their name on it to bring clothing items and art projects to and from school. Buckets will be available for purchase for $10 at Open House as a fundraiser, or you may provide your own. We encourage your children to have fun decorating their bucket!

_____ **Extra Clothes:** Kids sure can get dirty and wet at Serra! Each child must provide his own **extra set of clothing in a gallon-sized Ziploc baggie with his name and class clearly written**. You are expected to rotate the clothes throughout the school year to keep up with the changing weather. Don't forget extra underwear and socks as well! Extra clothes will be kept in your child's bucket.

_____ **Photograph:** Each child should have a 4X6 and 5X8 photograph of himself. The photo will go on the shelves by the front door where kids keep their buckets. Each child also will be asked to bring in a family photo, but don't bring that in until the photo project is ready.

I am aware of my required responsibilities at Serra Preschool.
To complete: workdays (w/occasional snack), general meetings (w/occasional potluck), 2 cleanup days, 2 mandatory fundraisers, and a school job.
To pay: $100 registration fee (if not already paid), tuition, $100 materials fee, and $100 security deposit.
To have: snack plate, extra clothes, bucket, a 4X6 and 5X8 photograph of child, and a family photo.

Childs Name: _____Class: (2 or 3 day) _____
Parent Name: _____
Signature: _____
Date: _____

****Keep this copy for your records****

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2017-2018

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To have: snack plate, extra clothes, bucket, a 4X6 and 5X8 photograph of child, and a family photo.

EMERGENCY CARD

Child's name: _____

Parent's names: _____ Home # _____ Cell #_____

_____Home # _____ Cell #_____

Child's doctor: _____ Phone # _____

Medical conditions of child: _____

Medications child is taking: _____

Emergency contacts:

Name _____ Home #_____ Cell #_____
Name _____ Home #_____ Cell #_____
Name _____ Home #_____ Cell #_____

Out of state contact:

Name _____ Home #_____ Cell #_____

The following information is requested by the California Department of Public Health as part of your child's vaccination record. Please provide the information requested below and Serra Preschool will transfer this information to the California School Immunization Record.

Place of Birth (City/State): _____

Race/Ethnicity:

- White, not Hispanic
- Hispanic
- Black
- Other: _____

Serra Parent Participation Preschool
2017-2018 Required Vaccinations for Children

The following vaccinations are required before the first day of school at Serra Preschool. You must show your child's Immunization Record as proof of immunization.

3 Polio
4 DTaP
3 Hep B
1 MMR*
1 Hib*
1 Varicella

* 1 MMR and 1 Hib vaccination must occur after the child's 1st birthday.

DTaP = Diphtheria,Tetanus, and Pertussis
Hep B = Hepatitis B
MMR = Measles, Mumps, Rubella
Hib = Haemophilus Influenzae type B
Varicella = Chickenpox

If your child is behind on any of these immunizations, please start now on getting them current, as some vaccinations cannot be given all at once, and there are waiting periods between various shots. If your child received the first dose of Polio, DTap, or Hep B and is missing consecutive doses because he/she is too young to get the next dose, you will need a signed letter from your child's doctor giving the specific dates of when the immunization series will be complete.

As of January 1, 2016, there is no longer an option to waive these requirements due to your personal beliefs. The only exemption is a signed medical waiver obtained from a licensed physician which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted.
- Whether the medical exemption is permanent or temporary.
- The expiration date, if the exemption is temporary.

You are welcome to visit www.ShotsForSchool.org for more information.

Serra Parent Participation Preschool
2017-2018 Working Parent Health/Safety Requirements

The following six (6) requirements must be met by each parent/caregiver who will work in the classroom. All medical records must clearly show the working parent/caregiver's name and the physician's signature or letterhead/ stamp of the office issuing the medical report.

Statement of Good Health: This form must be completed and signed by all working parents indicating that they are physically capable of assisting in the classroom.

TB Test: You must show that you do not have TB by providing evidence of a clean TB skin test or a clean chest X- ray. TB tests are valid for 4 years. Pregnant or nursing mothers are exempted from this requirement but must have a note from a health care provider indicating such. On a medical report, TB is often shown as PPD.

Measles Immunity*: You must demonstrate your immunity to the measles by providing evidence of 2 measles vaccinations (usually the MMR vaccine) or the results from a blood test showing positive immunity.

Note: Vaccination records from childhood immunizations are still valid. If you are going to be vaccinated now, please be aware that the second measles vaccination must be completed at least 4 weeks after the first, and both must be completed before enrollment paperwork is due in early August. On a medical report, measles is often referred to as rubeola, not to be confused with rubella.

Pertussis (Whooping Cough) Immunity*: You must demonstrate your immunity to Pertussis by providing dated evidence of receiving the vaccine (DTaP for kids, Tdap for pre-teens, teens & adults) within the past 10 years. A consent form is not sufficient proof of immunity. Paperwork must show dated proof of the injection.

Flu Shot: Flu shots must be obtained annually between August 1st and December 1st. You may opt out of getting a flu shot by signing a declaration that you are choosing not to get a flu shot.

Criminal Record Statement: This form must be completed and signed by all working parents disclosing any criminal convictions.

***You may obtain a medical waiver from a licensed physician to be exempted from the measles and pertussis requirements.**

SERRA PRESCHOOL
WORKING PARENT CLEARANCE FORM

All parents or caregivers who wish to work in the classroom must complete this form and attach all necessary documentation.

CHILDS NAME: _____ PARENT NAME: _____

1. STATEMENT OF GOOD HEALTH: I, _____, am in good health and am capable of assisting in Serra Preschool classroom activities.

Signed: _____ Dated: _____

2. TB Test
   - __ Attached is a recent TB test showing a negative test result.
   - __ I have a TB test on file with Serra Preschool from within the past 4 years.
   - __ Attached is documentation for an exemption.

3. Measles Immunity
   - __ Attached are medical records demonstrating immunity to measles.
   - __I have medical records or a medical waiver on file with Serra Preschool.
   - __ Attached is a medical waiver from a licensed physician.

4. Pertussis (Whooping Cough) Immunity
   - __ Attached are medical records demonstrating vaccination within the past 10 year
   - __ I have medical records or medical waiver on file with Serra Preschool
   - __Attached is a medical waiver from a licensed physician.

5. Flu Immunity
   - __ Attached are records showing that I received a flu shot between August 1 and December 1 of this year.
   - __ I, _____, hereby declare that I decline the influenza vaccination. Signed: _____ Dated: _____

6. Criminal Record Statement
   - __ Attached is a signed and dated Criminal Record Statement
   - __ I have a criminal record statement on file with Serra Preschool from last year.

Serra Preschool Administrative Review Only – Do Not Complete This Section.

__Statement of Good Health Complete
__ TB Test Complete - Date: _____
__ Measles Immunity Complete
__ Flu Immunity Complete or Waived
__Petussis Immunity Complete - Date: _____
__Criminal Record Complete

Serra Preschool Parent Sign-Off Sheet

Serra Preschool Handbook

I have read, understand and agree to abide by all the rules and regulations set forth by the Serra Preschool Parent Handbook. I understand that by signing this waiver I will be responsible for knowing and following all the rules set forth within the handbook. Failure to abide by the handbook will result in the review of your active status with the school by the school board and possible suspension of your membership. *A digital copy of the handbook is available at www.serrapreschool.org*

_____ Initials

Permission for Advertising

I hereby give Serra Preschool permission to use my student's name, age, and/or pictures in Serra media promotional/informational materials.

Written materials:	YES	NO	_____ Initials
Webpage:	YES	NO	_____ Initials
Facebook page:	YES	NO	_____ Initials

Permission for Yearbook
I hereby give Serra Preschool permission to use my student's name, age, pictures, and/or other information (favorite color, favorite holiday, etc.) in Serra's yearbook, to be purchased by and shared with Serra Preschool families only.

YES NO _____ Initials

Parent Sign Off for Job Requirements

It is the responsibility of each working parent to assess the suitability of his/her job within the school. This may include consulting with your physician as necessary. If, at any point, you feel that your job is not an appropriate fit you, please contact Serra Preschool's Vice President to accommodate your needs.

_____ Initials

Child's Name: _____

Parent's Name: _____

Signature: _____

Date: _____

Serra Preschool
Class Directory Permissions

The State does not permit Serra to release personal information without your consent. Therefore, we must have your permission to list your information in the class directory, which is shared with current Serra Preschool families only.

Please provide the following information:

Child's Name: _____ 2 day/ 3 day: _____

I give permission to include the following in Serra's class directory as outlined below:

____ Include Address Only

____ Include Phone Only

____ Include both Address and Phone

____ Do NOT include either

Parent/Guardian's Signature: _____

Date: _____

Comments: _____

_____

Speaker Topic Survey

The following is a list of potential topics for speakers to address at our monthly meeting. Please check the topics you find most interesting. Limit your selections to ten. If you have ideas for additional topics or speakers, please write them in on the space provided at the bottom of the survey.

- ☐ Keeping your child safe
- ☐ Developmental education
- ☐ Sibling rivalry
- ☐ Kindergarten readiness
- ☐ Discipline and logical consequences
- ☐ Fears
- ☐ CPR and first aid
- ☐ Managing anger
- ☐ Building self-esteem
- ☐ Limit setting and communication with your child
- ☐ Family nutrition
- ☐ Temperaments of children, emotional development
- ☐ Family relationships
- ☐ Multiple Intelligences
- ☐ Positive parenting
- ☐ The importance of reading to your child, children's literature
- ☐ Sleep disturbances, expectations for preschoolers

Suggestions:

_____

_____

_____

_____

Serra Preschool Field Trips Survey

The following is a list of potential field trips. Please check the outings you find most interesting. If you have ideas for additional venues, please write them in on the space provided at the bottom of the survey.

General:

___tidepools
___library
___fire station
___farm
___recycling center
___environmental/ nature center
___science museum
___pumpkin patch
___animal shelter
___indoor play space
___botanical garden
___amusement park
___live theater show
___lifeguard station
___zoo
___whale watching
___gymnastics
___restaurant kitchen
___ historical site

Specific:

___Pretend City
___Zoomars
___Legoland
___Big Air Trampoline
___We Play Loud
___Scooter's Jungle
___Talega Fire Station
___CR&R/ Waste Management
___Sea World
___Tanaka Farms
___South Coast Farms
___Centennial Farm
___Irvine Regional Park
___Santa Ana Zoo
___Discovery Science Center
___New Children's Museum
___Broadway Bound at Ebell Theater
___Cabrillo or Laguna Playhouse
___Olympica or Azarian Gymnastics
___Christmas Storytelling at the Ritz
___California Pizza Kitchen
___Selma's Pizza
___Adventure Playground
___Boomers/ Boomers Water Park
___Bowers Kidseum
___Mission San Juan Capistrano
___Pacific Marine Mammal Center
___The Ecology Center
___ Laguna Koi Ponds

Suggestions: _____

_____