

**Valley Parent Preschool
General Information Policy 2023-2024**

GOALS AND OBJECTIVES

Our unique parent cooperative program has a 60 year history that provides a regular opportunity to observe your child's learning progress and interactions with peers and other adults. Professional Early Childhood Educators lead our programs, enriched with developmentally appropriate activities, which allow the children to explore and learn at their own pace. Each child is treated as a unique individual. We maintain our 1 to 3 adult to child ratio and high-quality program through the active participation of dedicated families who prioritize spending time with their children during their first school experience. Our teachers are aware of the local school district's expectations of kindergarten students and plan our program to meet these goals in a developmentally appropriate way. The program consists of whole-group learning, structured small-group time, and plenty of unstructured free-choice time where children can exercise their imagination, creativity and problem solving skills as they experience the joy of play.

The Preschool program offers experience-based learning through planned activities incorporated into our environment and is designed to enhance all aspects of development. The play-based activities include stories, music, and large and small motor experiences. Our schedule provides a combination of structured and unstructured time in a nurturing and supportive environment.

The Pre-Kindergarten (AM & PM Pre-K) children enjoy the same choices as listed above. Additionally, in a small group setting, the pre-kindergarten program provides an opportunity to develop skills in listening, language, and following directions. Specific activities are planned to develop cognitive skills, such as pre-reading, writing, and math concepts.

SCHOOL SESSIONS

We generally follow the San Ramon Valley Unified School District calendar of late August through late May, with fall, winter, and spring breaks.

2 Day Preschool: 9 am to 11:30 am two days per week on Mon/Wed or Tue/Thurs. Children *must be age 3 by December 31st* to enroll. Children do not need to be potty trained. On co-op days, parents/caregivers and children attend from 8:40 am to 12 pm.

3 Day Preschool: 9 am to 11:30 am three days per week on Mon/Wed/Fri or Tue/Thurs/Fri. Children *must be age 3 by December 31st* to enroll. Children do not need to be potty trained. On co-op days, parents/caregivers and children attend from 8:40 am to 12 pm.

AM Pre-K: 9 am to 11:30 am four days per week on M/T/W/Th. Children *must be age 4 by December 31st* to enroll and *must be* potty trained. On co-op days, parents/caregivers and children attend from 8:40 am to 12 pm.

PM Pre-K: 11 am to 2 pm four days per week on M/T/W/Th. Children *must be age 4 by December 31st* to enroll and *must be* potty trained. On co-op days, parents/caregivers and children attend from 11 am to 2:15 pm.

PROGRAM FEES

Supply Fee: \$300 per school year
2 Day Preschool Tuition: \$395/month
3 Day Preschool Tuition: \$485/month
AM Pre-K Tuition: \$575/month
PM Pre-K Tuition: \$575/month

The enrollment fee includes our annual supply fee and one month's tuition which is due at the time of registration and will guarantee and secure your child's placement. We will begin filling from our waitlist for any unpaid positions. *These fees are both non-refundable and non-transferable for any reason.*

STATE OF CALIFORNIA HEALTH REQUIREMENTS

State required health forms must be completed and returned by the paperwork due date. This information provides proof of all normal childhood immunizations (or a valid medical exemption) and a recent examination by a physician (within the last year). Children will not be admitted without this information per State of California Licensing Agency requirements. As a parent co-operative, verification of a negative TB report, and proof of MMR, TDap, COVID-19*, and influenza* vaccination is required for all parent or caregiver volunteers. *COVID-19 and influenza may be opted out of with a signed form. VPP asks that co-oping adults declining the COVID vaccine wear a mask indoors at VPP.

RESPONSIBILITIES AND OPPORTUNITIES SHARED BY ALL MEMBERS

Parent participation is typically two or three mornings a month for the Preschool class and four mornings or afternoons a month for the Pre-K class. When necessary, a parent may arrange for a substitute by (a) having another approved family member participate, or (b) trading days with another participating parent or caregiver, or (c) finding an approved paid substitute (cost \$45) from within the families at the school. Paid substitutes are to be used on a limited, as-needed basis. Parents take turns bringing snack.

Non Co-op Option: We have created 1 non co-op spot for each of the MW(F), TR(F) Preschool classes and AM, PM Pre-K classes. Tuition is doubled and each spot is filled on a first-come basis. Non co-op families are not scheduled in the classroom but participate in all other aspects of the school.

Committee Membership: One parent or caregiver from each family will serve on a committee each year. Approximately 20 committee hours are required per school year, and members are asked to specify which committee best fits their talents and interests. We will do our best to match you to an appropriate committee. Accepting a board position will fulfill the committee obligation. (Even if 2 children attend VPP, the family serves on only one committee.)

Fundraising: Activities are planned by the Fundraising Committee to suit different interests. Participating in fundraisers is not required but is helpful to the financial needs of the school.

School Upkeep Hours: Each family is required to contribute their talents to a minimum of 5 School Upkeep Hours each year (per child that attends VPP) to keep our school safe and clean. You may choose from 1 of 3 scheduled School Upkeep Days, Laundry, or attend 2 Toy Cleaning dates.

Supply Fee: A \$300 Supply Fee is collected once a year and is due along with one month's tuition to secure placement at the time of registration.

Parent and Caregiver Education: Each family is required to read the school handbook, which is located on the VPP website. The handbook provides guidelines and information about our parent co-op. A mandatory Parent and Caregiver Orientation is held in August to ensure families are comfortable working at the school, and have an opportunity to ask teachers and board members any questions. Parent and Caregiver Meetings are scheduled two times a year on weeknights, and include dinner, socializing, a business meeting, and a committee meeting. Optional Parent and Caregiver Workshops are held regularly throughout the year and families are encouraged to attend. The primary goal of providing speakers is to offer parent education as related to the interests of the membership. The goal of the business meeting is to keep the membership informed of and involved in the many issues of school business presented by board members. (Board Members attend monthly business meetings as well.) As a co-op member, you share in the business decisions by voting; therefore, attendance by one or both parents is mandatory at the Parent and Caregiver Meetings.

Social Activities: During the school year a variety of optional social activities are offered. Some will be child- or family-oriented (e.g. Ice Cream Social, Family Picnic), while others will be parent (e.g. Dad's Special Saturday, Mom's Night Out) or couple-oriented. These activities enhance your child's preschool experience as well as provide parents an opportunity to form friendships and support networks.

Valley Parent Preschool
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