



935 Camino Ramon • Danville, CA 94526 • (925) 837-5401 • www.valleyparent.org

## 2012-2013 GENERAL INFORMATION POLICY

**AIMS AND OBJECTIVES** Our unique parent cooperative program has a 50-year history that provides a regular opportunity to observe your child's learning progress and interactions with peers and other adults in a safe and stimulating environment. Professional early childhood educators lead our programs, enriched with developmentally appropriate activities, which allow the children to explore and learn at their own rate. Each child is treated as an individual. We maintain our high adult to child ratio and high quality program through the active participation of dedicated parents who prioritize spending time with their children during their first school experience. Our staff is aware of the local school district's expectations of kindergarten students and plans our program to meet these goals. The program consists of whole group learning, structured small group work and unstructured free play.

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

**The Pre-Kindergarten** 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.

**The KinderPrep** program is intended for children who are age-eligible to attend kindergarten that would greatly benefit from an additional year of growth. The program is designed to develop those skills which will allow children to have an easier transition into the kindergarten classroom.

**SCHOOL SESSIONS** We generally follow the San Ramon Valley Unified School District calendar of September through mid-June, with winter and spring breaks. Separate, short summer sessions are normally offered.

**Preschool:** 9 a.m. to 11:30 a.m. two days per week on Mon/Wed or Tue/Thurs. Children *must be age 3 by December 31<sup>st</sup>* to enroll but need not be potty trained.

**Pre-Kindergarten:** 9 a.m. to 11:30 a.m. three days per week on Mon/Wed/Fri or Tue/Thurs/Fri. Children *must reach age 4 by December 31<sup>st</sup>* to enroll and must be potty trained.

**KinderPrep:** 12:30 p.m. to 3:30 p.m. four days a week on M/T/W/Th. Children *must be age 5 by December 31<sup>st</sup>*. (Cut-off dates may vary each year depending on enrollment)

**LUNCH BUNCH** We will be offering a lunch program for interested families, in which the child can stay until 12:15 (morning program) or come at 11:45 (afternoon program) to have lunch with their friends. You provide the lunch. Dates offered may vary and space is limited. The cost is \$9.00 per session billed to your monthly tuition statement.

### **PROGRAM FEES**

**Registration:** New families: \$50/per family      Alumni families: \$30/per family.

**Tuition:**

Preschool:	2 days/week = \$200 per month
Pre-Kindergarten:	3 days/week = \$250 per month
KinderPrep:	4 days/week = \$350 per month

*September tuition*, which guarantees your child's placement, is due immediately for new families, and May 10<sup>th</sup> for returning families. We will begin filling from our waiting list for any unpaid positions. *June tuition* is billed in September and due then.

A *Supplies* fee will be collected in one payment due in September. (See Supplies section regarding fee structure.)

**All fees are non-refundable.** (See *Maintenance* section below regarding deposit requirement.)

## **STATE OF CALIFORNIA HEALTH REQUIREMENTS**

State required health forms must be completed and returned before the child's first day of school. This information provides proof of all normal childhood immunizations 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 within the last 2 years is required for all parent volunteers.

## **RESPONSIBILITIES AND OPPORTUNITIES SHARED BY ALL MEMBERS**

### ***Participation:***

**Preschool and Pre-Kindergarten Program:** Parent participation is the number of times per month that their child attends per week (2 – 3 times per month for one child). When necessary, a parent may arrange for a substitute by (a) having another family member participate, or (b) trading days with another participating parent, or (c) finding a paid substitute (cost \$35) from within the families at the school. Paid substitutes are to be used on a limited, as needed basis. Approximately every three months, on one of your participation days, you will be scheduled to bring a snack for 31 children and 10 adults (for preschool and pre-K programs).

**Non Coop Option:** We have created 4 Non Coop option spots, one for each class ( (1)MW,(1) MWF,(1)TTH, (1)TTHF). Parents choosing the Non Coop option do not have to participate in the classroom, but are still required to serve on a committee and fulfill their maintenance obligation. Choosing the Non Coop option only relieves you of your classroom responsibility. All other fees and meetings apply. The non coop positions are available on a first come first serve basis. The tuition for the Non Coop option is \$400 for preschool and \$500 for Pre-K. This option is not currently available for the KinderPrep program.

**KinderPrep:** Parents are scheduled to help in the classroom approximately three times a month depending on the number of children enrolled in the program. The parent assists with set up and clean up, and helps the teacher and children where needed.

**Committee Membership:** One parent from each family will serve on a committee each year. The amount of time spent on a committee varies (approx. 30 hours 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 VPPS, family serves on only one committee.)

**Fundraising:** Activities are planned by the Fundraising Committee to suit different interests. Our easiest and most successful fundraisers are the E-SCRIP programs. Register your credit cards/grocery store cards and continue to spend money where you normally do and the stores and restaurants donate a percentage back to the school.

**Maintenance:** Each family is required to contribute a minimum of 5 hours and their talents on one maintenance project per year/per child to keep our school safe and clean. You may choose from 1 of 3 scheduled maintenance days or individual projects are posted periodically. A Maintenance Deposit in the amount of \$150 is collected in October from each family per child and is reimbursed upon completion of the annual project requirement. (If more than 1 child attends VPPS, the family pays per child.)

**Supplies Fee:** There will be a supplies fee collected in September. The fee will be based on the number of days your child attends. If your child attends two days a week the fee is \$100, if your child attends three days the fee is \$150, if your child attends four days a week the fee is \$200. (This fee is per child.)

**Parent Education:** A handbook is given to each family (e-mailed in August) to provide guidelines and information about our parent co-op. General Meetings are scheduled three times a year on weeknights, and are comprised of a guest speaker followed by a brief business meeting. 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 General Meetings. A fee of \$25 will be charged to the family for the first missed meeting, no exceptions. The fee will increase incrementally for each additional missed meeting.

**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. Interested parents are also welcome to join the babysitting co-op. These activities enhance your child's preschool experience as well as provide parents an opportunity to form friendships and support networks.

**Non-Profit, Non-Sectarian  
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