



“TRAIN UP A CHILD IN THE WAY HE SHOULD GO
AND WHEN HE IS OLD, HE WILL NOT DEPART FROM IT”

**ARMENIAN MESROBIAN
RON AND GOHARIK GABRIEL**

PRESCHOOL



Parent Information and Policy
HANDBOOK

2017

WELCOME!

Dear Parents,

We appreciate your decision to start your child's early and vital education at Armenian Mesrobian School. Our preschool offers an all-day developmentally appropriate program for children ages 2 through 5 years. We are committed to providing young children with optimum learning experiences and the best early childhood education, in conjunction with Armenian culture.

We thank you for allowing us to join with you in providing for the care, love and nurturing of your developing child. We promise that your child will bloom in a healthy and safe environment.

To further enhance our school's program, we welcome and encourage your participation and any other practical assistance. We look forward to working together with you for the benefit of our children. You are a part of our preschool family now.



Historical Background

Armenian Mesrobian School was founded in 1955 as a Saturday School with the sole purpose of teaching Armenian. In 1965, the school opened as a daily Armenian School with grades kindergarten through third. This historic event marked the establishment of the first Armenian elementary school in the United States. One grade level was added every year until the school had its first high school graduating class in 1975. Mesrobian School now offers a comprehensive educational program to students ranging from early childhood education through twelfth grade. It is unique in that all preschool, elementary, and high school programs are located on one campus.

In 1997, with a generous donation from our long-time benefactors, the preschool was renamed Ron and Goharik Gabriel Preschool.

School Mission

At Ron & Goharik Gabriel Preschool, the mission of the teaching staff and administration is to provide a high quality early childhood education program by following these ethical guidelines.

1. Ensure that the program is based on current knowledge of child development and early childhood education.
2. Provide developmentally appropriate learning experiences for young children as we build the foundation for lifelong learning.
3. Serve as advocates for children.
4. Respect and support families in their task of nurturing children.
5. Maintain high standards of professional conduct.
6. Be open to new ideas and be willing to learn from the suggestions of others.
7. Transmit the Armenian culture, values, and heritage, to young children in order to build self-identity.
8. Respect and support families and children with diverse ethnic and cultural backgrounds.

Program Philosophy

Our Early Childhood Education is committed to developing the child as a "whole". The program functions on the conviction that while children have predictable stages of growth, they move through these stages at their own pace in their own unique ways.

We Believe...

- ❖ Each child is an individual who deserves to be respected and appreciated for his/her own unique character.
- ❖ The cultural values of each child and his/her family should be recognized and cherished.
- ❖ Each child must feel warmth, security and empowerment while learning.
- ❖ Each child should be given opportunities to grow and learn in all areas of development: **Cognitive, Social - Emotional, Physical** and **Language**.
- ❖ Each child's unique abilities and interests, strengths and needs, should be considered when planning teacher-directed and child-created activities.



Program Curriculum

The curricula goals and objectives are established to provide children with the following developmentally appropriate classroom and playground learning experiences:

- **Language Art Skills:** Children acquire pre-reading skills in both Armenian and English languages.
- **Cognitive Skills:** Children acquire concepts in mathematics, science, social studies, health and other academic areas.
- **Aesthetic Skills:** Children have daily opportunities for aesthetic expression and appreciation through art and music.
- **Social Skills:** Children are provided many opportunities to develop social skills such as cooperating, helping and negotiating.
- **Motor Skills:** Children have daily opportunities to use large muscles by running, jumping and balancing. They use their small muscles by experiencing drawing, writing, using scissors, etc.

Quality of Staff

Teachers and teacher assistants are experienced, bilingual, and have exceeded the Early Childhood Education State requirements. They are trained in Pediatric CPR and First Aid. In addition, they continue to update their education by attending college courses, conferences or workshops that are organized by the National Association for the Education of Young Children, respectable ECE organizations and the Board of Regents. Teachers also have educational opportunities provided by the school itself.

Teacher - Child Ratio

The following teacher - child ratios surpass the minimum requirements set by the State Department of Social Services:

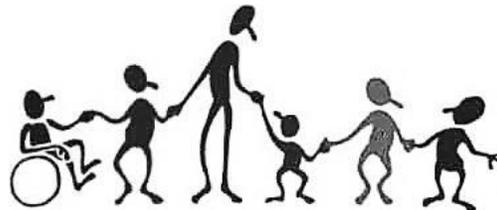
- 2-3 Year olds / One adult to every 6 children (children do not have to be toilet trained in this group).
- 3-4 Year olds / One adult to every 8 children.
- 4-5 Year olds / One adult to every 10 children.

Discipline and Conflict Resolution Policy

Physical or verbal abuse will not be allowed at Armenian Mesrobian School. No child will be denied food, rest, or bathroom use as a consequence of inappropriate behavior.

Discipline at our school is not for punishment but for behavioral change. The ultimate goal is for children to become self-disciplined. With guidance and facilitation by teachers, the children are helped to solve discipline challenges, using their words and problem solving skills with each other to come up with mutually acceptable choices. Children are helped to redirect their inappropriate behavior by encouraging them to be part of the solution. In this way, it becomes a learning tool and gives children a sense of empowerment. By providing a "can do" environment and positive verbal guidance, we teach young children what "to do," not just what "not to do".

Nondiscrimination / Harassment



School programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, physical or mental disability, age, sexual orientation, or any other characteristic protected by applicable law.

The School prohibits the harassment of any student by the administration, including faculty or staff, another student or person at the School or at any other School related activity. Harassment includes verbal, physical and visual conduct that creates an intimidating, offensive or hostile environment, or that interferes with daily School activities. Examples of such harassment include but are not limited to racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons.

Child Abuse and Neglect Reporting Policy

Children need protection because they are vulnerable and often unable to speak for themselves. The California Child Abuse and Neglect reporting Act provides the legal basis for action to protect children and to allow intervention by public agencies if a child is maltreated.

All staff members are legally mandated to report any suspected cases of child abuse or neglect.

Disaster preparedness and Emergency Plan

Earthquake/disaster preparedness is an important aspect of the Ron & Goharik Gabriel Preschool program operation. To save lives and minimize disruption, all school staff and students must be prepared to respond quickly and responsibly to emergencies and disasters, such as earthquakes and fires. The entire school campus is equipped with emergency disaster provisions. The School has emergency plans and the procedures to be followed at the time of an earthquake or other emergencies. Written emergency procedures are posted in each classroom and on the school's parent board. Fire and earthquake drill are practiced on an ongoing basis so that in the event of an emergency, students, faculty and staff will be prepared to react promptly and correctly to ensure everyone's safety.

All of our teachers and assistants are trained in CPR, First Aid, and Disaster Preparedness procedures.

To further assure the safety of our students, we would like to ask the cooperation and assistance of our parents in the following areas.

- * Please refrain from calling the school. We must have the phone lines to communicate with the fire department, police and other governmental or emergency agencies.
- * Anticipate delays on your ways to the school due to cluttered streets or traffic.
- * Turn your radio to the local AM dial. Information and directions will be given over the radio.

The school will follow these procedures at the time of student release:

- All school entries will be closed after an earthquake or other emergency.
- A temporary Student Release station will be set up: for preschool students next to the preschool playground gate at Fir street.
- Children will be released *only* to a parent or an individual designated by a parent, whose name is listed on the child's Emergency Release Information Form. With this in mind, please make sure your child's emergency form is up to date.
- Parents or their designated parties, who come for children, should approach Child Release Station by the preschool playground gate for verification of their identification. (Picture I.D. will be requested).
- Upon verification of the Identification, parents or their designated parties will be given a Release Form to sign their children out.
- If evacuating the school becomes necessary, signs will be posted on the main gate advising parents of the children's new location.



Practice " drop, cover, and hold on" to be safe during an earthquake.

School Operational Details

Admission

Admission to the school is possible by calling and placing the child's name on the waiting list. We accept non potty trained 2 year olds. Children must be potty trained at 3 to be part of the 3 year old group. The following are the guidelines for enrolling children in an age appropriate classroom setting:

- * A child must be two years old by September 1, to be admitted and placed into the two year old group (Nursery).
- * A child must be three years old by September 1, to be admitted and placed into the three years old group (Preschool).
- * A child must be four years old by September 1, to be admitted and placed into the four year old group (Pre-Kindergarten).
- * A child must be five years old by September 1, to be admitted and placed into Kindergarten.

Class assignments will be made by the school administration with teacher recommendations. The School Administration reserves the right to make changes to class composition, including but not limited to re-assigning children to other groups.

Each child will have a separate file containing enrollment, health and other confidential information. These files will be kept in locked cabinets in the school office, to ensure confidentiality. Only parents, the child's teachers and the administration will have access to these files except as otherwise required by law.

The School reserves the right to admit and/or to dis-enroll any student for any reason in its discretion.

Parent and Child Orientations

The school provides formal orientations on the program's mission and philosophy:

1. Informative tours of the school are scheduled by appointment during the program year.
2. During registration, parents are given detailed information regarding school operations.
3. A welcoming letter including orientation date, pre-school necessities and the name of the child's teacher is mailed to families prior to the new program year.

4. A formal parent orientation is scheduled on the first Friday of the first week of school. At this meeting, parents are given detailed information regarding the school's policies, classroom curriculum and schedule. Parents will be able to meet their child's teacher in the classroom.

In addition to the above formal orientations, parents are welcomed to arrange visits to their child in the School.

Transition

Starting a new school can be a challenging experience for parents and young children. We encourage parents and children to visit the School before and after enrollment.

To ensure a smooth transition from home to school, parents are encouraged to visit the school with their child during Summer School and to participate in designated activities.

Days and Hours of Operation

Preschool hours are from 8:00 a.m. to 3:00 p.m. each day, five days per week.

The concept of time is an important aspect of children's growth and development. Therefore, it is important that children arrive to school on time each day. For your convenience, the Preschool doors will be open at 7:30 a.m.

Per the request of parents the Preschool is accepting students on a part time basis. Parents have the option between sending their children to school every Monday, Wednesday, and Friday or 5 days a week from 8:00a.m. to 12:00 p.m. Parents should have an agreement with the school at the time of registration.

Extended Day Care Services

Extended care is available to working parents from 3:00 p.m. - 5:30 p.m. for a nominal fee. There is a late pick-up fee if your child is not registered for extended care on a monthly basis. Extended care fees are found in the registration packet. For extended care services, please register your child by completing a form at the office.

The school takes no responsibility nor does it assume any liability whatsoever for any harm, claim or incident of any nature including, but not limited to, any injury, accident, illness, or death, or any loss or damage to person or property occurring during or by reason of your child's presence on campus before and/or after normal school hours.

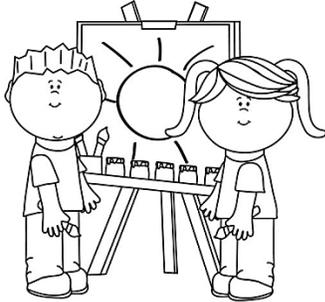
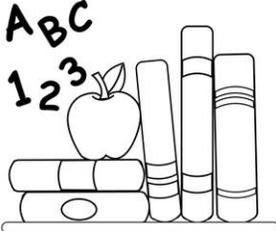
Attendance Policy

- According to the state licensing, **parents are responsible for signing in and signing out** on the attendance sheet at the time of their child's entrance and exit.
- **Under no circumstances will a child be released to a person, not even a staff member, who is not listed on the child Release Form in the application packet without written authorization from the parent/guardian.**
The school must be notified in writing immediately if there is a permanent change in the child pick-up authorization form or Emergency Release Form.
- The persons who have your authorization to pick-up your child (on the Child Release Form in application packet) must be 18 years of age or older and have proper picture identification (i.e. driver's license or equivalent) and must be identified on the appropriate School form.

Note: It is legal for either parent to pick up a child unless we have a copy of a restraining court order restricting visitation or pick up.



Daily Schedule

7:30-8:00	Arrival Time	
8:00-8:45	Free Choices (Art, Dramatic Play, Blocks, Manipulatives)	
8:45-9:00	Prayer & Pledge / Circle Time	
9:00-9:10	Breakfast	
9:10-9:40	English Language Arts	
9:40-10:10	Recess & Bathroom Break	
10:10-10:40	Armenian Language Arts	
10:40-11:00	Music & Movements	
11:00-11:30	Lunch & Wash Up	
11:30-12:00	Outdoor Activities	
12:00-12:20	Story Time	
12:20-2:00	Nap Time & Bathroom Break	
2:00- 2:10	Afternoon Snack	
2:10-2:30	Math & Science Activities	
2:30-3:00	Outdoor Activities	
3:00-3:10	Dismissal	
3:00-5:30	Extended Care	

Note: The order and duration of activities are subject to change.

Visitors and Guests

All visitors and guests are required to call for an appointment and to sign in at the main office at the beginning of their visit. Any visitor or guest will be asked to provide his or her name, address, and the purpose of his/her visit. The School reserves the right to request proof of identity.

The School Administration at its discretion may refuse access to School grounds to any visitor or guest.

Any visitor or guest who fails to sign in at the main office shall be considered an unauthorized person. "Unauthorized person" shall also include any student who is currently dis-enrolled from the School or otherwise not permitted to be on School grounds.

Loading, Parking and Safety

Parents should enter the school grounds through the west entrance gate on Fir Street and leave the grounds through the north gate on Beverly Road. The west gate will open at 7:15 a.m. and close at 8:30 a.m. After 8:30 a.m., all traffic should enter and leave the grounds from the north gate. In the afternoon, the west gate will open at 2:30 p.m. and close at 3:30 p.m.

Parents entering and leaving the school grounds should:

- Drive at no more than 5m.p.h.
- Keep the center pathway of the parking area clear.
- Park in the designated parking spaces if they intend to stay on campus for any length of time.
- Not park in areas marked " No Parking", "Reserved", or "Handicapped"

Also to assure parent and child safety on campus grounds and to avoid unnecessary traffic problems, **we request immediate departure after signing your child in or out.**

Car Seat Law

State Law requires children under the age of 6 or 60lbs. to be seated in an approved child car seat at the time of transportation by an automobile.



Videotaping and photography

During School related activities, children may be photographed or videotaped. To respect the privacy of students, parents, teaching staff and administration, we strongly discourage parents from posting School related pictures or videos on any social networking sites.

Please be advised that the program is not and cannot be held responsible for photographs posted on any social networking site by a parent /guardian or any other person.

Video Surveillance and Intercom:

To secure the health and safety of children and adults, video surveillance is installed throughout the School premises. The School's main gate and the office entrance door are operated through the intercom system and all activities are monitored and recorded. The entry is closed between the hours of 8:30 a.m. to 2:30 p.m. and after 3:30 p.m.

Outdoor Play

The Preschool playground is designed for students under the age of five. The elementary playground is specifically designed for children five and older. For their safety, preschool students are not allowed to play on elementary playground, at any time even under the supervision of their parents. They are given ample outdoor play time in the preschool playground that is specifically designed for their age.

For the safety of our students, please refrain from driving around the perimeter of the school playground to watch children play during outdoor activities. Any suspicious activity may be reported to law enforcement.

Uniforms / Other Clothing / Bedding

All Students are required to wear their school uniforms daily, beginning with the first day of school. The school's uniform is designed to accommodate children's comfort and safety. Uniforms must be clean and tidy. Boys' Uniforms consist of a blue knit shirt with logo, navy blue shorts or pants, and a red sweatshirt with logo. Girls' Uniforms consist of a pink pinfeather jumper, white blouse, and a red sweatshirt with logo.

Students can also receive or earn free dress days, where students are allowed to choose the clothing they wear.

The following should be considered for children's clothing:

- Children should wear sturdy and comfortable shoes suitable for walking, running, and playing. Open toe shoes and sandals are not permitted in the school.
- Common sense should be practiced for the child's hairdo, worn jewelry (especially earrings), and any other article of the child's clothing.

Each child should bring his/her own bedding, and an extra change of clothes. **Please label all his/her belongings and bring them to school in a sturdy plastic zippered bag.** The school will not take responsibility for any lost items or clothing.

Children's bedding will be returned to parents at the end of each week to be washed. The bedding should be returned to school on the first school day of the following week.

Tuition / Annual Registration/ Other Program Related Fees

A non-refundable Registration Fee and Supply/ Nutrition fee are required at the time your application is submitted. Additional fees include a fee for an emergency survival kit with three (3) days' and BOR annual student fee due the beginning of the year. Tuition is due on the first day of each month, based on a 10 - month School calendar. If tuition is not received by the 5th of the month, a late fee specified in the contract will be assessed. After 3 penalties the late fee charge will be increased. Persistent failure to pay tuition in a timely manner may result in your child's dis-enrollment from the school.

Toys and Accessories

Children may bring a special sleeping toy or "security blanket" for naptime. On sharing days, children may bring one additional special toy to school to share with their friends. However, please note that these toys are subject to being damaged or lost. **Toys resembling guns or weapons are not permitted in the School.** Other than sharing toys children are not allowed to bring items from home. The School will not assume responsibility for lost or broken items. **Jewelry, knives, war toys, nail polish, lipsticks, money (paper & coin), vitamins, pills and other items deemed dangerous by the School administration are prohibited and may not be possessed by students in School.**

Educational Field Trips

Children will have opportunities to participate in educational field trips to enhance their learning. A flyer will be sent home by the school to parents describing the details of each field trip, such as location, time, and cost. Field trips are considered to be part of the class activity; however, parents may opt their child out of such participation. Parents are encouraged to accompany their children during these educational trips; however, parental participation is not mandatory.

All School rules, regulations, policies and practices will be in effect during field trips. Parents of students who participate in School field trips or excursions are responsible for any and all associated costs.

All individuals attending the field trip shall be deemed to have waived all claims against the School and its teachers, administrators, and staff for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

While conducting field trips, the teacher will have a first aid kit in his or her possession. Before participating in any field trip, the School must have a signed parent permission form, Waiver of Liability, and Consent for Medical Treatment on file.

Birthdays and Holidays

Because each child is special and needs time to feel important, we do recognize and celebrate Birthdays. For this special day, as a classroom project, children prepare their own cakes / cupcakes.

Parents may not bring any treats for children for any occasion; including birthdays and any of the holidays such as Halloween, Valentine's Day, etc. If parents wish for their child to share any joyful occasion with his/her friends, they may bring cards made by the children or stickers, instead of sweet treats or presents.

Summer Day Camp

Depending on the needs of the community and availability, Ron and Goharik Gabriel Preschool may offer 4 weeks of Summer Day camp during the month of July.

Summer Day Camp provides fun activities, such as water play, arts and crafts, performing arts, cooking, and gardening. The school accepts students on a weekly basis for this program.



Physical /Dental Health & Nutrition

Physical /Dental Health

All new and returning students are required to submit health forms annually. These include Immunization Records, Pre-Admission Health History, Parent's and Physician's Reports & Parent Permission for Tylenol Administration. These health forms and documents must be completed and returned to the School before each school year begins. Children age 6 and under must have a physical exam each year. An annual dental exam is also recommended.

Illness Policy

To minimize the spread of illnesses among students, teachers and staff, please promptly notify the School Office if your child contracts a communicable disease. "Communicable Diseases" include but are not limited to lice, chicken pox, influenza and colds.

If a student becomes ill during the regular school day, he or she will be sent by the teacher to the School Office. Parents will be contacted at the telephone number on file to pick up their child, if necessary. At the School's discretion, School administration will determine that, due to illness, parents must pick up the child before the end of the school day.

The State of California Licensing Department forbids any sick child to attend the program. Parents are asked to exercise good judgment and keep children at home while ill and to seek medical/dental attention as appropriate.

Examples of symptoms that are signs of possible infection or disease are as follows:

1. Fever over 101 F.
2. Excessive irritability or unusual passivity.
3. Signs of a new cold: sore throat, watery eyes, etc.
4. Vomiting.
5. Diarrhea.
6. Inflammation of eye.
7. Abscess or draining sores.
8. Rash, unless the cause is determined to be non-contagious.

If you are unsure whether your child is sick, we urge you to contact a medical professional. The school reserves the right to request parents to provide written information by a physician licensed by the Medical Board of California about the status of their child's health and whether the child may safely return to school after the child has experienced a communicable disease.

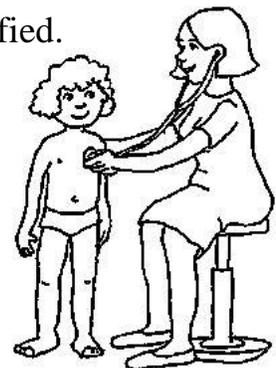
Our policies and procedures are as follows:

- I. Sick children must be excluded from the center until they are no longer contagious, **so as not to expose other children**. A physician's note may be requested before your child is permitted to return to school.
- II. If your child arrives to school with symptoms of possible illness or tooth-ache, you will be contacted immediately.
- III. If we are unable to contact you or you cannot pick up your child, we will phone the persons listed on the emergency contact list.
- IV. If your child contracts a contagious illness, please notify the School immediately.
- V. All children will be inspected for lice as needed. This is a very common practice, parents will be informed and advised immediately if treatment is needed.
- VI. Please do not send any medication to school with your child. The staff is not authorized to give medication to the children. Exceptions will be made for children who have life threatening conditions, such as diabetes, asthma, and epilepsy. (In such cases a medical consent form from the parent and physician will be required). When medications are to be administered for prolonged periods of time, it is the parent's responsibility to maintain an adequate supply of medication, and to inform the school of changes in dosage, frequency of administration, or discontinuance of medication. Any changes in dosage or frequency of administration must be accompanied by a medical doctor's note setting forth the changes. The School assumes no liability for injury or death to a student in the event that parent(s) elect to have a School official administer medication to a student. Nothing in this policy shall prevent the School from declining to administer medication to a student.

Medical & dental emergencies

In case of a true emergency, the following steps will be taken:

1. After assessing the situation, the paramedics may be notified immediately. (While waiting for the emergency crew to arrive, one staff member will follow directions given over the phone by emergency dispatch personnel).
2. The person(s) listed in the emergency release form will be notified.
3. Upon arrival of the emergency crew, the emergency release form will be presented to them.
4. One staff member will accompany the child to the nearest hospital chosen by the emergency personnel (in LA county, patients are transported by emergency crew to the nearest hospital that is available at that specific time).



The school assumes no liability for injury or death to a student in the event the school must administer reasonable treatment to a student without the consent of the parent(s) when the child is ill or injured during school hours and needs reasonable medical treatment and the parent(s) cannot be reached, unless the parent(s) have previously filed a written objection to any treatment other than first aid.

If you have any questions or concerns related to your child's health or this policy, please do not hesitate to consult with the School's Administration.

Nutrition / Daily Rest

Our School provides children with three well balanced meals.

- * Breakfast - Served 9:00 a.m. - 9:15 a.m.
- * Lunch - Served 11:00 a.m. - 11:30 a.m.
- * Snack – Served 2:00 p.m. - 2:15 p.m.

Our food menu is designed, prepared served and stored in accordance with U.S. Department of Agriculture (USDA) guidelines.

Children who participate in the Summer Day Camp or the Extended Day Care Program after 3:00 p.m. may bring additional nutritional snack. Please avoid sending perishable food, potato chips, cookies or other unhealthy snacks. Please keep the following guidelines in mind when sending snacks to the school.

- Food brought from home should meet the USDA's guidelines, and cannot contain peanut products.
- Food and beverages brought from home should be labeled with the child's name.
- School staff makes sure that food requiring refrigeration stays cold until served.

If your child has any food allergies, please notify the teacher and the director.

Preschool children will have a specific time for rest on a daily basis.

Parent & Teacher Communication

Communication

Open communication between parents and staff is key to a harmonious school environment. On a yearly basis, families are requested to respond to a family questionnaire/survey for program improvements. The results are discussed in a formal parent and staff meeting: goals are set and used for ongoing program planning and operations.

To address any school related issues or concerns parents are encouraged to:

1. Direct their questions or concerns to a teacher.
2. Consult with the Preschool Director.
3. Consult with the School Principal.

Child Assessment Plan and Parent / Teacher Conferences

To support children's learning and to identify their needs and interests, the program will conduct child assessments in the following manner.

Within two months of the child's starting date, at school, each child will be observed in the areas of physical, cognitive, social and language development using the following tools:

- A. Developmental Learning Assessment Record
- B. Child Observation Records.
- C. Individualized Education Plan/Family Partnership plan.
- D. Other tools, including but not limited to photos, video clips and child's work samples.

The formal findings from the above documents will be filled in each child's portfolio in a locked cabinet to ensure confidentiality. Only the child's teacher or the administration will have access to the file.

Twice a year and on as needed basis, the results of these assessments will be presented to the parents verbally or in writing and information obtained in this process will be used in curriculum and lesson planning.

In addition, teachers, families and relevant specialists will have regular opportunities to participate in two way communication conferences, to discuss the child's progress, difficulties, accomplishments, and to plan learning activities.

The school will refer parents of children with suspected developmental delays to appropriate agencies for testing or evaluation. If necessary, the School will assist parents in finding another more suitable program.

Memos, Handouts and Monthly Calendar.

It is our mission to keep parents informed of the school's ongoing programs. Parents will receive memos and bulletins in English and Armenian regularly via email, the school blog, or hard copy.

We advise parents to subscribe to the school blog and check their e-mail and classroom website regularly for memos, flyers, and bulletins.

It is extremely important that parents read all the letters and bulletins sent by the School.

Parent Participation

We believe that young children grow and learn better in school when their parents become active participants in the school. It is the program's mission to encourage all families, regardless of family structure: racial, religious, and

cultural backgrounds; gender; abilities; or preferred language to volunteer in all aspects of the program such as:

1. Parent Faculty Club- A voluntary committee consisting of dedicated and committed parents who play an integral role in the overall operation of the School and financial matters. Each year, these parents take leadership roles in organizing fundraising events for the School. They also serve as advisors to the Administration.
2. Parents can volunteer in classrooms, cafeteria and special events.
3. Parents also have the option of assisting the school by paying an annual fee, predetermined by the administration instead of volunteering their time.
4. The School administration has the sole discretion in determining all aspects of volunteer opportunities at the School and may at its sole discretion grant, deny, or change volunteer opportunities and assignments.



Termination of Services Policy

The School reserves the right to admit and /or dis-enroll any student at its sole discretion. Additionally, Program Services may be terminated to a family and/or child by the School's administration in any of the following circumstances:

1. Parent/Guardian fails to abide by the provisions of this Handbook, the School's agreement and /or contract.
2. Parent/Guardian disrupts the smooth and efficient operation of the program and or compromises the health and safety of children and staff.
3. The center is unable to meet the physical, social/emotional and developmental needs of the child.
4. The registered child compromises the health and safety of children, staff or himself/herself.
5. Other reasons determined by School administration at its sole discretion.

"Whose Child is This"

"Whose child is this?" I asked one day
Seeing a little one out at play
"Mine", said the parent with a tender smile
"Mine to keep a little while
To bathe his hands and comb his hair
To tell him what he is to wear
To prepare him that he may always be good
And each day do the things he should"

"Whose child is this?" I asked again
As the door opened and someone came in
"Mine", said the teacher with the same tender smile
"Mine, to keep just for a little while
To teach him how to be gentle and kind
To train and direct his dear little mind
To help him live by every rule
And get the best he can from school"

"Whose child is this?" I ask once more
Just as the little one entered the door
"Ours" said the parent and the teacher as they smiled
And each took the hand of the little child
"Ours to love and train together
Ours this blessed task forever."

