



2007-08 Family Handbook

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Welcome to Sunnymont Parent Co-op Nursery School!

Sunnymont Parent Co-op Nursery School (“Sunnymont”) is committed to the highest standards of educational excellence. Sunnymont is licensed by the Santa Clara County Department of Social Services (License # 434404989). The school is a non-profit 501(C)(3), and a non-sectarian corporation of the State of California (Tax ID# 94-6088168). Sunnymont does not discriminate on the basis of ethnic origin, religion, age, gender, color, sexual orientation or disability in its admission policies and in administration of the program. The primary objectives of Sunnymont are: to promote understanding between parents and children through parent education; to operate, through the cooperative efforts of the parents and Teachers, an exemplary nursery school for their children that serves as an observation laboratory for parent “students”; and to enlist the participation of the parents in the activities and conduct of the school.

What Is a Co-operative Nursery School?

In a parent co-operative nursery school, classes are taught by a fully accredited teacher with the help of parents, who learn how to present lessons in art, music, math concepts, reading readiness, science, working together, and problem solving. Parents are also enrolled as students in an adult education program, and invest time at evening classes to learn more about child development, positive discipline, nutrition, and ways to further kids' learning at home. By volunteering their time to run the school (from cleaning, making repairs, and making play-dough, to serving on our Executive Board (“Board”) and running this non-profit organization) parents help make tuition affordable for our members. Our co-operative (or parent participation) nursery school is one in which the parents assume many administrative responsibilities of the school and participate in every phase of its function and operation, and parents and Teachers work cooperatively to create a healthy, safe, supportive, and joyful environment for our children.

The History of Sunnymont

In 1954, a group of interested and dedicated parents established "The Sunnyvale Co-operative Nursery School." It was first located at the Saint Thomas Episcopal Church and was later moved to the Saint Mark's Lutheran Church. In 1957, the nursery school joined forces with the Adult Education Program of the Fremont Union High School District. The nursery school program provided parent education, and the district assumed some of the expense of teaching staff salaries and provided a building on the Fremont High School campus. The staff and parents proceeded to redecorate and improve the old, five-room cottage that was provided. The cottage was dedicated as, "The Little Red Schoolhouse," and the name still evokes fond memories for its alumni.

High School expansion forced another move in 1963 to the old Denton two-story building on what would later be the Monta Vista High School site in Cupertino. At this time, the school was given a more appropriate name -- The Sunnymont Nursery School, combining our Sunnyvale and Fremont affiliations. Again the parents and staff improved the facility and playground in its lovely country setting, only to have the building condemned as a fire hazard. The next move was easier. A portable unit, leased through the Fremont Union High School District, was moved onto the property to house the school classes.

When work began on the new Monta Vista High School in 1966, Sunnymont once again sought a new home through the Cupertino Union School District (CUSD.) The portable unit was moved to its next site on the John F. Kennedy School property on Bubb Road. A second portable unit was attached to the existing one in 1967. It served to enlarge the facility to accommodate a group of approximately 20 children in our 1331 Program for economically disadvantaged children. This program later moved to another CUSD facility and Sunnymont used the extra space for sibling care as “the playroom.”

Another move became necessary in 1993. The school staff and parents worked with diligence and enthusiasm to improve and remodel the old Murdock School, at 1188 Wunderlich in San Jose. Families who attended Sunnymont at the Murdock site remember our incredible parent-built play structure, which included a bridge over the bike path, and our wonderful hill with its pass through tunnel. In 1997-98, while at the Murdock site, Sunnymont was proud to be accredited by NAEYC's National Academy of Early Childhood Programs.

When enrollment patterns changed and the Cupertino Union School District took back their Murdock School site, Sunnymont again began its search for a new home. In 2002, Sunnymont moved to Campbell, into a new portable, on the Hazelwood School site (then the home of Village School, a parent-participation elementary program), on Waldo Road in the Campbell Union School District. This eighth move occurred the year before Sunnymont's 50th anniversary of serving Santa Clara Valley families. While we missed the outdoor space we'd had at Murdock, the Waldo Road site quickly became home again, as we created a "Sunnymont style" yard with the help of dedicated parents and staff.

From the inception of the school in 1954 until 1970, Mrs. Lucille Gold served as director and teacher. Esteemed for her dynamic intellect and extensive knowledge of education for young children, she provided much of the foresight, impetus, and coordinating effort that have made Sunnymont an exemplary school in preschool education. She was followed by fifteen years of Carol Bachetti's dedicated leadership. Jane Farish-Sutherst took over from Carol, and directed Sunnymont until 10 year Sunnymont veteran teacher Cindy Lefstad took over in 1991. Cindy directed Sunnymont until 2001 when she moved to Southern California with her family. Cindy is remembered for making directing Sunnymont look easy, ever with her "brain in a pocket" notebook to keep the details straight, and with her passion for gardening and animals, and for tirelessly challenging her staff to find new levels of "best practice" for children. Cindy's early death from Leukemia in 2004 was mourned and her life celebrated by two decades of Sunnymont families and staff. January Handl took over leadership from Cindy and brought with her passionate spirit and her clear vision of what children need, and how each individual in our community should be honored. When January left Sunnymont to direct Mulberry School's nursery school and elementary programs, longtime Sunnymont teacher Tinka Niedermier accepted the directorship on a "temporary" basis and was persuaded to keep the position for 4 years, during which her dedication to Sunnymont and to Sunnymont's kids and her warm spirit was greatly appreciated by all. Currently, Tinka's colleagues Justine Saffir and Debbie Campi are taking their turn, as they share the directorship responsibilities. Sunnymont teachers are known for their passionate dedication to kids and their passionate respect and love for each other.

The Philosophy of Sunnymont

Sunnymont is a parent co-operative nursery school for children 18 months to 5 years 11 months old where children are valued just as they are, where parents and children learn together, where Teachers and parents work together to enhance each child's cognitive, physical, social, emotional and creative growth. Sunnymont is a developmental, child-centered, play-based enrichment program for children, combined with a relationship and responsibility-based parent education program for parents. Our goal is to set up an environment where children can experience learning opportunities through their play and through their interaction with other children and adults. This means that:

At Sunnymont, we encourage children to have as many experiences in as many areas as possible.

We know that children are naturally driven to learn; this is what children do all day long! Everything that a child does is designed by nature to build up brain connections that lead them to become competent at physical, cognitive, social and emotional skills. The adults' job is to set up an environment that allows children to participate in planned and spontaneous play in all of these areas. Our children go home messy and tired after a full day of work (play!). Our indoor and outdoor classroom includes playdough, blocks, manipulatives and building activities, art, music, literature, science, sandbox, riding toys, climbing, sensory, cooking, dramatic play, a "writing" center, water play, woven into opportunities for social and

emotional experiences and growth. We encourage children to use materials creatively, to participate in taking responsibility for their environment, and to consider the impact of their actions on others.

Sunnymont is a “developmental” as opposed to an “academic” program. However, this does not mean that academic skills are not a part of the curriculum. Rather, a developmental curriculum means that all curricula, including social, emotional, physical, and cognitive, a portion of which is referred to as "academics," is taught in a manner we believe to be most appropriate to what we know about children's development. Children do not “work” like adults do, and we believe that children learn best through their play and through pursuing their interests. For example, rather than using flashcards or a “letter of the week” in nursery school, we set up the environment to allow for children to gain experiences with the alphabet (and in all curriculum areas) in the way that children learn best: through play and exploration. Teachers frequently attend conferences and seminars to learn the newest discoveries about how children learn and how we can best support that learning for all children.

At Sunnymont, adults and children learn together. Parents work in the classroom as Teacher’s assistants, learning from the Teacher and from each other about child development and how to best support the children’s growth. Because we have more adults in the classroom, parent co-op programs like Sunnymont can offer more activities and more individual attention to the children than traditional, non-cooperative programs can. Each class benefits from the creativity and energy of many adults working together. Children make many adult friends and learn from their mentoring. Parents build knowledge of children’s development and confidence in their parenting through both their work in the classroom with many different children and their participation in our evening parenting classes.

The cultural diversity of our school is viewed as an important opportunity to teach our children about diversity and respect. Sunnymont is home to families of most of the world’s major religions, and an incredible variety of different cultural and language backgrounds. This makes for a wonderful chance to acquaint our children with the idea that all families are the same in some ways and different in some ways, that “some people believe...so they choose to...” and “other people believe...and so they choose to...” Adults model curiosity and respect about each other to our children. We encourage our families to share their cultures and languages with the children, and we try to include each other in our celebrations and customs.

Discipline is viewed as a part of the curriculum rather than an interruption to it. Misbehavior is the result of a child’s attempt to meet his needs in a manner detrimental to himself or others. Sunnymont adults help the child learn ways to meet his needs that will work well, and help him to build the self-control necessary to act on those good intentions. Children are not punished, but are guided and supported as they practice social skills, while the adults make clear that our first priority is to keep everyone safe, hearts and bodies, and that we will step in to make sure this happens. We believe that the more successful children feel after a problem, the better they are able to use new skills for success in the future. Conflict is viewed as an opportunity to practice conflict resolution skills, and time is taken to allow the children to be full participants in this process.

At Sunnymont, individual differences are accepted and cherished. We believe that each adult and child among us is a “package deal” of gifts and struggles, and that each of us deserves to have our gifts acknowledged and our struggles supported. No one is expected to be perfect, and we are all expected to continue learning. Teachers help parents to learn about temperament, multiple intelligences, and personal styles of all the children, and how to best meet the needs of each in the school environment.

Similarly, children and families with exceptional needs (all children have “special” needs simply because they are individuals) are welcomed and supported at Sunnymont. Our community is proud to work together to meet the needs of individuals, and believe our children all benefit from seeing us do so. Our Teachers frequently participate in the IEP process for children in need of extra services, and our families are excellent resources and support for each other.

At Sunnymont, all children are welcomed and embraced. We *also* recognize that some children (and adults) are born with “easy” temperaments, and others with more “difficult” temperaments, and that this is a normal part of being human. Parents are expected to embrace the chance to learn from working with a variety of different types of children. When a child needs extra supervision to ensure feelings of safety, the staff and parents work together to provide a “guardian angel” to support the child. Just as a guardian angel flies just ahead of her protected one, taking him out of harm’s way by taking care of the danger before he meets it, so a Sunnymont guardian angel flies along side their protected child or children, helping him or them to be successful in the experiences they encounter during their day at Sunnymont, minimizing mistakes and maximizing success and safety. No child or family will be asked to leave the school unless we are unable to appropriately support the child with all of our best efforts. In this unlikely case, the Advisory Committee and staff will make a recommendation to the Executive Board, which will decide on the action to be taken.

At Sunnymont, we are all learners. We strive to create a relaxed but organized environment where children, parents and Teachers all learn together through play and interaction. By giving our children opportunities to play and explore under adult guidance, and giving our parents and Teachers opportunities to learn from the children and from each other, we hope to create a supportive, child-centered learning community that enriches all our lives.

The Class Programs of Sunnymont

Sunnymont offers several programs for children who have not yet entered kindergarten. Occasionally children are enrolled in more than one class, as long as the classes meet on different days. Ages for Sunnymont classes refer to the child’s age as of September first of that school year.

4-Day Pre-Kindergarten Program

The 4-Day afternoon pre-kindergarten program for 3 1/2 year olds to 5 years 11 month olds is held Monday, Tuesday, Thursday, and Friday from 12:30-3:30p.m. A maximum of 24 children can be enrolled and are led by a Teacher and 4-6 parents each day.

3-Day Program

The 3-Day morning program for 3 to 4 1/2 year olds is held Monday, Wednesday, and Friday from 9:00-11:30 a.m. A maximum of 24 children can be enrolled, and are led by a Teacher and 6-8 parents each day.

2-Day Program

The 2-Day morning program for 2 1/2 to 3 1/2 year-olds is held Tuesday and Thursday from 9:00-11:30 a.m. A maximum of 20 children can be enrolled, and are led by a Teacher and 7-10 parents each day.

1-Day Program

A 1-Day Toddler program for 1 1/2 to 2 1/2 year-olds is held Wednesday afternoons from 1:00-3:30p.m. A maximum of 18 children can be enrolled, led by a Teacher with all parents in attendance.

Family Class

Sunnymont occasionally offers a family class. In years when family class is offered, it meets Saturday morning from 9:00-11:30 a.m. A maximum of 18 children of any age accompanied by at least one parent from each family and led by a Teacher.

Summer School

Sunnymont usually holds a summer program. Although the details of the program may vary, it is generally run as two-week sessions of mostly outdoor adventures and fun for children completing 2-Day through 4-Day. Class is co-taught by Sunnymont Teachers and younger aides, often alumni or early childhood education students, with some assistance from parents. Details for the current year become available in the spring.

Sunnymont Affiliations

Santa Clara Valley Council (SCVC)

Sunnymont is a member of SCVC, the Santa Clara Valley Council of Parent Participation Nursery Schools. SCVC is one of 18 regional councils of parent co-ops in California, which together form the California Council of Parent Participation Nursery Schools (CCPPNS). SCVC serves to facilitate the sharing of ideas, problems, and successes among parent co-op nursery schools, and to assist member schools in procuring services, such as insurance, that are more difficult to obtain individually. More information is available on the website CCPPNS.org. Sunnymont sends a representative to monthly SCVC meetings, and receives support and information from the organization.

National Association for the Education of Young Children (NAEYC)

Although not currently accredited by NAEYC, Sunnymont follows the practices and standards set by the organization, and all Sunnymont Teachers are members of this professional organization. NAEYC and CAEYC offer publications and professional support, as well as national, state and regional conferences for Teachers, which parents are encouraged to attend as well.

Metropolitan Adult Education Program (MAEP)

Sunnymont parents are enrolled in adult education classes in Parent Education through MAEP. MAEP helps to fund our program as Sunnymont helps community members to become better parents.

General Rules and Regulations

Participation Responsibilities

Sunnymont is a parent participation school, and our programs owe their success to the dedication of our members. Beyond the financial responsibility for tuition and additional contributions, Sunnymont parents meet six other participation responsibilities to the school. Parents are responsible for:

1. Classroom Participation
2. Evening Effective Parenting Class Participation
3. Co-op Job(s)
4. Weekend Maintenance
5. Work Party Participation
6. Community Event Participation

Participation responsibilities must be completed each school year in order for the family to be eligible to enroll the following year. As a guideline, half of all requirements should be completed by the end of the first semester. In order to register in February for upcoming fall classes, families must be “in good standing” in our community. That is, they must have met all participation requirements to date including a minimum number of evening Effective Parenting Classes, classroom participation days, co-op job(s), scheduled weekend maintenance, and work party participation. By the last day of school, families who have not fulfilled all their requirements will be removed from the class roster for the following year. Families may re-apply once they have met their requirements, and will be placed at that time, if space is available. A family may appeal to the Board for an exception in the case of particular difficulty. If you are having difficulty complying with the requirements, please discuss it with your Teacher, Class Coordinator or Advisory Committee Liaison. Your confidentiality will be respected.

1. Classroom Participation

In all classes, each participating adult assists the Teacher at school one class session per week. Families with siblings attend once each week for each child (although parents with siblings enrolled in the same class may have the option of working only once – see "Multiple Child Discounts" for details.) We regret that other children and siblings (even infants) are not allowed to accompany parents on their participation day.

The Role of the Participating Parent

When you become a participating parent, you are accepting the role of a professional in the children’s classroom, and the responsibility for upholding the principles and philosophy of the school to the best of your ability. On your workday, it is important to:

- Be present and ready for work on your assigned day(s). Arrive promptly and work your full shift. If an emergency occurs and you cannot come to school you are still responsible for seeing that your shift in the classroom is covered.
- Fulfill the duties indicated on your work card. Remain at your job or post at all times. If you must leave it for a moment, make sure your post is covered and inform the Teacher of your emergency. "Coffee break" is enjoyed in the kitchen, or as the class work cards indicate.
- Arrive prepared when you are snack or special project parent. Project parents bring a project or come prepared to use classroom materials for their project. Snack parents provide a healthy snack for the children and the working adults, as per your class routine and schedule. (Snacks shall meet Social Services Licensing Guidelines as explained by your Teacher.)

- Be professional, using your best communication skills, in all your relations with the children and adults.
- Remember that each child is an individual, entitled to his own gifts and challenges. Do not discuss any child in his/her presence, or compare him/her with another child. Embrace each child, champion each child's needs, and cheer each child's growth.
- Remember that Sunnymont belongs, above all, to the children. Allow the children to play as they wish as long as there is no danger of injury or damage to property. Avoid interference and needless limitations.
- Reach out to other parents and make connections. Embrace the ethnic, linguistic and cultural differences you'll find at Sunnymont, and learn more about other families, their values and priorities. Try things you've seen other parents do with success, and ask others about their skills, knowledge, wisdom and experience.
- Do not visit excessively with other adults while on duty. Your job is to focus on the children, to observe and supervise the children's activities. While we want children to see adults enjoying and learning from each other, remember that being with the children comes first.
- Ask questions! If you do not feel comfortable with any aspect of the school philosophy, program, or procedure, you should discuss the matter with your Teacher or the Director. It is important that you are relaxed and natural in your relationships with the children and other adults. Working with children isn't an easy job, and it's normal to feel frustrated at times!

When you need a substitute

If at any time you are unable to participate on your workday, you must arrange for a substitute. You may trade with someone in your class or another class. Any time you trade, you need to repay the favor. You can also arrange for a paid substitute to work for you. A list of paid substitutes is posted at Sunnymont. The fee for paid substitutes is listed in Appendix II.

Each class has an emergency substitute provision. The emergency substitute assures the Teachers that all classroom posts are covered. The emergency substitute is for **last minute emergencies** only. You may also occasionally need to call the emergency substitute after you have exhausted **all efforts** to find your own substitute or if you or your child is so ill that phoning is impossible. You also need to repay the emergency substitute with a workday trade, or with sub pay, which ever you both agree to. If you cannot contact the emergency substitute, please inform the Teacher.

When you are a substitute

All families in the 3 and 4-Day classes must sign up to be available as an emergency sub on additional school days (a day other than your assigned workday) throughout the school year. Parents with children attending three days a week are usually required to sign up for 4-5 emergency substitute days per year. Parents with children attending four days a week are usually required to sign up for 6-7 emergency substitute days per year. There will be a sign up for these days at "Meet Your Class Parent Night". The Class Coordinator will ensure fairness of access to the list and will keep it updated through the year.

If you are scheduled as the emergency sub for the day, you must be available to work the whole class session that day (including having arranged for childcare for any other children you care for) and must be available to be called up to 30 minutes into the class session, or come to school prepared to work to see if you are needed. The person who calls you to work in his/her place is responsible to pay you as specified in Appendix II.

If you are unavailable as an emergency sub, you are responsible for the coverage of your required emergency substitute days by arranging and paying for a sub at \$10 per day, to be available for you. That person (or persons) would sign up and be available for the number of workdays you are required to cover. The \$10 per day is to be paid by you to this person, whether or not (s)he is called. If (s)he were called to

come in as an emergency sub, the person calling would be responsible to pay him/her for the time worked, as specified in Appendix II.

Policy Regarding Non-Enrolled Children in the Classroom

For licensing and liability reasons, Sunnymont is unable to allow non-enrolled children during school days. Therefore, only children enrolled in a class will be permitted to stay in that class longer than the time necessary to drop-off or pick-up the enrolled child(ren). For safety reasons, infants that accompany parents to drop off and pick up must be held, or be in a sling, carrier or backpack. No strollers or infant seats are allowed in the classroom. During drop-off and pick-up times, parents must closely supervise their non-enrolled children, as well as their enrolled children.

2. Evening Effective Parenting Class Participation

Evening classes in effective parenting are an important part of Sunnymont's program. In fact, the Adult Education District considers these the main classes you attend, with the nursery school day as the "lab" portion of the Effective Parenting Class. These evening classes serve as parent education, as team building time for each class, and as the staff meetings of the teaching staff - the participating parents. Evening classes cover information about child development, parenting, early education and learning, and how to best approach situations that occur in the classroom. Many parents start out resenting the evenings away from home, but soon realize that these classes have helped them to become more objective about their own children, better able to judge what's "normal" and what will be outgrown, and what may not, better able to anticipate and handle difficult parenting situations that come up, and better understand children's growth and development in general and how to foster it both at school and at home. We encourage you to embrace the opportunity to share knowledge and experiences with other parents and Teachers. All parents are always welcome at evening classes, but some classes may require the presence of the classroom participant parent in particular.

Each year, there are four all school meetings, and an additional 11 class meetings for 2, 3, and 4-day classes. There are nine additional class meetings for 1-Day. It is expected that parents will attend all meetings, but it is understood that emergencies and conflicts may occur. Families with children in more than one class should try to attend as many evening class meetings as possible, but may need to alternate between attending the evening class meetings for their children's classes. Each family is allowed up to 3 absences, if needed. Additional absences (up to 3) need to be made up by:

- 1) Both parents attending an Effective Parenting Class.
- 2) Attending a Sunnymont Executive Board meeting.
- 3) Attending a SCVC Meeting or Conference.
- 4) Assisting in a child's class in addition to the weekly workday. The Teacher and the parent will agree in advance on the special project or other particular parental assistance.
- 5) Attending a Teacher-approved outside lecture on child development and sharing what you learned.
- 6) Reading a Teacher-approved book on child development and reporting on it as advised by the Teacher.

Each family may use each of the alternatives 2-6 no more than twice during the year, with a total of three make-ups permitted. For record keeping, you must inform your Teacher if you are making up an absence in any of these ways.

Parents who are experiencing their second or subsequent year with the same Teacher and find an Effective Parenting Class topic overly familiar to them may choose to attend another Teacher's Effective Parenting session if that topic is of more relevance to them. (Please arrange this with the Teachers ahead of time.)

3. Co-op Job(s)

In a co-op, the “running of the school” is accomplished by the families. As Sunnymont families, part of our responsibility is to perform a minimum of one co-op job to be fulfilled for the duration of the school year. Our jobs keep the school running, keep the school safe and healthy, and support and enrich the classroom curriculum and the children’s educational program.

A co-op job preference worksheet is completed by each family at the time of registration. Jobs are assigned during the summer and responsibilities begin per each job's description. Some jobs are very large and others are smaller. It is expected that each family will give as much time as they possibly can, taking turns sharing the burden, and that during some years a family may need a smaller job, while during other years they can take on a larger job. For a list of co-op jobs, see the Jobs Binder located at Sunnymont or the job listings posted online at www.sunnymont.com . The Jobs Coordinator (one of our Sunnymont co-op jobs) will place you in a job, taking into consideration your skills and preferences, as well as our job needs.

4. Weekend Maintenance Participation

As Sunnymont families, part of our job is to pitch in to help keep the school clean and safe for our children. We take turns coming in on the weekends to care for the school. The number of required weekend shifts may vary with enrollment, but generally, 4-Day families are required to work three weekend maintenance sessions per year, 3-Day families are required to work two weekend maintenance sessions per year, 2-Day families are required to work one weekend maintenance session, and 1-Day families are not required to do weekend maintenance. Sunnymont Executive Board members, Teachers, and the Weekend Maintenance Coordinator are exempt from weekend maintenance requirements. Parents on parental/adoption leave continue to perform weekend maintenance.

You will receive a weekend maintenance schedule for the year at the start of school. After families are asked their scheduling preference, the Weekend Maintenance Coordinator creates a calendar that indicates the dates each family has been assigned to work on Weekend Maintenance. Several families generally work each weekend, and specific maintenance job assignments are available on a first come, first choice basis.

You must complete weekend maintenance between Friday 4:00 p.m. and Sunday 6:00 p.m. You can do maintenance any time during this time period except when the school is having a class or other event. Please check the school calendar for scheduled events. When you come to school to work, you will find the Weekend Maintenance binder by the parent desk. Choose one assignment sheet of duties from the binder, and write your name on it. As you complete each assigned job, please check it off. When you finish, sign the job sheet, and return it to the binder. Make a note of any equipment that needs repair, and jot down any stock running low on the sheet on the refrigerator door.

When you leave, clean up after your children, return all equipment to appropriate sheds and lock up.

- Double check that all sheds are locked. This is frequently overlooked.
- Return all hose keys to key hooks in the workroom after you have turned off the hoses.
- Close and lock all windows.
- Turn off the heat or air conditioning if you turned it on. Set the thermostat to “off”, if you turned it on.
- Turn off all indoor lights; check that “porch lights” are both on.
- Lock the front doors carefully. Double check to be certain the door is locked and tightly shut.

You are allowed to bring your children to complete your weekend maintenance requirement, provided that you adequately supervise them, that you clean up all areas that your children's play has disturbed, and that your children do not interfere with other members' ability to do their jobs.

School keys are available from the lock box of a designated Sunnymont member. Currently keys are kept at the home of Jeff and Debbie Campi, 845 Connie Drive. The lockbox combination is 7300. When you have completed your work assignment, close and lock the school and return the key to the location or person from whom you obtained it right away.

If you are unable to work on your assigned weekend, it is your obligation to find a substitute to fulfill your responsibilities. You may trade assignments with another member, or you may arrange for a paid substitute from the list approved by the Weekend Maintenance Coordinator. In either case, you must notify the Weekend Maintenance Coordinator of the arrangements you have made. (Refer to Appendix II for current fee.) If you, or your substitute, do not fulfill your weekend maintenance obligation by Sunday 6:00 p.m., the Board reserves the right to fine you \$100 (twice the amount paid to a substitute).

5. Work Party Participation

In addition to weekly maintenance, families work together on larger maintenance and improvement projects. Sunnymont holds 3 work parties each year, and families are asked to select one of these dates to come and join the “party.” All Sunnymont families are required to participate in one on-site work party per year for a minimum of 4 hours per family (or 2 hours each for both parents.) Work parties are not all work and no fun. We find that by working together to maintain and improve the facility's safety and attractiveness, our community is strengthened as we share in the sense of cooperative accomplishment and pride.

If a family is unable to complete their work party commitment for any reason, they can hire a substitute, perform additional weekend maintenance sessions, or make alternate arrangements with the Work Party Coordinator if necessary. A list of available substitutes is posted at school. The substitute fee is \$100.00. If you fail to complete one Work Party during the year, and fail to hire a substitute or make alternate arrangements with the Work Party Coordinator, you will be assessed a \$200.00 fine.

We are not allowed to bring our children to Work Parties. The reasons for this are:

- Supervision of children is inadequate to insure their safety.
- The use of tools and other equipment pose a danger to children's safety.
- The presence of children at school makes it difficult for parents to work efficiently.

From time to time throughout the year, additional special maintenance or construction projects may be necessary to improve or modify existing facilities. Often, such projects require the coordinated efforts of many families for completion. Should you or your partner be asked to help other members with a specific project, please do so willingly. There is no “they” at Sunnymont; **WE** make it happen for our children.

6. Community Event Participation

In an attempt to increase community support for fundraising and community-building events, Sunnymont asks that each family fulfill a two-hour minimum Community Event requirement. Each family is required

to participate in the planning and preparation of an event, or work during an event, for a minimum of two hours. The specific opportunities available each year will vary according to the events planned for the year, as determined by the Fundraising Coordinator. Families will be asked their preferences at the beginning of the year, and will be asked to choose a specific task or time slot when their assigned event rolls around. If the Community Event requirement is not met a \$100 fee may be assessed (see Appendix II). Members of the Fundraising and Social Committees are considered to have already met their requirement through their committee work. In addition, the Board requests that every family give the community fundraising events their full commitment by supporting all of these events.

eScrip and SchoolPop

While not required, Sunnymont also strongly encourages families to participate in eScrip and similar automated fund raising programs. eScrip is a program that allows participating merchants to automatically send Sunnymont a donation as you use a registered card to make your purchase. If you use a Safeway or PW Market club card, all your purchases – whether you pay by check, cash, ATM or credit card – could be earning money for Sunnymont. The merchants are making the donation with no cost to our families. Visit eScrip.com on the web to sign up and register payment or club cards, or talk to Sunnymont’s eScrip coordinator if you have any questions.

Exceptions to School Requirements

Pro-Rated School Requirements

For students enrolling in school after the normal start of the school year, school requirements are prorated monthly (with the exception of work party and coop job, which are not prorated). Further, tuition is prorated on a daily basis.

Parental Leave

Families who have a newborn or adopt a child of any age during the school year will be given an eight-week parental leave during that school year. During the leave, they will be exempt from participating in the classroom and from attending evening meetings, although they are encouraged to continue attending the evening meetings, where newborns are welcome. Families on parental leave are still responsible for fulfilling their co-op job(s), work party requirements, and weekend maintenance, and must find or hire substitutes if they are unable to complete these requirements.

The following apply to parental leave scheduling:

- The eight weeks must be taken consecutively, during the school year in which the birth or adoption occurs. Families may choose the start date of their leave; it does not have to begin upon the birth or adoption. If a holiday occurs during the leave, it counts as part of the eight weeks and extra time will not be given.
- The enrolled child is welcome to continue their attendance during the leave. In the 1-day program the child's attendance without a parent is at the discretion of the Teacher.

Medical Leave

A leave of absence will automatically be granted to a family in case of serious illness of any immediate family member. The Teacher and Class Coordinator should be notified when a family needs to take medical leave. The Class Coordinator and Teacher will arrange classroom and co-op job coverage. Other participation requirements including weekend maintenance, work parties, and evening meeting attendance will be suspended, as needed, for the duration of the leave. If a child is ill for a minimum of one month, tuition will be refunded upon receipt of a note from the doctor showing the absence was necessary.

Other Leave of Absence

In other cases of emergency need, the Teacher will present to the Board a request that a family in his/her class be granted a Leave of Absence. A leave of absence may be granted by the Executive Board for emergency, crisis, unavoidable trips, etc. The absent parent will be directly responsible for substitutes; if (s)he is unable to arrange substitutes due to absence from the area or emergency, the Class Coordinator will arrange for workday trades on an exchange basis, unless paid substitutes are available. Other participation requirements such as evening meetings, co-op job(s), weekend maintenance, and work parties are generally NOT suspended during a leave of absence. It will be the responsibility of the family taking the leave of absence to do the work or arrange a substitute.

Teachers' Requirements

Teachers with children enrolled in any class will be exempt from tuition fees, co-op job(s), weekend maintenance, and work parties (as a parent, not as a Teacher on the latter). The Teacher, as a parent of a currently enrolled Sunnymont student, will still participate in class, (and evening parents' classes unless a scheduling conflict makes this impossible) and is strongly encouraged to be an example for the community by meeting as many parent participation requirements as possible.

Tuition Policies

Tuition is considered a yearly fee, payable at a monthly rate over a nine-month period, regardless of the number of holidays or personal vacation days in a given month. The application fee is not considered a part of tuition and is non-refundable. When a child enters the school mid-year, tuition is prorated on a daily basis.

Collection

The first and last months' tuition will be collected before the school year begins in order to improve budgeting. First month's tuition is non-refundable. Tuition must be paid by check or money order, made payable to Sunnymont, and put in the special box marked "tuition". Tuition becomes delinquent by the 15th of the month and those families who have not yet paid will receive a reminder and assessed a \$25.00 delinquency charge. Parents may have the option to perform additional weekend maintenance instead of paying the late fee, for a maximum of two occurrences. Should a family encounter a particular problem with paying tuition on time, they are encouraged to contact the Receipts Assistant to make arrangements. If a family's check is returned by the bank, the family must reimburse any bank charges Sunnymont receives for the returned check. In addition, a \$10.00 returned check fee will be assessed. Fees must be paid in full before a family may return to Sunnymont for the next school year. All fees must be paid upon departure from the school to leave the school "in good standing".

Multiple Child Discounts

Families with children enrolled in two or more separate classes may receive a 25% discount off the lesser tuition(s). However, when the same child is enrolled in more than one class, full tuition must be paid for both classes. Families with more than one child enrolled in the same class may either pay full tuition for both children and work once each week in the classroom, or may take a 25% discount on the second tuition and work one day per week for each enrolled child.

Refunds

Two weeks written notice of resignation must be given to the Registrar when withdrawing from the school. All monies paid in excess of those two weeks will be refunded provided the family is "in good standing" and all requirements are fulfilled to date. Families with outstanding requirements will not receive refunds. Families who withdraw from school between April 15 and the end of the school year must pay for the whole month of April and will not receive a refund of their last month's tuition.

Scholarships

Scholarships are available for families with financial need. Families in need of scholarship help should contact their Teacher, Director, or Treasurer. The Scholarship Committee and the applicant will develop the scholarship terms in confidence. The Scholarship Committee will then present the contract (with all personal information, including name, removed) to the Executive Board for approval. Failure to fulfill the terms of the scholarship contract may result in the Executive Board revoking the scholarship.

Communication at Sunnymont

At Sunnymont, we know everyone has a different way to communicate, so we offer many choices. Each has its strengths and weaknesses. Each also has its own policies, designed to make Sunnymont a productive and safe place for everyone. Remember that at Sunnymont we teach polite communication to protect both bodies and feelings, and that contacting your Teacher, Advisory Committee Liaison (ACL), Class Coordinator, the Executive Board, or the Director can solve most issues.

Mailboxes

Every family and Teacher has a mailbox labeled with their name. The mailboxes are in the “parent corner”, just to the right of the door as you enter school. They are color coded for the classes. Your mailbox is the one directly below your name. There are large red mailboxes along the top for Executive Board members, and Disbursement and Receipts Assistants.

You will find your class bulletin and flyers here each week. If you are carpooling, you and your carpool person should retrieve mail for each other each time you come to Sunnymont. You may use this system to leave notes for each other, Teachers, Executive Board members, etc.

Mailboxes may be used for Sunnymont business only. We do welcome advertisements and information that our families have to share. Ask the Teacher if it is appropriate to place a flier or information on the parent desk under the mailboxes or on the community “sandwich board” outside the door.

Telephones

Classroom Phone Number: 871-7300

Our classroom number rings directly into the classroom (the office and kitchen) and should be used only if you are trying to reach a Teacher or parent whom you believe to be there at the time. This is the number to call if you are running late and to give to babysitters while you are at work in the classroom. There is an answering machine connected to this line, but messages are not regularly checked. To leave a message for someone to receive within 24-48 hours, please call 871-7350 or call the person directly at a home or cell number. You can find staff phone numbers on the Board Roster (Appendix III) or on the class roster. You can find other families’ phone numbers on the appropriate class roster.

Voicemail for Registrar and Director: 871-7350

This phone number is not answered directly, but is connected to a voicemail system with mailboxes for registration information and inquires and for our Director. If you need to contact these individuals, you may leave a message in the appropriate voicemail box. If you have friends interested in Sunnymont who would like registration information, please give them this number.

Class Telephone Rosters

We publish class lists to the entire Sunnymont community because often our jobs or other responsibilities require us to communicate with families in other classes. We have such a close and friendly community that the phone numbers on the rosters are often used to build friendships, arrange play dates, etc. The phone numbers are to be used for social and Sunnymont business only. When telephoning other school members, please be as respectful as possible about calling during dinner or children’s bedtimes.

E-mail

We publish families' e-mail addresses on the class rosters. Many of us prefer e-mail because it decreases the amount of time that we are on the telephone. It also allows us to communicate when it best fits our schedule.

All correspondence at Sunnymont is sensitive. Teachers and parents use children and parent names and specific examples in their messages. Therefore before forwarding a Sunnymont message, check with the author. They may wish to keep the message within the Sunnymont community, or they may choose to rewrite it for a wider audience. If you find an email inappropriate for any reason, please first contact the sender personally, supportively and politely explaining your concerns and requests for the future. If the issue is not then resolved, contact an Advisory Committee Liaison (ACL) or the Vice President of Program/ Coordination.

Some parents do not use e-mail, or have insufficient access (e.g., through a public terminal at the library). Although email is used by the majority of our community, we must take care not to exclude anyone from conversations or information by assuming that email is read by all. When using e-mail for school or class business, always ensure that families without e-mail get the message by another means (e.g., a hard copy of the message in their mailbox or a telephone call). Look at the class roster to see who doesn't have an e-mail address.

Email lists and groups:

Sunnymont_Business@yahoogroups.com is a group for official school information only, such as announcements from the Executive Board or from Coordinators.

Sunnymont_Community@yahoogroups.com is for more casual conversation, to share news about local events families might be interested in, ask about resources, and so on.

Your class may have an email group for that class only, or you may email your class by using the roster to create an address list. Examples of **appropriate use** include: looking for a workday sub, organizing a carpool, offering or requesting parenting advice, letting other parents in class know about anything affecting your child's needs at school. Examples of **inappropriate use** include: writing to the entire class about a particular child's behavior, forwarding a joke or humorous story, criticizing the school or classroom situation (Write directly to your Teacher, Advisory Committee Liaison (ACL), Class Coordinator or Executive Board in this case).

E-mail Etiquette

It is often easy to say something in an e-mail that would be uncomfortable to say face-to-face. This is the doubled-edged sword of e-mail. Before hitting the "send" button, think carefully about the following:

- Keep broadcast e-mail short and concise.
- Choose your audience carefully. Don't broadcast too broadly. If you need to ask why something was done a particular way, ask the person and not the whole school.
- Don't use a list at all if only a handful of people need to know. Only the person looking for their child's shoes need to know you found them.
- You can't un-send a message, and e-mail lasts forever. If you hurt someone's feelings, that hurt will not easily go away.
- There is no way to know who will read your message.
- Beware of gossip.
- Don't use all caps – IT MAKES PEOPLE THINK YOU ARE YELLING.

- Remember to use polite communication, such as we are teaching our children. Especially in writing, be sure your words are polite and supportive.

The Sunnymont Sun Newsletter

The Sunnymont Sun is also a great source of information. Our newsletter is published monthly and a number of monthly columns provide news of each class and of school events and concerns. The Sun is our community newspaper, and everyone is welcome to submit articles: short, long, or even a single paragraph. Sharing information on your culture, children's music and book reviews, parenting tips, or community updates builds a shared understanding and brings us all closer together. Articles are submitted to the Newsletter Editor, who has guidelines for timing and formatting.

Bulletin Boards

You'll also find information on the Sunnymont sandwich board outside the classroom. One side is for official school business, and the other is for parents to share information about community classes, activities, clubs, etc. Additionally, information about community lectures, classes, and conferences can be found on the inside of the adult bathroom door. The Executive Board bulletin board in the kitchen is the place to find Sunnymont Executive Board agendas and minutes.

Whom to Call if you have Questions

Fees or tuition	Receipts Assistant
Procedures, routines, and responsibilities	Your Class Coordinator
Classroom participation substitute arrangements	Your Class Coordinator
Co-op jobs	Committee Chairperson, Your Teacher, Director, or Class Coordinator
Weekend maintenance	Weekend Maintenance Coordinator
School program day or evening parents classes	Your Teacher, Class Coordinator, or Advisory Committee Liaison
Problem concerning your child or you	Your Teacher, Class Coordinator, or Advisory Committee Liaison
To find out about a missed evening meeting	Your Teacher or Class Coordinator
If your child has a contagious disease	Your Teacher or Director
Agenda item for the Executive meeting	President
Leave of absence or resignation (requires 2 week notice)	Registrar
Santa Clara Valley Council (SCVC) information	SCVC Representative
Building, toys, or new building projects	Committee Chairperson, Your teacher, or Director,
Suggestions or complaints	Advisory Committee Liaison or Vice President of Program/Coordination
Anything not covered above	President or Vice President of Operations & Personnel

Health Policies

One of the responsibilities of Sunnymont is to maintain the best possible health standards. It is only with your cooperation that we can offer optimum health protection for your child and the entire Sunnymont community.

Pre-Enrollment Health Requirements

Prior to enrollment, the following must be submitted for each child:

- **Parent's Report of Child Health History**
- **Physician's Report**

The physician's report must be signed by a physician, and must include records of a child's immunizations (or parent waiver of immunizations) and child's TB test results or statement that that child is at low risk for TB. TB tests are recommended for all children regardless of "risk factors", because it is our experience that families are sometimes surprised to discover that parents or children have been exposed to TB.

- **Medical Release.**

This form allows the child to be treated in case of a medical or dental emergency.

- **Emergency and Identification Information**

This form includes contact information in case of a child's emergency, and lists those allowed to remove the child from the site. Be sure that those listed as contacts are also listed as allowed to remove the child from the site, or they won't be allowed to take the child home if he becomes ill at school.

Each participating parent must submit, prior to child's enrollment:

- **TB Test record**

All participating parents are required to have taken a TB test within 12 months prior to their entrance into Sunnymont, and subsequently need a TB test every four years. Anyone who tests positive for TB cannot attend or work at school until the Registrar receives a physician's statement clearing them to return to school. If your child or you have been given the BCG vaccine or have been exposed to TB (inactive), you will always test positive. If this is the case, you will need either a negative chest X-ray and/or a physician's statement with a doctor's signature every four years.

- **Adult's Emergency Information and Release** to obtain treatment for the parent in case of emergency.

Immunization Requirements

Children's immunizations must be up-to-date as per requirements of the State of California. If a child is to be exempt for medical reasons, a physician's statement is required. The statement must include which immunization is to be exempted and the specific nature and probable duration of the medical condition. If the medical exemption is permanent, the physician's statement must clearly note the medical condition. If a child is to be exempt because of personal or religious beliefs, the parent must sign the waiver on the back of the school's *California School Immunization Record* (blue form obtained from the registrar).

Non-Smoking Policy

In accordance with state and federal law, smoking is prohibited in all school district facilities and vehicles (20 USC 6083, Labor Code 6404.5.) The School Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students, and visitors at all times on property owned, leased or rented by or from the district. Policy adopted by the Campbell Union School District Board of Education on August 27, 1998. Licensing requirements also forbid smoking at Sunnymont.

When to Keep Your Child (or Yourself) Home from School

Each parent is responsible for checking his/her child for illness before sending her/him to school. The Teachers are required to send home any child who exhibits signs of illness.

- **Colds and Coughs:** Children and participating parents with colds should not attend school for three days after the onset of a cold. An individual may return the fourth day if (s)he has had no temperature for 24 hours. Please have your child remain at home if you think (s)he may be coming down with a cold. A number of serious respiratory infections and some contagious childhood diseases begin with the same symptoms as a cold.
- **Diarrhea and Vomiting:** A child with either of these conditions should be kept at home until (s)he has been free of diarrhea or vomiting for at least **24 full hours**.
- **Communicable Disease:** Notify the Teacher or Director immediately if you or your child comes down with a communicable disease. This requirement is necessary so that the Teacher or Director can verify the incubation period and isolation, if any, requirements, so that the health of all children and parents is protected. The Teachers may have private information about special health considerations for particular families.
- **Temperature:** A child or participating parent may not come to school after any illness until **24 hours after** his/her temperature is normal.
- **Suspicious Rashes, Pink Eye, Fever, Sore Throat, etc.:** A child or participating parent with any of these conditions should be kept at home until symptom free for 24 full hours.
- **Listlessness or Fatigue:** A child must not come to school until (s)he is physically able to withstand normal school activities. Children will not be “kept inside” while recovering and should be ready to rejoin all activities before returning to school.

Allergies

Sunnymont is a community and, as such, we support each other’s needs. When children or adults have allergies, the community is more than willing to take steps necessary to help keep the allergic person safe. Please be sure to list all allergies on health forms, and to speak to your Teacher about particular allergies.

Children’s allergies and other food limitations (Kosher, Vegetarian, Halal, etc.) are posted in the kitchen and on the snack table, and adults are reminded to be vigilant. Sunnymont is a PEANUT FREE zone in order to keep children (and adults) with peanut allergies safe from exposure. In the past, Sunnymont has also been a latex-free zone when needed. Parents are invited to keep safe alternatives for their child in the refrigerator (non-dairy cheese, etc). Parents are also encouraged to share “can do” lists of snack alternatives that work well for children with allergies and sensitivities to help others in planning snacks and cooking projects.

Nutrition at Sunnymont

All snacks at Sunnymont are to be low in sugar, made from whole grains, free of Trans fats, and free from artificial ingredients whenever possible. Organic alternatives are encouraged, and water is a preferred beverage. Additionally, no whole grapes or whole nuts may be served to prevent choking, and Sunnymont is always a Peanut Free Zone to prevent allergic reactions.

Records of snacks planned and served are posted on the refrigerator for parents to survey. When you are the cooking parent, please record the snack you plan to serve 1 week prior to your cooking/snack day.

Help to Prevent the Spread of Germs

In order to keep all of us healthier and to prevent the spread of germs, any more than already occurs in a nursery school, please follow these procedures (recommended by the Center for Disease Control and the Public Health Department):

All adults and children wash their hands upon entering Sunnymont. It has been shown that this practice can make a huge difference in the spread of germs in a school setting. We wash off our “home

germs” every time we enter school. Sunnymont recommends that you also have your children wash off their “Sunnymont germs” each time they leave Sunnymont or upon returning home.

All diaper changes should happen in the children’s bathroom on the changing table using the disposable gloves provided. There will be a step can in which diapers and gloves should be disposed. The changing pad should be sanitized with bleach solution provided after each diaper change. Child and adult hands should be washed using soap and warm running water after the diaper change.

Disposable gloves are recommended for use by anyone cleaning a bleeding wound, or when wiping up vomit, feces, or urine. Of course, hands should be washed before and after contact with bodily fluids.

Medication Policy

The law provides that no medication, whether prescription or over the counter (including sunscreen), shall be administered to a child by representatives of Sunnymont, except in the following instance: if a child has a life threatening medical condition and her/his physician has prescribed medication to be used in an emergency. This medication may be kept at school and taken on field trips that the child attends, and may be administered by representatives of Sunnymont.

The following procedures shall be followed in the above-described exception:

- The medication is kept in a place inaccessible to children, with its original label and instructions, and marked with the child's name and date. We usually keep medications in the kitchen, an adult only area, out of children’s reach but easily accessible to adults in an emergency.
- Written approval and instructions from the child's parent, in accordance with the label directions, shall be kept in the child's file and with the medication.
- If the child has an emergency instance of the complication of his/her medical condition at school or on a school supervised field trip, the Teacher in charge will administer the medication according to the label directions, notify the parents, and summon emergency medical aid.
- The incident shall be reported and documented according to Social Services Licensing requirements and a copy shall be kept in the child's file.
- When the child withdraws from the school, all medications shall be returned to the parent, or disposed of if the parent cannot be reached.

Please sunscreen your child prior to bringing him/her to school, and please leave your sunscreen in the car where it can’t fall into the hands of the children.

Safety and Emergency Procedures

Sign-in Procedures

All parents must, upon arrival to school, sign their children in, on the sign-in sheets provided by the Teacher, with the following information: Child's full name, parent's full name or at minimum first initial and full last name, and time, as well as who is picking up (carpool, etc). When the child is picked up to be taken home, the parent or pre-approved adult picking up must sign the child out, with the same information. We also ask that parents staying on site circle their name, so during a fire drill or emergency we have true numbers of those present.

Sunnymont 3 Day Class Sign In

Date Oct 11, 2006

Child	Parent Sign In	Time in	Who'll pick up?	Sign out	Time out
Jonathan Smith	<i>Susan L. Smith</i>	9:03	Susan	<i>Susan L. Smith</i>	11:32

A child will not be released to anyone who hasn't been listed by the parent on the emergency form. Anyone other than the parent, even on the list, must show a photo ID before the child will be released.

Transportation

Many Sunnymont families choose to carpool. Carpools provide the children with a chance to bond with another parent who will be at school when their parent will not, and encourage close friendships and connections between the children. Also, it is sometimes easier to part from one's carpool parent than one's own parent. **Sunnymont reminds parents that approved safety restraints must be used in cars for all children who are too small for adult seat belts to provide proper safety.**

Field trips are arranged at the Teacher's discretion. All Sunnymont and car safety rules apply to field trips.

Safety Standards

The physical and emotional safety of our staff, children, and their families are of the utmost concern at Sunnymont and is the responsibility of all adults involved with this program. Each adult must safeguard the emotional and physical well being of the children, parents, and staff at Sunnymont. This includes but is not limited to:

- Reading and following the prescribed safety plan of the school.
- Vigilantly supervising the area you are assigned to.
- Planning age appropriate activities to bring to school for cooking, snack, or special project.
- Treating each person with respect and unconditional positive regard.
- Staff and parents working together to provide a "guardian angel" to provide appropriate responses, words, and boundaries when a child needs extra supervision to ensure everyone's feelings of safety.

Minor Injuries

When a child is injured at school, inform the Teacher immediately, even if the treatment is minimal and you've already taken care of it. The Teacher will fill out an injury report describing what happened, who responded and how the child was cared for. Injury report forms are kept in the Injury Report Binder in the smoky grey baskets to the left of the mailboxes. Parents will be given a copy of the injury report to initial, and an initialed copy will be kept in the child's file. Please inform the Teacher if you ever take your child to the doctor as a result of a Sunnymont injury.

Emergency Procedures

Notices about the Emergency Procedures and Evacuation Plans will be posted in all rooms at Sunnymont. The fire alarms (pull bars) are located by both the back and front doors. Fire extinguishers (good on all types of fires) are located by both the front and back door, in the kitchen, and in the motor shed.

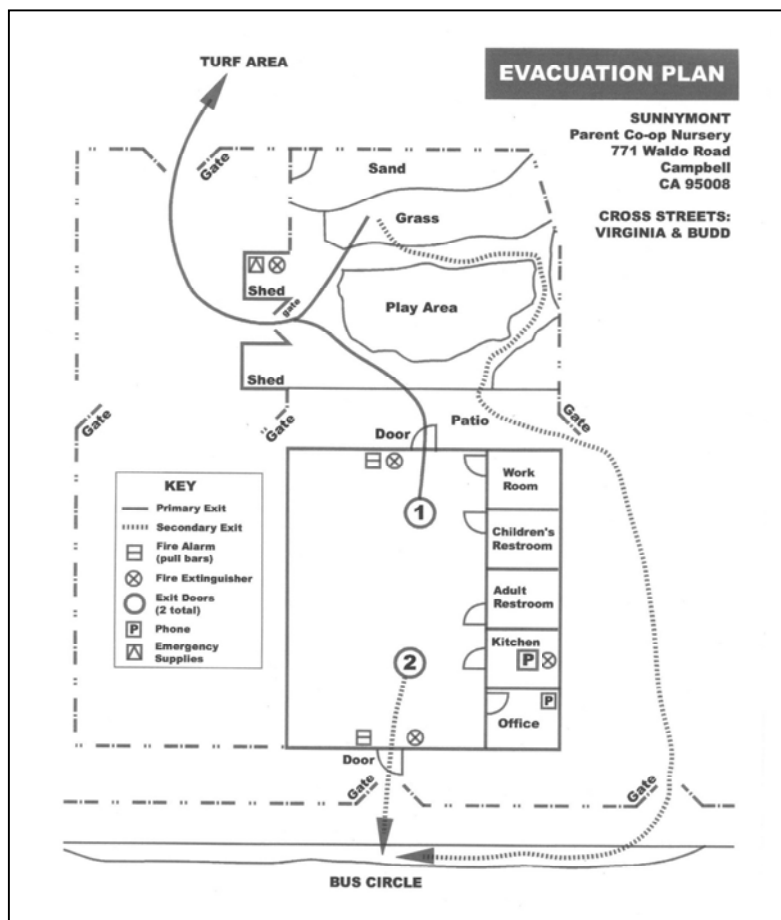
In case of FIRE:

- 1) Proceed out the back door, through the unlocked back gate and out to the grassy field area. Adults herd the children near them and tell them to sit down. Make a train with adults as engine and caboose.
- 2) When the back door is not accessible, walk through the front door and into the bus circle area.
- 3) Inside parent checks the children's bathroom, and other rooms, to ensure all children get out. Teacher takes the sign-in sheet and first aid box, and double-checks the indoor area.
- 4) On the field or bus circle the Teacher does a quick head count to be sure everyone is out, then takes roll.

In case of EARTHQUAKE:

- 1) Get children who are inside under tables. Remind them to be “turtles”.
- 2) Outside, bring children to the grass and have them sit down. (Make a train with adults as above.)
- 3) After the shaking stops, proceed to the grassy field area as outlined above (In Case of Fire).
- 4) Emergency cards and earthquake supplies are in the motor shed, in marked containers.

Evacuation Plan



Medical and Dental Emergencies

In the event of a medical or dental emergency that is not life threatening, first aid will be administered to the child and if the parent is not at school, (s)he will be called to come and pick up the child. If the parent cannot be reached, the emergency contact listed on the child's emergency form will be contacted. Be sure that your emergency contacts are also listed as people authorized to take your child from the facility, or they will not be allowed to take the child home. In the event that neither the parent nor the emergency contact person can be contacted, medical and dental services will be solicited as per the emergency medical release form on file in the child's file.

In the event of a life threatening medical or dental emergency, first aid will be administered to the child and emergency services will be summoned to the school. In addition, every effort will be made to contact the parents and/or the emergency contact person.

Student Accident Insurance Program

Sunnymont maintains insurance coverage offered through the California Council of Parent Participation Nursery Schools and brokered by Rick Johnson Insurance. Our insurance policies cover general liability, property, and student accident insurance. All claims are handled through the Treasurer.

The student accident insurance covers any accident a student or volunteering staff may have either at supervised activities sponsored and/or endorsed by either the CCPNS or a participating member nursery school of the CCPNS, or direct uninterrupted travel to and/or from such activities.

Student accident insurance is a secondary medical plan; it pays benefits for covered expenses only after the family's insurance is exhausted. It pays up to \$500,000, with no deductible, for the medical expenses incurred starting within 90 days until 3 years from the date of the accident. Covered medical expenses are the reasonable and customary charges for local, professional ambulance service to or from a hospital and/or surgical center, as well as the following reasonable and customary charges for treatment, services, and supplies provided or prescribed by a doctor: (1) hospital or surgical center care; (2) medical treatment; (3) nursing care provided by a licensed nurse; (4) x-rays and lab exams; (5) prescription drugs and therapeutic services and supplies; (6) dental treatment as a result of injury to sound, natural teeth; and (7) the following licensed home health care agency services and supplied provided instead of an otherwise required hospital or skilled nursing home confinement: (a) physical, occupational, respiratory, and speech therapy; (b) the services of a home health aide; and (c) medical supplies. If, as a result of injury, an insured suffers a specific loss within one year from the date of the accident, our policy will pay a specific loss benefit up to \$20,000. If an insured dies within one year from the date of the accident, our policy will pay an accidental death benefit up to \$10,000.

Sunnymont Program Evaluations

Sunnymont believes in continuous improvement, and always seeks to better meet our community's needs. The school program is evaluated once a year or more often if the Advisory Committee deems it necessary. The three distinct areas evaluated are children's program, parent education program, and administration of the school. The goal of evaluation at Sunnymont is to lead to creative social problem solving and to continually adapt our program to changing needs.

Suggestions for Change

Should any individual member wish to express a suggestion or concern about any aspect of the school program at any time, he or she is urged to do so using the proscribed channels of the Teachers, Advisory Committee Liaison, Class Coordinator, or Executive Board member.

New Family Evaluation

Each fall, new families are asked to provide feedback on the orientation process.

Mid-Year Evaluation

Sunnymont prefers to do evaluations mid-year, so that changes can be made to meet the needs of families during within the current school year. Each member is given an evaluation questionnaire to complete in January. The questions should be thoughtfully answered, in a frank but sensitive and constructive manner. The member does not sign his/her name to the questionnaire, *and all answers, opinions and comments are strictly confidential*. The completed questionnaires are turned in to the appropriate Advisory Committee Liaison (ACL). The ACL tabulates the results for each class and transcribes all written comments verbatim, removing any names or identifying information.

A class evaluation meeting is held in February, in lieu of the regular evening Effective Parenting Class. At the meeting, small groups of parents discuss strengths and wishes for change in the class and program. The Teacher then joins the meeting, and prioritized lists of "likes" and "wishes" are shared and discussed. The Teacher and class work together to resolve problems or to improve the existing class program. Following the meeting, the Teacher writes a summary of the discussion and any plans for change to meet the needs members expressed, and distributes this to the class members, Executive Director, and Vice President of Program/Coordination.

The Advisory Committee considers all evaluation responses and trends, and makes recommendations for improvement in all areas of the school.

Teacher and Executive Director Evaluation

Sunnymont's Teacher evaluation process is designed to promote growth of our staff. Each Teacher receives the results of the mid-year written evaluation, receives an observation of her teaching by a peer, and is encouraged to participate in self-reflection and self-study each year. At an annual review meeting with the Director and Vice President of Operations & Personnel, the Teacher's strengths and struggles are reviewed, and goals are set for coming year.

The Executive Director evaluation process has similar goals. The Executive Board, Advisory Committee and staff provide written feedback on the Director's performance, strengths, and areas for improvement in May of each year. The Vice President of Operations & Personnel meets with the Executive Director to summarize the findings and help to set goals for the coming year.

Enrollment Policies and Procedures

Sunnymont's enrollment registration policy strives to support the community of Sunnymont families both new and old. As unique situations arise, we will always attempt apply this underlying philosophy in deciding how to resolve issues. Sunnymont welcomes all families without regard to gender, race, color, national or ethnic origin, sexual orientation, socioeconomic level, or creed.

Spring Registration Period

Each February, registration is opened for a specified length of time.

Enrollment during this registration period are prioritized as follows:

- 1) Currently enrolled children
- 2) Siblings of currently enrolled children
- 3) Children alumni families
- 4) Children wishing to simultaneously enroll in a second Sunnymont class.

Within each of these priority groups, enrollment will be further prioritized by:

- a) Date of admission
- b) Date of application
- c) Date of tour
- d) Date of contact

In all cases, families must be “in good standing”, meaning that all participation requirements have been met. Siblings are given a date of admission that corresponds to their own starting date. All other dates (date of application, date of tour and date of contact) reflect their families’ initial dates.

Definitions of Registration Priority

The date of admission will be the first day of September in the child’s first year attending Sunnymont or the actual start date if the child begins later in the school year.

The date of application will be the date the completed application form and the non-refundable deposit are postmarked or hand delivered to Sunnymont.

The date of tour is the date the family receives the physical facility or phone tour. Sunnymont facility tours will begin 4 weeks into the new school year. Phone tours will be given during the summer months when school is not in session. Web based tours can be found at <http://www.sunnymont.com/>.

The date of contact is the date the family first calls Sunnymont.

Following the close of the initial spring registration period, applications are considered on a first come, first-served basis regardless of current or alumni status.

Waiting lists

Families wishing to enroll in classes that are already fully enrolled may be placed on a waiting list. If a class opening becomes available, the family at the top of the waiting list will be offered the space. The family offered the opening will have three business days (Monday through Friday, excluding weekends and major holidays, but including school vacations) to decide whether to accept the space. If the family declines the space, but opts to remain on the waiting list, the family moves to the bottom of the waiting list. If the Registrar is unable to reach the family at the top of the waiting list within six days, the next family on the waiting list will be offered the space. The family who could not be contacted will remain at the top of the waiting list. If going out of town, a family may notify the Registrar of their intent to accept the next available space. Exceptions may be granted at the discretion of the Registrar.

Enrollment

Once the initial registration period is completed, preliminary class lists will be created and posted. At this time, families will receive registration packets including enrollment, health, and family information forms. These forms, along with the first month's non-refundable tuition payment, must be returned to the Registrar by the specified date to maintain the child's space in the class. Families not returning packets on time may be moved to the waiting list. Families not in good standing at year's end will be dropped from class lists at that time.

Parent(s) must complete and sign all required forms as per California State Law and complete every form in the enrollment packet required for school purposes. They are as follows:

- Sunnymont Registration Form
- Sunnymont Admission Agreement
- Identification and Emergency Information
- Physicians Report
- Consent for Medical Treatment
- Child's Pre-Admission Health History (Parent's Report)
- Personal Rights
- Parents' Rights
- Parents' TB Record
- Driver / Auto Insurance
- Job Preference Sheet
- First Month's Non-Refundable Tuition

Families enrolling after the start of the school year must complete all forms before being given an official start date and being considered officially enrolled.

Age Requirements and Exceptions

Sunnymont requires that children entering the 1-Day class be ages 18 months – 30 months, children entering the 2-Day Class be 2½ - 3½ , children entering the 3-Day Class be 3 to 4½ , and children entering the 4-Day Pre K Class be 3½ to 5 years 11 months by September 1st of the school year.

Occasionally, age exceptions are allowed on a trial basis. Families desiring age exceptions write a letter to the Executive Board requesting the exception. The Registrar presents the family's request, and if both the Executive Board and the Teacher agree, a probationary age exception may be granted for the child to enroll in the desired class. Each request is considered on an individual basis dependant on the needs of the child and family, Teacher evaluation, age balance of the desired class. The age-expected enrollment may be rescinded within a two-month period at the discretion of the Teacher. Normally, the Executive Board will consider an age exception request in the month of August prior to the school year, but may be unwilling to consider it until school has been in session for at least a month.

Siblings in a Class

Age appropriate siblings are welcome to enroll together in Sunnymont classes. However, a maximum of two families with siblings will be allowed to opt for full tuition and single participation in each class. Additional families with siblings must choose to work twice (and take a 25% discount on the second tuition.)

Withdrawing from Sunnymont

If a family intends to resign from Sunnymont, a two-week notice is required. Families must submit their intention to withdraw in writing to the Registrar. Completion of requirements during the two-week notice period is required, and families must be up to date on all requirements to be deemed leaving “in good standing”.

APPENDIX I

CLASS PARTICIPATION REQUIREMENTS

Class	1-Day	2-Day	3-Day	4-Day
Class Meeting Day	Wednesday	Tuesday, Thursday	Monday, Wednesday, Friday	Monday, Tuesday, Thursday, Friday
Class Meeting Time	1:00–3:30 p.m.	9:00–11:30 a.m.	9:00-11:30 a.m.	12:30-3:30 p.m.
Tuition	\$70	\$140	\$205	\$295
Classroom Participation	One day per week in class.			
Evening Parenting Classes	13 per year	15 per year		
Weekend Maintenance Assignments	None	1 per year	2 per year	3 per year
Co-op Jobs	One per year			
Work Parties	One per year			
Community Events/ Fundraising	Must work one community event shift of 2-4 hours			
Voluntary Contribution	We request a \$200 tax-deductible contribution per family to help offset operating expenses.			
Emergency Substitute Requirement	None	Teacher decided	4-5 days per year	6-7 days per year

APPENDIX II

CURRENT FEES AND EXPENSES

Tuition

1-Day	\$70/month
2-Day	\$140/month
3-Day	\$205/month
4-Day	\$295/month

Charge for Late Tuition: \$25.00

Per student non-refundable registration fee: \$50.00

Weekend Maintenance substitute fee: \$50.00

Weekend maintenance fine for not completing OR not arranging a substitute: \$100.00

Work Party substitute fee: \$100.00

Work Party fine for not completing OR not arranging a substitute: \$200.00

Paid classroom substitution fee: \$25.00

Fee to hire someone to cover your emergency substitute day: \$10.00

Fine for failing to be available on your emergency substitute day: \$40.00

Returned check charge: \$10.00

Community Event fine for not meeting requirements: \$100/event

Multiple Child Discounts

- Families with more than one child enrolled may take a 25% discount on the lower tuition.
- Families with multiple children in the same class who work once a week shall pay full tuition for each child (because they receive a discount in the amount of time worked.)
- Families with multiple children in the same class who work one day per child shall pay full tuition for the first child and receive a 25% discount for each additional child.
- Families with the same child enrolled in more than one class will pay full tuition for both classes.

The above does not apply to summer school tuition.

APPENDIX III

SUNNYMONT 2007-2008 BOARD ROSTER

President	Lisa Derrington 480 Chapman Dr. Campbell, CA 95008	Home: (408) 884-3747 Cell: (415) 238-0656 lisa.derrington@gmail.com
Vice President Operations & Personnel	Scott Eklund 2434 Woodland Ave. San Jose, CA 95128	Home: (408) 249-6944 Cell: (408) 429-3722 homedad@gmail.com
Vice President Program/Coordination	Amy Sato 1601 Walters Ave. Campbell, CA 95008	Home: (408) 378-4233 Cell: (408) 655-9300 (no msgs) amysato@sbcglobal.net
Secretary	Michele Grancell 3434 Flora Vista Ave Santa Clara, CA 95051	Home: (408) 241-3188 Cell: (650) 766-7722 mgrancell@gmail.com
Treasurer	Nora Menke 4824 Banberry Way San Jose, CA 95124	Home: (408) 978-7998 Cell: (408) 757-7214 nora.menke@gmail.com
Registrar	Melisa Rossmeissl 1659 Trona Way San Jose, CA 95125	Home: (408) 266-3118 Cell: (408) 309-7515 melisamissakian@earthlink.net
SCVC Representative	Cheri Puls 2312 Maximilian Drive Campbell, CA 95008	Home: (408) 379-4750 Cell: (408) 859-4264 spotfocus@sbcglobal.net
Fundraising Coordinators	Heidi King 714 Jeffrey Ave Campbell, CA 95008 & Miko Ohno 704 Jeffrey Ave Campbell, CA 95008	Home: (408) 871-2281 heidi_king@sbcglobal.net mikoohno@yahoo.com
Class Coordinator 1-Day	Julie McKenzie P.O. Box 1763 Los Gatos, CA 95031	Home: (408) 399-0555 Cell: (408) 355-3090 cjmckenzie30@yahoo.com
Class Coordinator 2-Day	Kara Ligda 1096 Cedar Gables Drive San Jose, CA 95118	Home: (408) 265-0511 Cell: (408) 829-4922 same.deep.water@gmail.com
Class Coordinator 3-Day	Monica Wercinski 1459 Lamore Dr San Jose, CA 95130	Home: (408) 615-0390 Cell: (408) 472-2405 maceituno@sbcglobal.net
Class Coordinator 4-Day	Connie Collins 143 Redding Road Campbell, CA 95008	Home: (408) 679-2734 Cell: (408) 679-2734 connie@cseetworks.com

Teacher/Directors

Co-Director and 4-Day Teacher	Debbie Campi 845 Connie Drive Campbell, CA 95008	Home: (408) 379-4131 Cell: (408) 504-8191 jdcampi@yahoo.com
Co-Director & 3 day Teacher	Justine Saffir 7487 Drumm Court San Jose, CA 95139	Home: (408) 225-6729 Cell: (408) 476-7212 justinesaffir@cs.com
2-Day Teacher	Tinka Niedermier 1445 Glenmoor Way San Jose, CA 95129	Home: (408) 973-8239 Cell: (408) 398-5011 tinkan322@yahoo.com
1-Day Teacher	Liz Gerhart 839 Ricky Dr Campbell, CA 95008	Home: (415) 383-1903 Cell: (415) 847-8305 eggerheart@yahoo.com