

Modesto Junior College

Me-Wuk Child Development Lab Preschool

Admission Agreement/Contract for Services

Summer 2010, Fall 2010, Spring 2011

Philosophy and purpose of a laboratory preschool setting:

The Child Development Preschool Lab is a unique place where early care and education are offered while placing importance on building caring relationships between children, their families, and our teachers; training early childhood educators; and supporting parents/guardians through formal MJC parenting course instruction.

We believe in the whole child approach where our curriculum and relationships are built around all aspects of interrelated development including physical, social-emotional, creative, aesthetic, self-help, and cognitive. It is believed that each child is an individual with his/her own rate and style of learning and growing, and intelligence develops as it is nurtured. The program offers developmentally appropriate learning opportunities for preschool-aged children. The teachers support this learning and care through a "positive guidance" approach where time-out is not utilized but instead time-with is practiced.

Children participate in hands-on active exploration of the environment including curriculum activities. Therefore, please dress your child in clothes that allow the child to freely explore the environment where messy items such as paint, glue, mud, grass, sand, water, shaving cream, etc. are in abundance. Shoes need to fit snugly and comfortably so that the child can run, climb, skip, pedal, hop, jump, etc. without the shoes falling off.

The children, their families, student teachers, lab assistant, and the lab instructor consider our program to be a place where our "school family" resides. It is our goal that we build a sense of community where parents are encouraging their children to greet, play with, and support every child in the center.

When a child is exhibiting behaviors that may feel uncomfortable, it is the goal for ALL families and the teaching staff to work together to support the child and his/her family in finding and nurturing the child's compassionate, caring self. It is believed that every child is worthy of having the care and support of everyone, children and adults, involved in the preschool.

Anti-biased curriculum/philosophy: Our children's center practices an anti-biased approach in order to make all families feel included and respected. Our families and teaching staff arrive to our children's center rich with culture and traditions to be shared.

Goals of an anti-bias curriculum/philosophy:

- To foster a positive self-identity within the context of a group identity
- To facilitate knowledgeable, empathic interactions with people who are different from oneself
- To foster critical thinking about bias
- To help children stand up for themselves and others in the face of bias
- To show a willingness to look at various perspectives of an issue

Each family and student teacher is required to create a page for our family diversity book; and they are invited to bring in objects/treasures to share in the classroom, which represents their families' culture/traditions. With respect for individual religious practices and beliefs, lab instructor, lab assistant, and student teachers do not initiate the celebration of "traditional" holidays in our children's center, although each family is required one time each calendar year to work with the lab instructor to develop and present developmentally appropriate curriculum for the children to teach about the customs/holidays/practices that are important for that particular family. For example, children's birthdays may be acknowledged with prior approval in the following ways:

- present birth pictures of the child and sharing information about the child's birth such as date, time, weight (represented by a bag of oranges or a pumpkin), height (piece of yarn), who was present and the loving thoughts from family about child's birth;
- share a special healthy snack (no candy or other foods with sugar);
- sing a song such as *Happy Birthday* that is initiated or requested by child or family;
- donate in honor of the child's birth day an item such as a book, flowers, or flower bulbs;
- family member(s) joins child for lunch
- family member(s) joins child for day at preschool

As we are a center focused on relationships and investing time with children, our center would be uncomfortable with:

- special birthday cups, napkins, plates, or favors;
- party invitations for any occasion handed out inside the preschool. Parents may hand deliver them AFTER class OUTSIDE the gated area. Sometimes families mail the invitations if they are not inviting everyone from the center to avoid feelings of hurt and rejection. Lab Instructor can work with family to help create a caring plan to hand out invitations.

This program provides a child-centered learning environment that offers an approximate ratio of 1 adult per 3 children in the program. Our preschool lab is staffed with one lab instructor, one lab assistant, possibly one student worker, and student teachers that are majoring in child development. The children will be observed by students from other child development courses (CLDDV-101, 107, 123) along with students completing their student teaching in the preschool. Each student teacher completes a portfolio on one child. It is the goal of the program for each child to receive one portfolio before exiting the program.

Contracted Hours and Days/Attendance/Arrival:

Child development majors will be completing their student teaching in our classroom and they will be completing assignments based on child observations. Therefore, it is our expectation that each family will set a goal to be present each and every day and arrive on time as late arrivals are not accommodated.

Children are required to attend each Tuesday and Thursday from 9:00 AM to noon; arrival/9:00-9:30 AM; departure/noon. Families are required to arrive and depart on time unless there is an emergency. Families agree not to miss more than two days each semester unless the child is sick. This requires thoughtful planning on the part of the family. Families are asked to schedule vacations and all appointments including doctor, dentist, speech, O.T., etc. during the centers closed hours/days. The children attend approximately 32 weeks out of 52 weeks each year.

You may have already made several appointments for the next school year, and we are respectfully asking that you start planning now to rearrange appointments if they conflict with our preschool session. If you have a family vacation planned that cannot be changed, it is critical that we are notified before the session starts, so that we can work with our students to get their assignments completed.

- **Exception to contract hours and days:** once every 2-3 years, the program may have twilight hours during the summer session instead of morning hours to accommodate the needs of our working student population who need to complete the lab practicum course in order to finish their child development major.
- **Notification of Absence/Late Arrival:** Notify the teaching staff by 8:30 AM when your child must be absent or late for any reason (575-6329.) Calling by 8:30 AM allows the lab assistant to check phone message before the busy arrival time. The teachers worry when a family does not arrive on time. It is our policy to call absent families before noon; therefore, when the lab assistant has to make phone calls, it takes time away from the children who are in attendance. If the child is absent more than once without notifying the center by 8:30 AM, services may be terminated.
- Children must be signed in (at arrival) and out (at departure) everyday by an authorized adult, using full legal and legible signature of first and last name. Authorized adults include parents and other adults whose names are provided in writing by the family. Children under 18 years of age may not sign-in or out a child.

Corporal Punishment:

The lab instructor will provide instruction during the first parenting course about our guidance and discipline philosophy for our classroom as we, teachers and families, do **not** utilize corporal punishment (spanking, slapping, pinching), threats, shaming, yelling,

and/or time-out. Also, family members are asked to refrain from using any type of strategy that might be upsetting to the children in our program. We want the children in our program to know that our preschool is a safe place and that they don't have to fear physical and/or emotional punishment while in attendance.

Dates for the 2010/11 Preschool Year:

Our school year has three different sessions, summer 2010 (approximately 17 days over 5.5 weeks), fall 2010 (approximately 12.5 weeks including two visiting days), and spring 2011 (approximately 12.5 weeks including two visiting days.) The first session starts in June. Unfortunately, we are not able to accommodate requests for new families to start in the fall this year.

First Session/Summer 2010-\$105.00:

- Visiting days, Wednesday, June 16 and Thursday, June 17 from 10:00-11:00 AM
- First full day of summer preschool session, Monday, June 22
- Last day of summer preschool session, Thursday, July 22
- Closed every Monday Friday

Second Session/Fall 2010-\$200.00:

- Visiting day, Thursday, September 16 from 10:00-11:00 AM
- First day of fall preschool session, Tuesday, September 21
- Last day of fall preschool session, Thursday, December 9
- Closed every Friday and on Thursday, November 11/Veteran's Day holiday observed; Thursday, November 25/Thanksgiving holiday observed

Third Session/Spring 2011-\$200.00:

- Visiting day, Thursday, January 27 from 10:00-11:00 AM
- First day of spring preschool session, Tuesday, February 1
- Last day of spring preschool session, Thursday, April 21
- Closed every Friday

Departure/Late fees for late departure each day:

Each day the families are required to arrive by noon. When the family arrives, please enter the classroom at noon and walk directly to your child and greet your child. If your child is listening to a story, please get close and offer lap time.

Grace period to pick up children is from 12:00 to 12:10 PM. After 12:10 PM, there is a \$10.00 per day charge to the family. This fee is paid directly to the business office on the day the family arrives late. If it is not possible to pay on that day, the fee must be paid before the child attends the following day. Exception: Families are not charged if there is an emergency situation or an unusual situation such as roadwork or an accident that slows traffic.

Eligibility:

Me-Wuk Preschool is a private pay program serving children in our community 2 to 5 years of age. To be eligible for this program, children must turn three years old by

December 2nd of the year enrolled. Children are enrolled from the applications received annually utilizing a lottery process that focuses on basic demographic areas such as family make-up including the number of people living in the home and who lives in the home with the child, languages spoken in the home, special needs, race/ethnicity; gender, age, family income with the goal of one to two years of continuous enrollment. Siblings are guaranteed a spot in the program during their four-year-old preschool year as long as there is an opening. It is our hope that we have a diverse group of 20-32 children and families who truly represent the children and families in our community. Once enrolled, a place in the center is reserved until the child transitions to kindergarten.

Email:

MJC is transitioning and will be utilizing student email addresses only for all notifications. Once you are enrolled as a student in our college, please immediately open and set up your MJC student email account. This is an important step, as you will only be notified about registration dates and other information in the student email account. They are going to stop using personal email accounts.

Families:

The families, including the siblings, are an important part of our preschool. Please know that there are days where your preschool-aged child will be required to have one of his/her parents or guardians with him/her at preschool and on visiting day and the first day of preschool, younger and older siblings may NOT attend. You are encouraged to start planning ahead now for the visiting days and first day of preschool in June, so that you'll have the needed care for siblings that are not enrolled in our program.

After the visiting day and first day of preschool, all family members including siblings are welcome to stay each day during arrival, 9:00-9:30 AM. If the sibling is not enjoying the participation, we respectfully ask that the family excuse themselves as many of our preschoolers are just learning how to stay focused and attend to the learning that goes on at our activities including group times and young siblings can be quite distracting (and cute!) At this point in time, families including siblings can move into our observation booth. The observation booth is a "quiet" area, as we don't want our preschoolers aware that there are people sitting on the other side of the observation window.

Preschool activities where all family members including siblings, grandparents, aunts, uncles, etc. are invited consist of the annual summer tea part, "picture" show, annual stone soup luncheon, MJC monthly library story time, MJC farm trip, and MJC Great Valley Museum.

First Day of Preschool/New to Program/required to stay with child on first day:

The teaching staff cares deeply about the children in our program and we want them to have the best possible start. If this is your child's first semester attending our

classroom, an adult is once again **required** to stay with the child from start 9:00 AM until finish 12:00 PM on his/her first full day. Similar to the one-hour visit, the adult is encouraged to stay near the child and be actively involved with the child rather than observe from a distance. The adult has an important task on this first day of school. Children are not able to read or tell time, so the adult will be verbally explaining to the child how each and every part of the day works while offering a comforting lap during group times and sitting at a table to eat lunch with the children.

Active participation from the adult will ensure that your child is successful while attempting activities and helping to prevent any potential conflicts that might arise as children learn how to form friendships, negotiate conflict peacefully, take turns, and work together cooperatively.

Health Check:

Each day when your child arrives, s/he is required to thoroughly wash his/her hands (and face if needed) immediately upon entering the center. One of the staff members will conduct a daily health check. It is **required** that the parent or primary adult caretaker stay with the child until the health check is completed. Please inform the staff of any health issues at this time, including an incidence outside of the preschool that has resulted in insect bites, bruising, bumps, fever, runny nose, cough, diarrhea, etc.

If siblings and parents are staying for the first half hour of the day, they are required to thoroughly wash hands and siblings must receive a daily health check too.

If a child has had a fever, diarrhea, throwing up, the child is **required** to be free of these symptoms for 24 hours **before** returning to preschool. Children who are assessed to be ill during or after the health check will be sent home. The teaching staff is not allowed by the Department of Social Services (DSS)/licensing to put sunscreen, bug repellent, or any ointment to cleanse wounds. Adult family members can put sunscreen or bug repellent on the child before s/he begins school each day. **Parking lot/road:** Please make sure that your child is holding your hand or staying right next to you as you get near the street.

- **Observing physical condition of children by DSS-licensing:** DSS has the authority to observe the physical condition of the child including conditions that could indicate abuse, neglect, or inappropriate placement.

Home Visits:

While home visits are not a requirement of our program, each family is invited to participate in a home visit with the teaching staff. Depending on availability of program funds and staff availability, the lab instructor, lab assistant, and possibly a student teacher will visit the home. We have had many "delightful" moments in our interactions with the children and the family in their home environment. We believe that a strong connection between home and school is vital to the partnership that is created to support eh child. Please let us know, if you would like to set up a 20-minute home visit.

Meals:

A healthy snack is included in the cost and will be served each day. The student teachers will offer various cooking experiences in addition to the daily snack.

Paperwork/required Items:

Bring night to orientation:

- child's most current immunization record
- birth certificate
- an actual set date for a doctor appointment where the physician will complete the Physician's Release form
- a complete change of clothing (i.e. shirt, pants, underwear, socks) for your child's cubby that stays there each and every day, and mark all clothing with your child's name with a permanent marker.
- Send an electronic picture of just the enrolled child (find one where the child looks confident and happy) and another electronic picture of your child and his/her family to children@mjc.edu. We want to be able to enlarge the pictures and laminate them for your child's cubby, journal, and lunch card. We hope to accomplish this before the children arrive for their first day of preschool.
- **COMPLETED Physician's Release:** Turn in form by ASAP to Colleen Norby in the child development office 157, John Muir Hall, west campus. If you're unable to get a doctor's appointment before May 30th, please email guerraschmidtp@mjc.edu with your child's scheduled appointment date. The Physician's Release form states your child is healthy and can attend preschool. You can access this form at: <http://virtual.yosemite.cc.ca.us/Childdevelopment/Physician.pdf>.
- **Reviewing child's records:** The Department of Social Services, Community Care Licensing (DSS) has the authority to privately interview children or staff, and to inspect and view child or childcare records, without prior consent.
- **Updating information:** It is the parents' responsibility to update health, emergency and/or certification paperwork. Your child may be excluded from attending the program for the following reasons: failure to complete the required health screening, failure to bring any medication or medical equipment needed per physician's health screening, failure to submit a current immunization record and/or failure to complete re-certification paperwork (including, but not limited to, emergency locating forms, current class schedules, and current emergency cards) before the beginning of each semester.

Parenting Course:

In order to help strengthen and support the relationship between parents and children and between home and school, a parent or an adult primary caretaker is **required** to enroll in FAMLF-800 and pass with a credit (i.e. "C" grade or higher) each and every

semester, summer, fall, spring, that the child is enrolled in the program. The family is required to enroll before the class begins each semester. The parenting class runs the first four weeks of each semester on Tuesday evenings from 6:00-8:15 PM. All regular MJC course fees apply to this half-unit course.

Family members can take turns enrolling in the class each semester. If you are not currently an MJC student, please apply for admission by completing an online application to become a student at Modesto Junior College:

<https://www.mjc.edu/OnlineApp/>

Summer Parenting Class: June 8, 15, 22 July 6 (6:00-8:15 PM), west campus, Muir Hall, Room 155.

Fall Parenting Class: August 31, September 7, 14, 21 (6:00-8:15 PM), west campus, Sierra Hall, Room 222B

Spring Parenting Class: January 11, 18, 25, February 1 (6:00-8:15 PM), west campus, Room TBA

Children may NOT attend the parenting courses.

Special Education/IFSP/IEP:

Approximately 25% of our preschool enrollment consists of children with either an IFSP (Individualized Family Service Plan) or IEP (Individualized Education Plan.) Also, it is possible that once a child is enrolled that it is determined that the child may benefit from receiving special education services.

From birth until they reach age 22, children who receive special education services have either an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP). If your child is under age 3, s/he'll have an IFSP; once s/he reaches age 3, s/he'll then have an IEP. The formalized documents are developed by an educational team of which the parents are the most important members to specify services that the child will receive. The documents include a detailed description of the educational goals and assessment methods along with documenting the child's progress.

Section 504 of the Rehabilitation Act of 1973

According to this law, parents of qualifying children have the right to develop a Section 504 plan with their child's school. To qualify for protection under Section 504, a child must have a record of such impairment, or be regarded as having such impairment.

Individuals with Disabilities Education Act (IDEA)

IDEA mandates the federal government to provide funding to education agencies, state and local, to provide free and appropriate education to qualifying students with disabilities.

Our preschool strongly encourages families to invite the preschool teaching team (lab instructor, lab assistant, and possibly a student teacher) to be part of the

child's IFSP or IEP meetings since the plans are focused on education. It is believed that when the teaching staff joins with the parents in these meetings that the goals for the child are more smoothly and effectively carried out in the preschool setting.

Toilet Learning:

Children enrolled in our program are NOT required to be using the toilet. However, it is important that when you confirm your spot in this program that you share with us whether or not your child will need help with toileting including reminders or changing diapers/pull-ups. Our lab assistant oversees toilet learning. The lab assistant will check the child's diaper/pull-up once daily during a natural transition time such as washing hands before snack or another meal unless it is soiled and needs an earlier change.

Upon arrival each morning, the parent is required to check and then change the child's pull-up or regardless of whether or not the child was dry when s/he left home. In addition, the family is required to fill out the "Diaper/Pull-Up Form" at arrival. Each family provides diapers or pull-ups along with wipes.

Tuition (Nonrefundable Fee):

Pay to the MJC Business Office using the preschool payment form.

Summer 2010 Semester: \$105.00 due and payable by May 7, 2010

Fall 2010 Semester: \$200.00 due and payable by July 22, 2010

Spring 2011 Semester: \$200.00 due and payable by December 9, 2010

Visiting Day for Children:

In order to help children become more familiar and comfortable as they gradually adjust or readjust to our classroom and meet the new student teachers each semester, we have one visiting day to start each semester. It is scheduled for one hour, 10:00 AM to 11:00 AM. It is strongly encouraged that children attend this visiting day each and every semester, as having new student teachers is a unique experience at our preschool setting.

An adult must accompany your child for the entire visit even if they have been previously attending our preschool. We would like to encourage the adult to stay near and actively participate with the child during this visit rather than sitting back and observing your child. This will give the adult an opportunity to spend focused, quality time with the child while helping to support the child to be successful as s/he explores the equipment, meets the teachers, and interacts with other children.

Summer 2010, 10-11:00 AM (Wednesday, June 16 and again on Thursday, June 17)

Fall 2010, 10-11:00 AM (Thursday, September 16)

Spring 2011, 10-11:00 AM (Thursday, January 27)

Siblings may NOT attend during this one-hour visit.

Student Teachers:

Student Teachers are required to abide by YCCD's requirements for volunteers in the preschool setting, therefore, the student teachers are t.b. cleared but are NOT fingerprint cleared. They are under the direct supervision of the lab instructor and lab assistant at all times.

It is the goal to train student teachers to:

- Develop the ability to build trusting and mutually respectful relationships with children and their families
- Develop the skills needed to follow the child's lead
- Observe child growth and development
- Utilize mutually respectful, positive but firm guidance techniques that will be effective in their work with young children
- Plan, present, and evaluate learning activities for young children in a group setting
- Participate in actual teaching experience with young children while studying theory
- Discuss and evaluate daily experiences with the children
- Observe other teachers as they work with children and present activities
- Participate as a member of a teaching team

Terminating Services:

Services terminated by family: A two-week notice is required when dropping your child from the program. The tuition paid for the semester in which the child's terminates services is non-refundable regardless of the reason for terminating services. If the family decides to terminate services, it is strongly encouraged that the child continue for the next two weeks, so that the child has the opportunity to say good-bye slowly to the other children, families, and teachers.

Services terminated by lab preschool: If the family does not follow the admission agreement as stated, the program has the right to terminate services with the family. In the event that the preschool believes this to be necessary, the preschool teaching team will make an appointment to meet with the family, discuss the issue, and set a plan to resolve the issue. If the family is agreeable, the family and the teaching team will collaborate and develop a plan to help the family start successfully following the admission agreement terms. In the event that the family opts not to follow the admission agreement or is unable to follow the admission agreement for any reason, the family will receive a two-week written notice from the alb preschool giving a date that the services will end. The tuition paid for the semester in which services are terminated is non-refundable regardless of the reasons for termination.

Volunteers:

We do welcome parent volunteers in our classroom. Please submit a negative t.b. clearance, dated within the last year. A parent volunteer wears an apron and nametag. We typically find an activity for the parent to facilitate or the parent can

suggest an activity such as cooking, playing an instrument such as the piano or guitar, reading children's poetry, art, science or math curriculum. If you have a special talent to share, let us know. We can help you plan an activity! While we know it is important to spend some time with your child when you are volunteering, the goal of the parent volunteer is to help out as a "teacher" rather than stay with their child for the entire session.

Younger siblings may NOT attend while a parent is volunteering for the day, although the older siblings up to 12 years of age can stay to help on a day the parent volunteers.

Thank you for your support and cooperation and welcome to Me-Wuk Preschool! We are looking forward to interacting with all of the children and their families! I believe our program has one of the most important jobs - to be trusted with the care and education of your young child as we build caring relationships during these critical foundation-building years.

As we strive to work as a team to support your child's preschool experience, you are welcome to call me at my office (209) 575-6345 or at the classroom (209) 575-6329, if you have any concerns or questions about the information and the requirements as noted in this email. It is our hope that each family that has a reserved spot will fulfill the requirements and join our "school family" for this upcoming year!

Respectfully,
Pam Guerra-Schmidt
Professor, Child Development
<mailto:guerraschmidtp@mjc.edu>

Note to family: After reading this Admission Agreement, please retain this agreement but sign the admission agreement form stating that you have read and received a copy of this form. Thank you.