



**PEREGRINE**  
**SCHOOL**

**Parent Handbook 2015-16**  
*Early Childhood Center*

## Welcome to Peregrine School!

This handbook contains information about our programs and policies. Because we are a dynamic institution, our policies are subject to change during the school year. Please follow all Google Group email announcements to stay informed. Communication is important to us at Peregrine School, so we want to hear from you, too.



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## I. Program Elements

### *Peregrine School, a Nonprofit Organization*

The Peregrine Project is a private, nonprofit organization, founded in 2007. Peregrine Project is an umbrella organization comprised of three programs: Peregrine School, Peregrine Center (afterschool programs), and Peregrine International (service learning).

Peregrine School comprises two centers. Peregrine Early Childhood Center (“ECC”) serves children ages 18 months to kindergarten (ages two through six), with programs located at our original campus in West Davis and another campus in South Davis. Peregrine Elementary School serves grades kindergarten through sixth, also at our South Davis campus.

Peregrine School’s mission is to educate children to be creative, critical thinkers. Our program integrates the academic rigor of a classical liberal arts education with student-driven projects in the arts and sciences, while promoting the emotional and physical health of our students.

For more information about Peregrine School and the Peregrine Project, please visit our website, [peregrineschool.org](http://peregrineschool.org).

### *Play- and Project-Based Learning*

Because young children need hands-on, experiential learning, they learn best through play. Naturally, our basic mode of instruction at the ECC is play! As children get older, more learning can occur through abstract methods; project-based learning links experiential learning with academic pursuits to create deeper meaning in both.

Western education has a long, research-backed history of teaching through projects, with the locus of control residing in the child. John Dewey, the American educational philosopher and founder of the progressive tradition of education, provided inspiration to Peregrine School and to countless progressive educational endeavors worldwide over the last 100 years. We also draw inspiration from the UCLA Lab School ([labschool.ucla.edu](http://labschool.ucla.edu)), a well-established project-based learning program.

Educators in the Reggio Emilia region of Italy have created a famous and highly effective version of this tradition ([reggioalliance.org](http://reggioalliance.org)). Their approach uses the arts and extended projects (inspired by children, then expanded and augmented by adults) to produce wonderful results. In addition to developing improved attention spans, Reggio children create artwork that goes far beyond what traditional developmental scientists expect from children of those ages. The Reggio Emilia philosophy has been embraced and researched by *Project Zero*, a long-term and extensive study on creativity sponsored by Harvard University, and spearheaded by Howard Gardner, the author of *Frames of Mind*, a book that forwarded the concept of multiple intelligences ([pzweb.harvard.edu](http://pzweb.harvard.edu)).

Our school is inspired by the Reggio Emilia tradition, but uses methods from various traditions, thereby creating an eclectic program that employs the most proven techniques.

### **Project Examples**

Some projects at Peregrine School are planned in advance and span several months, while others occur spontaneously in a morning. Recent project highlights include:

- Visiting the zoo. Leading up to this trip, the students learned about groups of animals, created art projects about those animals, and decorated the entire Escuelita classroom to be a jungle or arctic habitat.
- Harvesting potatoes from the school garden. An Escuelita teacher helped the students dig the potatoes up and then used them to create a math lesson on counting and sorting. Afterward, the students helped to cook the potatoes and ate them, learning about nutrition.
- Studying the ocean. Primaria students study the broad theme of water for two years: year one is spent on our rivers and watershed, and year two on the ocean. Gradually during their studies, the children create ocean habitats in the classroom and visit the Nimbus Fish Hatchery and the Monterey Bay Aquarium.
- Country studies. Escuelita students study “the world” through focusing on the food, culture, geography, language, arts and more about countries represented by our teacher and our school community.

### ***Spanish Language Instruction***

In the ECC, much of the direct teaching is conducted in Spanish, using songs, stories, and simple commands. As the students get older, more formal Spanish instruction is introduced.

Peregrine School exposes students to Spanish in context during various parts of their days. We are not a strict Spanish immersion school. Please speak with your child’s Head Teacher or Spanish teacher for more information on the specifics of Spanish instruction for your child’s age group.

### ***Building a Healthy Community***

Leading a healthy lifestyle is the cornerstone of lifelong health. At Peregrine School, we teach students to incorporate healthy habits into a productive day.

At lunchtime, students and staff receive a healthful, usually local, and preferably organic lunch. We have weekly music and dance classes taught by experts, daily physical education, trips to the park, and free time for chosen activities. Our curriculum is designed to build emotional intelligence and self-regulation, and incorporates meditation and mindfulness, and nutrition and physical education.

Peregrine School also seeks to create a family and community school. Peregrine School encourages family and community engagement through:

- Work parties and field trips.
- Parents or community members as volunteer teachers and experts.
- UCD student interns and high school volunteers.
- Parent meetings and school-wide events.

### ***Science, Our Garden, and Our Natural Environment***

One characteristic that distinguishes Peregrine School from other play-and art focused schools is our emphasis on science instruction. Science learning starts from the very beginning of the student's time at Peregrine School, with inquiry, hands-on experiments, gardening, field trips, service learning and projects.

Our garden is used for in-depth science and math education, for food served at the school, and for exposure to the natural world. In addition, we have parents who are scientists, some of whom choose to share their skills as volunteers. In addition, each class has a dedicated science teacher who leads garden, nature and general science studies.

### ***The Arts/School Performances***

Visual arts are incorporated in all elements of our program. Visual arts provide small motor experience in many media, serve as means of expression and communication, and enable understanding of thematic concepts. In addition, art is a major way of communicating concepts for children who do not yet write.

Performing arts are also incorporated into the Peregrine program at all levels. Dance, music, yoga, and drama are introduced by teachers and expanded upon by specialists. Performing arts education culminates in a school-wide spring play.

### ***Specialist Teachers***

One of Peregrine School's tenets is that children benefit greatly from exposure to expert instructors. Our staff include native Spanish speakers, professional dancers, visual artists, filmmakers, musicians, and naturalists. These teachers give instruction in their own classrooms and other classrooms through regularly scheduled specialty lessons. In addition, we are proud to have an international staff, prepared to share their languages and cultures.

### ***Field Trips***

Peregrine School students enjoy an unusually high number of field trips, which are incorporated into our project-based learning and an important part of our curriculum. These field trips provide crucial natural, agricultural, cultural, and artistic exposure; they also accustom students to working together outside the school grounds.

As the age of the student increases, so do the number and length of field trips. Older students attend multiple Mondavi Center performances and educational programs at the Crocker Art Museum every year. We also offer optional weekend family trips to destinations such as Angel Island or Monterey Bay Aquarium. For example, Primaria students often visit the Monterey Bay Aquarium with their families in the spring.

When possible, the older children's field trips are taken via bus, so parent drivers are not needed—we think it's great for students to learn to use public transportation. In addition, all classes also take frequent walking field trips to Village Homes (for ECC West), the neighboring parks, and other places in the neighborhood of the schools.

## II. Programs

### *Criteria for Appropriate Placement*

Patitos, Escuelita and Primaria are structured to serve students within a developmental range, with the boundaries between classrooms intentionally fluid to allow for students and families who need or desire slower or faster movement between levels. Admission to our programs is based on the child's needs and parental desires.

Some students may transition from Patitos, Escuelita or Primaria at the end of each trimester, if they are developmentally ready, and if space exists in the next program up. Students who seem ready to move will have an opportunity to visit their next possible classroom to see if they are ready, and parents will be consulted in this process. For children in one class all year, we encourage you to use the winter parent conferences as an opportunity to discuss with your child's Head Teacher which class would be most appropriate for your child the following year. Student placement is developmental and based on a variety of factors which center on the social, academic and overall level of each child.

### *Program Overview and Philosophy*

Our goal is to help children develop autonomy, creativity and critical thinking skills to support their journey as life-long learners. We encourage language development in both Spanish and English, an emergent understanding of science and the arts, and the development of social-emotional skills and cross-age interaction. In short, we agree with Reggio's concept that there are "100 languages" of childhood, and attempt to help each child develop in every way possible.

The guiding principle of Peregrine School is that whatever the method, **learning driven by the passions and interests of the students is always most effective.** This concept drives play-based curricula where children make significant choices about how to spend their time. We balance this with the teaching of developmental benchmarks of skills and attitudes which children will need for elementary school and beyond.



### ***Patitos (ages 18–23 months)***

Patitos is a developmentally appropriate program for children ages 18-23 months, with a maximum class size of 12 students. A teacher-student ratio of 1:6 is maintained across the day. Students participate in a variety of intimate, exploratory, play-based projects in art, science, gardening, cooking and other subjects, with an emphasis on sensory experiences. Students play freely, inside and outside, in an environment that encourages social interaction. In addition, students participate in specialty classes delivered by experts, including dance, drama and music, gardening and science.

Patitos is a full-time year round program. Program hours are from 7:00 a.m. to 6:00 p.m. daily and the program includes lunch, nap (for students whose parents want it), additional play time, and snack in the afternoon.

### ***Escuelita (ages 2–4 years)***

Escuelita is a highly enriched program for two to four year olds that runs from 9:00 a.m. to 12:00 p.m. A gratis 30-minute play time is offered from 8:30 to 9:00 a.m. The program is play-based and centers on the child as explorer and active learner e.g., exploration through the senses and child-centered fantasy play. Students participate in yoga, dance, and music classes delivered by experts. They receive daily instruction in Spanish and participate in a variety of art and science projects. They also play freely, inside and outside, in an environment that encourages social interaction.

Escuelita South also has a transitional two year old classroom for children moving from 24 to 30 months or for those who benefit from a smaller group, before transitioning into the larger Escuelita program.

### ***Primaria (ages 4-6 years)***

Primaria is a play-based pre-kindergarten/transitional kindergarten program that runs from 9:00 a.m. to 2:00 p.m. daily. A gratis 30-minute play time is offered from 8:30 to 9:00 a.m., and parents are encouraged to bring their children during this time.

The program is designed for four- to six-year-olds and centers on project-based learning in all subject areas. Science drives the curriculum and reading, writing and numeracy are introduced. A theme of “water” persists throughout Primaria’s two year cycle, with focus on the ocean one year and river systems the next, on a rotating basis. Children participate in Spanish instruction, thematic projects in all subject areas, and specialist instruction in music, yoga, drama, dance or ceramics. Students are served a hot, family-style, natural-foods lunch each day, and have physical education every morning.

### ***Mariposa Day Care***

Mariposa Day Care is available to Escuelita and Primaria students before and after curriculum

hours, from 7:00 a.m. to 6:00 p.m. Mariposa includes lunch (for Escuelita students only), nap (for students whose parents want it), additional play time, and afternoon snack.

### ***Removal From Peregrine School***

Peregrine School may withdraw a student under these circumstances: 1) tuition is not paid according to the terms of the Admissions Agreement; 2) there is an unresolved conflict between the student, parents, staff, and/or school administration or 3) Peregrine School cannot meet the student's needs within the regular administration of its programs. If a student is withdrawn because of conflict, the remainder of the current month's tuition and the last month's tuition deposit will not be refunded.

## **III. Classroom Routines**

### ***Sign-in/Sign-out Procedures***

Daily sign-in/sign-out sheets are located in the lobby. Parents must sign their children in and out each day with a legible time. This is legally required by the state, important for safety, and used to calculate extra hour charges. If you do not sign your child out, you run the risk of being billed for more hours than your child was actually present.

### ***Drop-off/Pick-up Procedures***

Our teachers exercise vigilance in keeping an accurate count of the students present at the school and in their care each day, performing routine checks of the late pick-up list and maintaining head counts on their roll-call sheets throughout the day. To help ensure that our students are safe at all times, it is important that parents/authorized adults follow our drop-off/pick-up procedures.

When dropping off students in the morning, first sign-in in the lobby and then accompany the student to his/her classroom or the playground and check-in with a teacher. Similarly, when picking up your child, please ensure that a teacher is aware that you are departing with your child then sign-out in the lobby.

Parents wishing to authorize another adult (e.g., family member, babysitter, nanny) to pick up their child on a permanent basis must legibly write that person's name on their child's Emergency Contact form in advance of having the person pick up the student. We will accept pick-up changes by phone if you need to add a person not already listed on the emergency form in a last-minute situation; however, you will be required to provide personal details about your child (e.g., birthdate) to ensure proper identification. For one day changes, please indicate the change at the bottom of the sign-in sheet in the lobby.

**It is essential that any authorized adult be well-informed of our sign-out and pick-up procedures and follow them accordingly.** Staff members may require any person picking up

a student to provide a photo ID as proof of identification. The school will not release the child to an unauthorized person and will notify the parent immediately.

Additionally, when you arrive at school to pick up your child, it is your responsibility to start supervising your own child from that time on. It is awkward for teachers to manage and discipline children when a parent is there, too.

### ***Extra Hours***

Parents wishing their child to stay in school beyond their normally enrolled hours may use Extra Hours. **Extra Hours are subject to availability.** Extra Hours are available between 7:00 a.m. and 6:00 p.m. on any of the student's normally scheduled school days; student must attend curriculum hours that day. If your child will be leaving early or staying outside his/her normally enrolled hours, please fill out the Early/Late Pick-Up Notification sheet in the lobby; you may also call the Administrative Office to provide notification or, outside of office hours, the classroom cell phones. See "Staff Contact List" in Appendix.

### **Extra Hours Billing**

Extra Hours charges are assessed by the half-hour. From September through May, extra hours are tallied on the 21<sup>st</sup> of each month and added to your next monthly tuition bill. For example, the tuition bill for April will include all extra hours used between February 21 and March 20. In June, extra hours are tallied on the last day of school and billed in early July. Likewise, extra hours used during July's summer sessions are tallied and billed in early August, and extra hours used during August are tallied and billed in early September.

### ***Monthly Tuition Payments***

Until the student's final month, tuition payments are due by the first business day of each month. Late fees will begin accruing at 6:00 p.m. on the third business day of each month. Payments can be made as far in advance as desired. Please note that tuition is not prorated for student absences, for school closures due to safety (e.g., inclement weather) or for scheduled holidays (e.g., Winter and Spring Break, President's Day).

### ***Field Trips***

Students are expected to participate in all field trips occurring on days that they are normally at school; families opting out of any field trips must arrange for alternate care on those days. Peregrine School does not offer tuition refund for these days. Part-time Escuelita students with a parent chaperone are invited to join their class field trips if the field trip is not on their regular school day.

Siblings and other family members may attend field trips with the parents, so long as the situation is manageable and safety can be assured. Parents are responsible for the care of their own children. Please check with your child's Head Teacher in advance of the trip date. We are unable to provide lunch for parent chaperones or siblings on field trips.

### **Field Trip Fees**

**Parents are responsible for field trip fees.** Generally, field trips are local and either free or inexpensive. Charges are billed to each family's account. All the costs of a field trip (e.g., staff admission, group transportation costs) will be combined and split equally among all attending students, and billed on the following billing statement. Usually, if students do not attend their class's field trip, the family will not be charged the field trip fee. However, because Mondavi performance trips must be scheduled a year in advance, **all families are charged for the price of their children's tickets** (about \$11-\$12 each) regardless of their children's participation.

### ***Nap Time***

Nap time for Mariposa students occur between 1:30 and 3:30 p.m. daily. Non-napping students have quiet play time outside or in another classroom during this time. If your child is still sleeping when you arrive, please ask one of the teachers to get your child. Do not enter the room—doing so may disturb the other napping students.

Nap is offered at 1:30 pm to students whose parents want them to nap. Please be patient if your child is having difficulty taking naps at school. It takes time for children to adjust to new routines, and some have more difficulty than others. Teachers will make every effort to get your child to sleep within a reasonable amount of time, but if your child does not fall asleep, they will take your child into the classroom with the non-napping students.

After the initial adjustment period, usually about a month, if students are not asleep by 2:00 pm, they will be gotten up to join the non-napping students at play. If the same student does not fall asleep for three days in a row, that student will no longer be offered a nap, unless something changes in their life that suggests they may return to napping. In other words, students who consistently do not fall asleep will no longer be offered naps. This is the criterion for napping - not parent request alone.

Teaching staff occasionally receive individual requests which do not fit our needs in a group situation. We understand that getting children adequate sleep is very important, and that children can be quite challenging in regard to changing nap schedules. That said, parents are discouraged from asking for naps on some days and not others. We will tell parents whether their child napped when they are picked up, but we will not call parents to consult them at nap time, since that takes too much teacher time.

We appreciate your understanding that it is not feasible to create a customized nap schedule for each student in the classroom.

### ***What to Wear/Bring to School***

Please dress your child in comfortable clothing that can get dirty. During warm weather, please make sure your child is wearing clothing that can get wet. During cooler weather, please send layers. Peregrine students play and eat outside year-round, weather permitting, so send your child dressed to be outside.

Students should be able to run in their shoes and to take them on and off themselves, if at all possible. No fancy shoes, please.

Please do **not** bring anything to school that is irreplaceable or especially dear to you or your child (such as special clothing, beloved toys, or photographs). Many things get dirty or lost at school. Make sure to check the lost-and-found bins. The contents of these bins will periodically be donated to charity; we will give fair warning before doing so.

Please send the following items to school with your child:

- Two changes of clothes to leave in your child's cubby. Please place in a Ziploc-type bag. Please label all your child's clothing and belongings clearly. Remember to replace the outfits as needed.
- **If your child is not toilet trained:** a full box of diapers and several containers of wipes, all labeled clearly with your child's name. Replenish as necessary.
- **If your child is staying for full day care:** a small blanket that can stay at school for naptime. Pillow and stuffed animal are optional. Please launder your child's naptime gear every week.

### ***Toy Policy***

Because the imaginative life of children is very important to Peregrine School, some Head Teachers allow students to bring toys from home. **Check with your child's Head Teacher as the toy policy of each classroom may change during the year if issues arise.** The following general guidelines apply:

- **No toy weapons!**
- All toys must be put in cubbies for circle time and other formal teaching times.
- If toys become an object of disruption or conflict, students will be asked to stow them in their cubbies.
- Your child's teacher may ask all the students in the class to stop bringing toys to school for a while. Sometimes, toys become a problem, and teachers temporarily ask all the students in the class not to bring them. Teachers will let you know if this occurs and keep you updated for however long it lasts.
- Students must understand that toys brought from home will have to be shared.
- Peregrine School is not responsible for lost or damaged toys or other personal belongings. Encourage your child not to bring items that are precious, or that your child cannot bear to share.

### ***Birthday Celebrations***

Individual birthday celebrations at Peregrine School are not usually food-centered. Please speak with your child's Head Teacher in advance of his/her birthday—traditions are specific to each classroom, and celebrations must always be arranged with the teacher. Due to

allergies and our commitment to healthy, non-sugary foods, we encourage parents to send non-food birthday treats, if they wish.

Non-food ideas include sponsorship of an expert scientist or artist to perform for, or work with, the students. For example, one parent hired an expert from the raptor center to educate the class about owls.

At Peregrine School, we seek to be inclusive at all times. If your child wishes to invite his/her whole class to a party at home, then bringing invitations to school is appropriate. But if only a few children are invited, which is of course OK, we ask that you please distribute the invitations another way. All parents will receive a Parent Directory from your child's Head Teacher, which contains email addresses and phone numbers for other families in your child's class.

#### **IV. Parent Involvement**

Peregrine School relies on parent involvement to function. Your help and support is always appreciated! Parents are encouraged to attend Back-to-School Night, parent meetings, student performances, drive and chaperone on field trips, and to volunteer for family tasks, in the classroom and for school-wide events. Additional parent involvement will be requested on an as-needed basis.

##### ***Family Tasks***

Family task lists are distributed by your child's Head Teacher shortly after the start of the school year. Family tasks include caring for your child's classroom pet, weekly laundry, and IT support.

##### ***School-wide Events***

Peregrine School hosts various family-friendly events to build community within our school and to welcome others into our community. Each family is expected to volunteer for at least two school-wide events (or more if you'd like!). School-wide events include art and science fairs and the Spring Fiesta. Volunteer shifts are typically between 30 minutes and two hours. Families who participate in the event planning committee need not volunteer for that event. Families who prefer not to volunteer may opt for a buy-out.

##### ***Work Parties***

Work parties are scheduled by teachers as needed. They typically occur on a Saturday morning in October, February and April. Each family is expected to volunteer for at least one work party.

##### ***Fundraisers***

Fundraisers are vital for Peregrine School to function and grow. Families are expected to participate in our fundraisers and to help spread the word of our fundraisers.

### ***Field Trips***

Field trips are fun and contribute immensely to our teaching program. Field trip participation does not qualify for the classroom volunteer tuition discount.

Drivers must provide proof of automobile insurance prior to the field trip. This proof must be provided every time your automobile insurance is renewed. Car seats or booster seats are required for all students, and must be provided by their families. Volunteer drivers should submit parking receipts to the Financial Administrator for reimbursement. Field trip participation does not qualify for the classroom volunteer tuition discount.

### ***Classroom Volunteering for Discount***

Parents and other family members are welcomed as classroom volunteers. Before signing up for a shift, please clear the dates with their child's Head Teacher. Classroom volunteers follow the lead of the teachers and may help with special activities and routine tasks, participate in circle time, sit with the children and share snack. Each volunteer shift is three hours long.

Classroom volunteers must complete a Health Screening form (LIC 503) with TB test and turn it in to the Administration office before their first shift.

If you are volunteering and would like to have the school lunch that day, please contact the chef the day before and let her know. A charge for the lunch will be added to your next bill.

### **Classroom Volunteer Tuition Discount**

Classroom volunteer shifts, which are three hours long, are eligible for a tuition discount (see your Admission Agreement for current rates). Parents of part-time students may volunteer for credit once per child per monthly billing cycle (the 20<sup>th</sup> through the 21<sup>st</sup> of the following month). Parents of full-time students may volunteer for credit twice per child per billing cycle. Families may not work extra shifts one month to make up for shifts missed the previous month. To allow all families the opportunity to volunteer in class, volunteers may not work more than four shifts per month without pre-approval from the administration.

### **Volunteer Tuition Discount Billing Schedule**

Tuition discounts are credited to each family's account the month *after* volunteer shifts are completed. From September through May, shifts are tallied and credited from the 20<sup>th</sup> of one month through the 21<sup>st</sup> of the following month. Volunteer shifts worked in June are tallied and credited after the last day of school and billed in early July. Shifts worked in July are tallied and credited in early August, and shifts worked in August are tallied and credited in early September.

**NOTE:** In order for the Financial Administrator to correctly apply discounts, volunteers must **sign in and out in the lobby**. The discount will not be applied if either steps is omitted.

### **Classroom Volunteering Procedures**

First, check with your child's Head Teacher about shift openings then ask him/her for sign-up instructions. For your shift, wear comfortable clothing and shoes that can get dirty, and:

- Sign in in the lobby. Print and sign your name, and legibly record your "in" time on the staff sign-in sheet.
- Meet with the Head Teacher before your shift to see where your help will be needed, and again afterward to discuss feedback either you or the teacher have.
- Sign out in the lobby. Please record your "out" time legibly.

### **Non-Peregrine School Siblings on Volunteer Days**

We welcome parents and non-Peregrine School siblings visiting any time, as long as these siblings are under parental care at all times. If you are volunteering, we need your help working with the students at school, rather than watching your own children. Teachers cannot be expected to watch your children. Siblings who are mobile may not attend school on volunteer days, so that you can place your full attention on the students, including your own Peregrino, that day.

## **V. Food**

### ***Lunch Program***

Our chefs provide wonderful snacks and lunches, which balance all four food groups and are whole grain, mostly local and organic, and with limited sweets. We do not serve peanuts, tree nuts or shell fish in our school food.

Lunch is served to all students staying past noon at Peregrine School. Students with a program schedule ending at 12:00 p.m. are welcome to stay for lunch – an additional surcharge will be applied to your tuition billing statement at the end of the month, and extra hours also apply (refer to your Admission Agreement for current rate). Our chefs prepare all the food served at Peregrine, as well as screen pre-prepared snacks for nutritional value and allergen safety. Lunches are well-balanced and cover a wide variety of foods.

Lunch is served family-style, with teachers and students sitting down to eat together. Students practice table manners during lunch time, placing their compost and garbage in the proper containers and alternating turns helping to clean up.

Menus are published monthly. They are emailed to families and posted in the lobby. Ingredients and nutritional information are available upon request. Food served at Peregrine School is organic and local when possible and emphasizes whole grains, fruits, vegetables, beans, lean meats, milk products, and fish. We never use foods with trans fats or high fructose corn syrup.

### ***Peanut and Tree Nut Policy***

**We are a peanut-free school.** Because peanut allergies are becoming more common and can



be life-threatening, we appreciate your help in following these guidelines to keep our students safe. Failure to follow peanut policy rules will result in a fine. The current rate is listed on your Admission Agreement.

The following food products are **banned** at Peregrine:

- Anything with peanuts.
- Anything with peanut oils.
- Anything manufactured on the same *equipment* as peanuts.
- Tree nuts and shellfish are not allowed in group foods e.g., school potlucks.

The following food products are **acceptable** at Peregrine:

- Anything manufactured in the same *facility* as peanuts.
- Tree nuts are allowed in personal food, that is, food brought to school by an individual and consumed by that same individual.

Basic guidelines:

- Do not bring any banned food products to school. See list above.
- Bring your child to school with clean hands, clothes, and face. Even traces of peanut oil can be lethal to anyone with a severe allergy.
- Students may bring alternative nut butters e.g., almond butter, butters made from sunflower seeds, or soy nuts in their personal food. Be sure to clearly label sandwich bags when using alternative nut butters at school, or we will assume your child's sandwich contains peanut butter and throw it away.
- Group food must not contain tree nuts, peanuts, peanut oil, or products made on the same equipment as peanuts. When providing group food, please bring original containers with ingredient labels. Group food include foods prepared by the chef, foods brought by community members to share, and potluck items.
- Tree nuts include walnuts, cashews, almonds, pine nuts, hazelnuts.

### ***Food Allergies***

Parents must report all food allergies to the administration. **Parents must complete the Student Food Allergy and Intolerance Form and Emergency Care Plan which is provided in the Admission Packet. Please update changes in your child's allergy information promptly.** Every effort will be made to prevent students from being served foods to which they are allergic.

Peregrine School does not provide special meals to students with food allergies. Students with food allergies are required to bring their own lunch and snack. An exception to the policy of requiring students with food allergies to bring their own food will be made for those students who have **only** peanut or tree nut allergies.

**NOTE:** All parents must sign and return the **Food Allergy Notification, Acknowledgment and Release of Liability Form**, included in your Admission Packet prior to the start of school.

### **Breakfast**

Peregrine School does not provide breakfast. However, a home-packed breakfast may be eaten at school before 9:00 a.m. Please provide food that does not require heating or special preparation. Anything sent for breakfast will be taken away at 9:00 a.m. and not be accessible to the student again. Leftover breakfast will be sent home to the family at the end of the day. Remember **NO** peanuts allowed. No exceptions.

### **Snacks**

Snacks are provided daily in the mid-morning and mid-afternoon. Parents are encouraged to pack an extra snack for children who stay all day, as some students get very hungry again in the later afternoon. Again, **NO** peanuts, please.

### **Potluck Events**

Peregrine School hosts potluck events, inviting parents and friends to bring food from home to share with the Peregrine community. Because of the danger posed by students' food allergies, please observe the following guidelines when contributing to our potluck events:

- **NO food with peanuts, traces of peanuts, or food processed on the same equipment as peanuts.** Read labels to make sure store-bought foods are safe.
- **NO food with tree nuts (walnuts, cashews, almonds, pine nuts, hazelnuts, etc.).** Read labels to make sure store-bought foods are safe.
- No food that contains high fructose corn syrup and trans fats e.g., hydrogenated oil, partially hydrogenated oil, palm oil, cottonseed oil, tropical oils.
- Try to avoid artificial colorings.
- Bring the complete ingredient list of commercially-prepared or home-made foods.
- Emphasize fresh fruits and vegetables.
- Use, when possible, organic dairy products and meats, and bake with at least half whole wheat or white whole wheat flour.

Birthday celebrations at Peregrine School are not food-centered. See the “Birthday Celebrations” section for more details.

### **Note to Parents of Picky Eaters**

When a student occasionally chooses not to eat the food served, an alternative (e.g., cheese stick) will be offered. However, if this occurs on a regular basis, picky students should bring a snack and a lunch that will provide enough energy so the student can fully participate in her or his school day. These home-packed meals should be brought every day that there is a school meal planned that the student chooses not to eat.

Because our school operates lunch in a “family style” manner, students may be able to make a filling lunch from offerings at the lunch table that they will eat. Students who do bring a

home-packed lunch due to pickiness are always encouraged to try the school meal by their teachers and are always welcome to eat the school meal in lieu of their lunches from home.

Teachers and the chef keep an eye out for students who regularly seem to restrict themselves to very few options and will bring this to the parent's attention. Likewise, if parents find that their children are very hungry after school or the students themselves report that they do not eat lunch, parents should bring a lunch and snack for their children.

### ***Food Sent From Home***

Food sent from home should, ideally, be like what we serve in that our lunches provide all four food groups: protein, starch (mostly whole grain), fruits, and vegetables. Our snacks provide two of these food groups. Extra "treats" like cookies are not provided at school, except on special occasions. Please do not bring candy or sugared desserts or snacks to school.

Because we have students with serious allergies in our school, food sharing is not allowed. Please remind your child of this. Allergies can be dangerous or even life threatening. We rely on your cooperation.

### ***Candy/Sugary Treats/"Processed" Food***

We do not serve candy/sugared desserts or overly processed snacks, nor do we allow students to bring such items to school from home because:

- Our goal is to teach children good nutritional habits from early on.
- Many children react badly to sugar and become hyper.
- Most parents want their children to eat a healthy diet at school.

We want to emphasize how much we celebrate food at our school. If you have extra fruits on a tree and would like to share them, please give them to our chefs or put them in the lobby for distribution. Likewise, if a class is cooking something as part of their studies, they may ask parents to bring in a food or children might share a special food, which might sometimes be sweet. Our point is not to restrict foods, but to teach children how delicious healthy food can be.

### ***In Case of Emergency Chef Absence***

In case of a one day chef's absence, the lunch program will run as usual. However, in case of severe illness, accident, etc. that causes a multiple day absence for the chef, students will be required to bring a full lunch with snack on subsequent, consecutive days of the absence. This lunch should provide enough energy for the student to fully participate in her or his school day. On the first day of a multiple day absence, the lunch program will run as usual. By 1 pm on the first day, the administration will send out an email that lunches from home will be required the following day. Additionally, signs will be posted alerting parents to the need to bring a lunch the next day. Teachers will attempt to speak with every student

present and every parent/guardian involved in pick-up. For students who forget their lunch, teachers will assist the student by providing additional snacks.

## VI. Health Policies

### *Illness*

Our goal is to limit contagious exposure at school as much as possible. It is impossible to completely stop the spread of viruses and other infectious illnesses at school, because children are often contagious a day or two before they fall ill. We can, however, minimize the spread of infection by following a few simple rules.

**Students must be fever-free for a period of 24 hours (without fever-reducing medication) before returning to school.** Please err on the side of caution. If you suspect that your child is becoming ill, please keep them home from school. This will help them recover quickly and return to school as soon as possible while curbing the spread of illness within our school.

Check your child's symptoms against the following list:

**Fever.** Fever is defined as a body temperature over 100 degrees Fahrenheit. Students may not attend school until they have been free of fever for 24 hours without the use of fever-reducing medication.

**Vomiting.** Student may not attend school until 24 hours after the last episode of vomiting.

**Diarrhea.** Student with recurrent diarrhea must stay home, unless the diarrhea has a known non-infectious cause.

**Common cold/flu.** Student should not attend school within the first 24 to 48 hours of a cold. Colds are most infectious at this point, and what looks like a minor runny nose in the morning may be flu by afternoon.

**Strep throat/scarlet fever.** Student may attend to school 24 hours after the start of antibiotic treatment.

**Conjunctivitis (pink eye).** Student must be evaluated by a doctor to determine the conjunctivitis' cause.

- **Allergic conjunctivitis.** Student may attend school.
- **Bacterial conjunctivitis.** Student may attend school 24 hours after the start of antibiotic treatment.
- **Viral conjunctivitis.** Student must stay home until all symptoms are gone (viral conjunctivitis is highly contagious).

**Ear/sinus/other noncontagious secondary infection.** Students may attend school after they have been evaluated by a doctor and started on appropriate therapy.

**Head lice.** Student may attend school after receiving treatment with anti-lice shampoo (available at most drug stores) or a prescription lice treatment and thorough combing with a nit comb. See the **Head Lice** section for more details on our policy.

Please use your common sense when evaluating your child’s health and do not send children to school if they are feeling poorly, have low energy, or are feverish (even if the fever is from a noninfectious source). If children become ill while at school, their parents/authorized adult will be called to come pick them up. Peregrine School does not provide tuition discounts for absences.

### **Pandemics**

During pandemics or other special cases of infectious disease, Peregrine School will abide by the Center for Disease Control guidelines and any measures the directors feel necessary to protect the safety of children and teachers. This could include temporary school closure without refund.

### **Immunization Requirements (ECC)**

**Note:** The California legislature recently passed SB277, changing immunization requirements for students. The law does not take effect until January 1<sup>st</sup>, 2016. We will update this policy to comply with the new law before it takes effect. For more information see <http://www.shotsforschool.org/laws/sb277faq/>

Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375) all students at the Peregrine School are required to have all of the immunizations outlined below\* prior to arriving for their first day of school. Parents/Guardians must present their child's Immunization Record as proof of immunization prior to their first day of school.

A child who lacks one or more required vaccine doses may be admitted if the dose(s) are not currently due **on the condition** that he or she receive the remaining dose(s) when due, according to the schedule below. If the maximum time interval between doses has passed, the child cannot be admitted until the next immunization is obtained.

**Peregrine School reserves the right to refuse enrollment to unvaccinated children because of the potential risk to the larger community. If an outbreak, as defined by the CDC, of a preventable infectious disease occurs, Peregrine School reserves the right to require parents/guardians to keep inadequately vaccinated students away from school. Peregrine School does not offer tuition refunds in this case.**

Immunizations (Shots) Required	Vaccines
3 Polio 4 DTaP 3 Hep B 1 MMR, on or after the first birthday <sup>†,‡</sup>	<b>DTaP:</b> Diphtheria, tetanus, and pertussis combined vaccine. Record may show DT or DTP

\* Immunization Requirements for Child Care: Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075

<sup>†</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the child care entry immunization requirement

<sup>‡</sup> Required only for children who have not reached the age of 4 years 6 months

<p>1 Hib, on or after the first birthday<sup>†</sup>                  1 Varicella *</p>	<p><b>Hib:</b> <i>Haemophilus influenza</i> type b vaccine; required only for children up to age 4 years, 6 months</p> <p><b>MMR:</b> Measles, mumps, and rubella combined vaccine</p> <p><b>Hep B:</b> Hepatitis B vaccine</p> <p><b>Varicella:</b> Chickenpox vaccine</p>
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**Influenza Vaccine**

Because of recent flu epidemics, it is recommended that students, and other family members, receive an annual seasonal influenza vaccine.

**Exemptions**

California law currently (through December 2015) allows three (3) exemptions to student immunization requirements: (a) medical exemption, (b) personal beliefs exemption, and (c) religious beliefs exemption. *Please be mindful that unimmunized students are at greater risk of contracting diseases and spreading them to their families, schools and communities.*

- **Medical Exemption**

Parents/Guardians may have a child exempted from required immunizations if a licensed physician (MD or DO) determines that a vaccine is not indicated because of an underlying medical condition. Parents/Guardians must submit a letter or affidavit, signed by the parents/guardians and the child’s physician, documenting the medical exemption.

- **Personal Beliefs Exemption**

Parents/Guardians may have a child exempted from required immunizations if the immunization is contrary to his or her personal beliefs. Parents/Guardians must submit:

- i) A signed letter or affidavit requesting an exemption that states that the required immunization(s) are contrary to their beliefs.
- ii) A statement signed and dated by a healthcare practitioner (i.e. medical doctor, doctor of osteopathic medicine, nurse practitioner, physician assistant, or naturopathic doctor) and parent indicating that the practitioner has provided, and the parent/guardian has received, information about the benefits and risks of immunizations and the risks of vaccine-preventable diseases.
- iii) Parents/Guardians and health care practitioners must use The Personal Beliefs Exemption to the Required Immunizations form that meets all of the above requirements developed by the California Department of Public Health (available in the Peregrine School office and online at <http://eziz.org/assets/docs/IMM-8262.pdf>).

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\* If a child had chickenpox disease and this is indicated on the Immunization Record by the child’s physician, they meet the requirement

iv) A valid record of the required immunizations that their child has received.

- **Religious Beliefs Exemption**

Parents/Guardians may have a child exempted from required immunizations if a family's religion does not permit members to seek medical advice or treatment from a healthcare practitioner. Parents/ Guardians do not need to get a signature or information about immunizations from a health care practitioner. Parents/Guardians must submit:

- i) A signed affidavit requesting a personal beliefs exemption from required immunizations.
- ii) Parents/Guardians must use The Personal Beliefs Exemption to the Required Immunizations form developed by the California Department of Public Health (available in the Peregrine School office and online at <http://eziz.org/assets/docs/IMM-8262.pdf>).

**Note on Recent Epidemics**

Because of recent flu epidemics and local pertussis (whooping cough) and measles outbreaks, it is recommended that adult family members also seek regular vaccinations from their health care providers. Pertussis is a serious illness that can be fatal to young babies. Immunity tends to wane in adulthood, but can be boosted with a tetanus shot, which also contains the pertussis vaccine. Consult with your doctor about your immunity to measles – some vaccines given after 1956 have been shown to be less effective than previously thought. And, remember to get your flu vaccine every year!

***Health-Related Services***

All medication must be clearly labeled with the student's full name and clear instructions for administration. Before any medication (prescription or nonprescription; this includes sunscreen) can be administered by a teacher, the student's parent or authorized representative must complete and sign a Consent for Administration of Medications form. This form is in your Admissions Packet and also available in the Admin Office.

Prescription medication is administered by a teacher according to the prescribing doctor's instructions. Nonprescription medication is administered according to the product label. Minor injuries are treated on-site and documented with an On-Site Injury form, which is kept in the student's confidential file. Every effort will be made to verbally inform parents of an injury. However, because of staff changes in the afternoon, it is ultimately the responsibility of the parent (or authorized adult picking the child up) to check the student's folder in the lobby **every day** for injury reports and any other communications.

Any injury requiring prompt medical attention, but short of an emergency, will trigger the following process:

1. A staff member immediately calls the parent/emergency contact listed on the student's contact list form. The parent/authorized adult will come pick up the student and take him/her to the student's personal physician or an emergency room.

2. The teacher fills out the On-Site Injury form and places it in the student's family folder in the lobby. The parent must sign the form and turn it in to the Admin Office. The form will be kept in the student's confidential file.

For an injury threatening life or limb, a staff member immediately applies basic first aid or CPR while another staff member simultaneously calls 911. If a staff member is alone on site, he/she administers first aid or CPR for two minutes, then calls 911, as recommended in the American Heart Association's current CPR/First Aid guidelines. If possible, the staff member will call 911 from the school's landline so that Emergency Services can trace the call to the school's address. The student's parent/emergency contact is called as quickly as possible. The On-Site Injury form is filled out and placed in the student's confidential file.

### **Head Lice**

Like all schools with young children, Peregrine occasionally sees cases of head lice (<http://www.cdc.gov/parasites/lice/head/>). Although lice pose no real threat to health, they cause discomfort and are easily spread, so when cases appear at school, the following steps are taken to ensure the lice are eradicated as quickly as possible:

- Students found to have a new case of either live lice, or *nits* (*unhatched eggs*) that are *visible within an inch of the scalp*, are sent home for treatment with anti-lice shampoo. Once the student has received a shampoo treatment and has had a thorough nit-combing, the student may return to school, even on the same day. We recommend that the whole family be treated with anti-lice shampoo, and all clothing, bedding, and other soft items the student may have had contact with be washed in hot water. Please follow the directions on the shampoo bottle exactly; they often include a second treatment seven to ten days later, to take care of any undiscovered eggs that may have hatched. During the time of treatment, the student is allowed at school with or without the presence of nits. **Please note:** In situations where a parent does not wish to use anti-lice shampoo and insists on using alternative methods such as nit-combing alone or tea tree oil, etc., the student **must be nit-free before returning to school.**
- There are effective alternative treatments available by prescription from your child's doctor. Some kill only lice and some kill lice and nits (unhatched eggs). Your child may return to school after one of these treatments has been correctly applied. However, as with the over-the-counter shampoo, some of them may require re-treatment after a week to 10 days.
- As soon as a case of lice is identified, the school will have two consecutive days of lice checks at drop-off each morning. If new cases of lice are identified, the school will follow-up one week later with two or more consecutive days of lice checks. In addition, the school will hold preventative lice screenings every month, or every other month, at the school's discretion. We will make every effort to provide advance notice of lice screenings to parents. Lice checks occur in front of the school,



and parents must wait until their child has been cleared. Nit shells that are more than an inch out on the hair are not indicative of new lice infestations.

- All soft fabric items in the affected classrooms are laundered, and carpets/rugs are thoroughly cleaned. Parents must take their children's things (especially nap gear!) home to be washed.

**Please note:** Over the counter anti-lice shampoo and some of the prescription treatments do not kill nits (unhatched eggs), just adult lice. After receiving treatment, children's hair should be combed thoroughly with a nit comb to remove all eggs. Complete treatment with the shampoos (and some of the prescription treatments) includes another treatment 7-10 days later. Once students receive the first treatment, they may return to school even if nits or dead lice are found in their hair. However, it is essential that the second treatment be performed. If nits or adult lice are discovered after that, they will again be sent home for a round of treatments.

Parent help is crucial during head lice outbreaks. Volunteers are needed to do lice checks each morning from 8:30 to 9:30 am, and also to take home bags of laundry from the affected classrooms to wash. We appreciate your patience and understanding during these outbreaks.

### **Preventative Measures**

To prevent the spread of head lice during an outbreak, we recommend that students with long hair wear it tied back. Please keep in mind that hair will need to be taken down for the lice screening before entering the classroom, so please do not put hair up in a very intricate style, especially if your child cannot bear to have it taken out; a ponytail or braid is sufficient. Tea tree oil can also serve as a deterrent to lice. Some shampoos contain tea tree oil, or the oil can be applied directly to hair.

### ***Bicycle Helmet Policy***

Parents who wish their child to ride the balance bicycles and trikes in the Escuelita yard are required to send a bicycle helmet to school with their child. Please clearly label any helmets with your child's name. Peregrine school does not provide helmets to discourage the potential for spread of head lice.

To consent your child riding the bicycles without a helmet, please sign the Bicycle Helmet waiver included in your Admission Packet.

Students who do not have their own helmets and whose parents have not signed the waiver will not be allowed to use the bicycles and trikes.

### ***Disaster Plan***

Peregrine School reserves the right to temporarily close if we conclude the school is unsafe to operate. This could include power outages, floods, or other unusual and unforeseen

occurrences, including outbreaks of infectious disease. Refunds for lost time will not be issued.

**Power outages:** The most common event resulting in lack of services.

- In the case of **suspension of services that is announced in advance (e.g., a power outage for service upgrades)**, the administration will notify parents by email of this occurrence, and the way we plan to handle it. Parents have the opportunity to keep their child home if they do not want their child to undergo the inconvenience of a power outage.
- In the case of a **power outage caused by a storm or other unplanned event**, Peregrine School will continue to provide services as normally as possible. Parents will be informed immediately by email, and if the situation warrants closing the school due to discomfort (darkness in classrooms or bathrooms, lack of heat in winter), administration will call parents to have them pick up their children. Normally assigned staff members will be responsible for students until they are picked up, and will take special care to keep students comfortable, safe, and tranquil.

**Earthquakes:**

- **In advance:** At Peregrine School, we hold quarterly earthquake drills. Teachers have a signal which means that students should come to them without delay, then tell students which kind of drill they are having. Students learn to “duck, cover, and hold on” under a table during an earthquake. They practice staying away from windows and falling objects, and staying calm, never running outside. If students are already outside, they practice lining up at the designated area.
- **In the case of an earthquake**, students will assume the “duck, cover, and hold on” position they practice. They will huddle under tables, away from windows and falling objects, until danger has passed. After the earthquake has passed, they will evacuate the room and walk to the designated area where teachers will count students and make further plans. Teachers are aware that there could be after-shocks, and that the procedure could have to be repeated.

**Fire:**

- **In advance:** At Peregrine School, we hold quarterly fire drills. A fire alarm sounds and students are asked to line up at their classroom door to the outside, and are then led by their teachers to a designated area. A teacher from each class will check the classroom and bathroom/hall for students who may be left behind. Parents will be notified in advance of these drills, so that children can be warned and will not be afraid.
- **In case of fire:** Peregrine preschools and toddler classrooms have doors to the outside yard. Students will line up and be escorted out of these classrooms, as in the case of a drill. The fire department will be called immediately by the administration.

**Intruders:**

- **In advance:** Peregrine School can only be accessed through one front entrance, which is kept locked at all times. Parents use a key pad, the combination of which is changed periodically, to enter the building. All staff have emergency numbers posted at their fingertips, to call in case of emergency.
- **In case of an intruder:** In the unlikely event that someone unsafe is reported in the neighborhood or attempts to enter Peregrine School, the front entrance will be locked and the police called by the administration. Students will be brought into their classrooms and kept there, with outside doors locked, until all danger has passed. SOUTH SITE: Teachers will check the locks on their room doors and hallway doors near their rooms, and administration will go through the building to make sure that all hallway and MPR exterior doors are locked.

**Need to evacuate the school:** In the unlikely event of an evacuation, students will be taken to Walnut Park (South Davis) or West Manor Park (West Davis), and brought into the tennis courts to ensure that no student wanders off.

**Parent notice:** Parents will be notified by email as soon as possible if any dangerous situation has occurred at Peregrine School, and will be told whether or not to pick their children up early. Administration will make parent notification a priority as soon as the immediate danger, which is their first priority, has passed.

## **VII. Discipline Policies**

### ***In General***

Peregrine School strives to help students learn to explore their worlds within reasonable limits, without hurting others, and while maintaining a positive sense of self-worth. Judgment is avoided in disciplinary situations and all parties center on the goal of helping the student succeed and get along with others.

At Peregrine School, we use positive discipline techniques which are based on the premise that even problem behaviors are spurred by a positive impulse. All behaviors are attempts, if occasionally misguided, to solve what children see as problems.

Corporal punishment is never used at Peregrine School. Staff members using corporal punishment will be immediately dismissed. Parents using corporal punishment may be forced to withdraw from Peregrine School. Yelling, humiliation, and intimidation of children are also never appropriate at Peregrine School.

Peregrine School is a play-based, flexible setting, and it may not be the right environment for every child. If a student has special needs that cannot be met at our school for social,

emotional, or intellectual reasons, we will attempt to help the parents find an alternative situation within or beyond our school.

### ***Positive Discipline Principles***

The positive discipline method used at Peregrine School encourages students to become increasingly self-regulated. We believe in creating dialogue with students and teaching them how to solve problems themselves. Students are encouraged to come up with their own positive solutions, rather than to rely on adults to solve their problems for them. For example, if two students are fighting over a toy, the adult asks them how they would like to resolve the conflict, rather than simply giving the toy to one party. Of course, if students begin to act destructively, their destructive behavior will be stopped so that all students feel safe.

When discipline is required, we distinguish between behaviors and the students themselves. For example, if a student is climbing the fence, we say “Fences are not for climbing,” or “It is not acceptable to climb the fence.” **We avoid blaming a student for an action.** Rather, limits are set in a neutral fashion. In general, students feel more comfortable when limits are clear. Some students will contest limits to get attention; we attempt to redirect such behavior rather than engaging in a power struggle. We encourage students to express their feelings in words, listen to them, and acknowledge their feelings which are valid to the student experiencing them. All student behavior, however misdirected, is an attempt to solve a problem in the student’s eyes.

**Do not be surprised if your child tries out new behaviors at school that they have never before displayed at home.** Children can be intimidated by a group setting or become excited about mimicking behaviors they see in peers. We strive to create a positive atmosphere in the classroom and on the playground at all times. Helpful behaviors that the student displays are praised. Negative behaviors are ignored if they are not destructive, so that they are not seen as ways to get attention; if the negative behaviors are destructive, students are redirected to other behaviors or activities.

### ***Green, Yellow, and Red Light Behaviors***

With very young children, choosing battles is vital and can sometimes be even more important than consistency i.e., having the same rules all the time. Consistency becomes more important as children enter the elementary years and become interested in rules as a principle. This is one reason why preschool and elementary discipline often looks different.

**Green light** behaviors do not cause harm to the child or others. An example of a green light behavior might be a child taking off his/her shoes. If the weather is warm and you are not about to go to the park, it’s probably okay.

**Yellow light** behaviors alert adults that something might go wrong, but are not yet dangerous or violating rules. If a child approaches another child who has a toy, the adult

might watch to see what happens, rather than intervene too quickly. It is important to let children solve problems on their own if they can. On the other hand, it is important to be alert to situations that may become problematic, since many such situations can be prevented if intercepted early.

**Red light** behaviors are dangerous or violate firm rules. An adult needs to step in immediately. For example, if a student is about to hit another with a shovel, the adult must intervene and grab the shovel. Then, when the danger has passed, the adult can speak with the students about why this behavior was occurring. In Primaria, scheduled time-outs can result from red light behaviors. In Escuelita, students are removed from a play area and may be asked to sit for a few minutes or take a walk around the yard to calm down, and then redirected to another play area or allowed to return to the same area if the student is able to play safely. This is developmentally appropriate, as children become increasingly rule-governed over time.

### ***Dangerous or Hurtful Behaviors***

Students must feel safe at school, both physically and emotionally. School should be a place where they feel encouraged and cared about by those around them, not a place where their self-esteem is hurt. Students try out a variety of behaviors as they grow and change, and they are by nature experimental and egocentric. Students at play are watched closely and behaviors that are hurtful or potentially dangerous are redirected.

If a dangerous or hurtful behavior occurs, the following steps are taken:

1. Aggressors are stopped and reminded that their behavior is hurting another student or violating a rule.
2. The aggressor's targets are taken aside with their aggressor and asked to say how they felt, so that the aggressors can learn the consequences of their actions. Our attitude is not that anyone is bad, but rather that students need to communicate with each other in ways that are successful for all. Above all, our goal is to teach empathy, which students learn through seeing the reactions of others.
3. Students who are violating the rules of a certain area are asked to stop. If they do not comply, they may be redirected to another activity, while being told clearly why this is happening. ("You cannot play in the sand any more right now, since you are having trouble remembering not to throw sand. Would you like to play with blocks or read a book?")
4. If students will not sit by themselves, they are asked to accompany a teacher. In all cases, everyone must be kept safe.
5. Students who get seriously upset or who defy a teacher are referred to the Head Teacher. The teacher who brings the troubled child to the Head Teacher relieves her in her current duties in order to let the Head Teacher deal with the student.
6. If students repeat the same patterns of hurtful language or aggressive acts over time, the teachers attempt to analyze the situation by considering other causes, such as upsetting things occurring at home, conflict with a friend, illness, and the student's developmental stage.

7. Continued problems are handled with a behavior plan devised by talking to the student and their parents and deciding a remedy to the situation. In some cases, the school may recommend an outside observation and consultation with a therapist which will require written permission from the parents.

### ***Discipline Strategies NOT Allowed at Peregrine School***

It is strictly forbidden to punish children physically by shaking, hitting, or intimidating them in any way. Please see the pamphlet on shaking children put out by the State of California for more details. This pamphlet is posted in the lobbies.

Punishments, as opposed to consequences, are discouraged, because they humiliate children and decrease their self-esteem. Our students are taught to self-regulate by demonstrating the rewards of positive behavior and the consequences of negative behavior.

All discipline policies at Peregrine School are in keeping with the Department of Social Services' regulations for children's personal rights in child care centers as listed below.

#### ***California Department of Social Services, Section 101223: Personal Rights\****

Each child receiving services from a Child Care Center shall have rights that include, but are not limited to, the following:

- To be accorded dignity in his/her personal relationships with staff and other persons.
- To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning . . .
- To be free to attend religious services or activities of his/her choice . . .
- Not to be locked in any room, building or center premises by day or night.
- Not to be placed in any restraining device. Postural supports may be used as specified in Section 101223.1.

#### **Section 101223.2: Discipline**

Any form of discipline or punishment that violates a child's personal rights as specified in Section 101223 shall not be permitted regardless of authorized representative consent or authorization.

### ***Children's and Parents' Rights***

The Personal Rights form, included in the admissions packet, must be filled out and signed

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\* California Department of Social Services, Community Care Licensing Division, *Manual of Policies and Procedures: Child Care Center*, Title 22, Division 12, Article 6, pp. 118.1–121.  
<<http://www.dss.cahwnet.gov/ord/PG587.htm>>

by parents. On this form, parents are informed of the location and phone number of the state licensing agency, which they can call should they feel that their child's rights have been violated.

The Notification of Parents' Rights form, created by the Community Care Licensing Division of the California Department of Social Services, will be posted at Peregrine School at all times.

### ***Beyond Discipline***

Our goal is to create a positive community where adults and children alike care about each other's growth and welfare, cheer for each other's successes, and help each other through hard times. We seek to model tolerance rather than judgment, and embrace every child as a potentially successful member of our community.

Discipline is not only the desire to regulate child behavior, but also to help shepherd children into an ability to live with others peacefully and productively. Learning to behave for the good of the group is hard for young children. It needs to be taught like any other skill, and to be modeled by adults at all times.

## **VIII. Governance and Staffing of Peregrine School**

### ***The Peregrine Project***

The Peregrine Project is dedicated to exploring innovative techniques in education and health. Peregrine Project is a non-profit umbrella organization that is comprised of three main programs: Peregrine School, Peregrine Center, and Peregrine International. Peregrine Center runs after-school programs. Peregrine International runs international service learning and study tours within and beyond the USA.

### ***Founders***

Peregrine School and Peregrine Project were founded by Lorie Hammond and Elena Whitcombe, a mother-daughter team. Lorie Hammond is Professor Emeritus of Education at Sacramento State University and has a lifelong dedication to progressive, bilingual science and art education. Elena Whitcombe is a family physician committed to liberal arts education and finding ways to teach healthy lifestyle practices to young children.

### ***Board of Directors***

The Board of Directors makes broad goals for the Peregrine Project. Board members include leaders in the community, parents, and supporters of the school that have an area of expertise related to the Project and its mission. Board meetings are monthly, and are attended by teacher and parents representatives. Minutes are kept in a binder at the lobbies of each site. Parents are welcome to attend open sessions of board meetings.

### ***Finance Committee***

The Finance Committee is a subcommittee of the Board of Directors. The Finance Committee is composed of board members and staff support. The committee meets monthly and advises the directors on fiscal policies and management.

### ***Parent Communication***

Peregrine School is committed to being responsive to parents. Issues relating to the classroom, day-to-day activities and your child's specific needs should be directed to your child's teacher. The best ways to communicate with your child's teacher, unless it involves an issue for that school day, is to email them or talk with them after, rather than before, the school day. Teachers use the time in the morning before school starts to prepare for teaching that day.

We take complaints (and compliments!) and concerns about employees seriously. If you have a complaint about a staff person, please direct it to the School Director or the Administrative Director. At your request, we will keep your identity confidential. We also accept anonymous complaints.

For all other questions or concerns, please ask our Administrative Assistants.

### ***Teaching Staff***

Head teachers plan and oversee the operation of a specific Peregrine School classroom. They also plan and execute curriculum and supervise the rest of the teaching staff in that classroom. Head teachers have at least a bachelor's degree in child development or a related field; often they are also fluent or native speakers of Spanish.

Teachers in the Early Childhood programs all have prior experience teaching young children, and have completed at least twelve academic units in early childhood education. Teachers lead circle times and activities, and they work with their head teachers to plan curricula. Some teachers have special abilities in the arts or sciences, and share these with the students through special projects in the classroom.

Teacher's aides in all classrooms have experience working with young children, and bring special talents and interests to share with the community. Many of the aides at Peregrine School are pursuing further degrees in teaching in addition to their work at the school.

### ***Substitute Teachers***

Substitute Teachers are brought in to cover for teacher absences or staff meetings. Prior to becoming a substitute, candidates are evaluated by the School Director and teaching staff. Substitutes are then trained and supervised by our teaching staff.



### ***Interns***

Peregrine School partners with UC Davis to recruit and invite student interns to participate in our classrooms and kitchens. These interns gain academic credit and work experience under the guidance of the Peregrine teaching staff or the school chefs. Interns enhance our teaching program by supporting teacher projects and by sharing their own special interests and areas of expertise with our community. Often, student interns remain with the school long after completing their internships, joining our staff as substitutes or regular teachers, or remaining in the community as long-term friends of the school.

Because our teachers are well-trained in positive classroom management and professional teaching techniques, they are more than capable of guiding interns in following our educational methods and philosophy. In addition, all interns work closely with the teaching staff, and are never left unsupervised with students or made responsible for handling discipline.

### ***Professional Development***

A project-based learning school places heavy planning responsibilities on its teachers. Hence teachers need time to plan and assess progress. We are very proud of the academic expertise and commitment of our staff; such expertise and commitment allows us to create our innovative programs.

Teachers, like all professionals, need ongoing professional development. At Peregrine School, this is accomplished in a variety of ways. Before and after each school year, the entire staff meets for Inservice, a series of workshops, lectures, and planning sessions for the year's themes and curriculum. Inservice is also used to set up the classrooms and prepare for the year. Occasional student-free planning days are also incorporated into the school calendar.

In addition, the teaching staff meet once a week by class. During this time, students are supervised by substitutes. These staff meetings enable teachers to plan curricula, discuss solutions to classroom problems, and produce portfolios. Additionally, Head Teachers meet weekly with the School Director.

We recognize the inconvenience posed to Peregrine families when there is no school. We attempt to keep these student-free planning days to a minimum by substituting meetings during the teaching day. However, these student-free planning times enable teachers to produce the high quality program that is central to Peregrine School.

## Appendix 1: Staff Contact List

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### Peregrine School South

2650 Lillard Drive, Davis, CA 95618

Office: (530) 753-5500

Fax: (530) 753-5533

Patitios Cell: (530) 848-3568

Escuelita Cell: (530) 402-5581

Primaria Cell: (530) 665-9922

### Peregrine School West

2907 Portage Bay West,

Davis, CA 95616

Office and Fax: (530) 758-8845

Escuelita Cell: (530) 400-1225

Primaria Cell: (530) 848-5339

[www.peregrineschool.org](http://www.peregrineschool.org)  
[info.peregrineschool@gmail.com](mailto:info.peregrineschool@gmail.com)

### ADMINISTRATIVE STAFF

Lorie Hammond, *School Director*

[lorie.peregrine@gmail.com](mailto:lorie.peregrine@gmail.com)

(530) 848-9617 (cell)

Kim Longworth, *Administrative Director*

[director.peregrineschool@gmail.com](mailto:director.peregrineschool@gmail.com)

(530) 753-5500

Su-Fei Kuok, *Finance Director*

[sufei.peregrine@gmail.com](mailto:sufei.peregrine@gmail.com)

(530) 753-5500

Kathy Fairclough, *Financial Administrator*

[kathy.peregrine@gmail.com](mailto:kathy.peregrine@gmail.com)

(530) 753-5500

Mireya Inga, *Admissions & Marketing Director*

[mireya.peregrine@gmail.com](mailto:mireya.peregrine@gmail.com)

(530) 753-5500

Julia Van Horn, *Admin. Assist. & Devel. Coordinator*

[julia.peregrine@gmail.com](mailto:julia.peregrine@gmail.com)

(530) 753-5500

Saumirah McWoodson, *Admin. Assist. & Intern Coord.*

[saumirah.peregrine@gmail.com](mailto:saumirah.peregrine@gmail.com)

(530) 753-5500

Kimberley Lounsberry, *Administrative Assistant*

[kimberley.peregrine@gmail.com](mailto:kimberley.peregrine@gmail.com)

(530) 753-5500

## Appendix 1: Staff Contact List (continued)

	Peregrine South	Peregrine West
<b>Patitos (south only)</b>	Ashley Peterson, A.M. Head Teacher ashley.peregrine@gmail.com  Lindsay Myers, P.M. Head Teacher Lindsay.peregrine@gmail.com  Heidi Amador Michelle Siu	
<b>Escuelita</b>	Can Foster, Head Teacher (3 -4 year olds) (Science) can.peregrine@gmail.com  Jackie Anaya, Head Teacher (2-3 year olds) (Art) jackie.peregrine@gmail.com  Mahelet Barrera (Spanish) Irma Garcia (Spanish) Arianna Oneto Daniela Romo Carrie Strong-Thompson	Gaby Cortez, Head Teacher & Site Director (Spanish) gaby.peregrine@gmail.com  Yi Che (Art) Adam Foster Sandy Jones (Spanish) Tanya Kumar (Science)
<b>Primaria</b>	Jessica Ryan, Head Teacher (Art/Ceramics) jessica.primaria.peregrine@gmail.com  Ann Griffith (Drama & Spanish) Denisha Harris Katie Loux Michelle Sonoda (Science)	Fabi Vidrio, Head Teacher (Spanish) Fabiola.peregrine@gmail.com  Mariah Hess (Art) Emily Dalmeyer (Science) Betty Widauski (Spanish)
<b>Mariposas</b>	Head Teacher <i>Pending</i> Darion Morris, Teacher's Aide	Emma Pfanner, Head Teacher Emma.peregrine@gmail.com  Elena Hontongas, Teacher's Aide
<b>Specialty Teachers</b>	Denise Fladager (dance) Ricardo Rosales (music)	
<b>Kitchen</b>	Michaela Cogswell, Chef Michaela.peregrine@gmail.com  Sharon Segal, Kitchen Aide	Jenny Coronel, Chef
<b>Facilities</b>	Miryam Zavala Francisco Zavala	

## Appendix 2: Information for Classroom Volunteers

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We believe that it is valuable for parents to spend time in the classroom. Because not every parent is able to volunteer, we offer a volunteer discount for those who choose this option.

### Logistics:

- Sign up for **up to two shifts** per month for a full-time slot in the lobby or **one shift** per month for a part-time slot.
- Arrive at least 10 minutes before your shift begins on your volunteer day.
- Sign in and out on the staff/volunteer ledger in the lobby (write in your name).
- The discount will be calculated **based on your volunteer sign-in sheet entry** and applied to your next month's bill.
- If you'd like to stay for lunch, please inform the chef at least a day in advance. You will be billed. Please see your Admission Agreement for the current rate.

### What will I do as an in-class volunteer?

- Have fun!
- Assist children in solving problems themselves, rather than solving problems for them (please carefully read our positive discipline section in the parent handbook).
- Supervise a project or play area, or help with other tasks, such as preparing snack. Be sure to let your head teacher know what sort of activity you prefer.
- Be an active participant in circle and specialty classes.
- When supervising a play area, be sure to **stay in that area** watching the children at all times.
- Get down to the level of the children, listen to their conversations, and participate in their play.
- Be aware that your child will act differently when you are there. Clinginess and possessiveness are common and expected. Children associate school as their space and are excited by your presence.
- Ask questions if you are not sure what to do.
- Work with children to clean up your activity when you're done. If you don't know where cleaning supplies are or where to put things, ask a teacher.
- Share special interests and talents that you may have. We are always open to adults sharing special skills, such as science teaching or playing an instrument, with our kids. Talk to the head teacher so that your ideas can fit into our plans.
- Use your time to observe when you are not tasked with a specific activity.
- If project based learning is unfamiliar to you, use your observations to ask questions of the teachers about how your child is learning at Peregrine.

- Feel free to be creative! Listen to the kids and let your imagination roam with theirs. Make up games or suggest projects.
- Feel free not to be creative! If you would rather sweep the walk or prepare snack that day, just let the teacher know. Some people prefer a directed task and that is fine. We need the help!
- Dress like you'd dress to paint your house... while running... 😊

**Things to be careful about:**

- If conflict occurs with or among students contact a teacher for help.
- Ask a teacher to take over if you feel uncomfortable in any situation.
- If you find yourself feeling overwhelmed or angry at a child, step back and take a break, and get a teacher to help with the situation.
- In an emergency, such as when a child gets hurt, call in a teacher.
- Do not change diapers (your own child is OK, of course).

**Peregrine School's discipline policies:**

**Positive discipline** is based on the understanding that all children's behavior is an attempt, however faulty, to meet a need that the child feels. It is our job as parents and teachers to help children learn more effective ways to get their needs met than some of the behaviors they might choose. It is also important to remember that feelings are valid to the individual having them.

Positive discipline is also based on an understanding of child development. Young children naturally feel that they are the center of the universe. This is natural, and making the adjustment to living in a group where other people matter and have needs too is a big step that takes years to achieve.

The purpose of positive discipline is to help children learn to solve their own problems, rather than to need adults to solve problems for them. It is important to involve children in the solving of problems. For example, if two kids are fighting over a toy, ask them how they might resolve the problem. Let them propose solutions. If they cannot, you can interfere from on top and remove the toy, but try to get them to figure it out first.

The purpose of discipline is teaching, not punishing. However agitated we might get in problem situations, it is important to remember that all children involved are trying to get what they need. **No one is to blame, but some behaviors are not acceptable.**

**Specifics of positive discipline:**

- **Get in close.** When you are asked to supervise a group of children, do not stand back and watch. Get down in the sandbox or wherever they are at their level and listen to what is going on. Often you can prevent a problem by listening and intervening at key times. If children start to say mean things to each other, you can interject alternatives.

- **Talk to the children involved.** Try to involve children in talking about ways to solve their problems.

**Red light/yellow light/green light:**

**Red light:** Some problems require immediate action. These include dangerous situations, such as a child hitting another with a shovel, or a child running into the street. These are red light behaviors, and must be stopped by adults NOW. Discussion with a teacher might follow, but they are not situations for discussion until the danger is eliminated.

**Yellow light:** These situations are borderline. You can stand back a minute to see if the children can figure out how to share a truck by themselves, if no one is immediately threatened. These kinds of situations can involve kids problem-solving with teachers.

**Green light:** These situations are OK, although you may not immediately respond that way to them. All of us have conventions in our minds, such as the need to wear clothes rather than pajamas to school, or to keep shoes on at all times. Some of these conventions may be the rules in school, and thus need enforcing. Others may not be worth it. The questions to ask in green light situations are “What does this behavior really hurt?” and “Would it be easier not to have this rule?” Keep in mind that any rule you create will then require enforcement.

- **Keep things positive.** For example, if a child wants to throw a shovel, you can say, “Shovels are for digging.” Instead of “Don’t throw sand!” say, “Sand must stay low so it doesn’t get in people’s eyes.” Give simple but real reasons, rather than “because I said so” reasons.
- **Time outs?** If behavior such as throwing sand persists, the first thing to try is redirecting the child to another play area. If this doesn’t work, the child can be taken to a chair or isolated spot to cool down and talk to a teacher about what happened. Time outs are used as a last resort at Peregrine School.
- **Think big.** We use a **whole-child approach**. Often, problem behaviors are linked to something else in the child’s life (for example, poor sleep, not eating lunch, a new sibling, or parents’ divorce). Sometimes problem behaviors can be linked to program structure (for example, maybe a child is in a circle group that sits too long for him/her and would do better in a different circle). While this may not feel like it solves a problem in the short term, be aware that our teachers are taught to look at the big picture and to take a longer view of the children. Many issues feel frustrating if they can’t be “solved” at the time, but they do get better over time with the help of things that occur outside of school (playdates with specific kids, changes in the child’s routine). Do not be surprised if the teacher asks you questions about your own child that might feel personal—information about the child’s larger life is often crucial for helping him/her at school.

- **Be kind.** Since children start from the position of being the center of the universe, learning to empathize with others' needs is a learned skill. When a friend is upset by a child's behavior, ask the child to notice how the friend is feeling. Say, "Look, your friend has tears. He is crying. What can we do to make him feel better?" This kind of talk is more meaningful than asking a kid to say they're sorry; it is easy to say the word without truly experiencing empathy. Model the sort of behavior you want to see in the students. In the long run, this is the most powerful teaching tool! If a child resists your suggestions, get a teacher.
- **Make sure all are included.** At school, everyone can play. Being exclusive by leaving out a friend in play or by saying things like "You can't come to my birthday party" is not acceptable. Make this clear. Say things like, "This is our school sandbox, and everyone can play here."
- **Make limits clear.** Kids want to know what is OK and what is not OK. It makes them feel safer. If you are a parent helper, a substitute, or an intern and you are not sure what the rules are, ask a teacher. If teachers are not sure about a certain limit, we'll talk about it in a staff meeting and come up with a decision. If the adults are clear and consistent, it benefits the kids.
- **Accidents:** Report any accident, however small, to the Head Teacher.

**Things you should NEVER do:**

- **Hit or shake a child.** This is *never* acceptable at Peregrine School.
- **Intimidate or humiliate.** This approach not helpful.
- **Raise your voice.** If you feel you need to raise your voice, it is time to get help from a teacher.

## Appendix 3: 2015-16 Board of Directors, Finance Committee & Parent Representatives

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### Board of Directors

**Name**

1. Deborah Bruns
2. Carrie Gordon
3. Lorie Hammond
4. Su-Fei Kuok, Treasurer
5. Katherine Lee
6. Kim Longworth, Secretary
7. Aladrian Mack
8. Crystal Olson
9. Elena Whitcombe, Chair
10. David Zavatson

**Affiliation**

- Yolo County Office of Education  
American Dental Association  
Founder and Peregrine School Director  
Parent  
Harder+Company  
Parent  
Community member  
Sacramento State University  
Founder and Family Doctor  
University of California, Davis

### Finance Committee

**Name**

1. Carrie Gordon
2. Su-Fei Kuok, Chair
3. Kim Longworth
4. Dave Zavatson
5. Kathy Fairclough

- Board member  
Board member  
Board member  
Board member  
Staff

### Parent Representatives

**Name**

1. Jack Chen
2. *Pending*
3. *Pending*

**Class**

- Escuelita South



# Appendix 4: 2015-16 ECC Admissions Agreement



**PEREGRINE  
SCHOOL**

ADMISSION AGREEMENT 2015-16

Early Childhood Center

## MONTHLY TUITION SCHEDULE & RATES

<b>Patitos Class</b>	<b>Hours</b>	<b>5 days: MTWThF</b>		
Day Care	7:00 a.m. – 6:00 p.m.		\$1525	
<b>Escuelita Class</b>	<b>Hours</b>	<b>2 days: TTh</b>	<b>3 days: MWF</b>	<b>5 days: MTWThF</b>
Curriculum	9:00 a.m. – 12:00 p.m. (8:30-9:00 gratis)	\$352	\$525	\$730
Extended Care	8:00 a.m. – 2:00 p.m.	\$485	\$720	\$1050
Day Care	7:00 a.m. – 6:00 p.m.	\$605	\$890	\$1340
<b>Primaria Class</b>	<b>Hours</b>	<b>2 days: TTh</b>	<b>3 days: MWF</b>	<b>5 days: MTWThF</b>
Curriculum	9:00 a.m. – 2:00 p.m. (8:30-9:00 gratis)	\$575	\$860	\$1195
Day Care	7:00 a.m. – 6:00 p.m.	\$730	\$1100	\$1525

**Note:** Patitos is a 12 month, year round program. Escuelita and Primaria are 10 month (September – June) program.

## DISCOUNTS

**Classroom Volunteer Discounts** (applied to account each month **after** shifts are completed):

Two volunteer shifts per month:	\$50/month
One volunteer shift per month:	\$25/month

**Sibling Discounts:** If multiple children from a family enroll, sibling discounts are applied to the sibling(s) with the lowest tuition rate.

One sibling or more enrolled at Early Childhood Center	10% monthly tuition discount
One sibling or more enrolled at Peregrine Elementary School	10% (one) – 15% (more) tuition discount

## ADDITIONAL FEES & RATES

*Fees and rates are subject to change.*

Annual Enrollment Fee: \$70/year (non-refundable)

This annual fee covers the costs of fingerprinting and annual CPR courses for all staff. The fee is due at the time of formal enrollment for each student. This annual fee also covers the costs of providing food and childcare during parent meetings. Fee is prorated to \$40 for students starting between January 1 and June 30.

Late Tuition Fee: \$20/day

Tuition is due on the first business day of each month. Late fees begin accumulating at 6:00 p.m. on the third business day of each month.

Non-Sufficient Funds Fee: \$20 + applicable late tuition fees

Peanut Fine: \$20/incident

Failure to Sign In or Out: \$10/incident

Families must sign their child in and out daily, noting the exact time on the lobby clock. Extra Hours charges may apply.

Extra Hours (for use on an as needed basis): \$5/half hour  
 Families may use Extra Hours as long as their child attends curriculum hours that day.

Lunch Surcharge: \$4  
 This fee is charged when a student with a program schedule ending at 12:00 p.m. or a classroom volunteer stays to eat lunch. Extra Hours charges also apply.

After 6:00 p.m. Late Pick-up Fee: \$20/every 15 minutes  
 This fee applies only to late pick-ups AFTER 6:00 p.m.; charges begin to accumulate at 6:01 p.m. At other times of day, during regular operating hours, late pick-ups will be charged the Extra Hours rate.

**ENROLLMENT & PAYMENT POLICIES**

Peregrine School will admit children regardless of religious affiliation, color, race, national or ethnic origin, or the natural origin or configuration of their families.

**Tuition Deposit and Annual Enrollment Fee Refund Policies**

The tuition deposit (equal to one month’s tuition minus any applicable sibling discount) is used to secure your child’s space at Peregrine School. This tuition deposit also serves as the tuition payment for the last month that a student is enrolled at Peregrine School. This deposit, in addition to the Annual Enrollment Fee, is **due [please refer to your Admissions Agreement]**. Families whose child is accepted *after* this date must pay the tuition deposit and Annual Enrollment Fee within seven days of notification of acceptance by Peregrine School.

The Annual Enrollment Fee is non-refundable.

If a family withdraws prior to their child’s scheduled start date, the tuition deposit may be refundable, as follows:

<b><i>Withdraw Date</i></b>	<b><i>Amount of Tuition Deposit Refundable</i></b>
One month or more before start	75%
Two weeks to a month before start	50%
One to two weeks before start	25%
<b>Less than one week before start</b>	<b>No refund</b>
<b>After child’s scheduled start date</b>	<b>No refund</b>

**Withdrawal Policies**

During the school year

Please provide the Admissions Director with 30 days’ notice of a withdrawal. The tuition deposit will then be applied to the last month the student is enrolled.

Removal from School

Peregrine School may withdraw a student if tuition is not paid according to the terms of this Admissions Agreement. In addition, Peregrine School may dismiss a student at any time due to unresolved conflicts between the student, parents/guardians, and Peregrine School staff. If a student is dismissed by the school because of a conflict, or voluntarily withdrawn by a parent because of a conflict, the remainder of the current month’s tuition and the tuition deposit will not be refunded.

**Monthly Tuition Payments**

Until the student’s last month, tuition is due on the first business day of each month. Late fees will begin accumulating at 6:00 p.m. on the third business day of each month. Payments can be made as far in advance as desired. Tuition is not prorated during absences, vacations, school closures due to inclement weather (safety) or scheduled school holidays e.g., spring break.

At the end of each month, a billing statement with the following month's tuition (plus extra hours—see **Extra Hours** section for details) is emailed to each family. Hard copies can be delivered via family folders if necessary. Payment by cash or check (made out to *Peregrine School*) can be mailed to the South Davis site at 2650 Lillard Drive, Davis, CA 95618 or dropped off in the box labeled *CHECKS* in the lobbies at either site.

### **Subsidy Policy**

Peregrine school currently accepts NACCRRA funds for military families, City of Davis Child Care subsidies, and subsidies from Solano Family & Children's Services for childcare. Families interested in using another subsidy should contact the administration. Families using subsidy funds must maintain a zero balance by 6:00 p.m. on the third business day of each month. ***Families are responsible for full tuition regardless of whether subsidy funds are provided.***

### **Extra Hours (available 7:00 a.m. to 6:00 p.m.)**

Extra Hours apply to students enrolled in curriculum hours and the extended care program options when they are dropped off at the school before or picked up after their enrolled hours. There is a 10-minute grace period at drop-off and pick-up times. For example, if the student is enrolled in an 8:00 a.m. – 2:00 p.m. schedule, the grace period is from 7:50 – 8:00 a.m. and 2:00 – 2:10 p.m. Beyond the grace periods, Extra Hours will be charged. Extra Hours charges are assessed by the half-hour. Extra Hours charges are tallied from the 21<sup>st</sup> of each month to the 20<sup>th</sup> of the subsequent month. Extra Hours charges will be added to the tuition bill each month and due with tuition on the first business day of each month.

### **Schedule Changes of Enrolled Students**

#### Extension during the school year

Please provide the Admissions Director with at least two weeks' notice to extend enrolled hours to allow for staffing increases if needed.

#### Reduction during the school year

Please provide the Admissions Director with at least 30 days' notice to reduce enrolled hours to allow for staffing changes.

#### Prior to the first day

Each reduction in schedule prior to your child's first day of school will be charged a \$50 administrative fee. You will be credited the deposit difference due to the reduction in schedule.

## **PROGRAM HOURS & POLICIES**

### **Curriculum Hours**

Patitos: Monday through Friday, 7:00 a.m. – 6:00 p.m.

Escuelita: Monday through Friday, 9:00 a.m. – 12:00 p.m., with gratis play hour from 8:30 - 9:00 a.m.

Primaria: Monday through Friday, 9:00 a.m. – 2:00 p.m., with gratis play hour from 8:30 – 9:00 a.m.

### **Extended Care (Escuelita Students Only)**

Provides child care Monday through Friday, 8:00 a.m. – 2:00 p.m.

### **Mariposa Day Care (All ECC Students)**

Provides child care Monday through Friday, 7:00 a.m. – 6:00 p.m. Parents/Guardians of Mariposa students may provide extra food to supplement the afternoon snack. If your child will take naps at Peregrine School, please provide a blanket for your child and launder it at least weekly.

## **PICK-UP & SIGN OUT POLICIES**

### **Late Pick-Ups**

Please arrive no later than 5:50 p.m. to pick up your child, as it often takes about 10 minutes to get them out the door. The Mariposa teacher's shift ends at 6:00 p.m.

A daily sign-in/sign-out sheet is located in the lobby. Parents/Guardians must sign their children in and out each day with a legible time. This is legally required by the state, important for safety, and also used to calculate Extra Hours charges. If you do not sign your child out, you run the risk of being billed for more hours than your child was actually present.

**BASIC SCHOOL POLICIES**

*Please refer to your Parent Handbook for more detailed information.*

**Peanut Policy**

We are a peanut-free school. Because peanut allergies are becoming very common and can be life threatening, **food products with peanuts and food products manufactured on the same equipment as peanuts are banned at Peregrine School.** If such food products are found in your child’s food or possessions, you will be fined.

**Health Screening/Sick Child Policy**

Teachers are authorized to refuse admission to students who appear sick at drop-off/greeting time. If a student becomes sick during school hours, a parent/guardian will be phoned and requested to come pick the student up, or to send an authorized adult to pick the student up. Families must provide reliable phone numbers on the Emergency Contact form and keep these updated.

**Vaccination Policy**

Under the California School Immunization Law all students at the Peregrine School are required to have all of the immunizations outlined below prior to their first day of school. Parents/Guardians must present their child's Immunization Record as proof of immunization prior to their first day of school.

Immunizations (Shots) Required	Vaccines
3 Polio 4 DTaP 3 Hep B 1 MMR, on or after the first birthday 1 Hib, on or after the first birthday 1 Varicella	DTaP: Diphtheria, tetanus, and pertussis combined vaccine. Record may show DT or DTP  Hib: Haemophilus influenza type b vaccine; required only for children up to age 4 years, 6 months  MMR: Measles, mumps, and rubella combined vaccine  Hep B: Hepatitis B vaccine  Varicella: Chickenpox vaccine

**Vaccination Policy (continued)**

A child who lacks one or more required vaccine doses may be admitted if the dose(s) are not currently due on the condition that they receive the remaining dose(s) when due, according to the schedule above. If the maximum time interval between doses has passed, the child cannot be admitted until the next immunization is obtained.

**Emergencies/Natural Disasters/Disease Outbreaks**

Peregrine School reserves the right to temporarily close the school if we conclude it is unsafe to operate. This could include power outages, floods, or other unusual and unforeseen occurrences, including outbreaks of infectious disease. Refunds for lost time will not be issued.

**Photography**

Peregrine School reserves the right to photograph students for classroom projects and for use within the Peregrine School community, such as on a password-protected Shutterfly site. Please refer to the Photography Release in the Admission Packet regarding publication of your child’s name in publicly visible media (e.g., website, newspaper, etc).

**FAMILY RESPONSIBILITIES**

**Communication**

Families are required to join the Peregrine School Google Group (you will receive an email invitation shortly prior to your child’s start date) and are responsible for staying informed via the Google Group email. Families are also expected to check their lobby folders each day.

Notify your child's Head Teacher in writing or by email when your child will be out of school for more than one day. If possible, please call the school when your child will be absent due to illness.

### **Classroom Volunteer Discount**

Parents/Guardians of full-time (five days/week) students may volunteer in the classroom up to two shifts per month per child for a discount. Each shift is three hours long. Parents/Guardians of part-time students may volunteer in the classroom one shift per month per child for a discount. Parents/Guardians are welcome to volunteer more often if they wish; however, the maximum monthly discount will not exceed \$50.

Classroom volunteer discounts will be applied to family accounts **after** shifts are completed each month. Volunteers must sign in and out and complete their full shifts in order to receive the discount. **Volunteer discounts are calculated from the 21<sup>st</sup> of one month to the 20<sup>th</sup> of the subsequent month**, along with extra hours. Any shifts worked on the 21<sup>st</sup> or later will apply to the following month's bill.

Please note that field trip participation (driving or chaperoning) is not eligible for the volunteer discount.

### **Health Screening Report Form**

Classroom volunteers must have their doctor fill out a Health Screening Report with TB test results (form is in the Admissions Packet) prior to volunteering. Please submit the completed form to the Administrative Office.

### **School-wide Events**

Our school-wide events are family-friendly events that help build community. All families must volunteer to help in **at least two** school-wide events e.g., school fairs and the Spring Fiesta. All families must also volunteer for **at least one** work party. A school calendar is included in your Admissions Packet.

### **Rights of the Licensing Agency**

The California Department of Social Services, which is authorized to assume licensing responsibilities, has the authority to enter and inspect the Peregrine Early Childhood Center facility without advance notice. The agency has the authority to interview children or staff, and to inspect and audit individual child or child care center records without prior consent.

**ACCEPTANCE OF ADMISSION AGREEMENT 2015-2016  
MONTHLY TUITION SCHEDULE & RATES**

<b>Patitos Class</b>	<b>Hours</b>	<b>5 days: MTWThF</b>		
Day Care	7:00 a.m. – 6:00 p.m.	\$1525		
<b>Escuelita Class</b>	<b>Hours</b>	<b>2 days: TTh</b>	<b>3 days: MWF</b>	<b>5 days: MTWThF</b>
Curriculum	9:00 a.m. – 12:00 p.m. (8:30-9:00 gratis)	\$352	\$525	\$730
Extended Care	8:00 a.m. – 2:00 p.m.	\$485	\$720	\$1050
Day Care	7:00 a.m. – 6:00 p.m.	\$605	\$890	\$1340
<b>Primaria Class</b>	<b>Hours</b>	<b>2 days: TTh</b>	<b>3 days: MWF</b>	<b>5 days: MTWThF</b>
Curriculum	9:00 a.m. – 2:00 p.m. (8:30-9:00 gratis)	\$575	\$860	\$1195
Day Care	7:00 a.m. – 6:00 p.m.	\$730	\$1100	\$1525

**DISCOUNTS**

Classroom Volunteer Discounts (applied to account each month <b>after</b> shifts are completed):	
Two volunteer shifts per month:	\$50/month
One volunteer shift per month:	\$25/month
Sibling Discounts:	
Second or third sibling enrolled at Early Childhood Center	10% monthly tuition discount
One sibling or more enrolled at Peregrine Elementary School	10% (one) - 15% (more) monthly tuition discount

**ADDITIONAL FEES & RATES**

Annual Enrollment Fee:	\$70/year (non-refundable)
Late Tuition Fee:	\$20/day
Non-Sufficient Funds Fee:	\$20 + applicable late tuition fees
Peanut Fine:	\$20/incident
Failure to Sign In/Out:	\$10/incident
Extra Hours:	\$5/half hour
Lunch Surcharge:	\$4
After 6:00 p.m. Late Pick-up Fee:	\$20/every 15 minutes

**PLEASE COMPLETE THE FOLLOWING, SIGN, AND RETURN THIS FULL PAGE WITH PAYMENT** (keep pages 1-6 for your reference)

<b>Child's Name:</b>	
<b>Program/Site/Schedule:</b>	
**June 2016 Tuition Deposit	\$
*** Annual Enrollment Fee <i>non-refundable</i>	\$70
Sibling Discount (if applicable)	
<b>TOTAL DUE UPON ADMISSION</b> Please make checks out to Peregrine School	\$

**Please note: In addition to the last month's deposit due now, the first month's tuition payment is due on the first day of the month in which your child starts attending Peregrine School.**

**All parents/guardians financially responsible for the student must sign this agreement.**

I have read and agree to the terms and conditions of the Early Childhood Center Admission Agreement 2015-16:

Parent/Guardian #1 Name (Print)	Signature	Date
Parent/Guardian #2 Name (Print)	Signature	Date
Peregrine School Representative	Signature	Date