

## **Classroom Rules\***

- We respect each other.
- We respect our teachers.
- We listen and follow directions.
- We respect the work of others.
- We may not misuse the materials.
- No throwing toys.
- We take care of our environment.
- No feet on the walls preventing children from coming out of the bathroom.
- No standing on chairs or benches.
- We walk in the classroom.
- We don't pick up our friends.
- We use inside voices in the classroom.
- No shouting at our friends.
- We do not hurt anyone in any way.
- No hitting, kicking, pinching, spitting, grabbing, calling names or cutting in line.
- We eat food only at the tables.
- We include our friends in play.
- We don't say they can't play.
- Hold on to handrails going up and down the stairs.
- We don't spread germs.
- We use tissues, put used tissues in the garbage, cough on our arm, and no toys in mouth.
- No Chap Stick or combs/brushes.
- We kiss our family and hug our friends.
- We are kind and loving to each other.
- Siblings and parents need to wash hands if they are going to touch toys and equipment.
- Use sand timers to take turns.

\*The purpose of these classroom rules is to aid the children in acquiring self-respect, respect for others, and respect for the environment.

## **Outside Rules**

- Stand on the other side of the safety cones when someone is swinging.
- No standing or kneeling on swings or jumping off in mid air.
- Use a sand timer to get a turn with toys and play equipment.
- No sitting or standing or climbing over any fence.
- No throwing toys over fence.
- No standing on picnic benches, chairs.
- We go down the slide on bottom only, feet first.
- No rough physical contact.
- When you are swinging, you should be facing the preschool yard.
- Drive trikes and cars in the same direction, following arrows.
- No crashing into other trikes.
- We use scissors outside ONLY.
- Water stays in water bins.
- No karate.
- Siblings and parents need to wash hands if they are going to touch toys and equipment.

## **Discipline Policy**

The word “discipline” is derived from the word “disciple” and means teacher or to teach, train or educate. Therefore, the purpose of disciplining is not to punish, it is an opportunity to teach the child acceptable, appropriate ways to handle various situations. Even a very young child can understand the cause and effect of his/her actions.

We at Brighton Preschool recognize the dignity and worth of every human being within the school. We want the children to develop a positive self-image and respect for themselves, others and the environment. We believe that by treating the children with fairness and respect, they will learn to be fair, kind and respectful.

The safety rules are established and reviewed at the beginning of the year.

When problems arise with one or more children, the teacher will encourage the child or children to talk about it and find solutions peacefully. If one child hurts another, the first child will be momentarily removed from the situation, while the teacher checks to see that the hurt child is all right. Then the teacher will return to the first child and discuss the problem(s) and look for a more appropriate solution. We find that young children do not have the words to express their feelings, and this frustration is what leads to conflict. We often role-model for a child and show them how to express his or her feelings verbally. For example: “Michael, I don’t like it when you take that toy away from me. That makes me angry.”

We use “Zones of Regulation”. The goal of discipline is to help a child change his/her behavior from negative to positive. “Time-out” and assertive discipline is used to redirect their activity in order to help a child with this process. “Time-out” is not a punishment. It is a time to take a moment to regain self-control and a time to reflect and think about what is appropriate and acceptable behavior. Children strive for independence and self-control. Children learn by testing the limits of his/her environment and experiencing consequences for their actions/behavior. Our goal is to give children freedom within limits, and allow them to make choices. We want to empower children to be confident about their choices as well as realizing the consequences.

If a child repeatedly does not respond to the discipline that we use at school, the parent(s) will be contacted and asked for a phone conference. The parents and the school will devise a consistent discipline plan for use at home and in school. A time-line will be set at this conference, after which the parents and the school will meet again to review the child’s progress. If necessary, it will be evaluated if our school is an appropriate placement for the child.

The philosophy of Brighton Preschool is based on love and respect. We believe that the teachers must be models of the behavior they wish to elicit from the children and others, and must show respect for the child and others.

## **GENERAL POLICIES**

### **Anti-bias**

Brighton Preschool has anti-bias philosophy. We acknowledge different cultures and different holidays. We encourage families to share their culture. Among the main holidays we celebrate are Cinco de Mayo, Chinese New Year, Hanukkah, etc... We look at how celebrations and people are alike and different. This promotes understanding and acceptance of other cultures. In December we study the student's culture by having each student bring in something to share or something to eat from his or her family's culture. This can be done in the form of a presentation at 9:00 circle. Parents or grandparents can make the presentation. Let us know which morning you would like to come in December.

### **Communication**

The more accurately informed we are about your child, the better we can care for him/her. We value your comments and strive to work towards meeting your needs.

Please read all signs and notes posted.

Please check your child's cubbie, parent mail area and email daily.

When giving a verbal message, please write it down for us in order that we may accurately inform all staff members.

Feel free to call or email the school to talk to the Director about any concerns you may have. Your child's Director will return your call at their earliest convenience or we can set up an appointment.

### **Separation**

Separation is a process we go through all of our lives. Though often challenging and exciting, this growth towards independence can be painful and scary, especially for young children. Parents and teachers working together, showing children that they can trust and believe in one another, offer a foundation of support when the world suddenly seems like a new and different place.

Independence is one of our goals but if your child is having second thoughts about being away from you, then you are welcome to stay and help get your child settled and then say "good-bye".

Never leave without letting your child know that you are doing so. Then turn and leave. If you keep coming back and can't leave they will learn that they can cry to make you stay. Children generally don't cry more than two minutes. If your child is attached to something special to comfort him/her, we will encourage your child to hold it. Please no large things. Each case is individual.

"If children can transfer the good feelings of home to another environment it will serve them greatly in all they do for the rest of their lives."

## **GENERAL POLICIES**

### **Illness**

The following information will hopefully define our illness policy to determine whether or not your child should stay home from school or when your child will be sent home due to an illness. With your cooperation, we can establish a healthier environment for all the children.

If a child has a bad cold with a runny nose or cough and comes to school, the chances of a large number of children/staff contracting the cold are obviously greatly increased. The children move freely throughout the environment as well as share and handle many materials. Germs have the potential to spread quickly.

Children have from 4-10 colds a year.

If your child has had any symptoms of illness during the night, such as nausea, vomiting, diarrhea, or fever, please keep him/her home until their temperature has returned to normal for 24 hours without medication and the symptoms have gone.

If your child is on antibiotics he/she must be on them for 24 hours before returning to school. It is particularly important that you inform the school if your child has contracted any communicable diseases so we may pass that information on to the other parents. If your child becomes ill at school, he/she will be isolated and you or an authorized person listed on the emergency form will be notified immediately in order to pick up your child as soon as possible.

**Symptoms or conditions indicating that your child may be sick will be cause to send your child home. Please keep your child home if he/she develops any of the following\*:**

1. Fever along with behavior change or other signs of illness such as sore throat, rash, vomiting, diarrhea, earache, etc. (fever is defined as having a temperature of 100 degrees F or higher)  
**Return:** Your child may return to school after having a temperature of less than 100 degrees F for 24 hours without any medication (Tylenol/Motrin)
2. Symptoms and signs of possible severe illness such as unusual tiredness, uncontrolled coughing or wheezing, continuous crying, or difficulty breathing.
3. Diarrhea – runny, watery or bloody stools (3 in a 24 hour period)  
**Return:** No diarrhea within 24 hours
4. Vomiting – more than once in a 24 hour period.  
**Return:** No vomiting within 24 hours
5. Body rash with fever. (Onset of a rash that has not been diagnosed in the past)  
**Return:** The child may return to school once a health care professional has released the child to return.
6. Sore throat with fever and swollen glands or mouth sores with drooling.

*(continued on p6)*

## **GENERAL POLICIES**

### **Illness** (continued)

7. Pink Eye/Eye discharge (purulent, bacterial conjunctivitis) – thick white or yellow mucus or pus draining from the eye. (Viral conjunctivitis usually has a clear, watery discharge and may not require medication)

**Return:** Child may return to school 24 hours after treatment is started.

8. Head lice or nits (eggs)

**Return:** Child may return to school 24 hours after treatment is started and the child is nit free.

9. Severe coughing – child gets red or blue in the face, or makes a high-pitched whooping sound after coughing.

10. Strep throat or other streptococcal infections

**Return:** Child may return to school 24 hours after antibiotic treatment has begun.

- \* Taken from California Childcare Health Program (510) 839-1195  
Healthline 1-800-333-3212 <http://www.ucsfchildcarehealth.org>

## **SCHEDULED EVENTS/PROGRAMS**

### **No School Days**

Brighton Preschool will be closed for the following holidays:

Labor Day

Thanksgiving day and the Friday after

Winter break: Christmas Eve, Dec. 24th - New Years Day, Jan. 1st

Memorial Day

Summer break: Week of the 4th of July

### **Meals**

#### **Breakfast**

Please feed your child a health non-sugar breakfast before they come to school. Please don't bring breakfast food into school to eat or store in cubbie. On your child's birthday we will provide non-sugary birthday cookies.

#### **Lunch**

Lunch is a quiet, social time when good manners and polite conversation are encouraged.

We provide a balanced, nutritious lunch for your child. We report everything that we serve. And are monitored and trained by the Children's Health Council of San Francisco. We do not serve nuts or berries. We try to purchase as much organic food as we can find. All milk is organic. We do not force the children to eat, and food is not withheld from them as a punishment or used as a reward.

We will ask them to just try one bite. If a parent makes food and brings it in to share with the children, we request that the children not make comments about not liking it, but just leaving it on their plate. To avoid hurt feelings.

Children must eat all food at the tables to prevent choking.

### **Friday Guessing Game**

Parents bring in an object whose name starts with the letter that the children are studying that week, in the black Guessing Bag. Clues are written on the pad provided in the bag.

### **Meet Other Parents**

We provide several events where parents can meet other parents.

August 19th concert, group school photo and graduation.

October field trip to Arata Pumpkin Farm

October 30th Halloween parade

December Brighton Parent Holiday Pot Luck Party at Gymtowne

April 22nd Spring Egg Hunt

May Fire Department tour

## **SCHEDULED EVENTS/PROGRAMS** (continued)

### **Parent/Teacher Conferences**

Informal phone conferences can be arranged and may be held at anytime. If at any time, you have any questions or comments, please feel free to contact the Teacher/Director at 359-8266 after 1:15.

Formal phone conferences are held the middle of November, after the Director has tested and assessed the children, and the middle of April. You will receive a copy of the student review after you have made an appointment for the parent conference.

The conferences give parents and staff an opportunity to discuss the child's social, physical, emotional and cognitive development. Both parents participate by using call conferencing. Conferences are 30 minutes. They are from 1:30-2:00 and 2:00-2:30. We will email the dates and times. Parents can email back their requests.

### **Parent Participation**

Parents are invited to participate in our program in a variety of ways.

We need parents to help August 29th at the concert, group school photo and graduation. And April 22nd at the Spring Egg Hunt.

In December we need parents or grandparents to come in and talk with the children about their culture. In December the parents have a Holiday Potluck Party at a parent's home. We need volunteers to bring food and clean up.

In May we need parents or grandparents to come in and talk about what they do at work.

In July we need parents or grandparents to bring in their family pet. And talk about the care of the pet.

On Fridays parents need to help their child find an object at home that starts with the letter of the week and write clues for the guessing game.

In February, April, June and August parents will need to chart observations with their children.

In March bring in seeds and seedlings to plant in vegetable garden.

Parents need to participate in our fundraisers: escrip, Box Tops and OneCause. Parents are welcome to come in and read to the children at closing circle.

Parents will help their children record observations at home with our California Academy of Sciences program in February, April, June and August.

### **enewsletter**

In an effort to save trees and get information to parents more quickly. All newsletters come via email. Please check your email.

## **SCHEDULED EVENTS/PROGRAMS** (continued)

### **Photo Documentation**

During the week teachers periodically take candid photos of the children while they are playing. These are emailed to the parents **ONLY** at the end of the week via Shutterfly.

### **Rest Time**

Rest time/quiet time is an important and intricate part of a child's day. It enables the child's brain to process what they have learned and prepare for the next part of their busy day. **ALL** children need to rest quietly at a minimum of 60 minutes a day.

### **Bedding**

Brighton Preschool will provide each child with a rest cot, sheet, blanket, pillow and pillowcase. Please **NO** small blankie and small stuffed animal.

### **Raising a Reader Red Book Bag Program**

On the first day of the week that your child comes to preschool bring in their **RED BOOK BAG** with all 10 books in it. Put it in the blue return box next to director's desk. **DO NOT** take the nametag off! If you do not bring it in, you will not get a new bag going out. Parents need to bring bags in, because the next family is waiting for it. Out going bags will be placed in your cubbie. If you cannot do this program it is OK. Let the director know. Please take great care of the books and bags. Do not put your lunch or other things in it.

### **Birthdays**

Birthdays are special and we celebrate them in a very special way.

The birthday child walks around a candle, which represents the sun. Each trip around the "sun" represents one year of life. We sing happy birthday, we provide birthday cookies and the child is given a birthday gift from Brighton Preschool.

### **Halloween Parade**

Please sent your child in a costume that they can get in and out of to go to the bathroom quickly.

### **Valentines cards**

In an effort to not hurt children's feelings, we request that if you bring in cards, bring in enough for each child. Each child will have a mailbox in his/her cubbie. Please bring the cards in early that week. **NO** candy.

## **SCHEDULED EVENTS/PROGRAMS** (continued)

### **Home Visit**

Starting in the month of September the Director will schedule a visit with your child at home.

This is a visit with the child only (not siblings). However a parent must be home. The children will show me things that he or she is interested in. This is not an inspection of your home. This is an opportunity to share his or her home life. The visit needs to be after 5:00, and will last

approximately 15 to 30 minutes. The Director is CERT trained. After the visit with the child, the director can give you advice on earthquake proofing your home in the event of the earthquake.

This will be an opportunity to make your home safer for your child.

### **Field Trips**

- October 9:00 Arata Pumpkin Farm \$8
- May 12:00 Linda Mar Fire Station (Free)

### **August Graduation**

There is a photo taken of all the incoming and out going children. The children sing for their parents. Then the graduates come forward to graduate. Each child is presented with a diploma stating that he or she has graduated preschool and a photo album signed by all the children.

Everyone is invited and we have cookies and juice after.

Children need to complete the summer program, which is writing capitals, subtraction, and reading sentences in order to graduate.