



PARENT HANDBOOK

Facility #191223100
Tax ID #95-4163849

A Note From the Director...

Dear Parents,

Here is your official TSONS handbook. In it, I have tried to include answers to many commonly asked questions and/or concerns regarding school. My hope is that you will find this information helpful.

Please take the time to familiarize yourself with the material provided here. It will help to make you and your child feel more comfortable and connected to our school program right from the start.

You may contact the office, your child's teacher, or me at any time during the year with any questions or concerns you may have. Also feel free to contact us if you need clarifications regarding the materials provided.

Fondly,

Kathy Hilton

Director

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Welcome!

Welcome to The Sherman Oaks Nursery School, lovingly known as TSONS.

We operate on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

As the school's director, I look forward to working with each family to make your child's first school experience a positive one. Knowing how precious your child is, I want to assure you that throughout the year I am accessible to answer your questions and concerns. We are a "family" centered school. Please feel free to contact me in the office or through your child's teacher at any time. There is no question or concern that is not important to me. Communication between school and family is a priority at TSONS and working as a team benefits us all.

Philosophy

We believe in providing an environment that is safe, nurturing, supportive and stimulating to the young child. We recognize and accept the uniqueness of each child with his/her individual needs, talents and abilities. We provide opportunities for creativity and exploration through hands-on-experiences. Our goal is to help your child develop a positive self concept. At the same time, we prepare each child to be accepted to, and successful in, a wide range of kindergarten programs.

Wendy Cummings, our founding director, firmly believed, as do we, that "The pressure to grow up fast is often seen by children as a violation of the right to grow at one's own pace and time... and hence is experienced as stressful."

Each child develops at his/her own rate and in his/her unique manner. Wouldn't life be dull if our children were all the same! One child may walk at 8 months, another at 14 months, and both are progressing normally. All acquired skills are attained at different times for individual children. Throughout your child's time at TSONS, we monitor individual progress and work as a team with each family.

Our School

The Sherman Oaks Nursery School is a non-profit corporation established on our present site in Sherman Oaks in 1988 by a dedicated group of families and teachers under the direction of our founding director, Wendy Cummings. Through the hard work, fundraising and tireless enthusiasm of these parents and teachers, the campus became a reality from what had been only a dream three short months before. From painting and construction to gardening and cleaning, The Sherman Oaks Nursery School was a labor of love for those establishing families and continues to be for all parents and children who have enjoyed the fruits of their labors.

As a non-profit organization, fundraising and parental support are vital to our school. Fundraising has paid for classrooms, our new Family Room and updated new play yards, bikes, play structures, our garden program, shade awnings, our office, improvements to the grounds,

bike paths, grass, sewer system and all the toys and equipment inside and outside the classrooms that make the environment so exciting for your child. The support of our parents has also provided us with an opportunity to become a close knit community of people who value our children and each other in an atmosphere of friendship and fun. We encourage all parents to lend a hand in our continuing efforts to keep The Sherman Oaks Nursery School the fine school that it is. Whatever your special talent, we depend on and welcome your contribution.

Staff

We are fortunate to have gathered a group of talented, caring and highly qualified teachers who have worked together for many years. In fact, our teachers have an average tenure of 10 years. The entire staff has been trained in early childhood education and the majority of them have bachelor's degrees, well beyond that which our licensing requires. We require that our teachers attend seminars, conferences and remain current in early childhood education as well as attend monthly staff meetings. Our teachers are dedicated to helping your child have a positive first school experience.

Board of Directors

The Sherman Oaks Nursery School, as a non-profit organization, is governed by a Board of Directors. The main responsibility of the Board is fiduciary oversight, hiring the Director and overseeing fundraising as well as family event activities. The School's Board of Directors does not have purview over the day to day running of the school, curriculum or staffing (those areas are the sole responsibility of the Director of the School). The Board is made up of parents, community members, the school Director and a staff representative.

We are licensed and governed by the California State Department of Social Services and the City of Los Angeles Health Department.

History of The Sherman Oaks Nursery School

In 1963, Wendy Cummings, with a Bachelor of Arts Degree from Stanford and a Masters Degree in Early Childhood Education from The University of Southern California, began as a teacher at The Sherman Oaks Presbyterian Nursery School. At that time, the nursery school was part of a community outreach program sponsored by, and located at, the Sherman Oaks Presbyterian Church. It was run separately from the Church with no religious teaching as part of the curriculum. One year later, Wendy became the Director and introduced many innovative concepts into the nursery school program.

In May of 1988, the Sherman Oaks Presbyterian Church made clear their desire to run a church operated Christian school. At this time, the staff and all but three families vacated the location at the Church and founded TSONS at our present location.

The school then began an expansion program. Kathy Hilton, with 17 years teaching experience, was named Co-Director with Wendy Cummings in June of 1990. Three years later, upon Wendy's retirement, Joan Connelly returned to the staff as Kathy's Co-Director. Under Kathy and Joan's direction, the program expanded from a 9:00 to 12:00 limited program, to both full morning and afternoon sessions with a variety of enrichment classes. The Parent and Me/Transition program grew to full capacity. In June 2001 Joan Connelly retired and Kathy Hilton was named as sole director. In June 2004, TSONS added a summer session. This theme-oriented and camp-like environment

offers an option for year round activity to TSONS families. Most recently, TSONS began its Developmental Kindergarten (DK) program in the 2010-2011 school year.

We thank all the founding families, the staff, and all the wonderful families who have joined TSONS along the way for making the dream of TSONS the reality that it is today.

General Nursery School Program Information

The hours at The Sherman Oaks Nursery School are as follows:

Morning Session:	9:00 a.m. – 12:00 p.m.
Afternoon Session:	1:00 p.m. – 4:00 p.m.

Children may attend school from 2-5 days a week according to their individual readiness, development, age and space availability. Per our license, a child must be 2 years 9 months in September to start school. In our beginning classes (Cottage and Room 2), parents have the choice of a 2 day or 3 day per week program in the morning or a 2, 3 or 4 day program in the afternoon. The Pre K classes (Rooms 4 and 5) provide a choice of a 3, 4 or 5 day per week program in the morning or 3 or 4 days in the afternoon.

The nursery school classrooms open at 9:00 a.m. and 1:00 p.m. respectively. The day begins with social interaction where the mood of the day is set for your child. It is important to make every effort to arrive promptly each day. If you need to come earlier you may spend the time together in our yard with your child, or plan to bring some books to read together in the car. Our teachers need this time to prepare and set up for class.

Everyone develops at his/her own pace, therefore class assignments will be based on a combination of developmental readiness and chronological age. As your child progresses in the school, classroom placement will be carefully determined by the staff. Children stay in the same classroom with the same teacher for the entire school year.

General Parent & Me Program Information

Our Parent & Me program gives you and your child a first experience of what nursery school will be like. The class is a compressed nursery school day with a similar schedule: indoor play time; clean up time; rug time with songs, movement, fingerplays, puppets, etc.; snack time during which the teachers will lead a discussion on child development, parenting and where everyone can share the joys, frustrations and sometimes difficulties of life with toddlers; outside play time; and dismissal. This program is age grouped to provide developmentally appropriate experiences for children as well as helpful information for parents. Our emphasis, as in the nursery school aged program, is on the whole child and his/her development socially, emotionally, cognitively and physically. We also seek to provide a happy and successful first school experience for your child and an opportunity for parents to create community around their shared experiences.

General Transition Program Information

This program is designed for those two year olds who just miss the age cut off of 2 years and 9 months for beginning nursery school in September. Children who are 2 years and 3 months to 2 years and 8 months old are eligible to enroll in this year long Transition program. The daily

schedule is similar to our nursery school class schedule, except with outdoor play time first to allow children to settle in that comfortable space before eventually saying good-bye to their parent. Then the whole class heads indoors for play time and an art project followed by clean up time and then rug time, and finishing snack. A parent or designated adult will attend with each child for as long as the separation process for that individual child requires. Every separation is treated in an individual manner, taking anywhere from weeks to months depending on the needs of the parent and child. The class is 1 ½ hours long and meets twice a week. At the end of the Transition year, most children will matriculate to our older 3 year old class the following September.

Camps

TSONS offers three different camp-like programs throughout the calendar year, providing an option for year round activity for our families. There is a nine-week Summer Daze Program for all ages within the Nursery School as well as the Parent & Me and Transition Classes. During our Winter Break and Spring Break the nursery school age children have the opportunity to attend our Wacky Winter Camp and/or our Spring Wing Ding Camp.

Summer Daze Camp

During the summer, it is our goal to provide young children with age appropriate and exciting summer fun in a familiar, comfortable, and safe setting. The warm summer days will be filled with songs, arts and crafts, games, guest visitors, non-pool water play, pre-sports activities, and special surprises! Our fabulous shade awnings and water play will keep us cool and comfortable, and our own pool is available for pool fun during Enrichment classes and swim lessons.

The nursery school aged children are offered themed sessions that are incorporated into the learning and play where all of these children can attend 2, 3, 4 or 5 days from 9 a.m. - 1 p.m. There will be Enrichment classes offered on Mondays, Tuesdays, Wednesdays and Thursdays which can extend your child's day until 3 pm.

TSONS is a great option for **Pre-K students** who want to reduce the number of transitions before moving on to Kindergarten. Also, **Kindergarten students** can come back for summer days filled with special activities just for these “older” kids!

The **Parent & Me** and **Transition** aged children have a full nine-week program. Parent & Me classes are once a week, while the Transition classes are twice a week. The summer brings a wonderful opportunity for the children in Transition to be grouped with the children who will be together in their nursery school classes in the fall.

Our Summer Daze Program also offers **Enrichment Classes** from 1:00-3:00. Monday's, Tuesday's and Thursday's it is a Swim Enrichment where children have the opportunity to play and swim in a group setting with Enrichment teachers, a swim instructor and a life guard on deck. On Wednesday's there is an Enrichment class indoors, with a themed activity that the class is centered around. This past year it was a Summer Cooking class where children made all sorts of fun summer food.

Wacky Winter Camp

During the school's Winter Break, we are thrilled to be able to offer the nursery school aged children a full day from 9:00am to 1:00pm. This winter themed camp is full of winter fun. The children who attend are combined into one class. All children bring their own lunch. Each day has a main activity, indoor play, center time, rugtime, snack and of course outside yard time. Some of the highlights are making a snowman, making our own hot chocolate and celebrating the new with our own TSONS version of a New Year's Eve Party.

Spring Wing Ding Camp

The school also has a Spring Break during which we offer the nursery school aged children a full day from 9:00am to 1:00pm. This camp is similar to the winter camp day with a spring theme. Children have the opportunity to plant something that they will then be able to take home. One of the treats of the camp is to be able to harvest what is ripe in the TSONS garden and actually make some delicious food for snack.

Enrichment Classes

Yoga for Kids, Storybook Cooking, and Art and the Artist are just a few of the classes offered in our Enrichment program for the Nursery School aged children. Eligibility is based on readiness and space availability. Children must be toilet trained, and those with food allergies may not participate in cooking offerings. Classes also include both indoor and outdoor play time. The educational value for the child, in addition to subject content, is the additional opportunities for socialization by meeting new children and adjusting to a different teacher. For parents, the result is a longer school day! Morning children stay after school while Afternoon children have the option of one Enrichment class before school and/or another one after school.

There are 3 separate sessions of enrichment classes offered per school year. Registration forms with descriptions of the classes and price information are available prior to each session.

Drop In Lunch

This program is offered to our morning children who want to stay and enjoy eating lunch with their friends. You do not have to let us know ahead of time that they will be staying. They **bring their own lunches** and stay in their classroom. This is a light lunch, so pack appropriately. We strongly encourage you to include well balanced, healthy foods. Do not include sodas, candy, nuts or nut products, or foods high in sugar content. We are unable, by law, to heat foods for the children, so please do not send foods requiring a microwave. Your account will be billed monthly for the days your child participates. Drop In lunch is especially beneficial to children in the Cottage and Room 2. This time spent with classmates helps to facilitate socialization skills in children who are not yet ready for the longer enrichment program.

Curriculum

Our curriculum is designed to relate to the whole child...physically, emotionally, intellectually and socially. Activities are planned to be appropriate to each child's age, stage of development

and interests. The daily schedule is planned to provide a balance of activities such as indoor/outdoor, quiet/active, individual/group, large muscle/small muscle and child initiated/staff initiated.

Color bags will be distributed in the older 3 year old class and letter bags in the 4-5 year old pre-k classes. Please have your children look for objects at home to put in their bags. This process is fun and also helps them to grasp the concepts. They will be sharing their objects in class. As with all our projects, it is the “process” and not the “product” that is important.

Each child has the opportunity to experience and participate in free play, manipulatives, dramatic play, a daily project, blocks and sensory table. Your child may choose not to do a project, which is just fine. Learning the social skills of how to be a friend and how to resolve conflict are all part of the classroom curriculum. Please remember that outdoor play, including the garden, is part of our daily routine and is an extension of the classroom where learning and teaching continues.

Tender Topics

It is important for you to know that we might talk about sensitive topics, such as birth or death, with your child under certain circumstances. Some examples:

- A teacher or mother is pregnant and we talk about the baby growing, not in her “tummy” where the food is, but in a special place called the womb.
- A class pet has died and we allow the children, who wish to do so, to view the body. We then bury the animal in a special place. We put flowers on the grave and we say it is dead (not sleeping). The children participate in a funeral or memorial to say goodbye. We talk about our feelings at this time.

As children bring up topics of concern during the school year, we will address each issue in a group or on an individual basis in an age appropriate manner.

Library

We have a library in the Conference Room where you can check out books dealing with all sorts of life issues. Some of the topics in our collection include the following: a new sibling, going to the doctor and/or dentist, starting school, where babies come from, illness, death, divorce and many more. Many of the books are for you to read to your children, while others are just for adults some dealing with sensitive issues with your child and others are general child raising information. Feel free to come and see what we have available!

Separation

Separation is **not** a problem, but a process. Each child and family will have a different experience on the road to independence.

One parent of a **new student** is required to stay at least the first two days of class. Please arrange child care for any other siblings during this time. This allows you, as parent, to see the teacher in action, become familiar with the classroom routine and get to know other parents and children. Both parent and child know that both are staying the entire first day.

On the second day, the Family Room is open so that some parents, who are ready and whose child is ready, can have refreshments and still be close by. Other parents will need to stay in the

class until their child shows signs of relating to either their environment, a teacher, another child or the class pet. Some families will have a child off playing, involved and ready to say goodbye, but you as the parent are not ready for the goodbye, which is fine.

All scenarios are completely appropriate and common. If your child is OK, but you're not completely comfortable for any reason (e.g. the program, the teacher, the school, behavioral issues, etc.), **IT IS OK TO HAVE THESE CONCERNS**. You deserve the time to see for yourself that this is the right school and to feel comfortable here. While we do allow you to stay after the first two days, we do not want this to become a Parent and Me participation class. If you continue to stay, please bring something for you to do so that you will look busy – bring your lap top, a book, bills, etc.

Some children benefit by bringing a transitional object with them, e.g. toys, stuffed animal, blanket or photograph. We do not allow bottles or pacifiers as transitional objects due to health concerns.

Separation is a life long process. Some will accomplish this in the first two days of school, many may need a couple of weeks, and others may need four to six weeks. At the end of the second day, a teacher or the Director will evaluate and discuss with you the appropriate plan of action to accomplish separation. A major emphasis of our school is working through these important separation issues.

Sign-In Sheets

By law, and for your protection, you must sign your child in and out each day. The parent or responsible adult **must** use full signature, not initials, **and** note the time of arrival or departure. Minors may not check a child in or out. Any fines (\$50 each) imposed by the Department of Social Services for not signing will be passed on to the parent. Children will only be released to those persons you have authorized on the Social Services emergency information form. Any person picking up your child should be prepared to show a photo ID.

In case of an **extreme emergency**, you may call the office with a verbal authorization for a person, not on the emergency information form, to pick up your child. In this case, you must give the name and a clear physical description of the person and they must bring a photo ID to the office and/or the classroom.

Make-Up Policy

We are sorry that we are not able to offer make-up days for any classes missed.

Discipline

We are here to provide a quality nursery school education service to the community. In doing so, one must realize the importance of discipline and its effect on the children we serve. We set behavioral expectations and limits which are developmentally appropriate. When a child exhibits behavior that is not safe, that may harm him or others, a teacher will move in with an appropriate response.

Depending on the child and the situation, we would use a positive reinforcement system, redirection, “take a break”, have them sit down for a few minutes or as a last resort, separate them from the group. Our goal is not to punish, but to change a negative behavior.

Discipline will not be associated with food or bathroom procedures.

We do not force a child to apologize but rather encourage the child to correct the problem he/she may have caused, e.g. wash a scrape, rub a bump, re-build a castle or clean a play area. Moral development (when a child can truly apologize) begins at a later developmental stage, statistically, about 7 years of age.

The teacher will discuss with children, individually or in a group, appropriate alternative choices or behaviors for the situation. We strongly feel it is important to handle school related problems within the school environment. It is not necessary to carry over discipline or any punishment at home, even when a teacher has discussed an incident with you.

On-going behavioral concerns will be shared with parents when appropriate. A conference may be scheduled to develop a plan of action.

Corporal punishment will not be used.

Remember the goal of discipline is helping the child gain self-control through learning appropriate behavior rather than forcing the child to conform to adult standards.

Toilet Training

Children are NOT required to be toilet trained to begin school. At some point during the first year most children, not previously trained, are ready to begin the toilet training process. When your child is ready, please discuss this with the teacher to form a plan together. If the child does not respond well to the plan, it may be necessary to wait awhile before resuming. It is the parent’s responsibility to provide diapers or pull ups for their child’s use at school. Teachers in the Cottage and Room 2 will assist parents in toilet training if necessary.

By the time children are in Room 4 or 5, they should be actively working on their toileting skills or be self-sufficient in handling their toileting needs (i.e. wiping their own bottom, pulling up pants, zipping and buttoning pants (when needed), flushing the toilet and washing their hands).

Clothes

Parents should dress their children in clothes that are appropriate for the weather conditions and the play environment which includes: painting, water and mud play, outdoor activities and cooking. We strongly recommend that children wear shoes with rubber soles and closed toes. Masks and costumes are not allowed at the school at any time, including Halloween. We do not want to worry or scare any children with costumes, especially those who are just getting use to being at school and separating from their parent.

Play is your child's work. It is important they feel free to experiment without concern for their outfit. Each child should have an extra set of clothing in a zip lock bag that is kept in your child's cubby. These clothes are in addition to the clothing required for the earthquake kit. ***All clothes should be marked with your child's name.***

Snack

The school provides a light snack of either crackers, pretzels, cranberries, raisins and some fresh organic fruits from our Good Life Organics boxes. Sometimes the class cooking project will create a snack made by the children. There is a snack sign up sheet, in each room, for parents wishing to bring in something special for a birthday, holiday, as an aid to separation or just because... Snacks should be appropriate for the nursery school setting (this is not breakfast or lunch) and may not contain any nuts. (Please read our Nut Policy on the following page very carefully.) We suggest healthy foods, e.g. fresh fruit, crackers, cheese, yogurt. We discourage **only** bringing those foods high in sugar. As in all areas of our program, balance is what we are looking for. When children have a variety of foods to choose from, we often see them choose a little bit of everything.

Families often have different philosophies on eating and nutrition. Both the school and parents in each class need to be respectful of each family's individual beliefs and feelings concerning this issue.

In the Nursery School age program, we pause before snack to recite a short blessing. This serves several purposes:

- It gives the children a reason to wait for everyone to wash their hands and come to the table before eating.
- It connects food and eating with a process that helps our bodies to grow.
- We can help children begin to see that food doesn't just automatically appear.
- And it's nice for all of us to take a moment to be grateful for all we have.

Blessing before Snack:

*We are thankful for the food
We get to eat each day
To make us big and strong
So we can work and run and play.*

During some of your holidays, you may have special words or a blessing to share with the class. We encourage you and/or your child to do so.

NUT POLICY

It has become necessary for TSONS to develop a school-wide nut policy in order to provide the safest environment for all our children. Unlike many other allergies, the nut allergy has the potential of being life threatening.

As you can imagine, this is a huge concern for the parents of these children and we appreciate your sensitivity, attention and cooperation in this matter.

PROCEDURES THAT ALL PARENTS MUST FOLLOW:

1. No food items with obvious nut products may be brought as “snack” for the classroom or as a contribution to any school event. (All food sign-up sheets should include the words “No nuts!”)
2. **No peanut butter or any nut products can be eaten at school for lunch.** If brought to school in error, TSONS will not allow them to be eaten here.

PROCEDURES FOR PARENTS OF CHILDREN WITH ALLERGIES:

1. Children with nut allergies will only be able to eat food brought from home that is kept in the classroom for this purpose. (This includes regular snack food, as well as special treats to be given when any child’s birthday is celebrated in class.)
2. A parent, or a designated guardian, of a child with nut allergies **must be present** at all class parties.
3. A child with a life threatening nut allergy will **not** be able to participate in a cooking enrichment class.
4. Parents of children with nut allergies need to see the office to fill out the appropriate forms regarding a plan in case of an emergency.
5. Although not a requirement, TSONS does recommend that children with a severe nut allergy wear a Medic-Alert bracelet.

PROCEDURES THAT TSONS WILL FOLLOW:

1. All teaching and office personnel will be informed of the identity and needs of students with nut allergies. They will also be educated to recognize the symptoms of an allergic reaction.
2. TSONS will have a “no share” policy regarding food at snack and lunch times. (Please talk to your children about not sharing their lunch with anyone else!)
3. Nuts or nut butter will not be a part of any class or enrichment projects at TSONS.
4. Teachers will serve food items only at the tables in the classrooms.

If you have any questions or concerns, please come by the office.

Health Policies and Procedures

Health Assessment

Our school is licensed for *well* children. Therefore, if your child has any of the following symptoms do not send him/her to school:

- Fever over 98.6 degrees. Fever **is** associated with illness.
- Vomiting.
- Coughing associated with respiratory infection.
- Infectious rhinitis, nasal discharge, nasal congestion associated with cough and/or fever. (If a runny nose is related to allergies, a child's medical record must reflect the allergies, or we need a note from the doctor stating that the child has allergies.)
- Diarrhea...changes in consistency, frequency, color or odor of stool.
- Conjunctivitis...pink eye, thick discolored discharge.
- Parasites...nits, crab, lice, pin worms, etc.
- If a child is too tired to participate and function at school they should be kept at home.

Following an illness involving an elevated temperature, vomiting or diarrhea, a child must be fever and symptom free, **without medication**, for at least 24 hours before returning to school.

When a child becomes ill at school he/she will be isolated, and you will be notified to pick up your child as soon as possible. We suggest you have back-up care for your child in the event he/she becomes ill and cannot attend nursery school.

Our licensing requires us to know if your child has, or was exposed to, a communicable disease (chicken pox, strep, lice, fifth disease, etc.) so we can be alerted to early symptoms. We will notify parents when a child has been exposed to a communicable disease in the school. We do not identify the ill child.

We strongly suggest that if you become pregnant during the school year, or are trying to become pregnant, that you have your obstetrician administer the "IgG antibody test" for Fifth disease. This simple blood test can determine if you already have the immunity (from childhood exposure) and are therefore not at risk. *If you do not have the immunity*, then you and your doctor should discuss a plan regarding your child's school attendance during any outbreaks.

It is extremely important to notify us of any allergies (food, medical or environmental) your child may have, as we post a list for the teachers in each classroom for your child's safety.

Medication

Due to our licensing requirements we are not allowed to administer medications at school. We are a half day program; therefore, parents must arrange to administer medications before or after your child's school day.

In the event your child has a life threatening need for medication, such as an Epi-pen or an asthma inhaler, please contact the Director or office personally.

Immunization

A child's immunization record must be up to date before he/she is permitted to start school. Parents must provide documentation of immunization dates, including an examination for TB consisting of Mantoux skin test with reaction read 48-72 hours after application, or a chest X-ray. Exemptions based on personal beliefs, including religious beliefs, are no longer an option for the vaccines that are currently required for entry into nursery school in California.

Conferences

Conferences can be held at any time for any reason and may be initiated by the parent, teacher or director. School will be closed for two days in March to facilitate parent conferences for every child in the regular nursery school program. To arrange for an individual conference at any other time just contact the office.

Communications

The Parent Portal on the TSONS website (www.tsons.org) is your primary source for all class and school information. You received information on how to register for this and passwords were emailed individually.

Good communication between family and school is extremely important to all of us. The Director, teachers and office staff are here to work with you and provide a nurturing environment in which your child may grow and learn. We want you to know what we are doing and which skills are being taught; therefore we will be posting regular teacher newsletters on the Parent Portal. We will also be keeping you updated on school-wide activities and information on this site. Please get used to checking it regularly! In addition, we will be periodically putting flyers or other information in your child's cubby and putting posters up around campus to alert you to special activities or upcoming events.

Parents also need to check the Parent Information Board located outside your child's classroom. This Board will keep you informed as to what is happening in your class each week as well as other pertinent school information. Please check the Board and your child's cubby daily and the Parent Portal at the beginning of each week.

Important Safety Information

Please share this information with anyone who drops off or picks up your child from school.

- Talk to your child/children about the importance of staying next to/holding the hand of the person who walks them into school.
- Drive slowly on Killion and Sylmar.
- Never park in the market driveway in the Killion cul de sac.
- Don't double park.
- Don't park in front of the gate to the condos.
- Don't park on the curved corners of Killion, Sylmar or by the condo complex.

- Do not permit children to run ahead, lag behind or play on the sidewalks of Killion or Sylmar.
- Be mindful never to clog a sidewalk or add to the congestion on the street.
- Be aware the whole time you are walking to and from school of the movement of the cars on the street and the children.
- Do not talk on the cell phone while walking into school with your child/children.
- Do not park in the staff lot, unless you won a raffle spot, purchased a space at the Silent Auction, or have handicapped tags.
- Do not have small group lunches on either yard after morning classes as it interferes with the Enrichment program and disrupts the beginning of the afternoon classes.
- Please help us maintain the safety of the gates by not allowing children to play, climb, hang or ride on the gates.
- Please be sure to close all gates behind you and be especially mindful when entering or leaving the school to make sure that **only** children in your care enter or exit the gate with you.
- Please stand inside the gate for conversations and good-byes rather than in the gate way with the gate open.
- **Key fobs are for adults.** It is important that you **do not let your child use the fob**, as this could be a problem if he/she were to run ahead of you.
- **DO NOT BRING LOLLIPOPS, BALLOONS, NUTS OR OBVIOUS NUT PRODUCTS INTO THE CLASSROOM.**

Please observe the following **YARD RULES**:

1. One person on monkey bars at a time.
2. One person on big slide at a time.
3. No standing on top rails of any equipment.
4. No throwing sand.
5. No pushing, shoving or hitting is ever allowed.
6. Children should not take anything (toys, trucks, shovels, or buckets) on climbing structures.
7. No sand or sand toys are to be put in the drinking fountains.

Parking

Our school parking lot is designated for staff parking only. You must have handicap tags to park in the handicap spot or you will be ticketed. The only other people allowed in the lot are those parents who have won a spot in a Raffle or purchased a parking space through our Silent Auction. They will be assigned a designated space for their allotted time period. No one else is allowed to park in the lot.

When parking on the street, please pay attention to parking signs regarding street cleaning. We strongly urge you **not** to leave your purses or valuables visible in your car. Also, make sure everyone – nannies, friends or relatives – who will be dropping off or picking up your child reads the “Important Safety Information” section of this Handbook.

Birthdays

We welcome you to bring in a special birthday snack for the whole class. This treat will be served during the snack time. We will make a crown, light candles and sing happy birthday to your child. Please sign up, in advance, on our snack calendar to avoid conflicts.

Balloons and lollipops are not allowed on school grounds at any time. They present a serious choking hazard.

Birthday invitations may be handed out in class cubbies **ONLY** if every child in the class is invited to the party.

Holidays

We invite you to share with your child's class all holidays that your family celebrates. Talk with your child's teacher to schedule a time to bring in books, foods, symbols, family observances, etc. Your sharing enables your child to feel special about their family and, at the same time, enlightens and enriches the lives of the other children and teachers.

Family Events

As part of our on going focus on families, The Sherman Oaks Nursery School offers family centered events, both on and away from campus, throughout the year. These activities offer an opportunity for our school families to create and experience a community feeling. We also offer opportunities for parent education by bringing to the school specialists in fields related to Early Childhood Development.

Parent Participation

Parents are given several opportunities to participate with TSONS both inside and outside your child's classroom. Some examples are: sharing your work/hobby with the class during Community Helper Week; bringing a family tradition, food or custom during a special holiday. In addition, former teachers or parents with Early Childhood Education may wish to be on our substitute teacher list.

Parents are welcome to visit their child's classroom anytime, just make sure you let the office know when you arrive on campus. If your child is still working through separation, please discuss visits with your child's teachers so as not to sabotage the separation process. While in the classroom your role is that of an observer. Please save any questions or discussion regarding routine for after class time as the teachers need to be focused on the children.

As a parent with a child at The Sherman Oaks Nursery School you automatically become a member of the school parent body. The parent body helps support the school and children by offering many exciting opportunities for parents to work together. The parent's fundraising activities are the backbone of the school and have allowed us to grow. Our major fundraising event is a special time for "adults only" to get together for food, entertainment and a silent and live auction.

We need all parents to help in some capacity, great or small, to insure that The Sherman Oaks Nursery School continues to be a special place for families and children for many years to come.

Tuition

The Sherman Oaks Nursery School offers optional payment plans for the Nursery School program, which allow you to pay on either a monthly or yearly basis. See Financial Agreement in your beginning school packet for details.

Re-Enrollment

In the spring of each year Cottage, Room 2 and those families planning on a third year in Pre-K (Room 4 or 5) will receive a re-enrollment form. If you are planning on returning to TSONS the following school year please fill out the form, enclose a one month deposit and registration fee, and return the form to the office.

Emergency Information

Our staff has been trained in emergency procedures. If a child is seriously injured, parents are notified. If the parents cannot be reached, the child's physician is called. Lastly, the staff would use your "Permission to Treat" form to obtain required medical treatment.

The Sherman Oaks Nursery School has an earthquake and disaster preparedness plan. Water and emergency supplies are stored in different locations throughout the school. Each child is asked to bring an earthquake comfort bag at the beginning of the school year. Check your enrollment packet for specifics. In the event of an earthquake or another disaster, please be assured there will be staff members remaining on site until every child has been picked up. Children will only be released to parents or those individuals named on the emergency release form.

We consider the safety of your children our highest priority. We know it is extremely important that we are able to communicate with you in the event of an emergency. TSONS has an automated emergency messaging system called *One Call Now*. This system can call, text and email all parents, guardians, faculty, and staff with an emergency message. Individuals will receive a voicemail, text message and/or email - and the system will continue to call until an individual is reached.

This handbook is to provide information about our school and its policies for you to read and refer to when necessary. We hope that it is a useful tool in helping your family become a comfortable part of our school community. Once again we want to extend the invitation for you to contact us at any time.

Phone: (818) 787-6781

Fax: (818) 785-3017

Web Site & Parent Portal: www.tsons.org

Email: admin@tsos.org

We are so happy that you are a part of The Sherman Oaks Nursery School!