



MOUNT HERMON

PLAY SCHOOL

MOUNT HERMON ASSOCIATION, INC.

PARENT HANDBOOK

Mount Hermon Play School * P.O. Box 413 * Mount Hermon, CA. 95041

Email: PlaySchool@MountHermon.org * Phone: 831 - 335-9420

[HTTP://MOUNTHERMON.ORG/PLAYSCHOOL](http://MOUNTHERMON.ORG/PLAYSCHOOL)

TABLE OF CONTENTS

"Play is a developmental progression in which the child adds new, more complex understandings about the world at each stage. Play has a unique and personal meaning for each child."

-Erik Erikson

	Page #
Table of Contents	2
Staff	3
Reference Numbers/ Purpose & Philosophy/ Goals	4
Program Information/ Sign-In/ Discipline Policy	5
Snacks/ Sample Menu	6
Birthdays	7
Toys & Accessories	7
Typical Play School & Pre-Kindergarten Schedule	7
Enrollment Qualifications	8
Application Procedure/ Enrollment Forms	8
Siblings at School	8
Tuition & Fees	9
Volunteer Info/ Medical Policy	10
Health Guidelines	11
Designated Loading & Parking/Field Trips	12
Gesell School Readiness Assessment	12
Speech & Language Evaluation	12
Additional Parent Resources	13
Scholastic Book Orders / Online Photos	14
Testimonials from parents	15
Reference Copy of ADMISSION AGREEMENT	16
Parent Meeting Notes: September	17
Mount Hermon Assoc., Inc. History/ Statement of Belief	18

MOUNT HERMON PLAY SCHOOL

STAFF

Kahleen Edeal: Kahleen is the Director/teacher. She has a BS in Child Development, an Early Childhood Credential and a Standard Elementary Credential. She taught Kindergarten at SLE and Quail Hollow for about 10 years before she married and had two daughters of her own. She likes to ride horses, shop at thrift stores, garden, spin & weave, read, quilt, & knit, She collects cancelled postage stamps, baskets and old flowered pattern china. Her new love is web site development and has started her own web business (www.websbykahleen.com).

*Gift ideas include: garden decorations, plants, Peet's Coffee, gift certificates for and Lumberman's nursery.

Monica Zweers: Monica is a teacher at Play School with an AA and certificate in Early Childhood Education. She has worked with children continuously since college and has three daughters of her own. She has a passion for scrap booking and uses that at Play School to help us produce keepsake books for you and your children. She is part of the collective at Ivy's Porch. Disneyland could be her other home she loves it so much. She is very active at her church. She is soon to be a Grandmother.

*Gift ideas include: tea party items, flower scented toiletries, and gift certificates.

Faith Filey: Faith is a teacher at Play School with an AA in Liberal Arts and an AS in Early Childhood Education. She also works at her church with children's programs, including AWANA and Vacation Bible School. Faith loves Starbucks coffee and going to the Giants baseball games in San Francisco. She has a passion for children's books and loves to shop at Borders. She has developed a take-home-backpack program that she uses with the Pre-K class. She is currently attending college to complete her B.S. and pursue a teaching credential.

*Gift ideas include: Starbucks, Borders, and gift certificates

Linda Kay: Linda is working on her ECE classes at Cabrillo. She has been working with children at her church, been in charge of the AWANA program, and has four children of her own. She is an asset to the program. One of her many hats is that she is the wife of the pastor of the Felton Bible Church.

Abigail Brown: Abigail has all her ECE classes and will be our substitute from time to time. She had her daughter at Play School and we fell in love with her as a teacher.

Roni Edeal: Roni is working on her ECE classes at Cabrillo. She is has a mobile beauty business of going to homes to cut and style hair. Her favorite part of doing hair is for weddings. She has an AA in music plus an AA in graphic art. She makes jewelry and other accessories to sell. She is very active at her church with the High School youth group.

Mrs. Marilyn Miller: Marilyn is an outside consultant that helps us with the Gesell Kindergarten Readiness Assessments each spring. She may be contacted at 335-7965.

**We all love restaurants, bookstores, Bed Bath & Beyond

REFERENCE NUMBERS

Play School Phone Numbers: -Direct line with message machine: 831-335-9420
-Office with message option: 831-335-4466 x310
Email address playschool@mounthermon.org
Mount Hermon fax numbers: 831-335-9335 or 831-335-9218
Play School street address: #3 Parkview, Mount Hermon, CA 95041
Play School mailing address: P.O. Box 413, Mount Hermon, CA 95041
Tax ID# for your income tax forms: 94-6000955
Facility License number: 440706216
Directors name and home phone number: Kahleen Edeal, 831 335-3590
Web Site: <http://MountHermon.org/PlaySchool>

STATEMENT OF PURPOSE & PHILOSOPHY

Play School is established to provide a preschool program and place where children 2.5 years old to entering first grade can have an educational experience that is suited to their needs, interests, and abilities. We believe that PLAY is the work of children, therefore, PLAY SCHOOL.

We believe that children need to be allowed time for their childhood. We take care to insure that our preschool embraces these important years of development by providing opportunities to play, learn, and grow. Our program is designed to provide spiritual, physical, cognitive, and social experiences at the developmental levels of the preschool child. Activities are Christ-centered, showing God's love and guidance in all areas of living. The program is flexible, varied, and less complex than a kindergarten program. Teachers plan for the needs and abilities of the individual children in their activities.

We recognize that the teaching staff forms the core of a quality program. For that reason, we spend considerable time and attention in supporting our staff, and we give them the freedom to do their work.

Mount Hermon Play School is licensed by the State Department of Social Services. Our facility number is #440706216. The Mount Hermon Play School admits students of any race, color, national and ethnic origin giving each all the rights and privileges accorded and made available to all students. The Play School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Play School is a ministry of Mount Hermon Association, Inc, [CCR, Title 22, Section 101173(b)(1)]

GOALS

1. *Emotional Growth:* By providing a warm, loving, and accepting atmosphere where individuality is encouraged and success is experienced.
2. *Intellectual Growth:* By encouraging an enthusiasm for learning and exploring through first-hand experiences by providing materials and activities, which stimulate curiosity and new understanding.
3. *Social Growth:* By providing an opportunity for being with other children and participating together in a variety of group activities and situations in an atmosphere of security and belonging.
4. *Physical Growth:* By experiencing a variety of activities designed for both large and small muscle coordination and motor development in a safe and healthy environment.
5. *Spiritual Growth:* By providing a place where children can learn about the love of God through stories, songs, and activities, as well as by feeling His love and care through the staff and the program.

PROGRAM INFORMATION

1. The school runs from September to the end of May. (See inside front cover) Next year's calendar will be available in August. Check on the Web Site
2. We enroll children 2.5 years old to entering First Grade.
3. Children who are 2.5 years old may start in February in our Caterpillar Class on Tuesday & Thursday.
4. Children must be 3 years old to enroll in the Ladybug Class, which meets on Tuesday & Thursday, from 9:00 - 12 noon, or 9:00 - 1:00 PM
5. Children must be 4 years old to enroll, to enroll in the Butterfly Class which meets on Monday, Wednesday and Friday, from 9:00 - 12 noon, or 9:00 - 1:00 PM.
6. Children must be 4 ½ years old to enroll in the Pre-Kindergarten class meets on Monday, Wednesday and Friday, from 9:00 - 1:00 PM. This is for those who need a third year before Kindergarten.
7. Pictures of all the children are posted on the web. Instructions for viewing the photo albums are available to parents enrolled if you ask the director.
8. The Mount Hermon Play School admits students of any race, color, national and ethnic origin giving each all the rights and privileges accorded and made available to all students. The Play School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
9. The California Licensing Agency has the right to perform their duties authorized in Section 101195 (b) and (c) without prior consent. These duties include authority to interview children or staff, and to inspect and audit child or facility records.
10. Mount Hermon Play School reserves the right to terminate your child's enrollment without notice for any discretionary reason.
11. All children will be given a variety of assessments. The following is a partial list: Geselle, movement, cognitive recognition, language, vision, speech, developmental, etc.

SIGN-IN & SIGN-OUT POLICIES

COMING TO SCHOOL: Sign your name and the time after each child's name that you're checking in today. The staff must be able to read the name. Please sign clear, without initials.

GIVING PERMISSION FOR SOMEONE ELSE TO PICK UP: the middle space after your child's name is for you to print the name of the person that is permitted to pick your child up after school.

LEAVING SCHOOL: Sign your name and the time in the last box after your child's name or the name of the child you are picking up. The staff must be able to read the name. [CCR, Title 22, Section 101226.1(b) and 10122.1]

DISCIPLINE POLICIES

There are many behaviors that are not acceptable at Play School and in most of the cases our staff will gently, but firmly redirect a child's attention and energy to another activity. Concerning the sharing of toys and violation of other children's learning space; we will work on getting both children to talk through the "Conflict Resolution Exercise". If a child "melts down", meaning becomes violent toward children or adults at Play School; they will be gently removed from the program to prevent any injuries to themselves or others. The parents will be called and asked to remove the child for the rest of the day. If this behavior is repeated a second time, it will be necessary to have a Director/Parent meeting to discuss a plan for school success. This may include requiring family counseling, at the family's expense, to occur as a condition of continued enrollment at Play School.

The types of behavior that will initiate immediate removal from Play School (for a day) are: biting, spitting, deliberate violence toward anyone at Play School, etc. We use time-outs very rarely. We prefer "time-with", since we believe that misbehavior is usually a need for more attention. We never use physical punishment.

We hope that with the use of the above strategies, we can help all the children succeed at Play School.

SNACKS

A snack is provided for the children in the morning between 9:00^{AM} - noon, and a light lunch is provided for the children who stay until 1:00^{PM}. We do cook as part of our program with the children, and it may include sugars, milk, peanuts and white flour. See our menu posted in the entrance. Our snacks usually consist of protein, fruit, and carbohydrate. The following is a list of possible selections in those categories:

1. Protein: cheese, cream cheese, peanut butter, nuts, refried beans, canned chicken, fish sticks, turkey breast.
2. Fruit: apples, oranges, bananas, pineapple, watermelon, raisins, dried cranberries.
3. Carbohydrate: crackers, tortillas, bread, cereal, noodles.

Play School Sample Menu

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Snack: cheese cubes, apple slices, crackers</p> <p>Light Lunch: Lunch meat, apple slices, crackers</p>	<p>Snack: cheese cubes, apple slices, crackers</p> <p>Light Lunch: Lunch meat, apple slices, crackers</p>	<p>Snack: cheese cubes, apple slices, crackers</p> <p>Light Lunch: Chicken spread, apple slices, crackers</p>	<p>Snack: cheese cubes, apple slices, crackers</p> <p>Light Lunch: Chicken spread, apple slices, crackers</p>	<p>Snack: cheese cubes, apple slices, crackers</p> <p>Light Lunch: Fish Sticks, apple slices, crackers</p>
<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Lunch meat, orange slices, crackers</p>	<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Lunch meat, orange slices, crackers</p>	<p>Snack: cheese cubes, apple slices, crackers</p> <p>Light Lunch: Chicken spread, apple slices, crackers</p>	<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Chicken spread, orange slices, crackers</p>	<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Fish Sticks, orange slices, crackers</p>
<p>Snack: Dried cranberries, raisins, cheerios, cheese cubes</p> <p>Light Lunch: Lunch meat, watermelon slices, crackers</p>	<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Lunch meat, orange slices, crackers</p>	<p>Snack: cheese cubes, apple slices, crackers</p> <p>Light Lunch: Chicken spread, apple slices, crackers</p>	<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Chicken spread, orange slices, crackers</p>	<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Chicken Nuggets, orange slices, crackers</p>
<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Lunch meat, orange slices, crackers</p>	<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Lunch meat, pineapple slices, crackers</p>	<p>Snack: cheese cubes, apple slices, crackers</p> <p>Light Lunch: Cream Cheese, banana slices, crackers</p>	<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Refried Beans and grated cheese on wheat tortea, orange slices,</p>	<p>Snack: cheese cubes orange slices, crackers</p> <p>Light Lunch: Chicken Nuggets, orange slices, crackers</p>

BIRTHDAYS

We love to celebrate birthdays at Play School. During the school year, a crown will be given to children around their day. You may wish to supply a simple, small snack for that day (small cookies or cupcakes with very little frosting, jell-o jigglers, fruit in small pieces, etc. ask if you have questions). If your child has a birthday that falls during summer, we will give crowns to the children with birthdays in August at the start of school in September. If your child has a birthday that falls in June or July, we will give them crowns in May. We will assign a specific day for this so you can plan to send in a snack if you wish.

TOYS & ACCESSORIES

We do not encourage toys from home, but do not forbid them. If toys come from home, please understand, that these toys are subject to being damaged or lost. We require that they be shared at Play School, or they will need to go into the child's cubby. Occasionally a toy may cause excessive conflict among the children and the staff places it in the child's cubby. The staff will not keep track or find toys for children if they misplace them.

TYPICAL PLAY SCHOOL SCHEDULE

9:00 - 10:10 ^{AM}	Check-In & Free Play: "5 minute clean-up"
10:15-10:45	Whole Class Circle
10:45	Snack
11:00	Small Group Circles
11:15	Downstairs Small Groups Rotate: (15 min. each) <ul style="list-style-type: none">• Climbing structure and sand box activities• Tricycle riding & traffic play, balls, caulk, jump rope, water play, etc• Game & gymnastic room for movement activities
11:50	Puppet Show & Closing Circle
12:00 ^{PM}	Early Group: "Good-bye" Late Group: Light lunch
12:55	Additional hour: Special crafts & art projects along with extended downstairs play Upstairs & "Good-bye"

TYPICAL PRE-KINDERGARTEN SCHEDULE

9:00 AM	Same as above
Noon-1 PM	Joins other children staying until 1PM for light lunch. In Pre-K room downstairs to do variety of learning activities <ul style="list-style-type: none">• Letters & sounds with beginning reading skills and book making• Workbooks for Handwriting without Tears• Numbers & counting• Work jobs• Science This class has a unique backpack program.

ENROLLMENT QUALIFICATIONS

1. The Mount Hermon Play School admits students of any race, color, national and ethnic origin giving each all the rights and privileges accorded and made available to all students. The Play School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
2. Children must be potty trained. It is important that your child is able to toilet independently before attending. We realize that occasionally an accident can happen and we have extra clothes to take care of those accidents.
3. Our overall age group is 2.5 years old to entering First Grade.
4. Children who are 2.5 to 3 years old start in February in our Caterpillar Class on Tuesday & Thursday.
5. Children, who are 3 by September 1st, are eligible for the Ladybug Class on Tuesday & Thursday.
6. Children, who are 4 by September 1st, are eligible for the Butterfly Class on Monday/Wednesday/Friday.
7. Children, who are 4 $\frac{1}{2}$ by September 1st, are eligible for the three day Pre-K program on Monday/Wednesday/Friday, from 9^{AM} to 1^{PM}. This is mainly for children waiting to enter Kindergarten until 6.

APPLICATION PROCEDURE

We encourage prospective families to come and observe the Play School program between 9-10 ^{AM}, and to read the Parent Handbook carefully and ask questions about any part of the program. Ask for and complete an application and set up a conference with the Director of Play School.

The application for admission and enrollment forms must be completed, signed, and all fees received, before your child may enter the Play School program. One of the requirements for enrollment is a Physicians Report with complete immunization records. See Appendix B for a list of all the immunizations required. [CCR, Title 22, Section 101220.1]

Applications are available the end of April. First priority is given to families presently enrolled and Mount Hermon Staff. Other children are taken on a first come first serve basis as they meet the requirements. Some younger children are accepted depending upon enrollment.

All forms are on the website: <http://mounthermon.org/playschool> for you to fill in and print out. You may send a self addressed stamped envelope to Play School, P.O. Box 413, Mount Hermon, CA 95041, or you may come by Play School and pick up an application.

ENROLLMENT FORMS

The following forms must be completed and returned along with \$50 for Registration, and \$100 for deposit.

- Play School Application (PS 1)
- Admission Agreement (PS 2) & Parent Handbook receipt.
- Identification and Emergency Information (LIC 700)
- Parent's Report (LIC 702)
- Consent for Medical Treatment/Parent's Rights and Personal Rights (PS 3)
- Physician's Report (LIC 701)
- Copy of Immunization records turned in to director.

SIBLINGS AT PLAY SCHOOL

Siblings are welcome at Play School with parent supervision at all times. Parents need to see the requirements to be a volunteer, before they can stay in our program for any length of time.

Any circle time, all children are welcome as long as they sit quietly. If they have problems with being quiet during circle time, we ask the parents to remove them from the classroom.

All class crafts and projects are not available to siblings unless all enrolled children have already done the project and the teacher invites you to participate.

TUITION & FEES

The total number of scheduled days for the Play School year has been divided up into 9 monthly payments starting in September. Whether or not your child is in attendance, tuition is due at the beginning of each month. It may be helpful to think of tuition as a renter agreement, it holds a place for your child. Therefore, during long absences due to vacations, etc. the tuition is still due. **IF YOU DECIDE TO LEAVE THE PROGRAM FOR ANY REASON, TWO WEEKS WRITTEN NOTICE IS REQUIRED.** You are therefore responsible for paying for 2 weeks after the Director receives your written notice.

1. There is a \$100 deposit fee, due at time of application, which is credited to the May tuition only. (See ****EXCEPTION**)
 2. There is a \$50 registration fee, due at time of application, which is nonrefundable.
 3. ****EXCEPTION**; Children on scholarships and/or financial assistance; the \$100 is non refundable and is not applied to May. The payments agreed upon are the same for 9 months. If you enroll the following year a \$100 deposit is due again at registration.
 4. Checks should be made payable to Mount Hermon Assoc., Inc., mailed or brought to the school and placed in the basket on the sign-in counter. Please print your child's name on the check in the memo space.
 5. Tuition is due on the first of each month, or in the 1st week of attendance of the month. A late fee of 10% of the current month's tuition may be assessed if tuition is not received within 10 days of the first of the month.
 6. Noon to 1^{PM}: Children that are not enrolled until 1^{PM} are always welcome to stay until 1^{PM} for an additional daily fee of \$15. Children that pay by the day will get the light lunch and the fun of whatever the free play activities are for that day. The craft projects are only for the children enrolled by the month until 1^{PM}. Payment for this is due each day. Please notify the staff of the change in exit time.
 7. Any extra charges & fees, late pick-up charges and extra fees for drop-in to 1:00^{PM}, should be put in the basket on the check-in counter no later than the next regular payment along with a written explanation of the payment.
 8. Late Pick-up Policy: If you arrive at the sign-out counter after the designated time to pick up your child, late fees of \$1 per min. may be charged at the director's discretion.
 9. Balances not paid off within 40 days of the initial charge may result in termination of your child's enrollment.
 10. Fees are subject to change.
 11. If a child enters Play School after the year has begun, the fees charged for the first month would be pro-rated at approximately \$15.00 per hour for the first month, or the monthly rate, which ever is less. The fees for the remainder of the year will be recalculated to reflect the number of days in attendance as the director see fit. For the 3 hours per day it will be \$45/day, and for the 4 hours per day it will be \$60/day.
 12. Mount Hermon Employees receive a 20% discount.
 13. Scholarships: Scholarships are only available for the 9:00^{AM} to noon option in each class and priority is given to the MWF class. For pre-K, scholarships are only available for 3rd year students or children 5 by September 1st. Scholarship application may be found on our website. (See **EXCEPTION** above)
 14. Financial Assistance: This is available when all the scholarship money is gone. The same conditions apply as for scholarships.
 15. Extended Day Option: If you enroll your child from 9 - noon, you may leave your child until 1pm any day, by paying an additional fee of \$15 (payable each day) and notifying the staff when you drop off. Not good for daily projects.
 16. The September tuition is due the first week of September by mail: P.O. Box 413, Mt. Hermon, CA 95041. Attention Kahleen Edeal at Play School
- Options two through 5 below are for the regular Play School program.
 - Option one starts in Feb. and the children must be 2.5 yrs old by Feb. first.
 - Option six is our Pre-K class with a little more emphasis on readiness skills.
 - ****These fees are subject to change****

	Class Name	Days of class	Age of children	Hours at School	Monthly Fees
1	Caterpillar Class	T Th	2.5 by Feb. 1 st	9:00 ^{AM} - noon	\$300/month
2	Ladybug Class	T Th	3 by Sept. 1 st	9:00 ^{AM} - noon	\$310/month
3	Ladybug Class	T Th	3 by Sept. 1 st	9:00 ^{AM} - 1:00 ^{PM}	\$360/month
4	Butterfly Class	MWF	4 by Sept. 1 st	9:00 ^{AM} - noon	\$460/month
5	Butterfly Class	MWF	4 by Sept. 1 st	9:00 ^{AM} - 1:00 ^{PM}	\$550/month
6	Pre-K Class	MWF	4 ½ by Sept. 1 st	9:00 ^{AM} - 1:00 ^{PM}	\$600/month

PARENT VOLUNTEER INFO:

These include:

1. In-Class time
2. At-Home time

In Class Time:

All parents that work in the classroom need to have a current TB skin test and bring in the documentation. Doctor Tyler in Felton, 335-9111, will give the TB test for a small fee.

You must complete three forms and have your TB skin test results in this book, before you start volunteering in the classroom.

There is a volunteer book to record your hours. Please put the date, total hours, and a short description of what you did. Something simple is fine. The total time per day is what we are looking for most of all. Ask Kahleen where to find this.

At Home Time:

Please record your time in the Volunteer book. Ask Kahleen where to find this.

We only need the total hours you spent doing a particular project. The dates and times are not necessary. We total the time by month, so if you can guess what month you did something, just put the month and the approximate time spent. If in doubt, just guess.

This really helps Play School. We turn in the volunteer hours to our main office and it goes into a report that goes before the board of directors, thereby putting us on "The Map" so to speak.

MEDICAL POLICY

Concerning the day-to-day attendance, we ask if your child is sick that they stay home. If your child has been sick, please let us know so we can notify the other families and keep a watch on your child for signs of relapse. See the detailed Health Guidelines below.

In the case of a medical or dental emergency we will call 911. We will then attempt to contact the parents and then will attempt to call the professionals listed on the child's Emergency form, LIC 700.

Concerning special medical needs during Play School hours, we will consider each child's case individually and decide as a staff if we think we are able to provide medical support in a manner to ensure the child's health and overall welfare. We will administer prescription or non-prescription medicines to your child only with your written instructions.

When you bring medicine to school, you must:

1. Make sure it is in a childproof container. **NO OTHERS WILL BE ACCEPTED!**
2. Fill out a Medical Dosage Release Form stating what the medicine is, when it is to be given, and how often. This must be done for each day the child is to receive medicine. Forms may be obtained from the Director.
3. Make sure that the container is labeled by the pharmacy with the child's name and dosage.
4. Tell all the staff and give the medicine to the Director to be stored.
5. The Medical Dosage Release Form will be posted on the refrigerator in the kitchen. [CCR, Title 22, Section 101226(e)]

HEALTH GUIDELINES

In order to provide each family with the healthiest experience possible, children with the following symptoms should stay at home:

1. Diarrhea
2. Vomiting
3. Rash or spots on the skin
4. Inflamed, bloodshot eyes with discharge
5. Severe itchy body or scalp
6. Sore throat with a fever
7. **Runny noses:**
 - a. It is not correct to assume a clear runny nose is OK and green is not. The color of the runny nose does not help you determine how contagious a child is. It is more reliable to make a judgment call by the way the child is acting.
 - b. If your child has slept poorly and is acting tired and grouchy along with the runny nose, assume he is sick enough to stay home. If the runny nose is a week old and your child is acting playful and active, she is likely healthy enough to attend. If your child's nose is runny enough that the mucus is being wiped on sleeves/classroom equipment it is best to keep him at home!
 - c. Some children can have consistently runny noses of any color for weeks or months, which is often caused by allergies, and should not be contagious. Please check with that child's mother or your teacher if you are concerned about a child with a consistently runny nose in your class.
8. **Coughs:** A child with a frequent deep moist cough should stay home, especially if he is too young to cover his own mouth when he coughs. An occasional cough in an otherwise healthy-appearing energetic child is of no concern.
9. **Fevers:** Please keep your child at home if they have a fever (oral temperature of 101 or greater). They need to be fever free for over 24 hours without the assistance of fever reducer medicines. People are often contagious 24hrs before showing any symptoms. Therefore a child who appeared perfectly healthy in class could come down with a fever two hours later and may have unwittingly exposed the class. Obviously, this is unavoidable. Please call to let us know if this happens to your child.
10. **Antibiotics:** Even if your child has been put on antibiotics, this does not make their cold any less contagious. While ear infections are not contagious, the colds that lead to them are. If your child has a severe cough, fever, or is not feeling well, please stay home until she feels better. Most viruses take at least 48 hours to incubate. Therefore if you or your child comes down with a cold or fever the day after your class, chances are you did NOT catch the virus in our class. Germs can be airborne OR carried on clothes as well as passed through hand to hand contact. Another member in the family could bring home a germ from the office or grocery store on their hands. They may develop minimal symptoms because their adult immune system is more developed and yet they can pass this on to a child who may have more severe symptoms days later.

In summary, there is going to be exposure to germs no matter how careful anyone is or what the policies are. Any communal activity, story time at library, playgroup, parks, new moms group, church etc. all lays us open to catching germs. Indeed, humans need to be exposed to germs to develop their immune systems. Frequent washing of hands is an important line of defense for you and your family. If you are not sure if your child is contagious or not, please err on the side of caution and stay at home. Children need to have about 7 colds a year to build up immunities. This is the perfect opportunity to expose them.

DESIGNATED LOADING & PARKING

Please do not drive on Parkview in front of the main doors of Play School or park on that little street. It is reserved for the residents. Designated parking is the area that widens out and under the hotel unit with the big pillars. You may choose to park and walk from Conference Drive. Some of the parking is located before and after Parkway in parking lots. Walk to the Book Shop and then down to Play School. Maps are available if needed.

If you have other children and getting in and out of the car is difficult, try to coordinate with other parents as in; one parent stays by the cars and watches the children while another walks the Play School children down and signs them in. Do not leave any child unattended in a car. We are mandated reporters to CPS and leaving children in the car unattended is something that we would need to make a call to CPS about. Car-pooling is also a great idea, so that you only have to drive here one time a day.

FIELD TRIPS & TRANSPORTATION

We only take walking field trips on Mount Hermon property. Some of the field trips are to the Mount Hermon kitchen, office or the playground at the Mount Hermon field. We will need parent volunteers some times to go along on these walking field trips.

GESELL SCHOOL READINESS ASSESSMENT

This is only for the children who can go to Kindergarten next fall. An outside consultant, Mrs. Marilyn Miller, helps us for a couple of weeks in the spring to administer the assessments and meet with parents to discuss the results. For children enrolled in Play School the cost is free, but if you have friends that would like an assessment the cost is \$60. Ask us about how to make an appointment for your child.

SPEECH & LANGUAGE EVALUATION

Every public school has a district office with services available to parents of preschool children for speech and learning. You simply call and ask for a preschool evaluation. This evaluation process is free and may qualify your child to receive free help to get his/her language to a point that they will experience better success in Kindergarten. For help working through the process, contact Special Parents Information Network at 423-7713.

From time to time we may give speech and language evaluations on site. You have signed a release when you sign the Admission Agreement. These evaluations are VERY valuable. They enable you, Play School staff, and others to understand and arrange for intervention that will help your child succeed in school.

For San Lorenzo Valley School District:	Call Beth Leslie at 336-9678
For Santa Cruz City Schools:	Call Kathy Baker at 429-3073
For Scotts Valley School District:	Call Judy Lewis at 438-2312, ext. #102

For other School areas, call your District Office and ask for a "Preschool Assessment".

SCHOLASTIC BOOK CLUB ORDERS:

We will make book orders available each month. When you order your own books you are helping our classroom earn FREE books, software and resources.

- If you choose to return the orders to school, you can pay for all the orders for one month with one check. Just put all orders in an envelope along with your check and mark "book orders" and drop in the basket on the sign-in counter. Write the check to Scholastic Books.
- We, however, recommend that you order online. Each order gives our school a FREE book. You can browse all the great monthly Club selections at low prices and place your order from your own home right up to the online order due date. There are special offers only available online. Here's how it works:
 1. Go to: <http://scholastic.com>
 - Click on Book Clubs and create your own account and password.
 - Use class code GYBPK
 2. Browse the titles with your child, and place your order with your credit card. (Your online credit card order is completely safe and secure.)
 3. Your order will come to the school, and your credit card payment will go directly to Scholastic's secure server. There's no need to send in your order and money to school.
 4. After I submit the entire class's order to Scholastic, your order will be delivered to our classroom for your child to take home.

If you have any questions, please don't hesitate to contact me, Miss Filey, at school 335-9420 or email me at faithkins3@yahoo.com

Yours truly,
Faith Filey

ONLINE PHOTOS:

Our photos will be posted at www.dotphoto.com.

User Name: MHPlaySchool

Passwords will be given out at school.

I often get behind on this, so if you want to see photos, remind me to upload to the site.

Yours truly,
Kahleen Edeal

TESTIMONIALS FROM PARENTS

Name of child and parent's name: Luke, Annette Balch Date: January 2005

Mount Hermon Playschool is about helping preschoolers develop through nurture and play. Every activity is intentional, whether to develop motor skills, socialization, creativity or curiosity about the world around them. This is all done while the children are playing. None of this could happen if it was not for the loving, nurturing, and very creative teachers who care for the children at Mt. Hermon Play School. They consistently show a love and concern for the children and school that goes beyond their expected duties, often spending their own time to do extra projects that make Play School the special place it is for my son. I suppose this is why all 5 of my children have attended Mt. Hermon Play School and why I would highly recommend it to anyone interested in sending their children to preschool.

Name of child and parent's name: Hayden, Natalie McKinney Date: Jan. 2005

These are some of the things that I find make your school so special. Mount Hermon Play School offers a secure, loving Christian environment for children ages 3-6 where each child can develop spiritually, socially, emotionally and intellectually through developmentally appropriate hands-on learning experiences (PLAY!)

Mt. Hermon Play School offers:

- Experienced, loving, (and amazingly organized) teachers who are also experienced mothers.
- Learning through play
- Opportunities to bake and make things
- Free play and small group experiences: a balance of child-initiated/teacher directed activities
- An incredible variety of craft/projects for them to choose from
- A wonderful classroom filled with toys for all sorts of play/learning: sensory, art/craft, library, dramatic play, and manipulative/blocks
- Large room downstairs for exercise on rainy days (we have a friend whose school lets them go out and get soaked & muddy when it's raining and we so appreciate this alternative)
- Large outside play area with bikes & play equipment.
- Emphasis on thankfulness: Hayden says our dinnertime prayer, alternating between "Thank you God for our food" and "God is good to me". Learning to be thankful is so important, and he reminds us of that nightly.
- Christmas program, scrapbooks, school pictures, and all the pictures you take and post on-line (it may be funny to say, but this is a really special thing, and something our other friends who go to other schools don't get to do).

MOUNT HERMON CHRISTIAN PLAY SCHOOL ~ Sample Admission Agreement

State of CA License #440706216

P.O. Box 413, Mount Hermon, CA 95041 ~ 831-335-9420 ~ playschool@mounthermon.org

- The Mount Hermon Play School admits students of any race, color, national and ethnic origin giving each all the rights and privileges accorded and made available to all students. The Play School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
- Mount Hermon Play School serves children 2 ½ yrs. – entering First Grade. We will provide your child with a program and place to have an age appropriate educational experience that is suited to their needs, interests, and abilities.
- Children who are 2.5 to 3 years old start in February in our Caterpillar Class on Tuesday & Thursday.
- Children, who are 3 by September 1st, are eligible for the Ladybug Class on Tuesday & Thursday.
- Children, who are 4 by September 1st, are eligible for the Butterfly Class on Monday/Wednesday/Friday.
- Children, who are 4 ½ by September 1st, are eligible for the three day Pre-K program on M/W/F, from 9AM to 1PM. This is mainly for children taking advantage of an additional year of growth before entering Kindergarten.
- Children must be potty trained. It is important that your child is able to toilet independently before attending. We realize that occasionally an accident can happen and we have extra clothes to take care of those accidents.
- The Play School year has approximately 30 weeks, from September to May. Check the Play School calendar for the dates of service on the website: mounthermon.org/playschool, or ask the director for a copy.
- The California Licensing Agency has the right to perform their duties authorized in Section 101195 (b) and (c) without prior consent. These duties include authority to interview children or staff, and to inspect and audit child or facility records.
- Mount Hermon Play School reserves the right to UN-enroll families without notice for any discretionary reason.
- I understand that pictures of my child will be posted on the web in photo albums. Passwords will be given by the director.
- I understand that assessments (developmental, movement, language, eyes tested, etc.) may be given to my child without further notice. These assessments are used to help the staff and parents provide the best help and direction for future educational needs.
- I acknowledge that I have access to the Parent Manual online at mounthermon.org or have received a printed copy.
- **The fees** are figured on the understanding that the children attend the whole year and make 9 monthly payments.
 - The fees are to be paid the first week of each month. Sept. tuition due by parent meeting. (Fees subject to change)
 - There is a one-time non-refundable registration fee of \$50 to be paid at the time of application.
 - A deposit of \$100 is charged at the time of registration. This is applied to your May payment (see **EXCEPTION).
 - **EXCEPTION: children on scholarships and/or financial assistance; the \$100 is non refundable and is NOT applied to May. The payments agreed upon are the same all 9 months. The \$100 deposit is required again at registration each year.
 - If you enroll your child from 9 – noon, you may leave your child until 1pm any day, by paying an additional fee of \$15 (payable each day) and notifying the staff when you drop off. Not good for daily projects.
 - If a child enters Play School after the year has begun, the fees charged for the first month would be pro-rated at approximately \$15.00 per hour for the first month, or the monthly rate, whichever is less. The fees for the remainder of the year will be recalculated to reflect the number of days in attendance as the director see fit. For the 3 hours per day it will be \$45/day, and for the 4 hours per day it will be \$60/day.
 - If a child withdraws from Play School, a 2-week written notice is required. Payment for that 2-week period is required even if the child does not attend and a refund will be given only if payment has been made for more than that time.
 - Late Pick-up Policy: If you arrive at the sign-out counter after the designated time to pick up your child, late fees of \$1 per min. may be charged at the director’s discretion.
 - These rates do not change even if we have a school cancellation due to weather, staff illness, etc., or you have vacation or extended illness. Think of it as rent for your space at Play School.
 - Scholarships may be available. Check with the director to see if funds are available. See Scholarship Application on website.
 - **Financial help is available on a limited basis only for 9-noon (not pre-k). See Financial Aid form on the website.
- Mount Hermon Employees receive a 20% discount.

Please Indicate on this chart which class you are enrolling your child

Class Name	Days of class	Age of children	Hours at School	Monthly Fees
Caterpillar Class	T Th	2.5 by Feb. 1 st	9:00 AM – noon	\$280/month
Ladybug Class	T Th	3 by Sept. 1 st	9:00 AM – noon	\$280/month
Ladybug Class	T Th	3 by Sept. 1 st	9:00 AM – 1:00 PM	\$360/month
Butterfly Class	MWF	4 by Sept. 1 st	9:00 AM – noon	\$400/month
Butterfly Class	MWF	4 by Sept. 1 st	9:00 AM – 1:00 PM	\$500/month
Pre-K Class	MWF	4 ½ by Sept. 1 st	9:00 AM – 1:00 PM	\$550/month

I agree to abide by the provisions of this agreement

*****NOTE: (This is a copy of the Agreement that you will sign when you meet with the director to enroll your child. An Admission Agreement must be signed each year.)

MOUNT HERMON PLAY SCHOOL PARENT MEETING

Monday, September 12, 2011 at 7:00 PM.

History of Play School in relation to Mt. Hermon

Philosophy of Play School: view of play; developmental age; curriculum/Theme - "There's more to life than the Alphabet"

Car Seat Safety Talk: Do not leave any children, under the age of 12, in the car when you bring in your Play School child. We are mandated reporters.

Admission Agreement: read and sign and turn in tonight.

Assessments: We give a variety of assessments to the children to help us plan our program according to the needs. This is included in the Admission Agreement.

Typical Morning: 1st 15 min. a teacher will be greeting the children as they arrive. If you arrive after that, please feel free to bring your child in and find a teacher for them to connect. If you are late picking up your child, they will be waiting for you in the entrance on the couch. They can get anxious, so call if you know you will be late. See Admin. Agreement for late fees.

Say Good-bye at the door: Help us use the time we have with the children and get them in the habit of saying good-bye at the door, finding their own name tag, etc. *Policy on helping you leave a reluctant child.

Newsletters: Watch for these almost every week. I will be posting these on the website and sending them out on emails. Let me know if you do not have access to email or the web.

Discipline: We work on being very positive and redirecting inappropriate behavior, with emphasis on talking exercises with the children so that they can learn to work things out with their words. "Time with" instead of "time outs".

Children's health: if sick, keep home --- (Are any of your children allergic to any animals; bunnies, dogs, cats, or foods, etc.....???) Wash hands every morning as you come.

Parent's visits & volunteering: welcome BUT—you must have a current TB skin test on file in the volunteer binder, plus 3 forms filled in before you stay at school. Check with Kahleen.

Parent help: At home-- by doing prep, by collecting craft items, wood work for projects, At school—taking pictures, helping with cooking, crafts, scrap books, classroom photography...

Sign In & Sign Out each day. Very Important! If late, please call us. See manual for fees for being late. If you are late at noon, your child will be taken downstairs to participate in the activities in the stars.

Dress: School clothes will get dirty and may get paint on them. Shoes with closed toes are best, and no shoe laces if possible, easy to run & jump in. Mark jackets and sweaters.

Toys from Home: If your child brings in something from home, you and your child may never see it again. I prefer that they bring the item in and show it to a teacher and then send it home. If they do bring an item, it must be shared with anyone in the whole class during the playtime, and it must go to their cubby from clean-up time (about 10:15 AM) to pick-up time.

Cubbies: It is fun for your children to "have MAIL" so please let them collect the items in their cubby and bring it to you when you come to get them at the end of Play School.

Visiting Morning: Not a morning to drop off your child, but one where you go to all the areas, the bathroom, downstairs, etc. with your child. Great time to meet other parents and help your child meet the other children.

Phone List: great for connecting for play times and car pooling

Medical & Parents forms: all forms due by first day of school. Check with Kahleen if you have questions.

Birthdays: OK to bring treats, think not sticky, crumbly, too sweet--Hummm? Cookies, fruit, jello...

Lending Library: Parenting tapes also available to be checked out, one at a time, for 1 week at a time, see Mrs. Edeal.

Photos: We will now be located at www.dotphoto.com I will have these instructions, ask me (Kahleen).

Boys-- Toys and needs: Rough and tumble area. Plus gun play.

Staffing according to Enrollment:

Please help us advertise: Facebook, Mount Hermon Play School, become a fan and invite families that you know.

Parent Education: I have some blogs on the website about issues relating to children. Feel free to comment.

Scholarships: Due to no big fund raiser, there really is no money for this. About trips to Disney Land? Etc.

Cash payments: We accept cash, BUT... you need to hand your cash payment to a teacher and get a receipt right at that time. Do not put the cash in the basket.

Pre-K program:

Cooking & Cookbook:

Stars - noon to 1pm:

MOUNT HERMON ASSOCIATION, INC.

HISTORY

Founded in 1906, Mount Hermon is a nonprofit and interdenominational organization serving as an evangelical arm of the church. Mount Hermon is dedicated to serving people and families through providing year-round Christ centered camps, conferences, and other programs.

Mount Hermon is comprised of five separate facilities: the Conference Center, Ponderosa Lodge, Redwood Camp, Whisper Canyon, and Wilderness Camp. We are 5 facilities with 7 distinct programs; Play School, Outdoor Science School, Families, Adults, Youth, Children, and Adventure Team Building. All programs are available to churches, schools, organizations, and individuals.

STATEMENT OF BELIEFS

1. We believe in the verbal and complete inspiration by God of the original writings of the Old and New Testament Scriptures, the only infallible rule of faith and practice.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true Man.
4. We believe the Holy Spirit is God, at work in the world to execute all divine activity, and especially to reveal Jesus Christ and to glorify Him.
5. We believe man was created in the image of God and is loved by Him but through sinful inheritance and choice, is alienated, separated from God and under His righteous judgment.
6. We believe the Lord Jesus Christ died for our sins according to the Scriptures as a substitutionary and complete sacrifice, and that all who repent and believe in Him are justified, wholly apart from human merit and works, on the ground of His shed blood and resurrection.
7. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
8. We believe in the second, visible and personal coming of our Lord and Savior Jesus Christ to establish His worldwide Kingdom on the earth.
9. We believe in the bodily resurrection of the just and the unjust, the eternal blessedness of the saved, and the everlasting separation from God of the unsaved.
10. We believe all who receive by faith the Lord Jesus Christ are born of the Holy Spirit and thereby become children of God and members of the body of Christ, the one true Church whose life is visibly expressed wherever even two or three are gathered together in His name.
11. We believe the Christian life is not a reformation, but a transformation, in which Christ Himself relives His life through the believer's whole being. Such a life will be preeminently characterized by love, truth, and purity.
12. We believe the church is commissioned to evangelize the world by proclaiming Jesus Christ as Lord, and by living as His servants among men.