

Parent Handbook



70 Skyview Terrace A
San Rafael, CA 94903
License #214005491
415-479-6026

Ages Served:

2 years to entry into Kindergarten

School Hours:

Monday-Friday 8am-5pm

Our Facility:

Located in Marinwood, Oakview is tucked away in a small business circle at the top of Skyview Terrace. Surrounded by trees, rolling hills and friendly homes, our school is made up of four spacious classrooms, a lobby area and a large dynamic playground. Located off Lucas Valley Rd. and Las Gallinas, just off the 101, we are conveniently located for families from all around Marin County.

Welcome to Oakview Preschool!

About Us:

In 1977 the Dixie School District leased the Oakview School property to founder, Olga Scharninghausen. Olga founded the school as a play-based preschool, drawing on many theories from those of Reggio-Emilia, Jean Piaget and Maria Montessori, among others. We are proud to be one of the only truly play-based schools left in the area.

In 2019, after over 12 years of teaching the TK class at Oakview, Lindsey Toomajian purchased the school and took over as Head of School and Director. Lindsey has a Bachelors degree in Liberal Studies from CSU Chico and countless Early Childhood Education classes from SFSU, COM and SRJC. Lindsey currently serves as Vice President on the Foundation Board at Novato Charter School.

We are fortunate to have many talented teachers who have been teaching at Oakview for years, some for 10+ years. They are dedicated Early Childhood Education professionals and keep polished by attending conferences, workshops and classes. All teachers have the core 12 ECE units, at minimum, and are CPR and first aid certified.

Mission Statement:

Our mission is to nurture childrens' desires to create, explore and grow in a safe and supportive environment that offers them comfort and room to push their own boundaries. We are a play-based preschool providing experiences for children to explore and discover at their own pace. Oakview Preschool paves the foundation for confident, curious, kind and empathetic learners, allowing for growth into socially aware, problem solvers of the future!

Philosophy:

Oakview Preschool is founded in the idea that each child should be met where they are at in their journey on any given day. They should be seen as a whole person, with their own ideas, hopes, fears, tendencies, style, capabilities and temperament. Each day we show up a different person than the last, and a different person than the next. We are growing, changing and blossoming into the person we are destined to become.

Drawing on bits of various schools of thought, from Rudolf Steiner to Jean Piaget, we believe play is the key to fostering natural born explorers and problem solvers. As teachers, we take this job very seriously, as we know how fragile childhood is and how instrumental preschool is in laying the foundation to create lifelong learners, well-rounded citizens and critical thinkers. We believe that childhood should be cherished and youth should be preserved. This is why we stand solid in our belief of play-based preschool education and "letting kids be kids."

By engaging all the senses and modalities of learning we believe we can meet each child's needs and provide a safe environment for them to spread their wings and take flight. From outside time, where children converse in the sandbox, to mastering a two-wheel bike, to inside story groups and science exploration, we are seeing the "future change makers" navigate a whole new world. At

Oakview there is a place for everyone to thrive and our teachers allow children to find their potential and dive just a little deeper.

Staff:

At the core of our school are the amazing teachers- without them we would not be here. Teachers at Oakview Preschool are chosen for their passion and commitment to enriching the lives of children. Each member of the team brings different talents, culture and nurturing to the classroom. All teachers are college educated with at least 12 ECE units and participate in continuing education and CPR/First Aid training. Additionally, all teachers are TB tested and adhere to immunization policies set forth by the State of California.

Registration & Enrollment

Admissions Policy

Before completing an application, please set up a tour with our Director. If it is decided by both parties that you will join our school, you may then submit an application along with the registration fee and supply fee to secure a spot for your child. Please pick up an application packet from the Director or find it on our website.

Required Forms

All forms must be submitted prior to your child starting our program. All forms available on our website.

- Identification and Emergency Information Form (Yellow)
- All About Me (Green)
- Consent for Emergency Medical Treatment
- Parent's Rights
- Personal Rights/Child's Rights
- Physicians Report
- Copy of Childs Current Immunization Records
- Child's Preadmission Health History by Parents
- Photo Release Authorization
- Sign In/Out Agreement Policy
- Admission Agreement
- Financial Agreement Contract

Additional forms may be applicable

Updates to Records

Please make sure that all records are kept up to date. If your child receives more immunizations, phone numbers or address' change, emergency pick up contacts change, etc. it is IMPERATIVE that you share this information with us in writing immediately.

Session Placement

We run a typical school year, September through May and Summer Camp is June through August. Children will typically be in a class from the start of school year (or enrollment date, if different than September) through May. They will stay in that class with the same teachers and classmates for the year. Staff will assess and decide which session your child belongs in based on Birthdate and

abilities. Occasionally, we decide your child may be better served in a different class. In the event this happens, we will discuss options with your family to figure out what best serves the child, family and school.

Waiting List

In the event that there is a waiting list or a class is almost full, we will ask that you start your child, or start making tuition payments within 30 days from the day you turn in your application.

Tuition

There are a few options for school tuition. All are set hours with the option to come less if you would like. School tuition is billed monthly, regardless of actual school days in a month. Extra care may be added in advance, at an hourly rate, billed in one hour blocks when available and offered.

The second option is flat rate, which is a considerable savings and allows your child to come anytime we are open. If you choose to go off flat rate, you may not go back on. Keep in mind this contract goes through the Summer months.

All tuition plans run year round. Should you decide not to send your child during the Summer, you will still be liable for the payment of these months if you are on the flat rate option if you are continuing at Oakview.

Bills will be sent out on Brightwheel 2 weeks prior to their due date. On Brightwheel you can view payments due, payments made, print receipts and find tax information.

- There is an annual registration & supply fee for the school year and for the summer
- Payment is due on the 1st of each month. There is a \$5 per day late fee after the 1st.
- There are no refunds given for days missed (ex: sick, vacation, power outage, holidays, etc.)
- Days/hours are not exchangeable.
- After the 30th, if payment is not received in full, forfeit of enrollment will result. Re-enrollment/application fees will apply.
- First month tuition for September is due August 15th. If it is not received by then, we will give the spot to another child on the waiting list.

Withdrawal of a Student

30 days written notice must be given to the office. Parents/guardians may withdraw their child at any time. Should you fail to give 30 days written notice of withdrawal, you will be subject to pay the full months tuition. Oakview Preschool reserves the right to terminate an admission agreement for any reason with a 30 day advance notice, unless a shorter time is agreed upon by both parties. Oakview Preschool also reserves the right to terminate enrollment if tuition becomes delinquent and at any time for any reason with 30 days written notice.

Proration of Tuition

Tuition can be prorated in half month increments but will not be prorated by week or day.

Holidays & School Closures

Oakview Preschool is open year round. We do our best to follow the Miller Creek School District Calendar for Holidays and Closures.

Holiday Closures:

- New Years and the days surrounding
- Martin Luther King Jr. Day
- Presidents Day(s)
- Memorial Day
- Independence Day- 2 days
- Labor Day
- Indigenous People's Day
- Veteran's Day
- Thanksgiving and the days surrounding
- Christmas Eve/Christmas and the days surrounding

We will be talking about and celebrating Holidays throughout the school year. Some that we will celebrate may include, but are not limited to: New Years, Martin Luther King Jr. Day, Memorial Day, Independence Day, Mother's Day, Father's Day, Labor Day, Thanksgiving, Veterans Day, Christmas, Hanukkah, Valentines Day, St. Patrick's Day, Easter, Cinco de Mayo, Chinese New Year. Please make sure to share your family Holidays and traditions with us.

Random Closures:

At times school is forced to close because of random circumstances such as natural disasters, power outages, air quality and unforeseen events. We will do our best to give as much notice as possible and alert families promptly. This could include full day closures, early closing or opening later than normal. We do our best to follow the recommendations of the Marin County Office of Education and the Miller Creek School District, however some event only pertain to our school. The safety of our students and staff will always be our top priority.

In Service Days:

Our school will be closed 2 days per year for teacher in service days.

*Reminder: Tuition credit will not be given for Holidays, school closures of any kind or missed days due to illness or vacation

Curriculum

Oakview is a play-based preschool. While we believe there are many methods to draw from, we believe play-based learning best serves children from ages 2-5. What you see going on in a classroom may look like "just play," it is important to know that our teachers have thoughtfully put together a curriculum that is designed to engage each child at their appropriate developmental level and help them push just past what feels "comfortable." We let children explore with their hands, use their voices and understand that their words hold weight. We guide children to solve problems in their work and with their peers. We allow children to get messy and test the unknown. We help

children to find a place in their world and know that they matter and can do anything with kindness and hard work. In addition to the regularly scheduled classroom time, children will have opportunities to participate in Yoga, WildCare and more (all because of funds raised through school FUNdraisers!)

The following poem by Anita Wadley beautifully sums up what you may see in any of our classrooms:

Just Playing

When I'm building in the block room, please don't say I'm "just playing"
For you see, I'm learning as I play, about balance and shapes.
Who knows? I may be an architect someday.

When I am getting dressed up, setting the table, caring for the babies.
Don't get the idea I'm "just playing". For you see, I'm learning as I play.
I may be a mother or a father someday.

When you see me up to my elbows in paint or standing at an easel, or molding
and shaping clay, please don't let me hear you say "He is just playing"
For you see, I'm learning as I play, I'm expressing myself and being creative.
I may be an artist or an inventor someday.

When you see me sitting in a chair "reading" to an imaginary audience.
Please do not laugh and think I'm "just playing".
For you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice
things I find, don't pass it off as "just playing". For you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle or some "plaything" at school.
Please don't feel the time is wasted in "play". For you see, I'm learning as I play.
I'm learning to solve problems and to concentrate.
I may be in business someday.

When you see me cooking or tasting foods, please don't think that because I enjoy it, it is
"just playing". I'm learning to follow directions and see differences.
I may be a chef someday.

When you see me learning to skip, hop, run and move my body, please don't say I'm "just
playing". For you see, I'm learning as I play. I'm learning how my body works.
I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today, and I say, "I just played"
Please don't misunderstand me. For you see, I'm learning as I play.
I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow.
Today, I am a child and my work is play.

Communications

Talk to us! Please feel welcome to come and share your thoughts with us any time. The doors are always open to the office as well as to your child's classroom. Please try and speak with your child's head teacher regarding your child's progress, questions or concerns. They may not always be available, as they have to attend to their whole class, so please make sure to set up an appropriate time to talk should you need more than a minute or two.

Conferences will be arranged by your child's teacher in the Spring to discuss progress and observations of your child at school. Should you like to sit down prior to this, or should we feel there is something that requires attention sooner, conferences can be set up at any time.

In the hallway near the sign in books is the "Spiral Notebook" for daily communications from parents to teachers. This is where you can leave a note for teachers to see with non-urgent issues. Examples for the Spiral: "my child woke up at 4am and may be unusually tired today" "I will be out of the office today, please reach me on my cell at 555-5555" "My child's grandma is in town and will pick up at 12:00 today. Her name is Betty-Jo Smith and I authorize her to pick up little Sally. <insert parent signature>"

On the office door you will see a box where you may leave notes and tuition checks.

Our website houses all paperwork due, bulletins and current school year calendars.

Additional ways we may communicate with you:

- Newsletters
- Email Blasts- from school, room parents and parent council
- Calendar and bulletin board in the Hallway
- Messages at the sign in book
- Bulletin boards on each classroom door
- Notes in your file or child's cubby
- Mailings
- Social Media

Health & Safety

Illness

The goal is to stop the spread of communicable diseases among children, families and staff. While we know it is not entirely possible, we hope to reduce the spread.

Children MUST stay home for a minimum of 24-48 hours if:

- Fever (must be fever free for 48 hours)
- Vomiting (must be symptom free for 24-48 hours)
- Diarrhea (must be symptom free for 48 hours)
- Pink-eye or conjunctivitis. 24 hours of medication required before returning to school.
- Rash or skin ailments such as: lice, impetigo, ring worm, cold sores, fever blisters, chicken pox, etc. (symptom free for minimum 24 hours and may require a Doctor's note)
- Runny nose (accompanied by other symptoms)
- Cough with mucous (that can spray and spread infection)

Oakview is not equipped to care for sick children. If a child is unable to participate in the normal routine, including outside playtime, the child is not well enough to be at school. We have strict illness policies to try and keep our community well. The policies apply to both children and staff. If a child becomes ill at school, they will be quarantined and cared for by a teacher until a guardian can come to pick up. To help prevent spread of illness, the area will be sanitized, as well as any toys

used by the child. If your child is unable to attend school due to a contagious illness, please notify the school so we can inform families of symptoms to look for in their children. This will always be anonymous.

Medicine

If your child requires medication, you and your doctor must fill out a medical release form. This can be picked up from a teacher. You are responsible for taking home medicine each day. All medication must come in the original bottle labeled with your child's name and prescription information (if applicable). We can refrigerate medicine if necessary.

No medication can be left in a child's backpack, cubby or lunchbox as they pose a risk to all children. This includes: vitamins, cough drops, prescriptions, inhalers, Tylenol, Benadryl, ect. ALL MEDICATION MUST BE GIVEN TO A TEACHER FOR PROPER STORAGE.

Safety

Emergency drills are practiced on a regular basis throughout the school year. In the event of an evacuation, our safe site is the Marin County Office of Education, Marinwood Community Center OR Marin Formative Church and Childcare Center.

We have travelling emergency kits in each classroom with supplies for the children enrolled. These are regularly updated and monitored.

Discipline

First and foremost, we like to turn all unwanted situations into a learning opportunity. Teachers are always watching and working to diffuse situations before they happen. However, some misbehavior is healthy and important, as we learn from making poor choices. Teachers will always talk with a child and make sure all sides of a story are heard. We are always working to make sure the children are being SAFE and KIND. In the event that is not happening we like to use a positive discipline approach when necessary. We believe all children are good, but choices are made that may be either good or poor. Some techniques we find helpful:

- Quiet space away from stimulation so they can regroup and come back to the large group
- Movement
- Telling their perspective of an incident
- Drawing or Coloring
- Reading with a teacher
- Role Playing or acting
- Communication between parents and teachers so children know everyone is on the same page (consistency is key!)
- Clear, defined boundaries
- Consequences should match the offence. (ex: if a child breaks another child's block structure, they will have to help them rebuild it and then possibly play someplace else)

On occasion we need to meet with parents to discuss and create a plan to help a child that is displaying patterns of unsafe or unkind behavior. We will be in contact with you if we start noticing any behavior that is uncharacteristic of your child. On rare occasions there may be times when we have tried every technique and tactic in our tool belts, and we may need to call you for an early pick up.

Non-Discriminatory Policy

Oakview Preschool accepts students without regard to race, color national or ethnic origin and extends rights, privileges, programs and activities generally accorded and made available to its students.

We embrace all families regardless of background, traditions and experiences and makes every attempt to help each family feel welcome and comfortable in our center.

Confidentiality

In accordance with Health Insurance Portability and Accountability Act (HIPPA) guidelines, official written records for each child are kept in files in the school office and are accessible only to teachers and staff working with the children. Files include enrollment forms, contracts, health forms provided by the physician and IEP's. Staff documentation of children's behavior and development, and information pertinent to their daily care will be kept in the classroom accessible to teachers and staff only.

Daily Information

Typical Preschool Day:

- | | |
|------------------|--|
| (8:00am-9:00am | Before school care, for those signed up) |
| 9:00am | Children arrive |
| 9:00am-10:00am | Activity Time- an art activity as well as thematic manipulatives are set out in the room and presented to the children. This may include: puzzles, dramatic play, science area, sensory activities, fine motor manipulatives, block play, etc. |
| 10:00am-10:30am | Clean up time and Singing |
| 10:30am-11:00am | Snack and Circle Time- Children are provided fresh fruit/vegetable, a grain and water. They will gather for circle that may include story, flannel board story, game and/or activity. |
| 11:00am-11:35am | Outside Time- Free play outdoors where children can ride bikes, play in the sandbox, run, climb, jump rope, etc. |
| 11:35am-11:45am. | Circle Time and Closing- Singing, dancing, movement and good-byes as well as hand washing and lunch preparations. |
| 11:45am-12:00pm | Lunchtime and dismissal |

Typical Afternoon Childcare:

12:30-2:30pm	Naptime for those that nap. Outside time for all others.
2:00pm	Snack time
2:00-3:15pm	Inside Activity Time- Art project and table activities, play house, etc.
3:15-3:30pm	Story Time
3:30-4:45pm	Snack and Outside Play
4:45-5:00pm	Clean Up

Sign In/Sign Out

Upon entering school, guardians must sign their child in. We use a system called Brightwheel where you will sign in/out on a tablet. The state requires a full signature and the time at both drop off and pick up. A fee will be assessed for each time sign in/out is not done properly. Please keep your child with you while doing this and then accompany them to their classroom. Upon picking up your child, please promptly sign your child out and then keep them with you as you collect their belongings and exit the school.

Drop Off

We understand this can be a difficult process. In our experience we have found that a loving hug and kiss and a firm “goodbye, see you later today” make for the easiest drop-offs. Teachers are always standing by to help smooth the transition. Being on time to school also helps make this transition easier as morning gathering is when the tone of the day is established and the community setting starts taking place. If your child misses this, entering the school day and group that has already been established can be difficult. Additionally, arriving on time enforces to your child the importance and value you place on their school and adhering to a commitment. We understand that things come up in the morning, so in the event you are going to be late, it is helpful to let the school know.

Late Pick-Up

Hours of operation are 8am to 5pm Monday through Friday. If a child is left after 5pm, there will be a \$20 fee for any portion of the first 10 minutes, and then \$2 per minute thereafter. Fees will be collected on your bill and paid to the staff that has to stay overtime. If you believe you are going to be late, please call and alert the staff. If children are left after 5:30pm and all phone numbers have been called from the emergency card, we will have to call Child Protective Services and request assistance. Frequent late pick ups may result in request of withdrawal from the school.

Lunch & Snacks

Oakview asks that you please provide a labeled lunchbox with snacks and a water bottle for your child.

Children signed up to stay for lunch should bring a nutritious lunch to school with them. Please send only food that you are okay with your child eating as we encourage them to make healthy choices about what to eat first, but ultimately allow them to decide. Please no candy, sugary foods, or drinks other than water, milk or juice. Please use ice packs and thermoses to keep food cold or hot. We are not able to refrigerate or warm foods. Children will eat from their lunchboxes all day long, so please pack ample food.

Water bottle refills will always be made available to children. Should a child run out of food, we will call parents to check in about offering additional snacks and notify that more food is needed for the future.

There will be a morning snack time, mid-day lunchtime and at least one afternoon snack time.

We are not a nut free school. If your child has ANY food allergies, please make sure to speak to the director prior to your start date and that it is clearly stated on their enrollment forms.

Clothing for School

Please make sure your child is dressed and ready for a day of play. Clothing should not be restrictive or a safety hazard. This means no dress shoes, cowboy boots, flip-flops. We discourage belts, ties, excessive jewelry and overalls that can cause distraction and stress for children that are trying to learn and/or potty train. We will be playing with messy paints, sand, water, etc. so do not send your children in clothes that cannot get dirty.

Be ready for the elements! We will play in rainy, cold, windy and hot weather, dress accordingly!

It is important to label ALL clothing items (including boots, jackets, hats, etc.) with your child's name. Lost and found is located in the lobby area of the school.

Please keep an extra set of clothes in your child's cubby in case of potty accidents, excessive water play or rips. We usually have extras if needed.

Nap

If you wish for your child to nap, we will provide a cot, but the State requires you bring a small sleeping bag or blankets labeled with your child's name to cover the cot. If they sleep with a special stuffed animal, please bring that as well. Pacifiers are not allowed. A nap cubby will be assigned to your child in the nap room where their blankets and stuffed animal may stay for the week. Please bring bedding home on the weekend to be cleaned.

Toys

We do not allow toys to be brought from home other than a stuffed animal for naptime that must be kept in the nap cubby. We find toys to be distracting for children and hinder their ability to fully engage in classroom activities. Additionally, we cannot be responsible for keeping track of toys and ensuring they are not lost or broken. It is good practice to leave the toys in the car and not even bring them in at drop-off, it can make separation that much more difficult.

Extra Activities

After School Enrichment

We offer various activities such as Soccer Shots and Amazing Athletes after regular school hours. The program comes to our school and you pay them directly. See sign ups in the hallway. All after school activities are optional.

Birthdays

You are welcomed to bring a treat for your child and their class to have on their birthday. Please arrange it with your child's teacher and please try to limit sugary snacks. You may leave the snack at morning drop off, and no parent is required to come back to serve or attend the birthday snack.

School Pictures

We will have a photographer come once a year to take individual and sibling photos. All children will be photographed at no charge. Photo proofs will be given and you can choose to purchase photos only if you would like.

Volunteering

We welcome all parents/guardians to come into the classroom, but there is no obligation! If you would like to help out, please see your child's teacher to see where needs are. There are also opportunities on special lunch days, picture days and special event days like the bike-a-thon. Please watch for sign ups.

We know that many people are unable to take time from their busy schedules during the day. You can always check with your child's teacher to see if there is any help that can be done from home, such as collecting materials, washing toys, preparing projects/snacks, etc.

Oakview has a Parent Council that works on fundraising and events for the school. They typically meet once a month and form committees to work on each event. This can be a big or small of a commitment as you like and is a great way to meet other parents. Check the board in the hallway or ask a teacher for more information about joining or helping out.

School Social Events

Oakview hosts numerous social events throughout the year. These are a wonderful way to get to know other school families as well as teachers and staff. Additionally, school socials are a great way to show your child how interested and important their school life is to you.

Some events include: Fall and Spring socials, Back to School Night, Bike a thon, movie night, Touch a Truck, end of year picnic, Pre-K/TK Graduation, and more!

Notices will go out prior to any event.

Field Trips

On occasion we offer field trips to the older classes. These will be discussed with you ahead of time via permission slip, letter and spoken word. Transportation will be arranged with each parent.