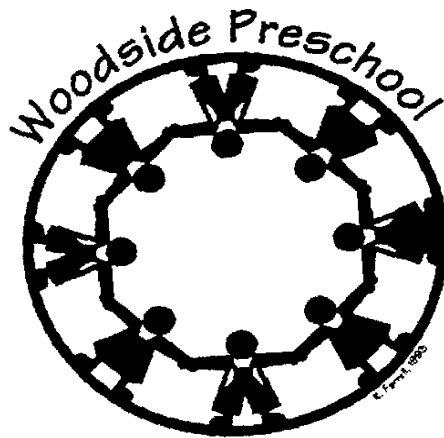


Woodside Elementary School District

Preschool Handbook

2009-10 School Year



When I hear, I forget...When I see, I remember...When I do, I learn!

For further information, please contact:

Diana Abbati, Superintendent/Principal

Woodside Elementary School District

3195 Woodside Road

Woodside, CA 94062

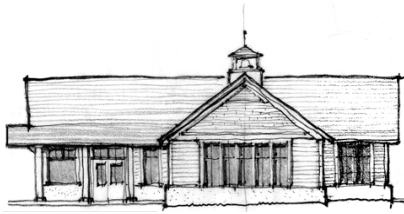
Phone: (650) 851-1571

Fax: (650) 851-5577

Website: www.woodside.k12.ca.us

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Woodside Elementary School District
3195 Woodside Road, Woodside, CA 94062
650-851-1571 ~ fax: 650-851-5577
www.woodside.k12.ca.us

September 17, 2009

Dear Woodside Families:

On behalf of the Woodside School staff, welcome back to the 2009-2010 school year! Our dedicated staff has been working during the summer planning for this new school year and they are just one of the many reasons Woodside School is so unique. Already we are inspired by "the energy and excitement" in the air. If we can be certain of anything in this changing world, it is that together we can make a difference in the lives of children.

Building relationships between the school and the community is one of our most important goals. Therefore, I ask you to volunteer for a committee or school activity. Whether your talents or interests lie in technology or fine arts, we welcome your support. All of our programs require many hours of dedicated parent volunteers and staff. Without you, we cannot reach our goal to ensure our students have an enriched experience. If you have already volunteered for this upcoming school year, I want to thank you for your support and look forward to working with you.

If you would like to be more involved with your child's education, we welcome you with much appreciation. For more information, please see the ***Woodside Elementary School District School Handbook***, where you will find information regarding our school organizations and committees.

Please join us in embracing this year's school theme, "Sharing What Works – Celebrating Success" and welcoming all our new families to the Woodside School Learning Community. It is our vision to be an inspiring and supportive learning community working together for the betterment of our students, families, and staff.

Sincerely,

The Woodside Administrative Team

Diana Abbati, *Superintendent/Principal*
Tim Hanretty, *Assistant Superintendent*
Brian Inglesby, *Director of Educational Services*
Steve Frank, *Assistant Principal*

Philosophy

Woodside Preschool's philosophy has always been one that acknowledges and respects the uniqueness of each child. It also supports the belief that a child's strong sense of self-esteem comes from experiencing success within an age appropriate environment enhanced by a rich, stimulating curriculum. The curriculum engages children's learning in all developmental areas, while at the same time allowing for individual differences in learning styles and encouraging creativity through a variety of play-based experiences. Our overall goals for the children in our program are: a strong sense of self-confidence and self-esteem, development of the whole child with emphasis on social/emotional skills and independence. Specifically, these include:

Development of Self-Confidence and Self-Esteem

- Positive identity and self-respect
- Trust
- Empowerment to make choices
- Taking initiative
- Mastery
- Expressing creativity
- Willingness to risk
- Feeling autonomous and self reliant
- Expressing needs, feelings and ideas

Development of the Whole Child

- Social/Emotional skills
- Communication skills
- Language development
- Physical skills
- Intellectual abilities/Cognitive skills
- Creativity

Development of Social/Emotional Skills

- Problem solving and conflict resolution
- Cooperating in play and work
- Developing trust in peers and adults
- Belonging to and participating in groups
- Becoming a leader and a follower
- Expressing feelings
- Developing good listening skills
- Making friends, being friends and sharing friends
- Having fun!

The Values and Goals We Use to Implement Our Philosophy

- Maintain a SAFE, supportive, and stimulating environment
- Facilitate learning through play
- Respect children's uniqueness by recognizing and celebrating each child's individual differences
- Create a trusting, predictable environment
- Development of an environment that says "YES" to exploring, experimenting, discovering, having fun with friends and being a child!
- Emphasis on the "process" (which is the immersion in the "doing") rather than the "product"
- Use of positive language
- Model empathy and compassion
- Encourage children to take risk
- Help children make a balance of choices
- Keep a sense of humor and create laughter
- Provide a "child-centered program" which evolves from the interests of the children as well as successfully planned and implemented units
- Cultivate curriculum which is continually developed and revised to insure a variety of developmentally appropriate experiences for children

Curriculum

The school has a rich and broad curriculum including:

- Reading
- Writing
- Science
- Math
- Cooking
- Art
- Music
- Quality Literature
- Field trips
- Outdoor play
- Group time
- Large motor skill building
- Dramatic play
- Block play
- Small group learning activities

Sample Schedule

2 day/ 3 day Program

8:30- 9:15	Inside Choices
9:15- 9:45	In/Out Choices
9:45-10:10	Inside Choice
10:10-10:40	Circle/Small Group
10:40-11:00	Snack
11:00-11:45	Outside Choice/Clean Up
11:45-12:00	Story/Going Home
12:00	Pick Up Time

5 day Program

8:30- 9:45	Inside Activities
8:45- 9:15	Optional Outside Choice
9:45- 9:50	Clean Up
9:50-10:10	Group Time
10:10-11:00	Outside Choices
11:00-11:25	Snack in Small Groups
11:30-11:50	Small Group Activities
11:50-12:00	Transition Circle
12:00	Pick Up Time

Communication

Parent Concerns

Concerns raised by parents or guardians involving their child's classroom experience should be resolved as quickly as possible. Parents/guardians are urged to discuss their concerns directly with the head teacher when the concern surfaces. Please talk to the head teacher or call to set up a time to meet after school hours. If the concern is not resolved at this level, the parent/guardian should then discuss the matter with the Superintendent/Principal.

Newsletters

A weekly school bulletin is published on Monday and sent home to all preschool families. A monthly preschool newsletter containing special dates to remember, classroom events and theme-building activities will also be sent home.

School Directory

Every year you must sign a permission form in order to have your name and other information included or excluded from the directory. The school directory is compiled with the help of the Woodside School Foundation and funded by the PTA. The directory is distributed in October to all Woodside School families.

Parent/Teacher Conferences

Parent/Teacher conferences are held once a year. The conferences are a time for teachers to share assessment information and to learn about your child's unique development within the preschool setting.

Parent Orientation

The first day of school is a visitation day. One half of the students will attend class from 9:00-10:00. The other half will attend from 10:30-11:30. This is a time for children to meet their teachers, see the classroom environment and for parents to ask questions about the program. Families will be notified in early August as to their visitation day and time.

Administration

Mailing Address: Woodside Elementary School District
Woodside Preschool
3195 Woodside Road
Woodside, CA 94062

Phone: (650) 851-1571 x294

FAX: (650) 851-5577

Website: <http://www.woodside.k12.ca.us>

Title	Name	Ext.	email
Superintendent/Principal/ Preschool Director	Diana Abbati	297	dabbati@woodside.k12.ca.us
Asst. Superintendent	Tim Hanretty	286	thanretty@woodside.k12.ca.us
Principal	Diana Abbati	297	dabbati@woodside.k12.ca.us
Admin. Coordinator	Cathy Stienstra	294	cathy@woodside.k12.ca.us
<u>Head Teachers:</u>			
2 day & 3 day program	Lisa Dayeh	251	ldayeh@woodside.k12.ca.us
5 day program	Cherie van der Molen	250	cvandermolden@woodside.k12.ca.us
Director of Ed Services	Brian Inglesby	280	binglesby@woodside.k12.ca.us

General Information

Arrival and Greeting

Arrival time is 8:30 a.m. Parents are required to sign their child in upon arrival.

Discipline

Guidance consists of direct and indirect actions used by the adults to help children develop socially acceptable behavior. Effective, positive guidance maintains the child's self-esteem and produces growth and desired changes in the child's behavior. The long term goal of guidance is inner self-control. Teachers provide a respectful, supportive climate in which children are helped to make decisions, observe the consequences of their actions and take responsibility for their own behavior.

Dismissal

Children should be picked up promptly at 12:00, unless they are enrolled in the Lunch Bunch program, which ends at 1:30 p.m. The July billing will include information regarding enrollment in the Lunch Bunch program. Parents are required to sign their child out when they pick him/her up.

Lunch Bunch

Lunch Bunch is an additional social time that runs from 12:00 until 1:30 p.m. Lunch Bunch is offered three days per week and is open to three and five day program students.

Transportation Authorization

No child will be released to any person other than his or her parent without written authorization.

Attendance and Reporting Absences

Attendance is taken daily in each classroom. If your child is absent you can notify the teacher by leaving a message on the teacher's voice mail. Messages will be picked up daily. For the five day class call Cherie at ext. 250, and for the two/three day classes call Lisa at ext. 251.

Parent Absences

When parents leave on vacation or business without their children, they should give the head teacher a note indicating the dates of their date of absence and the name of the persons responsible for their children during their absence.

Health Policies

State law requires that each child have an updated immunization record on file. Your child's health is important part of his general well-being. We need to be aware of any physically limiting or potentially life threatening conditions which may cause your child harm if improperly handled.

Observable symptoms: If your child has any of the following observable symptoms he/she should not be sent to school.

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patch(es)
- Unusually colored urine or stool
- Headache and stiff neck
- Vomiting
- Loss of appetite
- Severe itching of body or scalp
- Temperature over 99 degrees

Please keep your child home for at least 24 hours after either vomiting or having a fever, and report all communicable diseases to the school office. Also, report any case of head lice as quickly as possible. Students who have been exposed to a communicable disease will receive an "exposure notice" which explains the symptoms of the disease, and requirements to return to school.

Medications

Whenever possible the medication should be given at home before and after school, providing this meets with the physician's approval.

Children are not to handle or transport medication in any way. Any pupil who is regularly receiving medication should have the medication noted on the child's emergency card and emergency form which should be updated as needed.

Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by school personnel if the school district receives, (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

All medication must be in the original prescription container with the pharmacy label including the date dispensed, physician's name, student's name, medication and instructions for administering the medication.

First Aid

The school office is equipped to handle all minor ailments and injuries. Parents will be notified and asked to come for the child if the student exhibits any of the following: injury requiring further treatment or observation, temperature above normal, nausea or vomiting, severe headache, or evidence of a communicable disease.

In the event of a health emergency the following procedure is followed:

1. The parents are notified. If they are not available, the person listed as an emergency contact on the child's record is notified.
2. If no emergency contact can be located and the child needs further emergency care, the child will be taken to your family doctor or hospital in the company of a school employee.
3. The Woodside Fire Department paramedics will be called in the event of a major emergency.

Field Trips

Children may have field trips to various points of interest throughout the program year. A permission slip will be sent home in advance of each outing. Please return this form promptly. Your child will not be permitted to participate without the signed slip. All children must be properly restrained in car seats/booster seats that follow legal age and weight requirements.

Bringing Things to School

Children need to leave personal toys at home. If a child needs a "security" item (such as blanket or stuffed animal) it must fit into a cubby. Children are asked to keep that item in their cubby during school hours. Arrangements can be made with the teacher to share items that are brought back from a special trip, cultural items, or other special event items.

Tuition Billing

Upon acceptance to the Preschool, a non-refundable deposit of \$250 is required. The deposit will be applied to your final tuition bill. In early July, an invoice for September tuition will be mailed, along with an enrollment packet of forms to be completed and returned to the school office. Payment for September must be received before the start of school. Beginning in October invoices will be sent out on a quarterly basis: October 1 and January 1 for 3 months each, and April 1 for 2.5 months. Payments are due within 30 days of invoicing.

Change of Enrollment Status

Enrollment in the program is for one school year. In January of each school year, parents will be asked if they wish to continue for the following year. If it becomes necessary for you to withdraw your child from the program during the year a 30 day notice is required. Tuition responsibilities beyond the 30 days will be forgiven. There can be no tuition adjustment for withdrawals after April 1st.

Snacks

Healthy snacks will be provided daily by the preschool.

Birthdays

Birthdays are a special time to celebrate. In each class we have a slightly different celebration. The birthday child gets to sit in a special chair in front of the children at group time for the celebration. There's a special song all the children sing, a pretend birthday cake with candles, Happy Birthday is sung, the child has a special crown and more....we encourage parents to come and share in this special celebration. We tend to celebrate at 10:45 in the 5 day class and 11:45 in the 2/3 day classes. Please do not bring party bags or balloons to school.

Playground

All playgrounds are reserved for students during school hours:

Monday, Wednesday and Friday from 8:30 a.m. – 2:00 p.m.

Tuesday and Thursday from 8:30 a.m. – 12:30 p.m.

Parents may use the preschool yard for lunch on Tuesday and Thursday afternoons between 12:30 – 2:00 p.m. only. Please note, prior to 8:30 a.m. and after school dismisses there is no teacher supervision and children must be accompanied by a parent. Children and parents are expected to respect the yard and use the structure appropriately.

Emergency and Disaster Information

In case of a disaster such as a major earthquake or a prolonged power outage, children will be supervised at the school site until a parent or emergency contact person picks up the child. Earthquake and fire disaster drills are held throughout the year and the children are familiarized with all emergency procedures. First aid and emergency supplies are stored on campus in case of emergency. (See Appendix A for Earthquake Emergency Procedures).

Accurate emergency information must be on file for each child from the first day of school. Should a child become ill or have an accident, parents or persons listed on the emergency form will be contacted.

For H1N1 Flu information, please visit our website at www.woodside.k12.ca.us.

Additional Policies

Before beginning school children must be ready to separate from their parents and be able to interact positively with other children and adults. A child who cannot adjust socially may be asked to withdraw and apply for admission at a later date. Any advanced tuition fees paid will be refunded. At this level of education, academic goals are secondary to the development of the whole child.

Appendix A

Earthquake Emergency Procedures

1. In the event of an earthquake during school hours: Teachers will give the command "Drop" and everyone will drop to the floor, away from windows, under "Cover" where possible. They will "Hold" on to the legs of tables when possible so that their protection does not scoot away. They will remain in safety positions as long as necessary. After the initial shock students and staff will leave buildings using evacuation routes and go to prearranged sites on the back fields. No one will be permitted to return to buildings until re-entry has been declared safe by person in charge. Students will be held at school until released to parent, authorized person listed on student emergency forms or the person designated by the person in charge of disaster releases the student to a responsible adult.
2. The entire student body will move to the main back field behind the art and science wing or the Willy McCovey field as soon as evacuation and attendance has been completed. Parents will be directed to the field to check their children out.
3. Injured students will be transferred to appropriate emergency care facilities. With this in mind, if your child's emergency form is not up to date, request a new form from the school office.
4. All parents, or designated parties who come for students must sign out through the "disaster center". During an emergency, teachers will be expected to take roll several times to be certain of the safety of each child, and the disaster center will keep a record of students picked up by authorized adults.
5. DO NOT try to telephone the school. Information will be released by radio emergency broadcast stations if the earthquake is severe. If conditions are STABLE at regular school dismissal times, normal dismissal procedures will be followed. If conditions are NOT STABLE at regular dismissal times, children will remain at school.
6. All parents coming to school should remain CALM and obey all traffic guidelines (no parking in office parking lot) in regard to school parking areas, paying particular attention to emergency access areas to allow entrance for emergency equipment and vehicles.
7. Should an earthquake occur while children are on their way to school, parents should instruct them to continue in that direction and to take shelter in a friend's home if possible and to pay particular attention to hazards such as trees, power lines, concrete walls and buildings. If an earthquake should occur on their way home they should follow the same procedures, only to continue in the direction of their homes.
8. In a severe earthquake, we would appreciate having any parents who are able to do so report to the school's disaster center (near the evacuation site) to help with first aid, both physical and psychological, or general clean up.
9. Families are strongly urged to prepare at home for an earthquake by taking first aid and CPR courses, holding earthquake drills at home, initiate home hazard surveys, and plan how family members will meet should they become separated after a disaster.

Appendix B

School Board Frequently Asked Questions

What is the Role of the School Board?

The California School Board Association, a statewide organization dedicated to California's public school boards, lists four major board roles:

1. ***Establishing a vision for the community's schools.*** In order for a school board to govern the public schools effectively, it must be able to articulate a clear and coherent vision of the schools' primary mission. This vision is necessary to set the direction for the school district and drives every aspect of the district's program.
2. ***Maintaining an effective and efficient structure for the school district.*** The board must establish and maintain an organizational structure that supports the district's vision and empowers the professional staff to carry out their work. Specifically, board members are responsible for:
 - Employing and supporting the superintendent and setting policy for hiring personnel;
 - Adopting policies;
 - Adopting the curriculum;
 - Adopting the budget and overseeing facilities issues; and
 - Adopting collective bargaining agreements.
3. ***Ensuring accountability to the public.*** The school board is ultimately responsible for the success or failure of the public school system to educate the children. The board exercises their oversight of the system by:
 - Evaluating the superintendent;
 - Evaluating policies and serving as a judicial and appeals body of adjudication;
 - Monitoring student achievement and adopting program changes;
 - Monitoring and adjusting district finances; and
 - Monitoring the collective bargaining process.
4. ***Providing community leadership.*** The members of the school board advocate for the children in the community to ensure that they are receiving the finest education possible within in the constraint of limited resources.

What is the role of the School Board versus the Superintendent?

The Board makes policy and the superintendent implements policy. For example, the board establishes policies that guide the hiring of competent and qualified personnel. The superintendent is responsible for the actual hiring and assignment of specific positions. (Source: "A practical guide to effective school board meetings", by Rene S. Townsend)

Where can I find the Woodside School Board policies?

All policies related to the role of the School Board can be found at <http://www.woodside.k12.ca.us/Pages/board/bp/9000.pdf>

How can I provide input into board decisions?

Attend the school board meetings. At the start of every meeting there is an open forum where you can address the board on any topic that is not on the agenda. If a topic is on the agenda, the board always allocates time for public comment when that item is addressed. You can also email the Board at wsboard@woodside.k12.ca.us.

Who is on the school board and when are elections held?

To serve on the governing board of a school district you must be a resident of the school district and a registered voter. The Woodside School board consists of five members. School board members are generally elected or appointed to a 4-year term. The terms are staggered so there are openings every two years in November. If the number of candidates exceeds the number of required board positions, an election is held and the names appear on the ballot in conjunction with the general November election. If the number of candidates that file does not exceed the number of school board positions required to be elected, candidates are appointed to take office in December and no election is held.

What qualities are important for a school board member?

The CSBA School Board Leadership standards recognize that to be an effective trustee, an individual board member:

- keeps learning and achievement for all students as the primary focus;
- values, supports and advocates for public education;
- recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community;
- acts with dignity, and understands the implications of demeanor and behavior;
- keeps confidential matters confidential;
- participates in professional development and commits the time and energy necessary to be an informed and effective leader;
- understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff; and
- understands that authority rests with the board as a whole and not with individuals.

What should I do if I am interested in running for school board?

Get informed. Talk to any of the current school board members, meet with our Superintendent/Principal and come to an upcoming school board meeting. Check out the California School Board Association website, www.csba.org. Review the board policy and board meeting packets on our school website.

To learn about filing for candidacy and the possible election process, the County Elections Office provides seminars and resources for potential candidates at www.shapethefuture.org. The filing period for the November 2009 election begins July 13 and runs through 5:00 P.M. Friday, August 7. If an incumbent does not file at this time, the filing period is extended to Wednesday August 12.

How are the School Board officers selected?

Each December at the school board meeting, the five elected board members elect among themselves the officers that serve as School Board President, Vice President and Clerk.