

Wah Mei School Parent Manual



Wah Mei School
1400 Judah Street
San Francisco, CA 94122
415-665-4212

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Table of Contents	page
Educational Philosophy.....	3
Curriculum.....	5
Admission—All Programs, Non-Discrimination Clause.....	6
Tuition Policy.....	7
Sign in/out Procedures.....	8
Late Arrivals/Departures.....	9
Absences.....	10
Children’s Needs at School.....	12
What About... Toys, Treats, Birthdays	12
Health and Safety.....	14
Emergency Plans.....	16
Field Trip Policy.....	17
Food And Menu.....	18
Child Care Food Program.....	18
Scholastic Book Clubs	18
Ways Parents Can Help.....	19
Parent Involvement/Participation	20
Parent Confidentiality/Parents Rights.....	21
Fundraising.....	22
Donations	22
Concerns or Complaints Procedures.....	24

- Uniform Complaint Procedure
- Acknowledgement Forms
- Child Pick-up Authorization Form
- Food Allergies Form
- Parent’s Request for Administration of Medicine
- Release Form for Field Trip and Publicity Photos/Videos

EDUCATIONAL PHILOSOPHY

Wah Mei School (WMS), established in 1973, is a Cantonese/English bilingual and multicultural preschool. We believe that bilingual and multicultural experiences are part of the development of the "whole" child and that both Cantonese and English should be given equal weight in the educational program. WMS is committed to considering the needs of children in all areas of development including: thinking and reasoning skills, communication skills, positive social interactions, fine and gross motor skills, emotional well-being, culture (i.e. art, music, and drama), science, and nutrition. We believe that each child's strengths and needs should be recognized, valued, and incorporated into the program. Further, children need a well-planned environment with many developmental and age-appropriate choices and experiences which encourages them to explore and learn. WMS is also committed to addressing the needs of the whole family and to recognizing family dynamics. Parental input and participation are vital in building a successful preschool program.

In keeping with our philosophy, WMS has established the following goals:

1. To provide an early childhood program which includes realistic, non-stereotyped (e.g. ethnic or sexual) and sensitive portrayals of the varied cultural backgrounds of the children, their families, and the community.
2. To provide good language role models in both Cantonese and English, giving equal value to each language.
3. To provide a structured, yet flexible, program which recognizes the strengths, interests, and needs of each child.
4. To provide a curriculum which includes a wide range of age-appropriate activities and experiences which encourage development in all areas: cognitive, receptive and expressive language in both Cantonese and English, gross and fine motor skills, social and emotional needs, creativity (art, music, dramatic play), science, and nutrition.
5. To provide a healthy, nurturing, supportive, and organized environment which offers many choices using concrete materials relevant to young children, thereby increasing their curiosity and positive feelings about learning.
6. To provide children with a nutritious, balanced, and multi-ethnic food program.
7. To foster active parent and community participation.
8. To provide assistance, when necessary, to children and families in obtaining social service referrals and parent education.
9. To incorporate strengths of a diverse staff and to enhance teaching abilities through meaningful and appropriate staff development.
10. To provide efficient administration and evaluation of services.

In order to achieve our goals we believe that:

1. Curriculum should be process as well as product oriented.
2. Curriculum should be suited to each child's maturity and state of development (i.e. developmentally appropriate).
3. Curriculum should be developed and implemented in a sequential manner, incorporating all areas of development, including social, cognitive, linguistic, emotional, and physical skills.
4. Curriculum should emphasize cross-culturalism and not contain ethnic stereotyping or gender bias.
5. Curriculum should be implemented in small groups as well as on an individual or large group basis.
6. Curriculum activities should incorporate the strengths of various staff members, parents, and community people.
7. Curriculum should utilize the child's home environment to create learning activities at the school.
8. Curriculum should be interdisciplinary.

In conclusion, we believe that children should be given varied opportunities to have hands-on experience and to interact through learning activities provided both by teachers, assistants and aides. With a school environment such as this, children will not only be given a solid academic and social foundation, but they will also leave our school with a desire to learn further.

CURRICULUM

Overview of the curriculum:

READING: Becoming familiar with books, print, and letters, writing his/her name, developing good listening habits, learning to sequence and retell details, and classifying objects and pictures are a part of your child's reading readiness.

MATHEMATICS: Matching, comparing, sequencing, ordering, grouping, counting, recognizing and writing numbers, measurement, weights, shapes, and time (calendar) are some of the concepts covered in the math readiness program.

LANGUAGE DEVELOPMENT: Identifying common objects in both English and Chinese, finger plays, creative dramatics, rhymes and riddles, puppet plays, listening to stories and folk tales are an integral part of the oral language development program. In addition, we encourage children to articulate their own experiences and create their own stories.

SOCIAL STUDIES/MULTICULTURAL EDUCATION: This aspect of the program focuses on the self-image of the child and his/her immediate world-the family, the home, the neighborhood. WMS will present books, stories, toys from other cultures in a non-stereotyped framework. Sharing, playing together, helping one another, working together, etiquette, and accepting each other's differences will also be emphasized. The children will work on a number of cooperative projects.

PHYSICAL DEVELOPMENT: WMS has a well-designed program to develop the fine motor and gross motor skills as well as train eye-hand coordination. We also offer a variety of games, relays, body movement activities to music, and free play with physical education equipment.

SCIENCE: Insects, birds, animals, and plants that we see around our school, community, and city will be the primary focus of the science program. The science program focuses on ecology and on-hands experimentation. Children will explore the weather, space, air, water, etc.

MUSIC: The school teaches a wide variety of songs in both English and Cantonese. The children will also be exposed to a wide variety of music: classical, jazz, rock, Chinese folk, and contemporary music, and music from other cultures and countries.

Note: *Information about child development and readiness activities for young children is available from the office.*

ADMISSIONS

Non-discrimination Clause

WMS is operated on a non-discriminatory basis, according to equal treatment and access to services without regard to actual or perceived sex, sexual orientation, gender, ethnic group, identification, race, ancestry, national origin, religion, color, mental or physical disability, or age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Types of Programs Offered:

WMS has several programs which offer the same educational emphasis; however, enrollment and eligibility requirements differ slightly from program to program.

All programs require the following:

- The child must be toilet-trained (includes 2 week adjustment period)
- Parents should support bilingual education and agree with the philosophy of the school.
- Parents agree to observe and abide by all school policies.
- The child must have up-to-date immunization records (some exceptions may apply)

THE FULL PAYING PROGRAM (Ages 2 years 6 months to 5 years)

This program is non-profit, funded by student tuition and donations. Parents are required to participate in the program. The program hours are:

Half Day: 8:30 A.M. to 12 noon Monday through Friday (12 months)

Half Day: 12:30 P.M. to 4:00 p.m. Monday through Friday (September through June)

Full Day: 7:30 A.M. to 6:00 P.M. Monday through Friday (12 months)

THE CHILD DEVELOPMENT PROGRAM (Ages 2 years 9 months to 5 years)

The Child Development Program is subsidized by the California Department of Education. Fees are paid on a sliding scale. Families MUST comply with ALL of the following requirements:

- Income eligibility or other priorities
- Both parents must be working or be enrolled in a training program.
- Parents are encouraged to perform monthly duties to help maintain the school program and facilities.
- The hours of child care provided is based on parents' child care needs.

THE STATE PRESCHOOL PROGRAM (Ages 3 years to 5 years)

The State Preschool Program is funded by the California Department of Education. No fee is charged to parents. Families MUST comply with ALL of the following requirements:

- Low income (State guidelines).
- Parents are encouraged to perform monthly duties to help maintain the school program and facilities.
- The State Preschool Program is 12:30 P.M. to 4:00 P.M. and is a 10 month program from September to mid-June.

TUITION POLICY

WMS has one of the best adult to child ratios in the city. We strive to maintain a one to six/seven ratio in order to provide for effective individual, small group and large group activities. It is essential that all parents pay on time and that each month's tuition to be paid in advance. We reserve the right to refuse admission of your child to school if you fall behind in your tuition payments.

WMS makes every effort to keep tuition costs within the ability of parents to pay. Considering the quality of the program, excellent teachers, food service, quantity of books and equipment, we feel that it is a good value for the tuition charged. Tuition must be supplemented by fundraising and foundation grants in order to pay all program costs.

FULL PAYING PROGRAM - HALF DAY and FULL DAY STUDENTS:

1. The last month's tuition for the school year is due by the first of June for all continuing students or one month prior to the first day of enrollment for all incoming students.
2. Tuition must be paid on the first school day of each month. Checks received after the first seven school days will be subject to a \$10 late penalty.
3. Two returned checks in a school year will place the child on probation. The third returned check will result in termination of services. Return checks will be assessed the larger of \$10 service charge or the service fee as charged by the bank.
4. No credit is given for vacations, illness, or school holidays. The half-day and full-day program runs on a 12 month basis. Tuition must be paid in order to maintain your child's enrollment at WMS.
5. ONE CALENDAR MONTH'S NOTICE is required for changes in schedule or for dropping your child from school. **NO TUITION WILL BE REFUNDED.**
6. Any early arrivals or late departures are subject to overtime charges.
7. Early child care can be arranged in advance with fees.
8. In case of late pick-ups, total responsibility and liability for the care of the child will be assumed by the parent. Please refer to the Late Pick-Up Policy.

CHILD DEVELOPMENT PROGRAM/FULL DAY SUBSIDIZED:

Tuition must be paid one month in advance on the first school day of each month. "Fees will be considered delinquent" when they are received after the first seven school days. A two-week "Notice: Recipient of Service" (see Appendix A) to terminate service shall be given to the parent before action will be taken.

STATE PRESCHOOL/HALF DAY SUBSIDIZED:

No fees are collected from State Preschool Program families.

SIGN IN/SIGN OUT PROCEDURES

Every parent is responsible for signing their child in and signing them out each day. Signing in and out is required by the California Department of Education and for audit purposes. WMS will not accept responsibility for children who are not signed in properly. If this continues, we will discuss how you can meet this requirement.

Parents are required to observe the following rules regarding sign in/sign out:

1. Parents must sign their full names.
2. Parents must record the exact time they signed in and out.
3. WMS will **NOT** release children to anyone other than:
 - a. The legal parent or guardian.
 - b. Persons authorized **IN ADVANCE** in writing or by parent authorization over the phone or on the emergency and identification card. If you would like to add or drop someone from the authorization list, please let the office know. Wah Mei School reserves the right to ask the pick up person to show their photo identification.
4. WMS will **NOT** release children to:
 - a. Persons under 14 years of age.
 - b. Persons who appear intoxicated or "high."

Children will not be admitted into the classroom before the appropriate times. At arrival time, please sign the sign-in sheet. Then bring your child into the classroom and **PRESENT HIM/HER DIRECTLY TO A TEACHER**. Make sure a teacher has acknowledged your child's arrival.

FULL PAYING STUDENTS: Extended child care is available to any half-day student prior to 8:30 AM. The charge is calculated to the full hour. **FULL DAY STUDENTS** must be picked up by 6:00 PM. A late fee (one dollar per minute) will be charged if children are picked up after 6:00 p.m. Please pay directly to the teacher(s) who stayed after 6 p.m.

ALL HALF DAY STUDENTS: We insist on prompt pick up of children because preparation for another class takes place after each of these programs.

CHILD DEVELOPMENT PROGRAM: Parents agree to abide by their contract hours for pick up of their children.

* Please impress upon the authorized persons who pick up your child about the importance of promptness.

LATE ARRIVALS/DEPARTURES

Late arrivals: Late arrivals disturb the classes in session. Please be considerate and arrive on time. On time arrival is 9:00 a.m for full day and morning half day program and 1:00 p.m. for afternoon half day program. Also, please remember to close the gate and doors at all times for the safety of our children.

Late departures: It is very important that you pick up your child on time by the end of his/her session. Late pick-up inconveniences staff and places unnecessary stress on your child. Please call the school if you anticipate being late. The late pick-up rules vary according to the programs as follows:

FULL PAYING HALF DAY PROGRAM: If your child is picked up after 12:00 P.M., there is a \$1 per minute charge for additional child care services. Three late pick-ups in a six- month period may result in the termination of your child from the school program.

FULL PAYING FULL DAY PROGRAM: \$1.00/minute after 6:00 PM SHARP. Our school closes at 6:00 p.m. SHARP. Parents who pick up their children later than 6:00 p.m. are subject to penalty fees. The penalty fees are \$1.00 for EVERY MINUTE late (paid to the teachers who stayed after 6 p.m. and cared for your child)and taxi fare for the staff to bring your child to the appropriate place for care. WMS and its employees cannot be held liable for your child's care beyond 6:00 p.m.

STATE PRESCHOOL PROGRAM/HALF DAY SUBSIDIZED: Three (3) late pick-ups after 4:00 PM SHARP will result in termination from the program. There will be a \$1.00/minute late fee charged after the child's contracted hour.

CHILD DEVELOPMENT PROGRAM/FULL DAY SUBSIDIZED: Three (3) late pick-ups from contracted pick-up schedules and after 5:30 PM will result in termination from program. There will be a \$1.00/per minute late fee charged after contracted hours.

ALL PROGRAMS: Neither WMS nor the staff will be held responsible for any accidents that happen after 6:00 p.m. Parents maintain full responsibility for their own child.

Children who are not picked up by 7:00 PM by an authorized person will be turned over to the police at the Taraval Police Station after every reasonable effort has been made to contact the parents and/or those authorized by parents.

Staff will record late arrivals and departures. The director may request a meeting to address the problem if a pattern of late arrival and departure is observed.

Please understand that these rules were established to protect your child. Late pick-ups are not fair to the staff and your child; the church also uses the site for many activities in the evening.

ABSENCES

Good attendance is the responsibility of every WMS parent. Excessive absences make it difficult for WMS to provide your child with a consistent and effective child development program. Parents are asked to call WMS no later than 9:15 AM each day if their child is absent. If the child has medical/dental appointment early in the morning, and will be back to school after the appointment but before 11:30 a.m., please call the office in advance and specify if the child will need lunch for that day. Parents are also asked to inform the school if their child is to be absent for a period of time for other reasons.

FULL PAYING PROGRAM: No credit is given for absences due to illness or other reasons (vacation, holidays, etc.). Please phone WMS if your child will be absent.

CHILD DEVELOPMENT/STATE PRESCHOOL PROGRAMS (SUBSIDIZED): The subsidized child care programs are funded by the California Department of Education and are based on daily attendance. When a child has an unexcused absence or is absent on a regular basis, WMS loses a portion of its subsidy. Consequently, WMS has developed an attendance and absence policy to clarify our expectations regarding your child's attendance since good attendance is such an important part of our program. Failure to comply with WMS attendance and absence policies may result in termination of child care services. Your cooperation in helping us maintain good attendance is greatly appreciated.

- Parents are responsible for calling WMS no later than 9:15 AM for Child Development children or 1:15 PM for State Preschool children each day their child is absent.
- If your child is absent for three consecutive days and we do not hear from you, your child will be placed on probation until the center has been notified of the reason for absences.
- If your child is absent for two consecutive weeks and you fail to notify WMS, your child care services will be terminated.
- All absences must be excused. When your child is absent, it is your responsibility to:
 - Call the school no later than the times listed above for the program your child is enrolled in.
 - Inform the office of the reason for absence and complete the absence form when you return to school.
- Excused absences will be granted for the following reasons:
 - Illness of parent or child (a physician's note is required if the absence is three/or over three consecutive days)
 - Quarantine (infectious illness)
 - Family emergency (limited to 5 days per year)
 - Death in the family
 - Court appointments
 - Eviction or loss of housing
 - Incarceration of parent
 - Serious illness of close family relative
 - Disaster (fire, flood, robbery, etc.)
 - Court ordered visitation
 - Reasons that are clearly in the best interest of the child (limited to ten days per year, except for children referred for protective services)

- Close relative visiting
- Time spent together with parent
- Religious or cultural holidays
- Family vacations
- Special functions

- Unexcused Absences: Absences for reasons other than those listed above will be recorded as unexcused. If you accumulate three (3) or more unexcused absences, your child care services will be terminated.
- Absences Due to Infectious Illness: When your child is absent due to an infectious illness, you must notify the school as soon as possible.
- Excessive Absences: Excessive absences, excused or unexcused, may result in termination of child care services. Each child's attendance is reviewed and re-evaluated monthly. The director may request a meeting with you regarding your need for full-time child care if a pattern of excessive absences is observed.

CHILDREN'S NEEDS

1. **Pre-Admission Forms:** The forms which you have been given for your child's enrollment in school are required by WMS and by the Department of Social Services. Pre-admission forms should be as complete as possible. Physician's report should be submitted within 30 days of enrollment. Immunization records should be submitted when your child enrolls at WMS. The information you provide will be held confidential.
2. **Proper Clothing:** WMS conducts many different activities. The children should wear clothing which allows them to participate in all the activities offered. Clothing should be comfortable and washable.
3. **All clothing must be marked with the child's name.** Use a permanent marker, laundry pen, iron-on name labels to identify everything your child brings to school. We are not responsible for lost clothing. We try to teach children to be responsible for their own clothing by having them hang their own coats on designated hooks.

For the safety of the children, please consider the following suggestions:

- Velcro sneakers are highly recommended. Shoes must be kept on at all times outdoors and most of the time indoors.
 - Pants with elastic waist or warm-up pants are recommended. Jumpsuits and overalls are discouraged because these garments make it difficult for children to go to the bathroom on their own.
 - San Francisco weather is unpredictable. Please send your child to school with a coat or sweater.
 - **Field trip clothing** should be pants, walking shoes, a warm coat or sweater, scarf or cap in cold weather. We also require the children wear WMS logo clothing to field trips so that they can be easily identified. WMS clothing is available for purchase in the office.
4. **Extra Clothing:** Each child must have a complete change of clothing at school at all times. Please check for soiled clothing in/near the children's mailboxes. If your child does not have an extra change of clothes, the school will provide some. Please wash and return them to school as soon as possible.
 5. **Bedding and Toothbrushes:** Full day students must bring two toothbrushes, a narrow cup, tube of toothpaste, a small blanket and small pillow for naps. Blankets should measure approximately 41" x 25". Oversized blankets are not recommended. Remember to mark everything with your child's name. Bedding will be sent home to be washed once a month.
 6. **Toys and Other Items of Interest:** Toys can be brought to school only on "Sharing Days." We find that children usually spend a great deal of time defending these items. Toys that are brought to school will be kept in a box and will be returned to the children when they depart. If your child needs to bring a specific toy to school for a sense of security, we will accommodate for these situations.

WMS welcomes any items of interest from the home which exhibit the culture of the child to be shared in the class at any time.

No jewelry should be worn to school with the exception of pierced earrings. Please do not allow children to bring costume jewelry to school.

7. **Treats and Snacks:** Treats should only be brought to school with prior approval from the teachers. Please bring treats to school only if there is enough for everyone to have an equal share.

No soda pop will be given to the children. If you would like to bring in special treats for the children, please bring in healthy, nutritious food. Check with the teacher regarding any food allergies.

8. **Birthdays:** For preschoolers, his/her birthday is probably the most important holiday of the year. This is appropriate, since it is the day set aside to celebrate the child's developmental strides. We agree with the value of birthday celebrations--so we celebrate monthly birthday parties collectively. Parents collectively may wish to bring cake, napkins, forks, cups, or fruit for all the children. Please ask the teachers to help set up the birthday parties.

HEALTH AND SAFETY

WMS believes in the importance of providing a safe and healthy environment for the children that we serve. All parents are required to submit a physician's report at enrollment, stating that the child is free from communicable disease and is physically able to participate in the program. Information regarding your child's and family's health history, and any additional information concerning your child's special health problems (allergies, physical limitation, etc.) will be collected. Health records are maintained for each child and are updated periodically.

1. Immunizations: Parents must present an Immunization Record at enrollment which shows the child has received all required immunizations for the child's age level.
2. Health Policies: WMS is not licensed to provide child care for sick children. Children who are ill affect the health of other children and staff members. Staff will exclude any child who appears to be ill upon arrival at school. Inform the school of any health information about your child which may affect the health of others at school (such as contagious or infectious diseases that others may be exposed to). The school, in turn, will notify you of any possible exposure to communicable diseases.
 - a. Symptom Check: Staff will conduct a brief symptom check of each child in the morning. If a sick child is brought to the school, staff will inform the parent that the child cannot stay and must be taken home.
 - b. Infectious Illness/Doctor's Release: When your child is absent due to an infectious illness, you must notify the school as soon as possible. Children with infectious diseases will not be permitted to return to school until they are completely recovered.
 - c. Illness During the Day: When a child becomes ill during the day, the parent will be telephoned and asked to pick up the child as soon as possible. If the parent cannot be contacted, the emergency contact person will be called and asked to pick up the child.
 - d. Emergency and Identification Card: All parents are required to complete Emergency and Identification Cards at enrollment time. The cards must include your current address and telephone number, the names of your family physician or clinic, and the names of people who are authorized to pick up your child from WMS.

All parents must set up a standby person to call when their child is ill. Please do not list your doctor as your standby person. The standby person should be someone who is available to pick up your child in case of an emergency. Please inform the office when the cards need to be updated.

- e. Other Guidelines for Children Recovering from Illness:
 1. Children with fevers or are vomiting are not to return to WMS until 24 hours after their last fever (101 degrees or above) or vomit.
 2. Children with diarrhea are not to return until they have 12 hours of normal bowel movements.
 3. Children with colds should be kept at home. A heavy, yellow discharge from nose indicates an infectious cold.
 4. Children recovering from illness should not return to WMS until they feel well enough to participate in regular classroom activities.

We cannot honor special requests to keep your child indoors during the outdoor playtime on site or on field trip days.

5. If your child is on a special diet during an illness, please have the child stay home until he/she can eat school meals or contact the Director for possible special arrangements.

- f. Medication Policy: Medication will not be dispensed at WMS unless the following conditions have been met. WMS does not provide nursing care.
 1. Parents must sign a Medication Permission Release form for the day/period that the medicine is to be given to the child. The medication form should be filled out by the parent/guardian and given with the medication to a staff member. Medicine will not be accepted unless the form is filled out properly.
 2. We must have the original bottle with prescription, child's name, the amount to be given, the prescription name, time of administration, duration, and any known side effects. Should there be any side effects from the medication which require medical attention, the parents will be notified and the child will be taken for emergency care if necessary.
 3. We reserve the right not to administer medication especially under circumstances in which the purpose of the medication is unclear. We will discuss the matter with you should this situation arise.
 4. The staff will not be responsible for making any diagnosis of a child's condition. For example, instructions left by a parent to give medication to a child if he/she begins to cough.
 5. Only the Head Teachers will dispense medication. Medication will be given by the teachers at one time period a day for everyone. That time will generally be 12:00 noon.

- g. Accident Reports: Staff will administer first aid to children who receive minor scrapes and cuts. The Head Teacher or Director will review the extent of any injury to determine if a child needs additional medical attention. For minor accidents at school, accident reports (stating the nature of the injury and action taken) are placed in the child's mailbox. More serious bumps or cuts which may require a doctor's care are reported immediately by phone to the parents.

- h. Allergies: Allergies of any kind should be reported to the administration. Notes from physician or medical professionals are recommended.

- i. Hygiene: Good hygiene practices are important in maintaining a clean, sanitary, safe and healthy environment for everyone. **Please wash your child's hands when you arrive at the school each day before entering the classroom.** When drying, please be considerate and conserve paper towels.

EMERGENCY PLANS

WMS has a well-delineated emergency plan to cover fire, earthquake, explosion, nuclear accidents, and floods. If you wish to review the plan, please ask the director or head teacher. WMS's emergency plans are designed to minimize injuries and loss of life among children and staff in cases of disasters during program operational hours.

FIRE EVACUATION PLAN - Fire drills are held once a month. The fire plan is posted in each room.

EARTHQUAKE PLAN - Earthquake drills are held regularly. The main goal is that WMS will care for children until they can be reunited with their parents/guardian.

1. If an earthquake does not cause serious damage or destruction, the children will remain at school until parents or other authorized persons pick them up.
2. If an earthquake causes damage or destruction to buildings, power, communications systems, roads, and freeways:

If possible, parents or other authorized persons are to pick up their children.

Children will remain at WMS if it is safe to do so.

If it is necessary to evacuate the building, the children will walk to JEFFERSON SCHOOL YARD (19th Avenue and Irving Street) or to MOTHER'S MEADOW in GOLDEN GATE PARK (off 19th Avenue and Lincoln Way).

If required, the children will move to a Mass Care Facility where food, shelter, first aid, and essential social services will be provided. The Mass Care Facility for WMS is ABRAHAM LINCOLN HIGH SCHOOL, 2162-24th Avenue at Quintara Street.

A sign will be posted at the school to let you know where the children have been relocated.

3. In the event of a severe earthquake during non-school hours, parents should not send the children to school on that day or the next school day unless parents can confirm by telephone or through the media, e.g. television and/or radio (KCBS 740 AM) that WMS School is open.

FIELD TRIPS

The field trip program at WMS is one of the most essential aspects of our curriculum. It is important in the early years to build vocabulary and knowledge of the real world through a child's interaction with his/her environment.

Field trips are scheduled regularly. Field trips are related to a unit of study. Children often visit local parks to allow for outdoor play experiences. In addition to concept building, our field trip program provides change and variety for the children.

We often travel on public transportation and need to follow a schedule. Before leaving the school, we need time to brief the children on our destination, put on jackets, wear name tags, and go to the bathroom. For these reasons, the children must be at school no later than 9:15 AM (by 1:15 PM for the afternoon class on field trip days).

A.M. HALF DAY STUDENTS: Although the teachers attempt to allow enough time for the return trip, there are sometimes unexpected delays when traveling by MUNI with the added responsibility of many young children. Therefore, on field trips requiring the use of more than one bus line, we ask that you anticipate the field trip to take all morning. If the children do not return in time to eat lunch at school, lunches will be sent home with them.

If a child arrives late and there is no staff at the school, we ask that you take your child home. Please avoid disappointment. Arrive on time so that your child can be well prepared for the trip. When in doubt, give us a call and let us know that you are running late. We may be able to delay our scheduled departure. If you arrive late and the class has left, you cannot leave your child with our other program. You will be responsible for your child until his/her class returns.

Parents are encouraged to accompany us on all field trips. Aside from providing transportation, parents can provide additional field trip supervision for the children.

Children are encouraged to participate in the field trip program. We cannot make special arrangements for child care if you do not want your child to go on a field trip.

FOOD AND MENU

WMS strives to prepare fresh foods which are free of additives or preservatives. WMS serves multi-ethnic foods such as but not limited to Chinese, American, Italian, Mexican, etc. Children often assist in the preparation of their snacks and lunches. Besides learning about the nutritional benefits of the foods they prepare, children are encouraged to broaden their food preferences.

The menu for the month is posted on the bulletin boards, above the parent sign in/out sheets. Fresh fruit and milk or juice are served with each meal.

CHILD CARE FOOD PROGRAM

WMS participates in the Child Care Food Program (CCFP) by providing free, reduced, or base price meals to all children enrolled in the program. WMS serves breakfast, lunch, and an afternoon snack. WMS is committed to providing each child with a nutritious, well-balanced food program under the guidelines of the CCFP.

SCHOLASTIC BOOK CLUBS

Throughout the year, parents will be receiving book order forms from Troll, Firefly, or Trumpet book clubs. They offer a variety of quality books that are suitable for the preschooler at substantial savings.

To order books:

1. Complete the order form.
2. Return the order form with your check or money order made payable to the book club, for the exact amount-no sales tax. Drop in the parent's mailbox or the office by the due date stamped on the book order.
3. Your books should arrive in approximately three weeks.

WAYS PARENTS CAN HELP

1. **Blocking Driveways:** As a courtesy to our neighbors, please do not block adjacent driveways near the school. WMS realizes the difficulty of parking around the site so a passenger/white zone has been designated on Judah Street for your parking convenience.
2. **Entering/Leaving School:** There is one entrance to WMS on Judah Street, through the gate.

ENTERING SCHOOL:

Half/full day Teddy Bears Class-enter through the Judah Street classroom, up to 9:00 AM
Fireflies / Busy Bees Class - enter through backyard, and the alley way.
Panda Bears / Honey Bears Class - enter from the backyard using the sliding door.

LEAVING SCHOOL:

Half/full day Panda Bears / Honey Bears / Teddy Bears Class - leave through the Judah Street classroom or the sliding glass door. Rainy Days: Enter/exit through the sliding glass door only.
Fireflies / Busy Bees Class - leave through the alley way and the backyard; after 5 p.m. use the Judah Street entrance door.

3. **Carpooling:** Parents and carpool drivers must accompany children inside to the classroom. Please notify staff of carpooling arrangements.
4. **Who can pick up my child?** Only those persons names on the emergency identification cards with advance written or telephone parent authorization. Please update the emergency pick up list. There are forms for pick up authorization for urgent needs. WMS reserves the right to check the photo ID of pick up persons.
5. **Keeping children healthy:** Parents can really help control the spread of illnesses at school by keeping sick children at home. We especially request that children be kept at home if:
 - a. They are in a highly contagious stage of a cold.
 - b. Greenish mucus is present in the nose or eyes
 - c. Child has a fever within the last 24 hours.

If, in our opinion, your child is contagious ill upon arrival to school, we will not admit him/her to the classroom. If the symptoms are noticed later in the school day, we will contact you to pick up your child as soon as possible. This procedure is required of us by law.

6. **Mailboxes:** Parents must check their child's mailbox each day for school notices and your child's work. It is your responsibility to keep up-to-date on school issues by reading the school notices and monthly newsletters.
7. **Visitation:** Please notify the director and the teachers to set up an appointment to visit the classroom. In this way, the children will be prepared for visitors in the classroom and the office will be aware of visitors on site.

PARENT INVOLVEMENT/PARTICIPATION

WMS requires that all parents in the fee-based program actively participate in his/her child's program by completing a **minimum of 15 hours** per school year of certified volunteer/fundraising work for the school. Thus, parents are required to pay a deposit of \$200 towards this volunteer commitment. After completing the minimum 15 hour requirement, a family may request a refund of the \$200, or donate the deposit to the school.

Parents may participate through:

- classroom volunteering
- assisting in special events and field trips
- parent meetings/workshops
- fundraising events
- serving on WMS board
- classroom observation
- parent/teacher conferences
- parent education
- serving on committees
- annual self-study program evaluation

PARENT-TEACHER CONFERENCES

Conferences are an essential part of a parent's involvement. A conference is simply a communication between parents and teachers about your child's adjustment to the program, general development, or specific behavior.

We urge parents to inform us as soon as possible of events in the family's life which may cause a change in a child's behavior. It is easier for us to help relieve a child's anxiety and to deal with his/her new behavior when we understand the context involved.

Parent conferences are usually scheduled after children's assessments. There are two assessments each year, which are based on formal and informal observation and evaluation of the individual child's performance in each developmental area. Currently, WMS uses DRDP-R (Desired Result Developmental Profile-R) as the assessment tool. The first assessment occurs within 60 days of the child's enrollment and the second one takes place 6 months afterwards. These are ideal times to share insights about your child's development. Conferences are 15 -30 minutes long and appointments are made in advance by a sign-up sheet. Both English and Chinese teachers will be present at the parent conferences. Requests for parent conferences will also be accommodated for during the year.

CHILD DEVELOPMENT and STATE PRESCHOOL PROGRAMS (SUBSIDIZED)

Parent Duties: Parents are encouraged to complete monthly duties to help maintain the program and facilities. Check the parent bulletin board for duty list. Sign on the parent bulletin board in the appropriate box, once you have completed the duty.

PARENT WORKSHOPS

All parents are encouraged to attend parent workshops on a variety of issues. Workshop topics include the following: child development, parental stress, educational choices, discipline, effective communication, dental care, nutrition, health and safety, etc.

HOME VISITS

Teachers may make home visits to all newly enrolled students in the Child Development program during October when home visits are deemed beneficial to children's development. Teachers may also make home visits to students newly enrolled in the other programs. During the home visits, teachers will gain a better understanding of the children's background and parents will have the opportunity to obtain clarification about their child's program.

PARENT CONFIDENTIALITY/PARENT RIGHTS

PARENT CONFIDENTIALITY

WMS staff is committed to maintaining the confidentiality of personal data collected by the school. WMS staff will not disclose personal, financial, or other information concerning WMS clients without the parent's prior written consent. The use or disclosure of personal information shall be limited to purposes directly connected with the implementation and administration of the preschool program.

PARENT'S RIGHTS

Child Development/State Preschool Programs: All families may appeal any Notice of Action that changes their status of eligibility (termination, change in hours, change in fees, etc.). If you wish to appeal, you must file a written request for a hearing within ten calendar days of your receipt of the Notice of Action (using the back of the Notice of Action form).

CHILD ABUSE REPORTING

All child care workers are legally mandated by the California Penal Code to report any instances of suspected child abuse to a child protection agency. WMS staff must make a verbal and written report to Child Protective Services (CPS) whenever child abuse and/or neglect is suspected. The Social Worker or Program Director will inform the family as soon as possible after the report is made.

Wah Mei School will not tolerate sexual harassment. Our agency ensures that our programs are free of sexual harassment of any employee, family member, adult, student or child.

FUNDRAISING

Wah Mei School organizes annual fundraisers during the school year to assist in raising funds to meet the operational needs of the school and to maintain its high quality programs. It is a great opportunity for students, teachers, parents and supporters to have fun while strengthening our community bond and helping our school. We hold two primary fundraisers each year:

- **Holiday Faire** – this event takes place in early December. Families can sign-up to enjoy activities such as gingerbread house decorating, holiday crafts, or a photo with Santa. There is also a raffle where lucky ticketholders can win prizes, gift cards, and gift certificates to restaurants. The grand prize in previous years has been valued at approximately \$800-\$1,000. Thanks to community and family donations, the Holiday Faire raises approximately \$4,000 for Wah Mei School. We strive to reach or exceed this goal each year by maximizing family participation.
- **Annual Luncheon and Silent Auction** – this annual luncheon is held in the spring. The festivities include a delicious Cantonese lunch, children's performance, silent auction, raffle, door prizes, and children's pageant. Thanks to the generosity of the Wah Mei School community, we strive to raise more than \$15,000. These funds directly contribute to the success and growth of Wah Mei School in providing a high quality bilingual and bicultural education for our students.

Families are expected to participate in fundraising events as the funds directly contribute to the success of your child at Wah Mei School.

DONATIONS

Wah Mei School counts on the support of its families, alumni and friends who give their time and energy in promoting our goal of providing a safe and nurturing learning environment that merges the best of both Chinese and American cultures. Wah Mei School strives to provide a quality education within the economical means of its community. However, Wah Mei School and its teachers need your help in sustaining this goal.

Families and friends have been very generous through their gifts of donations whether it be money or equipment to Wah Mei School. Donations have enabled Wah Mei School to provide a variety of experiences for our children, and contributes overall to a more stimulating educational environment. Donations have been used to:

- Purchase indoor equipment and educational supplies.
- Maintain the day-to-day operational expenses of the school.
- Finance special projects in early childhood education such as songbooks, song tapes, picture books, research, etc.
- Site fund
- Staff appreciation (Teacher Appreciation Day is in February of each year.)

The tuition at Wah Mei School only covers part of the costs of providing students with an outstanding bilingual and bicultural education. Wah Mei School depends on parents, alumni and friends to contribute at a level commensurate with their financial ability. No gift is too small or too large.

As a 501(c)(3) non-profit corporation, Wah Mei School provides tax benefits to all donors making qualified unrestricted and/or restricted gifts. Our Federal Tax ID is 23-7321428. Please consult your tax advisor.

Ways to Give

You can help support Wah Mei School in a number of ways.

United Way

You may donate to WMS via United Way. Please designate "Wah Mei School" to be the recipient of your donations from work. No code or number is required.

Matching Donations

Some corporations (for example, Kaiser, Genentech, and Charles Schwab) offer matching grants if their employees donate to a charitable cause, so check with your employer to see if you can double the value of your donation to our school.

eScrip

Wah Mei School participates in the eScrip program. Our group ID is 500000955 . You may register your credit cards, debit cards, Safeway Card, Macy's card with eScrip. A percentage of your purchase at certain vendors (e.g. Andronico's, Mollie Stones, Food 4 Less) will be donated to our school at no cost to you.

Donating Classroom Items

At the beginning of the school year, parents will receive a classroom wish list from their child's teacher. The list contains items teachers believe would contribute to the enrichment and success of our children in the classroom. Please speak to your child's teacher about donating needed items at the start of the year, or any time during the school year.

Donate your Vehicle

You may also donate your vehicle (both in running or non-running condition). Proceeds from the sale of the vehicle will go to WMS. You may deduct the blue book value of your vehicle. Please contact the Director for more information.

Other

If you wish, you may leave the use of your monetary donation to the Director's discretion or you can earmark it for a certain purpose. Would you like the school to bring in a specialist in a particular enrichment area (e.g. dance, music, nature, creative dramatics)? You, or perhaps several cooperating families, could allocate money for that purpose. So, use your imagination, or let us use ours.

CONCERNS OR COMPLAINTS PROCEDURE

What To Do If You Have a Problem

It would not be possible to operate a school for over 80 children and their parents without a few problems. Wah Mei School has an open door policy. We would like to recommend procedures for handling these problems:

1. **CONCERNS ABOUT YOUR CHILD:** We strongly urge you to discuss the issue with the teacher as soon as possible. Just as we encourage open and direct expression among the children, we want open communication between parents and teachers. If the problem is not settled to your satisfaction, please contact the Director as soon as possible. We will all work together to solve the problem. If this does not work, you may write a letter to the Board of Directors.
2. **OTHER CONCERNS:** Contact the Director as soon as possible. He/She prefers that you Call him/ her at school before the problem is magnified. If you have been unable to reach the Director by phone, leave a note in the office. We prefer to keep communications verbal and direct. We will gladly set up a conference whenever you ask for one. No problem is too big or too small.

If parents, teachers, board members, and director all invest some energy into solving the problem, some kind of answer can be found.

Wah Mei School
Uniform Complaint Procedures

It is the intent of Wah Mei School to fully comply with all applicable state and federal laws and regulations.

Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding Wah Mei School's alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Ed Code sections 200 and 220 and Government Code section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance.

Complaints must be signed and filed in writing with the State Department of Education.

Child Development Division
Complaint Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814

If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. The complainant should seek the advice of an attorney of his/her choosing in this event.

A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders.

華美學校願遵守一切州政府和聯邦政府法規。
個人、機構、團體、學生及有關第三者有權提出申訴，若華美學校有違反州政府和聯邦政府法規。此項申訴包括任何由州政府和聯邦政府資助的活動，若有非法歧視行為。投訴人應簽名向州教育廳〔地址如上〕提出書面申訴。
若投訴人對州教育廳最後的決定不滿，可至州或聯邦法院尋求補救。投訴人應自尋律師解決。

Name of Child: _____

To: Wah Mei School
華美學校

I have received a copy of the Uniform Complaint Procedures and sign my name as requested.

Parent Signature

Date

SPECIAL NOTE

Thank you for taking the time to read the Parent Manual. We hope that you will use it as a reference throughout the school year. It is impossible to cover every aspect of the program in a short written description, so please don't hesitate to call us for further information.

Parent Manual Acknowledgment Form

I have read the WMS Parent Manual and hereby agree to observe the school policies as stated in the manual.

Child's Name _____ Classroom: _____

Parent's Signature _____ Date _____

CHILD PICK-UP AUTHORIZATION FORM

I, _____, give permission to _____
Parent's name authorized person
to pick up my child _____ on _____.
Child's name date

Authorized person may be asked to show photo identification by
Wah Mei School staff.

Picked up by _____.
Signature of authorized person

For office use

Received by: _____

Date: - _____

Time: _____

**Wah Mei School
Food Allergies Form**

Child's Name: _____

Date: _____

To parents:

If your child has food allergies, please have the physician complete this form listing all food allergies and the degree of restriction.

Example: milk allergy

Strict restriction

(omit when present in food no matter how small the amount)

Omit—Butter, Cake, Cookies,
Mashed potato, Bread
Buttered vegetables

Moderate restriction

(omit when present in gross amount in food)

Omit—Glass of milk, Puddings
Ice cream, Cocoa

To Physician:

Please list food allergies and specify degree of restriction.

List of food allergies

degree of restriction

Physician's signature: _____

Date: _____

Phone:

Address:

Parent's Request for Administration of Medicine

I, _____, hereby requests Wah Mei School to give my child
_____ the following prescription medicine_____.

- * The medicine is in its original container with prescription label which includes the name of the child and the doctor's instructions.
- * For non-prescription medication(over the counter medicine), it's my responsibility to obtain a physician's statement regarding administration of the medicine.
- * I release and discharge Wah Mei School and its staff from any and all claims for personal inquiries and property damage as a result of this arrangement.

Signed by: _____ Date: _____

Telephone: (W) _____ (H) _____ (C) _____

Release Form

Field Trip and Publicity Photos/Videos

Child's Name: _____ Class: _____

Please check Yes or No:

_____ yes _____no

I give permission for Wah Mei School to take my child on walks and field trips. I understand that these trips may involve riding on public transportation and/or private(staff/teacher) vehicles.

_____ yes _____no

I give permission for my child to be included in publicity photos/videos for Wah Mei School.

signature of parent or guardian

date