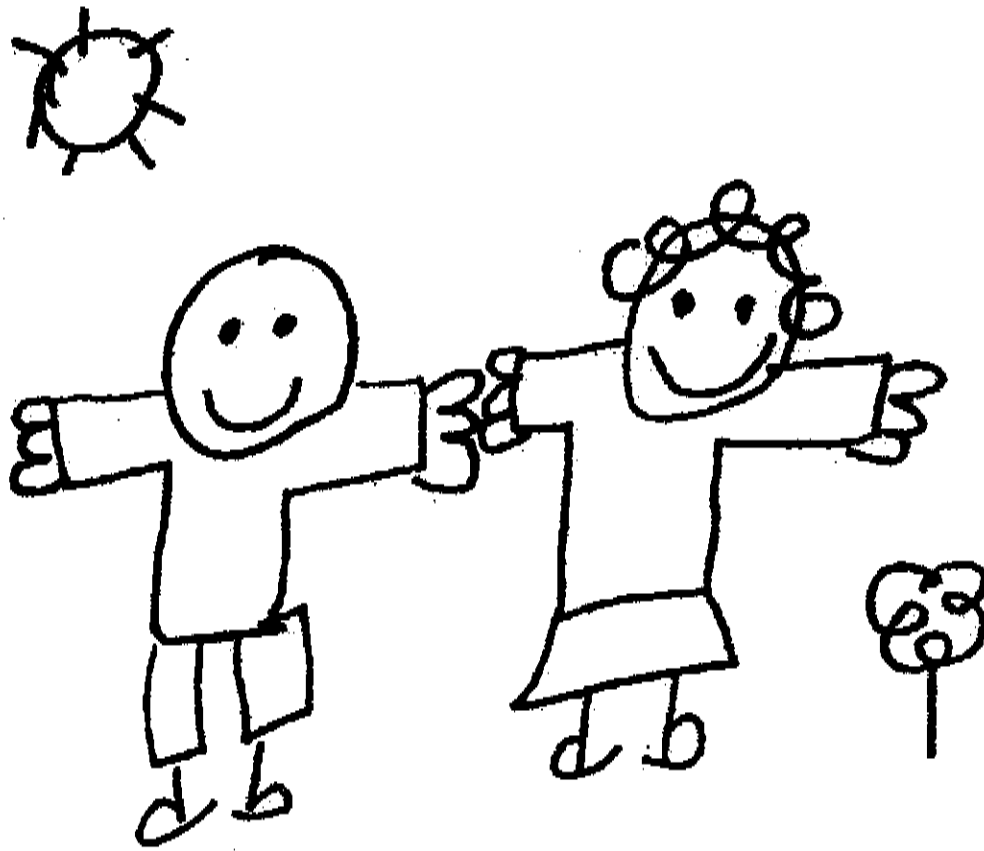


**BRIGHT BEGINNINGS
PARENT PRESCHOOL
2009-2010 HANDBOOK**



**ADULT & COMMUNITY EDUCATION
FREMONT UNION HIGH SCHOOL DISTRICT
591 W. FREMONT AVE. SUNNYVALE, CA 94087
408-522-2707
www.ace.fuhsd.org**

Welcome to Bright Beginnings Preschool

Please read this material carefully.

If you have any questions, please ask your teacher or the program director.

**Parents and Teachers working together make our program strong.
In order to assure the most positive experience all students must agree
to abide by the school guidelines as stated in this Handbook.**

PHILOSOPHY

Bright Beginnings is a parent participation preschool. Our goal is the development of the whole child: emotional, physical, intellectual, and social. This, along with a parent education component makes our program a well-rounded experience for parent and child.

Our school is designed for your child to learn through exploration and play. Engaging in activities that interest them allows for children to experience feelings of control, success and competence. Adults are partners in this process providing many opportunities for children to make choices, take initiative and lead activities.

Bright Beginnings teachers are experienced in developing curriculum for both the adults and children in our programs. Through the combination of classroom participation, observation, and parent discussion, adults will develop the skills needed to be effective parents.

ADULT COMMITMENT

- ◆ Adult attendance is **mandatory** on workday.
- ◆ Multi-day classes: A substitute must be provided if you will be absent.
- ◆ Work Card must be worn and followed.
- ◆ Be on time. (A late fee will be assessed for late pick-up's.)
- ◆ Sign in and wear your nametag.
- ◆ Be prepared on Snack and Special Project days.
- ◆ **English is spoken in the classroom.**
- ◆ Attend and participate in parent discussions.
- ◆ Participate actively with all classroom members and help wherever needed.
- ◆ Field Trip attendance is mandatory.
- ◆ Communicate concerns to your teacher.
- ◆ Support Parent Board activities.
- ◆ **RECEIPTS are given in the office for current quarter only.**

FUNDING

- ◆ Registration and Lab Fees (your contribution).
- ◆ State Funding based on **ADULT ATTENDANCE.**
- ◆ Fund Raising.
- ◆ We are a Non-Profit Organization.

ATTENDANCE: For this program to be safe and effective all registered adults are required to attend once each week on their assigned workday.

SCHOOL YEAR: The preschool program is thirty-two (32) weeks long. Classes begin in late August and continue through the end of May. Fees are paid quarterly in eight-week increments. **All preschool fees are non-refundable.**

FEE FOR LATE PICK-UP / MULTI DAY CLASSES: Classes begin and end on schedule. Be prepared to pick up your child on time. A \$20 fee will be assessed for late pick-ups.

MAKE-UPS: One-Day Classes: No make-up if you miss a class.

Multi-Day Classes: Make up **Adult Attendance** by attending on an alternate day in your class.

IMMUNIZATIONS, TB TESTING AND OTHER STATE HEALTH REQUIREMENTS

Child: State law mandates that ALL CHILDREN in preschool have up-to-date immunizations on file. **NO CHILD CAN ATTEND UNLESS THIS REQUIREMENT IS MET.** Your registration fee will be forfeited if this requirement is unmet.

***Physician's Report available on website: www.ace.fudsd.org**

Adult: State law requires that **ALL ADULTS WORKING IN PRESCHOOL MUST FURNISH PROOF THAT THEY DO NOT HAVE TB.** You will need to submit results from a Manatoux (PPD) test or x-ray (either test must be less than 4 years old and include the date the test was given and the reaction in mm). If your test is positive you will need a chest x-ray or a note from your doctor stating that in the past you have had a positive skin test followed by a negative x-ray.

Other State Health Requirements: As a program operating under state law we are obligated to follow all state mandated requirements. In joining this program, students agree to comply with any and all applicable state requirements.

SIBLINGS: CLASSES ARE FOR ENROLLED STUDENTS ONLY. The preschool program is designed for the enrolled adult and child to share the school experience. Siblings inhibit this process. You are expected to provide your own childcare for siblings. This includes older siblings who are not in school due to Staff Learning Days, holidays, or sickness.

Newborn Babies (0 – 6 months) are an exception. Please remember when bringing your baby you are still expected to fully participate and see that all tasks assigned to you are completed.

PARENT BOARD: The Parent Board is composed of enrolled adults. The board meets once a month to discuss the needs of the school and plan activities and fundraisers.

MEDICINE: Medicine (adult or child) is not allowed at preschool. No medicine, pills, vitamins, etc. can be brought on school premises. Aspirin & Tylenol for adults is available in the parenting office.

PARKING: Parking can be difficult at times. Please allow adequate time to park when coming to school and when picking up your child. There is additional parking in the back parking lot.

ALWAYS HOLD YOUR CHILD'S HAND IN THE PARKING LOT.

CELL PHONE POLICY: Keep cell phones on vibrate. Preschool is an important time for you to spend with your child, participate in class, and connect with other parents in the program. Emergency calls may be made in the office, room 4.

CLASS LISTS: Individual class lists with contact information are provided to enrolled students. These are for your own use only. Please do not use these lists for any commercial purposes.

THE TYPICAL PRESCHOOL DAY

When you observe the classroom you'll see a lot of activity that looks like the children are "just playing", but there is much learning going on!

Each preschool class will have its own daily schedule. All will include the following:

FREE PLAY / EXPLORATION TIME

Children are encouraged to explore the environment. This is your child's opportunity to choose their own activity. Please allow them to do so. They may explore inside or outside. Activities are designed to develop fine motor and gross motor skills, as well as cognitive, and social skills. They may include, but are not limited to: art, playdough, easel painting, block play, water play, manipulatives (puzzles, games, etc.), wheel toys, sand play, and dramatic play.

Manipulatives

- ◆ Blocks – Children learn to follow a mental plan and problem solve. They develop logical, sequential thinking that is needed for math and writing.
- ◆ Puzzles – children develop spatial skills, eye/hand coordination, and fine motor skills.
- ◆ Sorting – Children develop classification skills and pattern knowledge.

Dramatic Play

- ◆ Dress-up – Children develop mobility of thought, practice cooperation, and life skills.
- ◆ Acting Out Stories – Children develop story sequencing skills, comprehension and more elaborate language.

Outdoor Play

- ◆ Bikes/Swings – Children increase their body awareness, learn to take turns and develop gross motor skills.
- ◆ Jumping Rope/ Climbing – Children develop eye/foot coordination and balance.
- ◆ Water Table/Sand Area – Children learn about measurement, develop counting sense, problem-solving strategies, and make generalizations about the properties of various materials.

CIRCLE TIME

This is a 'large group' activity usually held inside on the rug. Activities may include, but are not limited to: songs, finger-plays, flannel board stories, counting games, rhyming, dramatic play, and music.

Circle Time

- ◆ Singing and Rhymes – Children develop oral motor skills, and memory skills. They develop phonemic awareness, language and literacy skills.
- ◆ Counting Games – Children learn one-to-one correspondence, identify basic shapes and colors, develop language, grouping skills, and thinking skills.
- ◆ Dancing/Movement – Children develop gross motor skills, spatial awareness, and rhythm.
- ◆ Finger Plays – Children develop sensor motor, and memory skills.
- ◆ Stories – Children develop a sense of written language, community, and cultural awareness.

ART EXPLORATION

Each day your child will have an opportunity to explore different art materials. **IT IS IMPORTANT THAT ADULTS LEARN TO STAND BACK AND LET CHILDREN EXPERIENCE AND CREATE ON THEIR OWN.**

Art

- ◆ Painting & Gluing – Children learn about color, shape, balance, form and concrete properties of the objects they are using. In addition they develop self-esteem.
- ◆ Drawing & Coloring – Children develop eye/hand coordination and organize their conceptual world.
- ◆ Cutting/Pasting – Children develop fine motor and eye/hand skills.

MOTOR DEVELOPMENT

Motor development is an important part of our curriculum. All children are encouraged to improve their motor skills. Much of this motor development is provided in the free play period and at circle time.

CLEAN-UP TIME

Adults help to tidy the classroom and put away toys at the end of class. To foster self-help skills, children are included in clean up time. It is important that toys are sorted and returned to their proper containers.

ADULT OBSERVATION AND DISCUSSION PERIOD

Participation in the Discussion portion of the school day is required. During the preschool day, adults will be observing the children while following their work-card. Observations are related to child development. Through observation, parents will learn to identify their child's learning style, and develop useful strategies for working with children. Adults take turns going to discussion. Some adults and the instructional assistant remain in class to supervise children at discussion time.

Examples of Typical Discussion Topics

Effective Parenting Techniques
Basics of Child Development

Child Rearing Issues
Other Parent / Child Issues

FIELD TRIPS

Field trips are an important part of our program and your attendance is **required**. They help both children and adults become active members in this diverse community. Your teacher will supply a list of field trips with directions.

Examples of Typical Field Trips

farm
fire station

nature hike
train ride

grocery store
science museum

library
pumpkin patch

PRESCHOOL PATHWAY & CLASSES OFFERED

Year 0-1

Wiggles &
Rhymes

Year 1-2

Level 3

Level 4

Year 2-3

Level 6

Level 7

Year 3-4

Level 8

Year 4-5

Level 9

Level 10

School-year Program runs from September through May.

Children are placed in appropriate level based on their Date of Birth.

Age requirement is consistent with the public school kindergarten entrance age in California.

CLASSES OFFERED

One Day Classes - For Children 2 Years and Younger

PARENT AND CHILD LEVEL 3

All children must turn 1 between May 2009 and August 2009.

PARENT AND CHILD LEVEL 4

For children turning 1 between December 3, 2008 and April 2009.

PARENTS AND CHILD LEVEL 6

All children must be 2 on or before December 2, 2009

Multi - Day Classes

PARENTS AND LEVEL 7

All children must turn 2 by April 30, 2009

They must have previous preschool experience and the ability to communicate basic needs in English.

PARENTS AND LEVEL 8

All children must be 3 on or before December 2, 2009.

PARENTS AND LEVEL 9

All children must be 4 on or before December 2, 2009.

PARENTS AND LEVEL 10

All children must be 4 by August 31, 2009.

SNACK GUIDELINES

Each adult is responsible for providing a nutritious snack for the entire class when it is their turn. Please follow the SNACK GUIDELINES listed below.

Remember that children eat snack at the designated time and at the snack table ONLY.

Snack time is an opportunity to try new things and learn new skills.

At snack time children WILL:

Feed themselves

Pour their own water

Help with the clean up

Decide for themselves whether to eat or not.

When at school, children should not be hand-fed or forced to eat.

ALLOWING YOUR CHILD TO MAKE DECISIONS AT THE SNACK TABLE HELPS THEM TO BUILD INDEPENDENCE AND SELF-HELP SKILLS.

ADULT AND CHILD SNACK GUIDELINES

A complete snack should include a fruit or vegetable, starch and a protein.

- ◆ **FRUITS:** bananas, oranges, grapes (cut in half for Level 3-6 classes), apple slices (peel for Level 3-6 classes), strawberries, melon, other fresh fruit (remove pits and cut in half or slice as needed).
- ◆ **VEGETABLES:** carrot sticks, broccoli, cauliflower, sliced bell peppers, sliced cucumbers, halved cherry tomatoes, celery, etc.
- ◆ **PROTEIN/DAIRY:** cheese (cubes or slices), string cheese, yogurt, hard-boiled eggs, deviled eggs, cream cheese.
- ◆ **STARCHES (whole grain only):** crackers, bread sticks, rice cakes, toast (wheat), rice balls, mini bagels, cheerios, and pasta.
- ◆ **NEVER BRING: MEAT, JUICE, CANDY, CHOCOLATE, NUTS, PEANUTS, PEANUT BUTTER, COOKIES, CAKES, SWEETENED CEREALS, OR ANYTHING WITH EXCESS SUGAR.**
- ◆ **ALL CLASSES WILL DRINK WATER**

All classes will maintain lists of children who have specific food allergies. Please list all food allergies / restrictions on your Emergency form and on the classroom allergy list.

Children with severe allergies may need to provide their own snack.

If you forget your snack day, the school may provide emergency supplies. You will be responsible for replacing them at the next class.

Check with your teacher or the program director if you have questions about the snack guidelines.

REMINDER FOR ADULT SNACK

- ◆ Nutritious foods ONLY – we are modeling good eating habits for our children.
- ◆ Adult snack is for Adults ONLY and may not be shared with any child.

GENERAL INFORMATION FOR PARTICIPATING ADULTS DAILY PROCEDURES

SAFETY

SUPERVISE all children at all times. Leave no child unattended.

GATES in the preschool area are kept closed and latched.

PARKING LOT: ALWAYS hold your child's hand in the parking lot.

HOT BEVERAGES: Drink coffee or other hot beverages only in the kitchen or at parent meeting.

ATTENDANCE

Your attendance and participation are the keys to a successful program. You are required to attend on your assigned workday once each week. Attendance is recorded daily.

Multi-day classes: It is your responsibility to find a substitute if you are unable to attend on your workday. **A substitute must be provided for all planned absences (vacations, doctor's appointments, prolonged illness, etc.)** You may not be able to find a substitute for an illness that occurs on your workday, but you must notify the teacher and arrange to make up your missed time.

Anyone not fulfilling attendance requirements may be dropped from the program without refund.

One-day classes: Inform the teacher of your absence. Trade jobs if you are a classroom helper that day.

BE ON TIME

For our classes to run safely and effectively, you must be on time. You are your child's first teacher. Model being organized, responsible and prompt and give child maximum time to participate.

SIGN-IN

Everyone staying at school is required to sign the daily attendance sheet. Sign out only if you are leaving early.

WORKCARDS

All parents wear work cards when assigned. These help us to provide a safe and stimulating school environment. Card assignments are posted. When it is your workday, **WEAR YOUR WORKCARD AND MAKE SURE ALL DUTIES ARE COMPLETED.**

ILLNESS

We understand that illnesses occur. Please do not come to school if you or your child is sick. **Call the school (408-522-2707) and inform the teacher that you are ill.** For lengthy illnesses, substitutes should be arranged or special arrangements made with your teacher. Please follow these guidelines when deciding if you are well enough to come to school.

- ◆ **Colds:** A child should stay home during the first three days of a cold. They may return if they are feeling well and have not had any fever in 24 hours.
- ◆ **Flu & Fever:** Please do not come to school unless you have been free from fever and other symptoms for 24 hours.
- ◆ **Communicable Diseases:** Notify school immediately (408-522-2707).
- ◆ **Allergies:** Please list any allergies that your child has on the Emergency Form and tell your teacher. **WHEN IN DOUBT, STAY HOME & REST.**

INFORMATION & COMMUNICATION

Discuss any concerns you have with your teacher. If after talking with your teacher you still have concerns, contact Susan Robertson, Parenting Specialist, at 522-2743 or susan_robertson@fuhd.org. Please read all handouts, newsletters, and field trip information sheets that your teacher gives you. Speak English whenever possible in the classroom

CLASSROOM REMINDERS

ARTS & CRAFTS PROJECTS: CHILDREN'S PROJECTS ARE CHILDREN'S WORK.

Art is offered for exploration (the process) rather than for the finished project. PLEASE DO NOT DO THE PROJECT FOR ANY CHILD this is hurtful to their development of self-esteem. Do help with set-up and clean up.

CELL PHONES & ADULT CONVERSATION: Set Cell phones on vibrate & use only for emergencies. Cell phone use is not permitted in the classroom, playground, or gym. In an emergency use your phone in the Parent Ed office, room 4.

Keep adult voices low at all times at school. Model appropriate behavior at circle-time: sing, dance, and follow teacher directions. Speak English whenever possible in the classroom.

CLASSROOM ORDER

Help children keep activity materials in the designated place, i.e. playdough on the table. Indoor toys stay inside and outdoor toys stay outside. Maintaining a safe and orderly environment is important to learning.

CHILD'S PARTICIPATION

Don't worry if your child doesn't participate especially at circle time. They will participate when they are ready. **WATCHING IS A FORM OF PARTICIPATION.**

Children are encouraged to participate but never forced to participate.

COMMUNITY BUILDING

Actively participate in class activities. Respect each class member as an individual and help them to feel welcome. Working as a team builds our school community.

DIAPERS / BATHROOM

Diapers must be changed in the bathroom and deposited in the outside trashcan.

One-day classes: adults attend to their own child's bathroom needs.

Multi-day classes: Bathroom helper is a designated work-card. All children who are not potty trained should wear disposable "pull up" type diapers for easy changing and bring a change of clothes.

DRESS CODE

Dress yourself and your child in washable play clothes. Preschool is messy! All children should have a change of clothes with them when they are at school. Children should wear sturdy running shoes or sneakers to school; sandals and dress shoes are not good footwear for playground play and climbing.

KITCHEN: For safety reasons, children are not permitted in the adult kitchen area. Please help you child to stop at the red line / stop sign at the entrance to the kitchen.

PACIFIERS / BOTTLES: Use of bottles, sippy cups and pacifiers is not allowed during class time.

SEPARATION ANXIETY

It is not unusual to have some separation anxiety in a new setting. Please be assured that the teachers and aides are trained in dealing with separation anxiety. To minimize separation anxiety we suggest that you try not to show excessive concern regarding the separation. Briefly tell your child what you are doing and assure him/her that you will return. Concentrate on the fun things that can be done while you are away. DO NOT PROLONG THE ACT OF SEPARATING. You will be called if your child is excessively anxious.

SPECIAL EVENTS / BIRTHDAYS / CELEBRATIONS

Your teacher will acknowledge your child's birthday in class. Each teacher has her own special, teacher directed birthday routine. **NO CAKES, TREATS, OR PRESENTS AT SCHOOL.**

**SPECIFIC INFORMATION AND RESPONSIBILITIES FOR
PARENTS IN ONE-DAY CLASSES Level 3 - 6**

- ◆ Read and follow the general guidelines for working with children (page 11). Observe, interact with, and help direct other children, trying not to focus only on your own. Be especially aware of children whose parents have been assigned specific work duties and help as needed.
- ◆ **YOU HAVE THE PRIMARY RESPONSIBILITY FOR YOUR OWN CHILD.** Help him or her follow the routine of the class, or supervise him/her if he/she doesn't choose to participate in a particular activity. Work with the class to make the transition to the parent meeting a smooth one.
- ◆ Teacher will determine logistics for parent discussion with each class.
- ◆ If you are going to be absent, call the office at 408-522-2707.

**SPECIFIC INFORMATION AND RESPONSIBILITIES FOR
ADULTS IN MULTI-DAY CLASSES Level 7 - 8**

Level 7 and 8

- ◆ Your teacher will divide the adults into two groups of workday helpers.
- ◆ Level 7: Adults will be expected to stay with their children on the unassigned day until the teacher feels the child is adjusted to school and able to stay and participate on their own.
- ◆ Adults in the Level 8 classes will be expected to separate from their children on their non-workday and for the meeting/discussion by the third week of the quarter. Children who are not ready to separate by the end of the quarter may be recommended for the 2-day Level 7 class.
- ◆ **Attendance on your workday is mandatory.** Come on time. Remember that all of the adults not working on your workday are counting on you to provide the children with a well-supervised and positive experience. Read and follow the general guidelines for working with children (page 11). Observe, interact with and help direct ALL children. Do not focus only on your child. Follow your work card to make sure this is a positive experience for all.
- ◆ Participate in circle time. Be a role model: sing, dance, etc. Listen carefully to the teacher's directions. Children in the Level 8 classes are expected to come to circle time.
- ◆ Fulfilling all workday responsibilities is especially important in our program. Your teacher will go over the specifics of what to do if you are absent.

**SPECIFIC INFORMATION AND RESPONSIBILITIES FOR
ADULTS IN MULTI-DAY CLASSES Level 9-10**

Level 9 and Level 10

What is the difference between Level 9 and Level 10 Pre-Kindergarten classes? Both of these classes will prepare your child for kindergarten. The most obvious distinction is the number of days and the timing of the class.

Level 9 is a three-day per week program meeting on Monday, Wednesday and Friday from 8:30 – Noon. Children and workday parents start their day with a 30-minute gym class and then move to the preschool for the remainder of the day. Children in this group need to be 4 years old before December 2, 2009

Level 10 is a four-day per week program meeting on Monday, Tuesday, Wednesday and Thursday from Noon-2:30 PM. Children come all four days and attend gym once each week on Thursdays from 12-1PM. Adults attend on their workday and also attend on Thursday from 12-1 PM for Parent Meeting. Children in this group need to be 4 by August 31, 2009.

Level 9

Level 10

3 field trips/quarter

Same.

Developmental preschool philosophy

Same

Focus on whole child:

Same

Emotional, physical, intellectual & social

Same

3 small group learning centers/day:
math, literacy, science

5 small group learning centers/day:
math, literacy, science, writing, cutting

Teach phonics, alphabet, counting

Teach phonics, alphabet, counting, number concepts, write upper and lower case letters.

Variety of preschool activities: art, music, directional games, and dramatic play.

Same

Exploration time

Same

Learn & use preschool garden

Same

Academic focus begins Quarter 3

Academic focus begins Quarter 1

Children 4 years by Dec. 2, 2009

Children 4 years by Aug. 31, 2009

Children who have not attended Level 9

Children who have attended Level 9 + children who have not attended Level 9

GUIDELINES FOR WORKING WITH CHILDREN

- ◆ **Preschool is fun. Enjoy yourself.**
- ◆ If you need to speak to a child for any reason, it is your job to move to the child. Do not shout across the room. **Provide a calm, quiet example.**
- ◆ **Listen closely** to the child's comments and questions, getting down to his or her eye level. Answer questions simply or by asking a question so that the child develops problem-solving skills.
- ◆ Always address each child by name. **Get the child's attention before speaking.**
- ◆ Give a choice to children only when you want them to make a decision and you are willing to abide by their answer. When there is no choice, state what they need to do. For example: "Let's go in for story time."
- ◆ If you hear a child using a bad word or saying, "I don't like you," try to ignore it. These words and phrases usually pass quickly. If you find unacceptable language or behavior escalating, divert the group by suggesting they change their activity.
- ◆ When disciplining a child, always focus on the behavior that needs to change. Label the action, not the child. Threatening, punishing or moralistic words such as "You are bad!" are unacceptable. State limits firmly but pleasantly and use a positive approach to redirect the child.
- ◆ **SPANKING, YELLING, OR ROUGH HANDLING OF ANY CHILD IS NOT PERMITTED.** If you cannot handle a problem or find yourself getting angry in a situation, call the teacher.
- ◆ An important aspect of any preschool program is **teaching respect** for one another. We, as adults, are the role models for our children. If we want them to be respectful, we need to act respectfully. Keep this in mind as you interact with the children, other adults, and your teachers.
- ◆ **Let the children do as much as they can by themselves.** Independence is a building block for self esteem.
- ◆ As you **follow your workcard**, your child may linger near you if he or she chooses. Please remember that we are here to work with all the children. Whether you are observing your child from a distance or interacting directly, enjoy this time with your child and all the children at school. Sharing the preschool experience is what Parent Participation Preschool is all about.

SAFETY RULES

- ◆ **CHILDREN MUST BE SUPERVISED AT ALL TIMES.**
- ◆ Bring children into the classroom. **HOLD HANDS** in the parking lot at all times. **DROPPING OFF IS NOT PERMITTED.**
- ◆ **PLAYGROUND GATES MUST BE CLOSED AND LATCHED AT ALL TIMES.**
- ◆ Wheel toys are to be ridden safely on the blacktop; no crashing.
- ◆ Sand is to be kept in the sand area. Teach children to keep the sand low.
- ◆ Children need to stay a safe distance from the swings.
- ◆ Children must walk and use inside voices in the classroom.
- ◆ Children eat snack while sitting at a snack table and only during the designated snack time.
- ◆ All areas must be properly supervised, take the initiative to move where the children are playing.
- ◆ Carpentry tools stay at the worktable, and are only used under **DIRECT ADULT** supervision.
- ◆ Children should climb on playground equipment. Fences, gates, tables and counters are not for climbing.
- ◆ Adult kitchen areas are for adults only. Redirect children to other areas.
- ◆ Adult scissors, paper cutters, etc. should be kept out of children's reach.
- ◆ Report any and all accidents immediately to your teacher.
- ◆ All classes are to practice earthquake and fire drills.
- ◆ Weapons or any toy that fires projectiles or darts are not allowed at school.
- ◆ All students should stay in their own designated play areas unless they are with the teacher. Use of the playground before or after class is not permitted.

PLAYGROUND USE RULES

Preschool playground is for use by enrolled preschool students only, and only when their class is in session.

Preschool gates are locked 10 minutes after the last class.

Gymkid students may not use the playground.

PARKING LOT RULES

ALWAYS HOLD YOUR CHILD'S HAND IN THE PARKING LOT.

KEEP YOUR CHILD WITH YOU AND WATCH THEM AT ALL TIMES.

Keep children on the sidewalk and not in the shrubbery when walking to the parking lot.

**IMPORTANT PRESCHOOL
REGISTRATION DATES**

2nd Quarter Registration

Oct 12-16 Pre-Registration in your enrolled Preschool class.

3rd Quarter Registration

Dec 14-18 Pre-Registration in your enrolled Preschool class.

4th Quarter Registration

Mar 8-12 Pre-Reg. in your enrolled Preschool class.

PARENT BOARD INFORMATION

We invite you to join the Parent Board. Each year, interested parents come together with teachers and staff to address concerns, discuss program and facility improvements, plan all-school activities and community service projects.

Meetings: One Tuesday Each Month 7:00 – 8:00 PM Room 4

| | |
|--------------|--|
| September 22 | Elect officers. Discuss & Plan activities for 09-10 school year Finalize International Day |
| October 20 | Plan community service activities |
| November 17 | Begin Book Fair planning |
| January 12 | Plan / Develop school projects |
| February 23 | Review all plans / projects |
| March 16 | Plan Teacher appreciation activities |
| Apr 27 | Teacher / classroom requests reviewed |

International Day/Open House October 10

Book Fair April 19 – 23

Reading Under the Stars April 21

Preschool Graduation Information

| | |
|-------------------------|--------------------|
| Level 9 & 10 Graduation | June 9, 2010 |
| Carnival | 9:00 AM – 11:30 AM |
| Graduation | 11:45 – 1:00 PM |

MISSION STATEMENT

Sunnyvale-Cupertino Adult and Community Education is dedicated to providing a comprehensive program responsive to the educational needs of our diverse community, including opportunities for basic education, career technical training, and personal enrichment. Our Students, as lifelong learners, will be informed, contributing members of their families, workforce and community.

EXPECTED SCHOOLWIDE LEARNING RESULTS

To prepare for an ever-changing world, Sunnyvale-Cupertino Adult and Community Education students will:

- ◆ **BE ACTIVE AND CONTRIBUTING MEMBERS OF A DIVERSE COMMUNITY**
 - ◆ Communicate effectively
 - ◆ Understand and respect others
 - ◆ Build a sense of community and civic responsibility
 - ◆ Engage in a variety of community activities and experiences

- ◆ **BECOME RESPONSIBLE, PROGRESSIVE LIFELONG LEARNERS**
 - ◆ Understand and use community resources
 - ◆ Participate in diverse learning, recreational, and cultural experiences
 - ◆ Respond positively to change
 - ◆ Develop personal creative abilities
 - ◆ Demonstrate critical thinking and problem solving skills

- ◆ **GAIN SKILLS TO MEET PERSONAL, FAMILY, AND CAREER RELATED GOALS**
 - ◆ Understand and use oral and written communications
 - ◆ Acquire and improve technical and workplace skills
 - ◆ Demonstrate a responsible work ethic
 - ◆ Work collaboratively and/or independently in diverse environments
 - ◆ Use information technology effectively
 - ◆ Enhance social and interpersonal skills
 - ◆ Demonstrate commitment to family goals