

# LOS ALTOS UNITED METHODIST CHURCH CHILDREN'S CENTER PRESCHOOL

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## PARENT'S HANDBOOK



SCHOOL YEAR  
2018-2019

# CHILDREN'S CENTER

## "A Loving Place to Play & Learn"

The Children's Center is a play-based preschool where learning through play supports the whole child. Through experience and practice children will grow socially, emotionally, physically, and academically. We provide a safe place for children to become independent thinkers while developing positive self-concepts. We believe self-regulation and resilience are direct results of learning through play. By "doing" and "experiencing" children construct internal building blocks for both personal growth and life skills, with the greatest benefits coming from a child's body and mind working together. It is our commitment to provide a loving, respectful, and joyful place for all children to play, learn, and grow.

Our program provides both structured and unstructured time each day. We understand young children need many opportunities to choose activities from our carefully prepared environment. One of our key goals is to help each child learn to balance their roles as a contributing and cooperative member of a social group, and as an individual who needs to think, dream and contemplate.

Our developmentally appropriate program provides a safe, nurturing, Christian environment. Principles of love and respect guide our children as they learn and grow. We believe that all people are children of God, and that a diversity of races, cultures and perspectives are gifts which enrich us all.

The Children's Center Preschool offers a weekday program for children ages 2-5. Our regular preschool classes begin at the end of August and run through to early June. In addition, we offer a three-week Summer Camp in July for our currently enrolled students.

Parents are an integral part of this school; they are a valuable resource and are always welcome. The staff and Directors are available to you for conferencing, support and conversation. Our Family Resource Center (FRC) provides a book lending library for parents, informative speakers, assemblies for the children and parent education events. These events are open to the entire community.

The Los Altos United Methodist Church offers a Sunday school program with children's choirs during the year, Changemaker Summer Camp and special seasonal activities. If you are looking for a home church, please consider a visit to LAUMC.

Thank you for considering the Children's Center for your child's preschool. For more information, please check out our website: [www.childrenscenterpreschool.org](http://www.childrenscenterpreschool.org). You may call the office if you have any questions at (650) 941-5411 or e-mail, [childrenscenter@laumc.org](mailto:childrenscenter@laumc.org).

## PROGRAM INFORMATION

Our programs focus on social development and learning through play. Each year's class builds on the previous year's program in curriculum experiences and activities offered. The classrooms are set up to invite exploration and foster a lifelong love of learning. Our staff is deeply committed to the young child and the importance of early childhood education.

**TWO'S**: Children must turn 2 by September 1<sup>st</sup>, 2018. The focus of this class is on social development and learning through play. Separating from parents, learning to take direction, and being nurtured by people outside of immediate family are important parts of being two years old. The building of trust and growing peer awareness are enhanced by a safe environment that provides a foundation for learning.

T/TH	8:45 – 11:45 AM	\$4500
MWF	8:45 – 11:45 AM	\$6200

**THREE'S**: We recommend this class for children who turn 3 by September. The emphasis in our Three's class is to encourage further socialization by reinforcing how a child's choices affect their relationships and environment. There are greater expectations for participation and appropriate play practices. This class fosters independence, creativity, cognitive growth, and motor coordination. Children are introduced to phonemic awareness, patterning, number sequencing with value recognition and following both verbal and visual directions.

T/TH	8:45 – 11:45 AM	\$4500
MWF	8:45 – 11:45 AM	\$6200
M-F	8:45 – 11:45 AM	\$10700

**PRE-KINDERGARTEN**: We recommend this class for children who turn 4 by September. The intent of this class is to further support the development of social awareness, emotional intelligence, and Kindergarten readiness skills. Critical thinking, science, sequencing, sorting and classification, matching, number values, phonemic awareness, problem solving, storytelling and following multi-step directions are all incorporated in our curriculum. Children develop their gross and fine motor skills while working in large and small groups. Through play and collaborative group work, children come to appreciate the value of cooperation and contribution. The children are encouraged to take risks, helping them discover how the process of learning is often more valuable than the outcome. Mastering appropriate academic skills and fostering social emotional growth are the cornerstones of this program.

MWF	8:45 – 11:45 AM	\$6400
M-F	8:45 – 11:45 AM	\$10900

## SUMMER PROGRAM

The Children's Center offers a three-week "Summer Fun Zone". Students who have been attending Children's Center during the current school year are eligible for enrollment. You may enroll your child in one, two, or all three weeks of the Summer Program.

Each morning is filled with arts and crafts and experiential opportunities both in and outside the classroom. Guest entertainment, water play and special snacks are just some of the many surprises during the week. Each camp runs from Monday through Friday, 9:00 AM – noon. Early Care is offered from 8:00 AM and lunch is offered until 1 PM for an additional charge. Classes are typically grouped by age. Registration for the summer program takes place in the spring and is on a first-come-first-served basis.

## ENRICHMENT CLASSES

Enrichment classes are designed to enhance our school year programs and are especially created for the child who is ready for a longer day. These developmentally-appropriate classes are short in duration, fun, participatory, and focus on "learning by doing"! They are available to Three's and Pre-K children. There are 26 weekly classes from 1:00–2:00 PM. The enrollment fee is \$750 for the year. The sign-up for these programs is separate from our regular program.

Some typical offerings are:

- **Cooking:** Pouring & measuring and experiencing different foods.
- **Music:** Introduction to a variety of musical instruments, rhythmic concepts, and pure joy!
- **Sports and Gymnastics:** More opportunities for gross motor development, parachutes, mats and lots of fun.
- **French:** Vocabulary and simple phrases through stories, songs, games and celebrations.
- **Science:** Hands-on, exciting, silly, messy, and building a positive association with science.
- **Imagination Station:** Creative explorations of great children's books.
- **Math:** Fun with numbers, patterns, shapes and spatial relationships.
- **Zoo-phonics:** Whole body approach to learning letters and their sounds through fun zoo animals.
- **Mini Masters:** Explore the world of art, and along the way learn about artists and museums.
- **Play At Life:** Through dramatic play children experience practical life skills, from setting the table to wrapping a birthday gift!

## EXTENDED CARE OPPORTUNITIES

- ❖ **EARLY CARE:** Children enrolled in the three-year-old and Pre-K morning programs are welcome to begin the day earlier than their class begins, starting at 7:30 AM. The cost is \$9.00 per ½ hour.
- ❖ **LUNCH:** Children enrolled in the three-year-old and Pre-K programs have the option to stay for lunch. This is an opportunity for children to share mealtime with their friends under the kind guidance and support of teachers. The lunch period is 11:45 AM – 12:45 PM, and includes outdoor play, eating with peers, and a story time to round out the “lunch experience”. Lunch costs \$16.00. Children bring their own **PEANUT FREE** lunches.
- ❖ **KID’S CLUB:** Kid’s Club is designed for additional play and social opportunities. This flexible care option is offered anytime from 1:00–4:30 PM every afternoon. Children attending Kid’s Club enjoy an informal, creative play environment. Teachers plan activities and build curriculum around small-group dynamics. The cost for Kid’s Club is \$9.00 per 1/2 hour. There is no need to sign-up in advance and the time period is flexible. Your child can stay for a short period of time, or all afternoon, so this is a convenient and affordable option for busy parents.
- ❖ Extended care fees for Early Care, Lunch, and Kid’s Club are added to your account and invoiced monthly.
- ❖ Two year olds are welcome to experience early care, lunch and Kid’s Club starting in January.

## THE PRESCHOOLER’S DAY

- **ART EXPLORATION:** Art experiences that are child-driven and open-ended are an important part of developing self-expression. A wide variety of art media and tools encourages children to recreate their own reality, using representational art forms that demonstrate how children see their physical and social worlds. It can be both fun and inspiring to paint with things like Matchbox cars and golf balls, or to create recycled-materials collages. The process is more important than the product!
- **BIKES, OUTDOOR PLAY & GYMNASTICS:** The outdoor areas provide a natural contrast to the classroom with fresh opportunities for social interaction, physical and imaginative play, collaboration and problem solving. We offer four outside yards featuring play structures, sand areas, and toys. A bike path with many different bikes choices, help children at all stages to practice gross-motor development. From two-year-olds not quite ready to pedal yet, to five-year-olds zipping around on balance bikes.

- Kim Kludt, of Start Fitness, leads your child's class in gymnastics each week. The class focuses on gross motor skills, core strengthening, balancing, and age-appropriate tumbling. Parachute play and movement to music, are fun elements to this program. This program is designed for two year olds through Pre-K aged children.
- **CALENDAR TIME:** Teachers gather the older students each day on the carpet area to welcome and celebrate the day. This valuable time is used to help establish and reinforce routines and social concepts, such as the day-of-the-week, the calendar, the weather, seasons, patterns and basic counting, and how many days we have been at school. Depending on the class, students often take turns standing up next to the teacher to help guide the class through these discussions, offering low-pressure and fun opportunities to be comfortable with public speaking.
- **CIRCLE TIME:** A teacher-led time that differs in length and scope depending on the age of the class. Music, movement, flannel stories, books, games, puppets and social interaction are all a part of the circle "magic". Learning how to participate in the circle group is a skill that prepares children for other large group activities. Many social, emotional, and academic skills are built upon and practiced at Circle Time.
- **COGNITIVE:** These activities are specifically chosen for the children by their teachers to introduce or enhance particular skills in the classroom. A variety of engaging activities are modeled and selected to support: attentiveness, memory, thinking, following directions, fine motor development, recognition and value of numbers, visual discrimination and classification, recognition of upper-and-lower case letters, phonemic awareness, patterning, sequencing and task reasoning to finding solutions. Children actively participate in self-directed projects with concrete materials, fostering initiation, independence, follow-through, and completion.
- **SMALL GROUP:** The class is divided into three small groups to encourage learning in a structure different from the whole-class environment. The groups might work on a special project, go for a nature walk, listen to a story, or share in fun, informal conversations. Participation in smaller interactive groups fosters reciprocal discussions, listening skills, cooperation, and compromise. This very important part of the day supports deeper relationships between children, and strengthens the bonds between teacher and student. Children also have the chance to share their feelings and ideas with the group, to gain confidence in expressing themselves and their individuality.
- **SNACK:** The children are provided a peanut-free snack each day. Snacks typically include fresh fruit, various crackers, Goldfish, or pretzels, and water (Pre-K children bring their own water bottles to class). It is not only a chance to socialize in a small group setting, but an opportunity for the children to practice manners and routines they can use at home, on play dates, or when they are out with family and friends.

## POLICIES

**ATTENDANCE / ILLNESS POLICY:** Regular attendance and prompt arrival helps children feel more comfortable and secure attending preschool. If a child seems unwell, has excessive nasal congestion, discharge or an elevated temperature, they should not be in school. *Children should remain at home for 24 hours after signs of fever, vomiting or diarrhea are gone.* Please report any communicable disease to the office. If a child becomes ill at school, we will care for the child as needed while we call the parents or emergency contacts to take the child home.

**BIRTHDAYS:** At the Children's Center we know how important your child's birthday is! A special "peanut free" snack or treat may be brought to school in celebration of your child's birthday. We request that parents bring a small size treat. Please arrange the day with your child's teachers. Parents are welcome to attend. For summer birthdays, there will be one classroom celebration at the end of the year and the school will provide a special treat. We do not celebrate summer birthdays in the two's program.

**CALENDAR:** The school year usually begins shortly before Labor Day and ends in early June with our school-wide "Family Fun Day" event. We typically follow the Los Altos School District for most holidays and vacations. A calendar with the exact days and events is included in the June mailing. On occasion, we close for LAUMC campus-wide events, which are also on the calendar.

**CONFERENCES:** Parent-teacher conferences are held once a year for three year olds and Pre-K children. These informal meetings are for the purpose of sharing observations and discussing the developmental progress of each child.

**DISASTER INFORMATION CARD (YELLOW CARD):** Should a disaster or major emergency occur during school hours, an evacuation may be necessary. An accurate and neatly completed "yellow emergency card" is *critical*, as this will be the information available to us during an emergency. Please choose your emergency contacts carefully. These contacts should be people within a 10-minute drive of Children's Center, who could come to pick up your child in a disaster. Please consider choosing people who are located in two different areas; in emergencies like an earthquake or fire, phones may be inactive and roads may be closed.

**DISCIPLINE / GUIDANCE:** We practice loving, positive discipline. We guide our children to learn through their own experiences, and to develop the skills needed to control impulsive behavior and delay gratification. We are dedicated to the premise that one does not need to feel worse in order to behave better. Behavior improves as discouragement lessens. A child's dignity is always respected. We use no discipline that shames or belittles. If a child displays any severe behavior issues or patterns, teachers will discuss it immediately with parents. Most behavior and discipline concerns are fairly ordinary, and are handled between the teacher and child. We do consider biting a serious behavioral, health, and safety concern, requiring immediate action. If a child bites another student or a teacher, we will contact parents to take the child home for the remainder of the day.

**DROP-OFF AND PICK-UP:** State law requires that all children be signed-in prior to entering their classrooms. Anyone may bring a child to school; however, only parents or authorized persons may sign a child out at dismissal time. We will only release a child to someone who has been authorized by a parent. Please notify the office if an unauthorized person is picking up your child. We will not release a child to anyone who is not authorized by the parents.

**EMERGENCY OPERATIONS PLAN (EOP):** The care and safety of your child in all situations is of utmost importance at the Children's Center. We are very proud to have a comprehensive and detailed Emergency Operations Plan (EOP), created and updated through years of experience. Every other year we offer an EOP presentation to explain and discuss the plan with our families. We have worked with the Red Cross, the local police department, and researched preparedness to keep current on evacuation procedures. We hold monthly fire drills, practice lockdowns, and multiple earthquake drills throughout the year. To help students, teachers, and parents be prepared, we also hold a school-wide practice evacuation drill every other year in November.

**HOLIDAY OBSERVANCES:**

The Children's Center celebrates holidays throughout the year! We have a school-wide "Halloween Hoot" event in October; we talk about being thankful and share a 'feast' at Thanksgiving; we sing both spiritual and popular Christmas and Hanukkah songs in December; we share and celebrate our love on Valentine's Day; we search for leprechauns in March, and hunt for Easter eggs in April; we dance around the Maypole in May. Families are invited to our Christmas program and Spring Sing. All celebrations are designed for the preschool child and are age-appropriate.

**MEDICATION:** Please refer to the **INCIDENTAL MEDICAL SERVICES – PLAN OF OPERATION** section in this handbook.

**OFFICE HOURS:** Each classroom teaching team offers a set weekly time-slot for office hours. This time is available for parents to meet and discuss their child's progress and share information. If you are unable to meet teachers during these specified office hours, you may arrange an alternative time with the teachers.

**PARENT PARTICIPATION:** Orientation days at the beginning of the school year are designed for the parents to attend class with their child. Beginning the next school day, parents are asked to bring children to the classroom door and give them a quick hug and kiss goodbye. A teacher will be there to greet the children and welcome them to class. There are many opportunities throughout the school year for you to be involved in your child's preschool experience. Please let your teachers know if you have a project or talent that you would like to share with the class, or if you would simply like to schedule a day to be a guest and experience your child's preschool day.

**PROPER CLOTHING:**

It is our goal for all children attending the Children's Center to fully explore their environment. Please dress your children for play. Sturdy, closed-toe rubber soled shoes and socks are a *must*. No *crocs*, *sandals*, or *boots*, please! We know this can be a challenge, but it helps ensure your child can fully and safely enjoy their day. Everything that comes to school should be labeled with your child's first and last name as well as classroom number. We maintain a lost and found and donate all unclaimed items to charity at the end of the school year.



### **REFUND POLICY:**

Registration payments are non-refundable and are applied to the last quarter's tuition of the registered school year. Two weeks' notice is required when withdrawing a child from our program. Tuition will be pro-rated and will be charged for that period, regardless of attendance.

If school is canceled for more than three consecutive days for unforeseen circumstances, the Children's Center will endeavor to add those days missed to the school calendar. If this is not possible, a tuition refund will be made for those days missed by your child providing they are normally scheduled to attend school during the interruption.

### **REGISTRATION PROCEDURES:** Please always call for updated information.

- Currently enrolled families have **first** priority and may reserve a space for the next school year prior to Open House week, typically held in early November.
- LAUMC members, alumni & wait list priority families have the **second** priority.
- All remaining spaces are open to the general public for registration during Open House week, on a first-come, first-served basis.
- Classes are contingent on sufficient enrollment and staffing.

To enroll, please submit:

- A completed application
- \$100 Application Fee (waived for LAUMC members)
- Registration Fee (20% of the annual tuition).
- Application and Registration Fees are non-refundable.

If your child is unable to enroll due to lack of space, he/she will be placed on the Wait List. A completed application and a \$100 Application Fee are required for the Wait List. Applicants that are not offered enrollment will have Wait List priority for next year's admission. This priority is voided if a space becomes available, is offered, and declined.

**SECURITY:** There are many gated entrances on our campus. We check them continuously and ask that you close all gates as you pass through. One of the first things we tell the children is: "Only teachers and parents open doors and gates". We have excellent teacher/child ratios and the children are visually supervised at all times. The double doors in the front of the Children's Center are locked in between drop-off and pick-up times; during this period, access into the school is only through the office door. Entrances and exit areas of the school are under surveillance by LAUMC's security cameras, which are monitored in the office.

**SEPARATION ANXIETY:** Some children experience separation anxiety at the beginning of the year. This is not unusual. Encouraging your preschooler and sharing your confidence in them will work wonders in building their self-esteem. If you give them a quick and confident hug and tell them you will see them when school is over, they are less likely to be concerned. When children discover they *can* go to school on their own, they are on their way to building a strong sense of self.

**SNACKS:** We provide a **PEANUT FREE** snack. We do not serve snacks containing peanut products. If your child suffers from food allergies, we ask that you provide his/her own peanut free snack food. There is a snack menu posted outside each classroom, and ingredient listings are posted in the kitchen.

**TOURS:** We encourage all parents of prospective students to visit the Children's Center by first contacting our office to make an appointment that is convenient for you. Choosing the right school is important for both parents and children, and deserves thoughtful consideration. During your tour you will have an opportunity to experience class activities that are typical for your child's age. This will give you the most complete picture of our curriculum, our philosophy, as well as seeing our amazing and dedicated staff in action. All visitors must sign in at the office and wear a "Visitor" lanyard. In addition, we also have an annual Open House week in November.

**TRANSPORTATION:** LAUMC does not provide transportation. We ask that the white curb areas be used only if you have a sleeping baby or a sibling that is ill. Our office staff is happy to assist at drop-off or pick-up; please do not leave a young child unattended in your car. **HANDICAP SPACES ARE TO BE USED ONLY BY THE DISABLED WITH PROPER PLACARDS**

**TUITION ASSISTANCE:** As part of the ministry of the Los Altos United Methodist Church, the Children's Center offers financial assistance to families in need. The "Tuition Assistance Request" forms are available in the office and are due with your application for enrollment. Award letters will be mailed in June. These awards are applied toward the tuition payments and not the registration deposit. Tuition Assistance is not available for the two-year-old program.

**TUITION PAYMENTS:** The annual tuition is divided into three payments. A non-refundable payment of 20 % is due at registration. The remaining two payments, each 40%, are due in July and February. For children who enroll at the Children's Center *after* the school year has started, tuition is calculated on a pro-rated basis. For children withdrawing from the Children's Center *after* the school year has started, two weeks' notice is required, and tuition is charged on a pro-rated basis. Up to date tuition rates are located on our website.

## INCIDENTAL MEDICAL SERVICES – PLAN OF OPERATIONS

**EMERGENCY TREATMENT:** You have given permission, on your enrollment application, for emergency medical/dental treatment, including the use of all emergency services should the need arise. This will be implemented only in extreme situations. We will make every effort to reach parents and/or emergency contacts should such a situation arise. Please keep us updated if phone numbers or emergency contacts change.

**HEALTH & SAFETY:** A child's health and well-being is our most important responsibility. Our first priority is to keep children safe. Parents must keep children home and notify the school if their child has been infected with a contagious disease or rash. It is essential in these cases for the school to know what the child's symptoms are, so please call the office as soon as possible (650-941-5411).

**IMMUNIZATIONS:** We require our students to be immunized in accordance with the current laws of the State of California.

**MINOR INJURIES AND ILLNESS:** If a child has been slightly injured at school with a non-emergency incident (scrape, bruise, bump) an "incident report" will be completed and given to the parents with a copy placed on file at the Children's Center. We will wash with water, issue a Band-Aid, and apply an ice pack, if necessary. In the event of a more serious injury, every effort is made to contact a parent, or the emergency contacts on file. If necessary, 911 will be called.

**MEDICATIONS:** Please dispense medications prior to arriving or after leaving school, and request prescriptions with 12-hour dosages from your physician or health care provider.

In the event that prescription medications, nonprescription medications and topical nonprescription medications need to be dispensed at school, parents must complete LIC 9221 Form, "Parent Consent for Administration of Medications", indicating the beginning and ending date the child is to receive the medication. In addition, parents are required to:-

- Provide information on possible side effects of the medication.
- Bring medication in its original container in a clear bag.
- Ensure that prescription medication includes a prescription label with specific dispensing instructions and a current date.
- Do not store medications in lunch bags, backpacks, or any other personal belongings.
- Provide a physician's written instructions any time the manufacturer's instructions require physician dosage to differ from the age and weight information on the label.

A log will be kept at the Children's Center indicating who administered the medication, and the date and time given.

**EPI PEN:** If the child has a medically prescribed EpiPen, the Children's Center staff will:

- 1) Use it in accordance with the directions, and as prescribed by a physician, and in emergencies only. The EpiPen will only be used in the event of an allergic emergency as prescribed by a physician, and will be administered in accordance with the emergency

medical treatment plan as supplied by the parents for the child. The use of this device is for emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.

- 2) Keep the EpiPen ready for use at all times. It will be stored in the Emergency backpack.
- 3) Protect the EpiPen from exposure to light and extreme heat.
- 4) We will note the expiration date on the unit and request a replacement from the parents prior to that date.
- 5) Call 911 and the parents, or authorized representative immediately after administering an EpiPen.
- 6) If 911 is called, we will notify Community Care Licensing Division Regional Office within 24 hours. Written notification (LIC 624) "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. Copies are also given to the parents, placed in the child's file, and kept in the Director's office.

**FIRST AID SUPPLIES:** Supplies will be stored out of the reach of children.

**MEDICAL TRAINING OF STAFF:** All teachers have an up-to-date pediatric CPR and First Aid training certification. Training is provided by CPRRescue, 2021 Carousel Drive, Hollister, CA 95023, telephone 1-888-313-2444. [www.cprescue.com](http://www.cprescue.com) .

**RECORD OF FOOD ALLERGY & ANAPHYLAXIS CARE PLAN:** Parents are asked to communicate fully with the teachers and administration about their child's allergies. If the child requires medication during preschool hours, a completed "Food Allergy Action Plan" must be on file in the office before commencement of the school year. The child's doctor's name, phone number and specific written instructions are required as well. The child's medication will be kept in a Ziploc bag and must be clearly marked with the child's name and room number. The Ziploc bag will be stored in the classroom backpack.

A master "Allergy List" is posted in the school's kitchen which itemizes the child's name, classroom, allergy, medication and/or EpiPen.

**SPECIAL MEDICAL NEEDS:** As a general policy our staff does not administer injections. The only exception is the EpiPen in the case of extreme allergic reactions.

**STORAGE OF MEDICATIONS AND EPI PEN:** All medications will be kept in a Ziploc bag in the child's classroom emergency backpack. The backpack goes with the teacher during every transition in the school day and will be taken with the class in the event of an evacuation. If a child stays for lunch on a regular basis we require an extra set of medications and instructions for the kitchen backpack.

**UNUSUAL INCIDENTS:** Should a child be involved in an unusual incident parents will receive a written "Unusual Incident Report". This report will describe the nature of the situation and how the staff responded to it. A call will also be placed to the Duty Officer at CCLD (408-324-2148) within 24 hours to report the unusual incident. The "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. Copies are also given to the parents, placed in the child's file, and kept in the Director's office.

## FAMILY RESOURCE CENTER

### **ABOUT:**

The Family Resource Center was created to reinforce the Children's Center Preschool's mission of supporting parents and caregivers. We offer a family resource library, a speaker series tailored to the concerns and needs of our parents, guest performers for families to enjoy together, and a variety of parenting groups. Speakers and "coffee talks" are free of charge and open to the community.

### **COFFEE TALKS**

These smaller, informal gatherings offer you an opportunity to meet and connect with other parents while listening to speakers discuss a variety of parenting concerns. Past topics include: "Mindfulness: Taking the Stress Out of Parenting", "Behavior 101: Avoiding the power struggle and understanding your preschooler's behavior," "Separation Anxiety," and "Helping Your Preschooler Build Self-Esteem and Autonomy." The events take place in the morning on school days. Coffee and refreshments are served, and childcare is provided in the Church nursery.

### **COMMUNITY OUTREACH**

We believe that participating in community outreach projects is a perfect way to begin instilling lifelong awareness in your child about the importance of helping others in need. We encourage our families to have their children be a part of the process. Children can help pick out food, books or gently used "lovies" to donate to those in need.

### **FRC LIBRARY**

Parents are encouraged and welcome to use this space to browse or borrow parenting books. Our parent resource library offers numerous parenting books, CDs, and DVDs for you to check out and use. In the FRC office you will also find information about upcoming school and community events. Please visit anytime during school hours. The library is located in the Family Resource Center in the school office.

### **SPEAKER SERIES, SPECIAL EVENTS AND PERFORMANCES**

We proudly offer speaking presentations where professionals share their knowledge on a variety of topics. Over the years we have had speakers discuss discipline, sibling rivalry, friendships, raising girls, raising boys, and building resiliency. All of our speaking events are free. We also provide enriching assemblies for the children, including visits from valuable community members – firefighters, police department, dentists, children's book authors and cultural dancers.

### **CONTACT**

If you have questions about any of our programs or have ideas for a speaker, please contact our FRC director, Bryn Stuebner, at [brynstuebner@laumc.org](mailto:brynstuebner@laumc.org) or by calling 650-941-5411.

Please visit our school website for more information: [www.childrenscenterpreschool.org/frc.html](http://www.childrenscenterpreschool.org/frc.html)

## CHILDREN'S CENTER STAFF

<u>NAME</u>	<u>DOH</u>	<u>POSITION</u>
Joanie Ballog	1998	Teacher
Heidi Bliss	1998	Co-Director
Merry Cohn	2000	Teacher
Alyssa Delagnes	2016	Teacher
Mary Desai	2007	Assistant
Ellen Douglas	2003	Assistant
Mike Gardiner	2006	Science / Technology Teacher/ Bikes
Rosalind Garrow	2001	Teacher
Denize Gray	2002	Co-Director
Elizabeth Halden	2005	Assistant
Mary Hoeber	2008	Lunch Staff
Judy Inamori	2003	Assistant & Lunch Supervisor
Susan Kempe	1998	Teacher
Kim Kludt	1998	Perceptual Movement Instructor
Cathy Koehler	2009	Teacher
Danielle Lanthier	2006	Teacher
Bert Loughmiller	2006	Woodworking Instructor
Erika Macias	2018	Assistant
Kat Mandell	2012	Assistant
Chris Margaretich	2001	Teacher
Dana Mendes	1998	Assistant & Lunch Supervisor
Sabine Muller-Roth	1999	Office Assistant
Dana O'Day	2017	Teacher
Nina Patel	2018	Teacher
Kerrie Ramans	2015	Teacher
Karen Rooney	2005	Teacher
Lorelei Russell	2003	Teacher
Laury Shattock	2005	Teacher
Mitch Smith	2015	Bike Assistant
Bryn Stuebner	2012	Family Resource Director
Emilie Tani	2013	Teacher
Alisa Vittoria	2015	Teacher
Tracy Warren	2006	Assistant
Kate Webb	2009	Teacher
Jessica White	2015	Teacher

**All staff members have cleared Criminal Record and Child Abuse Index background checks. Teachers and administrators are certified in Pediatric CPR and Pediatric First Aid and Mandated Reporter Training.**