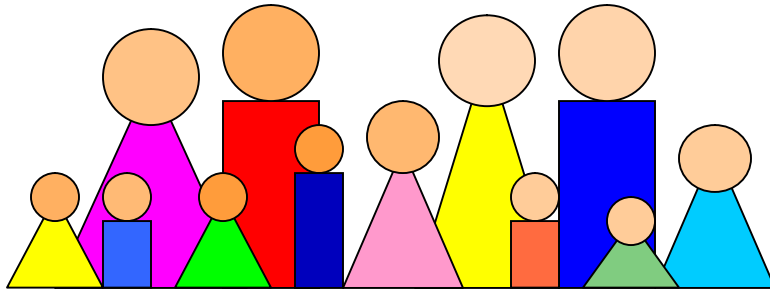


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Holy Martyrs A.R.S. Ashkhen Pilavjian Preschool

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WELCOME

“It takes a whole village to raise a child.”
(African Proverb)



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PARENT INFORMATION & POLICY HANDBOOK
(Revised 2011)

16617 Parthenia Street, North Hills, California 91343
Telephone 818 892-9540 Fax 818 892-5044

Visit us @: www.armenianpreschool.org

Holy Martyrs A.R.S. Ashkhen Pilavjian Preschool*

Dear Parents / Guardian:

Welcome! You are a Preschool family now. We would like to extend an open visitation to you to drop in often for informal visits. This will give us the opportunity to become acquainted with your entire family and will allow us to provide optimum learning opportunities for your child. Our doors are always open to you.

Informality is the keynote. We offer a relaxed and casual setting geared to the needs and interests of each child and each parent who is a part of our school. We try to take into consideration individual differences as well as family and cultural patterns.

We thank you for allowing us to join with you in providing for the care, love and nurturing of your developing child. We look forward with eagerness to the school year ahead.

Preschool Administration

*Please Note: This Handbook is subject to change without advance notice.

Historical Background

In the year of 1991, with the sponsorship of the Armenian Relief Society of Western U.S.A. Regional Executive, Holy Martyrs A.R.S. Ashken Pilavjian Preschool was established. It is affiliated with Holy Martyrs Armenian Elementary and Ferrahian High School, which is the first Armenian Day school to be established in the United States in 1964. In 2006, with the generous donation of benefactress Mrs. Ashkhen Pilavjian, the Preschool was renamed to Holy Martyrs A.R.S. Ashkhen Pilavjian Preschool.

Mission Statement

At Holy Martyrs A.R.S. Ashkhen Pilavjian Preschool, the mission of the teaching staff and administration is to provide a high quality early childhood education program by following these ethical codes:

- Ensure that the program is based on current knowledge of child development and early childhood education.
- Enriching developmentally appropriate learning experiences for young children as we build the foundation for lifelong learning.
- Serve as advocates for children
- Support families in their task of nurturing children
- Transmit the Armenian culture, values, and heritage, to young children in order to build self-identity.
- Respect and support families and children with diverse ethnic and cultural backgrounds.

Program Philosophy

Holy Martyrs A.R.S. Ashkhen Pilavjian Preschool is committed to fostering continued growth and development of the "whole" child, which encompasses the areas of social-emotional, cognitive, creative and physical skills. Since young children learn through active involvement with a variety of materials, the preschool provides a safe, nurturing and enriching environment, which encourages a child to explore and experiment with many materials. It is a problem-solving atmosphere where the process of attempting to solve the problem is more important than the product. Children are encouraged to question, to hypothesize, and to think. The daily routine allows for a variety of valuable learning experiences including individual, small group and large group activities with children and adults.

The Preschool offers a relaxed and casual setting geared to the needs and interests of each child and each parent who is a part of the school. Individual differences as well as family cultural values are recognized and appreciated.

Program Curriculum

Holy Martyrs A.R.S. Ashkhen Pilavjian Preschool's curriculum is based on Developmentally Appropriate Practices with a thematic focus. By creating different levels, the program enables teachers to adjust the curriculum to meet the developmental needs of the child. These levels are designed to align with Jean Piaget's Preconception and the Intuitive stages of development. This means that a child's development takes place in an orderly and predictable fashion, each child develops at his/her own pace, and that each child has his/her own learning style.

The levels allow for sequences in physical as well as cognitive development. Many developmental sequences occur due to natural maturation, others occur through the child's experiences as they get older and others because they are inherently and logically related. Furthermore, Holy Martyrs A.R.S. Ashkhen Pilavjian Preschool has an eclectic approach and classrooms are based on interest centers.

The daily schedule consists of a good balance of child initiated and teacher directed educational activities. Children have an opportunity for exploration and play outdoors in the renovated playground.

In preschool, we offer a learning environment, which emphasizes the following five developmental learning domains: **Cognitive development, social development, physical development, language and creative development.**

- Language Arts:** Children acquire pre-reading skills both in Armenian and English languages;
Cognitive Skills: Children acquire concepts in mathematics, science, social studies, health and other academic areas;
Aesthetic Skills: Children have daily opportunities for aesthetic expression and appreciation through art and music;
Social Skills: Children are provided many opportunities to develop social skills such as cooperating, helping and negotiating;
Motor Skills: Children have daily opportunities to use large muscles by running, jumping and balancing. They use their small muscles by experiencing drawing, writing, using the scissors and etc.

Holy Martyrs A.R.S. Ashkhen Pilavjian Preschool is licensed by the State of California to serve the needs of children ages 2 through 5 years. It is also accredited by National Association for the Education of Young Children (NAEYC) since 1997.

Quality of Staff



Teachers and teacher assistants are experienced and have exceeded the Early Childhood Education State requirements. They are trained in Pediatric CPR and First Aid and Community Emergency Response (CERT). Staff members and faculty are all bilingual. In addition, they continue to update their education by attending college courses, conferences or workshops that are organized by NAEYC, respectable ECE organizations and the Board of Regents.

Teacher - Child Ratio

The following teacher- child ratios exceed the minimum requirements set by the State Department of Social Services.

- 2-3 Year olds/one adult to every 6 children (children do not have to be toilet trained in this group)
- 3-4 Year olds/ one adult to every 8 children
- 4-5 Year olds/ one adult to every 8-10 children



Class assignments will be made by the School Administration and take into account any teacher recommendations. The School Administration reserves the right to make changes to class composition, including but not limited to, re-assigning children to other groups.

Discipline and Peaceful Conflict Resolution Policy

Physical or verbal abuse will not be allowed at the Holy Martyrs ARS Ashkhen Pilavjian Preschool. No child will be denied food, rest, or bathroom use as a consequence of inappropriate behavior. We ask that parents respect our discipline policy while in the School so that no child will be subjected to negative, punishing forms of discipline while at Holy Martyrs ARS Ashkhen Pilavjian Preschool.

Discipline at our school is not for punishment but for behavioral change. The ultimate goal is for children to become self-disciplined. With guidance and facilitation by teachers, the children are helped to solve discipline challenges, using their words and problem solving skills with each other to come up with mutually acceptable choices. Children are helped to redirect their inappropriate behavior by

encouraging them to be part of the solution. In this way, it becomes a learning tool and gives children a sense of empowerment. By providing a "can do" environment and positive verbal guidance, we teach young children what "to do", not just what "not to do".

Search Policy

The School reserves the right to search and inspect all School-owned property, premises and items located on School premises, including but not limited to child belongings and cubbies. Such inspections may occur at any time, with or without advance notice or consent. Students and parents should not have any expectations of privacy in such items or locations.

The School also reserves the right to search all students if the School Director or designee has a reasonable suspicion the student is violating or has violated a School rule, or regulation, including but not limited to pockets, purses and backpacks.

Nondiscrimination/Harassment

School programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, physical or mental disability, age, sexual orientation, or any other characteristic protected by applicable law.

The School prohibits the harassment of any student by the administration, including faculty or staff, another student or person at the School or at any School related activity. Harassment includes verbal, physical and visual conduct that creates an intimidating, offensive or hostile environment, or that interferes with daily School activities. Examples of such harassment include but are not limited to racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons.

Child Abuse and Neglect Reporting Policy

Children need protection because they are vulnerable and often unable to speak for themselves. The California Child Abuse and Neglect Reporting Act provides the legal basis for action to protect children and to allow intervention by public agencies if a child is maltreated.

All staff members are legally mandated to report any suspected cases of child abuse or neglect.

Disaster Preparedness and Emergency Plan

Earthquake/disaster preparedness is an important aspect of the Holy Martyrs ARS Ashkhen Pilavjian Preschool program operation. To save lives and minimize disruption, all School staff and students must be prepared to respond quickly and responsibly to emergencies and disasters, such as earthquakes and fires. The entire school campus is equipped with emergency disaster provisions. The school has an emergency plan and the procedures are to be followed at the time of an earthquake or other emergency. Written emergency procedures are posted in each classroom and the School's parent board. Fire and earthquake drills are practiced on an ongoing basis so that in the event of an emergency, students, faculty and staff will be prepared to react promptly and correctly to ensure everyone's safety.

All of our teachers are trained in CPR, First Aid, and Disaster Preparedness Procedures by the Glendale Fire Department (CERT). We are prepared to care for our students for up to 72 hours after an earthquake.

To further assure the safety of our students, we would like to ask the cooperation and assistance of our parents in the following areas:

- Please do not call the school. We must have the phone lines open to communicate with the fire department, police, and other governmental or emergency agencies.
- Anticipate delays on your way to School due to cluttered streets or traffic.
- Turn your radio to the local AM dial. Information and directions will be given over the radio.
- Please do not block our driveways.



The school will follow these procedures at the time of student release:

- All school entries will be closed immediately after an earthquake or emergency.
- Two temporary **Student Release** stations will be set up **#1 at Hayvenhurst parking entrance gate and #2 at Hayvenhurst exit gate.**
- Children will be released **only** to a parent or an individual designated by a parent, whose name is listed on the Child's **Emergency Release Information Form**. **With this in mind, please make sure your child's emergency form is always up to date.**
- Parents or their designated parties, who come for children, should approach **Child Release Station #1** by the **School's Hayvenhurst parking lot entrance gate** for verification of their Identification. (Picture I.D. will be requested).
- Upon verification of the Identification parents or their designated parties will be given a **Release Form** and will be directed to **Child Release Station #2** at the **School's Hayvenhurst parking lot exit gate** where they will sign the children out.
- If evacuating the School becomes necessary, signs will be posted on the main gates advising parents of the children's new location.

SCHOOL OPERATIONAL DETAILS



Admission

Admission to the School is possible by placing a prospective student on the School's waiting list by calling the School's office. The waiting list for the next actual registration starts on the first day of October. Children (except 2 years old) must be toilet trained in order to attend Holy Martyrs ARS A. Pilavjian Preschool. The following are the guidelines for enrolling children in age appropriate classroom settings.

- ❖ A child must be 2 years old by December 2nd to be admitted and placed into 2 year old groups.
- ❖ A child must be 3 years old by December 2nd to be admitted and placed into 3 year old groups.
- ❖ A child must be 4 years old by December 2nd to be admitted and placed into 4 year old groups.

Class assignments will be made by the Administration with teacher recommendations. The School Administration reserves the right to make changes to class composition, including but not limited to, reassigning children to other groups.

Each child will have a separate file containing enrollment, health and other confidential information. These files will be kept in locked cabinets in the School office, to ensure confidentiality. Only parents, the child's teachers and the administration will have access to these files except as otherwise required by law.

The school reserves the right to admit and/or to dis-enroll any student for any reason in its sole discretion.

Parent and Child Orientations

The School provides four formal orientations on the Program's mission and philosophy.

1. Informative, personal tours of the school are scheduled by appointment during the program year.
2. During registration, parents are given detailed information regarding school operations.
3. A welcoming letter including orientation date, class location preschool necessities and the name of the child's teacher is mailed to families prior to the new program year.
4. A formal parent orientation is scheduled before the first day of school. At this meeting, parents are given detailed information regarding the School's policies, classroom curriculum and schedule, and they meet their child's teacher in the classroom.

In addition to the above four formal orientations, parents are welcomed to arrange visits to their child in the School.

It is our mission to keep parents informed of the School's ongoing programs.

Therefore, every week, parents will receive memos and bulletins via email, school website, or hard copies.

Transition

Starting a new school can be a difficult experience for parents and young children. We encourage parents and children to visit the School before and after enrollment.

To ensure a smooth transition from home to school, parents are encouraged to visit the School with their child during Summer Camp and to participate in designated activities.

Also, to make the transition from preschool to kindergarten smoother, at the end of each school year, preschoolers visit the kindergarten classes at Holy Martyrs Marie Cabayan Elementary School.

Days & Hours of Operation

Preschool hours are from 8:30 AM to 3:00 PM five days per week.

Breakfast is served between 9:00-9:30 AM. Classroom activities begin at 8:30 AM.

The concept of time is an important aspect of children's growth and development. Therefore, it is important that children arrive to school on time each day.

Extended Day Care Services

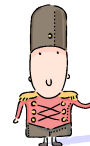
Extended day care services are available at no extra cost from 7:30-8:30 AM and 3:00-5:30 PM for a nominal fee. There is a late pick-up fee if your child is not registered for extended care on a monthly basis. Extended care fees are found in the registration packet. For extended care services, please register your child by completing a form at the office.

The School takes no responsibility nor does it assume any liability whatsoever for any harm, claim or incident of any nature including, but not limited to, any injury, accident, illness, or death, or any loss or damage to person or property occurring during or by reason of your child's presence on campus before and/or after normal school hours.

Attendance Policy

- According to state licensing, **parents are responsible for signing in and signing out** on the attendance sheet at the time of their child's entrance and exit.

- *Under no circumstances will a child be released to a person, not even a staff member, who is not listed on the child Release Form in the application packet without written authorization from the parent/guardian.*
- *The School must be notified in writing immediately if there is a permanent change in the child pick-up authorization form or Emergency Release Form.*
- The persons who have your authorization to pick up your child (on the Child Release Form in application packet) must be 18 years of age or older and have proper picture identification (i.e. driver's license or equivalent) and must be identified on the appropriate School form.
- Please notify the office as soon as possible if your child is going to be late or absent.



School Calendar

The School operates on a 10 month school year and follows the master calendar provided by the Board of Regents of Western Prelacy Armenian Schools.

Visitors and Guests

All visitors and guests are required to sign in at the main office at the beginning of their visit. Any visitor or guest will be asked to provide his or her name, address, and the purpose of his/her visit. The School reserves the right to request proof of identity.

The School Director or his/her designee in his or her discretion may refuse access to School grounds to any visitor or guest.

Any visitor or guest who fails to sign in at the main office shall be considered an unauthorized person. "Unauthorized person" shall also include any student who is currently dis-enrolled from the School or otherwise not permitted to be on School grounds.

Loading, Parking, and Safety



Parents should enter the School from the School's main entrances/gates. We ask that parents consider our neighbors and honor the City of Los Angeles traffic rules by not blocking or turning in to any of the driveways or making unlawful U-Turns in front of the School.

Park your SUV or Van in the Hayvenhurst parking lot.

When parking in the parking lot, please do not park in the Faculty designated parking spaces and, most importantly, please keep your children next to you at all times.

Also, to assure parent and child safety on campus grounds and to avoid unnecessary traffic problems, we request immediate departure after signing your child out.

Hayvenhurst parking lot gate will be closed after 9:30 AM.

Video Surveillance: To secure the health and safety of children and adults, video surveillance is installed throughout School premises. (See Video Surveillance Policy below.) All activities are monitored and recorded.

Glass door entrance on Parthenia Street will be locked from 9:30 AM to 2:30 PM. To enter the school, please ring the bell and a staff member will open the door.



Persons unknown to the staff will be asked to enter from the office entrance and will be required to show a picture ID.

Video Surveillance

Video surveillance may occur on School property. Video surveillance shall be limited to school hallways, stairwells, entrances, school grounds and other areas deemed appropriate by the School Director. The School reserves the right to place cameras in a location known to require a greater need

for surveillance. Video surveillance shall not occur in areas where there is a reasonable expectation of privacy, such as locker rooms, restrooms, counseling and nursing offices.

Under no circumstances shall the School's video surveillance cameras be equipped to record audio or other sound(s). Any audio capability shall be permanently deactivated prior to use by the School. Audio shall not be part of the video recordings made, reviewed or stored by the School.

The video surveillance system and all resulting recordings shall be located in a secure area and access to the system and recordings shall be strictly limited by the Principal or designee. Video images obtained by the School shall be viewed by authorized School personnel as necessary. The School may rely on the images obtained by the video surveillance cameras in connection with the enforcement of School policy and other applicable law, including, but not limited to, student and staff discipline proceedings and matters referred to local law enforcement agencies in accordance with applicable law.

Video images may become part of a student's educational record in accordance with applicable law. Video images or recordings may become subject to disclosure in response to a lawfully issued subpoena or court order. In the case video surveillance is used for discipline proceedings or becomes a part of your child's educational record, you, the parent, may request to view the video subject to laws and regulations governing privacy of student records if implicated for students other than your own child. The video recordings may be erased as necessary or recorded over at the discretion of the School.

Videotaping and Photography

During School related activities, children may be photographed and videotaped. To respect the privacy of students, parents, teaching staff and administration, we strongly discourage parents from posting School related pictures or videos on any social networking sites.

Please be advised that the program is not and cannot be held responsible for photographs posted on any social networking site by a parent/guardian or any other person.

Tuition / Annual Registration / Other Program Related Fees

A non-refundable registration fee and other program related fees such as preschool supply fee, earthquake preparedness fee, etc. are required at the time your application is submitted. Tuition is due on the first day of each month based on a 10-month school calendar. If tuition is not received by the 5th of the month, a late fee specified in the contract will be assessed. If the tuition and late fees are not paid by the 15th of the month, the child will be suspended from attending class until the tuition and late fee is paid in full. Persistent failure to timely pay tuition may result in your child's dis-enrollment from the School.

Uniforms / Other Clothing and Preschool Necessities

All students are required to wear their school uniforms daily, beginning with the first day of school. Holy Martyrs ARS A. Pilavjian Preschool uniforms are unisex and consist of the class T-Shirt and navy/black pants or shorts. For their own safety, children should wear sturdy and closed toe shoes. Sandals are not recommended.

For information regarding uniform orders, please refer to Registration Information in the child's enrollment packet. Uniforms must be clean and tidy.

Each child should bring his/her own bedding, an extra pair of underwear and clothing. **Please label all his/her belongings and bring them to school in a sturdy plastic zippered bag.** The school will not take responsibility for any lost clothing or item.

Children's bedding will be returned to parents at the end of each week to be washed. The bedding should be returned to school on the first school day the following week.

Toys and Accessories

Children may bring a special sleeping toy for naptime. On sharing days, children may bring a special toy to school to share it with their friends. However, please note that these toys are subject to being damaged or lost. **No guns or weapon toys of any kind are permitted in the School.** Other than sharing toys, children are not allowed to bring items from home. The School will not assume responsibility for lost or broken items. **Jewelry, knives, war toys, nail polish, lipsticks, money (paper and coin), vitamin pills and other items deemed dangerous by the school administration are prohibited and may not be possessed by students in School.**

Field Trips

Children will have opportunities to participate in educational field trips to enhance their learning. A flyer will be sent home by the School to the parents describing the details of each field trip, such as cost and location. Field trips are considered to be part of the class activity; however, parents may opt their child out of such participation. By signing the Consent Form at the time of enrollment, parents also give their child permission to go on School field trips.

Parents, who do not wish their child to participate in field trips, must inform the School during enrollment or at any time after enrollment. Parents are encouraged to accompany their children during these educational trips; however, parental participation is not mandatory.

For each field trip, the School provides transportation with commercial school buses for children. To prevent program disruption, we ask that parents, who accompany their children to field trips, refrain from purchasing additional items from merchants or vendors at the field trip location. All School rules, regulations, policies and practices will be in effect during field trips, unless specifically stated. Parents of students who participate in School field trips or excursions are responsible for any and all associated costs.

All individuals making the field trip shall be deemed to have waived all claims against the School and its teachers, administrators, and staff for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

While conducting the field trip, the teacher will have a first aid kit in his or her possession. Before participating in any field trip, the School must have a signed Parent Permission of Waiver of Liability and Consent for Medical Treatment on file.



Birthdays and Holidays

Because each child is special and needs time to feel very important, we do recognize and celebrate birthdays. Birthdays are celebrated on the third Thursday of each month.

For this special day, as a classroom project, children prepare cupcakes for their friends to celebrate.

Parents may bring any treats for children for any occasion; including birthdays and any of the holidays such as Halloween, Valentine's Day and etc. If parents wish for their child to share any joyful occasion with his/her friends, they may bring cards made by children or stickers, instead of sweet treats or presents.

Summer Camp

Depending on the needs of the community and availability, Holy Martyrs ARS A. Pilavjian Preschool may offer 3 to 5 weeks of Summer Camp during the months of July and August. Summer Camp provides fun programs, such as, water play, art, and swimming.



PHYSICAL/DENTAL HEALTH & NUTRITION

Physical/Dental Health Rules

All new and returning students are required to submit health forms including Immunization Records, Pre-Admission Health History, Parent's & Physician's Reports, Parent Permission For Tylenol Administration annually. These health forms and documents must be completed and returned to the School before each school year begins. Children age 5 and under must have a physical exam each year. An annual dental exam is also recommended.

Illness Policy

To minimize the spread of ailments among students, teachers and staff, please promptly notify the School Office if your child contracts a communicable disease. "Communicable diseases" including but not limited to lice, chicken pox, flu and colds.



If a student becomes ill during the regular school day, he or she will be sent to the School Office by the teacher. Parents will be contacted at the telephone number on file to pick up their child if necessary. At the School's discretion, School administration will determine that due to illness, parents must pick up the child before the end of the school day.

The State of California Licensing Department forbids any sick child to attend the program. Parents are asked to exercise good judgment and keep children at home while ill and to seek medical/dental attention as appropriate.

Examples of symptoms that are signs of possible infection or disease are as follows:

1. Fever over 101 F.
2. Excessive irritability or unusual passivity
3. Signs of a new cold; sore throat; watery eyes, etc.
4. Vomiting
5. Diarrhea
6. Inflammation of eye
7. Abscess or draining sores
8. Rash, unless the case is determined to be non-contagious

If you are unsure whether your child is sick, we urge you to contact a medical professional. The School reserves the right to request parents to provide written information by a physician licensed by the Medical Board of California about the status of their child's health status and whether the child may safely return to school after the child has experienced a communicable disease.

Our policies and procedures are as follows

1. Sick children must be excluded from the center until they are no longer contagious, so as not to expose other children. A physician's note will be requested before your child is permitted to return to school. Physician must be licensed by the California State Medical Board.
2. If your child arrives to School with symptoms of possible illness, toothache, you will be contacted immediately.



3. If we are unable to contact you or you cannot pick up your child, we will phone the persons listed on the emergency contact list.
4. If your child contracts a contagious illness, please notify the School immediately.
5. **Please do not send any medications to School with your child.** The staff is not authorized to give medication to the children. Exceptions will be made for children who have life threatening conditions; such as diabetes, asthma and epilepsy.

(In such cases, a medical consent form from the parent and physician will be required).

When medications are to be administered for prolonged periods of time, it is the parent's responsibility to maintain an adequate supply of medication, and to inform the School of changes in dosage, frequency of administration, or discontinuance of medication.

Any changes in dosage or frequency of administration must be accompanied by a doctor's note setting forth the changes. The School assumes no liability for injury or death to a student in the event that parent(s) elect to have a School official administer medication to the student. Nothing in this policy shall prevent the School from declining to administer medication to a student.

Medical & Dental Emergencies

In case of a true emergency, the following steps will be taken:

1. After assessing the situation, the paramedics may be notified immediately. (While waiting for the emergency crew to arrive, one staff member will follow directions given over the phone by the emergency dispatch personnel).
2. The person(s) listed in the emergency release form will be notified immediately.
3. Upon arrival of the emergency crew, the emergency release form will be presented to them.
4. One staff member will accompany the child to the nearest hospital chosen by the emergency personnel (in Los Angeles County, patients are transported by emergency crew to the nearest hospital that is available at that specific time).

The School assumes no liability for injury or death to a student in the event the School must administer reasonable treatment to a student without the consent of the parent(s) when the child is ill or injured during school hours and needs reasonable medical treatment and the parent(s) cannot be reached, unless the parent(s) have previously filed a written objection to any treatment other than first aid.

If you have any question or concerns related to your child's health or this policy, please do not hesitate to consult with the School's Administration.

Nutrition / Daily Rest

Our school provides children with three well-balanced meals:

- Breakfast - Served between the hours of 9:00 A.M. - 9:30 A.M.
- Lunch - Served between the hours of 11:00 A.M. - 11:30 A.M.
- Snack - Served between the hours of 2:00 P.M. - 2:30 P.M.

Our food menu is designed, prepared, served and stored in accordance with the US Department of Agriculture (USDA).

A sample of a four week cycle menu is posted on the parent board. If your child has any food allergies, please notify the teacher and the director.

Additional snack is served to children who stay after 3:30 PM.

On a daily basis, preschool children will have a specific time for rest.

PARENT & STAFF COMMUNICATION

Communication

Open communication between parents and staff is the key to operating a harmonious school. On a yearly basis, families are requested to respond to a family questionnaire/survey for program improvements. The results are discussed in a formal parent and staff meeting; goals are set and used for ongoing program planning and operations.

To address any School related issues or concerns parents are encouraged to:

1. Direct your questions or concerns to the teacher.
2. Consult with the Director.
3. Consult with the School Board.



Child Assessment Plan and Parent / Staff Conferences

To support children's learning and identify their needs and interests, the program will conduct child assessments in the following manner.

Within two months of child's starting date at the School, each child will be observed in the areas of physical, cognitive, social, and language development using the following tools:

- A. Developmental Learning Assessment Record
- B. Child Observation Records
- C. Individualized Education Plan/Family Partnership Plan
- D. Other tools, including but not limited to photos, video clips and child's work samples.



The formal findings from the above documents will be filed in each child's portfolio in a locked cabinet to ensure confidentiality. Only the child's teacher or the administration will have access to the file.

Twice a year and on an as needed basis, the results of these assessments will be presented to the parents verbally or in writing and information obtained in this process will be used in curriculum and lesson planning. In addition, teachers, families and relevant specialists will have regular opportunities to participate in two-way communication conferences, to discuss the child's progress, difficulties, accomplishments and to plan learning activities.

The School will refer parents of children with suspected developmental delays to appropriate agencies for testing or evaluation. If necessary, based on a student's need for additional support, the School will assist parents in finding another more suitable program.



Memos, Handouts and Monthly Calendar

It is our mission to keep parents informed of the School's ongoing programs. Therefore, parents will receive memos, bulletins in English and Armenian via email or will be placed in Parent mail boxes. **It is extremely important that all parents read all letters and bulletins sent by the School.** Copies of notices, memos and forms are available in the office.

Parent mailboxes located in your child's classroom are for school use only. In order to communicate with other parents, the school provides a Preschool Parent Directory. You may complete the section on the registration form to authorize your information to be printed in the Preschool Parent Directory.



Parent Participation/Involvement

We believe that young children grow and learn better in school when their parents become active participants in the school. It is the program's mission to encourage all families, regardless of family

structure; racial, religious, and cultural backgrounds; gender; abilities; or preferred language to volunteer in all aspects of the program such as:

1. Parents may assist the school by volunteering in the classrooms, school kitchen, and student supervision areas.
2. Administration, families and staff are involved in evaluating Program's goals and objectives at least annually.
3. The School administration has the sole discretion in determining all aspects of volunteer opportunities at the School and may at its sole discretion grant, deny, or change volunteer opportunities and assignments.

TERMINATION OF SERVICES POLICY

The School reserves the right to admit and/or dis-enroll any student at its sole discretion. Additionally, Program Services may be terminated to a family and/or child by the School's administration in any of the following circumstances:

1. Parent/Guardian fails to abide by the provisions of this Handbook, the School's agreement and/or contract.
2. Parent/Guardian disrupts the smooth and efficient operation of the Program and/or compromises the health and safety of children or staff.
3. The Center is unable to meet the physical, social/emotional and developmental needs of the child.
4. The registered child compromises the health and safety of children, staff or himself.
5. Other reasons determined by School administration at their sole discretion.

An Additional Safety Note:

- *Smoking in all areas of the facility is strictly prohibited.*
- *Fire arms and other weapons that pose a hazard to children and adults are also prohibited. Discovery of such items or persons carrying them will be reported to the authorities.*

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of the Holy Martyrs ARS Ashkhen Pilavjian Preschool Student Handbook ("Student Handbook"). I have carefully read the information contained therein and, by my signature, represent that I understand and accept the terms of the Student Handbook. My child and I agree to abide by all the rules and regulations of the School, as stated in all official School publications and handbooks, including the Student Handbook, which may be subject to revision from time to time without notice.

Date: _____

Parent or Legal Guardian's Signature

Printed Name

Student Name(s):

