

Parent Handbook



Pacific Center
1600 Pacific Ave, Manhattan Beach,
310-376-6211 ext. 11



Locations	2	Health	11
Welcome	3	Admission Policies	
		Termination	11
		Custody	11
About Us		Billing and Tuition	
Philosophy	4	Online Registration	12
Goals	4	Tuition	12
Objectives	4	Registration Fee	12
Instructional Activities	5	Returned Checks	12
What Is Parent Ed.	6	Pre Registration	12
Staff Qualifications	6		
Enrollment		Policies	
Orientation	7	Non Discrimination	13
Arrival Times	7	Discipline Policy	13
Sign In	8		
Dismissal	8	Health and Safety	
Clothing	8	Sick Child Policy	14
Sharing	9	Allergies	14
Your Day In Parent Ed.		Medication	14
Nutrition	9	Accidental Injury	15
Activities	9	Parking Lot Safety	15
Rug Time	9	Mandated Reporting	15
Outdoor	9		
Clean Up	9		
Parent Ed. Library	9		
Class Requirements		Parent Signature Page	16
Work Day	10		
Night Meetings	10		
Field Trips	10		
Birthdays	11		

Main Office
South Bay Adult School
3401 Inglewood Ave
Redondo Beach, CA. 90278

Center

Programs

Manhattan East
Peck Ave (above Begg Pool)
Manhattan Beach, CA

Ages 0-2

Pacific Center
1600 Pacific Ave
Manhattan Beach, CA

Ages 2-Transitional K

Phone: (310) 937-3340
Fax: (310) 937-3345
Director: Dr. Anthony Taranto
ataranto@rbusd.org

Parent Education Office

Pacific Center
1600 Pacific Ave
Manhattan Beach, CA
(310) 376-6211 ext 11 and 12
Program Coordinator: Judy Spragg
jspragg@southbayadult.org

Enrollment Secretary: Linda Hernandez Phone: (310) 376-6211 ext 11, and 12
lhernandez@southbayadult.org

WELCOME TO THE SOUTH BAY ADULT SCHOOL PARENT EDUCATION PROGRAM

On behalf of the current students, families and staff I would like to welcome you to the South Bay Family Tree, the Parent Education and Preschool Program with the South Bay Adult School. Our program has been supporting families and caring for children for more than sixty years. We provide caring programs for families with children from birth to pre-kindergarten.

Our teachers provide a safe, nurturing, high quality program for your child with a parent education program for adults. We help families develop lifelong friendships while learning parenting techniques from top quality experts. We are constantly improving our program to make it something that the whole community is proud of.

We hope that you will enjoy your time with us, get involved in your child's class; and have some fun!

Thank you for joining the South Bay Adult School family,

Judy Spragg
Parent Education Coordinator

ABOUT US

For more than 90 years, the South Bay Adult School has offered a wide range of options for our community. As the result of a Joint Powers Agreement in 1993, SBAS is part of both the Redondo Beach and Manhattan Beach Unified School Districts, with RBUSD acting as the fiscal agency. We are proud of our traditions, our growth and our accomplishments. We have students from birth to super-senior!

PARENT EDUCATION DEPARTMENT

EARLY CHILDHOOD EDUCATION PHILOSOPHY

Our philosophy is that children discover, experience, and actively learn by interacting with their environment through play. Our curriculum is designed to help children acquire knowledge and skills in all developmental areas: physical, social, emotional, and intellectual. Through play based learning and hands on academic experience, children develop the skills necessary to become engaged, confident, and successful learners, ready for kindergarten.

Both the curriculum and adults' interactions with children are responsive to individual differences. The teacher and parents, as facilitators, provide areas of learning in which the children can make choices, move freely, and work independently or cooperatively.

GOALS:

- To promote and enhance a mutually satisfying relationship between the parent and child.
- To provide an environment where positive parent-child interaction can occur.
- To prepare families for the future.

OBJECTIVES:

1. The parent will become more objective, comfortable and relaxed with his own child through observing his child's behavior in the peer group.
2. The parent will experience growth in self esteem through daily involvement with other adults and children in a classroom setting.
3. The parent will have a better knowledge of the social, emotional, physical, intellectual growth and development of the young child.

4. The parent will acquire and improve parenting skills.
5. The parent will help plan, implement, and evaluate class activities and curriculum.
6. The teacher will use an early childhood curriculum to enhance children's learning and development.
7. The program will involve all members of the family.
8. The parent will become aware of a variety of community and educational resources which aid all family members.
9. The parent will begin an early and continued involvement in the educational community.

INSTRUCTIONAL ACTIVITIES:

1. The teacher will lead discussions on child growth and development at the monthly night meetings. Night meetings are not part of the 1 day programs.
2. The teacher will present questions for the parents in preparation for discussion and observation.
3. The teacher will demonstrate and model effective and alternative methods of child discipline.
4. The teacher will demonstrate and model rewarding methods of living and working with children.
5. The teacher will conference with individuals and small groups as the need arises.
6. The teacher will plan and organize pertinent field trips.
7. The parents will complete a CPR certification class.

What is The Parent Education Program

The Parent Education Program is a nonprofit entity within the South Bay Adult School. Financial support for the program is entirely the result of tuition collected from your child's participation.

The development of your child is our primary goal. We budget for the staff, supplies, building, maintenance, and other business operating expenses. We base our budget on the number of students participating in the program. It is important that we maintain our revenue to pay for the expenses we incur. In order to operate efficiently and provide the best service available, we are providing you with this handbook to explain our policies and procedures. These policies cover a variety of topics and it is important that all parents fully understand the implications and responsibilities associated with your child's participation in the program.

Staff Qualifications

All teachers are experienced early childhood and Adult educators who participate in continuous program or educational development through in-services, college classes and involvement in professional organizations. Our teachers hold a California teaching credential for teaching adults. Most also hold a Multiple Subject Teaching credential or a Child Development Teacher permit issued by the California Commission on Teacher Credentialing.

2016 State of California Immunization Law

As of January 1, 2016 children enrolling in any school or child-care facility are required to meet all-age appropriate immunization requirements. Please view the 2016 Immunization Law. Children behind on their required immunizations may be admitted conditionally, if they are not currently due for any doses or have a temporary medical exemption.

For questions and immunization schedules, please refer to: www.shotsforschool.org

ENROLLMENT FOR PRESCHOOL CLASSES

Orientation

There will be an orientation meeting in September with the teacher in your classroom. Please complete and turn in the following forms during the first week of class.

- Adult Attendance Agreement
- Child Information
- Family Information
- Medical History
- Emergency cards (2)
- Emergency Kit form & Ziploc bag with supplies
- Copy of Immunization Record

ARRIVAL Pre-Kindergarten and Transitional Kindergarten Classes Hours

8:30 - 12:30 PM	Workday parents and children
9:00 - 12:00 Noon	Non-workday parents and children

Arrival

Workday people should arrive at 8:30 AM to have time to set up activities before others begin arriving. All others should arrive at 9:00 AM. Please arrive with your child on time. So that your morning will be a happy relaxed one, get up early enough so as to avoid last minute rushes.

ARRIVAL 3 and 4 year classes - 3 Days per week

Hours

8:30-12:00 Noon	Workday parents and children
9:00-11:45AM	Non-workday parents and children

Arrival

Workday people should arrive at 8:30AM to have time to set up activities before others begin arriving. All others should arrive at 9:00AM. Please arrive with your child **on time so that your day will be a happy relaxed one. Get up early enough so as to avoid last minute rushes.**

ARRIVAL 2 day Class, 3-4 classes

Hours

8:30-12:00 PM	Workday parents and children
9:00-11:45AM	Non-workday parents and children

ARRIVAL 2 day 2 year old class - Early Preschool

Hours

9:00-12:00 PM	Workday parents and children
9:15-11:45AM	Non-workday parents and children

ARRIVAL 2 day Class, 2 ½-3 ½ year olds

Hours

8:45-12:15 PM	Workday parents and children
9:15-12:00 PM	Non-workday parents and children

Arrival

Workday people should arrive at 8:30AM to have time to set up activities before others begin arriving. All others should arrive at 9:00AM. Please arrive with your child **on time so that your day will be a happy relaxed one. Get up early enough so as to avoid last minute rushes.**

Sign In Procedures

Students must personally sign in first and last names. Next to your name indicate the telephone number where you can be reached during the class session if other than home. If someone else is picking up your child, write his/her full name on sheet provided, and let the teacher know. **BE SURE AND TELL YOUR CHILD WITH WHOM HE IS RIDING HOME.**

Dismissal

Pick up your child promptly at the end of class so that he/she does not become anxious or concerned. This will allow us to begin our daily planning meetings on time. Please call if you are going to be late. If for any reason you pick up your child early, notify the teacher. Dismissal on rainy days may be earlier. Please check with your teacher.

Clothing

Please send your child to school in clothes that can get dirty. Our children play in sand, water, paint, and other fun, messy materials as part of their daily learning experiences.

- Closed toed shoes that fasten or tie provide more security when children use large motor equipment and are required at all times while your child is at school to prevent injuries. Tennis shoes are highly recommended to enable safe running, climbing, and balancing activities.
- Dressing your child in layers will ensure their comfort as the temperature changes throughout the day.
- Provide an extra set of clothes for occasional accidents.

Don't forget to label all garments with your child's name.

Sharing

Children share on their parent's workday. **Please do not bring to school: guns, knives or toys displaying weapons.** We would enjoy having them share books, records, rocks, shells, pets, etc. (Check with your teacher before bringing pets to school).

Your Day in a Parent Education Class

Nutrition

On a rotating basis all parents will bring a nutritious snack for the entire class. This should be nutritious food, not "junk food". Please bring only water and **no peanuts or nuts.** Nutrition can be a valuable learning time for your child. Occasionally the class will plan a cooking activity for your nutrition day.

Our goal is to provide nutritious foods and to incorporate nutrition and physical education with traditional courses of academic study so that we meet the needs of the whole child

Activities

You will be asked to help in the planning (preschool classes only) and supervision of activities including art, science, gross motor & small motor skills. Remember that at this age the process is more important than the finished product.

Rug Time

This time provides for group experiences, songs, stories, finger plays and theme development. When you participate with the children, they are motivated by your example, and everyone has more fun. So please join in.

Outdoor Activities

Each class site has its own playground area which will be discussed in detail by your teacher. At all areas, each play structure (swings, slide, etc.) needs to be supervised by an adult. Children need to wear shoes at all times on the playground.

Room Clean-up

After each activity, please clean up the area, putting things back in their original spot. This makes it easier to find things the next day. Encourage children to pick up and put away their own games and materials.

Parent Education Library

There is a collection of books for adults in the classroom, which may be checked out at any time. Your teacher will discuss her own checkout procedure with you. Remember books are our friends and they like to come home.

CLASS REQUIREMENTS

Work day

Each parent works in the classroom one day a week. Parents of twins are requested to work two days each week if part of a five day class. It is vital that you make every attempt to meet this commitment. **If you are absolutely unable to work on your day - you are responsible for arranging for a substitute.** Call someone to replace you for that day by exchanging workdays with them. In this way, we won't be short a working person and you won't get behind in hours. Remember this is an adult school class and tuition is based on parent participation. Parents may not bring younger or older children (except babies 0-5 months) on their workday.

Night Meetings - Preschool Programs only

Attendance is required at all scheduled night meetings. These are held on the first Tuesday evenings of the month from 7:00-9:30 PM for pre-K classes. Three day classes meet the second Monday of each month and two day classes meet once a term. These meetings deal with the growth and development of your children or parenting skills. Missed meeting hours need to be made up. Encourage your spouse to attend with you. Please check with your child's teacher for the meeting times for your class.

Small Group Field Trips

Frequently we will walk to the park, beach, library, mailbox, etc. Only that day's working parents are required to attend.

Whole Group Field Trips

Once a month we may plan a field trip for everyone (museums, etc.) On these trips or any trip involving driving, his/her parent **MUST** accompany each child. Please plan ahead for sitters if needed, so that you and your child can enjoy a special time together.

Field Trip Permission Slips

Individual requests for your child to attend a field trip with another parent must have teacher approval prior to the field trip and a permission slip must be on file with the teacher.

Birthdays/Celebrations

All children's birthdays will be acknowledged (in class) during the school year.

When planning a private party, only distribute party invitations in cubbies if all children in the class are to be included.

To avoid hurt feelings, when all children are not included, please mail the invitations and gather at your home rather than the school site.

Health

Each adult participating in the program is required to have current CPR verification (within the last 2 years) and a negative TB test certification (within the last four years).

ADMISSION POLICIES

Admission is open to any family with children birth through pre-kindergarten, provided the Parent Education Program can meet the needs of that family and has space available.

Prior to enrollment in the preschool program; parents must submit a medical history form and proof of immunizations appropriate for the child's age.

Termination of Participation in the Parent Education Program

Services may be terminated for a family for any of the following reasons:

1. Delinquent Tuition.
2. The Child or family has needs which we cannot adequately meet. The family will be referred to other agencies.
3. Child who presents a health and/or safety risk to himself/herself, other children or staff. Parent or guardian who presents a health and/or safety risk to himself/herself, other children and/or parents, staff, or students.
4. Subject to approval of appropriate administrative personnel, a child may be dismissed from the program due to a parent/guardian making remarks that are detrimental to the self-respect of children, staff or other families. This includes harassing remarks, comments that are disrespectful to the teachers and other staff, a parent encouraging a child to be disrespectful.

Custody Arrangements

Some families have unusual custody arrangements so we request that you give the main office, as well as the Parent Education Office, a copy of your court documents so that these arrangements can be enforced.

BILLING AND TUITION

Online Registration

The SBAS is happy to offer all of our families' online registration and payment options. Please follow the directions below if you need to create your online family account.

Accounts are per family and can be used to register for any SBAS course.

- Register online at www.southbayadult.org
- Click on Register Here; Click on Parent Education Fall Registration; Click on course; Click on Register Now
- Parents should register as the student for all Parent Ed. Classes
- Click on Check Out
- Click if you are a returning customer or new registrant
- Finish with the payment process. You will be charged a deposit to hold your spot.

Parent Ed Tuition

The Parent Education Program operates within the Redondo Beach Unified School District. We are supported completely by parent Tuition. Please refer to the SBAS Brochure for tuition policies and guidelines.

For your convenience, your credit card will be automatically charged on the following dates:

September 1, 2017

December 1, 2017

March 1, 2018

Registration Fees

There is a non-refundable registration fee per child payable when enrollment forms are completed and turned in. There is no refund on the registration fee if the child does not enter the program.

Returned Checks

A fee of \$25.00 will be added to your tuition for your first returned check, the second returned check will be \$30.00 and we will only be able to accept cashier's check or money orders as payment for your tuition for the rest of that fiscal year (July-June). Once the new fiscal year starts, we will be able to accept checks again.

Pre-Registration

Current families receive priority registration for the next year programs and summer programs.

POLICIES

Non Discrimination Statement

The South Bay Adult School has a policy of non-discrimination on the basis of sex, race, national origin, color, or handicap in accordance with the Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. All families are served on a non-discriminatory basis; given equal treatment and access to services without regard to race, color, creed, mental or physical disability, or national origin or ancestry. Children with physical or mental disabilities that cannot be reasonably accommodated in the Parent Participation Program will be referred to other district services or agencies.

We understand and abide by the requirements of the American with Disabilities Act (ADA). In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the South Bay Adult School Director. Appeals may be made to the Assistant Superintendent of Educational Services.

Discipline Policy

In the Parent Education Program we are committed to:

- Respecting the dignity, worth, and uniqueness of each individual child and adult.
- Appreciating childhood as a unique and valuable stage of the human life cycle.
- Basing our work with children on knowledge of child development.
- Appreciating and supporting the close ties between the child and family.
- Recognizing that children and adults are best understood in the context of family, culture, and society.
- Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.

Standards of Ethical Behavior are based on the Code of Ethical Conduct, National Association for the Education of Young Children.

Our goal is to teach children self-control, not to punish through adult-imposed control. We help children learn:

- to control themselves
- to balance their needs with those of others
- to feel good about themselves
- to see possible consequences of their actions
- to choose alternative behaviors
- to become increasingly independent

HEALTH AND SAFETY

Adults and children are expected to be in good health and able to participate in the planned daily activities. To reduce the spread of illness, please remain home if you or your child have had non-clear nasal discharge, unexplained rash, sore throat, diarrhea, vomiting, stomach ache, ear ache, swollen glands, fever over 100° without medication, or a strong cough during the previous 24-hour period. *CHILDREN MUST BE FREE OF ALL SYMPTOMS FOR 24-HOURS BEFORE RETURNING TO SCHOOL.*

Sick Child Policy

We ask that you keep your child home with any of the following symptoms and/or illnesses:

- Fever or vomiting within the last 24 hours
- Questionable rashes
- Persistent cough
- Diarrhea
- Impetigo
- Active chicken pox
- Measles
- Mumps
- Conjunctivitis (pink eye)



Please notify the Parent Ed Office at once if your child does have a communicable disease (such as chicken pox, measles, head lice, etc.).

When the Parent Ed office is informed that a child in one of the classes has been diagnosed with a communicable disease, an email will be sent to all of the parents in that class. The email will provide you with necessary information including incubation period, symptoms, and exclusion policies. Please help keep all our students healthy by reporting illnesses and having an accurate email on file.

If your child becomes ill at school he/she will be isolated from the other children and you will be contacted promptly and required to pick-up your child immediately. If your child has been prescribed an antibiotic for his/her illness, he/she must be on the medication for at least 24 hours before returning to school.

Allergies

Please be sure to notify your child's teacher of any food allergies or restrictions your child may have. When a medical statement is provided, food alternatives will be

substituted. All food allergies that are documented by a physician are posted for our classroom staff.

Medication

Medication may be given at school only by the child's parent. Medication must be in the original container clearly labeled with child's name, physician's name, medication, dosage, and schedule of dosage. Please discuss any individual medical needs with the Parent Ed Office and your child's teacher.

Accidental Injury

In case of accidental injury, the staff is trained to act quickly and to make appropriate decisions. The staff will immediately notify parents of any illness or injury more serious than minor cuts and scratches and will obtain their specific instructions regarding action to be taken. Emergency medical treatment shall be obtained without specific parental instruction if parents cannot be reached immediately, or if the nature of the illness or injury indicates that urgent medical treatment is necessary. Parents are asked to have an emergency medical release form on file with Little Company of Mary Hospital.

Parking Lot Safety

- Please practice extreme caution while driving or walking to and from school. Hold children's hands, use crosswalks where available, and model safe practices for your child. Please remember when driving through the parking lot to always keep the 5 mph speed limit. Effective January 1st, 2012 children under the age of eight (8) or under four (4) feet, nine (9) inches tall must be properly secured in the rear seat of a vehicle with child passenger restraint system.

****ALWAYS WATCH FOR CHILDREN AND MOVING VEHICLES!****

Mandated Child Abuse and Neglect Reporting

All program employees are required under California Penal Code 11165.7 to report any suspected cases of child abuse or neglect. The primary purpose of the reporting law is to protect the child.

PARENT SIGNATURE PAGE

Providing a quality Parent education program is our main focus. We hope that you have an enriching and positive experience at the South Bay Family Tree. This handbook has been written to describe our program, goals, policies, and the many practical details that make each school day as happy and successful as possible. Please keep this book for reference, as it will answer many of your questions.

I have received and read the Parent Handbook. I understand and agree to follow policies and regulations as written in the Parent Handbook and established by the South Bay Adult School. I further understand these policies and regulations may be modified during the year. Failure to abide by these guidelines will be cause for termination of service.

The South Bay Adult School (Redondo Beach Unified School District) has permission for my child to appear in a photograph and/or film which supports the educational programs of the District.

Child Name

Parent Name (please print)

Parent Signature

Class

Date