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GEOKIDS STATEMENT OF PHILOSOPHY

GeoKids is a developmental program for children between the ages of 3 months to ~5.9 years. The program's success depends on care giving that recognizes children as capable individuals in the process of learning language and cognitive, social, and creative skills. This learning is enhanced by an environment that maximizes freedom and encourages exploration, while providing safe limits and consistent nurturing.

OPERATIONAL VISION

At GeoKids, we believe that respect, consistency, and quality of care is developed through a clear educational orientation that can be shared and implemented by all professional staff and by parents who work in the program. Beginning with a common understanding for the way children learn, we can build a unified approach to support children's growth, development, and self-confidence.

"Children are self-motivated in this learning process, driven by a fundamental urge to act on the world to produce successful outcomes that are personally satisfying."

In our recognition of children as active initiators of their own meaning making, it is our vision, as caregivers at GeoKids, to create a place which can value and support the child as a capable and competent learner:

"We strive to provide a safe and embracing environment that enables children to discover and explore. Our ultimate desire is to support the choices children make by recognizing and accepting the individuality of the child and the process of childhood. We aspire to build upon the child's distinct perspective of the world in working toward a greater sensitivity and understanding of the child's larger community membership."

There are four key points to this educational vision:

1. A Supportive Adult Presence

- The warm and accepting presence of adults is key to reassuring children that the world is a safe place that will provide for their needs.
- The supportive adult encourages children to participate in everything that concerns them and to do as much as they are capable of doing for themselves.

2. Adults Who Understand The Child And The Process of Childhood

- Adults must come to understand: the individual child and the process of growth and learning that defines childhood
- The development of the child's mind and body proceeds through a process of incremental steps. The gradual development of the skills, thoughts and feelings comprise the child's uniqueness on a pathway to maturity.
- Adults should strive to recognize a child's uniqueness and look for ways to connect the child with GeoKids.

3. Adults Who Let Children Solve Their Own Problems

- Through sensitive observation, active listening, and open communication, adults can begin to forecast what kinds of questions to ask, what type of information to provide, how to have

constructive conversations with the children, and when the right moment to participate with the child is.

4. Adults Who Encourage Children to Pay Attention To Others

- Finding ways to bring children together to work with each other and encouraging children to pay attention to the feelings, thoughts and ideas of others will help build the foundation for positive prosocial attitudes.

As professional staff and parent co-ops work alongside one another in the classroom, it is important for adults to give children the message that they are capable and competent learners. By providing an educational atmosphere that encourages children to take control and responsibility for themselves and their learning, we can support children in achieving a solid sense of self-confidence, pride, and recognition of their own abilities.

CURRICULUM

GeoKids believes that children, families, teachers and the community at large can work together as resources to develop curriculum. It is the belief at GeoKids that we are not preparing children specifically for kindergarten, but to have a life long love of learning. We offer a curriculum that challenges, encourages, and supports children in their quest for knowledge, recognizing the developmental stages of childhood and the unique gifts, talents, and abilities of each child.

GeoKids is inspired by the Reggio Emilia approach, which encourages children's intellectual development through systematic focus on symbolic representation, as children are encouraged to explore their environment and express themselves through words, movement, drawing, painting, playing, and other natural modes of expression.

Through daily observations, the teaching staff can pay close attention to recurring themes in the children's play, developmental issues, testing of hypotheses and theories, which is the foundation of the Emergent Curriculum practiced at GeoKids.

It is the belief at GeoKids that strong, rich, and meaningful curriculum is developed as relationships are developed. At GeoKids, we value the following relationships:

Child to child	Child to parent
Child to caregiver	Child to materials and environment
Caregiver to parent	Caregiver to caregiver

We also believe that these relationships are not linear, but are spiral. Supporting, caring and nurturing these relationships allows the children to negotiate the curriculum to fit their individual developmental and cognitive needs and interests.

PROGRAM DESCRIPTIONS

GeoKids offers programs that are designed to meet the developmental needs of the children they serve.

Infant/Young Toddler (Room 1)

This program cares for children who range from 3 months to approximately 24 months of age. This program provides care for 9–10 children at any time. The primary focus of our program is to build upon the foundation of trust and understanding that has developed between the children and their caregivers. This foundation assures children that the world is a safe place that will provide for their needs. Our staff seek to enhance the self-esteem and confidence of each child as they move toward greater independence, while concurrently being flexible to the child's vacillating need to be dependent on adults. Complementing their growing sense of autonomy, our staff look for ways to encourage

children to take greater responsibility in caring for their bodies as well as other self-help skills. Our staff also support the child's emerging language skills by encouraging communication through problem solving, asking questions, and by acknowledging and discussing children's feelings.

Older Toddler (Room 2)

Children approximately 18–30 months participate in this program. A maximum of 12 children are cared for at any one time; a 4:1 ratio is maintained with three staff members and a participating parent. The primary focus of this program is to enhance children's self-esteem and confidence as they continue to move toward greater independence from primary adults. As the children reach out for new friends, new situations and new materials, the staff seek to provide stability for this emerging autonomy through a safe, secure, predictable environment. The emerging facility with language and the beginning efforts with socialization skills are supported through sensitive facilitation and modeling of language to represent thoughts, ideas, and needs. Because children of this age are in constant exploration of the world and of them themselves, we take children's lead in noting the different people, places and things that surround them.

Preschool & Pre-Kindergarten (Rooms 3, 4 & 5)

Children approximately 2–5.9 years of age attend our Preschool and PreKindergarten programs. The primary focus of our preschool programs is to continue supporting their growing sense of independence while concurrently providing an environment that supports children's developing initiative to reach out further for new friends, new situations, and new materials. The program offers a combination of self- and staff-directed activities in which particular attention is given to the interest and pace of the children. The staff encourage independence through self-help abilities and promote problem solving and negotiation between children and themselves. The staff look for children to participate in setting some classroom limits and in determining part of the classroom activities. The staff emphasize positive social relationships and group identification by asking children to pay attention to the thoughts and feelings of others.

Supervision of Children

Infant/Toddler teachers supervise by:

- Positioning themselves to see as many children as possible
- Sight and sound at all times
- Mirrors and sound monitors when children are sleeping

Preschool teachers supervise by:

- Sight
- Sound, but only for a short period of time and if the teacher checks frequently on the children who are out of sight (e.g., children who are napping or who can use the toilet independently)

Ratios

Room 1 (3 months to 24 months)

This program provides care for 10 children at any one time. A 3:1 ratio is maintained with three staff members and a participating parent.

- 10 children to every 3 adults
- No more than 10 children a day

Room 2 (18 months to 30 months)

A maximum of 12 children are cared for at any one time; a 4:1 ratio is maintained with three staff members and a participating parent.

- 4 children to 1 adult
- No more than 12 a day

Room 3, 4 & 5 (2 years to 5.9 years)

Children approximately 2 -5.9 years of age are enrolled in our Preschool programs. A maximum of 19 children are cared for at any one time; three teachers and a participating parent in each classroom provide a 6:1 ratio.

- 6 children to 1 adult
- No more than 19 a day

Classroom Transition Policy

GeoKids is organized and staffed to minimize the number of:

1. Group transitions during the day.
2. Teacher transitions during the day.
3. Classroom transitions experienced by an individual child during the day and program year. Every attempt is made to maintain continuity of relationships between teachers and children and among groups of children.

Classrooms will not experience more than 2 classroom transitions in a half-day or 3 in a full day.

FIELD TRIPS

Parents and or staff who are driving children to and from a field trip are required to fill out the Field Trip Checklist. A copy of your Driver's License and Auto Insurance need to be on file at GeoKids.

Steps to ensure safe travel:

- State law requires that all children must be secured in an appropriate child passenger restraint (safety seat or booster seat) in the back seat of the vehicle until they are at least 6 years old OR at least 60 pounds.
- Child safety seat has been inspected and installed correctly according to the manufacture's recommendations.
- Make sure to use appropriate child restraints and are correctly installed and adjusted.
- Only qualified and responsible drivers transport children.
- Never leave children alone in the car, no matter how short the time. It is not only unsafe, but illegal.
- Transport children in vehicles that are regularly inspected and maintained. The following items need to be checked on your vehicle:
 1. All lights are clean and working
 2. Tire tread/pressure
 3. Brakes
 4. Make sure you have enough fuel the day of field trip
 5. Properly working windshield wipers
- First Aid kit on hand (supplied by GeoKids).

LIMIT SETTING

At GeoKids, we see limit setting as part of a larger goal of positively guiding children toward self-direction through an atmosphere of mutual respect and cooperation. We do this by modeling desirable behavior—by listening when children communicate their thoughts, ideas and feelings, by encouraging children to participate in decision-making and conflict resolution at the level that they are capable; by explaining why a limit exists, and by encouraging children to participate in everything that concerns them and to do as much as they are capable of doing for themselves.

Limits provide children with the security they require to freely choose, explore and experiment in an environment. Unlimited freedom would put too much responsibility on children and encourage them to use too much energy to figure out boundaries instead of enjoying the freedom that limits provide.

And because, limits are invisible boundaries that cannot be seen, young children need to feel limits to know that they exist.

Some guidelines:

- Because words alone do not always convey a limit to young children, we follow through on limit setting with an action.
- When setting limits with children, we speak at their eye level and try to use positive direction.
- Tell the child what it is they can do instead of what they cannot do.
- In some instances, separation from the group for a short time is necessary to help a child gain control.
- In no case will corporal punishment, ridicule, or retribution be used on a child.

Limit setting begins first with an understanding of child development. The screams of an infant are not necessarily undesirable behavior. This is a form of communication and self-expression and should be attended to. Touching and mouthing of objects by young toddlers is not necessarily undesirable. They learn through these senses. Mixing a variety of art materials into a messy heap, by preschoolers, is not undesirable their emerging initiative has them test all sorts of possibilities. Once we understand the limits and capabilities of the child, we can determine if a limit is required and simultaneously think about ways to support the child's efforts at achieving some goal, solving some problem or resolving a conflict.

As caregivers and parent co-ops working in the classroom it is essential that we set boundaries around the safety of the child, the safety of the child's classmates, and the safe use of materials at GeoKids. Beyond these safety concerns, we can best support the development of children's self-direction by being facilitators and giving children the time and space to solve their own problems and conflicts. As facilitators we can ask questions, clarify information, offer suggestions, and just listen to the concerns and needs of the child. In this way, we can respect children's capabilities and thus empower children to solve problem for themselves.

HEALTH POLICY

Assessing Children's Health

Because infections spread easily among the children, staff should be apprised of any potential health problems and will look for the following symptoms:

- ✓ Feverish appearance: a fever of 101 °F orally or 100 °F axillary. Children sent home with a fever **must** stay home until they have been fever free (without the use of medication) for at least 24

hours. If a child returns before 24 hours has elapsed, parents will not be permitted to leave the child at GeoKids.

- ✓ Symptoms and signs of possible severe illness until medical evaluation allows inclusion, may include, unusual tiredness, uncontrolled coughing or wheezing, continuous crying or anger, or difficulty breathing.
- ✓ Diarrhea – runny, watery or bloody stools. Infants will be sent home on the third occurrence, toddlers and preschoolers on the second occurrence (unless bloody).
- ✓ Vomiting – more than once in the period of 24 hours. Child can return after being symptom free for 24 hours.
- ✓ Body rash with fever.
- ✓ Unidentified rash.
- ✓ Sore throat with fever and swollen glands.
- ✓ Eye discharge – thick mucus or pus draining from eye, or pink eye. (Viral conjunctivitis usually has a clear, watery discharge and may not require medication or exclusion.)
- ✓ Head lice or nits (eggs).
- ✓ Severe coughing – child gets red or blue in the face, or makes high-pitched whooping sound after coughing.
- ✓ Yellow skin or eyes.
- ✓ Child is irritable, continuously crying, or requires more attention than you can provide without compromising the health and safety of other children in your care.
- ✓ Contagious illness (mumps, measles, chicken pox, etc.). Please notify GeoKids at once if your child has a contagious illness.

The staff may use discretion in accepting a child who shows sign of illness. When a question arises regarding proper health procedure to follow, the San Mateo County Public Health Nurse will be used as a final resource.

Hand Washing

To help us stop the spread of germs at GeoKids, each child, co-oping parent, and staff member **must** wash their hands upon arrival. In addition, all adults and children should wash hands after blowing noses, diaper changes, before and after meal times, before and after preparing snack, and before and after administering medication.

Steps for Effective Hand Washing:

1. Wet hands and apply soap. Use warm running water, which drains out. Liquid soap is best.
2. Rub your hands together vigorously for at least 10 seconds. Scrub all surfaces including back of hands wrists between and under fingernails.
3. Rinse Hands well under running water until all the soil and soap are gone.
4. Dry hands with a fresh paper towel.
5. Turn off with a paper towel. You must turn off the faucet with a paper towel- not wit your clean hands. Discard the used paper towels into a covered trash container with a foot pedal, lined with a fluid resistant (plastic) bag.

When Children Are Ill

Parents will be contacted to pick up their child if he or she becomes ill during the day. Parents notified to come and pick up their sick child will have a 30-minute response time. Failure to respond in 30 minutes may result in a penalty charge as indicated on the enclosed "Fines and Additional Fees" sheet in the Appendix. The reason for this policy is that a sick child is isolated from the group, which requires one staff person to care for the ill child, possibly leaving the remainder of the group without sufficient adult supervision. The staff must be able to reach at least one parent during the time their child is in attendance. If we are unable to make contact with a parent, we will contact someone from your child's emergency contact card. Please make sure that your emergency contacts are kept current.

The length of time a child must remain away from GeoKids will depend on their illness. We realize that this can cause difficulties for working families. The Comptroller General has created some standards that allow for federal government employees to use sick leave when remaining home to care for an ill child. "This standard applies when the child is quarantined or required to be isolated, or restrictions are placed on the patient's movement as required by health authorities." GeoKids has been informed that employees should be able to use sick leave in the event of a child's illness if a public official requires the child to be separated from the group. GeoKids maintains documentation from the Public Health Department that lists their isolation standards for certain types of illnesses.

Health notices will be posted on classroom doors to inform parents of any possible contagious diseases that have been identified in your child's program. The names of individual children will remain confidential.

When Parents Are Ill

The health guidelines that pertain to children apply as well to parents participating in our program. If you are ill, please do not come in to co-op. Please notify GeoKids as soon as you know that you will be too ill to participate, as much notice as possible is optimum. You must call prior to the start of your co-op time to avoid costly fees. You have the option of making up your participation time at a later date, as outlined under Buyouts.

Medication

Employees will not administer over-the-counter medicines or acetaminophen without a written note from a child's physician. The parent or legal guardian is required to fill out a medication release form that allows the staff to administer medication. Teachers or Administrative staff need to have specific training and a written performance evaluation updated annually by a health professional on the practice of the five right practices of medication administration.

Verifying that the right child receives the:

- The Right medication
- The Right dose
- At the Right time
- By The Right method

with documentation of each Right time the medication is given.

The person giving the medication signs documentation of the items listed above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.

Medication must be in its original container, have a childproof cap, be labeled with the child's first and last name, dated with either the date the prescription was filled or the recommendation was obtained

from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication and instructions on how to administer and store it. All medications are kept in a locked container.

No premixed medication will be administered (i.e., medicine added to formula or juice) or medication that requires staff to make a medical judgment call prior to administering.

Teaching or administrative staff doing the medication in-take with the parent or legal guardian must be sure that the form has been filled out correctly and that any possible side effects are clearly indicated. The in-take staff member must sign the bottom of the medication form. Medication consent forms can only be filled out for the current week. Parents must fill out another consent form if the medication continues into the following week. Completed medication consent forms should be given to Administrative staff for filling.

Any child receiving long-term medication must have the medication indicated on their emergency card along with possible side effects. This would be critical information in a medical emergency.

Food and Environmental Allergies

It is our policy to take proactive measures to make sure all children within our care are safe. It is critical that parents provide us with as much information as possible about the food or environmental allergy. Parents are responsible for keeping us updated on any changes or new developments and to provide the center with the proper documentation and training to treat any possible exposure.

GeoKids will work with parents to develop an action plan for managing the allergy while at the center. Parents are responsible for regularly checking and maintaining equipment and or medications (example, expiration dates).

No Nut Policy

For the safety of all children, due to severe allergies, we have a **NO NUT POLICY** in all classrooms. This includes children's snack, lunch, and food brought in for adults.

Most of the snacks are prepared for the children; however, on occasion the children prepare the snack as a part of the curriculum. All snack items must be store-bought and brought to GeoKids in their original containers. Snack item ingredients must be checked to make sure that they do not contain peanuts or tree nuts (i.e., walnuts, pecans, almonds, etc).

Nut allergies can result in severe reactions on contact alone so it is important that peanuts/nuts not be spread around on hands, clothes, furniture or toys. Since young children are not very tidy eaters, no lunch items may contain peanuts or tree nuts.

Lunch Suggestions

- Tuna fish sandwich
- Ham and Cheese sandwich
- Pizza
- Sunflower seed butter or Soy butter and Jelly sandwich (clearly labeled)
- Pasta salad
- Macaroni and Cheese
- Bagel sandwich
- Yogurt
- Hard-cooked egg or egg salad
- Chicken nuggets

If you pack a soy/sunflower seed butter sandwich for your child, please label it “soy/sunflower” (a Sharpie on a plastic sandwich bag or a Post-it works great!) because it looks and smells exactly like peanut butter. Labeling will help assure the teaching staff that peanut butter has not entered the classroom!!! Any unlabeled lunch food, which looks like peanut butter or lunch foods containing nuts, will be confiscated. Please do not pack items in your child’s lunch that have been processed on equipment that processes nuts.

Note: Parents are responsible for filling out the Allergy Form and Dietary Restriction form, which is included in your enrollment packet. Dietary restrictions and allergies will be posted in each classroom.

First Aid and CPR Training

First aid and infant-child CPR classes are offered each year. All staff receive this training; parents are also encouraged to participate in this training. The GeoKids staff also receive annual training in accordance with the California Childcare Health and Safety Standards. Staff receive instruction in the following areas: Infant/Child (pediatric) CPR, an approved pediatric first aid course, and training in preventive health practices such as the control of infectious diseases, childhood injury prevention, and emergency preparedness and evacuation.

First Aid Kit

Each classroom has two first aid kits, one located in a designated spot in the classroom and the other located in the emergency backpack. The emergency backpack is used every time teachers and children adventure away from GeoKids (i.e. field trips, walks around the USGS, walk to gymnastics/swimming lessons, and the park).

Items included in First Aid Kit:

- Adhesive bandages (various sizes)
- Gauze bandage
- Sterile gauze pads (various sizes)
- Germicidal hand wipes or waterless alcohol-based hand sanitizer
- Antiseptic wipes
- Non-latex gloves
- Adhesive Tape
- Anti-bacterial ointment
- Cold pack
- Scissors
- Tweezers
- CPR breathing barrier, such as face shield
- Aspirin or non-aspirin pain reliever

Teachers are responsible for replenishing their first aid kit as items are being used. Administrative staff and teachers check expiration dates on items in the first aid kits annually.

Extra first aid supplies are located in the front lobby. The Administrative staff is responsible for maintaining a full stock of items listed above.

Universal Precautions

Faced with concerns about the spread of serious infections, hospitals and health centers have recently begun using a successful technique that may also be appropriate for child care settings. Rather than waiting to find out who is contagious, they treat everyone as a potentially infected person.

The name of this infections control method is "Universal Precautions" and it gives a set of guidelines for when you come into contact with body fluids and wastes that carry germs. It's not a lot of extra work and it really pays off.

Many of us in child care are used to reacting to infections only when we notice signs or symptoms of illness. We then rely on exclusion policies to control disease, but the germs causing a disease have been spreading days before children appear ill. Children and adults with infections like colds, diarrheal diseases and skin and eye infections are often contagious 3-10 days before you might notice a symptom. Hepatitis and HIV/AIDS have even longer incubation periods.

With infections it doesn't pay to wait! Germs are spread through contact with respiratory droplets, body wastes and blood. In the child care setting the universal precautions method would involve:

Washing hands frequently and well

- When staff arrive and leave
- After wiping/blowing noses
- Before and after diapering and toileting
- Before and after food preparation

Proper waste disposal

- Lining all trash cans with disposable bags
- Using trash cans with lids
- Bagging soiled diapers and wipes
- Using disposable paper on changing tables

Use of gloves for extra protection

- Disposable gloves must be available to all staff and co-ops for when they must deal with blood.
- Gloves must be worn when diapering.

Use of H₂O₂ Cleaner

- Soap and water make a good cleaning solution, but to sanitize any soiled areas such as counters, and surfaces the children touch, use the H₂O₂ Cleaner.
- The solution remains effective for up to 10 days so long as the spray bottle remains closed.

Information provided by The Center for Health Training.

Oral Health Policy

GeoKids staff will never put a child down for nap with a bottle. GeoKids staff will only give a child a bottle during meals and never to be used as a pacifier. GeoKids staff will keep an infant's mouth clean, by gently wiping an infant's gums and any baby teeth with a soft clean cloth after each feeding.

GeoKids staff will help support families who want their child to brush their teeth after lunch. The child will use water and a soft child-sized toothbrush for daily cleaning once your child has 7 to 8 teeth. By the time your toddler is 2 years of age, you should be brushing his teeth once or twice a day, preferably after breakfast and before bedtime. Once you are sure your child will spit, and not swallow, toothpaste, you should begin using fluoride toothpaste. Use a pea-sized amount of toothpaste to limit the amount he/she can accidentally swallow.

MISCELLANEOUS

Operating Hours

Children may be present at the Center any time during the operating hours of **7:30 am to 6:00 pm**, Monday through Friday, on the days they are enrolled. Prior to 8:00 am, all children, regardless of which room they are enrolled in, should go to Room 1. At 8:00 they will be taken to their regular room.

Staff Annual Evaluations

All of our staff has formal evaluations annually. Parent input is solicited and shared with the staff. Please take the time to fill out the evaluation forms when you receive them. Your insights provide valuable feedback to the staff.

Records Accessible To Families For Review

Licensing regulation Accreditation materials

- Child abuse/neglect policies
- Their child's developmental records

Annual NAEYC Review Policy

The Executive Director will share the information gathered from the Family Survey, Staff Survey, and Program Evaluation. The details of the Annual Report will be given at the Board Meeting upon receipt of information.

GeoKids will use the results and information from the three annual program evaluations to establish goals for continuous improvement and innovation. The program uses this information to plan professional development and program quality-improvement activities and to improve operations and policies.

Cultural Celebrations

In celebrating holidays in the classroom we consider three main points. First, based on our operational vision, the celebration of holidays should be based on what children are able to do and what their interests are. Holidays can be a particularly stressful time for families and children. There are a great number of customs and expectations that can be overly stimulating for children. GeoKids should remain a constant source of support and routine in the face of these sometimes overwhelming changes. Second, the celebration of any holiday or cultural event should occur in the context of other kinds of activities related to a particular cultural group. It is important for staff to consider exposing children to the daily life and experiences of families and children of a particular culture outside of holiday celebrations. And third, holiday celebrations are often a very personal affair for families. In seeking to understand and validate the different families and cultures represented in the classroom, it is important for staff to examine ways to honor each group, not simply a portion of the groups in the classroom.

Birthdays

Much like holiday celebrations, birthday celebrations in school can often be overwhelming for the child. Please limit what you bring in to celebrate birthdays. A special treat such as your child's favorite cereal, muffins or bagels with cream cheese during afternoon or morning snack is quite adequate. Party favors, balloons and little gifts are more appropriate outside GeoKids.

Pet Guidelines

The decision to have pets in our classrooms is made with great care and must be approved by the Executive Director. Pets of any kind require good care and their enclosures require cleaning. Some

pets bite and scratch or are frightened of children. A new child in the classroom may have allergies that require the pet be removed from the facility. All these issues require consideration before we decide to have a pet in our facility. Parents will be notified if a new pet is planned for their child's classroom. GeoKids will not bring in harmful animals, insects, pests or poisonous plants.

- No live animals are allowed in the food preparation areas.
- Pet enclosures are not placed near areas where children eat or food is served.
- Children and adults wash their hands after handling or feeding animals.
- Children do not clean cages.
- All animals are properly cared for and provided clean water, appropriate food, clean cages, and vaccinations.
- Food preparation/service facilities and supplies are not used to clean animal cages or aquariums.
- Animal food is stored separately from human food. Animal food is kept tightly closed to prevent insect infestations.
- Uneaten food is removed from cages promptly.
- We plan for the care of pets during holidays, weekends, and vacations.

Assessment of Children's Development

The GeoKids teaching produces comprehensive portfolios for each child. The portfolios create a profile showing development of children over their time at the center. This profile may include written observations, photographs, artwork, and examples of your child's written work and our actions to support your child's learning. Your child's portfolio is available for you to read and discuss at any time. Please remember that a portfolio is a work in progress and although it is constantly updated it is never up to date. Approximately 3 times a year the GeoKids teaching staff set times for parent conferences, to review and summarize the assessment and observations of each child.

No Smoking Policy

No smoking is permitted on the premises as per state law; this includes parents and staff.

Shady Center Policy

GeoKids shady center policy aims to protect children from skin damage caused by the harmful ultraviolet (UV) rays of the sun. We encourage children to wear sunhats outside when playing in the sun. It is the responsibility of the parents to provide hats for their children; children that do not have hats may not be permitted outside. We set up activities under the trees as much as possible for summer months. We encourage parents through daily communication, e-mails, and newsletters to apply sunscreen to their children before arrival at GeoKids.

Outdoor Policy

The GeoKids outdoor policy is that children will not go out if the temperature or wind chill factor falls below 20 degrees. Also taken into consideration is the humidity, ozone levels, pollen count, lightening, rain or ice. Children will not be kept in if their class is going outside unless a written excuse is obtained from the child's doctor. Our playground meets all of the safety standards established for play equipment for young children. A fence for the safety and protection of all children surrounds the playground.

Biting

Periodically, outbreaks of biting occur in the Infant and Toddler rooms, and occasionally among preschoolers. This is an unavoidable result of young children in group care. When it happens, it can

be very scary, very frustrating and very stressful for children, parents and Teachers. But, however unfortunate, biting is a natural occurrence, and not something to blame on children, parents, or teachers. There is no quick and easy solution.

Children bite for a variety of reasons: the simple sensory exploration of infants, panic, competition for toys, crowding, or seeking attention. Repeated biting becomes a pattern of learned behavior that is often hard to stop because it achieves results: the desired toy, excitement, and attention. Some children become “stuck” for a while in a biting behavior and it is frustrating for the parents of the victims that we are unable to “fix” the child quickly or terminate care. We make every effort to stop the behavior and balance our commitment to the family of the biting child with that of other families. Parents of children who are doing the biting will be informed of incidents and actions being taken by the staff to prevent further incidents.

Procedure for Bites:

1. Comfort and TLC (Tender Loving Care).
2. Wash with soap and water.
3. Antiseptic solution and ice on bitten area.
4. Parents will receive an injury report.
5. Parents will be notified by phone if skin is broken.
6. We will not disclose the name of the biter.

After Hours Care

The GeoKids staff is not permitted to solicit or provide care for GeoKids children outside normal working hours. The GeoKids staff is not permitted to provide transportation for children enrolled.

Visitors

All visitors to GeoKids need to sign-in at the front desk. Any visitors at the center to see children must show photo identification, and be listed on the Emergency Form and the center one day authorization release form as an authorized individual. Staff members who receive visitors will be asked to meet their visitor in the lobby or be accompanied by a GeoKids Administrator.

CHILD ABUSE REPORTING

The GeoKids staff are mandated by California law (California Penal Code 11165.7) to report cases of suspected child neglect and/or abuse (physical, emotional, and/or sexual) immediately to a child protection agency. Child Abuse law considers discipline that results in bruises and any other injuries caused by spanking to be a form of child abuse. If you need information about disciplining your children or help with other parenting issues, please see the Executive Director to get information, assistance and/or referrals to appropriate services.

STAFF

Staff Qualifications

The GeoKids staff is composed of professionals trained in Early Childhood Education. It is important to select the employees with the best education and experience. All teachers meet or exceed qualifications as required by California Licensing. Most staff have their Child Development Permit issued by the State of California’s Commission on Teacher Credentialing. Several staff members have their Associates or Bachelors degree. GeoKids encourages teachers to continue their training at the college level and also provides additional in-service training. Regularly scheduled staff meetings and

professional development activities encourage staff members to continually increase their knowledge of developmentally appropriate teacher practices so that they may better serve young children.

The staff/child ratio in the Infant program is 1:3; in the Toddler program 1:4; in the Preschool program 1:6 for the greatest portion of the day. At certain times of the day, as children and staff are entering and departing the center, the ratios may increase or decrease slightly, but are still within State Licensing requirements (1:4 for under 2 years of age, 1:12 for 2-5 years of age).

All staff are fingerprinted for submission to California's Department of Justice (DOJ) who then completes a criminal background check. Prospective staff are not allowed to work with children until we have received clearance from the DOJ.

Staff Orientation

Upon hire, each new employee of GeoKids will be given a copy of the Policy & Procedure Manual and an Employee Handbook. They will be required to review each and become familiar with all policies and procedures at GeoKids. The final page of the Employee Handbook requires that the employee sign to verify that they have read the book and understand their responsibilities. They will also be required to review and understand the State Licensing Rules and how those rules apply to their position.

The first week of employment at GeoKids will be the new teachers orientation period. During this week, the Director will ensure that the new staff person is oriented in the following areas:

- GeoKids Policies
- Confidentiality
- Child abuse, neglect recognition and reporting
- Job responsibilities as they relate to their job description
- Review of emergency plan and routes
- Child management techniques used at GeoKids
- Integration of special needs children into the preschool program
- The importance of knowing the whereabouts of all children assigned to them at all times
- The schedule of activities of GeoKids
- During their orientation every employee of GeoKids will be taught the importance of sanitizing toys and equipment, wearing gloves, hand washing and administering first aid to an injured child (including proper training as it relates to a bleeding child).

EMERGENCY PROCEDURES

Child Accident or Injury

In the event of an injury to a child at GeoKids, the staff will make every effort to contact you. If we cannot reach you, we will call your child's physician or transport your child to the nearest hospital emergency room. If necessary we will call an ambulance or paramedic team. Until the physician, an ambulance, the paramedics, or you arrive, the Executive Director or another staff member will make all decisions concerning the care of your child. You will be expected to assume responsibility for any resultant expenses. GeoKids will maintain a signed consent form with your agreement to these provisions, this release is found on the Emergency Contact Card. It is to your child's benefit that you

keep GeoKids up-to-date on work and home phone numbers, emergency contact's phone numbers, and other pertinent information.

In preparation for a natural disaster, earthquake, or other hazardous conditions, GeoKids runs the following drills in a school year:

1. Once a month, GeoKids holds an unexpected, non-planned Fire Drill.
2. Quarterly, GeoKids holds an Earthquake Drill.
3. Annually, GeoKids holds a mass evacuation.

Lost Children

Frequent counting of children is required. A child is lost when staff is unable to determine his/her whereabouts and cannot guarantee the child's safety. Every reasonable effort will be made by staff members to search the building and grounds. If, after a thorough search, the child is still not found, immediate efforts to call the parents or all emergency phone numbers will be made. If the child is still not located, the police will be contacted.

Center Evacuation

In case of fire, earthquake or other hazardous conditions, if there is structural damage to the building or if circumstances mandate, the staff will evacuate the children to a safe place and will post notices on GeoKids premise stating the time GeoKids was evacuated and where the children have been taken. As the situation allows, the staff will make every possible effort to contact parents with instructions. Parents should keep the GeoKids' phone list in an easily accessible place in the event that they are called upon to notify other members.

Evacuation Plans

Should a disaster or disaster drill occur during your participation time or during arrival and drop-off time, please follow the instructions of the staff. During a disaster parent responsibility is to follow the instructions of the staff, assisting in the evacuation of the children to the designated spot. Emergency procedures and evacuation plans are posted in each classroom. Please note their location.

Power Failure/Disruption of Water Service

In the event of power failure or disruption of water service, GeoKids will:

- Contact families if services do not resume within 1 hour.
- Families will be instructed to pick-up their children immediately.

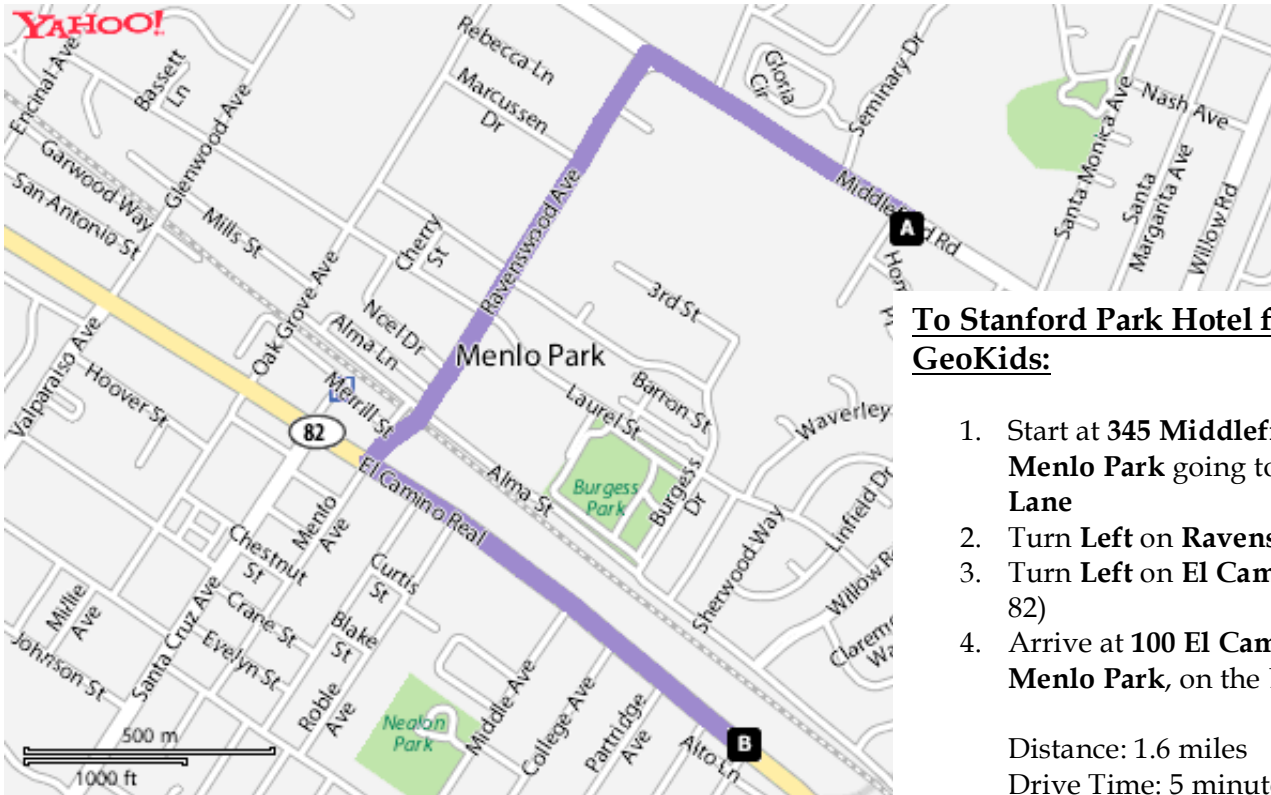
Toxic Fumes

If there's a toxic fume leak, GeoKids emergency plan is to:

- Remain in school building.
- Keep all doors and windows securely closed.
- Contact families as to the situation and keep them updated as to when they can pick up their child(ren).

Evacuation Route

If a fire, earthquake or other hazardous conditions, if there is structural damage to the building or if circumstances mandate, the staff will evacuate the children to one of the following locations.



To Stanford Park Hotel from GeoKids:

1. Start at 345 Middlefield Road, Menlo Park going toward Survey Lane
2. Turn Left on Ravenswood Ave.
3. Turn Left on El Camino Real (CA-82)
4. Arrive at 100 El Camino Real, Menlo Park, on the Left

Distance: 1.6 miles
 Drive Time: 5 minutes

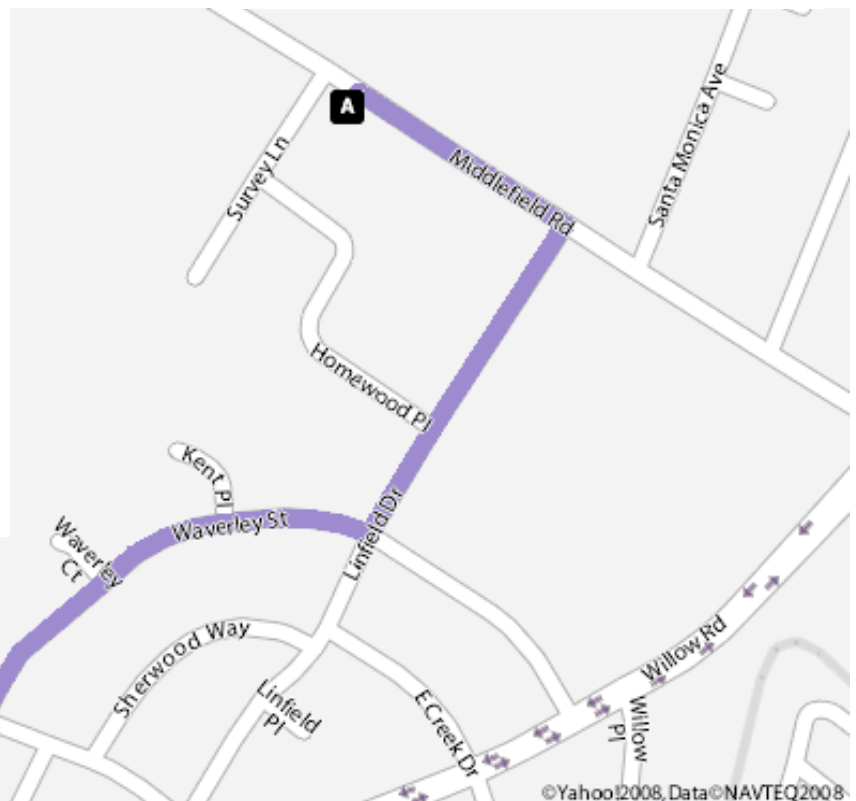
Stanford Park Hotel: (888) 322-7788

To Burgess Gymnasium from GeoKids:

1. Start at 345 Middlefield Road, Menlo Park going toward Linfield Drive
2. Turn Right on Linfield Drive
3. Turn Right on Waverly Street
4. Turn Right on Laurel Street
5. Arrive at 501 Laurel Street, Menlo Park, on the Left

Distance: 0.67 miles
 Drive Time: 2 minutes

Burgess Gymnastics Program:
 (650) 330-2224



FOOD

Each child brings lunch from home. In Room 1 lunches are stored in bins in the refrigerator, and therefore do not need to be brought in an insulated lunchbox. In Room 1, food can be reheated if necessary. For children in Rooms 2, 3, 4 and 5, lunch should be brought in an insulated lunchbox. Food will not be reheated and so parents should select food accordingly, or use a thermos to keep food warm.

Snacks are provided two times each day. Supplies for snack are purchased using funds collected separately from tuition. A separate snack charge will appear on your statement.

The Snack Coordinator plans the snack menu for the whole center. The coordinator also needs to budget, track costs, balance nutritional needs and take inventory of all kitchens before planning snack menus each week. The snack coordinator will make a list of items that need to be purchased for the snack grocery shopper.

A snack list will be given to the Snack Grocery Shopper by Thursday of each week. Grocery's need to be delivered every Monday by 10:30 am. To balance nutritional and cost-effective purchasing, the Grocery Shopper may have to shop at different stores for different items. Check dated items and purchase fresh produce.

A list of needed dairy products will be given to the Weekly Dairy Shopper by Thursday of each week. Dairy products need to be delivered every Monday by 10:30 am.

What To Send And Not To Send In Your Child's Lunch

In general:

- Please send foods that are safe for young children to eat.
 - Not likely to cause choking (which includes but not limited to, hot dogs sliced in rounds, whole grapes, hard candy, nuts, popcorn)
 - Safely prepared, served, and stored
 - Right for their age and development--foods that are round, hard, small, thick and sticky, smooth, or slippery should not be offered to children under 4 years of age
- Send clean, wholesome foods
 - Reduce the risk of food-borne illness by choosing clean, wholesome food.
 - Use meat that has been government-inspected or approved by your local health authority.
 - Use pasteurized and Grade A milk products (no raw milk or unpasteurized milk products).
 - Fresh fruits and vegetables should always be cleaned before they are eaten, whether they are raw or cooked. Wash fresh fruits and vegetables thoroughly with vegetable wash, even if they look clean. Washing removes dirt, chemicals, and some bacteria. Using a food brush under running water helps to clean foods.
 - Avoid foods high in refined or added sugar. Some children become overactive or irritable when they eat foods high in sugar, and many of these foods tend to be nutritionally empty.

DO NOT send these foods for children under the age of 4:

Raw peas	Pretzels or Chips	Raw Carrots (in rounds)
Mini-marshmallows	Whole grapes	Hot Dogs (whole or sliced into rounds)

Large chunks of meat	Ice cubes	Fish with bones
Raisins or other dried fruit	Hard Candy	Popcorn

Some foods can be altered to make them safer for young children:

<u>Food</u>	<u>Kind of Change</u>
Hot dogs	Cut in quarters lengthwise, then into small pieces
Whole grapes, strawberries	Cut in half lengthwise
Raw carrots	Chop finely or cut into thin strips or partially cooked
Fish with bones	Remove the bones

Note: Parents are responsible for filling out the Food Allergy Form and Dietary Restriction form, which is included in your enrollment packet. Dietary restrictions and allergies will be posted in each classroom.

WHOLE SCHOOL CONCEPT

Moving Up

Each year, as part of the budgeting process, the demographics and developmental needs of the children currently enrolled at GeoKids are assessed and evaluated. Programs for the upcoming year are determined based on the developmental readiness of the children, the demographic spread of the children currently enrolled, the ability to maintain on-going relationships with some of the child's peer group and primary caregivers, and the amount of space projected to be available within GeoKids. The size and age ranges served within our programs have the ability to fluctuate from year to year. Movement of children from one program to the next is always done with consultation between the staff and the Executive Director. September is the time when most children move to the next program, since this is when the oldest children leave for kindergarten.

Toilet Learning

Children who attend our program are not required to have mastered the use of the toilet. For most children, the transition out of diapers will occur during the time they are enrolled in our program. This process occurs with the highest degree of success when there is clear communication between home and GeoKids. As it is appropriate, please discuss your child's readiness for toilet learning with the staff.

Toileting Procedures

1. Every two hours a teacher checks with each child to see if they have to use the toilet.
2. If the child needs to use the toilet, the teacher will assist them with pulling down their pants and underwear if needed.
3. When the child has finished using the toilet, the child wipes themselves with toilet paper. If the child needs assistance, the adult should put on a glove and help wipe the child.
4. The child pulls up their pants and flushes the toilet.
5. The child and the adult wash their hands
6. If an adult notices that a child has not used the toilet in a long period of time, the adult will point this out to the child and encourage them to try to use the toilet.

Siblings

Under licensing guidelines for the State of California, as well as our insurance guidelines, we **cannot allow children under the age of 16 who are not enrolled at GeoKids to be present during school hours** (this does not count drop-off and pick-up times).

Mothers or fathers who have newborn siblings **can co-op with their newborns until the child is 12 weeks old**. The infant must be in a carrier on the co-oper or in an infant seat (any other safe alternative) that allows the co-oper to be free to fulfill his/her duties. If it becomes too disruptive to co-op with your infant, the staff can request that you to buy-out your co-op time.

In an **emergency situation** in which you cannot fulfill your co-op hours without bringing a sibling, you should notify GeoKids, as you will likely need to buyout that time. The Executive Director may be able to suggest an arrangement for you to be able to still co-op.

When your child has been at the center for a minimum of 6 months, your other child(ren) will then receive sibling priority on the waitlist.

DIAPERING

In our program, we use disposable diapers provided by parents. The diapers for the child should be labeled with the child's name or initials (between the legs). They will be stored within easy reach of the diapering area. Disposable, moistened wipes are provided by the center and are stored in the original container to preserve moisture. If individual containers are brought by the parent/guardian, they must be labeled with the child's name. We remove (with clean hands or freshly gloved hands) only the number of wipes that are needed for one diaper change at a time. Diapering supplies are not stored on the diapering surface. Over-the-counter diaper creams/ointments must be purchased by the parent for the child and should be labeled with the child's name. Parents must complete a written permission statement allowing us to apply the diaper cream/ointment. If a prescription ointment is to be applied, a Medication Permission Form must be completed and signed by the parent. The ointment should be labeled with the child's name, locked up and must be applied by the individual(s) designated to give medications. In addition, extra sets of outer clothing should be brought in as clothing can be soiled by diaper leaks.

Note: Due to state licensing requirements, parents are only allowed to diaper their *own* children.

Diapering Supplies and Equipment

- A diapering area must be located away from food preparation or art activity areas and be a non-absorbent, seamless, smooth and sturdy diapering surface.
- A sink for hand washing, with running water between 86°F and 110°F degrees, must be located adjacent to the diapering area and should not be shared with other groups or activities unrelated to diaper changing.
- Anti-bacterial, liquid hand soap from a dispenser, should be adjacent to the sink.
- Single-use, disposable paper towels should be available for drying hands and as a paper barrier on the diapering surface, if needed.
- Disposable diapers, sized appropriately for the children in the group, should be within reach of the diapering area.
- At least 2 waterproof, sanitary containers with waterproof liners (plastic bags) and tight fitting lids; one container for soiled diapers and one container for soiled clothes should be available.
- Single-use, disposable latex or vinyl gloves should be available.
- Disposable, moistened wipes, with staff access to the storage container, selecting for one diaper

change at a time, should be available.

- One spray bottle with mild soap and water mixture for cleaning should be available.
- One spray bottle with disinfectant should be available for sanitizing the area.
- Plastic bags for soiled outer clothing should be available.
- Each child should have changes of clothing available in their cubby.
- A Diapering Log, which is filled out with current date, child's name, time, observations and caregiver's signature, should be kept adjacent to the diapering area.

Diapering Procedures for Infants

- Organize needed supplies within reach.
- Know what kind of diaper your changing
- Gather what you need – i.e. pull out the wipes you'll need, get plastic bags ready
- Place a disposable cover on the diapering surface
 1. Avoid contact with soiled items
 - Put gloves on
 - Using only your hands, pick up the child
 - Provide steps for older children
 - Lay the child on the paper towel
 - Never leave a child unattended
 2. Remove the soiled diaper
 - Remove the soiled diaper and soiled clothes
 - Fold the soiled surface inward
 - Put disposable diapers in a covered, plastic-lined trash can
 - If the child has a bowel movement, place the diaper in a plastic bag
 - Put soiled, reusable diaper and/or soiled clothes without rinsing in a bag for parents
 3. Clean the child's diaper area
 - Use disposable wipes to clean and dry the child's bottom
 - If the child needs a more thorough washing, use soap, running water, and paper towels
 - Remove the disposable covering from beneath the child and discard it into a covered plastic-lined trash can
 - Remove gloves, taking care to remove the gloves by peeling them off the hands so they are inside out, and dispose of them into a covered plastic-lined trash can.
 - If the child has a bowel movement, the disposable covering, wipes, and gloves should go into the same plastic bag as the diaper. Once finished, tie the plastic bag up and place into a plastic-lined trash can marked for bowel movements
 4. Put on a clean diaper and dress the child
 - Use a facial or toilet tissue or a clean glove to apply any necessary creams or ointments
 - Note and plan to report any skin problems such as redness

- Slide a fresh diaper under the child, then adjust and fasten it
- 5. Wash the child's hands and return the child to a supervised area
- 6. Clean and sanitize the diaper changing surface
 1. Clean and disinfect the diapering area, all equipment or supplies that were touched, and soiled crib or cot if needed.
- 7. Wash your own hands thoroughly
- 8. Document diapering on the diaper log or chart
 2. Write the time of day, what type of diaper it was (Wet or Bowl Movement), and any other observations or procedures taken that are of importance to the parent or other staff (such as applying ointment, rash, loose stool)
 3. Sign or initial your name on the diaper log or chart

Stand Up Diapering Procedures for Toddlers and Preschoolers

1. Know your diaper
2. Get everything ready – put your gloves on, get the child's clean diaper, plastic bag for a
3. BM diaper, wipes out of container, put a bag and wipes on the floor.
4. Have the child pull down their pants and shorts. You may need to get down on the child's level and help where needed.
5. If it is a wet diaper, have the child take off their diaper and put it in the diaper garbage bin (help if needed).
6. Sometime during the diapering process, if the child has not asked to sit on the toilet, you can ask them if they are interested in sitting on the toilet.
7. If it is a BM diaper, help the child take off their diaper and put it in a plastic bag. Wipe the child's bottom. It helps to have the child touch their toes so you can wipe off all the BM without using a box of wipes to get them clean.
8. Put dirty wipes in the bag. When you are done with wiping, put the dirty gloves in the bag, too. Then tie the bag up and put the bag in a covered, plastic-lined garbage bin marked for BM diapers.
9. Put a clean diaper and pants on, allowing the child to do as much as possible for them selves (you do not need gloves for this part of the process).
10. Both the child and the adult wash their hands before leaving the toileting area.
11. Bleach toilet and sink area after you are fully done.
12. Adults wash their hands again.

COMMUNICATION

The success, strength, and progress of GeoKids depends upon an open, responsive, and ongoing two-way system of communication that fosters an effective and mutually beneficial exchange of ideas.

Parent Grievance Procedure

A grievance is an unresolved complaint for which the remedy would not be contrary to GeoKids' policy, by-laws, or contracts. This procedure is designed to ensure the timely and fair resolution of parent grievances.

1. Parents should discuss their grievance with the staff within 5 days of the event.
2. If the grievance remains unresolved within 3 days, the parent shall take the grievance to the Executive Director.
3. Should the grievance remain unresolved within 3 days, the parent may submit a written statement of grievance to the Board President. A Grievance Committee, which shall consist of three members (2 from the Board and 1 from the membership-at-large) shall be appointed by the Board within 3 days after receipt of the letter.
4. Within 7 days the committee shall hear the grievance.
5. Within 3 days of the hearing, the committee shall submit their recommendation to the Board.
6. Within 5 working days the Board will render a decision to the parent.

*Days always refers to business days.

Procedure For Staff And Families To Negotiate Differences

Parents who have a concern about the program need to address the concern with the classroom teacher or with the Executive Director who may and can directly address the concern or complaint. Differences between families are handled confidentially and without bringing the individual families together.

The Staff

The Executive Director is the main source of all policy information and is responsible for keeping you informed on matters relevant to center policy. The core teaching staff in your child's program is your daily direct communication link to matters relating to your child's care at GeoKids. Plan to keep the teachers informed of any of your child's needs. In addition to direct verbal exchange, each classroom has a logbook for information, such as a different pick-up routine to be noted. The core teaching staff have both planning and evaluation time each week. During this time they can arrange to speak with you if there are areas of concern that need additional discussion.

Confidentiality

GeoKids maintains a strict policy of confidentiality for all matters concerning children. If a parent has a concern about an individual child's behavior, that concern should be raised with the classroom staff, rather than with other parents. Parents who feel that confidentiality regarding their family has been breached, should raise the concern with the Executive Director. This confidentiality policy applies to mailbox, bulletin Board, and all other forms of communication.

GeoKids is a very interactive center. It is possible that during your time in the program you may become privy to information about a particular child, family or staff person that should be considered confidential. Confidentiality of information and respect for individual privacy are to be maintained at all times.

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program.

The California Department of Social Services has the authority to interview children or staff, and to inspect and audit child or childcare center records, without prior consent. The Department also has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement. Appropriate identification from the Department will be obtained prior to the interview. Written consent is required if parents want GeoKids to share information regarding their child to another agency (school district, health provider).

Parent Meetings

Parent meetings are held twice each year for you and staff to discuss how the program is working, to review goals, and to plan for upcoming events. These meetings allow you to voice concerns and to offer suggestions and support for the staff. Attendance at these parent teacher meetings cannot be used to meet the annual co-op training requirement.

Parent-Teacher Conferences

Parent conferences are offered in the Fall and Spring. The purpose of these conferences is for staff and parents to gain a greater mutual understanding of the children by sharing insights, observations and impressions. Parents should not hesitate to request additional conferences with staff whenever they feel there is a need.

Field Notes

GeoKids has a bi-monthly newsletter that includes classroom notes, board information, upcoming events and parent contributions. Everyone is welcome to contribute. Field Notes is distributed through parent mailboxes, approximately every two months.

General Membership Meetings

The GeoKids parent membership assembles twice each year to address the state of the Organization and the Center. The first meeting is held by October to introduce the newly elected board members and review the annual plan. The second meeting is held by May to present the upcoming year's budget to the membership and to vote on any proposed fee increases. Additional membership meetings may be called as needed. It is a responsibility of each member to attend these meetings. Child care is provided with advance sign-up for currently enrolled children. Because we must pay for staff to work overtime to provide childcare, we need at least 72 hours notice if you change your plans.

Use of Letterhead

Use of GeoKids letterhead is restricted to those who are authorized to speak on behalf of GeoKids, which includes the elected Board, the Center Director, or their appointed representatives.

Cooperative Communication

The GeoKids community relies on an atmosphere of trust, respect, and cooperation. Written messages may support or hurt the atmosphere of the center, depending on their tone. When communicating about a sensitive or controversial topic, it is a good idea to have a neutral person review the tone of a message before it is distributed. Remember the different types of communication available such as face-to-face, email, telephone, or individual mailboxes.

Classroom Parent Communication

Communication exchange processes vary from year to year in each program, but you can typically find bulletin boards and journals in each classroom. Please check with your child's teachers to find out their current system.

Telephone Numbers

The following telephone numbers are used for the Center:

(650) 329-4236 This is the front desk phone that rings directly in the lobby. Use this number to relay general information, late for co-op or pick up, buyout requests, sick child or drop in requests.

- (650) 329-4234** This is Heather's direct line. Use this number for any concerns you wish to address to her.
- (650) 329-4239** This number rings directly into Room 1 and should only be used in emergencies or for parents needing to check on young infants. Please try other numbers first!
- (650) 329-4200** GeoKids Fax number

Member Directory

Each school year GeoKids distributes a Member Directory that includes the names, address, telephone numbers and email information for all members.

The Lobby

The following information and communication systems are located in the lobby:

- 1. Parent Mailboxes** - Parent mailboxes are on the right side as you enter the lobby. These boxes are for all school information including billing, schedules, and notices. Please check your box frequently. Contact the Executive Director if you have problems with your mailbox. Unacceptable materials or serious problems will be determined on a case-by-case basis.
- 2. Tuition Box** - A black metal mailbox is attached to the left side of the parent boxes for your monthly tuition checks. There is no need to use an envelope or attach your bill to your check unless there is a discrepancy that you wish to highlight.
- 3. Scheduling forms** - A basket with various forms (Buyout Slips, Bank Credit Forms, Schedule Change Requests & Exit Notices) is located on the lobby counter. The boxes for the Executive Director, Billing, and Scheduling are across from the parent boxes.
- 4. Bulletin Board** - A bulletin board is used for Board of Directors information as well as Center news and upcoming events. A monitor may date posted material and remove them after some time. Concerns about the bulletin board should be raised with the Executive Director. Unacceptable materials will be removed immediately. These include:
 - Breach of confidentiality concerning individual children or families
 - Harassment or disturbing threats
 - Libel, dangerous or obscene materials
- 5. Distribution** - Messages widely distributed to members should be copied to the Executive Director and the staff. Items may be left for staff in their mailboxes. Please include your name on all communications.

Email

All GeoKids staff and families are given a GeoKids e-mail alias.

- Family email alias is "**lastname@geokids.org**" and is forwarded to your personal email addresses for added privacy. Arrangements will be made for duplicate names.
- Staff email aliases are **firstname@geokids.org** and is forwarded to their personal email address for added privacy. Arrangements will be made for duplicate names.

Room aliases for the current school year: To email families in particular rooms to request coop swaps and make room-specific announcements. (See Member Directory. Handed out at the beginning of each school year.)

Example: Room1-04@geokids.org

Room teacher aliases for the current school year: Use the following email addresses to relay information to your room teachers:

Room1teachers@geokids.org

Room4teachers@geokids.org

Room2teachers@geokids.org

Room5teachers@geokids.org

Room3teachers@geokids.org

Committees, groups, and mailing lists also have aliases. For your convenience, they are also listed in the Member Directory.

teachers@geokids.org

Email the whole GeoKids staff.

scheduling@geokids.org

Use this email address to relay general scheduling information, late for co-op or pick up, buy-out requests, sick child or drop in requests.

billing@geokids.org

Use this email address for all billing questions.

everyone@geokids.org

Email to the whole Center. Membership on this list is mandatory for every family in the Center. This address is a moderated mailing list, so any message sent to it must be approved by GeoKids staff before it is actually delivered.

announce@geokids.org

Membership on this list is optional but advised. Use this address for personal announcements that may be of interest to the entire Community. For instance, advertisements for parties are welcome here.

volunteers@geokids.org

Membership on this list is optional but advised. Use this address to request help on projects around the Center.

action@geokids.org

Report technical problems with website, GeoKids computers, email, or other electronic things

board@geokids.org

Email the entire Board of Directors

cbc@geokids.org

Alias for the Community Building Committee

communications@geokids.org

Alias for the Communications Committee (who bring you the GeoKids website and these email addresses)

GEOKIDS BILLING AND FEE POLICY 2007/2008

- Tuition and fee statements will be put in your boxes no later than 5pm on the 7th day of the month billed (e.g., October statements are issued on Oct. 7th). Monthly fees are detailed on the "Tuition Rate Sheet."
- An *annual membership fee* is billed and paid by all members each September.
- Payments for tuition are due on the 15th day of the month being billed (e.g., payment for October is due on Oct. 15th)
- Payment received after the 15th will incur a late payment fee of \$50 per month.
- Our tax identification number appears on the top of each bill and is used for tax-deductible childcare expenses. If you need a copy of any statement, contact the Finance Manager at 650-329-4245. If you have a flexible spending account requiring a signature, attach it to your payment when placing it in the tuition box.
- Fees you may see on your bill:

Late for co-op fee	\$1 per minute
Dedicated buy out fee	\$20 per hour
Regular buy out	\$23 per hour
Late buy out (<10 days notice)	\$27 per hour
Last minute buy out (<5 days notice)	\$32 per hour
Expired buyouts	\$23 per hour (regular buyout rate); this occurs when you buy out and do not make up the time within the allotted 2 month period).
Drop in rate for extra days	\$10 per hour
No-show for co-op	\$1 per minute.
Late payment fee	\$50 per month after the 15 th of the month.
Fees for fundraising hours not met	\$35 per hour.
Snack fees	\$14 per month
Annual membership fee	\$80 per year
One time Administrative fee	\$30

- Late pick-ups (after 6 PM) are **not** charged on your statement. Please pay the teacher who stayed with your child directly, at the time of pick up, at the rate of \$1 per minute that you are late.

Families who are remiss in their payments may be asked to leave the Center.

TUITION ASSISTANCE

A Tuition Assistance program is available to eligible families. Applications are accepted twice yearly for September to February and for March to August. Applications are usually due by October 1st and May 1st each year. A notice will be placed in everyone's mailbox at least 2 weeks before the deadline. Applicants must apply for each award period they would like to be considered for.

CENTER PROCEDURES

Getting Started - The Enrollment Process

Once a family has accepted a space in our program, a date for enrollment is set and an intake meeting with one or more of your child's teachers is arranged. During this initial meeting, insights into your child including the parent-child relationship, family dynamics, health history, and previous childcare experiences are discussed. At a separate meeting with the Executive Director, you will get more information about the Center's philosophy and about health and safety information. Parents should feel free to ask questions and to voice concerns or apprehension about entering a new childcare setting. The complete enrollment packet containing forms required by both the State of California and GeoKids will be reviewed with parents at this time (see Forms below).

A deposit of one month's tuition is due upon acceptance of enrollment. This deposit is non-refundable unless a 60-day notice is given prior to your scheduled enrollment date. If an offer of space comes less than 30 days prior to the scheduled start, the deposit is non-refundable. A contract between the parent(s) or legal guardians of the child and the Center is signed when a child is admitted. This contract specifies the rights and responsibilities of membership in our parent cooperative. Parent-Center contracts and registration fees are renewed at the beginning of the fiscal year and terms of the new contract are set at that time.

FORMS

- Completion of the registration packet is **mandatory** before admittance into the Center. The packet contains State and Center forms that enable us to provide the best possible care for your child.
- A current record of immunization for your child must be on file **prior** to enrollment. You are required to update your child's immunization record annually.
- Proof of a negative tuberculosis test for any adult who participates in our program must be on file prior to participating in our program. Adult tuberculosis tests must be **renewed every two years**. Please assist us in keeping your child's files current.
- An Emergency ID Card is included in the enrollment packet. This card lists who should be contacted in case of emergency and allows for emergency medical treatment to be administered, should the need arise.
- An "Identification and Emergency Information form" is also included in the enrollment packet. This form is used to inform the Center who is authorized to take your child from the program in case of an emergency, such as illness or injury or in case of schedule conflict. Please list these individuals under "Names Of Persons Authorized To Take Child From The Facility". Children will not be released from our care to individuals not listed on the "Identification and Emergency Information form" unless a Special 1-Day Release form is completed in advance.
- Allergies, dietary restrictions, any known medical conditions or regular medications must be noted on this card under the allergies section, on the Room Share Sheet and on the Allergy Form.

Membership - Member in Good Standing

Membership in the Menlo Survey Daycare Center is granted to all families enrolling their child in GeoKids. Other individuals may be granted membership on a yearly basis by a majority vote of the Board of Directors. As a participation program, our success depends on full participation. The Board has defined "member in good standing" as those members who have fulfilled all membership obligations as stipulated in the Parent Handbook and the Membership agreement, and members who are in full compliance with all other standing policies and procedures of the Center.

Transition Into GeoKids for New Families

Once an enrollment date is set, you and your child are invited to come in and spend time in your child's classroom. If the school year has already started, our staff will work with you to create a transition plan. All children and their parents are required to visit at least twice prior to their actual start date. The length and actual number of visits that occur will depend upon the needs of the individual child and their parents. The purpose of the visits is to acquaint your family to the program before your child is actually left for the first time. It is best to follow the lead of your child during visits. For some children the initial visit is spent entirely on dad's lap or clinging to mom's leg. Another child may use mom or dad as a "base of operation", venturing out to explore yet needing the security of their parent's presence to ground themselves, and another child may be quite comfortable with the surroundings and appear to separate and interact independently from parents. It is common for toddlers and preschoolers to observe the interactions of the group from a distance for some time, rather than diving right in. Adults should be sensitive to the child's pace and respond accordingly.

Sign In and Sign Out

It is a State Licensing requirement that each child must be signed in and out by a parent or authorized parent representative every day on the Sign In and Out sheets located in the classrooms. A full signature and the time are required. Failure to do so may result in termination of services. Children will be released only to those authorized persons (who are at least 16 years old) who have been designated on the Emergency Form and on the center's One-day Authorization Release form. Picture identification will be required. The name on the identification must match the name on the Emergency Form and the picture must match the person presenting it. A photocopy of the identification card will be taken. It is the parent's responsibility to notify the GeoKids administration of any changes on the Emergency Form. You may update this form at any time. We will ask you to update the form once a year. We do not accept any notes or phone calls from parents stating that someone not on your Emergency Form will be picking up your child; they must be listed on the Emergency Form.

Special 1-Day Release

A special "1-Day Release" form must be filled out if someone other than a parent or legal guardian comes to pick up your child. Parents must alert the teacher(s) with a one-day release authorization form. Any person authorized by the parents but not known to the teacher will be asked for identification before he/she is allowed to take a child from the preschool. The release forms can be found in the lobby by the parent boxes.

Schedule Changes (Enrollment)

If your childcare schedule needs to be changed, we may be able to adjust your child's schedule depending on enrollment. Schedule change request forms are located in the lobby and must be completed and left in the Scheduling box in the lobby or emailed to scheduling@geokids.org. You may increase or reduce your child's schedule at any time of the year, provided there is space or that there is someone to add on the day(s) that you wish to take away from your schedule. The Executive Director reviews all requests, and will contact you to discuss the change. In considering any adjustment to a child's schedule, the Executive Director must follow the enrollment criteria established for the Center, and these criteria may preclude a schedule change exactly when you would like it.

Drop-in Care

The Center provides drop-in care for enrolled children on a space available basis. Children enrolled part time may attend additional days when space permits.

- Drop-in hours must be approved and requests may be put in the Scheduling box, or emailed to scheduling@geokids.org.

- The parent must fill out the bottom of the daily sign-in sheet on a drop-in day. Drop-in fees will appear on your tuition statement.

When parents come to GeoKids for center business such as fundraising, community building, or other committee work, the center will allow parents to drop-in their child (ren) at no charge given the following guidelines:

- All requests to drop-in a child during a parent's Center business must be approved and a week's notice is required. Requests are subject to the Executive Director's approval based on classroom enrollment and staffing situation.
- All drop-in care for Center business has a **2-hour maximum at one time**. If the drop-in care lasts over two hours, the parent will be billed accordingly.

Late Pick-Up

- **GeoKids closes promptly at 6:00pm**. All parents and children must have left the Center by this time.
- When they are late picking up. Parents will be charged **\$1.00/minute** after 6:00pm for **each** child.
- This fee must be **paid directly** to the person who waits with your child **at the time** of pick up.
- If possible, when you know you are going to be late (e.g. you get stuck in traffic), please call to let the teachers know.
- Repeated late pick-ups may result in termination of child care services for your child.

Notice of Withdrawal

Families must give a minimum of 30 days notice for leaving GeoKids. If your child is enrolled at GeoKids for any part of any month following notice you will be expected to pay tuition for the **entire month** and will remain responsible for co-op and fundraising participation hours through to the end of the month.

- Example: A family gives notice May 18th for ending July 15th. Family is responsible for tuition and all other obligations for the **entire** month of July.

Exit forms are located in the lobby. These forms must be placed in the Scheduling box. See Appendix for an example of this form.

Families who must leave the Center on sabbatical may be placed on the wait list with a priority status. Space cannot be held without payment for any reason.

CENTER CLOSURES

Scheduled Closures

GeoKids resides on Federal Government property and we are therefore unable to operate on days when the U.S.G.S. is closed. In addition to the scheduled closures for Federal holidays, the Center will be closed the following days:

- Friday following Thanksgiving
- Half-day for Christmas Eve
- 7-9 additional days each year for staff in-service training. (A 30-day notice is given prior to closing for staff in-service trainings.)

Please also note that, historically, when national holidays fall mid-week it is possible that, by Presidential order, Federal facilities may be closed early in the day. When this occurs, GeoKids also

must close mid-day. Word of a Presidential closure cannot be scheduled in advance but will be treated as a scheduled closure. Notification to our families will occur as soon as possible.

Policy for Non-Scheduled Closure of GeoKids

There is a potential for a non-scheduled closure of GeoKids in instances such as the failure of Congress to approve the federal budget, or in the event of a local disaster. In recognition of these unusual circumstances the following policy will apply. For intermittent closure (less than 5 consecutive working days) of GeoKids on days other than regularly scheduled closures:

- Families will be credited for days closed based on the daily cost for the family.
- Co-op hours will be waived on the days the Center is closed.
- The Center will make every effort to assist families needing childcare on days the Center is closed.

Vacations

Because our expenses remain constant, we do not offer a tuition waiver or reduction during vacations. It is the responsibility of the parent(s) to arrange coverage for their participation time. Coverage of your time away from the Center can be done by trading with other families or by banking hours in advance. Should a parent wish to buy-out their scheduled participation time, 10 business day's notice is required to avoid costly penalties.

PARENT PARTICIPATION

The creation of a unified educational approach to caring for our children is a main goal for GeoKids. We accomplish this by joining parents and professional staff working with children. Co-oping parents support trained staff in each of our programs, and comprise 1/3 of the adult/child ratio. To effectively assist staff and promote consistency in the program execution, GeoKids requires parents to be trained in the GeoKids operational vision.

Parent Participation Schedule

The number of co-op hours required depends on which program your child is in and on the number of days per week your child is enrolled. See Rate Sheet to find out your family's required co-op participation. **Once enrolled, you sign-up for regular participation hours.** Participation hours have been developed into blocks of time. The blocks minimize the number of parents rotating through the classroom and are concurrent with key activity and transition times. Participation times are based on each classroom's schedule and are similar in most classrooms.

Role of the Co-oping Parent

Our vision for all adults who participate in our program is as a supportive presence, believing in children as capable, competent learners. We achieve this through an understanding and appreciation for the individuality of the child, the process of childhood, and adults who support the choices children make.

What occurs during participation time depends on the time of day in the program and the needs of the children during that time. Parent involvement ranges from assisting staff with children's direct needs to helping with routine maintenance.

Co-op Time

Program continuity and quality depends on commitment to participation time. Parents must sign-in on the daily sheet when they arrive to co-op. This is our indication that the parent participation

responsibility has been met. Being late for your co-op affects our ability to provide high-quality childcare.

- If you are late or do not show up for your co-op time and fail to call to let the Center know of your absence (before your scheduled co-op time starts), you will be charged \$1.00 for every minute you fail to participate.
- Because the parent co-op participation is part of our teaching program at GeoKids, we encourage everyone to sign up only for the number of hours you can realistically participate in.

Co-op Training and Orientation Meetings

To support our vision of care, every parent or family member who co-ops is required to attend at least 4 hours of training each year. New families to the Center are required to attend a Co-op and Philosophy Orientation. Returning and new families are expected to attend Room Orientation Meetings in August for the upcoming school year. The initial training session of each year (in October) is the most important to parents and staff. It offers program specific training, concentrating on aspects of the supportive care model, which are relevant to a particular classroom and it's functioning. The teachers from the program parents will be participating in conduct this session. For new parents, it is the first formal introduction to the methods used in our classrooms. For veteran parents whose children have changed programs, it is a formal introduction to new staff and a new program. **The October training session is mandatory for all co-oping parents.** To fulfill the co-op training requirement a variety of 1–2 hour training programs are held throughout the year.

Non-Compliance of Training

A parent in non-compliance for the training requirement may not co-op and will need to buy-out the co-op times at the dedicated buy-out rate. (See "Rate Sheet")

Dedicated Buy-out

Member families must sign up for at least one (1) co-op hour and may choose to do a Dedicated Buyout for the remainder of their required participation hours. Although we'd like to have parents participate in all of their required participation hours, we'd much rather that parents consider their participation time as a serious commitment and only plan on participating a realistic number of hours. This will help to ensure regularity and reliability for scheduled participation time. See Buyouts for the Dedicated Buyout rate. This amount will be added to your monthly invoice as part of tuition.

Dedicated Buy-Back

In recognition of scheduling difficulties, we have a Dedicated Buy-Back system. If you cannot commit to all of your required participation time, you may sign up for only the amount of hours you can commit to, and then 'bank' the remainder of the hours from the bank calendars. At the end of every month, you can apply your banked hours towards past or current Dedicated Buyout. You will see a credit on your monthly invoice when you do a Dedicated Buy-back. See Appendix for the Transfer of Bank Hours form.

Co-op Schedule Changes

Schedule Change Request forms are located in the lobby. See Appendix for an example of this form. To give notice of a desired schedule change, in co-op or enrollment, complete the form and leave it in the Scheduling box. The Executive Director will inform you of the viability of an enrollment or co-op change.

Once a participating parent or caregiver has chosen their co-op hours, he/she becomes responsible for those hours for the entire school year. Requests to alter parent participation schedules can occur at three fixed intervals throughout the year.

Notice Given By:	Changes Effective:
December 1	January 1
March 1	April 1
June 1	July 1

Buy-outs

Parents make up one-third of our adult: child ratio. When you cannot co-op during your scheduled time, please make every effort to exchange the time with other parents. It is your responsibility to find someone. However, if you are unable to find someone to swap with, you may buy out your time. To do so, you must complete a Buyout form. These forms are located in the lobby. The completed forms must be returned to the Scheduling box.

Buy-out rates are determined by the amount of notice given. There are three types of buy-outs:

1. **Regular buy-outs** are for when 10 or more business days' notice is given. This buy-out has the option of "making-up" the missed participation time within 2 months of the buyout date. If you opt to make up your time and do not do so within the 2-month time frame, you will automatically be billed when the buyout 'expires'. Proper coverage in the classrooms can occur with this type of advanced notification. This rate is **\$23.00/hr**.
 2. **Late buy-outs** happen with less than 10 but more than 5 business days' notice is given. You cannot use banked hours or make-up this time unless it is due to child or parent illness. You are automatically billed for this time due to the difficulty in planning and providing for proper adult coverage in the classroom. This rate is **\$27.00/hr**.
 3. **Desperate buy-outs** are when less than 5 business days' notice is given. You cannot use banked hours or make-up this time unless it is due to child or parent illness. You will be billed at the highest rate. This rate is **\$32.00/hr**.
- ❖ **No show:** Failure to give any notice **before** your scheduled co-op time will result in a "no show" rate of \$1/min.

A "business day" is defined as a day that GeoKids is open. In the instance of a late or last minute buy-out, we request that parents make every effort to have another family cover their participation time. When this is not a workable solution, please give as much notice as possible to help ensure proper classroom coverage.

Make-ups

Parents who are unable to participate due to child or parent illness or who have given 10 business days or more notice may choose to "make-up" their time. This time must be made up within 2 months

of the buyout date, or buy-out charges for these hours will automatically apply. Parents wishing to make-up hours should check the Bank Calendars for times available to bank.

Co-op Swapping

When parents cannot fulfill regular co-op times, GeoKids' classrooms are best helped if these times are swapped, traded, or exchanged with another family. This way, the classrooms will have continuous adult coverage and the children's day will run smoothly. Refer to the Center Directory for parent phone numbers.

Banking Hours

Because our expenses remain constant, we cannot offer tuition reduction or waiver during times of absence due to illness, maternity leave, vacation, travel or field work. During such absences co-op hours should be swapped or bought out. It is also possible to "bank" hours by doing additional co-op time in advance. Parents wishing to bank hours should check the Bank Calendars.

Banked hours can be used anytime you have a regular buyout, or in the event of sudden illness.

Banked hours **cannot** be used to cover lateness, last minute, or no-shows. The regular policy of needing 10 business days' notice or more applies to use your banked hours.

To receive credit for banking, complete a Bank Credit Form, have it signed by a teacher who was present during your bank time, and leave it in the Scheduling box. Up to 5% of your regularly scheduled participation time may be carried over from one school year to the next. For example, if you regularly co-op 6 hours per week during the school year, you may carry over up to 15 banked hours.

Attendance Expectations

To support families in our program, we do offer an unlimited number of co-op absences due to child/parent illness, maternity, vacation and business. Before you buy-out of a co-op time, we highly encourage you to try to exchange times with other parents.

Buy-out and Credit Record

To support families in our program, we do offer an unlimited number of absences due to child/parent illness, maternity, vacation, and business. Before you buy-out of a co-op time, we highly encourage you to try to exchange times with other parents. Your Buy-out and Credit Record will help you keep track of your buy-outs and banked hours.

The description of Buy-out or Bank Hours entered will be listed in the Action/Reason field.

Descriptions you may see include:

- Banked Hours
- BO, illness
- BO, business
- BO, vacation
- BO, maternity
- BO, other

When 10 or more business days' notice has been given, your buy-out will deduct from the Banked column first if you have banked hours then your buy-out hours will be added up in the Make-up column. If you prefer to be charged for your buy-out rather than make it up you will be charged \$23/hour. In the Bill Now? column you will see "Yes" next to your buy-out. This indicates that you have paid for the buy-out.

When less than 10 but more than 5 business days' notice is given you cannot use banked hours or make-up this time unless it is due to child or parent illness. In the "BO on time?" field you will see Late next to your buy-out. This indicates that you have been charged \$27/hour.

When less than 5 business days' notice is given you cannot use banked hours or make-up this time unless it is due to child or parent illness. If the "BO on time?" field you will see "Desp." (for desperate) next to your buy-out, it indicates that you have been charged \$32/hour.

Expired Buy-out Hours

When 10 or more business days' notice has been given, you can use banked hours to make up the time. If you don't make up your time within 2 months you will be charged \$23/hour. In the Action/Reason field you will see the following descriptions:

Expired hours, NIRA = Non-Illness Related Absent

Expired hours, no NIRA = Illness Related Absent

All charges are added to your monthly tuition statement.

Community Credit Commitment

- Each family is required to earn a total of 16 community credits per school year. Single-parent families are responsible for half of the stated requirements, or 8 community credits per school year.
- Community credits may be earned in several ways:
 - ✓ Participating in purchase-based programs (each \$1000.00 of purchases earns (1) community credit). These include eScrip and Schoolpop programs. We encourage families to sign up as many families and friends to participate in these programs as possible. They can generate a lot of income for the school with very little effort.
 - ✓ Coordinating a fundraising program, e.g., e-scrip, Scholastic books, souvenirs, or gift-wrap. You earn (1) community credit for every hour you spend.
 - ✓ Chairing or working on a fundraising committee (Gala, souvenir sales, Open House). You earn (1) community credit for every hour you spend.
 - ✓ Gala Purchases: You earn (1) community credit for purchases equaling 2x the value of the fundraising buyout rate. (e.g., if the community credit buyout rate is \$35, for each \$70 you spend and the Gala you earn (1) credit)
 - ✓ Workdays. You earn (1) community credit for every hour you spend, up to four per year. During workdays, participants work on special projects and other maintenance. They are usually held two to three times per year, on a weekend day. The Board can approve a special workday for extra credit when there is a need for work to have an effective workday.
 - ✓ Special Projects: In some years there are additional opportunities for earning community credit. The Board will post a notice when such opportunities become available.
 - ✓ General Membership Meetings: Attendance at these mandatory meetings will earn (1) community credit per family for each mandatory general membership meeting.
 - ✓ Board of Directors: Board members receive four (4) community credits for serving on the Board.
 - ✓ Buy-out of your fundraising hours at \$35.00/hr.
- Accounting of workday and fundraising hours and any incurred charges occurs at the end of each fiscal year or upon termination of membership.

- A membership auditor (a parent) tracks your workday and fundraising hours and will approve them in the Fundraising Binder where you can log your accumulated hours. This binder is kept in the lobby.

Appendix - Examples of Forms

Schedule Change Request Form

Requesting change in: Enrollment Schedule Co-op Schedule

Child's name: _____ Room #: _____

Today's date: _____ Requested Change Date: _____

Co-op Schedule Changes

Due to the complexity and difficulty of having frequent changes in the co-op schedules, set participation times may only be changed three times during the school year:

1. Notice given December 1 for changes effective January 1
2. Notice given February 1 for changes effective March 1
3. Notice given May 1 for changes effective June 1

List your current co-op time you would like to change:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

List what day you would like to switch your co-op to: (The Executive Director will look at the needs of the classroom and get back to you with new possible co-op times.)

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Enrollment Schedule Changes

You may increase or reduce your child's enrollment schedule at any time of the year, provided there is space or that there is someone to add on the day(s), which you wish to take away from your schedule. In considering any adjustments to a child's schedule, the Executive Director must follow the enrollment criteria established for the Center. This enrollment criterion will dictate the ability of parents to reduce their child's schedule.

Current Schedule: *(circle)*

Monday Tuesday Wednesday Thursday Friday

Requested Schedule Change: *(circle)*

Monday Tuesday Wednesday Thursday Friday

The Executive Director will inform you of the viability of an enrollment or co-op change.

GeoKids Exit Notice

Child's Name: _____ Date of Notice: _____

Last Day: _____

Forwarding Address: _____ Phone Number: _____

Reason For Leaving:

Notice Requirements:

Families must give a minimum of 30 days notice from the beginning of the month for leaving GeoKids. If your child attends GeoKids for a time during the month then you will be expected to pay tuition for the entire month.

Example: If notice is given May 18th for July 15th. Family will be responsible for tuition for entire month of July.

Transfer of Hours Form (To be used against Dedicated Buy-outs)
Today's Date:
Month to apply credit:
Child's last name:
Room #:
of hours to transfer from Buy-out Credit Record to statement:
All transfer slips received by the last day of the month will be applied to the following month.

Co-op Bank Credit Form (To be used against Regular hourly buy-outs)
Current Date Date of Credit
Name:
hours earned: Room#
Comments:
Signature of authorized person: <i>Credit is not valid without a GeoKids staff signature.</i>

Buy-Out Form

Child's Name:	Today's Date:
---------------	---------------

Program:

Reason for buyout: _____ _____
<input type="checkbox"/> Child out too

DATES & TIMES	
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

Note: Members are encouraged to swap hours rather than using the hourly buy-out option, when possible.

If you have given ≥ 10 business days (2 calendar weeks or more) notice, or if the buyout is due to illness, pick one of the following:

- Bill me at \$23 per hour
- I'll make it up within 2 months
- Use banked hours

If you have given < 10 but > 5 business days (less than 2 calendar weeks but more than 1 calendar week) notice then you will be billed \$27 per hour.

If you have given ≤ 5 business days (1 calendar week or less), you will be billed \$32 per hour.

Business days are defined as the days and operating hours in which GeoKids is open.