

**AGBU MANOOGIAN-DEMIRDJIAN SCHOOL**

**ARTEMIS NAZARIAN PRESCHOOL**



## **PARENT HANDBOOK**

**2023-2024**

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# Table of Contents

Table of Contents	i
Forward	1
Mission Statement	1
Amendments/Modifications	1
AGBU MDS Schoolwide Learner Outcomes (SLOs)	1
Program Philosophy	2
Program Goals	2
A Balanced Day	3
Daily Routine	3
Teaching Staff Qualifications	4
Teacher - Child Ratio	4
Definitions	4
Admission Policy and Procedures	4
Parent Rights	7
Tuition Payments and Non-Payment Policies	7
Transportation	7
Entrance and Exit Procedures	7
School Hours	8
Insurance	8
Emergency Form/Authorized Persons to Pick Up	8
Absences	9
Nut Safe Zone Policy	9
Nutrition	9
Health Policies	9
Accident or Emergency Procedures	12
Disaster Preparedness	13
Nap/Rest Time	13
Clothing and Other Necessities	13
Field Trips and Enrichment Programs	14
Holidays and Special Events	14
Share Days	15
Birthdays	15
School Use of Photos/Images/Videos Policy	15
Parent Communication with the Preschool	15
Parent Conduct Policy	16
Termination of Services	17
Policy for Student Removal from Classroom for Tuition Delinquency	19
Children's Developmental Progress	19
Parent Involvement	20
Drugs, Alcohol, Tobacco, and Weapons	20
Child Abuse Reporting	21
Discipline Policies & Procedures	21
Licensing & Accreditation	22
Confidentiality of Records	22
A Final Word	22
Acknowledgement of Parent Student Handbook	23
School Use of Photos/Images/Videos Policy Opt-Out Form	24

## **Forward**

AGBU Manoogian-Demirdjian School was established in 1976 under the auspices of the Armenian General Benevolent Union. The Preschool program has been an integral part of the Preschool since the day it was founded. In May 2006, in honor of Mr. & Mrs. Nazar and Artemis Nazarian, long-time benefactors of AGBU, it was renamed as the **AGBU Artemis Nazarian Preschool** (ANP or the Preschool).

The program is licensed by the State of California Department of Social Services, Facility No. 191228958 and is accredited through the Accrediting Commission of the Western Association of Schools and Colleges (WASC) for its high-quality early childhood education and care.

The Preschool administration and teachers are committed to providing the best early childhood education in conjunction with Armenian language and culture for children from 18 months to five (5) years of age. ANP-2 is the youngest section of the preschool serving children from 18 months to two-and-a-half (2.5) years of age. ANP-3 classes serve three (3) year old children, and ANP-4 classes serve four (4) year old children.

## **Mission Statement**

The AGBU Artemis Nazarian Preschool is an Armenian educational community committed to challenging and supporting our students to excel in academic, athletic, and artistic realms. Each student is encouraged and fostered to become a caring and responsible global citizen who values collaboration, innovation, and critical thinking to impact our community and the world.

## **Amendments/Modifications**

This Parent Student Handbook (“Handbook”) is intended to serve only as a guide to the Preschool’s general policies and procedures. The Preschool reserves the right to interpret, amend, modify, change, cancel, or withdraw any or all sections or provisions of this Handbook at any time. No person (including, but not limited to any employee, board member, officer, or Director of the Preschool) is authorized to make oral modifications to this Handbook.

## **AGBU MDS Schoolwide Learner Outcomes (SLOs)**

### I. Become academically skilled learners and independent thinkers who:

- Acquire a strong interdisciplinary knowledge base;
- Develop collaboration skills, effective study habits, and self-discipline;
- Solve problems critically and analytically;
- Demonstrate effective communication through verbal, written, artistic, and technological modes of expression.

### II. Become individuals aware of their Armenian cultural heritage who:

- Acquire knowledge of Armenian language, literature, and history;
- Develop an appreciation for Armenian culture;
- Contribute to the Armenian community and its homeland;
- Value their Armenian American identity.

### III. Become socially developed and productive future citizens who:

- Understand civic responsibilities and democratic principles;
- Embrace individual and cultural differences;
- Exhibit positive character in everyday life;
- Contribute time, skills, and talents to improve the community at large.

## **Program Philosophy**

Young children are unique individuals who are at the vital stage of initiation and exploration. We believe that children will benefit most when they can explore and actively engage in learning centers in a warm, supportive and secure environment. A developmentally appropriate curriculum is implemented which focuses on the development of the “whole child.” The curriculum integrates learning and growth in all domains including social and emotional, cognitive and physical as well as language. Enriched learning environments are created to support and nurture the unfolding potential of each individual child. The children are given opportunities to build a sound academic foundation, to become independent life-long learners and respectful members of society, particularly in relation to cultural diversity.

## **Program Goals**

Our program strives to create an environment where children can gain exposure to materials and experiences that promote development of the "whole child," enabling them to achieve their full potential and acquire the knowledge and skills required for future success.

Our goal for each and every child is to:

- Develop self-awareness, self-expression, and self-control;
- Cultivate confidence, independence and a sense of responsibility;
- Acquire a sense of belonging, unity, and respect;
- Refine problem solving, decision making, and conflict resolution skills;
- Motivate knowledge acquisition through interest-based learning tools;
- Recognize each student’s individual approach to growth and development;
- Teach the value of and respect towards Armenian and other cultures;
- Develop mathematical problem solving and critical thinking skills;
- Gain knowledge and make discoveries about the world;
- Acquire pre-reading and writing skills both in Armenian and English for a smooth transition to Kindergarten;
- Acquire proper language usage and expression both in Armenian and English;
- Strengthen physical and movement skills;
- Develop artistic, musical and creative abilities;
- Possess an understanding of sound health, safety and nutritional practices;
- Use age-appropriate technology to enhance learning.

A variety of learning materials, manipulatives, and activities enhance the children's growth in the following areas:

**Language Arts:**



*a k m D e a w z*



Children acquire listening and speaking, as well as literacy awareness skills in both Armenian and English.



**Mathematical Skills:**

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By acquiring mathematical thinking skills, children are able to think logically and solve problems by engaging in hands-on activities and manipulating concrete materials.



**Science Skills:**

Children acquire knowledge about the world around them by actively exploring, experimenting, discovering relationships of cause and effect and of change and growth.

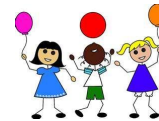


**Social Skills:**

Children acquire skills to become socially competent and self-confident. They learn to cooperate, share, respect and become aware of others' needs and feelings. They also learn about cultural diversity.

**Gross and Fine Motor Skills:**

Children are provided many opportunities to develop their physical abilities by using their large and small muscles for various indoor and outdoor activities.



**Creativity, Musical and Artistic Skills:**

Children acquire skills in expressing themselves in musical activities and creative movements, fingerplays, drama and drawing. Through art, they are encouraged to show their creativity. The main focus is on the process rather than the product.

## A Balanced Day

Group activities are alternated with self-selected activities, small group interactions and rest periods to provide for a healthy and pleasant learning environment. Open ended and structured activities are designed to provide children with academic as well as social skills. Active and quiet, indoor and outdoor activities are provided for a well-balanced and enjoyable day.

## Daily Routine

Children start their day by engaging in self-selected activities in various play centers, followed by clean-up time, circle time and so forth. When events happen in the same order every day, children have a better understanding of their world, and therefore feel more secure. A regular schedule gives children a way to order and organize their lives. Routines also help children understand the concept of time, develop self-control and foster independence. It is crucial that children arrive at school on time so they can get the maximum benefit from the program.

## **Teaching Staff Qualifications**

All teachers and assistant teachers are highly experienced and have exceeded the minimum Early Childhood Education State requirements. Some teachers and assistant teachers have received their Bachelor's degrees in Child Development. They are all trained in Pediatric CPR and First Aid. Every year, they attend in-service trainings and conferences to be updated with the current trends in the field of early childhood education.

## **Teacher - Child Ratio**

The teacher child ratio, which complies with California law, is as follows:

ANP-2 (18-2.5) year old groups: One adult to every six students

ANP-3 (3) year old groups: One adult to every ten students

ANP-4 (4) year old groups: One adult to every eleven students

## **Definitions**

For purposes of this Handbook:

1. "Parent" refers to a child's parent(s) or authorized representative(s). An "authorized representative" means any person or entity authorized by law to act on behalf of any child. This may include a legal guardian, a conservator, or a public placement agency.
2. "School Personnel" refers to all school employees, including teachers, staff, administration, and school nurse.

## **Admission Policy and Procedures**

### General Admission Criteria

A child must be 18 months or older to enroll in the 2 year old program (ANP-2), 3 years of age to enter the 3 year old program (ANP-3), and 4 years of age to enter the 4 year old program (ANP-4) on or before September 1<sup>st</sup> of that year.

Parents must submit all required forms in order for their child to be admitted, as set forth in more below.

In addition to age group requirements and mandatory forms, the Preschool must determine that the school can meet the child's specific individual needs and is a good fit for the child. To make this determination, the Preschool makes a thorough assessment using information it gathers through observations (see "Admission Process" section below).

### Admission Process

The admission process is the process by which new students apply to be admitted to the Preschool. This process is divided into phases:

**Inquiry Phase** - In the Inquiry Phase, parents will fill out an inquiry form (found on the school website) to request more information about the Preschool. After reviewing the inquiry form, the Registrar will contact the parents to schedule an in-person tour. At the end of the Inquiry Phase, if the parents are interested in beginning the admissions process, and provided there is space available, the EMS will create an account on the Blackbaud Enrollment Management platform so that parents can begin the admission application.

**Applicant Phase** - Parents will complete and submit an application form along with a non-refundable application fee during the Applicant Phase of the admission process. Additionally, parents will submit supporting documentation based on their child's entry grade level, which may include the following:

- Birth Certificate
- Parent Questionnaire

The Admissions Committee will review the students' file and advance the student to the next phase if the student meets the admissions criteria.

**Decision** - An enrollment decision will be announced and communicated to the parent. The student will either be:

- Accepted – the Preschool has the room and the student is accepted and offered an enrollment contract.
- Rejected – the student does not meet admissions criteria.
- Waitlisted – the student meets admissions criteria, but there is no room so the student is waitlisted. The student may stay on the waitlist until a spot becomes available and an enrollment contract is offered.

If an enrollment contract is offered, the parent will agree to the terms, sign the enrollment contract, and pay the enrollment fee.

### Enrollment Process

The enrollment process is the process by which parents will sign the enrollment contract and pay an enrollment fee per child to enroll their child in the following school year.

Enrollment contracts will first be released to current families in advance. Parents of current students will need to read and agree to the terms and pay the enrollment fee. Parents must submit the enrollment contract and the fee by the deadline set by the Preschool. Otherwise, their spot will be offered to a new family.

If the Preschool has space for new students after current families have enrolled, the Preschool will release enrollment contracts to new families. New families will be required to sign the contract and pay the enrollment fee by the deadline set by the Preschool. If the Preschool still has space after current families and new families have enrolled, the school will either re-enroll current students or accept new applications.

## Hold on Student Account

If a student has a hold on their student account, the Preschool will communicate the criteria the student/parent/family must meet to remove the hold from the student's account. The student's spot will be saved but the student will not be able to complete the enrollment contract and make a payment until the hold is removed. If the hold is not removed because the parent/family/student did not meet the Preschool's criteria to remove the hold, the student's spot will be offered to a student on the waitlist.

## Documentation During Enrollment:

At the time of enrollment, parents are asked to provide copies of their child's immunization records and health screening records. Moreover, parents must inform Preschool personnel of any allergies or special needs the child might have. They can also inform the teacher or administration directly on meet-your-teacher day or back-to-school night. After learning of the particular allergies, the child's teacher and the nurse will meet with the parents.

At the time of enrollment, an annual fee is collected for each child to cover the following expenses:

- Field trip expenses, with the exception of transportation costs (for ANP-3 and ANP-4 classes only);
- Certain holiday related expenses;
- Different educational and enrichment programs provided at school for Preschool students;
- Annual Program expenses for ANP-3 and ANP-4 students only;
- Other education related expenses which benefit the students.

## "Meet Your Teacher Day"

For transitioning purposes, families are given the opportunity to attend a "Meet Your Teacher Day" before the start of the Preschool year to meet the teacher, see the classroom, and place the necessary items in their cubbies.

## Licensing Required Forms

As a Preschool facility licensed by the State of California Department of Social Services, the following forms must be reviewed, completed, and returned to the Preschool:

1. Physician's Report - Child Care Centers (LIC 701)
2. Child's Pre-Admission Health History (LIC 702)
3. Personal Rights (LIC 613A)
4. Notification of Parent's Rights (LIC 995)
5. Identification and Emergency Information (LIC 700)
6. Consent for Emergency Medical Treatment form (LIC 627)

All forms will be emailed to parents of incoming students before back-to-school night. Parents must submit forms by the deadlines established by the school. Submitted forms will be filed in each child's school folder located in the Director's office.



## Miscellaneous Requirements:

All 3 and 4 year old children must be potty trained. This requirement does not apply to the ANP-2 section.

No bottles or pacifiers are allowed in the Preschool.

## **Parent Rights**

The Notification of Parent's Rights Form (LIC 995) states that as a parent, you have the right to:

- Enter and inspect the Preschool without advance notice whenever children are in care;
- File a complaint against the Preschool with the licensing office and review the Preschool's public file kept by the licensing office;
- Review, at the Program Office, reports of licensing visits and substantiated complaints against the Preschool made during the last three years;
- Make a complaint to the licensing office and inspect the Preschool without discrimination or retaliation against you or your child;
- Request in writing that a parent not be allowed to visit your child or take your child from the Preschool, provided you have shown a certified copy of a court order;
- Be informed by the Preschool, upon request, of the name and type of association to the Preschool for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.

***California State Law provides that the Preschool may deny access to the premises to a parent/authorized individual if their behavior poses a risk to children in care.***

## **Tuition Payments and Non-Payment Policies**

Parents should refer to their Enrollment and Financial Contract for information regarding tuition fees, non-payment policies, and terminating their contract with the Preschool.

## **Transportation**

The Preschool program does not provide transportation.

In the event of an off site field trip, the school will arrange for transportation and parents will cover the cost. Parents/guardians will be asked to join the teachers to assist with supervision at the site of the field trip.

## **Entrance and Exit Procedures**

Entrance: The Preschool is a closed campus. Accordingly, parents may not park on school premises. Instead, parents must find street parking nearby, park their cars, and walk their child to the school gate. They must sign in their child at the gate and hand them over to the teachers on site and return to their vehicles. Parents must spend no more than five minutes before returning to their cars to open up parking space for others.

Exit: At the end of the school day, parents must follow the same parking procedures above and meet their child at the school gate. They must sign out their child before leaving.

All parents are required to follow school entrance and exit procedures to maintain safety on campus.

## **School Hours**

Preschool hours are from 8:00 a.m. to 2:55 p.m. However, the classroom doors open at 7:50 a.m.

Children must be picked up by 3:30 p.m. at the latest. Children who are not picked up by that time will be taken to the after-school day care.

Extended afternoon day care is available until 5:30 p.m. for an additional charge. Please contact the Director of the Preschool for additional information.

Below are detailed dismissal procedures that parents are asked to follow:

3:30 p.m.                      School day ends and paid daycare begins. Children not picked up at 3:30 p.m. from their classroom are taken to after school day care.

5:30 p.m.                      Day care ends.

## **Insurance**

Primary Insurance: All students must be covered by a verifiable health insurance plan through their parent(s). The Preschool reserves the right to request proof of coverage.

Secondary Insurance: The Preschool also has insurance which assists in the medical expenses incurred for accidental bodily injury sustained by students while attending school, while traveling to and from school, or while participating solely in school-sponsored and supervised activities. This is a secondary insurance policy after the parent(s)' primary insurance.

## **Emergency Form/Authorized Persons to Pick Up**

Each child enrolled in the preschool program must have a current Identification and Emergency Information form (LIC 700) on file at his/her school site. It is the responsibility of the parent to secure names, addresses, and telephone numbers of all persons authorized to remove the child from the Preschool premises and to keep this information current. Children will not be released to anyone unless they have been authorized and are at least 18 years of age.

If it becomes necessary for someone else to pick up your child and they are not on the Identification and Emergency Information form (LIC 700), you must notify the Preschool in advance, provide the individual's first and last name, and provide authorization for the individual to pick up your child. The individual must also bring a photo identification to the Preschool. The Preschool reserves the right to request photo identification and/or refuse to release a child to an individual not on the LIC 700 form.

Special custody situations should be discussed with the Director of the Preschool upon enrollment or as situations arise. Without court documentation, the Preschool will not refuse a parent the right to pick up his/her child.

## **Absences**

Please notify the Preschool when your child is absent, and the nature of the absence, especially if your child has a communicable disease, so that we can alert other families. In case of absence, parents need to notify the teacher or the Preschool office by 8:30 a.m.

## **Nut Safe Zone Policy**

The Preschool has children with confirmed or suspected allergies to peanuts and/or tree nuts. To keep our school safe for our students, the Preschool environment is designated as a “Nut Safe Zone.” Please do not bring any foods containing peanuts and/or tree nuts. This includes products processed in facilities that also process nuts. Please read all food labels carefully.

## **Nutrition**

Breakfast, a well-balanced lunch, and afternoon snacks are included in the monthly tuition. All children are provided food prepared by the Preschool Cafeteria (Cafe Charles). At the time of enrollment, parents need to inform the Preschool regarding any food allergies a child may have, and they should provide any special food items that the child consumes. As set forth above, to minimize potential hazards in cases of allergies to certain nuts, the Preschool environment is designated as a “Nut Safe Zone.”

The Preschool prepares a monthly menu which is posted on the Preschool website as well as on each classroom’s bulletin board. The Preschool reserves the right to make necessary changes to the general school menu to accommodate the needs of the Preschool children.

During classroom parties, parents are strongly encouraged to send only healthy snacks and food items to instill healthy eating habits in children and the Preschool community in general. No candy or food items high in sugar are welcomed. No food items containing nuts or food products manufactured in facilities containing nuts are welcomed either.

## **Health Policies**

### Medical Assessment

Prior to, or within 30 calendar days following enrollment, parents must submit a Physician’s Report (LIC 701 form) which provides a written medical assessment of their child. The assessment must be performed by, or under the supervision of, a licensed physician, and cannot be more than one year old when obtained.

Please note that all children must be evaluated for risk factors for tuberculosis (TB) as part of the medical assessment. Your child will be required to have TB testing done if, after reviewing the child’s risk factors, your child’s physical deems it necessary. If that is the case, a TB test must be obtained by the time you submit the Physician’s Report (LIC 701).

Parents are required to submit a “Child’s Preadmission Health History – Parents Report” Form prior to, or within 30 calendar days following enrollment.

### Allergies

Allergies are common and varied.

At the time of enrollment, parents must inform the Preschool Director of any allergies or special needs the child might have. The child’s physician must also identify allergies in the LIC 701 Form. If parents inform the Preschool of allergies, or if the Preschool learns the child has allergies through the LIC 701 form, the child’s parents are asked to meet with the school nurse and the child’s teacher at the beginning of the school year to discuss the allergies.

In cases where administration of Epi-pens or inhalers is required, parents must complete an Authorization for Dispensing Epi-Pen form with detailed information regarding dose, frequency, and times to administer as per licensing regulations. The form must be submitted to the Preschool nurse. Parents should provide two Epi-pens, one to be kept in the nurse’s office and one for the classroom. If your child has an anaphylactic allergy, the Preschool needs a note from your child’s doctor explaining how to administer the epi-pen and any allergy medications and inhalers.

### Immunizations

Pursuant to SB 277 signed by Governor Jerry Brown, all children shall be immunized against diseases and must provide current health records prior to admission.

The following immunizations are required in California:

- DTaP (Diphtheria, Tetanus, Pertussis), 4 doses
- Polio, 3 doses
- MMR (Measles, Mumps, Rubella), 1 dose on or after 1st birthday
- Hepatitis B, 3 doses
- Varicella (Chicken Pox), 1 dose, or documentation from a health care provider that the child has had the disease
- HIB (Haemophilus Influenzae Type B), 1 dose on or after 1st birthday

Effective July 1, 2016 and in accordance with SB 277, California no longer recognizes “personal beliefs” as an exemption for immunizations.

In special cases in which a child is under-immunized because of a medical condition, a written statement is required from the child’s physician (medical exemption). The physician’s statement must provide the duration of the medical exemption and the reason for the medical exemption. All parents must submit a physician’s statement for this medical exemption to the school administration and the nurse, and prior to the first day of school. The Preschool will review the exemption and communicate its decision to the parent. Children who do not have immunization records on file and/or an authorized medical exemption will not be allowed to enroll.

## Medications

In the event your child is prescribed medication, you will need to complete and submit a “Parent Consent for Administration of Medications and Medication Chart” form. The instructions on the form cannot conflict with the prescription label directions. You must also provide a written note from your child’s doctor with diagnosis and directions as per licensing regulations. All medication must be in its original packaging with clear dosage, time and directions.

In the event your child needs nonprescription medication, you must provide your authorization in writing prior to the administration of the medication to the child.

## Sick Policies

The Preschool prioritizes all children’s health on its premises.

For the health and safety of all students, a child must stay home if he/she has any of the following symptoms:

- Fever over 101 degrees Fahrenheit;
- Red throat or earache;
- Runny nose, watery eyes or constant cough;
- Vomiting;
- Diarrhea;
- Nausea or severe stomach cramps;
- Unusual yellow color to skin or eyes;
- Mucous of yellow or green;
- Draining eye (pink eye or sinus infection);
- Difficulty breathing or wheezing;
- Unexplained rash or skin eruption;
- Contagious diseases; and/or
- If the child acts listless, drowsy, has a headache, flushed face, is lacking in appetite or shows any behavior that is out of the ordinary.

The following protocols will be followed if a child presents symptoms of illness:

- Teachers will inspect students for signs of possible illness on a daily basis. A child with symptoms of possible illness will be sent to the nurse’s office.
- The school nurse will dispense medication in case of need, provided the nurse has written authorization from the child’s parent. This applies to prescription drugs, for which a “Parent Consent for Administration of Medications and Medication Chart” form is needed, and nonprescription drugs, for which a written authorization is needed.
- Parents will be contacted and asked to pick up their child.
- A child with a contagious illness will be excluded from the Preschool until no longer contagious. A physician’s note or the school nurse’s approval is needed before a child with a contagious disease may return to school.
- A child must be fever-free for 24 hours without the use of fever reducing medications before returning to school. A physician’s form is required upon return.
- If your child contracts a contagious illness, please notify the Preschool in order to inform the other parents.

- If a child misses three consecutive days of school due to an illness, the school must be provided with a doctor's note clearing the child; otherwise the child will not be allowed to return.

### Lice Policy

Children's hair will periodically be checked for lice. If lice is found, the school nurse will notify the child's parents.

You must notify us if your child has lice. If your child is sent home with nits and lice, he/she will NOT be allowed back to school until all nits and lice have been removed. Children who have had lice or nits must be checked and cleared through the Preschool office prior to returning to their classroom.

### Miscellaneous Health Policies

- The school nurse will inspect the children for cleanliness and good health on a monthly basis.
- Parents may provide sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher to be applied to skin for hot and sunny days. Parents must authorize teachers to administer SPF in writing, using the Sunscreen Permission Slip.
- Parents of toddlers who are not potty trained are asked to provide only disposable diapers or pull-ups. Diaper changing procedures are in accordance with the Cleaning and Sanitation Procedures required by the American Academy of Pediatrics for the safety of each child

All of these procedures are implemented for the protection of all children.

## **Accident or Emergency Procedures**

Minor Injuries (Scrapes, Cuts, and the Like): If your child suffers a minor injury at the Preschool, the teacher in charge and/or the school nurse will administer simple first aid, such as washing the injury, applying ice, and bandaging. The nurse will then fill out the Preschool's "Minor Injury Report" form and a copy will be provided to the parents.

Non-minor Injuries: In the event of a more serious injury that may require medical services, the following procedure will be followed:

1. Call parent or guardian.
2. If a parent or guardian cannot be reached, the Preschool will call one of the persons listed on the emergency list.
3. If the above two fail, the Preschool will call an ambulance or paramedic team and have the child taken to the emergency room. A staff person will accompany the child in the paramedics van or ambulance.
4. If an injury is severe, procedures #1 and #2 will be waived. The Preschool will call 911 first and then attempt to reach the child's parent and/or their emergency contacts. A staff person will accompany the child in the paramedics van or ambulance.
5. All non-minor injuries will be recorded on the Preschool's "AGBU Manoogian-Demirdjian Injury Report" form.

Please note any and all expenses incurred as to #3 and #4 will first be borne by the child's family and their insurance policy. Any additional expenses will be covered by the School's insurance policy.

### Head Injuries:

All head injuries, even minor ones, will be reported to the student's parent and will be recorded on the Preschool's "AGBU Manoogian-Demirdjian Injury Report Form."

## **Disaster Preparedness**

The Preschool has implemented an emergency plan to be followed at the time of an earthquake or other emergency. Written emergency procedures are posted in each classroom. Fire and earthquake drills are practiced periodically. All children are instructed to keep their shoes on during naptime as a part of the Preschool's emergency plan.

Parents must ensure that the "Identification and Emergency Information" form (LIC 700) they have on file with the Preschool is up to date, so that prompt and appropriate care is given to the children should an emergency occur.

## **Nap/Rest Time**

Naptime is essential at this stage for all Preschool students. Each child should bring a sleeping bag with an attached pillow and blanket for naptime. The bedding will be sent home weekly to be washed.

Children may bring a soft cuddly toy for naptime if they wish.

## **Clothing and Other Necessities**

All children are required to wear their school uniform on a daily basis except on Free Dress days, of which parents will be notified. The Preschool uniforms may be purchased directly from American School Uniform at (323) 666-9337 or from the school on designated "Uniform Sales" days.

Children need to be able to freely run around and participate in outdoor games and sand and water play (weather permitting). Therefore, it is very important for them to wear sneakers or comfortable and sturdy Velcro shoes. They also need to bring an extra set of clothing (non-uniform) in a zippered bag labeled with their name, to be used whenever necessary. Children are not allowed to come to school wearing colorful sweaters, jewelry, accessories or nail polish.

Preschool children must bring a leak-free bottle with a closed top either with squirt or straw for drinking water. For toddlers, please provide a sippy cup and a weekly supply of diapers. All items must be labeled with your child's name. It is the parent's responsibility to provide a sufficient supply of these items and to replenish as necessary.

Each child needs to bring two boxes of tissue, two boxes of baby wipes and two boxes of Clorox wipes at the beginning of the year.

## **Field Trips and Enrichment Programs**

Preschool children participate in educational field trips to enhance their learning. Parents will be informed in advance about each field trip and will be asked to sign a consent form. They will also be informed about emergency procedures for each field trip. Parents may assist the teachers with field trip supervision.

Additionally, a few times a year, amusing entertainers, storytellers, and educational and interactive programs are scheduled to come to our school. Students in the ANP-2 section will not go on field trips, but they will enjoy the entertainment programs brought to campus.

## **Holidays and Special Events**

### Holidays Observed

Parents are asked to refer to the AGBU Manoogian-Demirdjian School General Calendar as well as the Preschool Annual Calendar for holiday closures and special events. Parents will be informed in advance of any additional events or programs.

The following holidays are observed:

Martin Luther King Jr. Day  
President's Day  
Labor Day  
Columbus Day  
Memorial Day  
Veterans Day  
Thanksgiving (Thurs. & Fri.)  
Christmas Break  
Easter Break  
Vartanantz Day  
Armenian Genocide Remembrance Day  
Armenia's First Republic Day

### Holiday Celebrations

Holiday celebrations are incorporated into the curriculum. Throughout the year, a number of holiday classroom parties are held. Party sign-up sheets are provided for parents who wish to bring necessary items for each party. Extreme caution must be taken when providing food for the class, as food allergies are prevalent in children.

We ask every parent to adhere to our NO GOODY BAG, NO CANDY, NO NUTS AND NO BALLOON policy for all occasions. Balloons are a choking hazard, whether they are inflated or deflated.



## **Share Days**

On Fridays only, children are given the opportunity to bring a toy from home to share with their classmates and talk about it to the class. Sharing is an ongoing learning experience and teachers are instrumental in helping with this process. It enables children to develop social skills such as: cooperation, taking turns, negotiation, and much more.

Toys that pose an obvious or imaginary danger to other children, such as replica guns, weapons, war or violence related toys, and scary toys, are not permitted. Toys that may be a choking hazard are likewise not permitted. Please note that toys brought to school are subject to being damaged or lost. The Preschool is not responsible for any damaged or lost toys.

While children are allowed to bring toys to school only on Fridays, they may bring a soft cuddly toy for naptime if they wish.

## **Birthdays**

A child's birthday is very important. Therefore, every child will be recognized on his/her actual day of birth. The celebrations will be on the second and/or last Friday of each month. For this special day, parents can bring cupcakes, juice and paper goods and celebrate with their classmates. If you wish, you may donate a popular book to your child's classroom library in your child's name on this joyful occasion.

In the event of an out-of-school birthday celebration, party invitations may be placed in the children's cubbies if the entire class is invited. Otherwise, alternate arrangements should be considered to distribute invitations.

## **School Use of Photos/Images/Videos Policy**

Parents and students should be aware that the Preschool regularly uses photos/images of students on the school website ([www.agbumds.org](http://www.agbumds.org)) and its social media pages (Facebook and Instagram). Student names and/or videos of the student may or may not be used as well, depending on the situation. If a parent and/or student does not want the student's image/name and/or videos of the student used on the school website or social media pages, they must execute a "School Use of Photos/Images/Videos Opt-Out Form" and submit it to the administration. This form is attached to this Handbook or available upon request.

## **Parent Communication with the Preschool**

We believe that open communication between the Preschool and families is in the best interest of each child. Parents may obtain information about the program or their child's classroom activities through a variety of channels, including:

- The Preschool website for information pertaining to the preschool program;
- Blackbaud, a web-based program to give parents and students continuous access to curriculum, school news, and other information.
- Parent Student Handbook with detailed general information;
- Informative Back-to-School night held before the start of school;

- Continuous communication with the teachers via email, phone calls, and daily in-person encounters;
- Flyers and posted information on bulletin boards;
- Parent-teacher meetings/conferences and classroom visits; and/or
- Community resources that are shared with parents that support the child's/family's needs and interests

It is very important that parents read all the information provided by the Preschool, so that they will be aware of any plans, activities, events and changes in their child's routine. By the same token, it is important to keep the teachers informed of any changes at home that might affect your child such as separation, moving, death of a pet, new sibling, extended house guest, etc. The teachers will use the provided information to support the child and proactively provide the care and attention needed.

## **Parent Conduct Policy**

The Preschool is committed to creating an environment where employees, volunteers, parents, children, providers or any other person who comes to the Preschool premises, special events or who has contact with staff through any other means, is treated with respect and professionalism at all times. Parents may respectfully express their concerns about school operations, personnel, or any other issues related to the Preschool. However, they shall not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, hostile, threatening, or divisive.

In the event that any parent engages in any type of unacceptable conduct towards School Personnel, another parent, volunteer, vendor, or any other individual associated with the Preschool, the Preschool will apply the following measures as appropriate:

- Prohibit personal contact with School Personnel, another parent, volunteer, vendor; or any other individual associated with the Preschool;
- Report threats of bodily harm, actual bodily harm, or any other illegal activity to the appropriate local, state or federal authorities;
- Withdraw the child's enrollment from the Preschool; and/or
- Take any other action deemed appropriate under the circumstances.

For purposes of this policy, "unacceptable conduct" includes, but is not limited to any of the following:

- Insulting, abusive, or unprofessional conduct towards School Personnel, another parent, volunteer, vendor, or any other individual associated with the Preschool. This applies whether the insulting, abusive, and/or unprofessional communication is telephonically, online (e-mail, social media, or any online forum), on the Preschool premises, adjacent to the Preschool premises, or some other location in connection with school activities;
- Threats or actual bodily harm or illegal activity against School Personnel, another parent, volunteer, vendor, or any other individual associated with the Preschool;
- Any type of harassment, including: harassment based on age, sexual orientation, race; sexual harassment (including but not limited to inappropriate touching, sexual flirtations, advances or propositions, displaying sexually suggestive objects or pictures; verbal abuse; fighting, kicking, or other physical harm or attempted harm; making false, vicious, or malicious statements about School Personnel, another parent, volunteer, vendor, or any

other individual associated with the Preschool; abusive, vulgar language; yelling or speaking in an aggressive raised voice; uncivil conduct or failure to maintain satisfactory working relationships with School Personnel, another parent, volunteer, vendor, or any other individual associated with the Preschool; immoral conduct or indecency; making unsubstantiated, malicious, embarrassing or false claims against School Personnel, another parent, volunteer, vendor, or any other individual associated with the Preschool;

- Deliberate or repeated violations of security procedures or safety rules;
- Conducting or attempting to conduct or engage in any fraudulent, dishonest or deceptive activity of any kind;
- Any other act which endangers the safety, health or well-being of another.

*The Preschool does not have a progressive warning policy. Accordingly, the Preschool reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and without an intermediate step. For example, a parent may be required to withdraw their child's enrollment immediately if their uncooperative and disruptive behavior diminishes the effectiveness of the education process to such a degree that continuation of the child in the Preschool is impossible.*

## **Termination of Services**

The Preschool reserves the right to admit and/or dis-enroll any child at its sole discretion. The objective is to ensure that all children enrolled benefit from the program, but there may be times that the program may not be the best fit for a child and/or family. Therefore, termination of enrollment will result. Examples of circumstances which warrant termination of enrollment include, but are not limited to:

- Failure to submit immunization records or other required documentation.
- Failure by the child's family/parent to abide by the policies set forth in this Handbook, including but not limited to, the Parent Conduct Policy.
- Failure by the child's family/parent to abide by the terms and conditions of enrollment.
- The Preschool determines it is unable to meet the child's behavioral and/or developmental needs.
- The child becomes harmful to self, other children, or School Personnel.
- The child is extremely unhappy and unable to participate and adjust to the program.
- The child's behavior requires more attention than the Preschool's adult/child ratio allows.
- The child's behavior is so disruptive that it impedes the Preschool's operations.
- The parent's or the child's disruptive behavior compromises the health and safety of the children or staff.

The child's continued enrollment at the School will be assessed based on the parents' cooperation with the process and the timely progress the child shows in improving the behavior of concern and/or the developmental progress of the area of concern.

## **Policy for Student Removal from Classroom for Tuition Delinquency**

### Purpose:

In an effort to ensure that student tuition is paid per the Enrollment Policy, this policy details the consequences of delinquent tuition and outlines the procedure for removing a student from the classroom if there is a failure to pay tuition or pay it timely.

### Procedure:

Parents or guardians will automatically receive communication from Tuition Management about their delinquent accounts.

If a tuition payment remains past due twenty (20) days after the due date, the parents or guardians will receive a Notice for Removal of Student.

If a tuition payment remains past due thirty (30) days after the due date, the student will be automatically removed from school without further notice.

Once a student is suspended for delinquent tuition, the student will be escorted to the main office by the Principal, who will wait with them until a parent or guardian arrives to pick them up.

The entire balance of unpaid tuition plus one month's tuition will immediately become due and payable upon suspension.

The student will remain suspended until the entire balance of unpaid tuition, plus one month's tuition, is paid.

If a student is removed from the classroom multiple times due to tuition delinquency, the CFO or Principal may consider further disciplinary action, including suspension or expulsion.

## **Children's Developmental Progress**

Children's development and growth are closely monitored by the teachers throughout the year. Teachers interact, observe, take notes and document the children's strengths, interests and areas that need more attention. All parents are encouraged to provide input on their child's development, as it is a vital component in understanding the child better.

Parents are expected to work courteously and cooperatively with the Preschool to assist with their children's developmental growth. Parent-teacher conferences are held in November and March of each year and are a great opportunity for parents to discuss their child's development and growth with their teacher.

All documentation related to a child's development is confidential, kept in a locked cabinet, and shared with parents during meetings or on an as needed basis. In addition to parent-teacher conferences, the teacher, Director of the Preschool, and parents may request a special meeting to be scheduled if the need arises. Parents are encouraged to address any questions or concerns they have with the teacher or to the Director.

## **Parent Involvement**

The Preschool encourages parent participation and involvement in a variety of ways:

- Participating in Parent-Teacher conferences;
- Participating in programs and activities for children;
- Participating in school events and programs;
- Sharing their talents with children and teachers;
- Participating in “Reading and Story Time,” a parent volunteer program during which a parent reads to the class;
- Volunteering in the classrooms, which include assisting teachers with special projects and activities;
- Joining class field trips and assisting teachers with supervision;
- Becoming a homeroom parent to assist the Parent Association (PA);
- Joining different school committees and subcommittees; and/or
- Participating in the annual evaluation of the Preschool and Preschool program

The Preschool may revoke the parent’s involvement should any disapproving behavior arise.

## **Drugs, Alcohol, Tobacco, and Weapons**

Weapons (real or fake), and the possession and/or use of drugs (including marijuana), alcohol, and tobacco, are strictly prohibited on school premises or during any school related activities. This includes any persons participating in field trips, indoor and outdoor activities, or occupying vehicles for the purpose of school related activities.

## **Child Abuse Reporting**

Children are a vulnerable population and need protection. State mandated policies and procedures protect children who may not be able to speak for themselves.

Under state law, all staff members and teachers are legally Mandated Reporters and are required to report any suspected child abuse or neglect cases both internally and to Child Protective Services. This means if staff members or teachers have a *reasonable suspicion* of abuse or mistreatment or are told by a child they have been abused in any way, Mandated Reporters are required by law to call and report this to Child Protective Services.

For more information on the Preschool's Mandated Reporter's policy, please request to see the School's Mandatory Reporter's Policy from the Preschool Director.

## **Discipline Policies & Procedures**

### General:

The goal of the Preschool is to provide the guidance necessary for children to increase their self-control, be respectful to themselves and others, be able to express their feelings using words rather than physical strength, listen attentively, and learn to follow directions. Teachers guide and direct children's inappropriate behaviors to more acceptable choices, using positive and rewarding approaches. They assist the child in meeting his/her need(s) through the use of proactive social skills lessons, positive reinforcement, modeling, prompting, and structured behavioral modification systems within the classroom environment.

The teachers, the administration and the families establish and maintain regular, ongoing open communication on disciplinary issues. The Preschool Counselor is also instrumental in assisting teachers inside and outside the classroom to help facilitate a healthy and productive classroom environment.

Should any conflict arise between your child and another child on school grounds in your presence, you should direct the issue to the teacher's and/or the Director's attention. The staff will help facilitate all conflicts between children. Parents are asked not to discipline and/or facilitate children's conflicts on campus.

The Preschool will ensure each child is accorded personal rights, including but not limited to, dignity in his/her personal relationships with School Personnel and other persons associated with the Preschool; safe, healthful and comfortable accommodations, and to be free from corporal or unusual punishment, infliction of pain, etc. Any form of discipline which violates a child's personal rights is not permitted in our school. Moreover, no child is denied food, rest or toileting as a result of inappropriate behavior.

### Disciplinary Protocols:

Every effort shall be made to deal with discipline problems through redirection, problem solving, and staff/parent collaboration. If a child's behavior requires additional attention, intervention, assessment, accommodation and/or is excessively disruptive or harmful to an individual child or

the group, or should the teacher or Director conclude that additional support and expertise is needed for the child's developmental needs, some or all of the following steps will be required:

Additional Parent/Teacher conferences: The purpose of the conferences is to clarify the issues of concern, re-examine the causes, and brainstorm any changes or modifications that can be implemented by either the family or the staff.

Involvement of the Preschool counselor for professional support and guidance to both the staff and the family.

Implementation of a Tier-Based approach to modify the behavior with the guidance of the Preschool counselor and School Personnel.

Formal referral for comprehensive assessment. The Preschool Counselor will assist with the process.

The staff will provide accommodations to meet the child's specific needs within the scope of the program.

## **Licensing & Accreditation**

The State of California, Department of Social Services, and Community Care Licensing license the Preschool.

### Non-Discrimination Statement

The Preschool is a for profit private preschool. We do not deny services to any person on the basis of religion, color, ethnic group identification, sex and age.

### California Department of Social Services - Child Interviews

The Licensing Program Analyst, from the State of California Department of Social Services Community Care Licensing Division, may make periodic visits to the Preschool and at such time may interview several children as part of the licensing requirements. School parents will be notified if their child was interviewed. (The interview consists of questions to the child regarding how they view our school.) The visit and the interview are not scheduled in advance.

## **Confidentiality of Records**

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to the purpose directly connected with the administration of the program. The Preschool shall permit the review of the basic data file by the child's parent(s) or guardian(s), upon request and at a reasonable time and at a reasonable place. The Preschool shall share information if necessary for the administration of Community Care Licensing and the Department of Public Social Services and as required by law.

## **A Final Word**

It is an honor and a great pleasure to welcome you to AGBU Manoogian-Demirdjian School. The **Artemis Nazarian Preschool** teaching team is here to provide the highest quality of education in a safe and nurturing environment and to be an integral part of your child's early childhood experience.

## Acknowledgement of Parent Student Handbook

I acknowledge accessing my copy of the AGBU Artemis Nazarian Preschool (“Preschool”) Parent Student Handbook (“Handbook”) on the school website at the following link: <https://agbumds.org/Handbooks>. I understand and agree it is my responsibility to read and comply with the policies and procedures contained in the Handbook. I further understand my failure to comply with the policies and procedures contained in the Handbook can result in termination of services with the Preschool.

I understand that this Handbook replaces and supersedes all previous handbooks, memoranda, and oral descriptions of the Preschool’s policies, practices, and procedures. I understand that this Handbook may be amended by the Preschool at any time and any such amendment shall be binding upon all AGBU Artemis Nazarian Preschool parents.

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Print Name

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Signature

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Date

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Print Name

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Signature

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Date



# ***School Use of Photos/Images/Videos Policy Opt-Out Form***

A parent may withhold permission to have their child's photos, images, name, or videos of the child used on the AGBU Manoogian-Demirdjian School ("School") website or social media pages (Instagram and Facebook).

As the parent or guardian of \_\_\_\_\_[student name], I understand that if I opt-out, my child's images, photos, names, and/or any videos of my child will not be included on the School's website or social media pages. Note: This does not include videotaping by security cameras in school.

By signing below, I agree that I do not allow my child's images, photos, names, and/or any videos of my child to be included on the School website or social media pages.

Signature \_\_\_\_\_ Date \_\_\_\_\_