

PACIFIC GROVE ADULT EDUCATION PRESCHOOL PROGRAM  
646-6583

Hours: Monday through Friday  
8:45-11:30 AM                      or                      12:45-3:30 PM

1. Our program is a five day a week program. Children may attend as many days per week as desired by the family. Tuition and attendance requirements for adults are the same for everyone; one day per week in the classroom and meetings on Tuesday evenings. If you have two children in the program, you are required to work two additional days per month for the second child.
2. Tuition is \$90.00 per month for one child and \$135.00 per month for two children. Please make checks payable to Pacific Grove Adult School. Tuition fees are subject to change.
3. We follow the same calendar as the Pacific Grove Elementary Schools.
4. To be eligible for this preschool, children must be two years nine months by entering in August to kindergarten age. Children must be three by December 2<sup>nd</sup> of the year they enter.
5. Children must have the following immunizations: three polio, four DPT, three hepatitis B, one MMR(must be on or after the first birthday), at least one Hib given on or after the first birthday (regardless of any doses given before the first birthday) and varicella (chicken pox). Parents must have a Tine test (for TB) every four years to work with children in public schools. Bring proof of immunization to school on your orientation day so that your child may attend the preschool. This is a state law.
6. A parent (or other adult) must attend Tuesday night meetings and work one day per week in the school. Participation in work days and fundraising events is required of everyone. This is a co-op.
7. We celebrate traditional holidays and children's birthdays. Please inform us of any special requests or needs regarding these special occasions.
8. Your child will be a special helper and have a special job on your work day. The jobs will rotate each week. When your child has show & tell please limit it to one item.
9. Birthdays are a special day for the birthday child. Parents may provide a special snack for birthdays.
10. A snack is provided at school each day. In the past it has been prepared from supplies provided by the preschool. We emphasize the value of nutrition and plan our snacks accordingly. A supplemental fee of \$15.00 per family (\$22.00 for families with two preschool children) is due each month.
11. Illnesses spread very easily through a school room. If your child has a cold, flu or any other contagious illness, please keep him or her home so that he or she will get proper rest and care. It

is especially important to prevent the other children from being exposed to his or her illness. The same applies to parents. If you are not well on your work day, ask someone to trade with you. This is the only way we can begin to control the spread of illnesses.

12. Children should wear play clothes to school. Jellies, sling backs, mules, platform type shoes are unsafe for preschool play. In Pacific Grove a jacket or sweater of some sort is usually needed in the morning. Label clothing and toys. We have a lost and found box-please check it periodically. We have “community” clothing containers in case of accidents or messy play. If you or your child is uncomfortable with this, you may bring a complete change of clothes and leave it here with us.
13. Children must be toilet trained upon entering preschool.
14. Toy guns and similar types of toys are not allowed at school. There are currently many toys that are not appropriate in the preschool setting. Please use good judgment when allowing your child to bring a toy to school. This is a time when you (and we) will have to set limits for the children. They cannot do it for themselves. Toys brought to school are the child’s responsibility. Please explain this to your child before he or she brings a toy, etc. to school so that this is not a cause of confusion or upset for your child.
15. Be sure to inform us of any allergies or special situations that you feel we need to be aware of for your child’s well being.
16. Ordering books through the See Saw Book Club is a service that is available. Book orders will be in your folder or will be distributed at a meeting.
17. When answering the telephone please say: Adult School Preschool and then your name. There are paper and pencils on the counter and in a note holder next to the phone for taking messages. When calling out, you must push #9 and then the number you are calling. Please remember this is a business phone and this is your work day. Please be courteous with use of cell phones. If you sit in circle with your child please put your cell phone on vibrate. During circle and snack phone calls should be taken in back or outside. On your workday please use phone only when absolutely necessary.
18. We go on many field trips during the school year. We no longer have school buses available to us for field trips so we must go in private vehicles. Parents who drive will need to sign a district form verifying proof of insurance. Parents will have to sign a permission form at the beginning of the school year before their child will be allowed to go on a field trip with the class. You will need to provide a car seat for each trip.
19. The Preschool is set up specifically for preschool age children so it is not a safe environment for babies and toddlers. A class list will be established at the beginning of the year so that parents who have babies or toddlers can trade babysitting with each other on their workdays. Babies in arms may accompany their parent as they do not prevent the parent from working with the preschoolers. For the same reason, (preschool environment) we have to limit the number of older siblings as well. Because our classroom is taken up with preschool equipment, strollers, jogging strollers, etc. must be parked outside and away from the play area.
20. Our Book Room is stocked with books for preschool children. It is for their use during the day

for quiet looking at books and or resting. Each child may check out books from the school. Please help your child learn proper care of books and the responsibility of returning them to school when finished with them (about two weeks).

21. Our loft is also for reading, looking at books and dramatic play. When children are playing in the loft, feet need to stay on the floor. Children may not climb, “rough house”, etc. while playing in the loft.