



Roberts School

caring & teaching since 1975

“Children are reflecting mirrors that tell us who we are,
what we are and where we are going.”

-Patricia Roberts, founder

641 Coleman Avenue
Menlo Park, Ca 94025
(650) 322-3535
www.robertsschool.com

Revised Feb 2016

Program and Philosophy

The Roberts School accepts children from 2 years 3 months through 5 years of age; we offer preschool, pre-kindergarten and a young fives program. Children two years zero months accepted on an individual basis depending upon their unique development.

We use quality curriculum and enrichment activities that are age appropriate for the development of the whole child. We purchase our academic programs from Addison-Wesley, Lippincott, Beacon Enterprises, SRA/Open Court, Zoo-Phonics and McMillan/McGraw-Hill. These are companies that provide quality resources for educators.

Our philosophy is focused on the teaching of Piaget who believed in the development of the whole child through hands on experiences and enrichment activities. The Roberts School has always believed in “age appropriate” academics-with the emphasis being on “age appropriate.” Even the youngest children benefit from their exposure to beginning phonics and very basic math concepts. It is presented in a playful and relaxed way and we in no way “push” the children to learn and remember. It is simply a beginning exposure. That being said, since we believe in developing the whole child, the various enrichment activities included in our program are just as important. These would include: art, cooking, music, gymnastics, gardening, Spanish, yoga, science and more! Play-indoors and outdoors in our 3 fantastic and separate play yards is also a very important time during their day. We feel that we offer an extremely well rounded program that incorporates all of the best components in early childhood education. As the children enter the pre kindergarten and/or young fives classes, the academics are naturally a bit more comprehensive as we are preparing them to enter Kindergarten. Since the inception of the Roberts School in 1975, our students are well received when they enter Kindergarten, public or private, on many levels: academically, socially and emotionally. Social skills and fostering an enhanced sense of self and others are part of our day, everyday.

Children learn the value of group participation and cooperation “teamwork” as they interact throughout the day with peers and teachers during activities, snack time and clean up. These tasks demonstrate to the child the value of participation while teaching social skills and responsibility.

We also encourage children to become self-sufficient by dressing themselves, using the bathroom, eating snacks and lunch, and in resolving conflict. Naturally, the very young and even newly enrolled children need our help in learning these self-help skills. At The Roberts School we create a supportive, nurturing and positive environment, one in which each child has the opportunity to grow at his or her own pace.

One exceptional feature of the Roberts School is that we offer three unique play yards. The yards are separated so that teachers can focus on their groups to ensure safety which is our number one concern. It is our belief that children need to make their own choices and develop self-direction. In this way they develop self-confidence, independence and their own individuality.

Our Mission Statement

- To enhance a child's initial school experience.
- To enrich the development of the whole child: emotionally, socially, cognitively and physically.
- To build and encourage a lifelong love of learning.
- To provide a safe and nurturing environment that appreciates and honors each child and their family's unique cultural and diverse backgrounds.

The Founder

Patricia Roberts, founder of The Roberts School, received her bachelor's degree from Lander College in South Carolina and an Early Childhood Education Degree from Canada College. Mrs. Roberts had over 50 years experience in directing and implementing children's programs. The Roberts School has been open since November 1975 and continues programs she developed. Sadly, Mrs. Roberts passed away May 15, 2008. Her legacy lives on through the loyalty and dedication of Brenda Roberts, director Elisa Barrett and our fantastic staff members.

Brenda Roberts, owner and daughter of Pat Roberts received her bachelor's degree in Child Development and an elementary teaching credential from California State University, Hayward. Brenda has over 40 years experience working with preschool and kindergarten children.

Brenda can be reached at her home office at (650) 573-1689 or on her cell at (650) 207-1375. Please call during school hours and your call will be returned as soon as possible. Her email is: brenda@robertsschool.com .

The Staff

The Director, Elisa Barrett has been with the Roberts School since 1994. She has an open door policy; please feel free to discuss any issues or concerns you may have. We

have many resources available to help you with any child development related issues. Elisa graduated from Canada College with an A.A. degree in early childhood education and has a B.A. in Child and Adolescent Development through San Francisco State University. Elisa has been the director at The Roberts School since 2001. In addition to being a full time director Elisa teaches Spanish twice a week during the school year and Yoga in the summer.

Your child's teacher is very busy interacting with the children, so we ask that if you have any questions or concerns that might take more than a few minutes, would you please address them to the director. The director may be available to speak with right away, or you may email her at elisa@robertsschool.com or call (650) 322-3535.

Evaluations are done twice a year so that we can track the progress of your child's development. Parent/Teacher conferences are offered upon request.

At the Roberts school we hold our Director and teachers to the highest standards. They are warm and caring individuals who have devoted their lives to young children. They are highly trained and experienced in the field of early childhood education. They also meet and exceed all the state licensing requirements and provide a safe and nurturing learning environment. They put a great deal of time and care into developing a curriculum that builds a positive foundation and the love of learning, making friends and meeting each child's developmental goals.

Schedules and Options

The Roberts School is open from 7:30am to 6:00pm, Monday through Friday, year round.

The schedules are as follows:

Bumble Bee and Rainbow Room

Full time (about 9.5 hours between 7:30am to 6:00pm)

5 Mornings (8:30am to 12:30pm with no exceptions)

3 Full days (Monday, Wednesday and Friday with no exceptions)

2 Full days (Tuesday and Thursday with no exceptions)

Tuesday and Thursday is offered on a space available basis.

Dinosaurs and Falcons

Full time (about 9.5 hours between 7:30am to 6:00pm)

5 Mornings (8:30am to 12:30pm with no exceptions)

Attendance on a non scheduled day (i.e. coming on a Tuesday in addition to your Monday, Wednesday and Friday schedule) is available with prior authorization of the director, on an occasional basis and for an additional daily rate fee. Please note each class has a limited number of part-time schedules available. Our school is open year round. The academic portion of the school year begins the day after Labor Day in September and continues until mid-June. Summer Camp begins in mid-June until the end of August.

The Typical Day in the Life of a Roberts School Student

7:30am	8:45am	Free Choice
8:45am	9:00am	Story Time
9:00am	9:30am	Snack/Clean Up (menu is posted in the kitchen)
9:30am	11:00am	Academic and Developmental/Enrichment Activities
11:00am	12:00pm	Outdoor Recess
12:00pm	12:45pm	Wash Up/Lunch/Story
12:45pm	2:30pm	Rest/Nap Time (older children rest until 2:15pm)
2:30pm	2:45pm	Shoes On/Bathroom/Clean Up (cots & blankets cleaned weekly)
2:45pm	3:00pm	Video/Story/Music
3:00pm	3:30pm	Snack/Clean Up (menu is posted in the kitchen)
3:00pm	4:00pm	Academic and Developmental/Enrichment Activities
4:00pm	5:00pm	Outdoor Recess
5:00pm	6:00pm	Free Choice

Discipline

It is of primary importance to us to clearly define our expectations, limits and rules at The Roberts School. We explain the reasoning behind rules and model appropriate behavior. Teachers spend time helping children to learn the value of words to express their feelings instead of acting out in frustration and anger. Many potential problems are avoided by being alert and redirecting a child. If necessary the child may be removed from a problem situation and given “**time to think**” not “time out” in a safe and appropriate manner. The child is allowed to decide how much time they need to self regulate before they are ready to join their friends in a safe and respectful manner. At no time is corporal punishment ever administered. Teachers will exemplify supportive guidance in order to help the children in learning appropriate behavior.

Please help your children by supporting the school rules during drop off and pick up. This gives children a sense of consistency and allows for an easier transition into and out of the school. We encourage children to “**make good choices.**”

Parent(s)/Director/Teacher Conferences will be scheduled in order to work together as a team with a child who manifests unacceptable behavior or any kind of behavior that is of concern to the teachers or the children. It is our desire to help that child and we will do everything in our power to deal with such a situation as positively as possible. However, in the event we (school, parent(s) and child) cannot reach a mutually satisfactory agreement, The Roberts School would give the parents a thirty (30) day notice in writing to find another school that better meets the child and families needs. This 30 day notice would apply to any situation that the parents and the school are unable to resolve.

Tuition and Fees

Tuition is payable in advance by the **5th of each month. The rate is based upon a 4 week month (i.e. a 48 week year), and the balance of the school days in the month accrue for vacations and holidays. Please understand therefore, that parents are not paying for most of the vacations or holidays when the school is closed.** We have, for convenience, divided total tuition into 12 monthly installments.

If tuition payment is not received by the 5th of each month, **a \$30.00 late fee** will be assessed to payments received through and including the 10th. After the 10th, **there will be an additional fee of \$10.00** per day until payment is made. Above described late fees may also apply to checks returned by the bank for any reason.

We understand that through unfortunate circumstances, there might be a time when a check is returned for insufficient funds. We can excuse this once; however, in the event of a second returned check for insufficient funds or any reason, **we must charge \$25.00 and any late fees as described above**, for this inconvenience and may require that future payments be made in the form of money orders, cashier's checks or cash. Please drop tuition checks off in the container marked "Tuition" by the front door. In the event our fees are increased parents will be notified, in writing 30 days in advance. Tuition may increase annually. Parents may be asked to contribute a nominal fee for field trips. There is an annual fee for the gymnastics program and all children participate.

If you plan to withdraw your child from the program at any time, you must notify the director in writing one month prior to the child's last day, and/or pay one month's tuition. In other words if you need to withdraw your child at the end of the month, the school must be notified by the first of that month to fulfill this 30 day requirement. If you notify the school on the fifteenth of the month, you will be expected to pay tuition through the fifteenth of the following month and, of course, your child can attend through that time. If your child's final month of attendance is a partial month,

tuition for that month will be prorated if 30 days notice has been given. Please ask Brenda to determine your prorated amount as it is calculated on a daily rate which is based on annual compensation.

If for any reason your child leaves school for an extended period of time, we cannot hold his or her space unless regular tuition payments are received. We regret that we cannot make tuition adjustments for absence due to illness or family vacation. During times that your child is absent our expenses continue. When you return we will have the same quality environment to offer you that you have always enjoyed.

Health and Safety

Health and safety are issues that concern everyone at The Roberts School. We abide by the guidelines established by the state social services department as well as what we feel is reasonable and appropriate for all concerned. A temperature of **100 degrees** or more is our criteria to send a child home during the school day. Your child must be **fever free for 24 hours without the use of fever reducing medication before returning to school**. If a temperature of **99 degrees** is accompanied by other symptoms which disrupt your child's ability to participate in school activities we will send your child home.

Your child will also be sent home if they develop recurring diarrhea, vomiting or lice.

Please be alert for signs of illness in your child **before** sending him/her to school. It is important to provide the students and staff with a healthy environment. Please help us by following the guidelines provided. The staff will do a visual check of your child as they arrive.

Plan of Operation Incidental Medical Services

The Roberts School accepts children with Food/Insect Allergies and Asthma.

MEDICATIONS

Parental permission for staff to provide medical services must be provided in writing. Written instructions from the child's physician as well as signature must be provided.

All medications must be in original containers and clearly labeled. Records of medication/service provided will be kept on file.

Parents will train staff on best practices to maintain equipment used. Parents will train staff how to dispose of equipment and provide containers needed for the disposal of used equipment.

Parents will train staff regarding the steps to follow in case of an emergency. Parents will include their child's photo. Verification of staff training by parents will be kept on file. All staff will be trained. Documentation of training will be kept on file.

An Emergency Action Plan/Medication Authorization is needed if your child has a prescription for an EpiPen or Benadryl. The Authorization for Administration of Medication Form must be completed. Lic 9221. <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC9221.pdf>.

Over the Counter Medication (OTC) This includes Benadryl, non-prescription topical ointment creams for non contagious skin conditions or non-prescription allergy medications. Authorization for the Administration of Medication Form is required.

<http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC9221.pdf>.

Inhaled Medications-Breathing treatments, nebulizers inhalers or any other for of inhaled medications require an Authorization for Administration of Medication Form.

<http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC9221.pdf>. In addition , a Lic 9166 Nebulizer care Consent/Verification form must be kept on file.

<http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9166.pdf>.

Location of Medications and Equipment needed to provide services, will be kept in the cabinet located in the staff restroom. Clearly marked. Consent for Administration of Medications and Medication Charts, Lic 9221. <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC9221.pdf>

Staff will wear gloves when administering any medical services. Hands will be washed before and after providing medical services. Medical supplies will be kept with the child's teacher when on a field trip. In case of a disaster the Director will carry equipment and supplies needed to provide for the children needing medical services.

Injury/Incidental Medical Service Form will be provided to the parents after medical service is provided. Parents will review and sign the form to be kept in the child's file.

Parent Guidelines

Roberts School requires every child to be fully immunized before admittance, as well as age appropriate continuing vaccinations that are required through the age of six years.

The following criteria are reasons to keep your child home:

- Symptoms are just beginning (fever, sore throat, vomiting, diarrhea, etc.)
Even a slight fever in the morning is reason to keep your child at home since a child's temperature can spike quickly by midday.
- At least 24 hours after these symptoms of illness disappear. **Please do not send your child to school with a fever that has been masked by Tylenol or other fever reducing medication**
- During the first 24 hour period that antibiotics are being administered.
- When head lice or nits are first discovered (we will call you at work if we discover them at school and you must pick up immediately). **We have a “no nit” policy** — so they cannot return until all nits have been removed.

Please notify the school if :

- Your child will be absent due to illness or disease.
- Your child has contracted a contagious condition or disease. **We must post any contagious illnesses.**

Parents must provide a signed note with directions if the staff is to administer medication at school. Medication must be in its original container, clearly labeled. The signed note can be written on our “clip board notepad” in the Rainbow Room and then the medication will be placed in a cupboard in the teachers’ restroom. **Do not leave any medicine in your child’s lunch box or backpack. This is a violation of state requirements.**

In the event a child becomes ill at school, parents will be contacted and the child will be cared for away from his or her group until parents can pick him/her up as quickly as possible. To insure your child’s well being, please advise us of any changes to your address or phone numbers. Make sure we are kept current on all pertinent information about your child’s health, and your work and emergency phone numbers, so that we may contact you easily when an important situation arises.

If your child experiences a minor injury at school you will receive an “**Injury Report**” which should be signed and returned to your child’s teacher. The Director will call you about any injury that the school feels is more significant.

Playground Safety

Your child’s safety is of utmost concern to us. The playgrounds are a place where a serious accident could occur. Therefore we cannot allow any children you may bring into the school who are not enrolled to play on the equipment outdoors as they are not covered under our insurance policy. We also ask that when you bring or pick up your child who is enrolled with us that you not allow them to go out and play unattended as they naturally want to do.

For insurance reasons we cannot allow children that do not attend The Roberts School to play on the school grounds. This includes younger or older siblings.

Pets

Due to safety and insurance concerns we ask that you leave pets in the car and not bring them onto school grounds, unless special arrangements have been made.

Nap Time

Based on our school hours it is a state requirement that children have a rest period. This is an essential element to the development of your child. Each child has a cot upon which he/she sleeps or rests. Please supply 2 nap blankets that will remain at school. Nap blankets will be sent home once a week to be laundered.

Clothing

Playing, moving and exploring are important aspects of preschool. Clothing which allows free mobility and the opportunity to participate in the daily activities are encouraged so that your child may fully enjoy their school experience. Please allow the following guidelines to assist you in choosing appropriate attire.

- Avoid expensive clothing, which you might worry about. Remember that at school we paint, play with clay, cook, climb, ride play equipment and build in the sand, all activities

that can be messy. We cannot be responsible for lost or damaged clothing.

- Buy shoes for school that are sturdy and comfortable. Sneakers are ideal. Avoid boots (which are difficult to put on and are very slippery on cement), Crocs, party shoes, flip-flops. Wearing these kinds of footwear contribute to accidents more than you might think.
- Purchase clothes with your child in mind. Zippers, snaps and buttons can be frustrating for younger children who have not yet mastered their use and must call for an adult whenever they use the bathroom. Buy pants or shorts that children can manage to unfasten, pull down and up, and fasten by themselves. Overalls and leotards and “onesies” can be difficult even for teachers!
- Provide a jacket that your child can put on and take off by him/herself. Help is provided during the learning process. We stress self-sufficiency so consider that when choosing school clothes.

In case of spills and other accidents during the day, we keep a supply of extra clothing. Please launder these items and return them to the school. Some children keep their own change of clothing at school in a backpack. This is preferable as we know your child has clothes that will fit and they prefer having their own. Please check the backpack periodically to see that the clothes still fit and that we have everything they need.

Personal Belongings

Your child will have a cubby for his/her lunch box, handouts and art projects. Please check your child’s cubby and take home all belongings **each day**. Some teachers have a file box for you to check daily.

Make sure your child’s belongings are clearly marked with his/her name.

You should label items:

- Lunch box and food containers
- Jackets, sweaters and other clothing
- Nap blankets
- Show and Tell item (no weapons please)

The Roberts School cannot be held responsible for any lost or broken items.

Field Trips

We frequently visit many interesting places, some of which are within walking distance of school. We also invite special visitors to school during the year, including firefighters in their fire truck, police officers, doctors, dentists, and mail carriers.

By signing the attached letter of agreement you authorize permission for your child to participate and you will be notified of such trip one week in advance of the event. We may ask you to drive or walk along with us. There may be a nominal fee that we will ask for you to contribute. If you are kind enough to be able to drive children in your vehicle (and we thank you for your help!), **we will need to have a copy of your driver's license and proof of insurance before departing from the school.**

Snacks and Lunch

We provide nutritious morning and afternoon snacks consisting of juice and fresh fruit, vegetables, raisins, cheese and crackers, cereal, toast or something the children have helped to prepare. **Children bring their own lunches to school with juice or milk in a thermos or carton, and we are happy to heat their food in the microwave.** We encourage you to think carefully about the lunch you pack, and will offer suggestions if needed.

Using a pre-cooled "blue pack" within the lunch box will provide the refrigeration you may want, especially in warmer weather. We cannot store all the children's lunches in our refrigerator, as you can easily imagine! In the event that the lunch may be left at home please bring it later if possible. We will make a lunch for your child if absolutely necessary but we ask your cooperation in keeping this to a minimum since we are caring for about 45 children daily.

Birthdays

Children love to share their special day with friends at school. You are welcome to bring a birthday snack as part of the celebration and, if your schedule permits, join in the fun; just let your child's teacher and the director know of your plans.

Should you wish to plan a birthday party off the school grounds we will be happy to pass out invitations if all children in the class are invited. In the event you are only inviting some of the group we will ask you to mail the invitations in the interest of discretion. We will provide addresses upon request.

Drop Off and Pick Up

School opens at 7:30 am and we ask that all children arrive by 9:00 am, when the classes formally begin. If you arrive later than 9:00 am, please be aware that children and teachers will be engaged in activities.

Help your child enter in the morning and leave at night with the least possible disruption.

Sign In and Out Sheet

Please sign in each morning on the sign in sheet in the Rainbow Room, and include any notes we should be aware of on the notepad in the Rainbow Room. In the afternoon, evening please sign your child out on this same sign in/out sheet. We are required by state social services to have the parent or other authorized adult to be responsible for this sign in/out requirement. A full, legal signature is required. **We cannot allow older siblings to do this.** We also ask that parents or other authorized adult always bring in and pick up their child. We cannot release your child who is in our care to anyone but the parent or other authorized adult unless there are extenuating circumstances and we have pre-arranged a different pick up procedure.

If you plan to pick your child up early please let your child's teacher know and post it on the front clipboard in the Rainbow Room. Children become upset if they are unsure of their early pick up time.

The Roberts School is open 10.5 hours per day to accommodate parent's schedules. We hope no child will be at school longer than about 9 hours per day as this would be a very long day for a young child.

Children must be picked up no later than 6:00pm. If an emergency causes you to be late, please phone the school. **Parents arriving later than 6:00pm will be assessed a late fee of \$10.00 for every 15 minutes late or fraction thereof. The late fee is strictly enforced as of 6:01pm** and should be paid in cash directly to the teacher staying with your child. This fee is not a part of school tuition and is paid to the teacher who stays late and is responsible for your child after the school is closed.

Children may leave school **only** with parents and those people listed on the Emergency Information form. If your child is going to be picked up by anyone else, you must notify us. We will ask for identification from someone we don't know that you have authorized for pick up. Please sign your child out as you depart, and inform someone else you authorize about the importance of signing in/out.

Cell Phone Usage

Drop off and pick up is an important transition time in your child's day. Your child needs your undivided attention during this time. Please remember during pick up that they have not seen you all day. It is best to end your cell phone conversations before entering the school.

Parent/Teacher Communication

There are several formal ways parents receive information from school. One is the parent information center on the front door and the Falcon door. Here you will find a bulletin board posted with school and/or community information of interest to you. Our "clipboard note pad" in the Rainbow Room is the best place to write us notes regarding medicine, pick ups by other people, if you have any questions or requests. Our Tuition box is a good place to place a note or letter for Brenda or the Director that may be more private in nature. Weekly or monthly lesson plans for each class are posted in the classroom by each teacher.

We will schedule a formal conference to discuss your child and share information about school and home when necessary and/or requested. We are also available to meet with you at any mutually convenient time. You should always feel free to talk in person to us if you have questions, suggestions or comments. We also may want to schedule a conference with you if we have suggestions for your child's development (i.e. eye screening, speech therapy, etc.) **Parent/Teacher conferences are available upon request.** We are here for you and your child.

Optional Releases

My child may participate in scheduled field trips sponsored by Roberts School.
I understand there may be a small nominal fee.
(Parents will be given one week's notice prior to such events.)

Signed: _____

Including my name, phone number, and e-mail on a class list is okay.
Yes ___ No ___ Initials _____

E-mail _____

I give The Roberts School permission to photograph or video tape my child for a class project.

Initials _____

I give The Roberts School permission to put my child's picture on our web site.
Initials _____

I understand the tuition payment policy, late payment of tuition policy, the 30 day notice for withdrawal policy, late pick up fee after the closing hour, and agree.

Initials _____

Revised Feb 2015

LETTER OF AGREEMENT

I have read The Roberts School Parent Handbook and agree to honor all philosophy, policies and procedures contained and described therein.

Signature

Date

Please Print Name