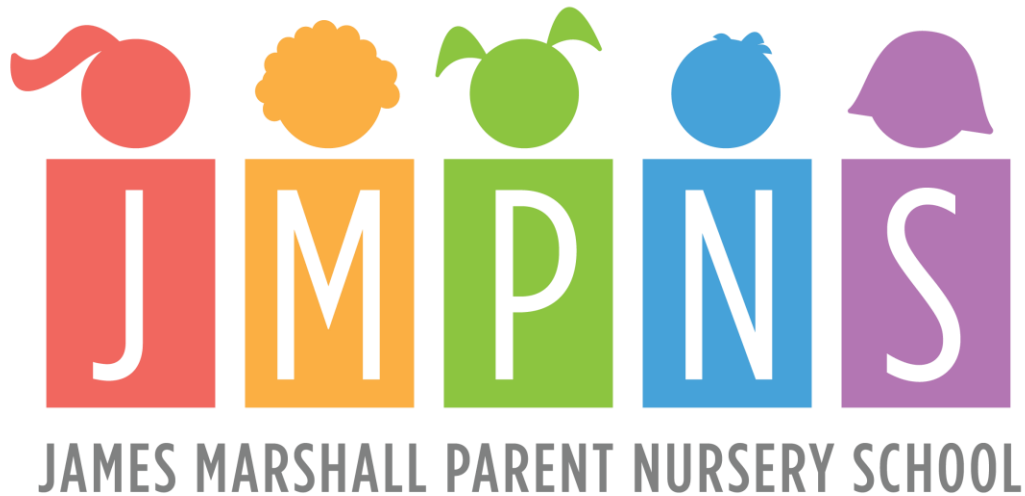


Community Handbook 2025-2026



PO Box 379 · 919 Westacre Rd. · West Sacramento, CA 95691
jmpns.org · (916) 237-7136 · CCL#573622040

**Adopted on*

FORWARD

It takes time and patience to feel at ease as a participating adult. This handbook will help you on your journey, as it is intended to be a practical working guide that can be referred to throughout the year. It is made up of suggestions, hints, policies and procedures appropriate to the needs of each nursery school session and will answer many of the questions you might have. This handbook also contains your participation responsibilities and information required by the State Department of Social Services.

A cooperative nursery school like ours depends on each family member sharing responsibility for the school's welfare and progress. These responsibilities and how the organization works are also outlined in this handbook.

The Directors, Teachers, and Board Members welcome any questions or concerns that might not be covered in this handbook. You are free to contact other member adults for aid and support when you need them.

James Marshall Parent Nursery School (JMPNS) has been the beginning of many rich friendships and much learning between children and adults since the school opened. We hope this handbook will help your years at JMPNS to be fulfilling and joyful ones. Relax! Let's enjoy our children and the community we are building together!

TABLE OF CONTENTS

FORWARD.....	2
TABLE OF CONTENTS.....	3
ABOUT THE PROGRAM	5
HISTORY	5
FACILITY.....	5
ORGANIZATION OF THE SCHOOL.....	5
OUR BOARD OF DIRECTORS.....	6
OUR COMMUNITY VALUES.....	7
INCLUSIVE VOCABULARY	8
CO-OP PRINCIPLES AND HOW THEY APPLY AT JMPNS.....	8
CARE PHILOSOPHY & APPROACH.....	9
CURRICULUM	12
BEHAVIOR GUIDANCE & PROCEDURES	12
BEHAVIOR EXPECTATIONS FOR STUDENTS.....	12
BEHAVIOR EXPECTATIONS FOR ADULTS.....	13
STEPS FOR ADDRESSING CHALLENGING BEHAVIOR	13
CAREGIVER COMMUNICATION	14
SCHOOL YEAR CALENDAR FOR 2025-2026.....	16
ADMISSIONS	18
PRESCHOOL READINESS	18
REQUIREMENTS FOR CHILDREN	19
REQUIREMENTS FOR ADULTS	19
ENROLLMENT PRIORITIZATION & WAITLIST PROCESS	19
NON-CLASSROOM PARTICIPATING SPOTS.....	20
ENROLLMENT FORMS	20
HOURS/ DROP OFF & PICK UP PROCEDURES.....	22
DROP OFF & PICK UP INFORMATION	22
FINANCES.....	22
FINES AND FEES.....	24
FINANCIAL ASSISTANCE	25
FEDERAL TAX ID	25
FUNDRAISING	25
ATTENDANCE	26
FIELD TRIPS	26
HEALTH AND WELFARE POLICIES	27
CLASSROOM POLICIES.....	31
CLASSROOM ADULT INFORMATION	32
SNACK GUIDELINES.....	33
COOPERATIVE PARTICIPATION	34
COMMITTEES.....	35

CAREGIVER EDUCATION	36
CLOSING WORDS	36

ABOUT THE PROGRAM

HISTORY

James Marshall Parent Participation Nursery School was established in 1954 by a group of parents who decided a preschool program was needed since none existed. They obtained approval from the Board of Trustees of the Woodland High School District, however, two difficulties still existed. One was to find a building for the school and the other a qualified Director/Teacher. After much effort, the old West Sacramento Land office building was obtained, and a Director/Teacher was hired. Work parties, consisting of parents, immediately started cleaning and repairing the abandoned building, and later in the school year redecorating was undertaken. [By September 1954, school was open.](#)

In 1963, the nursery school moved to 920 Westacre Road. It had been the kindergarten classroom of Westacre School. Over the years, the school was moved four more times: first to a Lutheran church on Evergreen Street; next to a classroom at Westmore Oaks School; next, back to 920 Westacre Road; finally, in 2016, the school moved to a former kindergarten classroom at Yolo Education Center to accommodate renovations at the 920 Westacre Road location. In May 2017, the Washington Unified School District (WUSD) Board of Trustees voted to remove James Marshall as a district-supported program, but we rent our current location as an independent organization. [Although the surrounding school has changed over the years and now the supporting structure as well, the Nursery School has, and will, remain basically the same: a place for learning, playing and growing_ for the entire family.](#)

For the past [70](#) years, parents have benefited from the evening adult classes and both parents and children have enjoyed the nursery school classes. We have all learned that parents are the child's first and most important teachers. [The nursery school has offered parents and teachers the opportunity to guide a child's learning experience together as a team.](#) It has proven to be a place where both parents and children can learn about themselves and others in an environment designed for growth and exploration.

FACILITY

JMPNS is currently located at 919 Westacre Road in West Sacramento. We lease our classroom and outdoor play yard from WUSD on an annual basis. Our indoor classroom space measures 1,249 square feet, while our dedicated outdoor play area encompasses an impressive 44,448 square feet. This space is reserved exclusively for JMPNS use and is not shared with other district programs or classes, allowing us to create a safe and consistent environment for our children.

ORGANIZATION OF THE SCHOOL

While WUSD owns the building and outdoor space currently occupied by JMPNS, our non-profit Board of Directors maintain the status of the organization and owns all items inside the childcare space as well as most of the outdoor equipment, with the exception of permanent structures such as the play structure, garden boxes, and fences and gates.

The Board consists of the following roles:

- President
- Vice President

- Secretary
- Treasurer
- Events Coordinator
- Fundraising Coordinator
- Participation Chair and Co-Chair
- Purchaser
- Community Outreach/Marketing Coordinator

Participation on the Board is open to all active members in good standing. Annual elections take place in April of each year, but vacant positions can be filled by board appointment when necessary. If you are interested in holding office, you are encouraged to speak with any current board member or the program director. We welcome all caregivers' ideas and contributions.

The Board operates James Marshall Parent Nursery School. The Board employs all JMPNS teachers. Tuition is paid to the Board and the Board pays all labor and expenses. All tuition and grant dollars received by JMPNS are used to 1) pay teachers competitive wages that reflect their importance in our children's lives, and 2) provide a comfortable educational environment for children attending the school. A financial report will be presented by the Board Treasurer at every Board Meeting as well as at quarterly school-wide Business Meetings.

Erin Hinton is the Director of JMPNS as well as the classroom teacher three days a week. She is also the Director of Little Redwoods School downtown. Erin splits her time between at JMPNS and Little Redwoods School. She provides key program leadership and continuity as an advisor to the Board of Directors in addition to substantial knowledge of the cooperative care model. The Director oversees program-wide policies and procedures, including enrollment, resource and supply management, compliance with licensing regulations, as well as staff scheduling and training. In collaboration with the other teaching staff, Erin is responsible for environment creation, curriculum building, and classroom management. The Director, along with the Board president, is also a point of contact for community partnerships, grants, and state and local funding programs. The Director reports directly to the Kid Ease Board.

Charese Harper serves in a dual role at JMPNS, contributing both as an experienced classroom teacher and as the program's professional bookkeeper. She teaches in the classroom two days per week, working closely with the Program Director, to develop and implement curriculum and to create a nurturing, engaging learning environment for children. In addition to her teaching responsibilities, Charese manages the financial operations of both JMPNS and Little Redwoods School. Her expertise in non-profit finance, budgeting, and tax compliance makes her an invaluable advisor to the Board of Directors. Her deep understanding of fiscal management ensures the schools remain in good financial standing and in compliance with all relevant regulations.

OUR BOARD OF DIRECTORS

Our parent board of directors is here to ensure that our program is an honest and accurate representation of our community. They work all year to keep JMPNS running and provide enrolled families with a voice in the process of building and maintaining a cooperative early education program. Feel free to reach out directly to any member with questions or ideas relating to their assigned position.

President

Aroosa Ahmad
president@jmpns.org

Community Outreach

OPEN POSITION
outreach@jmpns.org

Purchasing

OPEN POSITION
Purchasing@jmpns.org

Secretary

OPEN POSITION
secretary@jmpns.org

Fundraising

OPEN POSITION
giving@jmpns.org

Treasurer

Sarah Ulansey
treasurer@jmpns.org

Events

Haley Collins
events@jmpns.org

Participation Chairperson

OPEN POSITION
info@jmpns.org

Participation Co-Chair

Andrea Chung
participation@jmpns.org

Other Important Contacts

Mrs. Hinton
Personal Cell: 916-607-9042
director@jmpns.org

Mrs. Harper
Personal Cell: 916-842-1946
teacher@jmpns.org

OUR COMMUNITY VALUES

JMPNS is more than just a preschool- **it is a cooperative community**- and as such, we have core values that extend equally to our students, their families, and the community at large.

At James Marshall Parent Nursery School, we value kindness, diversity, equity, accessibility, and the pursuit of life-long learning.

For our children, JMPNS provides an opportunity to:

- Be themselves and develop at their own rate
- Express themselves freely and constructively through art and play materials

- Learn to be tolerant, creative, cooperative, and imaginative
- Learn to be independent, able to solve their own problems and to do things for themselves
- Enjoy a preschool experience that will simplify adjustment to elementary school and other social situations
- Learn to establish close relationships with adults other than their family
- Learn limits of behavior regarding safety, health, and respect for the rights of others
- Build feelings of self-confidence, security, and an acceptance of reality
- Extend and enrich their understanding of the world
- Increase their ability to handle their emotions constructively

For parents, JMPNS provides an opportunity to:

- Share our child's first experience away from home
- Become more aware of the child's world and understand his/her behavior, based upon knowledge of growth and development
- Achieve a more positive approach to our child-adult relationship through professional guidance and shared experience with other parents
- Provide techniques of working with children and insight into human relationships through participation in the parent education program
- Increase our understanding of the needs of the other adults and the needs of the group

INCLUSIVE VOCABULARY

“Caregiver” refers to parents, guardians or other close friends or family members who provide care for JMPNS students and play an active role in the school community. We use this term to recognize that parents are not the only adults that are important in our students’ lives, and we welcome caregivers’ participation in our cooperative community.

“Student” refers to all children enrolled at JMPNS. It is sometimes used interchangeably with “child.”

“Teacher” refers to JMPNS staff who are responsible for caring for the students while they are at the facility, as well as the director when they are taking on a childcare role.

CO-OP PRINCIPLES AND HOW THEY APPLY AT JMPNS

#1: Voluntary and Open Membership

By nature, cooperatives are voluntary organizations, open to all people. JMPNS strives to be open and accessible to children and families with no limitations due to backgrounds, beliefs, abilities, cultures, genders, or economic circumstances.

#2: Democratic Member Control

Cooperatives are democratic organizations controlled by their members, who actively participate in creating and sustaining policies and making decisions. JMPNS is run by a member-elected parent board of directors accountable to the membership. Each member family has an equal vote in all school-wide decisions.

#3: Member Economic Participation

Members of JMPNS equitably contribute to the financial health of our program through payment on the tiered tuition scale, participation in fundraisers, and donations of time, goods, and services when available.

#4: Autonomy and Independence

We are an autonomous organization controlled by our members. When we enter into agreements with other organizations, including governments and school districts, we do so on terms that allow us to maintain democratic control of our cooperative community.

#5: Education, Training, and Information

Our main purpose is the education of children and families through a preschool model alongside Caregiver Support classes and resources. However, it is also our privilege and responsibility to inform the public, including government officials, business partners, and community leaders about the nature and benefits of co-operation.

#6: Cooperation Among Cooperatives

As part of the California Council of Parent Participation Nursery Schools (CCPPNS) and our local chapter, the Sacramento Valley Council (SVC) we work to support and network with other cooperative preschools in our area and beyond. JMPNS also strives to build and maintain relationships with other local cooperative organizations to strengthen the co-op movement together.

#7: Concern for Community

JMPNS works for the sustainable development of children, families, and our community through policies and programs approved by our members.

CARE PHILOSOPHY & APPROACH

At JMPNS, we believe early childhood is a vital time for developing character, emotional resilience, and a love of learning. Inspired by the Reggio Emilia approach, our child-centered program nurtures the whole child—mind, body, and spirit—through five core values: kindness, diversity, equity, accessibility, and the pursuit of life-long learning.

These guiding principles are reflected in every aspect of our curriculum, environment, and daily interactions. We recognize that children are competent and capable individuals with their own unique

experiences and learning styles. Our role is to support their growth through meaningful relationships, exploration, and a deep respect for their voices.

Kindness

Young children are capable of making thoughtful choices and understanding the impact of their actions on others. At our center, we nurture kindness by guiding children to take ownership of their learning, relationships, and environment through age-appropriate reflection and decision-making. This includes caring for shared spaces, engaging in meaningful conversations about fairness, empathy, and community expectations, and practicing accountability through gentle, respectful guidance. By encouraging compassion and consideration in everyday interactions, children begin to see themselves as responsible, caring members of their community who contribute positively and make choices with kindness and intention.

Diversity

We honor and celebrate the individuality of every child and family in our community. Each child brings their own unique strengths, interests, cultural heritage, and learning styles. We intentionally design classroom experiences that reflect and respect neurodiversity, as well as diverse cultural and family backgrounds. Through inclusive materials, adaptable teaching strategies, and open-ended exploration, children are encouraged to grow into confident, curious learners who appreciate difference and value equity.

Equity

At JMPNS, our commitment to equity is reflected in both our classroom practices and our program policies. The Board of Directors and staff are dedicated to fostering an inclusive and supportive environment that considers the diverse needs of our families—including financial circumstances, time availability, physical and mental abilities, and access to resources. We recognize that meaningful participation in our community can take many forms, and we strive to honor and support equitable contributions through our language, policies, and daily interactions.

Accessibility

JMPNS is committed to creating a welcoming and accessible environment for all children and families, regardless of ability, language, culture, or socio-economic background. We strive to ensure that every family feels seen, respected, and supported as part of our community. Our practices and policies are designed to reduce barriers to participation by offering flexibility, individualized support, and culturally responsive communication. We value the unique perspectives and experiences each family brings and are dedicated to fostering a program where every child can thrive and every family can meaningfully engage.

The Pursuit of Life-Long Learning

At JMPNS, our commitment to education extends beyond the classroom to include parents, caregivers, and families. We believe that supporting young children means also empowering the adults in their lives. To that end, we offer free educational opportunities for families focused on foundational child development, culturally responsive parenting, and positive, research-informed approaches to discipline. We also provide guidance on common early childhood challenges such as behavior, sleep, eating, and toilet learning. Rooted in the belief that learning is a lifelong journey, our program is

dedicated to creating a supportive environment where both children and adults can grow, connect, and thrive together.

CURRICULUM

Emergent curriculum is a child-centered approach in which learning experiences are inspired by the interests, ideas, and questions of the children. Rather than following a fixed lesson plan built around a holiday or monthly theme, teachers observe play, listen closely, and respond with thoughtfully planned activities, projects, and materials that build on children's natural curiosity. This approach supports development across all domains while fostering deeper engagement, creativity, and a lifelong love of learning.

All curriculum, lessons, and activities at JMPNS are aligned with the Desired Results Developmental Profile (DRDP), a formative assessment tool developed by the California Department of Education. The DRDP outlines a developmental continuum from early infancy through kindergarten entry and is designed to support the observation and documentation of children's growth across multiple domains. This framework guides our instructional planning and helps us tailor learning experiences to meet the individual needs of each child, while also informing overall program development.

BEHAVIOR GUIDANCE & PROCEDURES

Every community needs collective agreement about acceptable behavior and expectations. As our community changes each year, so do our community dynamics. We all work together for the greater good, understanding that the expectations we place on others are true for ourselves as well.

If concerns arise about the behavior of another enrolled adult, please contact our president, president@jmpns.org. If you would like to discuss the behavior of a child, our director is always available, director@jmpns.org.

BEHAVIOR EXPECTATIONS FOR STUDENTS

Each year, the preschool class collaborates to create a shared list of behavior agreements that reflect the group's values and understanding of how to care for themselves, one another, and their environment. Guided by their teachers, children engage in discussions about respect, safety, and kindness, contributing their ideas to develop a set of classroom expectations. Once finalized and agreed upon by the group, these agreements are posted in the classroom and revisited regularly.

Teachers serve as facilitators in this process, helping children recognize and manage their emotions, take responsibility for their actions, and practice empathy. This approach prioritizes connection over control, aiming to foster a sense of community, personal accountability, and intrinsic motivation.

While each year's list is unique to the current group of children, many consistent themes emerge. Common agreements often include:

- Use gentle hands, feet, and bodies

- Yelling voices and running feet are for outside only
- Ask before touching another person
- Climbing is for outdoor structures only

These agreements grow organically from the children themselves, and year after year, we find that fundamental values such as kindness, fairness, and respect naturally become part of the classroom culture.

BEHAVIOR EXPECTATIONS FOR ADULTS

In the cooperative preschool model, participating caregivers are considered part of the supervising staff and count toward the required adult-to-child ratios as outlined by the California Department of Social Services (CDSS) Title 22 regulations. While we recognize and value that caregivers bring their own parenting or caregiving perspective—as parents, grandparents, or guardians—it is essential to approach the care of all children with a group-focused mindset.

During your time in the classroom, the well-being and safety of the entire group must be the priority. We ask all caregivers to uphold a professional standard of conduct, ensuring consistency, fairness, and respectful interactions with every child—not just their own. This supports a nurturing, inclusive environment where all children can thrive.

- Cell phones must be silenced during classroom time and meetings. If you must take or make a personal call during your classroom time, please notify the teacher before stepping out of the classroom. Phones may be used for photo and video taking of your own child, however not for other personal use.
- Smoking is not allowed anywhere on school grounds at any time.
- Corporal punishment or physical force such as spanking (even for your own child) is not allowed at preschool. The law prohibits it!
- All injuries and developed illnesses must be reported to the Director/Teacher as soon as possible after they occur.
- Unfortunately, siblings are not allowed to attend during the parent's classroom day. Other arrangements will need to be made for both younger and older children.
- Parents and caregivers may visit the classroom any day they would like without having to be a volunteering adult.

STEPS FOR ADDRESSING CHALLENGING BEHAVIOR

At JMPNS We guide behavior through coregulation, connection, reflection, and collaborative problem-solving. Many challenging behaviors can be avoided when the adults are committed to a healthy emotional environment for each child. This looks like:

- **Connection Before Correction:** We build secure relationships to help children feel safe and connected, reducing the need for external discipline. We prioritize emotional safety and connection to reduce stress and guide children to cooperative behavior.
- **Emotional Literacy:** Adults help children recognize, label, and express emotions using tools such as books, social storytelling, photo cards, and focused social/emotional activities.

- **Co-Regulation and Self-Regulation:** Adults model calming strategies and support children in developing self-control.
- **Empathy and Problem solving:** Children are encouraged to reflect on how their actions affect themselves and others. Through dialogue and connection, we promote empathy, accountability, and leadership. Children are involved in community discussions and shared problem-solving, learning to compromise and resolve conflicts peacefully. Conflict resolution skills and themes of social responsibility are proactively discussed through guided storytelling and puppetry.
- **Classroom Routine:** We use pictograph schedules, musical cues, and other predictable routines to create structure and reduce anxiety.
- **Encouragement and Celebration:** We use noticing language and positive affirmations to recognize effort and progress.
- **Documentation and Reflection:** Teachers document behavioral patterns and children's reflections to support awareness and growth.

Adults should use positive disciplinary statements such as "please walk," instead of "don't run." Often stating the rule or redirecting a child to a new activity will be sufficient. When misbehavior continues, a brief time-away can be effective in giving children time to regain self-control.

At the beginning of the year, the Caregiver Support classes will cover in-depth how JMPNS approaches unwanted childhood behaviors including the following steps:

- **Redirection:** Positive methods will be used to redirect a child's unwanted behavior into more acceptable modes of interacting with their peers.
- **Conflict Resolution:** This is a technique used by our teachers to help our young students learn the skills to resolve conflicts independently. The techniques teach the children good self-concepts, while helping them grow in social awareness, acquire communication skills and develop respect and empathy for others.
- **Separating** a child from the group for a short period of time can be effective in resetting behavior expectations for the child. We do not use the term "Time Out", instead we use words such as "having a sit-down" or "taking a break" from that particular activity or space.
- **Ongoing Unwanted Behavior:** If the unwanted behavior continues to be an ongoing experience week to week, documentation of the behavior will be kept by the teacher. The teacher will then have a conference with the parents/guardians. If the unwanted behavior is a safety threat to other students in the class, the caregiver will be asked to stay in the classroom to assist in redirecting their child's behavior. If the unwanted behavior is merely a disturbance, the adult may be asked to stay in the classroom and/or to work on positive reinforcement at home. The teacher will consult with the family on an ongoing basis about the child's progress.

One of the benefits of the cooperative community is that you are never alone when working with the children. If ever you need assistance or are unsure how to handle a child or situation, you are encouraged to seek out support from another classroom adult or your teacher right away.

We believe consistent guidance across home and school is essential. We work closely with families to:

- Share observations, behavioral incidents, and strategies.
- Celebrate growth, not just address challenges.
- Ensure communication is respectful, solution-focused, and centered on the child's well-being.
- Collaborate on behavior support plans when needed.
- Twice a year, caregivers will receive a progress report from the school.
- Once a year, the school holds parent-teacher conferences; however, meetings may still be requested outside of this time to address pertinent concerns.

SCHOOL YEAR CALENDAR FOR 2025-2026

August

- 4 Orientation
- 11 FIRST DAY OF SCHOOL

September

- 1 No School- Labor Day
- 3 Caregiver Education, 6:30pm

October

- 1 Business Meeting, 6:30pm
- 13-14 No School- District Closure

November

- 5 Caregiver Education, 6:30pm
- 11 No School- Veterans' Day
- 24-28 No School- Thanksgiving Break

December

- 3 Caregiver Education, 6:30pm
- 22-1/5 No School- Winter Break

January

- 6 Back to school after break
- 7 Business Meeting & Classroom Cleaning, 6:30pm
- 19 No School- MLK Jr. Day

February

- 4 Caregiver Education, 6:30pm
- 13-16 No School- President's Weekend

March

- 4 Caregiver Education, 6:30pm
- 6 No School- District Closure
- 23-4/6 No School- Spring Break

April

- 7 Back to school after break
- 8 Business Meeting, 6:30pm

May

- 22 LAST DAY OF SCHOOL

ADMISSIONS

James Marshall Parent Nursery School does not discriminate on the basis of race, color, religion, disability, or sex. All applicants who have paid the required fees and meet the eligibility criteria are treated on a first application received basis. Enrollment of students is limited to a max of 18 children per session. We enroll children 2y 9m through age 5.

PRESCHOOL READINESS

There are a few general criteria we use to determine if a child is ready to attend preschool. If you are unsure of your child's readiness, you can request a meeting with the Director to discuss possible enrollment options. When developmentally appropriate based on mental and physical ability, we expect enrolled children to:

1. **Use words or short phrases to express wants, needs, and ideas:** The ability to communicate verbally supports a child's capacity to express themselves, engage socially, and participate in classroom routines, fostering both autonomy and a sense of community.
2. **Understand and follow simple directions:** Comprehending and responding to basic instructions allows children to safely engage in group activities, transitions, and learning opportunities within a structured environment.
3. **Walk, climb, and move with increasing coordination:** Gross motor control is essential for navigating the preschool setting—indoors and outdoors—and enables participation in play, exploration, and group movement activities with confidence.
4. **Hold and use basic classroom tools (crayons, glue sticks, large blocks):** Using classroom materials with growing control reflects fine motor development and prepares children for early learning experiences in art, construction, writing, and problem-solving.
5. **Follow basic routines with guidance (e.g., clean-up time, washing hands):** Following simple routines builds self-regulation and helps children understand the rhythm of the day, creating a sense of predictability, responsibility, and shared community expectations.
6. **Be active in potty training:** While occasional accidents are expected for young children, a child's openness to using the toilet is an important readiness sign for preschool, supporting hygiene routines and growing independence.
7. **Show interest in self-care tasks like dressing themselves:** A willingness to participate in dressing, undressing, or putting on shoes reflects developing self-help skills, which are essential for supporting independence and reducing caregiver dependence in a group setting.
8. **Begin bodily interoception skills, such as recognizing hunger, thirst, and temperature:** Awareness of internal cues like hunger or discomfort helps children begin to advocate for their physical needs and participate more actively in their own care within a group environment.

REQUIREMENTS FOR CHILDREN

- Be within three months of their third birthday by September 1st and not be concurrently enrolled in a kindergarten program.
- Be toilet trained or well on their way to potty independence. JMPNS does not have diaper changing facilities. *We understand that it is not developmentally appropriate for every child to be potty-trained by age 3. If your child has unique circumstances that result in the delay of training (i.e., a disability, ASD, chronic illness, etc.) speak to our director and accommodations may be made.*
- Be up to date on immunizations against diphtheria, pertussis (whooping cough), tetanus, Hib, hepatitis, measles, mumps, and rubella in accordance with CDC and the State of California CDSS childcare licensing requirements.

REQUIREMENTS FOR ADULTS

- Submit all JMPNS registration forms, a non-refundable \$75 materials/extracurricular fee (per child), and a non-refundable \$100 registration fee (per child), at least one week prior to the first day of attendance. If all forms are not received by this date, the child will not be allowed to participate.
- Pay all outstanding fines from the previous year before the child can return to class in the fall.
- Maintain a current (negative) Tuberculosis (TB) report and proof of Tdap, MMR, and Influenza immunizations on file with the school. The State of California requires all persons working with young children to have a negative TB and the above vaccinations. This includes all working parents, or any substitute including grandparents, baby-sitters or any other person working in the classroom. No one will be allowed to work at JMPNS until this report is on file.
- Be able to work one full class session per week per enrolled child, unless accepted to one of the non-classroom spots. If an adult is unable to work, they are responsible for finding a substitute from among the other enrolled families or the provided list of qualified adults.
- Participate in the two mandatory fundraisers. Attending other JMPNS events, such as field trips, class parties, and fundraisers is strongly encouraged. Transportation and supervision of children at these events are the responsibility of each child's parents.
- Must serve on one committee or Board position per enrolled child per year.
- Attend all in person quarterly Business Meetings. *You are an important part of this cooperative community. Business meetings are used as a way to disperse information, make community-wide decisions, and foster unity and engagement with all of our members. Attendance will be taken at the beginning and end of each meeting. If you are noticed to be absent for more than one meeting without notice, you may be contacted by a member of the board of directors to discuss how we can better support you in attending.*
- Complete 12 hours of Caregiver Support, either by attending the provided classes or by taking advantage of one of the other learning opportunities (See Caregiver Support).

ENROLLMENT PRIORITIZATION & WAITLIST PROCESS

Students will be offered a spot at JMPNS in the following order:

- **First** priority goes to continuous returning students. (A continuous returning student must have attended JMPNS in the school year immediately preceding the new school year).
- **Second** priority goes to siblings of continuous returning students.
- **Third** priority goes to currently enrolled but not returning students' siblings.
- **Fourth** priority goes to returning families that attended JMPNS but not continuously, returning from the year preceding the new school year.
- **Fifth** priority goes to the waitlist.

The Participation Chairperson controls the class rosters and wait list. The JMPNS waitlist is an electronic document with all additions being added through the Enrollment Application on the jmpns.org website. If you are unable to access the online application, you can request help from the Director or the Participation Board Member (info@jmpns.org).

NON-CLASSROOM PARTICIPATING SPOTS

A limited number of non-classroom participating spots are available each year (up to 3), depending on the total enrollment of the class. Families with Non-Classroom enrollment are still responsible for all other co-op requirements with the only exception being the weekly classroom days and adult vaccine requirements. Also, enrolling in a non-classroom spot adds \$120 to the monthly tuition cost (see finances section for more information)

If you are interested in enrolling in a non-classroom spot, please inquire with the Participation Chairperson about current availability and waitlist.

ENROLLMENT FORMS

The following forms are required to be turned in at least one week before your child's start date with the school and are to be kept in the child's file at school. Most forms can be completed online within the Brightwheel system. For those forms that need to be filled out and/or signed by others (i.e. a physician) you may upload the completed document to your child's Brightwheel account or turn in a copy to the Participation Chairperson either in person or via email.

Form Name	Definition
Admission Agreement	This document outlines the terms of your child's enrollment at JMPNS, including your child's schedule, tuition, withdrawal policy, and other financial and program agreements. By signing the Admission Agreement, families acknowledge and accept the school's policies and expectations.
Child's Preadmission Health History (LIC 702)	This caregiver completed form collects information about your child's medical background, developmental history, allergies, and any special needs.

Copy of Child's Immunization record	Caregivers must provide a current record from a physician or official immunization registry before enrollment.
Physician's Report (LIC 701)	This form must be completed and signed by your child's healthcare provider. It includes a physical examination and a record of immunizations, and confirms that your child is in good health and able to attend a group childcare setting.
Identification & Emergency Information (LIC 700)	This form includes vital contact information for caregivers, authorized pick-up persons, and emergency contacts. It ensures that we can reach appropriate contacts quickly in case of an emergency.
Consent for Medical Treatment (LIC 627)	This form authorizes JMPNS staff to obtain emergency medical care for your child if you cannot be reached in a critical situation. It is required by licensing and allows staff to act promptly in the event of serious illness or injury.
Incidental Medical Services (IMS) Plan of Operation	By signing the IMS acknowledgment form, you confirm that you have reviewed and understand JMPNS' s IMS Plan of Operation.
Personal Rights (LIC 613 A)	This licensing document outlines the personal rights guaranteed to all children in care, including the right to be treated with respect, to be free from corporal punishment, and to receive age-appropriate activities. Parents must review and sign to acknowledge receipt.
Notification of Parents' Rights (LIC 995)	This form explains your rights as a parent or guardian under California child care licensing regulations. It includes the right to visit the program at any time, review records, and file complaints with Community Care Licensing. Your signature indicates that you have received and understand this information.

HOURS/ DROP OFF & PICK UP PROCEDURES

School Hours

Monday-Friday

Students	9 AM – 12 PM
Classroom Adults	8:45 AM – 12:15 PM

DROP OFF & PICK UP INFORMATION

Out of respect for our staff and to allow sufficient time to prepare for class each day, children may NOT be dropped off before 9 AM.

All children and adults must wash hands before entering the play space. Washing hands before heading home at the end of class is highly encouraged.

Signing in and out on the Brightwheel system is the responsibility of the adult dropping off and picking up. Having an accurate head count is essential to our safety.

Children must be picked up promptly at dismissal time. If you are running late and will be unable to pick up your child by this time, please call or message the Teacher as soon as possible to provide the approximate time of your arrival. [Being late without notice could result in a fine \(see Finances\).](#)

If someone other than a parent/guardian is picking up your child, they must be listed in Brightwheel as an approved pick-up person and have the four-digit PIN assigned to your child. Please plan ahead whenever possible to ensure all persons picking up your child meet these criteria.

FINANCES

James Marshall Parent Nursery School is funded by your tuition, fundraising, and grant finding efforts. [Tuition at JMPNS is based on a full school year and is divided into 10 equal installments](#) (August through May). Tuition and fees are not prorated for family vacations, illness, holidays, or other school closures.

Sometimes, forces beyond our control may necessitate canceling school. Such closures may occur due to events including, but not limited to, ill teachers when no substitute can be obtained, poor air quality, police action, earthquake, fire, flood, epidemic, natural disaster, or any other event beyond the control of JMPNS. While we break our annual tuition into monthly installments, it reflects the cost of running our school for the year. We are a cooperative community, and we all share the expense and responsibility to keep the program running. In the event of a canceled school session, no refunds will be given for tuition already paid.

Registration Fee

- The 2025-2026 Registration Fee of \$100 plus a Materials Fee of \$75 (both non-refundable and non-transferable) must be received upon your acceptance of a spot in the program.

Monthly Tuition

- JMPNS is sustained by family participation, through classroom work and financial support. Tuition is how our community shares the cost of operating our school. Our tiered tuition model reflects our dual values of 1) honoring our teachers with fair wages, and 2) remaining financially accessible to everyone who wants to join our community. Our families cooperate with each other to create a school culture where some pay more, while others pay less, so our children all have the benefit of learning with each other.
- Because “ability to pay” is based on a unique set of circumstances (including employment, family size, property ownership, debt, and access to family wealth), JMPNS does not verify family income and instead invites each family to choose the tuition rate that they are able to pay in support of our community.
- For non-working parent positions, an additional \$100 will automatically be billed, per month on top of the tier selected
- For families that do not self-select a tuition tier by the deadline, the default amount will be set as TIER III (\$445). Please note, the tier selection will be the tuition rate for the entire school year.
- Tuition is due and payable on or before the first of each month.
- Tuition received **after** the 10th of the month shall be considered delinquent and will incur a Delinquent Tuition Fine of \$20, plus the monthly tuition.
- When tuition is not paid by the 1st of the following month, unless other arrangements have been made with the Treasurer, the child will not be allowed to attend class. During this time, parents must continue their working adult obligations, or the family will be dismissed. If tuition is not paid for two consecutive months, membership in the JMPNS will be terminated.
- Enrollment after the first of the month shall have that month's tuition prorated.
- Please contact the Treasurer at treasurer@jmpns.org to discuss payment options.

2025-2026 Tuition Tiers

	Tuition	Considerations
Tier IV	\$521 per month	Families earning in the 90 th percentile or above for household income (\$213K and up)
Tier III	\$445 per month <i>Full cost of a JMPNS education</i>	Families earning in the 75-90 th percentile for household income (\$130K-\$213K) <i>If every family chose Tier III, we would cover all of our costs without fundraising</i>
Tier II	\$370 per month	Families earning in the 60-75 th percentile for household income (\$90-\$130K) <i>If every family chose Tier II, we would need to fundraise about \$20K per year to cover the gap between tuition and expenses</i>
Tier I	\$295 per month	Families earning below the 60 th percentile (\$90K and below)

		<i>If every family chose Tier I, we would need to fundraise about \$45K to cover the gap between tuition and expenses</i>
--	--	---

We anticipate that we will have families paying tuition at all four tiers. As a co-op we are all in this community together and we each contribute by paying what we can.

FINES AND FEES

Suggested Substitute Fee

Because we count on our members' participation in the classroom to meet the required adult: child ratio, it is important that every attempt is made to find a replacement should you be unable to come on your assigned day. [It is the participating adult's responsibility to find their substitute.](#) A list of potential substitutes will be available in the classroom along with each person's contact information.

A Suggested Substitute Fee of \$20 can be paid to another JMPNS adult who meets the classroom requirements as incentive for participating for you on your regularly scheduled classroom day. This fee is not required but is helpful when trading a classroom day is not an option.

Classroom adults may make arrangements to trade workdays with another JMPNS classroom participating adult to avoid the Substitute Fee.

Missed Workday Fine

When a classroom participant misses their assigned day and does not attempt to find a substitute, they are subject to a Missed Workday Fine of \$50. This fee will be waived if every attempt was made to secure a replacement, even if a substitute was not found.

Tardy Fine (Workday and Pick-up)

Picking up your child on time is important. If arriving late becomes a habit, you may be subject to a \$25 fine per incident after the third time. This fine could be avoided by notifying the teacher when you are running late and what time you expect to arrive.

Returned Check Fee

A Returned Check Penalty of \$5 results when a check is returned to JMPNS (This is in addition to bank fees assessed to JMPNS. Bank fees are subject to change).

Families will receive notice via email of fines incurred. After three fines have been issued and are unpaid, you will be contacted to make payment arrangements.

Financial Summary

Charge	Frequency	Amount
Registration	Annual	\$100
Materials Fee	Annual	\$75
Tuition	Monthly	\$295, \$370, \$445, or \$521
Non-Classroom Participating	Monthly	Adds \$120 to chosen tuition tier

Delinquent Tuition Fine	Only if applicable	\$20
Returned Check Penalty	Only if applicable	\$5 + fees assessed by bank
Field Trips	~Monthly	\$0 - \$20+ (depends on field trip and number of family members attending)
Yearbook	Annual	~\$15-30 (varies based on printing & shipping cost)

FINANCIAL ASSISTANCE

The Jean Brown Memorial Scholarship Fund was established for tuition to be administered at the discretion of the Board of Directors. Families in need of financial assistance due to unusual circumstances are encouraged to contact the Treasurer as soon as possible to apply for scholarship funding. Applications can also be found on the JMPNS website.

Any enrolled family or outside community member who would like to donate to or raise funds for the Jean Brown Memorial Scholarship Fund, please contact our Giving Board Member at giving@jmpns.org.

Some low-income families may qualify for assistance through a local Alternative Payment Program (APP), such as Children's Home Society, Yolo County Children's Alliance, or Child Action. Informational materials about these programs can be found in the classroom. Families must apply for benefits directly through the organization, not through JMPNS, but our program does accept payment from these APPs. If you are already working through an organization not listed above, please talk with the Director to set up payment.

FEDERAL TAX ID

JMPNS is a 501(c)(3) non-profit organization. For tax/donation purposes, our tax ID # is 94-3306638

FUNDRAISING

Fundraising fills the gap between tuition revenue and the real cost of operating the school. In 2024-25, JMPNS had a fundraising need of \$40,000. The majority of JMPNS's fundraising revenue comes from local businesses, JMPNS alumni, and the extended families of our currently enrolled children. We invite currently enrolled families to make a recurring monthly gift of \$7 or more to our annual fund campaign, and to recruit support from their family's networks for fundraising events throughout the year.

There will several opportunities to participate in fundraising during your time at JMPNS, with [two mandatory fundraisers taking place each school year](#). These mandatory fundraisers are meant to inspire unity around the financial success of our school as well as be reasonable for all families to engage in.

ATTENDANCE

Student Absences

It is not necessary to give notice of a student's absence unless the reason is one of the communicable diseases listed in the Health and Wellness section or if you will be away for an extended period of time. Notice can be given through Brightwheel message or by contacting the Teacher directly.

Adult Absences

Because we are a licensed childcare center with the State of California's Department of Social Services, a 5:1 ratio of children to adults must be met in order for class to be held. Therefore, if you are a scheduled working adult and are going to be absent, [it is extremely important for you to find a substitute](#). Substitutes willing to work extra days at the school are noted on the monthly job list. If no notice is given or arrangements for a substitute have not been attempted, the Missed Workday Fine may be assessed (see section on Fines and Fees).

A working adult shall not attend school when ill. Please see the Health and Wellness section for a complete list of symptoms and procedures related to illnesses.

If the required supervision ratio cannot be met, class may be cancelled.

Family Leave

A Family Leave of absence may be taken for a period of six weeks, commencing either before or after the birth, adoption, or integration of a new child to the family. The time off must run concurrently. The caregivers are excused from Business Meetings during this leave but must make arrangements for a substitute to work on the scheduled classroom day(s) during this time of leave.

If the first day of family leave occurs at a time when school is not in session, the six weeks shall be counted from the date of birth, adoption, or integration.

Resignation

Notice of intention to resign from the nursery school must be given directly to the Treasurer and Participation. [There will be no refunds for the current month unless a two-week notice is given to both Treasurer and Participation.](#)

Families dismissed for noncompliance with JMPNS Handbook policies and procedures will not receive a refund.

FIELD TRIPS

We use field trips for learning, adventure, and community building. We try to schedule approximately one field trip per month throughout the school year. Attendance at field trips is not mandatory, however there will not be regular school classes on those scheduled days.

General Information

- JMPNS strives to be financially responsible, planning field trips that are free or low cost to families. If a field trip requires a fee, families are responsible for paying for everyone they bring, including the enrolled child, siblings, and all adults.
- Fees will usually be billed to Brightwheel and may be paid with the next tuition billing cycle. Families will be notified via email and Brightwheel message if there is a change in the billing procedure for a specific field trip.
- It is our intention to have as many families able to attend field trips as possible. [If finances are preventing you and your child from attending, we have funds available to help.](#) Please contact the Director at director@jmpns.org to apply these funds to the current field trip.
- It is beneficial to all members that sign-up and payment, when needed, is timely. JMPNS often receives discounted rates for large groups when booked in advance. Organizations require final headcount and payments prior to the day of the event. These requirements will be made to clear to families ahead of the planned field trip.
- All money is non-refundable.
- If payment is not received by the deadline, then both adult and child will be responsible for paying the non-discounted rate at the venue.
- Families should provide sack lunches or snacks for their child when appropriate.
- Travel to and from field trip destinations is the responsibility of the parent/guardian of each child. JMPNS does not provide transportation. Each parent/guardian is responsible for the safety, well-being and behavior of their child at the field trip location. This includes siblings.

HEALTH AND WELFARE POLICIES

A note about the recent global pandemic

Having come through the COVID-19 pandemic, we are reminded that the cooperative community spirit is more important right now than ever before. It is important to understand the profound effect you have on the lives of those around you at JMPNS. It is the responsibility of every enrolled family and staff member to be cautious in an attempt to support the health and wellness of those around us.

While we work hard to maintain appropriate health and safety guidelines within the preschool, we expect that our enrolled families will do the same in regard to taking the necessary precautions to prevent the spread of communicable viruses and diseases. Together we can ensure a safe and healthy learning environment for our children and families.

Pre-Enrolment Requirements

- Each family must complete an enrollment packet for every child enrolling. This packet must be submitted one week before their child's first day of attendance
- Per California state law and licensing regulations, all children must have a current and complete immunization record on file at JMPNS. Proof of standard childhood immunizations is required prior to admission to the school. Also, maintaining up-to-date immunization records is essential for compliance with state licensing. The Director and Participation Chairperson are responsible for keeping these records current and will periodically request updates.
- A Physical Examination Form, completed by a licensed medical professional, is required for each enrolled child. This form must confirm that the child is fit to attend JMPNS. It must be submitted to the school one week before the child's first day of attendance.

Emergency Cards

- Parents and guardians are required by law to provide the school emergency contact information at the beginning of each new school year and as information changes. It is imperative that the school be able to reach you in case your child is sick or injured. In addition to a home telephone number, it is important that at least two additional telephone numbers are listed in case of an emergency.
- Caregivers **MUST** inform JMPNS immediately if phone numbers or other contact information change mid-year

Incidents at School

- Minor injuries, such as bumps or scrapes, will be promptly attended to by teachers and documented in the Brightwheel application. To ensure timely communication, please make sure your Brightwheel notifications are enabled.
- Teachers will make every effort to complete and submit incident reports in a timely manner. If you observe an injury at home that was not reported, we encourage you to speak with your child's teacher the following day for clarification or additional information.
- If your child is seriously injured at school, we will make them comfortable and then call you immediately. In case of an accident requiring emergency services, we will call 911 before contacting you to ensure your child gets the fastest care possible.
- Major incidents and accidents are recorded on state licensing provided forms with copies given to the child's caregivers, turned into CDSS when necessary, and stored on-site.

Illnesses

JMPNS is only licensed to provide care to children who are not ill. Upon arrival each day, the teacher will conduct a brief visual health screening to assess each child's general appearance, including signs such as unusual fatigue, flushed or pale skin, rashes, or other visible symptoms of illness. If any indicators of illness are observed, the child may not be admitted to school for the day. The Director is the final decision-maker regarding whether a child will be admitted to school.

If a child will be absent from school, the caregiver should contact the child's teacher through the Brightwheel application.

Should a child appear unwell or excessively fatigued during the day, the designated caregiver will be contacted to arrange for early pick-up.

Any child showing the following symptoms of illness must be kept at home:

- Diarrhea or vomiting within the past 24 hours
- Fever greater than 100.4 degrees within the past 24 hours that has **not broken without the aid of medication** such as Tylenol, Advil, or Motrin
- Phlegmy, productive cough
- Strep or Staph infection on antibiotics less than 24 hours
- Conjunctivitis (pink eye) with yellow or green discharge
- Chicken pox until scabs healed over for 3 days
- Rash that has not been determined by a doctor to be non-contagious

Pediculosis (Head Lice)

We recognize that head lice infestations among students require treatment but do not pose a risk of transmitting disease. If a student is found with active, adult head lice, the parents of that child will be notified and asked to pick the child up as soon as possible. The parents will be informed that the student will be checked upon return to school the next day and allowed to remain in school if no active head lice are detected. When it is determined that one or more students in the program are infested with head lice, the Director may, at their discretion, notify parents and provide them with information about the detection and treatment of head lice. We will maintain the privacy of students identified as having head lice to the best of our ability.

Allergies

Make the teacher aware of any allergies your child has, including food, medication, or environmental factors. You may be asked to provide a photo of your child to post in the classroom along with relevant allergy information to ensure that all classroom adults are working to keep your child safe.

For those with severe (anaphylactic) allergies, caregivers are required to submit the Parent Consent for Administration of Medication form at the time of enrollment or upon identification of an allergy. This form must be completed for each medication the child is taking.

The form must be updated **every six months**, or more frequently if there are changes to the child's condition.

An Allergy Action Plan, signed by a physician, must be provided to the school for any severe (anaphylactic) allergy. This plan should include symptoms of exposure, emergency procedures, and required medication. If applicable, caregivers must provide emergency medication (e.g., EpiPen, Benadryl) in original packaging, clearly labeled with the child's name and dosage instructions.

Medication Administration

In compliance with state licensing regulations, JMPNS adheres to strict guidelines when administering both prescription and nonprescription medications to children.

Medication will only be administered if a completed Consent Form—signed and dated by the parent or guardian—is on file. This form must include specific written instructions detailing dosage and

administration times, and these instructions must align with the label directions and the prescribing physician's orders.

Please note, JMPNS does not permit the use of over-the-counter medications for the purpose of masking symptoms of illness such as fever or cough.

Caregivers must provide any lotions or ointments their child may need, such eczema cream, along with written instructions for their use. A consent form must be completed and signed by caregivers prior to use.

All medications must be in their original container with an unaltered label and clearly marked with the child's full name and the date. Medications must be accompanied by a completed Parent Consent for Administration of Medication form and must be handed directly to a staff member and never placed in a child's cubby or bag.

Medications will be stored in a secure, centralized location—either in a locked box or a locked box within the refrigerator, depending on storage requirements. JMPNS maintains a daily log of all medications administered. This log is available to caregivers each day.

When a child no longer requires medication or is withdrawn from the program, all medications will be returned to the caregiver. Expired medications will be properly disposed of if not collected.

Teachers may not administer any medication, including over-the-counter products, without proper authorization. Staff are not permitted to modify dosages or administer medication "as needed" without specific written instructions indicating clear criteria for administration.

For children with chronic conditions requiring emergency medication (e.g., asthma, severe allergies), a current action plan signed by the child's physician must be on file. Teachers and staff will follow the action plan and notify parents immediately if emergency medication is administered.

Nut-Free Policy

JMPNS is a tree nut and peanut-free school. Please send only nut-free snacks with your child. Our goal is not to create a sterile environment, but to minimize life-threatening allergy exposure.

Emergency Procedures

All of JMPNS' emergency procedures can be found in the classroom check-in area in the binder labeled EMERGENCY BINDER. Procedures will be gone over with working parents periodically throughout the year and include events such as fire, flood, earthquake, shelter in place, and active shooter.

We will experience drills where children and adults can practice these emergency procedures. These drills will be in coordination with the staff and students of the Yolo Education Center.

Caregivers will be notified within 30 minutes of an evacuation, once all children are safe and accounted for at the designated emergency assembly location.

Child Release During Emergencies

In the event of an actual fire or emergency, the safety of the children and staff is our top priority. Caregivers will be asked to wait until the Teacher has completed a full headcount and confirmed the safety of all individuals on site. Only then will children be released to their caregivers.

During such critical situations, it is essential for caregivers, teachers, and staff to remain calm, follow instructions, and cooperate fully with emergency personnel and center administration to ensure the safety and well-being of everyone involved.

CLASSROOM POLICIES

Personal Belonging Policies

1. Please ensure **all** your child's personal belongings are labeled with their name.
2. Each child has a cubby. It is your responsibility to check your child's cubby on a regular basis for art work, notes, and other things that are to be taken home.
3. Please ensure your child's cubby is stocked with the appropriate clothes for the current season. This may include:
 1. Summer: hats, extra short sleeves, shorts, skirts, dresses.
 2. Spring and fall: a sweater, a variety of short and long sleeves, pants/shorts.
 3. Winter: sweatshirt, long sleeves, warm pants or skirts with tights.
4. It is best practice to keep their child's cubby stocked with extra pairs of underwear, socks, and a clothing bottom and top. JMPNE does have a store of extra clothes just in case, but children are often more comfortable in items they recognize as theirs.
5. If a personal item is missing, please notify the Teacher in person or via Brightwheel and check the Lost and Found. While we make every effort to help locate lost items, please note that teachers may not be available to assist with extensive searches while supervising students.
6. Personal toys and accessories from home are not permitted at school with the exception of an emotional regulation item. An emotional regulation may be brought from home with prior Teacher approval. **Emotional regulation items are defined as** an item that a child uses on a consistent basis at home to self soothe in extreme dysregulation i.e. a photo of caregivers, noise cancelling headphones, a stuffed animal etc. **Items that do not qualify as emotional regulation tools include:**
 - Special keepsakes or cherished items that families would be distressed to lose.
 - Items that present a safety concern, such as choking hazards.
 - Toys a child simply prefers not to leave behind (newly purchased or current favorite toys).
 - For special toy sharing in preschool, we will offer designated "Share Days" throughout the school year.
7. Each child should bring a packed snack and water bottle to school each day. These items are stored in the Snack Wagon and must be labeled with the child's name visible on the outside.

Technology and Media Use

Screen time is not part of the school's daily curriculum. Occasionally, a device such as a laptop or tablet may be used to enhance learning (e.g., look up information, find photos or sounds). We believe it is important that children learn that technology and the internet are useful education tools, but they will not be used for entertainment purposes at JMPNS.

Children are not posted to promotional sites or social media unless parents agreed to posting in the admission agreement.

Brightwheel Application

JMPNS uses the Brightwheel application to support communication and connection between caregivers and teachers. Through Brightwheel, parents receive real-time updates on their child's day, including messages, photos, and notes about care and development. This mobile application is currently free for families to use.

CLASSROOM ADULT INFORMATION

There is a lot to remember and learn when you are a classroom volunteering adult. [The more time you spend with us in the classroom, the more comfortable you will be.](#) Your teacher is there to support you, so don't hesitate to share your worries or concerns and ask questions along the way.

Here are a few things you should know to get started:

- Be at school 15 minutes early for your classroom day and plan to stay 15 minutes after school dismisses (see Daily Class Schedule).
- You must arrange for a substitute classroom adult when necessary. The scheduled classroom adult is responsible for paying the Suggested Substitute Fee or working out trade arrangements if applicable. It is vital to the safety of our children that we have enough supervising adults each day.
- Wear an apron on your workday so visitors to our space can distinguish the adults in charge.
- Sign in on the sheet provided in the classroom on your volunteer day.
- Job duty cards are located on the hooks by the aprons that will help guide you through your time in the classroom with step-by-step directions.
- Work with the other adults to put the classroom in order for the next day before you leave. Tasks are outlined on the Job Cards and on a check list inside The Closet.
- When you are in charge of an area of the classroom or play yard, you should permit only what you feel is safe. If you feel something is dangerous, discuss it with the Director/Teacher.
- Adults should stand or sit separately in the yard and classroom in such a way as to observe most of the children at all times (usually with your back to the perimeter). Always watch the children. [Except for taking an occasional photo, Adults should not use their cellphones while supervising the children.](#)
- Participating Adults are Assistant Teachers and need to be involved with the children during class time. Use this time to interact with the children and to facilitate learning. Sit at the tables and

talk with them at eye level. Ask open-ended questions! This encourages the development of self-esteem and language skills in the child.

- The children's creative projects need to be treated with respect. Make every effort to spell the names correctly. Resist the urge to "fix it" or make it better. The art belongs to them, not you.

Cleaning/Disinfecting Procedures

Every classroom adult is required to receive certification through the Department of Pesticide Regulation, in compliance with the Healthy Schools Act, in order to clean and disinfect the classroom.

We use several different cleaning, sanitizing, and disinfecting solutions and products in the classroom. It is important to follow the directions on each solution for use to ensure we get the desired results from the product.

As an alternative to using bleach in the classroom we often use a hypochlorous acid solution made on site as needed. Directions for making this solution, along with the EPA approval paperwork and research regarding its effectiveness can be found in The Closet.

- For cleaning dirty toys, wash clean with soap and water then let air dry
- For toys that have been in a child's mouth or are otherwise covered in germs, wash with soap and water and then apply a disinfecting or hypochlorous acid solution (spray or wipe) according to directions and allow to air dry
- For cleaning the bathrooms, wipe surfaces with sanitizing wipes and allow to air dry. When disinfection is needed, use a hypochlorous solution or other provided product according to directions.
- For cleaning food surfaces, such as tables before snack time, use the food safe cleaner provided according to directions on bottle.

SNACK GUIDELINES

Snack time at JMPNS is a fun, casual event where children get to refuel their bodies and chat with their classmates. With the health of our children in mind, here are a few guidelines for packing snacks.

- Please do not send drinks other than water to school with your child.
- We will spend time throughout the year discussing healthy foods and making good choices with our bodies. To support these ideas, we ask that no candy or soda be included in snacks, and that cookies, cakes, fruit snacks, and other sugar-full items be limited. There will be treats from time

to time for birthdays or celebrations, but we ask that those sweets be the exception, not the norm.

- Along the lines of making healthy choices, we will be asking the children to listen to their bodies (building interoception) to determine when they are done eating. They will not be required to finish everything in their snack and will not be stopped if they want to stay and finish after others have left because they are still hungry. Please pack them a reasonable amount of food (somewhere between just an apple and a five-course lunch) and be prepared if some days they do not eat the way you expected them to.
- As is appropriate, children will be encouraged to try to open any containers or packages on their own before a grown up helps them. Pinching and pulling apart containers and packaging is great for small muscle development.
- [We are a diverse school family and some of us have food allergies and restrictions. For this reason, children will not be allowed to share food at the snack table.](#)
- WE ARE A NUT FREE SCHOOL! This includes peanuts and tree nuts (almonds, walnuts, pine nuts, etc.). Please be very careful when packing granola bars, snack mixes, and dairy substitutes.
- One of the biggest areas we can work on at the snack table is our communication and language skills. As a classroom adult, you may be provided with prompts for discussions with the children. Ask questions, share ideas, and promote conversation only when needed. Do not interrupt the organic socialization that may be occurring but be prepared in case someone needs support in being drawn into the discussion.

COOPERATIVE PARTICIPATION

Extensive research shows that active family involvement in a child's education leads to long-lasting academic and social benefits. As a cooperative preschool, JMPNS values and encourages meaningful family engagement as a vital part of our community. Throughout the year, families will have opportunities to participate in a variety of ways—some of which are required, while others are optional. These opportunities help strengthen the connection between home and school and contribute to a richer, more supportive learning environment for all children.

Participation is required in the following ways:

- Working in the classroom one day per week unless granted a non-classroom enrollment spot
- Holding one committee job or one position on the Board of Directors each year
- Completing 12 hours of Caregiver Education each school year
- Attending quarterly business meetings to stay informed and vote in elections

Optional opportunities may include:

- Donation of supplies to the classroom or for special events
- Attendance at field trips, parties, and other school sponsored events/activities
- Leading class story times, discussions, or projects
- Being a substitute classroom adult when others need coverage on their work day

COMMITTEES

The duties described below are being provided for informational purposes only and represent the duties assigned to each committee as of printing in August of 2025. Additional duties may be assigned throughout the school year to meet the operational needs of JMPNS.

Committee members are expected to record their completed duties in the binder located in the classroom and seek teacher approval/signature based on the frequency of tasks listed.

Board Members (9)

- Serve in the capacity elected
- Attend monthly Board of Directors meetings in addition to Parent/Business Education meetings
- Discuss and vote on issues affecting the membership
- Supervise assigned committees

Event Support (2)

- Under the direction of the Events Board Member, plan and organize the school's four annual events: Fall/Harvest Party, Winter/Holiday Party, Family Dance, and Graduation

Field Trips (1)

- Working with the Director, help plan and coordinate field trips throughout the school year.

Yard/Shed (1)

- Maintain outdoor school yard in a safe, presentable fashion
- Keep outside storage organized so that toys and equipment are easily accessible
- Water yard and plants and keep weeds to a minimum
- Plant flowers, plants, and vegetables as needed
- Rake and pick up leaves when necessary
- Routinely check for outside equipment or toys that need to be discarded or repaired

Fundraising (1)

- Under the direction of the Fundraising Board Member, plan and organize the school's fundraising efforts
- Work jointly with the Event Chair and committee members to secure fundraising efforts at school events (ie; raffle prizes, baskets, etc.)
- Distribute and collect fundraising materials as needed
- Communicate with the Fundraising Chair regarding ideas and possible fundraising opportunities
- Work with Community Outreach Vice President when appropriate

Classroom Cleaning (1)

- Thorough dusting of classroom on a monthly basis, including windowsills, shelves, and behind moveable furniture such as the cubbies.

Wash Committee (1)

- Ensure constant clean towel availability
- Ensure that all towels used at the school are washed with bleach weekly

Photo (1)

- Ensure that photos are being taken of all children throughout the school year during class time, field trips, and other school events
- Produce a JMPNS year-end photo album through designated website (i.e. Shutterfly)

Maintenance (1)

- Work with the Director on maintenance projects, such as installing new shelving, repairing classroom equipment, furniture, etc.

CAREGIVER EDUCATION

One of the things that makes JMPNS a unique program is our commitment to the whole family. We recognize that by supporting the important adults in a child's life, we are also supporting the child.

Each enrolled family at JMPNS are required to complete 12 hours of Caregiver Education over the course of the school year. Depending on the needs of the family, these parent/caregiver education hours can be attained in a variety of ways: attend the free Caregiver Support Meetings hosted by JMPNS, read a relevant parenting book by yourself or with a group of friends, or attend an online or in person parenting class or seminar presented by another organization.

For a list of recommended books, to topic list for this year's Caregiver Education classes, and other learning opportunities, check out the JMPNS website or speak with the Director.

CLOSING WORDS

Choosing a cooperative preschool is a unique and meaningful decision—one that places families at the heart of their child's early education. At JMPNS, we believe the strength of our community lies in the shared commitment between caregivers, teachers, and children. We are deeply grateful that you have chosen our program for your child's first educational experience, and we are honored to be part of their learning journey. Together, we look forward to creating a joyful, supportive, and enriching foundation for years to come.



JAMES MARSHALL PARENT NURSERY SCHOOL

NOTICE

OF

**NONDISCRIMINATORY POLICY
AS TO STUDENTS AND FAMILIES**

James Marshall Parent Nursery School admits students and families of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students and adults at the school. It doesn't discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

JAMES MARSHALL PARENT NURSERY SCHOOL BYLAWS

ARTICLE I NAME

The name of this corporation shall be James Marshall Parent Nursery School, Incorporated (JMPNS).

ARTICLE II LOCATION

The principal address of JMPNS for the transaction of business shall be Post Office Box 379, West Sacramento, California, 95691.

ARTICLE III PURPOSE

JMPNS is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The purpose of JMPNS shall be:

To promote the physical, mental, emotional, and social well-being of preschool children in the community.

To help parents and caregivers understand the needs of preschool-aged children both at school and at home.

To support parents and caregivers in developing and maintaining healthy and strong relationships with their children.

To provide children the opportunity for constructive play experience within a group.

To provide representation in Sacramento Valley Council of Parent Participation Nursery Schools.

ARTICLE IV POLICY

Sec. 1 JMPNS shall be a non-profit organization and will not discriminate by any protected class, including race, color, national or ethnic origin, creed, religion, gender, gender identity, gender expression, sexual orientation, disability, or status. JMPNS will afford members of any race, color, national and ethnic origin all the rights, privileges, programs, and activities generally accorded or made available to members at the school and will not discriminate on any of these bases in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. No commercial enterprise or any candidate shall be endorsed by it. The name of the organization or its officers in their official capacities shall not be used in connection with a commercial concern or for any purpose not in accordance with Article III. This does not exclude action (after study) in the fields of child welfare whenever local, state, or national legislative action is required to carry out the purposes of the school.

Sec. 2 Corporate power shall be vested in:

- A. The elected Board of Directors
- B. The membership

ARTICLE V MEMBERSHIP

Sec. 1 A. Members in good standing shall be those participating parents and caregivers who adhere to all enrolment policies specified within the Community Handbook, to be adopted annually by the Board of Directors.

B. Active or voting members shall be the parents and caregivers of enrolled children at JMPNS. Voting members must be in good standing. Each family shall be allotted up to two votes dependent on the number of active caregivers within the organization who are in good standing.

C. Associate members will be all alumni of the organization and all other interested citizens. Alumni include children and adults that actively participated in JMPNS and were in good standing when enrollment ended. These members will have all rights and privileges of members except voting.

Sec. 2 Rights and Duties of Members

All active members may inspect the books of the corporation, may hold a voting position on the organization's Board of Directors, serve on committees, and are entitled to up to two votes, as described in Article V, Section 1(B). Members are required to participate in caregiver education, as described in the Community Handbook. Only active members are allowed to hold voting positions on the Board of Directors.

All active members may attend any caregiver support education classes provided by JMPNS at no cost to the family. Caregiver support education classes will be provided on a regular basis to meet adult education requirements established in the Community Handbook.

Associate members are entitled to the same rights but do not have a vote.

If a member has left the organization in good-standing and has served on the Board of Directors as a voting member, they may hold a non-voting position on the Board of Directors to provide advisement and guidance to the organization.

One member parent or caregiver (or their representative) shall participate in the daily program with the children, at the school, as scheduled by the Director and the Participation Chairperson, unless non-participation in the classroom is a condition of their enrollment.

One member parent or caregiver in good standing shall attend quarterly business meetings, as scheduled by the Board of Directors.

Health requirements for children and participating adults, as established by the State of California for licensed childcare centers must be followed.

Each member family is responsible for committee involvement to help maintain the classroom, play yard, and equipment associated with daily operations of JMPNS. Participation on the Board of Directors is considered a committee position.

Each member family is responsible for participating in fundraising efforts, as established by the Board of Directors, to ensure the financial health of JMPNS.

Tuition will be paid monthly to JMPNS according to the guidelines set forth in the Community Handbook.

Sec. 3 Scholarships

Scholarships are provided to members in good standing, when requested, at the discretion of the Board of Directors.

ARTICLE VI MEETINGS

Sec. 1 Business meetings

The time and place of the general business meetings shall be on the first or second week after school begins at the school location. There shall be at least three business meetings per year. Special business meetings may be called by the Board of Directors, or at the request of one-third of the currently enrolled membership. A majority of voting members shall be a quorum, and decisions shall be made by majority of those present.

The Board of Directors shall meet at least once a month; the time and place of these meetings will be determined by the Board of Directors. The membership shall be invited to attend, but do not have voting privileges at these meetings. These meetings shall be considered Executive Meetings of the Board of Directors.

Sec 2. Caregiver Education

JMPNS shall provide caregiver education classes at no cost to active members. These classes shall serve to meet adult educational requirements of the membership, as outlined in the Community Handbook. The time and place of these caregiver education classes shall be established by the Director and Board of Directors and will occur on either the first or second Wednesday of the month after school begins.

ARTICLE VII GOVERNING BODIES

Sec. 1 Director

The person referred to in those by laws as the "Director" shall be the professional personnel hired to manage the school program, oversee curriculum, and coordinate the school sessions. The

Director shall be a permitted professional, licensed by the State of California to oversee and direct childcare programs. The Director shall hold the license for JMPNS.

Sec. 2 Board of Directors

The general membership of the school shall elect annually the officers of JMPNS. These elected officers, together, shall be called the Board of Directors.

Sec. 3 Advisory Board

The Advisory Board shall consist of non-voting collaborators that assist with the governing of JMPNS. The Advisory board shall be selected annually by the Board of Directors.

Sec. 4 Powers and Duties of the Board of Directors

The Board of Directors shall supervise the Director and ensure adequate functioning of school operations and policy enforcement. The Board of Directors shall conduct regular business meetings communicate the financial and operational status to the membership.

The Board of Directors shall, with the advice and assistance of the Director, establish school policies and administer all business of the school, within the limits of the Articles of Incorporation and these bylaws. They shall make decisions concerning the finances of JMPNS, including tuition, fines, fees, and other financial obligations of the membership. They shall make any changes in membership requirements, except as specifically indicated in these bylaws and shall establish limits of total enrolment with the advice of the Directors.

In addition, the Board of Directors shall have the power to make changes in the number of elected officers, as long as this number is not less than six or more than twelve. They shall replace, by appointment, any elected officers who vacate during their term of office. The Board may make changes in the duties of the elected officers and may change the number of standing committees and their duties. Any decision of the Board of Directors shall be included in the minutes of next Board meeting and shall be read at the next business meeting of the general membership.

Sec. 5 Names and duties of elected officers to the Board of Directors

President - The President shall preside at all meetings of the school and at all meetings of the Board of Directors, shall represent the school in the community, shall perform the usual functions of the office, and shall sign or co-sign checks, and shall act as representative for JMPNS at the Sacramento Valley Council of the California Council of Parent Participation Nursery Schools. The President is in charge of State and Federal compliance as a 501(c)3 non-profit institution.

Secretary - The Secretary shall act in the absence of the President, shall be an executive assistant, shall record the minutes of all meetings of the school and all meetings of the Board of Directors, and shall make minutes of meetings available to the membership within one week of the meeting.

Treasurer - The Treasurer shall be the custodian of all funds collected by the school and the members, shall sign and co-sign checks, shall be responsible for disbursements, as provided for in the budget or approved by the majority vote of the membership, and will coordinate an annual audit of JMPNS's accounts.

Purchaser - The Purchaser shall be responsible for keeping a complete updated inventory of supplies used by the school, shall work with the Director to purchase supplies when necessary, and shall sign and co-sign checks.

Participation Chairperson and Co-Chairperson - The Participation Chairpersons shall assign work days for each participating family (or their representative), shall keep records of both daytime and evening class participation, shall be responsible for maintaining current and future enrollment lists in good order, shall keep current all required enrollment documentation for enrolled families, shall be responsible for committee participation, and coordinating enrollment events.

Sec. 6 Names and Duties of the Advisory Board

The Advisory Board shall consist of the Director, the Bookkeeper, and up to two Alumni in good standing to advise the Board of Directors on creating and maintaining policies and procedures and support in the execution of board duties according to each advisory member's stated role as outlined in the Community Handbook. The advisory Board are non-voting members of the Board of Directors and shall not have any privileges afforded to members in good standing.

ARTICLE VIII ELECTION OF THE BOARD OF DIRECTORS

Sec. 1 Elections for the Board of Directors shall be held annually at the business meeting in April. During the Executive Board Meeting in February, elections for the upcoming school year will be discussed. Nominations for office shall be by ballot. The president shall circulate nomination forms four weeks prior to the April meeting date requesting interested persons to designate the office of their choice. All returning members in good standing are eligible to hold office. President should be a returning Board Member. The President will post the list of nominees for two weeks prior to the election. If more than one member is nominated for any office, a Teller's Committee shall be appointed by the Executive Board. The Teller's committee shall consist of one non-returning Board Member, one non-returning general member, and one returning general member. Election shall be by individual ballot, unless there is only one nominee for each office. In this case, the slate will be accepted by unanimous ballot to be cast by the secretary. If ballots are cast, the Tellers' Committee will collect the ballots, tally the votes, and report the results during the same meeting in which the votes were cast. The new slate of officers shall take office on July 1. Those offices to be filled by election of the general membership shall include all those listed in Article VII, Section 5.

ARTICLE IX REMOVAL OF MEMBER OF BOARD OF DIRECTORS

Sec. 1 If any officer fails to perform the duties of their office, the Board of Directors may recommend to the membership that the office be declared vacant and recommend the appointment of a successor.

ARTICLE X AMENDMENTS

Sec. 1 A two-thirds vote of the membership of the school can amend these bylaws.