



Program Guide

Gingerbread Preschool Location

4333 Black Avenue
Pleasanton, CA 94566
925-931-3430 | office
925-931-3436 | fax

gingerbread@cityofpleasantonca.gov
www.gingerbreadpreschool.org

Gingerbread Preschool Mailing Address:

Gingerbread Preschool
P.O. Box 520
Pleasanton, CA 94566

Gingerbread Administrative Team

Joelle Glushenko & Nicole Thomas
Preschool, Youth & Teen Supervisor
(925) 931-3432 | office

PYTSupervisor@cityofpleasantonca.gov

Julian Mireles
Preschool, Youth & Teen Coordinator
(925) 931-3474 | office

jmireles@cityofpleasantonca.gov

Georgia Gordet
Preschool Program Assistant
(925) 931-3433 | office

ggordet@cityofpleasantonca.gov

Heather Babati
Preschool Office Aide
(925) 931-3430

gingerbread@cityofpleasantonca.gov

Gingerbread Preschool Program

Gingerbread Preschool has over a 50-year history in the Pleasanton Community. The program is provided through the City of Pleasanton Library and Recreation Department. The school year program is a part-time recreation program that provides children an opportunity to experience a classroom setting prior to kindergarten.



Preschool Mission Statement

Gingerbread Preschool is an inclusive, PLAY based program that supports children where they are socially and emotionally. We prepare children for Kindergarten through purposeful PLAY and a progressive academic curriculum with our passionate teachers.

Gingerbread Preschool Program Policies

Preschool Staff Ratios & Qualifications

Our program provides a ratio of one (1) staff to every eight (8) children. This 1:8 ratio is in accordance with the National Association for the Education of Young Children Guidelines. Although we are exempt from licensing, we do comply with the staffing ratios required for state and government funded facilities.

Our 2's classes provide one (1) staff for every four (4) children at all times. Each staff member is assigned four children for whom they are the 'primary caregiver'. Additional support staff is also available throughout the day.

We adhere to State Licensing and the City of Pleasanton's hiring practices. We look for people who enjoy working with young children and who work as a team to develop a loving, developmentally appropriate environment. Each teacher must have a minimum of twelve (12) semester units in Early Childhood Education and be certified in CPR and First Aid. All staff (Teachers and Assistants) are fingerprinted and processed through the Department of Justice. The Gingerbread staff receives ongoing professional development through on-site workshops and off-site professional training.

Dress Code

Gingerbread Preschool provides HANDS ON learning experiences and your child may come home DIRTY! Children will be using expressive materials including paint, water, mud, etc. Children should wear PLAY CLOTHES. In addition, they will be involved in climbing and running activities. Recommended clothing includes: pants with an elastic waist band, jeans, sweats, shorts, t-shirt, sweatshirt, sweater or jacket. Children are required to wear closed-toed, rubber soled shoes.

Students in our 2-year old classes should have at least one change of clothing, appropriate diapers and wipes as well as any other necessary diapering supplies, placed in a large Ziploc bag provided by the teaching staff.

Drop-off & Pick-up

When you drop-off your child, collect your child's classroom colored file folder from the wall pocket located in the lobby and wait in the lobby until the teacher greets you at the door. Students will wash their hands then parents can escort their child into their classroom, have your child place any personal items in their cubby. You are welcome to call the school at any time to check on your child.

To pick up your child, collect your child's classroom colored file folder from the wall pocket located in the lobby. Parents will be let into the classrooms at the scheduled pick-up time. Once a parent has signed a child out, it is the parent's responsibility to safely monitor and escort their child out of the classroom, through the security door and into the parking lot.

Staff may require any individual picking up a child to provide identification. Staff will not release your child to anyone who is not listed on your Release Authorization Waiver and Assumption of Risk Form. If there is an emergency, and someone who is not on your list needs to pick your child up, you must contact us by phone at 925-931-3430. When calling, give the full name and a physical description of the individual and instruct them to bring a State Driver's License or a State Identification Card.

Late Fee

If a child is picked up late, a late fee of \$1.00 per minute will be assessed. You will receive a late fee invoice from your child's teacher which must be paid to the preschool office by the next class time. Continued lateness in picking up your child may lead to dismissal from the program.

Bathroom Time (3's & 4's Program)

Children with pants that are wet or soiled by a bowel movement on a regular basis will be considered not fully potty-trained. Staff will confer with parents regarding the child's readiness for the program.

Staff escort children to the bathroom, stand in the hallway with the bathroom door open and, as needed, verbally coach the children through the toileting process, assist children with snaps and zippers and make sure that all children wash and dry their hands. Staff then escorts the children back to class.

Generally, staff will not enter a bathroom stall when it is occupied. However, sometimes it will be necessary for staff to enter a bathroom stall in order to change or re-dress a child. If a child is in need of such assistance, staff will ask a second adult to be an "observer".

Children with wet pants will be escorted to the bathroom, their wet clothes placed in a plastic bag, and given dry clothing. If a child has a bowel movement, parents will be called to come and change their child(3's and 4's classes).

For purposes of hygiene, all participants are required to wear undergarments to school (diaper-2's only, pull-up-2's or 3's only or underwear).

Snack

Children are asked to bring a healthy "5 minute" (see handout) snack each day. Gingerbread is a nut-free school and we ask that families refrain from sending snacks that have any nuts in them or are processed in a facility that also processes nut related items. Children are welcome to bring their snack in the provided green snack bag, however, it is not required. Snack bags or containers should be clearly labeled with your child's name. If a child forgets their snack, we have dried fruit that we will provide to your child for that day.

Separation Anxiety

When children have difficulty separating they may experience separation anxiety. "Separation has three stages: protest, despair, and adjustment or emotional detachment. As children work through these stages they will begin the attachment process. When they are ready, they will begin to bond with their teachers and classmates and find comfort in the classroom routine. Children often re-experience separation anxiety after holiday breaks, illness, or when returning to school after summer break.

No one knows or loves your child better than you! We respect the trust you have placed in us to care for and teach your child. Parents must first deal with their own separation anxiety; your child will know if you are anxious about leaving them. Be consistent; bring them to school every day, even if they protest. Decide on how you will say goodbye and do it the same way each day.

Leave after you say goodbye, even if your child is crying. Lingering and saying goodbye over and over only intensifies the feelings of separation. Our staff will comfort crying children and take your child from you if needed. Staff will let parents know if their child is having continued difficulty with separation. You may call the preschool office at any time to check on your child. Parents often feel bad for the staff if they leave while their child is crying. Staff is trained and prepared to help your child through the stages of separation, knowing that once the process begins, a smiling face will soon follow.

Participant Behavior

It is important to understand that children come to us from many different backgrounds and a variety of parenting styles. Within each age group, there is a wide range of physical, cognitive, emotional and social development. Children in preschool are just beginning to learn and refine these skills.

At times, there may be conflict in the classroom, either between children or possibly between the



teacher and child. These are “teachable” moments in which staff will guide children towards learning how to express themselves and communicate their needs, desires and wishes. Teachers encourage the development of skills including: use of appropriate “inside” voices, respect for one another, taking turns and sharing.

The role of staff in the classrooms is one of providing guidance. This is a process which includes modeling appropriate behavior, positive reinforcement and redirection. If the behavior deems it necessary, the “process” may include removal of the child from the classroom or being sent home for the day.

When a child is demonstrating inappropriate behavior or is involved in a conflict with another child, staff will document this behavior. If the severity or frequency of the behavior is deemed detrimental to others or to the staff’s ability to implement the program, a conference may be scheduled with the Recreation Supervisor.

Dismissal Policy

It is our goal to work in partnership with parents to address areas of concern regarding your child. Parents will be informed of any problem or concerns by staff. Staff will work with parents to determine a plan of action towards a resolution. If the problem continues, a conference will be scheduled with the Recreation Supervisor to discuss all possible options, one of which may be dismissal from the program.

Americans with Disabilities (ADA) Act

In compliance with the Americans with Disabilities Act (ADA), the City of Pleasanton encourages those with disabilities to participate in its programs. Gingerbread Preschool is a program of the Library and Recreation Department and thus we provide inclusion for those who may have special needs. We believe this allows an opportunity for our participants to include those who may be different from themselves. If your child has a life threatening allergy, medical condition, developmental disability, or other special need requiring accommodation, it is helpful if parents contact the preschool office prior to the first day of school to ensure that your child’s needs are met. Additional information regarding our accommodation process is available by contacting the Recreation Supervisor at (925) 931-3432.

Registration Policies

Priority Registration Information

Once your child is enrolled, you will be given Priority Registration for the next session for the class that they are currently enrolled in. If fees are not received by the priority registration deadline, your child’s space in the class will be released for open enrollment.

Wait List

If you are currently enrolled in a class, and wish to be transferred to a different class,, please speak with the front office to be added to the waitlist. As spaces become

available, those on the Wait List are accommodated in the order that they were received. All transfers are made at the Recreation Supervisors discretion.

Refunds

Full refunds, less a \$50 nonrefundable Administrative fee, will be issued for any reason 10 days prior to the start of class. No refund will be issued if the cancelation request is less than five (5) days prior to the start of class.

Full refunds will be given for any class cancelled by the Library & Recreation Department. No refunds given for non-attendance.

Distribution of Information/Flyers/Invitations/Party Favors

Only City of Pleasanton or Gingerbread Preschool related information or items are approved for distribution to students, attached to sign out folders, or placed in the children's cubbies.

Party Favor Bags, Invitations or Food are not allowed to be brought into the classroom or distributed to students. If any such items are brought, staff will set them aside and return them to you. They will not be distributed. If you would like to do something special for your child's class, you may donate a book to the classroom library. Your child may bring the book wrapped, open the gift during circle time and present it to the teacher.

Gifts

It is against City of Pleasanton policy for staff to accept gifts from our participants. The Friends of Gingerbread (F.O.G.), on behalf of the entire student body, provides several special luncheons, professional development opportunities and gifts throughout the year to let the staff know they are appreciated. If you would like to give a donation towards these activities or volunteer to help with one of the activities, please contact the Friends of Gingerbread at friendsofgingerbread@gmail.com. If you feel it is necessary to give a personal gift, your child may make a card, a picture or baked-goods to show their appreciation.

Special Activities

Visiting Readers

During Read to Your Child Week parents are welcome to sign up in their child's classroom to be a visiting reader. This is on a first-come, first-serve basis. You may bring one of your child's favorite books to share or your child's teacher will select one for you.

Off-site

Throughout the year children will leave the school campus to do a nature walk through the park or play on the "big" playground in Amador Park.

Mini-Indy

During the spring quarter your child will participate in the annual Mini-Indy. The children ride their tricycles, bicycles or scooters around several courses. Helmets are required for all participants. There are no classes at preschool on these days. Parent participation is required. Children who are not enrolled at Gingerbread will not be allowed to participate.

Cultural Celebrations

We are very excited to have a culturally diverse school and enjoy learning about and participating in a variety of cultural celebrations. If you would like your child's class to learn about and participate in a cultural celebration that your family enjoys, please speak to your child's teacher and we will be happy to work with you.

Health & Wellness Policies

The goal of the Health and Wellness Policy is to prevent and reduce the spread of communicable illnesses among children, their families and staff. Below are the guidelines and procedures to ensure we work cooperatively so that everyone remains healthy.

Immunizations

A record of immunizations is required at the time you register your child in the Gingerbread Preschool Program. Participants who are not immunized may be temporarily excluded from the program in the case of an outbreak of a communicable disease for the child's protection. Exclusion will be determined by the City of Pleasanton in accordance with Federal, State and County recommendations.



Exclusion from Program due to Illness

Children are to stay home when they have the following diagnosis or symptoms:

- Diagnosis of communicable diseases such as:

Strep throat	Chicken pox
Measles	Pin worms
Ringworm	Lice
Meningitis	Pertussis (Whooping cough)
Flu	

Report any communicable illness to the Preschool Office (925) 931-3430.

- Fever – your child must be fever free for 24 hours, without the use of fever reducing medication(Motrin, Tylenol etc.)
 - Strep infection – child must be on antibiotics for 24 hours before they may return to class.
 - A cough with mucus secretion (a wet wheezy cough).
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- A rash or skin ailment such as: poison oak, impetigo, ringworm, cold sores or fever blisters.
- Vomiting
- Diarrhea
- Pink eye or conjunctivitis. Your child must be on medication for 24 hours before returning to school.

Communicable Disease Notification

If a child becomes ill with a communicable disease, parents are required to notify the Gingerbread staff as soon as possible. Providing staff with a doctor's note confirming the diagnosis and treatment is helpful. Notices will then be issued to all students who may have come in contact with the student with their sign out folder or through email. A doctor's note is required for the child to return to school.

Removal from the Classroom

A staff member may remove a child from the classroom if they are presenting symptoms of an illness. Parents or guardians may be required to pick-up their child within a reasonably short period of time after being notified of the illness, and the child may be isolated from others while waiting to be picked-up.

Health Epidemic

In the case of a health epidemic, the City of Pleasanton/Gingerbread Preschool may revise or add additional requirements to the Health and Wellness Policy and families will receive an Exclusion Addendum, specifically addressing the health epidemic. **Hand**

Washing

Hand washing is an important activity throughout the day at preschool. Before class begins, all children are required to wash their hands in the preschool bathroom or classroom. While liquid hand sanitizers are available throughout the preschool facility, these are intended for adult use. The most effective way to kill germs is by using soap and water. Children will also wash their hands after using the bathroom, before eating snack and after playing outside on the playground. We also encourage the children to wash their hands in the classroom as is necessary.

Life Threatening Food Allergy/Medical Condition

The City of Pleasanton/Gingerbread Preschool accommodate children with life threatening food allergies/medical conditions using a team approach with parents, classroom staff and preschool administration in order to ensure each child's safety. All teachers are EpiPen® trained and receive general training regarding food allergies and safety precautions annually.

A parent of any child who has a life-threatening allergy/medical condition must complete a Consent and Directions to Staff for the Self-Administration of Medicines Form.

All medications, prescription and over the counter medications, must be provided to the preschool in their original packaging along with the prescription, with the child's full

name and dosage written on the container and placed in a zip lock bag. A measuring spoon or cup must be included. Any child, who requires medication for life saving measures, may not attend the program without medication on site.

Safety Policies and Procedures

Fire Drills

Fire drills are held twice a year. Teachers prepare children during the first circle time for the drill. Each class is assigned an evacuation route. If an alarm occurs during drop off/pick up time, parents are to follow the instructions of preschool staff and evacuate the building.

Building Security

We have implemented several measures to ensure the safety of the children and staff. The entries into the preschool from the lobby are locked at all times and accessible by key or to be “buzzed” in. The back door of the building remains locked from the outside at all times. The door is only left open if a staff member is loading/unloading in the back parking lot. The front doors to the facility remain unlocked during program hours.

These doors are locked only if there is no staff scheduled to supervise the lobby area. A green doorbell may be found to the left of the door for parents to gain entrance if the building is locked. All parents and visitors must check-in at the preschool office.



Personal Information/Privacy

The email address, provided at the time of registration, is intended to be used for official Gingerbread Preschool, Friends of Gingerbread, and City of Pleasanton business. Those who are authorized to send information on behalf of the Gingerbread Preschool/City of Pleasanton are the Friends of Gingerbread Preschool (F.O.G.) Parent Board, and Gingerbread/City of Pleasanton Staff.

Parking Lot

Class times have been purposely staggered in order to help alleviate overcrowding in the parking lot. Overflow parking is available at the Aquatic Center.

Please be considerate of other parents when dropping off and picking up your child and leave as promptly as possible. This will allow parents in the next class time to find parking.

When entering the parking lot, please drive slowly; be cautious of pedestrians walking down the driveway and through the parking lot. At the end of the driveway, before entering the parking lot, please stop at the stop sign to make sure a parking space is available. Yield to vehicles exiting the parking lot. Parking is available at the back of the building. You may not block another vehicle or park illegally in any of the red

zones, handicap parking spaces or in the cross walk area. The driveway (red zone) must be able to provide access to emergency vehicles at all times. Never leave children unattended in a vehicle at any time.

On special event days and parents days, please park at the Aquatic Center to alleviate overcrowding in the Gingerbread Preschool parking lot.

2's Program Specific Information

Diapering and Toilet Training

Children do not need to be toilet trained to participate in the 2's class. During your child's time in the class, we will try to work with you and your child to provide him/her assistance through various stages of toilet training. When your child is ready for the transition from diapers to toilet training, please notify classroom staff. Staff will review Toilet Training Preferences for your child. As your child progresses, the Preferences may be modified by you with classroom staff.

Diapering Procedures

At Gingerbread, staff are trained to engage children and involve them in the process.

Children are required to have diapers, wipes and a change of clothes available in the classroom. Please put a clean diaper on your child prior to coming to class, as diapers are changed on an as-needed basis only.

Children wearing diapers will be changed in the classroom at the diaper changing table by their assigned 'primary' staff member only, except in cases of staff member's absence.

Children will be treated respectfully and calmly as staff walks them through the following steps:

- Tell child that it is time for a diaper change; if the child is engaged in an activity, allow child to complete activity before going to the changing table.
 - The child will climb steps on the diaper table with assistance, to the clean diaper changing area.
 - Staff will put on non-latex gloves.
 - Staff will remove child's clothing and diaper.
 - The soiled diaper will be removed and disposed of in a covered container.
 - The child will then be wiped clean using wipes which will then be disposed of in the covered container.
 - Gloves will be removed after cleaning the child but before the staff puts on a clean diaper in order to eliminate cross contamination.
 - The child will then be dressed with a clean diaper and clean clothes, if needed.
 - The child will walk down steps with assistance.
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- Changing table will be disinfected with a bleach solution and covered with a clean paper towel.
- Both child and staff will wash hands thoroughly.

Toileting Readiness

Children that are demonstrating developmental readiness for toilet learning can be provided some assistance through the process as determined jointly by the parent and staff. Children must show physical, cognitive and emotional readiness to begin the process. Parent will then review with classroom staff and fill-out the *Toilet Training Preferences* form.

Children who are toilet training are to wear underwear or pull ups under their clothing. Children will be escorted by a staff person when children indicate that there is a need to use the toilet. Children are generally not left alone in the children's bathroom stall; staff will assist as necessary.

Please discuss your child's toileting-readiness with his/her primary staff member. And, be sure to bring an extra set of clothes to keep on hand in the classroom. Accidents do happen!

Primary Care Giver System

A primary care giver system is a relationship-based approach in which staff develops a rapport with both child and parent. Each child/family is randomly assigned to a staff member who is principally responsible for that child. This means that the staff member is intentional in engaging with the child to build a relationship/attachment and also observes the child throughout the day and is able to engage in conversation with parents about their child's daily experience in the classroom. Sometimes a child may form a close attachment to a staff member that is not their primary care giver. In such an instance, to ensure that each child is comfortable and connected, staff may make a change a primary care giver assignment. If there are concerns regarding a child, the classroom teacher will communicate with the parent.

Parent Resources

Friends of Gingerbread Preschool (F.O.G.)



Friends of Gingerbread Preschool (F.O.G.) is a non-profit parent organization that supports the City of Pleasanton's Gingerbread Preschool. Funds raised by F.O.G. go towards improvements of our preschool facility, staff development, and classroom items that aim to enhance our school's playbased curriculum. Funds are also used to host events to bring our Gingerbread community together such as welcome coffees, family socials, special events and so much more!

Consult the GB Newsletter and the information board located outside the front doors for information regarding current Friends of Gingerbread activities.

Friends of Gingerbread (F.O.G.) Board 2019-20

President	Liana Moshell
Vice President	Shruti Jain
Secretary	Nina Naruro
Treasurer	Shea Lewis
Event Coordinator	Jenn Herrick
Assistant Event Coordinators	Sam Niesen, Meera Bhadra
Marketing Coordinator	Sona Gill
Assistant Marketing Coordinator	Sheetal Narvekar
City Staff Liaison	Joelle Glushenko Georgia Gordet

Please email friendsofgingerbread@gmail.com for information about the Friends of Gingerbread.

Parent Lending Library

Books, DVD's and audio books have been provided by parent donations and the Friends of Gingerbread Preschool.

The ideas and concepts in these materials do not necessarily represent the views of the Friends of Gingerbread Preschool Board, The City of Pleasanton or Gingerbread Preschool. As there are a variety of parenting ideas, it is important to keep your family values and your child in mind. Not all of these ideas are going to meet your families or child's needs.

Contact the Gingerbread Front Desk if you are interested in borrowing materials or browsing at the selection.
