



**Wind in the Willows, Inc.**  
**713 Monterey Blvd.**  
**San Francisco, CA 94127**  
**[www.windinthewillows.org](http://www.windinthewillows.org)**

Dear Parents,

Welcome to *Wind in the Willows*. Here is your 2010-2011 Parent Handbook. It should answer most of the questions you may have. During the year you will receive additional and/or updated information, which should be kept with your handbook for easy reference.

*Wind in the Willows* has a child-centered philosophy, which is reflected in its short school hours and in its child-directed curriculum. We are a non-profit organization and depend on parent participation throughout the year to meet many of our school's needs.

We look forward to having your family in the school and hope you enjoy your time at *Wind in the Willows*.

Sincerely,

Leah Meakin

Joyce Bautista

Terri Barrell

Cathye Cook

Xioma Neary

# **About *Wind in the Willows***

*Wind in the Willows* preschool has been serving San Francisco neighborhoods since 1973, offering the ideal environment for what is often a child's first experience away from home. Our educational program meets the needs of young children ranging from ages three to five, with a teacher/student ratio of 1:6. Our half-day programs and mixed age (family) grouping reflect the school's child-centered, developmentally appropriate philosophy. The advantages of this configuration are that children and staff are together for several years so that the teacher-child and child-child relationships are allowed enough time to naturally develop.

Since 1980, the school has been incorporated as a non-profit organization run by the parent/community-based *Wind in the Willows* Board of Directors. The funding for the operation of the entire school comes solely from the tuition and annual fundraisers. We do not receive any funding from the city, state or federal programs and so rely on full participation of families in our fundraising events. It is the function of the Board to support the program by establishing a budget, setting salaries for the staff, and organizing major events, including all fundraising.

## **Staff**

Wind in the Willows has one director/teacher, three teachers, and one long-term substitute teacher who have a combined 50+ years in early childhood teaching experience. Our teachers have been with the school for many years and this stability provides a balanced, nurturing environment for young children. They work closely with the director to develop curriculum, direct the daily operation of the school and administer policies set forth by the Board of Directors. Our parents consider the teaching staff to be a valuable resource in understanding their children's needs and helping them to become better parents.

## **Enrollment**

Enrollment at Wind in the Willows is limited to 18 children per half-day session. Children attend a minimum of three morning or afternoon sessions and may attend up to five sessions per week. The schedule for special needs children will be arranged directly with the director. Children should be toilet trained. Enrollment is balanced by age and sex and reflects all ethnic, racial and economic segments of the community.

## **Daily Routine**

### **MORNING**

8:30 Arrival  
8:30-11:00 Choosing Time (all areas open)  
9:45 Snack (2 tables)  
11:00-11:15 Clean up (inside + out)  
11:15-11:35 Circle  
11:35-11:45 Story Circles  
11:45-11:55 Dismissal

## **AFTERNOON**

12:50 Arrival

12:50-3:15 Choosing Time (all areas open)

2:15-3:00 Snack (2 tables)

3:20-3:30 Clean up (inside + out)

3:30-3:50 Circle

3:50-4:00 Story Circles

4:00-4:10 Dismissal

## **Snack Time Guidelines**

We like healthy snacks and healthy drinks! Some ideas include: little sandwiches, leftovers, cut up fruit or veggies, yogurt....We compost, recycle, and use regular trash at Wind in the Willows, but for environmental reasons, we prefer families to use reusable containers. Please be sure everything will easily fit back inside the lunchbox. Children unpack and repack their own snacks, a task which builds confidence and independence, but we want to make this task easy to master. Whatever children don't finish at snack, we try to put back in the lunchbox so you will know what your child has eaten. If your child is in the "fussy eater club", we suggest letting your child help pack the snack!

## **Clothing**

We ask that children wear their play clothes and sturdy shoes to school. During the rainy season, we recommend rain boots and rain coats. We go outside every day, so your child should always have a sweater or jacket. Children should wear clothing that helps facilitate using the bathroom independently.

All children need to keep a change of clothes at school. If/when a child needs his/her clothes changed we will send home the wet/dirty clothes. Please bring in a new set of extra clothes as soon as possible.

## **Field Trips**

We take 3-4 field trips a year and usually they are walking trips to Sunnyside Playground. Most field trips are scheduled twice, once with the morning session and once with the afternoon session. We will inform you well in advance of the field trips, and will be asking for 2-3 parent chaperones to accompany us.

## **Birthdays**

We celebrate birthdays at Wind in the Willows by sharing our favorite books and making crowns! On your child's birthday please donate his/her favorite book to the school. The book will be read at reading circle. Please let a teacher know if you would like to come in and read the story or if a teacher should do it. . The teachers will help your child make a birthday crown and as an added bonus, the birthday boy/girl doesn't have to clean up at clean-up time!

## **Year End Picnic and Celebration**

At the end of the year we like to celebrate with an all school picnic and special celebration for those children leaving Wind in the Willows.

# **Parent Participation**

As you probably know by now, Wind in the Willows is non-profit organization. We have intentionally kept our tuition fees low, to keep the school accessible to a wide range of San Francisco families. Tuition alone does not cover the school's basic operating expenses and our two main fundraisers fill the budgetary gap. Wind in the Willows also does not have the funds to hire permanent staff, computer consultants, or professional gardeners for example. We rely on the parents in our community to pitch in and donate a few hours of their time and expertise to keep our school running smoothly.

## **Fundraising**

As do most schools, we hold one major fundraising event, the Auction/Raffle, during the school year. In order to ensure the success of this event, all families need to participate. There will be an auction planning meeting on Wednesday November 7, which a representative from each family must attend. At the meeting, families will receive details about their responsibilities, but basically each family needs to work on 1 auction committee, gather 3 donations to be auctioned off and of course attend the auction. This is a really fun adults-only evening of shopping and socializing, all to benefit WITW!

Our second biggest fundraiser is our Annual Fund drive. Letters go out to parents, friends, and alumni in early November asking for a tax-deductible contribution. Additional letters will be available for family members, such as grandparents. Though you may contribute to the annual fund any time during the year, some parents prefer donating at the end of the year for tax purposes. As the Annual Fund campaign represents a significant portion of our fundraising efforts, we ask that all families participate at the level they are comfortable with.

## **Volunteering At School**

Although *Wind in the Willows* is not a parent co-operative, our philosophy embraces parent participation. It is vital to a child's growth and development that parents are an integral part of their child's school community. After all, a child's family is their most important relationship. We'd like to think that *Wind in the Willows* allows your children to feel the safety and security of the family nest so that they can take those first steps towards venturing outside of the home.

You as a parent are more than welcome to help at school. Maybe you could come in and lead an art or cooking project, or tell a story, or sing a song with the children at Circle Time? Or you could demonstrate a favorite hobby or your occupation. You could even share your new baby. If you would like to come into the classroom, but are not sure what to do, just let a teacher know – they have lots of suggestions! In the interest of allowing children time to settle into a new school year, we begin scheduling special guests in mid-October.

We welcome your help in celebrating holidays and we would love it if you could share some of your family and cultural traditions. We guarantee an intimate setting and captive audience. We welcome all skill levels and will make the time to accommodate your schedule. Please let us know of your interest, and contact the teachers to schedule your visit.

## **Volunteering for Events**

We need parent participation to support our many events. In addition to helping out with the auction, each family should plan on helping out at one of the events we hold during the year,

which range from all-school picnics to our wonderful Secret Santa store. It will only take a few hours of your time and your efforts will be greatly appreciated. Volunteer events provide great opportunities to meet and work with other parents in the *Wind in the Willows* community. Sign up sheets for specific jobs will be available at Back to School Night.

## **Maintenance Day**

Twice yearly the teachers do an inventory of repairs that need to be done around the school and ask that parents do these simple but necessary jobs. Parents can make a valuable contribution to the school by working a shift on Maintenance Day. Sometimes we need the help of a handy person at other times during the year.

## **Annual School Meeting**

As prescribed in the *Wind in the Willows* by-laws, our annual corporation meeting must be held in May. A majority of parents vote so the corporation can elect its new board members, approve the budget and make necessary amendments to the by-laws. Your participation at the meeting or by proxy is essential. Parents are also invited to attend all Board Meetings. The meeting dates will be posted in the newsletter.

## **Communication**

### **Telephone**

The school has two telephone numbers:

(415) 333-7166            WITW voicemail and information line.

(415) 333-7165            Direct line – no voicemail.

### **WITW Information**

The Weekly Willow is the weekly newsletter that is emailed on Friday afternoon to keep you up to date on school news and events, as well as ways that parents can help out at school. Please let Leah know if you would like a paper copy of this newsletter. Also, please be aware of the important notices and signup sheets for various activities and field trips, which are posted on the door throughout the year.

### **Primary Teacher**

Each child has a primary teacher at WITW. While the children will interact with all the teachers, your child's primary teacher will be responsible for tracking your child's development and will be your main contact. This is the teacher you will meet with at conference time. In the beginning of October, we will send home a note indicating your child's primary teacher.

### **Parent Teacher Conferences**

Conferences are conducted in the Fall and Spring, with a full written development report on each child in the Spring. If you have questions or concerns about your child during the year, do not

feel you must wait for a conference. Teachers will be glad to arrange to talk with you privately at any time.

## **Parent Education**

Evening talks give parents opportunities to discuss issues in child growth and development with an early childhood education professional. Topics include, but are not limited to: age appropriate behavior/play, sibling rivalry, disciplining, learning differences and gender differences. Attending these workshops can help you to understand your child's behavior and help you as a parent to develop strategies. Other workshops may include topics such as gender equity, and choosing a kindergarten (an informational forum that addresses application procedures, public and private schools, and different approaches to education.) Watch for parent education announcements posted at school or in your newsletter.

## **Drop Off and Pick Up Procedures**

### **MORNING SESSION HOURS**

Drop off	8:30 – 8:45
Pick up time	11:45 – 11:55

### **AFTERNOON SESSION HOURS**

Drop off	12:50 – 1:05
Pick up time	4:00 – 4:10

## **Sign-In/Out**

In accordance with state licensing requirements, you must sign your child in and out daily on the roster provided. The Sign-In/Out form is a legal document for us. Please be sure to sign in using your full signature, not just initials. If you authorize someone else (i.e., babysitter, friend or relative) please remind them of this important procedure. We will check identification of people who are authorized to pick up but we have not yet met.

## **Drop Off and Pick Up**

The door opens exactly at 8:30 AM in the morning and 12:50 PM in the afternoon. Please be sure to drop by 8:45 for the morning session and 1:15 for the afternoon session. Drop-off time is an important time for your child because it is transitional. If you have a younger sibling, please keep them in tow.

Parents who are late picking up their children are subject to a fine of \$5.00 for every five minutes they are late.

We have a white zone in front of the school to facilitate pick up and drop off. We would like this space to be used by as many families as possible on any given day. Please do not park there if you might want to linger either inside or outside the school.

# Tuition for 2010/2011

Tuition can be paid once a year, twice a year, or in ten monthly installments. Tuition is due one month in advance, that is, in September you will pay October tuition. In June, no tuition will be due. Tuition is due between 1<sup>st</sup> and 7<sup>th</sup> of each month. Wind in the Willows is a non-profit organization, with its operating budget based solely on tuition and annual fund raising events. The school does not receive federal, state or city funding, so it is imperative that tuition be paid on time. A late fee of \$20.00 will be charged if tuition is not paid by the seventh of the month. Non-payment of tuition beyond 30 days is grounds for dismissal from the program. A \$25 fee will be charged for any returned checks. Makeup days are not available for school days missed due to illness or holidays.

	<b>3 Days</b>	<b>4 Days</b>	<b>5 Days</b>
<b>Tuition Yearly (Paid in Full)*</b>	\$4100.00	\$5250.00	\$6300.00
<b>Bi-annually (2 Installments)*</b>	\$2050.00	\$2625.00	\$3150.00
<b>Or Monthly (10 Installments)</b>	\$410.00	\$525.00	\$630.00
<b>BI-ANNUAL SUPPLY FEE</b>	\$45.00	\$55.00	\$65.00
<b>ANNUAL MAINTENANCE FEE</b>	\$60.00	\$60.00	\$60.00
<b>LATE PICK-UP FEE</b>	\$5.00 for each 5 minutes late		
<b>LATE TUITION</b>	A late fee of \$20.00 is charged		
<b>RETURNED CHECK FEE</b>	\$25		

\*Please include the appropriate Supply and Maintenance Fees with your total payments.

**SUPPLY FEE** - This is used to purchase art and educational material for the students. It is due twice during the school year, once with your first tuition payment and again in Spring.

**MAINTENANCE FEE** - The \$60.00 Maintenance Fee is used for upkeep of the indoor/outdoor equipment and environment. This fee is due in September.

## Enrollment Deposit

- ❖ **For prospective families** - An application fee of \$40.00 is due at the time a child's application is submitted from a prospective family.
- ❖ **For new students** - September tuition and fees are due in full at the time of their enrollment confirmation. **This is NON-REFUNDABLE.**
- ❖ **For returning students** - A non-refundable deposit of \$100.00 is due in February to reserve the returning student's space at WITW for the following school year. In March, September's tuition and fees are due in full (less the \$100 deposit). **This is also NON-REFUNDABLE.**

## Enrollment Policy

You are responsible for the monthly tuition which corresponds to the number of days you have signed up for on your parent contract form. In the event that you wish to reduce the number of days that your child attends WITW, you will be responsible for your full tuition amount until another student has taken on your dropped day(s).

## Schedule Changes

If you would like to request a schedule change for your child, you need to obtain a form from the director to submit your written request. It is difficult to make changes once the final schedule for the entire school has been established. We will attempt to accommodate your request, but please remember that we have reserved a certain number of days for each child, depending on your

enrollment request, as well as having balanced the enrollment by gender and age. We require 30 days prior notice to schedule a change. We will accommodate your request if possible.

## **Withdrawal Policy**

Written notice is required 30 days prior to withdrawal. A session cannot be dropped unless the school finds a replacement student. Our school year runs from September through June. If parents leave early for summer vacations, full tuition needs to be paid to cover the month of June.

## **Earthquake Preparedness**

In the advent of an earthquake, children will be kept at school and cared for by the teachers. While this hardly needs to be said, we would expect parents to pick up their children as soon as possible (within 24 hours). We also hope that in such a situation some parents will be able to stay and care for the children. Of course, no child will be left alone.

## **Emergency Supply Kit**

We will need to keep at school at all times and emergency supply kit for your child. These kits will be stored in waterproof containers in the play yard at Wind in the Willows and will be available for emergency use only.

Please use a large Ziplock bag to make your emergency kit. Please fill it with the following:

- ❖ A change of clothes (include underwear)
- ❖ A family photo
- ❖ A special small toy
- ❖ Small special non-perishable edibles – Please pack only a small supply of these food items. Also, please make sure the food is wrapped in sealed plastic bags.

**Emergency kits should be assembled and turned in by October 3.**

The school will also need the names of at least **two** people who are authorized to pick up your child in the event that you cannot do so.

## **Health Policy**

Children should be at school only if they are well. Parents need to be alert to early signs of illness. Since many illnesses are contagious in the early stages, before each child complains of not feeling well, **Parents who suspect that their child is coming down with something need to keep them at home.** This policy is based on consideration for all families and the responsibility we have for our children. When both parents work, plans should be made in advance for backup when their children are ill.

Specific attention must be paid to the following:

1. All health forms must be on file and up to date. Each child must have an immunization record on file signed by a physician or they will not be admitted to school. NO EXCEPTIONS.
2. **Parents must alert the school of any contagious illnesses or health information about a child, which may affect the health of others.**

3. Children must be clear of fever for 24 hours before returning to school. If your child has persistent runny nose or cough, please keep the child at home rather than coming to school and sharing all the germs.
4. Children with pink eye or conjunctivitis will not be admitted. Conjunctivitis is very contagious. Children must use the appropriate medication for 24 hours before returning.
5. Children with diarrhea or vomiting will not be admitted or allowed to stay in the classroom. Parents will be contacted to pick up the child. Children must be clear of vomiting and diarrhea for 24 hours before returning to school.
6. If we have an incident of a child developing a contagious illness while at school, we will post a note on the front door, so parents will be alerted.
7. Lice happens at schools though more commonly in elementary school than at preschool. De-lousing with lice product is needed for children. If there is a lice outbreak at school, we will alert parents. As precautionary measures, we will remove pillows, blankets, soft toys and dress ups and decontaminate them. This sounds scary, especially for the teddy bears, but it is necessary.
8. Allergies of any kind should be mentioned to the teachers. A list will be posted.
9. If the child feels fine and is fever free, but requires medication, the school will administer it. A note must accompany all medication with specific instructions and be signed by the parent. The note will be retained and placed in the child's file.
10. If children are brought to school, they will be expected to participate in normal activity, indoors and out.
11. Accident reports will be kept. Parents will be notified of any accidents.
12. All staff members are trained in first aid and will be able to deal with minor injuries. A first aid kit is kept on the premises.
13. Please inform the teachers if your child is taking antibiotics or any medication, as this may affect a child's disposition.
14. Please inform the teachers of family vacations or parental trips, as this may also affect a child's disposition.

# **WITW 2010-2011 Schedule**

*Wind in the Willows* is a September through June program, observing largely the same holidays as the San Francisco Unified School District.

*Note: This schedule is subject to change.*

September 2 .....	Welcome Day
September 7 .....	First Day of School
September 21.....	Back to School Night 7:30 P.M. (Parents only)
September 25 .....	Welcome Picnic
October 11 .....	Columbus/Indigenous People's Day (Holiday)
October 16 .....	School Maintenance Day
November 11 .....	Veterans Day (Holiday)
November 24-26 .....	Thanksgiving Break
December 20 – Jan 2.....	Winter Break
January 3.....	Back to School
January 17.....	Martin Luther King Jr. Day (Holiday)
February 3 .....	Lunar New Year Observed (Holiday)
February 21.....	Presidents Day (Holiday)
March 5.....	Annual Auction
March 28-April 3 .....	Spring Break
March 30.....	Cesar Chavez Day (Holiday)
April 8.....	Professional Development Day (No School)
May 19.....	Student Art Show and Corporation Meeting
May 30.....	Memorial Day (Holiday)
June 4.....	All School Graduation Picnic
June 10.....	Last Day of School