



BRUSH CREEK
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NURSERY SCHOOL

2026-27
**FAMILY
HANDBOOK**

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WELCOME

Welcome to Brush Creek Nursery School!

Welcome to Brush Creek Nursery School, a non-profit, play-based preschool which has been serving Sonoma County families for over 50 years! We look forward to providing your child with a nurturing, engaging and positive preschool experience as well as a supportive, community building space for the whole family to flourish.

We realize that choosing a preschool is a big decision, and we are honored to be a part of your family's first school experience. Brush Creek's teaching staff is composed of knowledgeable and dedicated teachers who have truly made early childhood education their life's work. Brush Creek provides a safe and loving space where children can explore, create, play, and make connections with their peers. We believe this is the best way in which children learn about the world around them. Our intention is to support each child's natural curiosity and love of learning through hands-on experiences.

You can expect respect, partnership and communication from the Brush Creek Director and staff. Although we have many years of experience, we know that as teachers you know your child best and we value and honor that. Communication is key to a successful experience, and we encourage you to reach out to us with any questions, concerns or information that may help us to better serve you and your family.

ARRIVAL AND DEPARTURE

SCHOOL DOORS OPEN:

DROP OFF

Early Care: 7:30-9am
Core Program: 9am
Outdoor Explorer
Program: 1pm

PICK UP

12pm
1pm
3pm
4:30pm
Outdoor Explorer
Program: 4pm

*If you arrive earlier,
please wait outside
the front door,
not in the play yard.*



DROP OFF

- Each child must be signed in at the front door.

Sign-in using the Procare App* by scanning the posted QR codes.

There is also sign-in clipboard at the front door if Procare isn't available.

- Walk your child into the classroom to help him/her start the day.
- Ensure your teacher has greeted your child before leaving.

PICK UP

- Each child must be signed out at the front door using the Procare App or clipboard.
- At pick up time, please make sure your child says goodbye to the teacher.
- Be sure to check your child's cubby and folder for belongings, notes and art before leaving campus.

If someone other than the parent will be picking up a child, please notify the school via Procare message. Procare has an option to add authorized pick up's for additional persons who regularly drop-off/ pick-up other than legal guardians.

NOTES:

- *Procare:** For more information about the Procare application and platform, see page 8.
- Late Pick-Up:** If you are late picking up your child, the staff must stay late: therefore we have a strict late policy (see Financial Agreement on page 20).
- Chatting with Other Parents:** We encourage parents to connect and socialize at drop off or pick up and ask that they do so outside the front door/parking lot area. Talking in the classroom can be disruptive.

CARPOOLS, DRIVEWAY AND PARKING

Due to our limited space for parking, we encourage you to arrange carpools.

Please drive slowly when entering and leaving our driveway.

- Children behind cars are difficult to see.
- Driving slowly makes it safer. Please follow the **5 mph** speed limit.

Again, parking is limited, so please pull up as far as you can and return quickly to your car. Please park only on driveway surfaces, not on the curve of the driveway. Please do not park in our neighbors driveways. Thanks for your understanding and help.

WHAT TO BRING, AND WHAT NOT TO BRING

We have toys for everyone at school and children are encouraged to leave their toys at home. This way we can avoid disputes about who should play with them and avoid conflicts over broken toys. Books, bugs and other special treasures of benefit to the whole group may be brought and shared occasionally at group time. Structured "sharing days" are sometimes used by teachers as a tool for strengthening verbal skills. Teachers will inform you of this ahead of time and may place some restrictions on items to be brought.

EXTRA CLOTHES

An extra set of old clothes should be brought to school and left here in a **zip lock bag** for emergency changes:

Shirt • Pants • Underwear • Socks.

Please make sure to return them again after laundering.

EARLY /AFTER CARE REMINDERS

Regular contract Early/After Care users will be given a canvas bag to keep all resting items in. We provide and launder all rest linens.

CANVAS REST BAG

Comfort item

Please feel free to add any important items like "lovies" and "stuffies" to your child's bag.

APPROPRIATE CLOTHING

We recommend comfortable play clothes for all kids. Since an important aspect of the program is working with "messy" materials (paints, water, clay, etc.), children should wear suitable play clothes. Climbing and sand play are also popular activities and appropriate play shoes (rubber shoes that grip) should be worn. We provide aprons or smocks for painting and especially messy projects.

Unless it is raining, we will go outdoors- so please dress your child accordingly.

NAME LABELS

Please label all removable clothing and personal items with your child's name.

Every year, many unmarked items are donated to Goodwill.

FOOD

DAILY SNACK

School provides a daily snack. Often the children will be helping their teacher prepare/cook our snack. It is our intent that snacks be small in quantity and large in nutrition. We use many organic and fresh foods in our snack preparation.

We encourage parent involvement in our snack options and ask parents to consider signing up to bring snack for their child's class.

FOOD ALLERGIES & RESTRICTIONS

If your child has known food allergies make sure to list them on your child's Emergency and Medical Release.

DAILY LUNCH

School does not provide lunch. Any children staying for the lunch hour will need to bring their lunch from home.

CELEBRATIONS

If your child has a birthday approaching and you'd like to bring a snack, please inform us via Procare. We encourage parents to bring their child's favorite fruit or vegetable as a great snack to celebrate with classmates.

Please note that we do not facilitate birthday parties at school but do promote a festive birthday mood by singing and eating a healthy snack.

Contact teachers directly regarding any additional dietary needs. They will adapt snack planning accordingly.

Monthly snack menus are posted on the refrigerator and the front bulletin board.

CANDY & JUNK FOOD

We do not allow candy.
We try to prioritize healthy eating.

FIELD TRIPS

Occasionally the Oak class may plan to go on a "field trip." Most field trips would be in the neighborhood, and we would walk. If your child's class will be going, teachers will notify you 1-2 weeks in advance. Acorn classes do not go on walking field trips. NOTE: Brush Creek Nursery School transports children according to current laws.

SUMMER PROGRAM

The goals and descriptions of the summer program are determined each spring when summer school plans are made. Flyers containing this information are available in the spring.

HOLIDAYS

Brush Creek tries to maintain a low-key policy where holidays are concerned. We use holidays such as Christmas, Hanukkah, Halloween, etc. as a basis to learn about colors, customs, different countries, etc.. We do not present religious aspects or theories behind these holidays. To be fair to all diverse backgrounds, we use a non-partisan approach.

PARENT INFORMATION CENTER

Located by the fireplace in the front class is our Parent Info Center. All books may be checked out by parents for 1-2 weeks. Books cover such subjects as nutrition, art, science, language, pre reading and pre writing, behavior or more. All books belong to the staff or the school and consequently are used frequently. Please help yourselves, but remember to return as soon as you're finished.

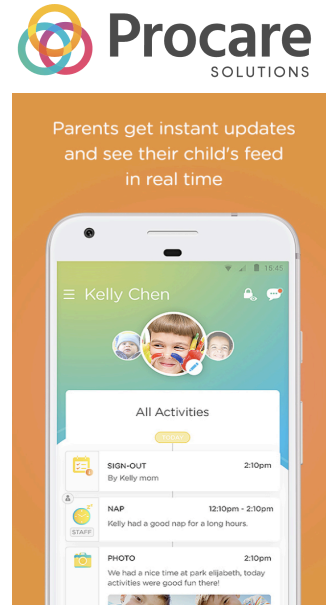
COMMUNICATION

PROCARE

Procare's digital platform is our primary communication tool. The Procare app is used for daily sign-in and sign-out and almost all other essential school communications (e.g. messaging, newsletters, photo-sharing, billing information, events and updates).

At the time of registration, each family is invited by the school to join our Brush Creek Procare account. Please be sure to complete the Procare set-up process, take some time to acquaint yourself with the platform and **be sure your Procare notifications are enabled**. This way you know you will receive all vital information and updates about your child's day. This includes anything from daily activity logs to any urgent/emergency notifications. Families will always hear from Procare first.

For any immediate, informal, or logistical points of communication with either Brush Creek administration or teachers, please use Procare's message function. All incoming messages will be seen by administration and then communicated to your child's teacher if needed. Messages are responded to by school administration.



SIGNING IN & OUT

Once on campus, parents and authorized guardians will be able to sign-in/out using their own personal smart devices and the Procare app to scan our QR code.

This process, and the consistent documentation of entry and exit is essential for our record keeping as a Preschool provider governed by requirements established by the State of California. Rules of compliance (CCR, Title 22, Sections 101226.1{b} and 101229.1) dictate practices that assure the health and safety of children in our school.

Therefore, every enrolled child needs to have their own designated Procare account for daily sign-in and sign-out. These digital signatures are a legal document which transfers responsibility for the child between the center and the child's authorized representative.

It is mandatory that each child be signed in and out every day with their caregiver's code or full legal signature.

HOW TO

There are two ways to utilize the QR code sign-in/out:

1. **Open your Procare mobile app and click the QR code icon in the top right corner. (see more below)**
2. If you do not have the mobile app installed, open the camera on your device and scan.

- 1a. Using our mobile device, open the Procare mobile app and **click the QR code icon** in the top right corner:



- b. Once the camera opens, **scan the QR code** posted by the front door.
- c. Once the code is scanned, select the child(ren) to be signed in/out. Once selected, click **SIGN-IN/OUT**.
- d. Enter your code/signature, then click **DONE**.

HEALTH & SAFETY

EMERGENCY PREPAREDNESS & PROCEDURES

As a child care provider, it is our job to be prepared and equipped to keep our community safe given any number of emergency situations. For this reason we have a Standard Response Protocol in place that is based on an all-hazards approach, as opposed to individual scenarios. For specific events, common to nursery schools in Sonoma County, we have also included those here (i.e. heat advisories, wildfire smoke, and power outages). All of our planning is informed by, and compliant with mandates and protocols by California State Licensing and recommendations from the Department of Health and Human Services.

We are also mindful that any change to a family's routine and our programming (including early pickups, and campus closures) can cause significant stress for our families and staff, so our goal is always to keep everyone safe with as few disruptions as possible. We appreciate your cooperation and understanding in our efforts to keep the children and staff safe.

Emergency Communications

1. Procure SMS Alert:

Families will be notified via Procure Alert if we ever implement a Standard Response Protocol. In addition to standard app-based messaging, this notification includes an SMS alert. Any guardian who provided their phone number at the time of registration (including those who might not have downloaded the Procure app yet) will receive this alert. These are not usually intended as a call-to-action for families. Alerts are most likely to notify families of a change to their child's environment, and give notice towards preparing any changes to routine.

2. Procure Messages:

Following the initial alert, the Preschool Director will provide all additional information directly to families using Procure regarding updates and operations until resuming regular programming. If parent/guardian action is required (i.e. early pickup or campus visit) that information will be specified in messages.

3. Phone Calls & Emails:

These additional forms of communications will be for any personal, or long-form communications.

For a family's emergency contacts, phone and email are our primary methods of contact for them. Please be sure the information provided is both correct, and for local individuals who could provide a pickup if necessary.

Standard Response Protocols (See page 10)

1. Secure: Shelter in place, Lock-out & Lock-down.
2. Evacuate: Leave our facility for a different location.
3. Close: Leave our facility for home.

Hazard-Specific Protocols (See page 11)

1. Excessive Heat/Cold Advisory
2. Unhealthy Air-Quality / Smoke Days
3. Power Outages

Standard Response Protocols

Secure (Shelter in Place, Lock-outs & Lock-downs)

In the event that there is a hazardous environment (i.e. weather or individuals) around, or near our school, we would begin a secure protocol on campus. This begins with bringing all children inside and securing all access points. The extent of these procedural steps would be assessed and directed by administration based on the cause for concern.

For example, securing our community might only require a shelter in place where we would centralize all children inside their classrooms with closed doors to block out hazardous elements like smoke or debris. Securing the school might also take the form of a lock-out or lock-down, depending on whether or not any unsafe human activity were happening directly outside our facility, or already on campus. We would then be additionally locking all entry *and* passage points, and potentially turning off lights, silencing communications tools while calling 911 to alert law enforcement.

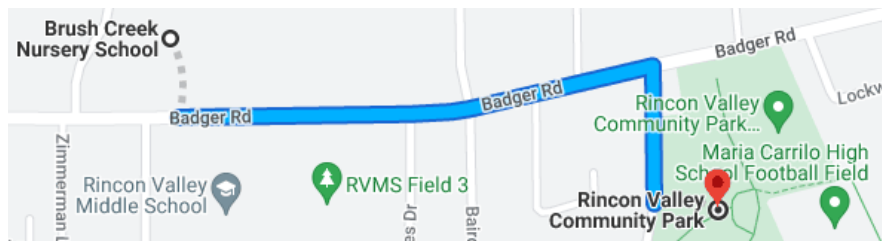
Evacuate (Leave our facility for a different location)

If our facility or the immediate location of our facility is no longer safe, we will begin an evacuation protocol. After the Director has determined evacuation safer than remaining in place, she will call 911 and notify authorities and implement the following:

- Prepare to Leave: Children's emergency contact information will be taken to the temporary evacuation area and parent/guardians will be contacted by the assistant director.
- Travel: All children will be accounted for by the director and then guided by staff to the evacuation site via the safest route.
- Assess Location: If the first evacuation site provides no additional safety, the children will be brought to the second evacuation site where they can be picked up by an approved emergency contact.
- Assess Situation: Directors will follow the appropriate next steps by local emergency personnel and communicate with families all pertinent information.
- Pickup or Return: If we are given clearance by emergency personnel to return to campus, we will communicate with parents/guardians once back on site. If not given clearance we will begin an early pick up at the evacuation site.

Temporary relocation sites:

- Rincon Valley Middle School: Across the street from Brush Creek Nursery. (If unsafe, proceed to 2)
- Rincon Valley Community Park: Badger road entrance.



Close (Leave our facility for home)

If our facility and the surrounding area is no longer safe, we will consider beginning a closure protocol. Closure will always be our last consideration and will only enter this protocol if securing or evacuating the school are not effective options. We will also close when California State Licensing and/or the Department of Health and Human Services require us to close. In the event that BCNS is required to do an emergency closure, there will not be any tuition refunds.

Before School:

- If programming has not begun yet, closure might be the safest emergency response for the day. Given the opportunity, we will always prioritize notifying families by 6am that day.

During School:

- If programming is in session, all primary guardians and those on the approved pickup list (all who have the procare app) will immediately receive a Procare Alert.
- Children will need to be picked up within 30 minutes of notification.
- If children are not picked up within that 30 minutes window, then the late pick up policy will go into effect. If the primary caregivers are not reached, then staff will call the list of people on the approved pick up list.

Hazard-Specific Protocols

Excessive Heat/Cold Advisory

As per Licensing Title #101239, if a comfortable temperature (68-85 degrees) cannot be maintained indoors, we will be required to close the school.

If we experience loss of heat:

1. Children will be made comfortable by putting on coats and outer garments.
2. The director or designated person in charge will contact a HVAC company for assistance.
3. Parent/guardians will be contacted to be made aware of the situation via Procure.
4. If the temperature of the building cannot be maintained at 68 degrees Fahrenheit or higher, we will close campus. All families will be contacted, and if there is no answer, those on the emergency contact list will be called.

If we experience loss of air cooling unit:

1. Children will be made comfortable by removing excess clothing and opening windows.
2. The director or designated person in charge will contact a repair company for assistance.
3. Parent/guardians will be contacted to be made aware of the situation via Procure.
4. If the temperature of the building cannot be maintained at 85 degrees Fahrenheit or cooler, we will close campus. All families will be contacted, and if there is no answer, those on the emergency contact list will be contacted.

Unhealthy Air-Quality / Smoke Days

BCNS has a Purple Air® monitor outside our main building to monitor outdoor air quality and reference the Purple Air® network of outdoor sensors in the area to determine AQI. The plan below will take effect when the air quality outside exceeds an AQI of 99. When air quality is between 100-149:

- All children will be moved indoors.
- Classroom doors and windows will remain closed, with the air purifiers and HVAC running for the duration of time children and staff are on campus.

An AQI of 150 is considered unhealthy for young children and other sensitive populations, according to [airnow.gov](https://www.airnow.gov). The following will result in campus closure for the safety of the children and staff: if the air quality outside reaches an AQI of 150 for 30 minutes and our HEPA air purifiers display a red zone signaling poor indoor air quality.

Power Outages

If we experience loss of electricity:

1. Brush Creek will begin using generator power.
2. Parents and/or emergency contacts will be notified of the situation via procure.
3. The Director or designated person in charge will contact the power company for assistance.
4. If the power outage is to last over two hours we will close the campus due to our septic systems inability to function properly. Parents will be notified via procure.
5. If the power company is able to fix the outage, we will resume the program as usual once fixed.

Emergency Drills

Emergency drills are conducted monthly and rotate as follows; earthquake, fire and then intruder. During these drills the teachers will incorporate age-appropriate materials and practice into the daily classroom activities.

Examples of age-appropriate activities everyday learning:

- Fire drill, teachers might bring out firefighter dramatic play, puzzles, they might talk about what firefighters do and how they help keep us safe.
- Earthquake drill, teachers might do an activity where children are turtles walking to the pond and all of a sudden, the earth starts to shake and they have to stop what they are doing and drop and tuck into their turtle shell.
- Intruder drill, teachers will do activities that allow practice for how quiet the kids can be, then alternate between loud and quiet and wiggly and still. They might also practice running in a zigzag line like animals. For the intruder drills we will be talking to the children about an "unsafe person/s". This is the word that we will use to describe anyone that is on the campus that requires us to go into a lock down situation.

HEALTH & SAFETY

CAMPUS SAFETY & SECURITY

Brush Creek Nursery School takes the safety and security of our children, families, and staff very seriously. In addition to our emergency preparedness procedures, our campus includes several security measures designed to help maintain a safe school environment.

Security Cameras

Security cameras are installed at key exterior locations, including the **entrance and exit driveways**. These cameras help administration monitor activity entering and leaving the campus.

Secure Access Doors

Brush Creek maintains **secure access doors throughout the facility**. Access codes are issued only to enrolled parents or legal guardians.

For security purposes, we ask that parents **do not share their door access codes with anyone**, including authorized pick-up individuals. If another adult needs access to the building, they must use the visitor entry system described below.

Visitor Entry System

Anyone other than a parent or guardian must **buzz the front door for entry**. When this occurs, administration can view the individual through the camera system and communicate through the entry system before allowing access to the building.

Intercom System

Brush Creek also has an **internal intercom system** throughout the facility. This allows staff and administration to communicate quickly and issue instructions or alerts if needed during emergencies or time-sensitive situations.

These safety measures help ensure that access to the campus remains controlled and that our community can respond quickly and effectively in the event of an emergency.

PUBLIC HEALTH & DISEASE MITIGATION

As a child care provider, we follow the **California Department of Public Health (CDPH)** and **Community Care Licensing (CCL)** guidelines and requirements on public health orders and mitigation strategies. For an outline of the most up to date guidance, you can visit [CDPH.ca.gov's website](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Child-Care-Providers.aspx) (a direct link to their "[COVID-19 Guidance for Child Care Providers and Programs](#)" is available on our website). There you will find an outline of policy and requirements for vaccinations, optimization of indoor air quality, facemasks, testing, hygiene, food service and cleaning and disinfection.

HEALTH AND ILLNESSES

If your child is ill or will be missing some school, please send a Procure message to let us know. We especially need to know if your child comes down with a communicable disease (i.e. chickenpox, head lice, etc.), so that we may inform other parents of a possible exposure.

Your child may be sent home if he/she appears to have symptoms of illness while at school. If this happens, we provide a safe and quiet space away from the group and parents will be asked to pick the child up.

Please keep your child home if they:	COVID-19 + HEAD LICE POLICIES
☐ have a fever, diarrhea, vomiting in the past 24 hours. ☐ have begun taking antibiotics in the past 48 hrs ☐ have a cold that is less than 4 days old ☐ have a heavy nasal discharge ☐ have a constant cough ☐ are fussy, cranky or generally not herself/himself ☐ feel overly tired or lethargic ☐ have symptoms of a possible communicable disease (<i>sniffles, red eyes, sore throat, headache, abdominal pain, fever</i>).	COVID 19 <i>If your child has....</i> <u>Tested positive:</u> • Notify BCNS via Procure, same as any illness. * Keep your child home following the same guidelines as any virus. Fever free for 24 hrs and symptom free. <u>Direct exposure:</u> • Monitor for Covid-19 symptoms. • Consider testing HEAD LICE <i>if your child has....</i> <u>Head lice or nits (eggs):</u> * Notify BCNS via Procure * Keep your child home until he/she is lice <u>and</u> nit-free * We will discreetly check your child's hair upon return * We enforce a strict no lice or nit policy

ABSENCES DUE TO ILLNESS

For days of programming missed due to illness, we will not be able to give any credits for absences for regular programming or early/after care. Due to capacity limitations and the structure of our program, we are also not able to provide any make-up days.

ACCIDENTS

If a child accidentally gets injured while at school, the staff will administer necessary first aid and immediately contact the parent. That is why keeping up-to-date emergency numbers is so important. If necessary, we will obtain emergency medical care for your child. The school is not responsible for bills and fees associated with emergency medical care.

MEDICATION

Medication of any kind will not be dispensed by our staff. If your child requires medication during the school day you may come to school to dispense it.

ALLERGIES

If children have food allergies, please **make sure** teachers are aware of them so they can plan snacks accordingly. Monthly snack menus are posted on the refrigerator and the front bulletin board. If your child needs any additional resources for any allergies, please let administration know.

TEACHER QUALIFICATIONS AND STAFFING RATIOS

The Brush Creek staff are trained in both First Aid and CPR. Some staff members also have attended workshops and seminars on disaster preparedness training.

Because we believe the quality of our staff is directly related to the quality of our program for children, we require that all Brush Creek Nursery School teachers have taken at least 12 semester units in a college level Early Childhood program and have had experience working with young children. Most of our staff far exceeds these qualifications. Our staff is evaluated yearly and staff training is a vital part of our school's program.

The State regulations require that we maintain a 1 to 12 adult to child ratio, but to provide a quality program for children we feel it is important to maintain a lower adult to child ratio. We typically have three teachers and in both our Acorn and Oak classes. Our school is licensed for 45 children at one time. Brush Creek was the first school in Sonoma County to receive accreditation through the National Association for the Education of Young Children. We have been in business since 1959.

PERSONAL CARE: DIAPERING & TOILETING ASSISTANCE

At Brush Creek Nursery School, we support children in developing independence with personal care skills while ensuring their comfort, dignity, and safety. Children grow at different rates, and some children who are two years of age and older may still require assistance with diapering, clothing changes, or toileting during the school day.

Our staff provides this care respectfully and in accordance with California Community Care Licensing Title 22 health and sanitation standards.

DIAPERING

Children who require diapering will be changed as often as necessary to ensure they remain clean and comfortable throughout the day.

Families must provide:

- Diapers or pull-ups
- Wipes (if preferred)
- A full change of clothes

Soiled clothing will be placed in a sealed bag and returned home at the end of the day.

Diapers will be disposed of in designated covered sanitary containers.

DIAPERING PROCEDURES

Staff follow sanitary diapering practices consistent with licensing standards.

For each diaper change, staff will:

1. Gather all needed supplies before beginning (clean diaper, wipes, gloves if needed, bag for soiled clothing).
2. Place the child on a designated diaper changing surface.
3. Never leave a child unattended during diapering.
4. Remove the soiled diaper and clean the child thoroughly using disposable wipes.
5. Dispose of the diaper immediately in a covered, lined container.
6. Place a clean diaper on the child and assist with clothing.
7. Wash the child's hands when developmentally appropriate.
8. Clean and disinfect the diaper changing surface after each use.
9. Wash hands thoroughly after completing the diaper change.

Diaper changing areas are sanitized between each use to prevent the spread of illness.

Routine diaper changes are not individually documented, however staff will communicate with families if there are concerns such as diaper rash, illness, or supply needs.

TOILETING & TOILET LEARNING

Brush Creek supports children as they develop independence with toileting.

Staff will:

- Encourage children to use the toilet regularly.
- Assist with clothing as needed.
- Help children with handwashing and hygiene.
- Provide support while promoting independence and confidence.

Families and teachers may communicate about a child's toilet learning progress to maintain consistency between home and school.

PERSONAL CARE & STAFF BOUNDARIES

Personal care routines at Brush Creek include:

- diapering
- toileting assistance
- clothing changes due to accidents
- hygiene support such as handwashing

These routines are conducted respectfully and in observable classroom areas whenever possible to ensure transparency and safety.

For children requiring diapering (ages two and older), diaper changes are performed by designated female teaching staff members.

This practice is implemented as a professional safeguard to protect both children and staff members from potential misunderstandings or liability within the early childhood education environment.

Male teaching staff remain fully involved in all other aspects of the classroom program including supervision, teaching, play, outdoor activities, and daily routines.

ENSURING THE RIGHT FIT FOR EVERY CHILD

At Brush Creek Nursery School, we are committed to nurturing every child in a supportive and inclusive environment. We understand that each child is unique, and we strive to meet individual needs as best we can within the structure of our program. When a child appears to need extra support to succeed, we follow a thoughtful, collaborative process to ensure we are providing the most beneficial environment possible.

OUR PROCESS:

1. **Observation & Identification:** Our team will make detailed observations to identify where your child may need additional support- whether that be social, emotional, behavioral, or developmental.
2. **Program Adjustments:** Based on our observations, we will modify aspects of our classroom environment, daily schedule, or routines to help set your child up for success. This might include adjusting transitions, rearranging the classroom or outdoor space, or incorporating targeted strategies tailored to your child's needs.
3. **Consultation with Community Partners:** If internal strategies do not lead to sufficient progress, we will collaborate with a trusted third-party resource, such as The Consultation Project. This local organization partners with our staff and families to provide expert guidance, additional tools, and unified strategies to support your child's development both at school and at home.
4. **Review Program Fit:** If, after all of the above steps, it becomes clear that your child may need a higher level of support than we can provide, we will work closely with you to explore and identify alternative programs or settings that may be a better fit for your child's individual needs. We will provide a minimum of two weeks notice prior to your child's last day to allow time to make other arrangements.

Throughout this process, open and respectful communication with families is our top priority. We value and respect your insights- you know your child best- and we view you as our most important partner in ensuring your child's well-being and success

GETTING INVOLVED

Since 1959, families and our local community have contributed to a proud history of community and school fundraising. There are so many ways our new, current families can join this tradition, and we invite you to participate.

FUNDRAISING

DAY-TO-DAY

eScrip

Raise money for your favorite school or non-profit when you shop.

Brush Creek # 139414412

1. Visit: www.escrip.com or Click: <http://secure.escrip.com/signup/index.jsp>
2. Click "Sign-Up"
3. Register your grocery cards or existing credit/debit grocery cards.

Oliver's Market Community Card

Getting started with the Community Card Program is easy!

Once you sign up, you earn 3% of your purchase amount for your favorite school or nonprofit.

1. Pick up a Community Card at your local Olivers.
2. Fill out the in-store form to register
3. Show your card each time you check out.

**We are a 501(c)3
non-profit and all
donations are
tax-deductible.**

BCNS TAX
ID NUMBER

The tax identification
number for
Brush Creek
Nursery School is:

94-2297008

EVENTS

TLC Day

Our annual TLC day comes in early Spring where parents and teachers come together to improve and beautify the campus. This is a great time for families to donate time, expertise, educational supplies or construction materials. Sign ups for participation will be sent out after the new year but contributions to the facilities are welcome all year round.

Dine and Donate

Throughout the year Brush Creek partners with local restaurants for a special Dine and Donate event where a portion of the proceeds are donated to Brush Creek. Families will be notified ahead of time via monthly newsletters, ProCare and our website.

Annual Spring Fundraiser

Every year, BCNS hosts an annual Spring fundraiser. This event has been pivotal to the longevity and security of the school. Families participate in the fundraiser on their October ProCare bill and then are invited to a big family celebration in the Spring. In recent years this event has shifted from an adults-only Gala to a party for the entire family. It is a celebration of early childhood learning and we look forward to celebrating with you and your family this year. Keep your eye out for the Save the Date!

VOLUNTEERING

PARENT PARTICIPATION FORM

We love having our parents participate in making Brush Creek Nursery School the best it can be, therefore we ask parents at orientation to sign up by filling out a [Parent Participation Form](#) (copy included at the end of our handbook). Parents can sign up to support our teachers on tasks like lunch help, gardening, activity prep or facilities repair at any time throughout the year.

BOARD OF DIRECTORS

Brush Creek Nursery School has a Board of Directors that serves as its non-profit governing body. Our board is responsible for making key decisions that address the organization's mission, strategy, and goals. Our board works closely with the school's administration who directs and manages the day-to-day operations of the nonprofit.

The BCNS Board

- 3-14 members - a mixture of parents whose children are or were in our program, as well as our community.
- Standard positions structure - President, Vice President, Treasure, Secretary...
- October elections - to fill open positions.

Commitment

- 2 year term - with an option to serve additional terms if desired.
- Attend one meeting per month - Approximately 2 hours
Meetings are held at 6:00pm at school the last Tuesday of every month (except Dec., June & July)
- Complete tasks and responsibilities outside of meetings as outlined, largely aligned with position titles.
- Attend school functions as a Board representative - Open House, TLC day, fundraising events...

Fundraising

- Our board does not have a set "give-get" policy but asks that all board members make fundraising for the school a priority in any way they can. As fiduciaries of the school, Board members complete a fundraising plan at the beginning of each school year and are active advocates for engaging community contributions and collaborations.
- The board of directors hosts the annual fundraiser each year and attendance is required.

In addition to current or past BCNS families, we also encourage any professionals in our community who are interested in making a positive impact in young children's lives to speak with our board president or school director about joining.

Any questions or concerns families have with the governance of the school should go directly to our Board: bcnssecretary@gmail.com and/or bcnsbod@gmail.com.

FINANCIAL POLICIES

FUNDING

Brush Creek Family Services is a non-profit 501(c)3 and gathers income from family paid tuition and annual fundraising efforts. The majority of the annual income goes directly to staff salaries.

TUITION

Invoices are distributed by the 1st of the month, tuition payments are due by the 10th and are facilitated by the same Procure Solutions platform used for all school communications. Families can personalize their billing information when they initially set up their Procure account and at any time after. At this time, this platform allows for debit card, cash and check. No credit card option.

FINANCIAL AGREEMENT

Each family is asked to sign a Financial Agreement when enrolling their child. This is to ensure they understand the school's financial policies. These policies are as follows:

- **Late Fees:** Non-payment by the 10th of the month incurs a \$25 late fee to your account. Non-payment by the 15th of the month incurs an additional \$25 late fee. Failure to make payment by the end of the month results in a hold on your child's enrollment beginning the first day of the subsequent month. If special circumstances exist, please speak with the Program Director to establish a special payment arrangement. In cases of special arrangements, you will not incur late fees unless your agreed upon date passes without payment.
- **Enrollment Fee:** A non-refundable \$125 Enrollment Fee is due annually at the time of registration. Refundable Tuition Fee: The remaining portion of the deposit - Refundable Tuition - is due annually at the time of registration and is only refundable if you drop your spot by June 15th (prior to fall start).
- **Fundraising Fee:** A \$100 Fundraising Fee is billed in October; payment is required of all families.
- **Holidays:** All observed holidays appear on our school calendar distributed in the beginning of the year. The BCNS budget and tuition cost is calculated yearly. The total tuition cost is divided into equal monthly payments (excluding June); therefore, no credits are given for holidays.
- **Absences:** There is no credit given for vacations, illness, etc. Occasionally we may experience school closures beyond our control. Our policy is: No tuition refunds for closures less than one week in length. Early/After Care will be credited in these cases for a one week or longer closure. If a closure occurs after the tuition is paid for that month (regardless of how far into the month it happens), tuition will not be returned or credited for that month. If closure continues into the next month, the Board will determine possible adjustments. Early/After Care that was prepaid for the month will be credited for days missed.
- **Drops:** A minimum of two weeks' notice is required for dropping our program anytime during the year. If no notice is given, a half-month's tuition is charged. No refunds are given for drops after May 1st.
- **Late Pickup:** Children must be picked up by 12 PM or 4 PM (for our Outdoor Explorers Program) if after care is not arranged. There is a small grace period, but we ask that you adhere to the pickup times. If your child remains in our care past pickup time, you will incur a \$25 late fee to your invoice. Subsequent late pickups each incur a \$50 fee. If there are more than four occurrences, the Program Director will request a meeting to determine whether BCNS is the best place to meet your family's scheduling needs.
- **Hours:** BCNS closes promptly at 4:30 PM. Pickup after 4:30 PM, with or without prior notification, incurs automatic late pickup fees detailed above.
- **Returned Check Fee:** Returned checks incur a \$25 fee.

THE CHRISTOPHER ROWE MEMORIAL SCHOLARSHIP

Renamed in 2012 after the tragic hit and run death of a 4-year-old Brush Creek student, Christopher Rowe Memorial Scholarships are available by application. The scholarships are set up as a fund. A scholarship committee determines how to disperse the scholarship funds for the school year. The largest awards are for up to 75% of the tuition. Applications can be obtained in the office.



PARENT PARTICIPATION FORM

Dear Parents, We'd love to have you join us in our educational adventure. Your role as a parent helper is a very important one. A parent helper is many things: An extra pair of hands, an extra measure of personal warmth, a bridge between the school and the home.

Child's Name _____ Class _____

Parent/Guardian's Name _____ Phone Number _____

Email Address _____

Check any and all items you wish to help us with!

CLASSROOM

- ☐ OCCASIONAL HELPER • *I would like to help out in the classroom when needed.*
- ☐ TAKE-HOME PREP • *I would be glad to do a "take home" project like preparing art materials, collating papers, etc.*

SNACKS & MEALS

- ☐ SNACKS • *I would like to help out by providing snack from time to time.*
- ☐ LUNCHTIME • *I would be glad to help during lunchtime.*
_____ Regularly: Between 12-1 pm: M T W TH F (circle any that apply)
_____ Occasionally
- ☐ COOKING DAY • *I'll come on a cooking day and give you a hand.*
- ☐ BAKING • *I would be happy to bake a treat for an event if called in advance.*

FACILITIES & GARDENS

- ☐ REPAIRS • *I will be an "on call" parent handy person for small repairs needed.*
- ☐ GROUNDS • *I would like to work in the school vegetable garden or other yard projects.*

B.o.D. COMMITTEE MEMBER (Serve as a committee member to support the Board of Directors)

- ☐ COMMUNITY OUTREACH • *I would like to help spread the word about joining and growing the BCNS community (ex: Engaging new families and recruiting new staff/board members).*
- ☐ CELEBRATIONS • *I would like to help organize any special events (ex: TLC days, teacher appreciation week, end of year events).*
- ☐ FUNDRAISING • *I would like to help fundraise for BCNS.*

BOARD OF DIRECTORS

- ☐ RUN TO JOIN - *I would like to find out more about the Board of Directors.*