

# City of Dublin Preschool Program



## Welcome!

Dear Preschool Parents,

Welcome to the City of Dublin's Preschools. We are very excited to welcome your child and your family to our preschool program.

You will now find important program information for Dublin Preschools' 2016-2017 school year, including student file documentation, special events, parent handbook, school calendar and much more, now on our City of Dublin website. Please take a moment to access this information by following the link below:

- Visit: [www.dublin.ca.gov](http://www.dublin.ca.gov)
- Click on **DEPARTMENTS**
- Click on **PARKS AND COMMUNITY SERVICES**
- Click on **PRESCHOOL**

Please read through all the information posted on the preschool site carefully. You will find the Student File Documentation Packet requirements, along with information regarding upcoming events, as many of our events are scheduled prior to the first day of school. **Please review all of the documents, including the Checklist, and submit them PRIOR to July 29<sup>th</sup> to the Shannon Community Center, 11600 Shannon Avenue, in order to complete your child's preschool enrollment. These documents must be submitted for new AND returning students.**

### 2016-2017 PRESCHOOL TIMELINE

July 29	COMPLETED Student File Documentation is due
August 25	Parent Orientation Night*
September 6 & 7	Meet your Teacher Day for students
September 8 & 9	First day of preschool
September – May	Follow the preschool parent calendar

\* Flyer for event is posted on our preschool website under "Special Events"

### PARENT PARTICIPATION

Our preschool program's success depends on your participation. The City of Dublin's preschool program welcomes and encourages parent involvement!

Having our parents in the classroom:

- Creates a special opportunity for you to be directly involved in your child's preschool experience and adds to the nurturing and individual attention we can offer students
- Provides additional supervision, allowing scheduled activities to stay on track
- Keeps our staffing overhead to a minimum, which greatly reduces our program pricing structure

**In order to receive credit for your Participation Days:**

**Tuesday / Thursday 2 days-per-week students –**

Parents are required to volunteer a minimum of 2 times per session

**Monday / Wednesday / Friday 3 days-per-week students –**

Parents are required to volunteer a minimum of 3 times per session

**Pre-K & Mon-Thursday 4 days-per-week students –**

Parents are required to volunteer a minimum of 4 times per session

**Non-participation fees are assessed and are due in full prior to the onset of each session.** If a parent elects to work during a session and is able to fulfill their minimum parent participation requirement, previously assessed non-participation fees will be rolled over toward the future preschool session non-participation fees. Non-participation fees will not be refunded during a session, however, they may be refunded upon termination or at the end of the school year.

### **2016-2017 Parent Non-Participation Fee Schedule per session:**

**Resident/Non-Resident:**

- \$ 120 Tuesday / Thursday students
- \$ 180 Monday / Wednesday / Friday students
- \$ 240 Pre-K & Mon-Thursday students

If a parent signs up to work a shift in the classroom and is unable to meet the obligation on that specific date; based on availability, the parent may reschedule during that session, as long as there has been **48 hour advance cancellation notice of parent non-participation** given. Rescheduling is done by signing up on the parent sign-up calendar for any future date that is available within the same session.

If the required minimum parent participation obligation is not met, or if you are **unable to provide 48 hour advance cancellation notice of parent non-participation**, the following fee will apply for each applicable day of parent non-participation. Fees will be deducted from the non-participation fees that were paid towards the account for that session. Any additional balance due must be paid in full before the onset of future sessions.

### **2016-2017 Parent Non-Participation Fee Schedule for Missed Work or without 48 hour notice:**

**Resident/ Non Resident:**

\$60.00 per day

### **LIVE SCAN AND BACKGROUND CLEARANCES**

Sign-up calendars for parent participation are available daily in each classroom on the parent board. It is the responsibility of the parent to ensure they sign up and participate as required. Parents may substitute help by using other family members (i.e. grandparents, aunts and uncles) or other parents. **All volunteer participants must be 18 years or older, fingerprinted by the Dublin Police Department and have a Federal background check clearance prior to participating in the classroom.** This service is provided at no charge by the City of Dublin's Police Department. Appointments must be scheduled in advance for this service. Live Scan files will remain open only while the adult is currently active in our program. Once a student is withdrawn, all pertaining Live Scan and background information will be closed. Please refer to the preschool website for more details.

If you need any further information, please feel free to give us a call at (925) 556-4500 or e-mail us at [dublinpreschools@dublin.ca.gov](mailto:dublinpreschools@dublin.ca.gov). We look forward to seeing you in September!

City of Dublin Preschool Staff