



**PARENT HANDBOOK
2025-2026**

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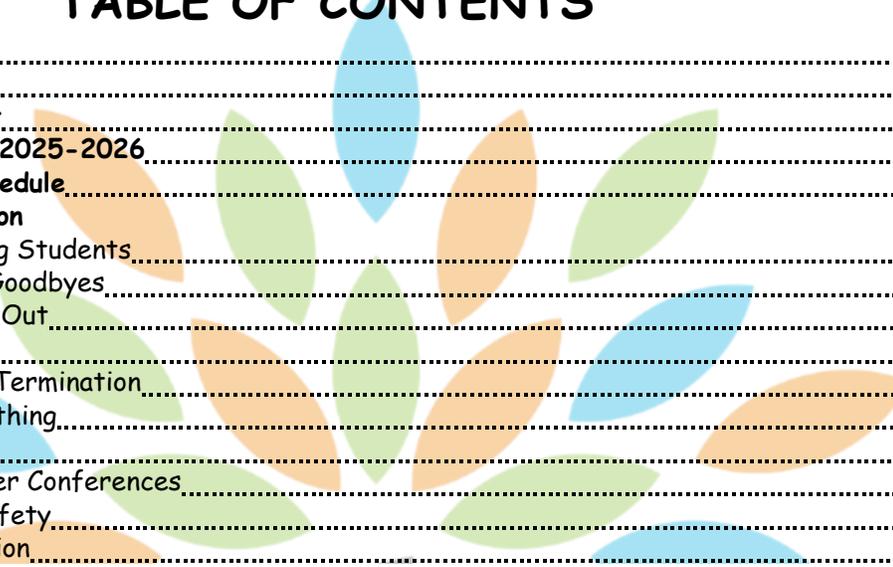
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Jesus said to them, "Let the little children come to me."

Mark 10:14

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INTRODUCTION

Welcome to Moraga Valley Presbyterian Church Nurtury Preschool!

Nurtury Preschool is a nonprofit preschool ministry of Moraga Valley Presbyterian Church (MVPC), created in response to the growing need for high-quality early childhood education in our community. Since our founding in 1984, the Nurtury has remained committed to nurturing young children in a loving, Christ-centered environment.

The Nurtury is overseen by the Nurtury Advisory Committee (NAC), which includes the Nurtury Director, teachers, parents, and church members. Together, NAC ensures the continued excellence, faithfulness, and mission alignment of our program.

We are delighted to welcome you and your child to our school family. It is our joy and privilege to serve you, and we hope your time with us is meaningful and enriching.

You are also warmly invited to attend our Sunday Worship Services and explore the many ministries at MVPC. MVPC offers a variety of programs for children (K-12), youth, and adults, including Bible studies and small groups.

To learn more, please contact the MVPC Main Office at (925) 388-0086 or visit our website at www.mvpctoday.org.

Dear Parents, Welcome to Nurtury! We are so glad you have chosen to become part of our preschool family here at Moraga Valley Presbyterian Church Nurtury Preschool. It is a joy and a privilege to partner with you in the care and early education of your child.

This Parent Handbook contains important information about our philosophy, program, and policies. We encourage you to keep it handy throughout the year, as it will answer many of the questions you may have. We believe a successful preschool experience depends on clear communication and shared expectations between families and staff.

Nurtury was founded as a ministry of MVPC to serve the preschool needs of our community. We are honored that you have chosen us to walk alongside your family in these formative years. By working together—families and staff—we are able to provide a loving, developmentally appropriate environment rooted in biblical principles:

“Train up a child in the way he should go, and when he is old he will not turn from it.” — *Proverbs 22:6*

Our goal is to nurture each child's growth—socially, emotionally, physically, cognitively, and spiritually. Our teachers and staff are trained in early childhood education and are deeply committed to creating a safe, enriching, and Christ-centered learning environment.

We are grateful for the dedicated professionals God has called to serve at the Nurtury. Each staff member seeks to model Christian values through their daily interactions, work ethic, and personal example. This commitment fosters an atmosphere of trust, warmth, and lasting relationships. Our prayer is that your child will experience the love of Jesus through the care and guidance they receive here.

We look forward to getting to know your family and supporting you throughout your time with us. Please don't hesitate to ask questions, visit often, and participate in the special events we host during the year. Parent involvement is a vital part of our program, and we welcome your presence and partnership.

With gratitude,
The Nurtury Staff

MISSION STATEMENT

Mission Statement- The mission of the MVPC Nurtury is to share the salvation of God in Jesus Christ through our words, actions, and curriculum. We strive to provide a child-centered program that nurtures a love for God, a love for one another, a love for His Word, and a love for the world.

History and Purpose - Moraga Valley Presbyterian Church (MVPC) founded the Nurtury in 1984 in response to a growing need in our community for a high-quality Christian preschool. Since then, our purpose has remained clear: to nurture and educate young children in a Christ-centered environment.

Our curriculum is carefully designed to support each child's development—intellectually, socially, emotionally, physically, and spiritually—within a setting rich in love, warmth, and professional excellence.

The Nurtury operates as a nonprofit ministry overseen by the Nurtury Advisory Committee (NAC), which includes the Nurtury Director, a church elder, a current Nurtury parent, and members of the church. The NAC is responsible for setting tuition rates, developing school policies, and guiding the overall direction of the program.

Nurtury Development Fund (NDF) - The Nurtury Development Fund (NDF) is a designated fund of MVPC used to support capital improvements, staff training, and scholarships for Nurtury families in need. Fund disbursements are made upon the recommendation of the Nurtury Director and approved by the NAC.

Gifts to the NDF are a meaningful way for parents, grandparents, alumni, and friends to express appreciation for the Nurtury and support its ongoing ministry.

Donations can be made by check payable to **The Nurtury Development Fund** or online at www.mvpctoday.org/give.

2025-2026 NURTURY CALENDAR

AUGUST 2025	8/12 - Tues 8/13 - Weds 8/14 & 15 - Weds & Thurs 8/17 - Sun 8/25-29 - Mon-Fri	Visiting Day (9:30-11:30) First Day of School Parent Coffee - 8:00am to 9:30am MVPC Fall BBQ (9:30-Noon) Community Worker Week
SEPTEMBER 2025	9/1 - Mon 9/22-26 - Mon-Fri 9/26 - Fri	Nurtury Closed (Labor Day) Nurtury Book Fair Back to School Family Social
OCTOBER 2025	10/13 - Mon 10/29 - Weds 10/31	Nurtury Closed - Staff Training Fall Fun Days-Bingo Schmingo Class Harvest Parties
NOVEMBER 2025	11/11 - Tues 11/24-26 - Mon-Weds 11/24-28 - Mon-Fri	Nurtury Closed (Veteran's Day) Nurtury Holiday Camp (Optional) Nurtury Closed (Thanksgiving)
DECEMBER 2025	12/18 - Thurs 12/19 - Fri 12/24 - Weds 12/22-1/2 - Mon-Fri 12/29-31 - Mon-Weds	Pajama Day Christmas Program- 9-9:30/ Cookie Party - 9:30 to 10:30am *Children are dismissed after program MVPC Christmas Services Nurtury Closed (Christmas Break) Nurtury Holiday Camp (Optional)
JANUARY 2026	1/5 - Mon 1/19 - Mon	Nurtury Closed - Staff Training Nurtury Closed (MLK Day)
FEBRUARY 2026	2/11 - Weds 2/13 & 16 - Fri & Mon 2/25 & 26 - Weds & Thurs 2/25 - Weds	Registration 26-27 (Current Students/Sibs) Nurtury Closed (Lincoln's Bday/President's Day) Pajama Days Open Registration 2025 begins for Community
MARCH 2026	3/2-6 - Mon-Fri 3/11 - Weds 3/16 - Mon 3/18 - Weds 3/30-4/3 - Mon-Fri 3/30-4/3 - Mon-Fri	Parent/Teacher Conferences Summer Camp Registration Begins Minimum Day (all classes end at 12:30) Jungle James Nurtury Closed (Spring Break) Nurtury Holiday Camp (Optional)
APRIL 2026	4/5 - Sun 4/8 & 9 - Weds & Thurs 4/23 - Thurs 4/27 - 5/1 - Mon-Fri	MVPC Easter Sunday Services Picture Days Bubble Lady Visit Teacher Appreciation Week
MAY 2026	5/15 - Fri 5/25 - Mon 5/29 - Fri	Nurtury Family BBQ Nurtury Closed (Memorial Day) Last Day - Minimum Day (classes end @12:30)
JUNE-AUGUST 2026	6/8-12 - Mon-Fri 6/15-26 - Mon-Fri 6/29-7/10 - Mon-Fri 7/13-7/24 - Mon-Fri	Nurtury VBS Camp - 9-3:30/5:30 (Optional) Nurtury Summer Camp-Session 1(No camp 6/19) Nurtury Summer Camp-Session 2 Nurtury Summer Camp-Session 3

Calendar subject to change. Detailed calendar is available on Nurtury Website www.nurturyatmvpc.com

NURTURY DAILY SCHEDULE

(Sample Schedule - Schedule varies by class)

Morning Bunch Schedule:

8:00-9:00 Activities and Free Play

Morning Program Schedule:

9:00 - 10:10 Learning Centers (art, construction, manipulatives, dramatic play, sensory station, literature corner, science center, cooking)

10:10 - 10:20 Clean-up

10:20 - 10:35 Circle (calendar, weather, helpers chart, concept of the week)

10:35 - 11:00 Wash-up & Snack

11:00 - 11:30 Outside Play

11:30 - 11:45 Story Time

11:45 - 12:10 Music Movement or Concept Related Activity

12:10 - 12:15 Clean-Up & Wash-Up

12:15 - 12:30 Closing Circle (songs, fingerplays, stories or Bible lesson)

Afternoon Schedule:

12:30 - 1:00 Lunch

1:00 - 1:30 Rest Time (Non-Nappers)

1:00 - 3:00 Nap Time (Nappers)

1:30 - 3:30 Activities including cooking, science, music, movement and art

3:30 - 4:00 Snack (Varies-Class Dependent)

3:30 - 5:00/5:30 Activities including cooking, science, music, movement and art

GENERAL INFORMATION

NEW STUDENTS: Nurtury is licensed for 2 years old to entering Kindergarten. Children must be 2 years old to start at Nurtury. All required forms from the State of California and the Nurtury must be completed and submitted to the Nurtury office no later than 30 days after notification of admittance or two weeks prior to your child's first day of school, whichever comes first (unless otherwise specified). These forms are mandated by the State of California and must be on file before your child may attend school.

Please refer to the Financial Policies section for additional information pertaining to new students.

The Nurtury is licensed to serve children from age 2 years through those entering Kindergarten. Children must be at least 2 years old to attend. If your child turns 2 after the school year begins, you may still secure a placement by paying tuition to hold the spot until your child is eligible to start.

RETURNING STUDENTS: Each year, all returning students must have updated information on file through Brightwheel, including emergency contacts and a completed student profile. We encourage families to review and update their Brightwheel profiles regularly to ensure all information remains current.

New medical forms are only required if there have been changes, additions, or corrections to your child's health information.

PARENT/CHILD GOODBYES: Transitions can be emotional—for both children and parents. Our experienced teachers are well-equipped to support you and your child through this process. Please partner closely with your child's teacher to determine the best approach for your family.

It's normal for some children to cry at drop-off. In most cases, tears subside shortly after the parent leaves. If you're concerned, you are always welcome to call the school later in the morning for an update on how your child is doing.

What you can do:

Offer calm, confident reassurance. Your words, body language, and facial expressions should send a clear and positive message: *"This is a safe, loving, fun place filled with new friends and toys!"* Children are incredibly perceptive—if you appear anxious, they are likely to mirror those feelings.

Give your child time cues. Prepare them with a simple explanation of what to expect: *"Mommy/Daddy is going to take you to school. Then I'll say goodbye and go home. I'll come back to pick you up after storytime, and we'll have lunch together."*

Always say goodbye. Never leave without a proper farewell, even if your child is crying. A predictable routine builds trust and helps your child feel secure. Once you've said goodbye, leave promptly and do not return to the classroom or linger at the window. Staying too long or returning may prolong the transition and increase distress.

CHECKING IN/OUT: The State of California requires that **each child be checked in and out by an authorized adult using their own personal PIN** through the Brightwheel app.

- **Parents and guardians must not share their PIN** or allow anyone else to use it to check a child in or out.
- **Violations of this policy may result in a fine.** (See the *Financial Policy* section for details.)

Only individuals listed as **authorized contacts** in your child's Brightwheel profile are permitted to pick up your child from the Nurtury.

If someone not on your regular contact list (e.g., a visiting relative) will be picking up your child:

- You must **add them as an additional contact** in Brightwheel in advance.
- They must **download the Brightwheel app** and be assigned their own unique PIN.

These procedures are in place to ensure the safety and security of

every child in our care.

ABSENCES: If your child will be absent, please notify the Nurtury Office via phone call, email, or Brightwheel message. This helps us plan and support your child appropriately.

- **Make-up days are not permitted.** Children may only attend on their regularly scheduled days unless an exception has been approved by the Nurtury Office.
- **Tuition is required regardless of absences.** No adjustments are made for missed days, as our budget accounts for staffing and supplies across the full school year.

If your child will be absent for an extended period (due to travel, illness, or other circumstances), you must continue to pay tuition to hold their space in the program.

Long-Term Absences & Schedule Changes:

- Students with long-term absences must continue paying tuition to retain enrollment.
- Schedule changes must be made for a minimum of three months, unless other arrangements are approved in advance by the Director.
- After the initial three-month period, additional schedule changes may be requested with:
 - 30 days' advance notice
 - Availability in the program
 - A \$350 change fee

WITHDRAWALS: If you choose to withdraw your child from the Nurtury, written notice is required at least 30 days in advance. In cases of immediate withdrawal without prior notice, you will be responsible for paying one full month's tuition.

TERMINATION: Enrollment may be terminated by the Nurtury under the following circumstances:

- Failure to comply with the Financial Policy
- If a child poses a health or safety risk to themselves or others
- Other special circumstances, as determined by the Director and/or the Nurtury Advisory Committee

We are committed to working with families in a supportive and respectful manner and view termination as a last resort when all other options have been explored.

BIRTHDAYS: If your child wishes to celebrate their birthday at school, we have a simple tradition of a special birthday grace, songs and a healthy treat. If you choose to send a birthday snack, bring a healthy item such as juice bars, rice crispy squares, fruit or muffins. **Please NO CUPCAKES!** We also ask that you do not bring party favors or birthday party invitations to school. The Nurtury Office will be happy to provide a Class Roster.

CLOTHING: Children should wear comfortable clothing that allows freedom of movement and is suitable for a variety of activities, including messy play with dirt, paint, and water. Please keep in mind:

- Clothes may get dirty, torn, or stained. It's best to dress your child in play clothes that you don't mind getting messy.
- Choose clothing your child can manage independently during toileting.
- Shoes must be safe for active play. Shoes with slippery soles or without a back strap are not allowed. Rubber boots, crocs and flip flops are discouraged for safe daily wear.
- Please label all outerwear and personal items with your child's name.
- Parents are required to provide a Ziploc bag with a complete change of clothing (including diapers, clothes, and shoes) for emergency use. All items should be clearly labeled.
- At the start of the school year, your child may want to bring a special blanket, stuffed animal, or other security object. Please help your child understand that these items should stay safely in their cubbie during the day.

PACIFIERS: Pacifiers are allowed if a Permission Slip (available in the Nurtury Office) is on file. Pacifiers may not be clipped to clothing or toy.

PARENT/TEACHER CONFERENCES: Conferences are scheduled each spring (February). Conferences are mandatory for all three, four, and

Pre-K classes. You may schedule additional conferences if you desire, or a teacher may request a conference if she deems it necessary. Conferences regarding two-year old children is optional and at the discretion of the Teacher.

HEALTH AND SAFETY: The Nurtury will make every effort possible to protect and ensure the health and safety of your child. Our programs, both indoors and outdoors, are carefully designed to offer optimum learning experiences in a safe environment. Our teacher/child ratio is excellent, and all of our teachers and aides have CPR and First Aid training. The staff is skilled in classroom management and all activities are carefully monitored. Please read our check-in and check-out policies carefully. These further ensure your child's safety.

PARENT VISITATION: Parents are always welcome to come into the classroom, at any time, to observe. We ask that you be sensitive to the environment and the work the teachers may be doing. Please reserve your questions and/or comments until after the school day or through Brightwheel, as teachers need to focus on the children during the classroom hours. Understand, also, that parent visitation in younger classes often changes the focus of the child toward the parent vs. bonding with the teachers and developing peer interaction.

PARENT INVOLVEMENT: Parent participation varies depending on the age group. In our experience, involvement in the two- and three-year-old classes can be challenging because:

- Children whose parents are present may focus more on keeping their parent's attention than on class activities.
- Other children may feel upset because they want their own parent's attention.

For these reasons, successful parent participation generally begins with the four-year-old and Pre-Kindergarten classes.

We encourage you to discuss with your child's teacher the best ways to be involved in your child's classroom.

State of California Requirements:

Parents who regularly participate in classroom activities must have the following on file:

- A current negative TB test
- Proof of current measles and pertussis vaccinations

All parent volunteers are required to check in and out at the Nurtury Office each time they visit or assist in the classroom.

ROOM PARENTS: Room Parents are selected by a committee and play an important role in supporting classroom community and activities. Their responsibilities include coordinating class communications related to parties, playdates, snack days, and special projects, always with the approval and guidance of the Teacher, Room Parent Coordinator, and Director.

Room Parent Guidelines:

- All communications sent to families must be approved by the Teacher, Room Parent Coordinator, or Director before distribution.
- Collecting money from families requires prior approval from the Teacher, Room Parent Coordinator, or Director.
- We encourage Room Parents to solicit donations of food and materials for class parties instead of collecting money. This helps ease the financial burden on families, especially those with multiple children attending Nurtury during busy holiday seasons.

PLAYGROUNDS: Your child will enjoy supervised outdoor playtime each day, scheduled as part of their daily routine and monitored by Nurtury staff.

To ensure the safety of all children:

- Non-Nurtury siblings should not enter or play on the playground during school hours or while classes are in session, as this creates safety and supervision concerns.
- If you arrive early for pickup or choose to remain after dismissal, you are responsible for the safety of your child and any other children in your care.
- The lower play yard is available after 12:30 by prior reservation for family use/class gatherings/after-school playdates.

We appreciate your cooperation in helping us maintain a safe and enjoyable environment for all children.

PARKING/DRIVING: Parent parking is available along the Sanctuary side of the campus and in the upper parking lot.

Please observe the following parking rules to ensure safety and respect for others:

- **Do not park or use the service road behind the church.** This road is narrow and reserved for handicapped parking, as well as church and Nurtury staff.
- **Do not park in handicapped spaces** unless you have the proper permit.
- **Please avoid parking in unmarked spaces** to maintain order and access for emergency vehicles.

Thank you for your cooperation in keeping our campus safe and accessible.

For the safety of all children:

- California law requires that a child aged 6 years or younger may not be left unattended in a motor vehicle unless supervised by someone 12 years or older.
- As you enter the road leading to the church, please drive slowly and cautiously.
- Teach your child to always hold an adult's hand when near or in the parking lot to prevent accidents.
- Please help your child learn to respect the campus property by not allowing them to walk on/in the fountain or planted areas.

If someone other than a parent will be picking up your child, they must have a proper car seat for your child's safety.

Please note that the Nurtury does not take field trips off campus and does not provide transportation for children in our care.

ENTERING/LEAVING NURTURY: For your child's safety, please:

- Always keep your child close when entering and leaving the Nurtury.
- Do not allow children to run ahead/wander away.

- Remind your child that **only adults should open doors and gates**; children should never do this themselves.
- For safety reasons, unregistered siblings should not be allowed to enter classrooms or the playground.

Gates will be unlocked during regular drop-off and pick-up times. If you need to pick up your child outside of their scheduled time, please visit the Nurtury Office for assistance and entry.

BEHAVIOR GUIDANCE AND DISCIPLINE: At the Nurtury, our environment and program are thoughtfully designed to support each child's emotional, social, physical, and intellectual development. We believe children thrive best within clear, consistent limits and boundaries. Our teachers approach discipline with care, love, respect, and consistency, reflecting the nurturing example of Jesus Christ.

Children are engaged in well-planned, developmentally appropriate activities. Staff closely observe children during play and use redirection as needed, providing clear and consistent guidance. Our philosophy centers on positive discipline, emphasizing teaching and guidance rather than punishment.

Challenging Behaviors: Challenging behaviors are those that:

1. Interfere with a child's learning
2. Are harmful to the child, other children, or adults
3. Put a child at risk for future social difficulties or academic challenges

Examples include physical aggression (biting, hitting, shoving), relational aggression (verbal bullying), tantrums, whining, testing limits, refusal to follow directions, or disregarding classroom rules.

Incident Management: When a child hurts another (e.g., biting, hitting, kicking, choking, scratching), each situation is reviewed individually. The teacher's goal is to support all children involved in a safe and effective way.

- An incident/accident report is completed for all children involved.
- Copies are provided to parents and kept in the child's file.

If classroom redirection and positive behavior supports are not

successful, a conference with parents, teachers, and/or the Director will be scheduled to develop a success plan tailored to the child's needs. This plan will be closely monitored.

Steps for Persistent/Serious Behavior Concerns: If challenging behaviors persist or pose a serious safety concern, the following steps will be taken to maintain a safe environment for all:

1. **Teacher-Parent Conference:** Discuss behaviors and potential modifications.
2. **Support Assessment:** An inclusion specialist and teaching team may recommend:
 - a. Individual social/emotional support
 - b. Behavioral and developmental assistance
 - c. Small group or individual social skills sessions (in-class or pull-out)
 - d. Home visits
 - e. Parent support meetings
3. **Action Plan Development:** Teacher, parent, and Director collaborate to create a plan that may include:
 - a. Documentation of incidents
 - b. Additional support and resources
 - c. Adjusted school hours
 - d. Class reassignment
4. **Suspension or Expulsion:** If behaviors continue and a serious safety threat remains unresolved, the child may be temporarily suspended or permanently expelled from the program.
5. **Formal Notice:** In cases of permanent removal, Nurtury will provide a written "**Notice of Action, Recipient of Services**" as described in Section 18095 or Title 5 of the CA code of regulations. This notice will inform parents of their right to appeal within 14 days of the notice.

BITING POLICY: Biting is a natural, though challenging, part of early childhood development. It often emerges in children who are still learning how to communicate strong emotions and regulate their impulses. While we approach this behavior with understanding, we

also recognize the physical risks posed by the strength of jaw muscles and the emotional impact on those involved.

At Nurtury Preschool, our response begins with compassion and structure. Following the first incident, we initiate a tailored action plan that supports the child's growth while ensuring classroom safety. This may include role-play exercises, social-emotional coaching using tools such as Kimochis®, and strategies aligned with the Love and Logic framework.

After a second occurrence, the child will be sent home for the day, allowing space for reflection. A third incident will prompt a meeting between the Director and the child's parents to discern next steps. These may include a short-term suspension, transition to another classroom better suited to the child's developmental needs, or, in rare cases, dismissal from the program.

Throughout this process, we remain committed to restorative practices, clear communication, and Christlike modeling. We believe every child has the capacity to grow when guided with love, patience, and consistent expectations.

PARENT/STAFF INTERPERSONAL RELATIONSHIPS: As a Christian ministry, the Nurtury strives to reflect Christ's standards in all aspects of our school community. Following the guidance of Matthew 18, we encourage a spirit of grace, humility, and direct communication when addressing concerns.

1. Direct Communication:

When a problem arises, those involved should first meet privately to seek a God-honoring solution. Most issues are best resolved at this two-person level with respect and confidentiality.

2. Involving the Director:

If a resolution cannot be reached privately, both parties should agree to meet with the Director to discuss the concern in person.

3. Final Decision:

The Director's decision is considered final, except in rare cases where the Director determines that the issue needs to be referred to the Nurtury Advisory Committee for further

resolution.

We believe that this process fosters healthy, respectful relationships and maintains the unity of our school community.

SECURITY CAMERAS: Security cameras are installed throughout the Nurtury and MVPC campus to ensure the safety and security of our students, staff, and families.

Camera footage is monitored only by authorized Nurtury Office staff. For privacy and security reasons, parents are not permitted to view camera footage, whether live or recorded.

These measures help us maintain a safe environment for everyone in our care.

MEDICAL/EMERGENCY INFORMATION

ABSENCES: Our program is planned with the expectation that each child will attend all of their scheduled class days. If your child will be absent, please notify the Nurtury Office via phone, email, or Brightwheel as soon as possible.

If your child is absent due to illness involving a communicable disease, please inform us immediately. We are required to notify other families if their child may have been exposed.

All communications regarding illness are kept strictly confidential—your child's name will not be shared in any notification.

Your timely communication helps us maintain a healthy and safe environment for all children and staff.

ALLERGIES: Children may have a chronic runny nose or cough due to allergies. If this is the case for your child, a physician's note must be provided to the Nurtury Office. Without a Physician's note, children will be sent home due to illness concerns.

SICK CHILDREN: To ensure the health and safety of all children and staff, the Nurtury follows the guidelines set by the State of California regarding daily health checks and illness management.

Daily Health Checks: Upon arrival each day, children are observed by a staff member trained to recognize signs of illness or communicable disease.

- If a child shows symptoms of illness, they will not be admitted for the day.
- If symptoms appear after arrival, the child will be separated from the group and cared for until a parent or guardian arrives.

Illness at School: If a child becomes ill while at the Nurtury:

- Parents or guardians will be contacted immediately.
- The child must be picked up within one hour of notification.
- Until pickup, the child will remain in a supervised area, away from other children.

If a child displays any of the following symptoms, he/she must be kept at home:

- Fever 100.4 or higher
- Diarrhea
- Nasal congestion (Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection).
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous
- Vomiting or nausea
- Eye drainage of any type should be checked by a doctor to rule out infection
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- Nausea/Vomiting
- Child not feeling well, such as lethargic behavior and/or crying

A Physician's note clearing the child's health may be required in order for return to school, depending on illness.

The child may return to Nurtury, after most illnesses, when they are free of fever/symptoms for 24 hours (without the aid of medication).

Consult with the Nurtury Office if you are not clear on policies to return to school following any illness.

In the event of a medical or dental emergency, parents will be contacted and Nurtury will make prompt arrangements for obtaining emergency treatment for Child. If the Child is provided medical care on an emergency basis or otherwise, the Parent shall be financially responsible for such care and treatment.

IMMUNIZATION POLICY: Under California Health and Safety Code, Sections 120325-120375, children in California are required to receive certain immunizations in order to attend Nurtury. As a private, licensed childcare facility, Nurtury is required by these statutes to enforce immunization requirements, maintain immunization

records of all children enrolled, and submit annual reports.

Children will not be enrolled and/or allowed to attend Nurtury unless an immunization record is presented and immunizations are up to date.

Required Immunizations for a child to begin Nurtury at the age of 2+ years are:

1, 2, 3—*Polio*

1, 2, 3, 4—*DTP or Dtap*

1, 2, 3, 4—*HIB*

1, 2, 3—*Hepatitis B*

1—*Varicella*

1—*MMR* (on or after 1st Birthday)

TB Test—Date of Test if applicable, when it was read and results (not required)

Personal and Medical Exemptions: For state licensed schools, personal exemptions are no longer accepted. Starting January 1, 2021, all new medical exemptions for school and child care entry must be issued through [CAIR-ME](#). Parents and physicians can register and create an account in CAIR-ME at any time. Once registered, parents can log in to CAIR-ME to request a medical exemption. Parents give the exemption request number to their child's physician who can log in to CAIR-ME to issue the exemption. Once the exemption is issued, the physician prints the form and provides a copy to the parents to give to their child's school or childcare facility.

For more information about school immunization requirements and resources, please visit the California Department of Public Health's website at shotsforschool.org.

PRESCRIPTION MEDICATIONS: If your child has an Epi-Pen or other lifesaving medications to be dispensed while at the Nurtury, please complete the Medication Permission Form (available in the Nurtury Office) and provide the completed form with the medication in the original packaging with prescription label attached.

NON-PRESCRIPTION MEDICATIONS: If your child requires the

application of sunscreen, diaper rash medication, or other over the counter medication, a Medication Permission Form must be completed. The child's name must be clearly labelled on the medication.

TOILET TRAINING: Children must be toilet trained by four years of age. If a child is not toilet trained by 4 years, a Physician's note explaining the physical limitation must be provided to the Nurtury Office.

INCIDENT/ACCIDENT FORMS: Incident and Accident Reports are completed whenever there is:

- **An Incident** - involving behavior between one or more children
- **An Accident** - such as tripping, falling, or any physical mishap

A report will be filled out, and if applicable, a photo of any mark or abrasion will be included.

Reports are shared with parents through **Brightwheel**, typically **before the child is picked up** from school. A hard copy will also be provided either **directly to the parent** or placed in the child's backpack.

These reports are intended to keep families informed of any accidents, injuries, behavioral issues, or concerning events that occur during the school day.

FIRE/EARTHQUAKE/SHELTER-IN PLACE DRILLS: Fire, earthquake, and shelter in place drills are held on a regular basis in order to familiarize the children with proper and safe procedures for an emergency and safe exit of the building. Nurtury uses child friendly materials to aid and comfort children during these drills. In the event of an emergency, students will be evacuated according to plan.

Shelter-in-place procedures are put into action, if there is a potential threat in the community. Children are held in the classrooms, participating in regular play/activities. Shades will be pulled and gates/doors will be locked. In a SIP, parents will be notified and will be permitted to pick up their children.

Lockdown procedures are put into action if there is a potential threat on campus or immediate area. During a lockdown, children are held in a secure area until clearance is given by local authorities. Parents would not be allowed to pick up children during a lockdown, until it is safe to release children.

If Nurtury experiences an emergency situation, parents will be contacted as soon as it is safe to do so.

In the event of an emergency, Nurtury maintains 3 days worth of emergency supplies (Water, food, sanitation, etc).

The Nurtury is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the preschool office.

FINANCIAL POLICY

2025-2026 School Year Tuition				
Days:	9am-12:30pm	9am-3:30pm	9am-5:00pm	9am-5:30pm
3-day/wk	\$775/\$735	\$1,215/\$1,155	\$1,435/\$1,365	\$1,525/\$1,450
4-day/wk	\$985/\$935	\$1,575/\$1,495	\$1,865/\$1,775	\$1,980/\$1,880
5-day/wk	\$1,100/\$1,045	\$1,840/\$1,750	\$2,210/\$2,100	\$2,350/\$2,235
Days:	8am-12:30pm	8am-3:30pm	8am-5:00pm	8am-5:30pm
3-day/wk	\$980/\$930	\$1,360/\$1,290	\$1,500/\$1,425	\$1,585/\$1,505
4-day/wk	\$1,275/\$1,210	\$1,780/\$1,690	\$1,970/\$1,870	\$2,080/\$1,975
5-day/wk	\$1,400/\$1,330	\$2,085/\$1,985	\$2,345/\$2,230	\$2,475/\$2,355

NEW STUDENTS: The parents of new students must indicate serious interest in attendance by paying one month of tuition and the registration fee. Tuition is based on the total cost of running the school for the entire school year (August to May). The total is then divided into ten equal billing periods regardless of how many school days there are in a given month. Tuition is due the first of each month.

Children must be 2 years old to attend Nurtury. If an enrolled child turns 2 after school begins, the parent is responsible for paying tuition from the start of the school year until the child's actual start date, regardless of attendance.

If a student is admitted during the school year, will be invoiced for the entire month of tuition, regardless of their start date.

An additional non-refundable \$150.00 registration fee for new students is required with registration.

RETURNING STUDENTS: Returning Students must pay one month of tuition at the time of registration, accompanied with the Registration Form, in order to reserve a place for your child.

An additional non-refundable \$25.00 registration fee for new students is required with registration.

PAYMENT POLICY: Tuition payment should be made via Brightwheel by the 5th of the month. If tuition has not been paid by the 15th of the month, a late fee of \$25.00 will be charged to your account.

Tuition cannot be prorated because of student's absence from school (sickness, vacation, etc.). Tuition may be paid through Brightwheel using either Bank draft or credit card. Nurtury does not accept checks.

AUTO PAY: You may set up an autopay for your Tuition by signing up for Auto-Pay through Brightwheel. Miscellaneous invoices will also be Auto Paid (if Auto Pay is set up)

DELINQUENT ACCOUNTS: If you fail to pay your tuition for one month, your child will not be admitted to class until your account is settled.

SCHOLARSHIP/HARDSHIP: If you are experiencing financial hardship, please reach out to the **Director** for support. All financial matters are handled with the utmost confidentiality and care.

Scholarships are available in the form of a three-month tuition reduction. Families may apply for an additional three-month extension if needed.

- The maximum duration of scholarship support is six months total.
- Families wishing to continue assistance beyond three months must reapply and demonstrate ongoing need.

We are committed to walking alongside our families and doing our best to help during challenging seasons.

CHECKING IN/OUT: This procedure is required by California law and is in place for the safety and accountability of all children in our care.

- Each parent or guardian must use their personal PIN to check their child in and out each day.
- Your assigned PIN is unique to you and may not be shared with anyone else.
- Failure to properly check in/out or allowing someone else to use your PIN will result in a \$25.00 fine per occurrence, which will be

charged to your account.

- On the fourth missed check-in/out and for each subsequent occurrence, a fine will automatically apply.
- The count of missed check-ins/outs will be reset each January.

DROP-OFF & PICK-UP POLICY: To maintain proper staff-to-child ratios and ensure a safe, structured environment, children must be dropped off and picked up at their scheduled times:

Scheduled Times:

- **Drop-Off:** 8:00 AM or 9:00 AM
- **Pick-Up:** 12:30 PM, 3:30 PM, 5:00 PM or 5:30 PM

Early Drop-Off: If your child is scheduled to arrive at 9:00 AM but checks in at **8:55 AM or earlier**, a charge for the **8:00-9:00 AM hour** may be applied at a rate of **\$30 per hour**.

Late Pick-Up: Late pick-ups disrupt our staff scheduling and program flow. The following fees apply based on your child's scheduled departure time:

- **12:30 PM Pick-Up** - Pick-Up/Check-Out after **12:35 PM** incurs a **\$30 late fee**.
- **3:30 PM Pick-Up** - Pick-up/Check-Out after **3:35 PM** incurs a **\$30 late fee**.
- **5:00 PM Pick-Up** - Pick-up/Check-Out after **5:05 PM** incurs a **\$30 late fee**.
- **5:30 PM Pick-Up (latest available time)** - Pick-up after **5:30 PM** incurs a **\$40 late fee**, plus **\$1 per minute** after 5:30.

If a child is not picked up within 15 minutes of their scheduled pick up time, we will begin contacting parents and emergency contacts. For 12:30/3:30/5:00 schedules, after 30 minutes, an additional \$1 per minute fee may apply.

Repeated late pick-ups may result in additional fees and a possible review of your child's continued schedule or placement.

 **Reminder:** Always check your child out before going to their classroom to ensure accurate time tracking.

Missed Days: There are no refunds or credits for missed attendance due to illness, schedule changes, vacations, or other absences. Our budget and staffing are based on full enrollment.

ADVANCE SCHEDULE REQUESTS: If you need to request a temporary schedule change—such as an early drop-off or a late pick-up—you must submit the request in advance through the Nurtury Office.

- Schedule change requests are subject to approval based on availability.
- If approved, you will be invoiced at a rate of \$30 per hour for the additional time.

Please note that this applies only to planned, occasional changes. Permanent schedule adjustments must follow the standard change request process.

SCHEDULE CHANGES: Beginning in October, each student is allowed one schedule change per school year, based on classroom availability and with a minimum of 30 days' written notice.

- Only one schedule change may be made within any three-month period.
- Additional schedule changes beyond the first will be subject to a \$350 change fee and schedule availability.
- Exceptions to this policy may be considered with approval from the Director and/or the Nurtury Advisory Committee (NAC).

Please contact the Nurtury Office to initiate any schedule change requests. All requests must be submitted in writing and are not guaranteed until confirmed by the Director.

WITHDRAWALS: If you choose to withdraw your child from the Nurtury, written notice is required at least 30 days in advance. In cases of immediate withdrawal without prior notice, you will be responsible for paying one full month's tuition.

LONG TERM ABSENCES: Nurtury plans and budgets for each student's planned enrollment, students that will have long-term

absences and will miss days because of travel or other reasons, must continue to pay Tuition to hold their child's space. Schedule changes to accommodate travel must be for a minimum of three months. After the three months, changes may be made with a 30-day advance request to change, and are based on availability. After 1 schedule change, subsequent schedule changes will be billed a \$350 change fee.

SCHOOL CLOSURES: School closures because of natural disasters, emergencies, pandemics or other reasons could force the closure of Nurtury. Below is an outline of possible closures and how they impact staff and families.

A. Temporary Closures

Shelter in Place Order: Nurtury Preschool will follow the Contra Costa Department of Public Health's policies and State Licensing policies. Should a Shelter in Place/Stay at Home order be issued, our school will temporarily close until the order is lifted.

Note that we may also experience brief closures of school (2-5 days) if the school is made aware that a Nurtury Preschool individual (staff, student or student family member) has had direct exposure to an infectious disease warranting contact tracing.

Nurtury Preschool at Home: During temporary closures, Nurtury Preschool intends to the extent possible, to provide Nurtury Preschool through Zoom and Marco Pollo activities and circle times (M-F for 15 minutes each day) and Zoom chats with the student's classroom teacher's once to twice a week.

B. Returning to School: Parents will be given as much notice as possible about the specific date school is set to reopen.

C. Tuition: To ensure that the staff and the school are able to return to Nurtury and continue providing the same excellent care and education to your child/ren when Nurtury is able to open, tuition is to be paid in full despite temporary closures.

D. Prolonged Closure Pay Schedule: In the case of a prolonged closure the pay schedule to secure your child's placement at Nurtury will be as follows:

First month of closure	full tuition owed
Second month of closure	full tuition owed
Third month of closure	50% tuition owed
Fourth month of closure	25% tuition owed

If several closures occur during the same school year, each closure restarts the **pay schedule**.

EXTENDED CARE

PROGRAM: Our Extended Care options (8:00–9:00 AM and 12:30–3:30 PM, 12:30–5:00 PM, 12:30–5:30) are designed to be a natural and nurturing extension of your child's Nurtury day. We aim to create a "home away from home" atmosphere where children feel safe, cared for, and engaged.

Staying for lunch and spending time with teachers and friends offers children a positive opportunity to grow in independence and enjoy meaningful social interaction beyond the standard school day.

- Children do not need to be potty trained to participate in Extended Care.
- Activities are age-appropriate, relaxed, and intentionally designed to support your child's emotional, social, and physical development.

LUNCH: If your child is enrolled in the afternoon Extended Care program, please send a nutritious, clearly labeled lunch each day. Here are a few important reminders to help make lunchtime smooth and enjoyable:

- **Label your child's lunch box or bag** with their full name.
- **Pack only what your child normally eats at home**—children can get overwhelmed by too much food.
- Children should be able to **open packaging easily** and **feed themselves independently**.
- **No heating or microwaving** of food is available—please send items that are ready to eat.
- Lunches are **not refrigerated**, so please include an **ice pack** for items that need to stay cool.
- Any **uneaten food will be sent home** so you can monitor what your child has eaten.

 If your child forgets their lunch, Nurtury staff will provide one and a **\$15 charge** will be billed to your account.

NAPPING: If your child will be napping at Nurtury, please note the following procedures and requirements:

Nap Schedule

- **Lunch:** 12:30 PM - 1:00 PM
- **Nap Time:** Begins at 1:00 PM
- **Wake-Up:** Between 2:30 PM - 3:00 PM

What to Bring: Please send the following items for nap time, all clearly labeled with your child's first and last name:

- A small pillow
- A blanket
- A comfort item (e.g., lovey or stuffed animal)

All nap items will be sent home on Fridays to be laundered and returned on Monday.

Rest Time for Non-Nappers: Children who do not nap but stay until 5:00 PM will participate in a 20-minute quiet rest period after lunch.

Pacifier Policy: If your child uses a pacifier, a permission form is required.

- Pacifiers must not be attached to any clothing, blanket, leash, or clip.

We aim to make rest time a peaceful and comforting part of your child's day.

Please *label everything clearly* with your child's first and last name.

ADVANCE SCHEDULE REQUESTS: If you request a planned schedule change for your child—such as an early drop-off or a late pick-up—you must submit your request through the Nurtury Office in advance.

- Once approved, any additional time outside of your child's regular schedule will be billed at \$30 per hour.
- Please note that all schedule changes are subject to availability and approval by the Nurtury Office.

CAMPS:

Holiday Camps (Thanksgiving, New Year's, Spring Break):

Holiday Camps are offered as an added, optional benefit, to families during times when Nurtury is typically closed. These camps are optional, require separate registration (usually about 6 weeks prior to camp), and are not included in regular school year tuition. Holiday Camps typically run from **8:00 or 9:00 AM to 5:30 PM** and may range from **3-5 days, depending on camp.**

Summer Camps:

Summer Camps are available for **seven weeks in June and July**, offered in **one or two-week sessions**. These are optional programs provided at an additional cost. Registration for Summer Camps typically begin in March. Summer Camp days run from **8:00 or 9:00 AM to 3:30, 5:00, or 5:30 PM**, and require a **5-day-per-week commitment.**

Please note:

Camp classes may be mixed-age groups and may be staffed differently and be in a different classrooms than their normal school year classroom.

NURTURY SNACK GUIDE

Nurtury offers two snacks per day (10:30am and 3:00pm). Snacks consist of a fruit (applesauce, dried or fresh fruits), Dairy (cheese, yogurt) and additional item (granola bars, crackers, etc).

If a parent would like to provide a class snack or make a food donation (such as a costco size box of crackers, etc), check with your child's teacher regarding class allergies and snack sign-up. The following are ideas for nutritious snacks.

Fruits:

Apples, Bananas, Cuties, Strawberries, Blueberries, Applesauce, etc.

Dairy:

String cheese
Yogurt

Other:

Pretzels, Crackers, Goldfish, Hummus,
Mini rice cakes, bagels/cream cheese, Mini muffins or breads,
etc. (NO Cupcakes/frosting)

NURTURY DIRECTORY

Main Line: 925-376-4800 (to reach an extension)

Direct Nurtury Office Line: 925-388-0086

Director - Carolyn Nakao x238

Email: CNakao@mvpctoday.org

Office Staff

Erica Morrow (Office Manager) M-F x248

Email: EMorrow@mvpctoday.org

Jenifer Patera (Admin) WThF x248

Email: Nurtury@mvpctoday.org

Cari Cole (Accounting) MTW x248

Email: CCole@mvpctoday.org

Classrooms Phone Extensions

(You may also send a message to your child's teacher through Brightwheel)

Room 101 - Caring Cubs x253

Room 102 - Blessed Bunnies x254

Room 103 - Loving Lambs x255

Room 104 - Kind Koalas x256

Room 105 - Wonderful Wallabies (Afternoon Program) x257

Room 111 - Gentle Giraffes x258

Room 113 - Zealous Zebras x260

Room 115 - Charming Cheetahs x262

When contacting staff, keep in mind they are actively supervising children. You may not get a response until the end of the day or next day. If you have an urgent need or need to reach a teacher immediately, email or call the Nurtury Office.

PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATION CHART

NOTE: Regulation Section 101221 requires the following information be on file.

CHILD CARE CENTER NAME: MVPC NURTURY PRESCHOOL	LICENSE NUMBER: #070207368	DATE:
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PARENT'S INSTRUCTIONS:

1. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
2. Prescription and nonprescription medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting child care facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

CHILD'S NAME	DATE OF BIRTH
MEDICATION NAME	DOSAGE

I authorize child care personnel to assist in the administration of medications described above to the child named above for the following medical condition/s:

From _____ to _____ at _____ daily while in attendance.
BEGINNING DATE ENDING DATE TIME OF DAY

PARENT'S SIGNATURE:	DATE:
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MEDICATION CHART
Staff Documentation of Medicine Administration

DATE	TIME GIVEN	STAFF SIGNATURE

Upon completion, return medicine to parent or destroy, and place form in child's record.

STAFF	DATE
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**MVPC Nurtury Preschool
Pacifier Consent Form**
(Only complete if your child will use a pacifier at Nurtury)

I, _____ (parent's name), have
supplied a pacifier for _____ (child's
name) to use at MVPC Nurtury Preschool during this school year.

Instructions for use (comfort, nap time only, etc):

I understand that pacifiers should not be attached to a toy, clothing, etc.

Parent's Signature _____

Date _____