



Welcome Families

LAUREL HILL NURSERY SCHOOL

2020-2021 Orientation

Picture your child here...



...Picture yourself here



Come on in, we will support you.



Community Expectations

We ask each adult in the LH community to pledge to uphold and advocate for our children's right to an environment that respects, nurtures and validates each child.

It is each of our responsibility to know and understand the school philosophy and policies and ask for support from peers and staff when needed.

The three categories of expectations to uphold for the children are:

1. Physical (Space, Body, Safety Needs)
2. Social/Emotional (Identity and Belonging)
3. Cognitive (Learning through Free Play)

Diversity & Inclusion

Laurel Hill prides itself on being a supportive, diverse, and inclusive community. The Diversity and Inclusion Committee was created to hold space for the consideration of these ideals, and to promote belonging at Laurel Hill. Laurel Hill is proud to offer parent education on matters pertaining to D&I, so that all families may be engaged in this collaborative work.

Our Community Expectations connect the Laurel Hill philosophy with our beliefs of the importance of diversity and inclusion.

The Parent Portal contains a section maintained by Diversity & Inclusion with many excellent resources and may be accessed at laurelhill.org/parents.

Membership Obligations



- ✓ Attend orientation
- ❑ Read and sign your membership contract (**download**)
- ❑ Read and sign Covid policy agreement (**download**)
- ❑ Read and abide by rules by-laws (**download**)
- ❑ Come to your work day and put our philosophy into action***
- ❑ Perform work hours***
- ❑ Serve on a committee and perform committee hours
- ❑ Provide auction donation and sell raffle tickets
- ❑ Attend business and parent education meetings
- ❑ Complete meeting host duties***
- ❑ Pay tuition on time and make required tuition deposits
- ❑ Provide written notice prior to withdrawal



Parent Manual

Everyone should read and familiarize themselves with the Parent Manual, which can be found on the Parent Portal (laurelhill.org/parents) or downloaded **here**. The manual provides an excellent overview of how things work at Laurel Hill, as well as our rules, regulations, and requirements. It should be one of the first places you look when you have a question.

If you have any questions about the manual itself, Michelle (VP) or I would be happy to answer!

Keeping our Community Healthy

Providing in-person learning during a pandemic is an enormous undertaking that requires a great deal of care and trust from all members of the community and staff. Just as we trust each other with our children on our workdays, we are placing an immense amount of trust in each other during the pandemic. Every family is expected to take all necessary precautions to prevent infection and spread of the virus.

We are asking all (in-person) families to sign a Covid Policy Agreement ([download](#)) promising to notify us of any travel plans. If deemed high-risk, we will ask the family to quarantine or get tested upon return. Additionally we ask that all families be extra vigilant about not sending your child to school if they or any member of their household have had symptoms or suspect exposure.



Workdays***

Workdays are an essential part of Laurel Hill. They are temporarily on hold due to Covid-19 but will resume as soon as it is safe to do so!

- One workday per week, per child.
- Workdays start promptly at 8:50 (AM) or 12:50 (PM).
- Workdays cannot be missed; if you cannot attend a workday you can find a swap or pay a sub. This must be done in advance. Paid subs are limited to 2 times per semester.
- Maternity leave is available.

Maintenance Hours***

Normally each family is required to complete **12 work hours** per year. Due to Covid-19, families will only be required to complete **6 work hours** this year, the majority of which are expected to take place in the spring semester.

Normally **a minimum of 3 of those hours must be fundraising**, this year it will be **2**.

Remaining hours may be in any area except your own committee, including more fundraising hours.

Laurel Hill tracks your hours; please sign in/out of any work parties, fundraisers, or events you help out with and keep track of your own hours for good measure.

Your work hours help make school work!

Committee Hours

All members serve on a committee, with the exception of those serving on the board. Our committees perform essential functions to keep our school running.

- Committees meet during the monthly business meeting.
- Each committee member must complete a **minimum of 12 hours** of work for their committee, but most contribute far more in order to accomplish the goals and tasks of their committee.
- *Committee hours* are **separate** from *maintenance hours* and attendance of committee meetings does not count towards hours.
- Committee Chairs will track your hours; you should also track your own just to be sure.



AUCTION!

DATE & LOCATION TBD

- Each family must contribute auction items that total \$100 in value -- it could be one item at \$100 value, or 4 at \$25 value, etc. --items are donated from local businesses / shops / friends and/or something you personally donate.
- Each family must purchase raffle tickets (which you can resell) or make a donation to the school in lieu of purchase.
- Promote! Promote! Promote!
Help get the word out, especially if we go virtual again this year!



Meetings, Meetings,
Meetings!

Business Meetings

- Attendance of the monthly business meeting is **mandatory for all families**.
- Business meetings are traditionally held on the 3rd Tuesday of each month, from 7:30 - 9:30 PM. Until further notice they will be held virtually and exact timing may be subject to change. Zoom link for these meetings can be accessed on the Laurel Hill Google Calendar ([subscribe here](#)).
- Business meetings provide the opportunity for membership to address any questions or issues from members of the community, handle general co-op business, and dedicate time to meet with committees.
- **The first business meeting of the school year will be Tuesday, August 18th, 7:30-9:30 PM!**

Parent-Ed Meetings

- Each family **must attend at least 7 Parent-Ed meetings** per school year.
- New families and families returning after more than a year away will be required to attend the 4 **Laurel Hill Philosophy Meetings**. They *will* count towards the 7 required meetings.
- Until further notice these meetings will be held virtually and Zoom link for these meetings can be accessed on the Laurel Hill Google Calendar ([subscribe here](#)).
- If both parents attend a Parent-Ed meeting, it counts for double-credit.
- Each family hosts (aka brings snacks & drinks, and helps clean up) at least one meeting, Parent-Ed or Business, when in-person meetings return.



Snacks

- Laurel Hill is a completely **nut-free** school.
- If your child has any allergies, please notify the director.
- Until our normal program is able to resume, the school will be providing healthy snacks and cups for water to all children.
- Children in the all-day extended care program should pack a healthy lunch in a container that their child can open on their own.



Parking

- Please respect our neighbors!
- **DO NOT BLOCK DRIVEWAYS**, even if you are in the car!
- **DO NOT DOUBLE PARK** in front of the school or in neighboring spots
- **White Zones** are for families who really need them and are only for quick (5 minutes!) drop-offs. Please be mindful of leaving them open whenever possible and being as quick as possible when you need to use them. This will be especially important while we are subject to staggered drop-offs.

Resources & Support

As we begin our new school year in the midst of a pandemic it's going to be more important than ever that we support each other and our staff.

Our Parent Portal is full useful information and a great place to find answers to your questions: laurelhill.org/parents (pw: 5312).

If your family needs support with anything you can reach out to me: personnel@laurelhill.org. If you know a family in our community that may need some TLC don't hesitate to let me know; our conversations and assistance will always be confidential and discrete.

The SF Co-op council also offers many great resources to all member and alumni families: sfcoopcouncil.org/consultants.

One great, simple way to help the teachers and our school is the wish list! Stay tuned for the link.



Thank You!

We are so glad to have your family in our community and look forward to working together to make this a great year in spite of the difficult circumstances.