

Irvine Community Nursery School  
Orientation Meeting Minutes  
Wednesday, August 30, 2017

Meeting called to order at 7:00 p.m.

Donna – Going through parent handbook

Class hours 9am-12pm, except for 2-day. Class will end at 11:30 for 2-day until further notice.  
Working parents must arrive at 8:30am and will stay for an additional ~15 minutes to clean up. If working parent isn't able to make it on time, please call and let Donna know.

Sign-in and sign-out

Sign name, time, and print name

If you can be reached at a new or different phone number, note that

If someone new will be picking up your child, let the school know

Calendar

ICNS will mostly follow the IUSD schedule

The calendar can be found on the ICNS website- a wealth of information

Checks go in the gray lock-box in the office

Most checks will go in there, but some checks for field trips or other special cases won't

Clothing from home

Put child's name on clothing otherwise it could end up in the lost and found, and eventually at the Goodwill

Children will get dirty- paint, sand, dirt

School buckets

Include a **complete** change of clothing in a plastic bag

Birthdays

Parents welcome to bring a special treat

ICNS will make a special crown, and birthday child will blow down "candles"

Yellow parent working days

Bring a small item as sharing in a bag. Include 3 clues the child can give to her/his classmates

Safety

First aid and sunblock is located in the upper cabinet to the left of the child sink

Report all injuries

ICNS participates in monthly fire and earthquake drills. For fire drills, children exit the back door, and line up in the corner of the playground. The sign-in sheet is used to call roll. For an earthquake drill, children are taught to “duck and cover”

#### Rules of the school

We take care of ourselves, we take care of others, we take care of things.

Walking in the classroom

Don't say, “Don't run!” Say, “Walk” instead. Tell the children what you want them to do.

No toys as weapons

#### Remove danger, sooth hurts, resolve conflict

We want children to solve their own problems, but they need to learn how to use their language. Give them the language/words to resolve conflict.

1<sup>st</sup> remove danger- step in between if needed

Sooth feelings- Arc of emotion. Let children complete their arc of emotion, don't stop at the peak of the arc. Be there for support, acknowledge feelings

Conflicts- stay calm, the children will pick up on it. Use language like “I see you both want that truck. What will we do?”

#### Emergency procedures by the back door

No men are allowed in the children's restroom- only women

#### Snack time

Wash hands, modeling behavior for children

Yellow parent acts as host

ICNS is a nut free program due to allergies

#### If your child is sick, keep her/him home

Page 29 of handbook includes incubation times for common illnesses

“green snot rule”- keep them home. Clear snot can be a sign of allergies

school will call parent for illnesses, vomiting, fever

notify school of any allergies

#### Working day

**NO CELL PHONES!!**

8:30 start time for working parents. If you arrive at 8:45 or later, you are considered late

Sign-in under child's name and wash hands

Look in the blue binder

Choose the color apron you will wear and check activities for the day

Take off corresponding card next to office door and put it in the apron pocket

The sign-in is record of your working days, so make sure you sign-in properly

Snack suggestions for yellow parent on page 21 of handbook

Don't follow your child around- preschool is practice for independence and trusting other adults

Let the children complete their own work. It's about the process, not the product.

Stay until all the children have been picked up and everything is cleaned up

Don't hurry, focus on the children, talk with them, and interact with them

If you are unable to work on your scheduled day, it's your responsibility to find a sub

You can switch days with another parent or pay a sub \$45 and get credit for that day

#### The good goodbye

An anxious child will be anxious if you leave after 5 minutes or 50- rip off the band-aid and leave

Children and parents are all different

Don't sneak out, say goodbye

ICNS will call if the child is having too tough of a time- we want to acclimate, not traumatize

#### Can talk to Donna about any concerns

Call, email, in person

Notify if anything changes in the child's life

Notify if you will have your child out of school

#### Responsibilities

Attend general meetings

Begin at 6:45, speaker at 7:00, business is covered at 8:00.

ICNS is a non-profit organization and must meet with members

Trike-a-thon is a mandatory fundraiser

Cleanings- a monthly Saturday deep cleaning and a Friday cleaning either at the beginning or end of school year

#### Mission statement goals, curriculum, assessment plan- read on own

#### Behavior standards

Model appropriate behavior, use descriptive language

#### Procedures

Children carry their own bucket into the classroom

Children will find their own name tag and name stick

3-day class- return library books

Show child where the toilets are

Show child where to wash hands

#### Group time

Children sit cross-legged (if able)

Through modeling, show children how to participate  
Children are learning how to be part of a group

#### Snack time

All wash hands, food is served family style, we drink water  
When snack is finished, it's group time  
Model manners and converse with the children  
If there is a spill, help the child clean up- towels are located on the upper shelf to the right of the children's restroom

#### Clean-up time

Encourage putting away, say please and thank you  
Everyone helps

#### End of day

Collect all items and put them in child's bucket

#### Check files daily

#### New daily schedule in file

#### Adult words that help

Get down to the child's level, stay calm and unhurried  
"In school we..."  
"I have a message for you."  
Say "come" instead of "go"

#### Behavior reflections

Non-judgmental statements on what a child is doing  
"I noticed you are playing with your toys. In 5 minutes, we have to leave."

#### Dramatic play center changes throughout the year

#### Read supervision techniques, safe play, and emergency procedures

#### Phone numbers

ICNS (949) 786-2687  
Donna's cell phone (949) 439- 8214

#### OCCPNS

An international council of preschools  
A representative from ICNS attends meetings and reports back

If the children leave school grounds they will all wear colored vests

Field trips to the fire station and “the big walk” to Lamppost Pizza

Kangaroo club

2 Wednesdays a month from 12-2pm

Children eat lunch and participate in an activity

Cost is \$20 and limited to 10 children

The website has a lot of information

ICNS.us

Donna gave the general location of classroom supplies and location of kitchen supplies

Table cleaning procedure

Wipe with a microfiber cloth

Wipe with a Clorox wipe and **let it air dry**

Priscilla- President

Cleaning day schedule

Meeting adjourned at 8:42pm