



Dear Parents/Guardians,

Welcome to Boont Tribe Community School! We are excited to work with you and your child to foster a love of learning, a connection with nature, and an understanding of community. We strive to offer quality programs that recognize and value each child's unique personality and potential. All curricular choices are made to create child-centered, critically thoughtful, and imaginative projects.

Boont Tribe Community School offers a variety of nature-based programs including alternative education classes for home-schooled students, individual and small group tutoring; inquisition based preschool, and themed weeklong camps in the summer.

We adhere to all state and county rules regarding childcare licensing, fire, safety, and nutrition. Our goal is to provide a safe, nurturing, and stimulating environment for all children in which to learn and grow.

This handbook was designed to acquaint you with our programs, policies, and procedures. Please read and refer to this handbook as needed. Feel free to discuss any concerns or questions with me.

Sincerely,

Seasha Robb, Administrative Director



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Program Description

Mission:

The Boont Tribe Community School mission is to provide safe, nurturing, nature-based, and Earth conscious programs in which children learn through play, mentorship, and self-directed critical thinking. With support and guidance our students will become confident independent students of the world.

Philosophy:

We believe that students learn and grow when exposed to a meaningful, and stimulating environment. This requires highly qualified teachers, child-centered curriculum, and developmentally appropriate educational materials. A quality community school education provides guided, hands-on, and nature-based educational possibilities that emphasize supporting the community and environment around us.

Program Goals:

Our goal is to address the needs of the whole child by enhancing their social, emotional, cognitive, physical, ecological, and creative growth. We will provide learning experiences that promote:

- 1) Social Development
 - a) Learning to get along in groups
 - b) Learning responsible Behavior
 - c) Acquiring respect of individual differences

- 2) Emotional Development
 - a) Promoting positive self image
 - b) Promoting trust, independence, and harmony
 - c) Developing self control
 - d) Creating a positive bridge between school and home
 - e) An understanding of spirituality and meditation

- 3) Cognitive Development
 - a) Consistent literacy skill development
 - b) Critically analyzing mathematical concepts
 - c) Experiencing science through hands-on experiments
 - d) Developing musical and artistic confidence



- 4) Physical Development
 - a) Continuous small and large muscular development
 - b) Improving hand / eye coordination
 - c) Encouraging hands-on experiences
 - d) Understanding special awareness and fluidity of movement

- 5) Ecological Development
 - a) Promote an understanding of human global impact
 - b) Develop a connection with Earth

- 6) Creative Development
 - a) Promoting imagination and creativity
 - b) Creating ownership of learning through choice
 - c) Valuing individual learning styles

Program Descriptions:

Part Time Alternative Education Classes:

The Boont Tribe Community School will offer morning classes to children who are homeschooling. These classes are designed to create a small group, child-centered, nature-based, fun, and social learning environment. A 5-7 year old class will be held on Mondays and Wednesdays. An 8-12 year old class will be available on Tuesdays and Thursdays. These classes will be based on a theme that will be studied over 8 weeks, 16 classes. The classes will incorporate a broad spectrum of subjects and encourage cooperative discussion and hands-on project based learning. The Monday Wednesday class will also support beginning reading and writing skills. These classes will start at 9 am and end at 2 pm. Snack will be at 10:30 am and lunch will be at 12:15 pm. After every 8-week session, there will be a week break for curriculum development. The goal of these classes is to serve the community, so please inform a staff member how this school can support your family.

Individual and Small Group Tutoring for 5-14 year olds:

The Boont Tribe Community School will have tutoring slots available on Monday through Thursday from 3 pm to 6 pm. This can be either one-on-one, or with a small group. These sessions can fulfill a number of academic and social needs. This can be a booster class in a specific subject, or a weekly session to keep track of learning, or group play to monitor and support cooperative play. Please contact the Program Administrator if you are interested in these services.



Preschool:

The Boont Tribe Community School will offer preschool classes on Fridays. Academics will be offered from 9 a.m. to 12:45 p.m., lunch and a nap, then afternoon socialization from 1:45 p.m. to 5 p.m. These classes will be offered to potty-trained 3-5 year olds. These classes will follow an 8-week theme. After every 8-week session, there will be a week break for curriculum development. Academics will be centered on socialization, hands-on exploration, and play. Pre-reading skills, number sense, and a love of literature will be a part of the academic day, but there will be no formal assessments, just an informal progress report each quarter that monitors social development and academic maturity.

Summer Camp:

The Boont Tribe Community School will provide 4 weeks of summer camp during the month of July. The enrollment for each camp will be administered on a first come, first serve basis with tuition charged by the week. These programs will be hands-on and full of exploration. There will be one week of preschool camp, two weeks of camp for 5-9 year olds, and one week of camp for 9-14 year olds. Parents may pay an additional fee for a snack and lunch option.

Academic Philosophy

The Boont Tribe Community does not prescribe to a specific academic philosophy. Although the Program Administrator values the Montessori school of thought, she is open to many other curricular ideas and philosophies with the goal of reaching and teaching her students. The state of California does not require her to use a specific curriculum, or require her to use a specific set of standards, that being said, she will consistently be monitoring individual growth and discussing educational triumphs and concerns with parents. A parent conference will be encouraged at the beginning and end of every short session to stay connected and monitor progress.

Days and Hours of Operation:

The Boont Tribe Community School will be open Monday through Friday from 9 a.m. to 6 p.m.. Part time alternative education classes will be offered from 9 a.m. to 2 p.m. Monday through Thursdays during the school year, with a new theme calendar published every nine weeks. Tutoring for 5-14 year old students will be offered Monday through Thursday from 3 p.m. to 6 p.m. Preschool will be offered Fridays from 9 a.m. to 5 p.m.

Daily Schedule:

A new weekly schedule will be posted every Monday morning, and a monthly schedule will be available the first day of every month. Please check with Boont Tribe Community School



message board by the door and on our website www.boonttribe.org, 30 days before the next theme.

During the alternative education classes morning snack will be served at 10:30 a.m., lunch will be served at 12:15 p.m., and the afternoon snack will be served at 3:30 p.m.

During summer camp morning snack will be served at 10:30 a.m., lunch will be served at 12:15 p.m., and the afternoon snack will be served at 3:30 p.m.

The preschool program will have morning snack at 10:30 a.m., lunch will be served at 12:15 p.m., and the afternoon snack will be served at 3:30 p.m.

Ages and population of children accepted for care:

The Boont Tribe Community School can accept enrollment from children aged five through fourteen Monday through Thursday and three to five year olds on Fridays. Boont Tribe Community School does not discriminate on the basis of race, religion, gender, disability, cultural heritage, political beliefs, or national origin. The Community Care Licensing Division of the California Department of Social Services regulates the teacher to student ratio, taking into consideration the age of the students, the qualifications of the teacher, and the size of the facility.

At this time Boont Tribe Community School cannot admit any students with physical or mental disabilities. If and when this policy changes, the board will approve a new parent handbook with updated information.

Transportation and Field Trip Policy

Boont Tribe Community School does not have the capability to offer any transportation for students at this time. Parents are responsible for transportation. Parents and Guardians are required to fill out an emergency contact form and inform school staff if an extended family member or friend will be picking up a student. If they are not on the emergency form, they cannot pick-up a child.

At this time Boont Tribe will not offer field trips. If this policy changes, the board will adopt the changes and a new parent handbook will be available to parents.

Food Service Provisions:



Boont Tribe Community School will offer snack and lunch options for students in all programs. This snack will follow the State guidelines for safety, quantity, and quality. Each snack will provide two of the following four categories: milk (or milk equivalent), fruit or vegetable, grain, and meat/protein. The portion size will depend on the age of the student. Time and a clean eating space will be provided for the students to enjoy their snack during class. Boont Tribe will post the snack menu a week in advance. Parents with students who have food allergies are responsible for telling the school and having specific information on file with the school. Students who have food allergies will not be served food that is not allowed as stated in their school paperwork. Gluten free options will be offered everyday. Boont Tribe will do their utmost to offer local, organic, non-GMO food whenever possible.

Medication Policy:

Boont Tribe Community School will administer medications either over the counter or prescription to any student at the school if the following criteria are met

- 1) All medication will have the child's name and the date clearly marked on the container.
- 2) For each medication Boont Tribe shall obtain, in writing, approval and instructions from the child's authorized representative for the administration of the medication to the child.
- 3) Prescription medications shall be administered in accordance with the label directions as prescribed by the child's physician.
- 4) Nonprescription medications shall be administered in accordance with the product label directions on the nonprescription medication container.
- 5) The program Administrator shall develop an administrative plan for the medication and notify the parents when the medication was administered.
- 6) When no longer needed or the student is no longer enrolled in Boont Tribe Community School the medication shall be returned to the child's authorized representative, or disposed of 30 days after the school asks for the medication to be picked up.
- 7) All medication information will be documented in the child's student record.

Medical and First Aid Guidelines:

Boont Tribe Community School requires a physicians report before a student can start classes. This must remain on file at the school. Parents should also notify school staff of any preexisting medical history that could affect daily life at school. This is for the safety of the students and staff at Boont Tribe Community School.

Boont Tribe Community School will try to notify an authorized representative when a student becomes ill or sustains an injury more serious than a minor cut or scratch. Boont Tribe will ask the authorized representative as to what action they would like the school to take.



In case of serious injury, something more than a minor scratch, or other minor injury, and the child requires medical attention by a first aid kit and medical attention by the school staff, the incident shall be documented in the students personal file and the child's authorized representative will be notified.

Boont Tribe will make prompt arrangements for obtaining medical treatment for a student if necessary. If the child's illness or injury is serious enough to warrant emergency attention, or the child's authorized representative cannot be reached, Boont Tribe will not hesitate to call emergency services to ensure the safety of all children involved with the school.

A well stocked first aid kit will be in an accessible location on the premises at all times, and the contents will be checked and kept stocked.

Sign-In/Sign-Out Procedures:

Upon arrival and departure at Boont Tribe Community School the student will be required to be signed in or out. This will include the time and date in addition to the signature of the person signing the child in or out. The person dropping off or picking up a child must be an authorized representative. If he/she is not an authorized representative, they cannot take the child away from Boont Tribe. If the teacher is unfamiliar with the person picking up the child, a photo ID will be required.

Admission Agreement

Welcome

The Boont Tribe Community School welcomes all children regardless of race, creed or national origin. Our multi-age groups provide unique learning opportunities for children ages four and a half through fourteen years. Our emphasis is on child-centered learning, while connecting with nature, by having the opportunity to explore a variety of activities. Experiences are planned to enable children to grow emotionally, socially, intellectually, physically and spiritually.

Registration

There is an annual registration fee of \$5.00 that must accompany the registration form. Families with more than one child in the program will pay only one registration fee. All enrollment forms (including a physician's report) must be completed and on file before a child can be enrolled.



Payment Policy

The registration fee is due at the time of enrollment. This will ensure placement. Payment is due by the 14th of the next month, two weeks after the invoice has been handed out.

A school calendar is issued at the beginning of each school year listing holidays and other days that the school will be closed.

Alternative Education Classes:	\$50 per day
Preschool Classes:	\$50 per day
Tutoring-Individual:	\$30 per hour
Tutoring-2 students:	\$15 per hour per student
Tutoring-more than 2 students:	\$10 per hour per student
Summer Camp:	\$200 per week

An invoice will be given to each family at the end of each month. Families have 14 days from the receipt of the invoice to pay the balance. 24 hours notice of an absence is required. Families will be charged 50% of the cost of the missed day without it. It would be courteous to inform the director at least 2 weeks in advance of a vacation of two weeks or more, otherwise the parents will be responsible for 10% a day for each class missed.

Late Fees

All programs end promptly at the prescribed time. Children must be picked up by these times or a late fee will be charged. There is an additional late charge of \$5 if pick up is more than 15 minutes beyond the scheduled time.

Dismissal

The school reserves the right to dismiss a child from attendance for any reason whatsoever, including, but not limited to, health, lack of adjustment to the community school setting, behavior that disrupts the cooperative climate of the classroom or delinquency of the tuition account.



Rights of the Licensing Agency

The Community Care Licensing Division of the California Department of Social Services (Section 101200) has the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child(ren) or any staff member and for the examination of all records relating to the operation of the facility. The licensing agency has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Rights of the Parent(s) or Authorized Representative(s)

Parents understand that children have rights and have received a copy of the personal Rights for (LIC 613A). Parent(s) understand that they have the right to visit and observe the school any time their child is in care and have received a copy of the Parents Rights form (LIC995). Parents understand that they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Please write or call:

Community Care Licensing

**101 Golf Course Drive – Suite A230
Rohnert Park, CA 94928
(707) 588-5026**

Other Policies and Information

Discipline Policy

The purpose of discipline is to develop self-control and to be responsible for his/her own actions. At all times children will be allowed to reflect about their actions in a safe and quiet space, separate from other students. Teachers and older students will model desired behavior and strategies to work through stressful situations. Parents/Guardians will become involved if a student is involved in a physical altercation that produces more than a minor cut or produces emotional damage. A conference will be scheduled if a parent or teacher is concerned about the development of a student's self-control, or if a student feels he/she is being bullied and it is not being address properly by the school staff. If a student continues to disrupt the development of the other students even after parents have been notified and a plan for behavioral improvement has been created, the student's admission can be terminated. Physical punishment is never allowed at Boont Tribe Community School; The State of California Child Care Center Licensing Regulation 101223.



Parent Involvement

At Boont Tribe Community School, parent involvement is encouraged but not required. We believe it is important to create a transparent and all-inclusive relationship with parents and the community. Please notify the school staff if you would like to volunteer in the classroom, or drop by at anytime your child is in attendance, to observe. Please note that if you volunteer in the classroom, you must have a negative TB test on file.

Prohibition on Religious Instruction

Boont Tribe Community School refrains from religious instruction or worship, and complies with the regulations, which stipulate that religious instruction and worship are prohibited. Religion may be studied in a historical or social context, or where all religions are compared and contrasted.



(Please circle appropriate response, date, sign and return)

Permission to share contact information

You may/may not share my contact information with other parents for the purpose of volunteering, play dates, parties, etc.

_____ Signature

Permission to use photos

You may/may not use my child's photo in newsletters, on the website and on posters.

_____ Signature

**Boont Tribe Community School, Inc.
Admission Agreement**

I/WE, the undersigned, have read and agree to the conditions of the Boont Tribe Community School Admission Agreement and we will be responsible for payments.

Child's name: _____

Parent name (print): _____

Parent's signature: _____ Date: _____

Parent name (print): _____

Parent's signature: _____ Date: _____

Director's signature: _____ Date: _____