

TARA REDWOOD SCHOOL
Policy and Information
Handbook
For Families

5810 Prescott Rd. Soquel, CA 95073

Phone (831) 462-9632

www.tararedwoodschool.org



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

TABLE OF CONTENTS

Welcome to Tara Redwood School.....	2
Our Philosophy.....	2
Our Program	2
Preschool Program (ages 3-5)	4
Young Children's Community Program (ages 1.5-3)	4
After-School Program	5
Admission policies.....	5
Forms/ Hours	6
Vacation & Illness Policy	8
Transportation and Supplementary Services.....	9
General Policy Information	9
Health and Safety.....	12
Discipline & Positive Guidance Philosophy	14
Creating Compassionate Cultures – Universal Education for Compassion and Wisdom	17



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschoool.org

Welcome to Tara Redwood School

Thank you for selecting Tara Redwood School to provide for your childcare needs. We understand that you are placing your trust in us and you can be assured that your child will be cared for in a safe, loving, and supportive environment.

Please take sufficient time to review this handbook thoroughly as it provides detailed information about our programs, policies, and procedures. If you have any questions or concerns after reviewing it please feel free to discuss them with us.

PROGRAM

Our Philosophy

Empowering children to make a positive difference in the world

We offer a curriculum based on the pedagogical approaches of Montessori and other inquiry-based methodologies such as, Constructivism and Creating Compassionate Cultures. As each child has their own unique personality and interests, it is our aim to provide a curriculum that inspires and nurtures their various needs. Our multi-age, open classroom style allows children to fully explore and pursue their special areas of interest. We therefore offer a program with a stimulating math and language curriculum, as well as a program rich in arts and sciences. Our curriculum is theme-oriented and we access the wonderful resources we have in our families and community to make our learning as experiential and stimulating as possible.

We believe that education does not begin and end in the classroom. All experiences and aspects of life are a part of what contributes to formulating one's view of the world. This is one reason we find field trips an important activity of the learning process. Furthermore, it is essential for home and school to form an alliance with skillful communication acting as a bridge.

Our Program

Tara Redwood School provides a curriculum and environment that nurtures the innate positive qualities within each child. The school strives to stimulate an intense interest and joy of learning and present an opportunity for each child to fully explore her/his particular areas of interest. We provide a program that addresses not only our students' various talents but, just as importantly, their emotional and inner development. Our school strives to develop the 'whole child': mental, physical and spiritual.



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

Our children are the leaders of tomorrow and they will be faced with many new challenges and opportunities as they move into the future.

We combine educational approaches and methodologies that focus not only on assisting the children to develop intellectually but, additionally, their understanding of the interdependence of all things. Through an understanding of this interconnectedness among people, and with the environment they live in, the child is better suited to help create a harmonious world community. It is our intent that our students develop an altruistic attitude, knowledge, skill and confidence in themselves as capable beings able to make a positive difference in the world. It is our hope that through our program our students will develop a strong awareness and appreciation of the cultural and religious diversity that exists in the world and an acceptance of the similarities and differences therein.

Our program is designed to create an atmosphere in which a child's self esteem can develop and where learning can be fun. Play and learning are combined to increase social, physical and academic skills. Free play time and structured play time are combined to acquaint your child with academic subjects and to encourage cooperation, friendship and sharing with other children. Outside play and some indoor play are designed to help develop motor skills, coordination and dexterity.

We also utilize Montessori materials, games, puzzles and toys that introduce your child to many concepts important to reading and mathematics readiness. Art, music, practical life, and science are all subjects that are included in the program at Tara Redwood School. A love of books is also encouraged, not only by having the teachers read to the children each day, but by encouraging the children to look at and read books by themselves. Field trips are part of our program used to enhance the learning of special subjects. Separate permission is obtained for these trips, and parents are encouraged to accompany their child.

Our program includes nutritional snacks served during the morning. The parents take turns preparing the snacks with occasional help from the children (a sample snack schedule can be found on pg. 11). Children will bring their lunch from home. This helps some of the smaller children bridge the transition from home to school and helps all the children learn responsibility for their own needs. This simple bringing and being responsible for one's own lunch contributes to the child's developing self-esteem.

Our teachers are trained to care for young children and to facilitate their learning. They also are trained to provide a positive, supportive atmosphere which contributes to the development of each Child's self-esteem. In addition, our teacher's help the children learn to cope with their environment while learning academic and social skills.

Our program serves children ages 18 months-5 years.



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

Preschool Program (ages 3 -5 years)

Our preschool program is designed to provide a variety of opportunities for children to explore, learn and have fun in an enriching environment. In addition to activities utilizing age-appropriate materials such as puzzles, games, blocks, and Montessori materials, etc., activities in science, art, music, reading, and drama encourage and help develop creativity and self-esteem in children. Play and learning are combined to help develop social, emotional, physical and academic skills. We strive to maintain a ratio of one caregiver for every 7 children in the preschool program. These schedules are subject to change.

Daily Activities - Preschoolers

Each class has the same components, but the timing may be different. You will receive an exact schedule for your class when school starts

- 8:30 - 9:00am Arrival and inside play
- 9:00 – 9:20am Circle time (songs – stories, morning intention, talk about plans for the day)
- 9:20 - 10:00am Morning play/work period
- 10:00 - 10:10am clean up and wash hands- get ready for snack
- 10:10 -10:35am Snack time
- 10:35 - 11:15am Art / work/play period
- 11:15 – 11:45pm Outdoors play
- 11:45-12:00pm clean up and hand washing
- 12:00 -12:35 pm Lunch
- 12:45 – 1:45pm Outdoors play
- 1:45- 2:15pm Story time / Rest period as needed
- 2:15 -2:30pm Closing Circle

Young Children’s Community (ages 18 months - 3 years)

Our toddler program is designed to provide a variety of opportunities for children to explore, learn and have fun in an enriching environment utilizing age-appropriate materials such as puzzles, games, blocks, and Montessori materials, etc. Additionally, activities in science, art, music, reading, and drama encourage and help develop creativity and self-esteem in children. Play and learning are combined to help develop social, emotional, physical and academic skills. We strive to maintain a ratio of one caregiver for every 5 children in this program. These schedules are subject to change.

Daily Activities – Young Children’s Community

You will receive an exact schedule for your class when school starts

- 8:45 - 9:00am Arrival and inside play
- 9:00am -10:00am Morning play/life skills/ circle



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschoool.org

10:00 - 10:10am clean up and wash hands- get ready for snack
10:10 -10:35am Snack time
10:35 - 11:00am Art / life skills/play
11:00 – 11:45am Outdoors play
11:45-12:00pm clean up and hand washing
12:00 -12:30 pm Lunch
12:30 – 2:00pm Nap time/ quiet time/ outside time
2:00- 2:30pm Wake up afternoon drink/snack
2:30 -2:45pm Outside time

After-School Program

Tara Redwood offers a flexible After-School Program Monday through Friday. The Program runs from 2:30pm – 5:30 pm and begins as soon as your child’s class is over. We request that parents sign their child up in advance by filling out the Aftercare Application. Children who are not signed up for aftercare will incur a late pick up fee of \$20.00 if the parent is more than 15 minutes late to collect the child from the classroom. Children picked up later than 5:30 will incur a late fee of \$24.00 per hour.

2:30 – 3:15pm outside play time
3:15 - 3:30pm hand washing time
3:30 - 4:00pm snack time
4:00 - 5:30pm indoor activities, games, puzzles, books, art

Please note: If it is cold or wet, outside playtime may be shortened or eliminated. Inside play would then be extended and other special activities would be organized, such as dance, music, games, etc. We do try to take as many hikes as possible if we have a lot of wet weather, so please bring rain –coats and boots for your child. If you forget we do have some spares. When the weather is hot, outside play is often extended (including time later in the day) to enjoy the outside. Art projects are often set up as well as water play provided.

These daily activities are just examples of how a day may be organized. Individual teachers’ lesson plans may vary. The lesson plans will be posted in each class, and sent in weekly newsletters to parents.

ADMISSIONS POLICIES

We accept all children from ages 18 months to 6 years (of age on a first-come –first- serve basis and do not discriminate because of race, color, religion, gender or physical ability). Our program is not designed to serve the needs of the severely disadvantaged child with special needs; however, we will make reasonable accommodations in an effort to meet everyone’s needs.



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

Child Readiness Assessment

During the course of signing up and registering the teacher or director will want to spend some time with you and your child. Admission decisions are based on what is best for the child and family. Can this program provide what this child needs to develop to h/his fullest potential? Interviews, visits to the School and observations are helpful in assessing the child's readiness. The final decision is a cooperative effort between the professional staff and the family.

Forms/ Hours

After the admissions interview, all forms listed below must be completed and returned before your child starts School:

1. Guidelines Agreement
2. Enrollment Agreement
3. Child Emergency Information Form
4. Model Release form
5. Physician's report & immunizations Records
6. Health History – Parents Report
7. Aftercare enrollment
8. Personal Rights
9. Parent Rights
10. Automatic Bank Withdrawal
11. Parent Notification (for Young Children's Community ONLY)

When dropping off your child at school, please make sure one of the teachers is aware of your child's arrival. Also, state regulations require that your child be signed in and out each time he or she is dropped off and picked up. A form is located in each classroom for this purpose.

Class is over **promptly** at the time your class ends. 2:30, 2:45 or 3:00pm and we would appreciate your cooperation in picking up your child on or before that time so that the teachers can leave on time. A late fee will be charged if your child is not picked up on time. Your child will automatically be checked into After-School care and you will be charged \$20.00 if picked up more than 15 minutes late. The late fee may be waived or reduces if you contact us prior to pick up time to let us know of your delay and providing that it is only an occasional situation. Also if we have not heard from you by 5:30 pm and we have been unable to reach anyone you're your pick –up list, we are required to contact the county office of Child Protective Service for assistance. If it is necessary to remove your child from the school site under these circumstances, a note will be left on the front door to let your know where your child is.

Your child is only be released to you or to those people you have designated. If for some reason it is necessary for someone else, not listed in our files, to pick up your child, you must contact the school Director personally to make arrangements. We must have written consent to release a child and check. Photo ID. This is essential for the protection of your child.



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

Tuition

The tuition schedule which follows allows for participation in our school program which runs from 8:30 -2:30 in the Rainbow Preschool Class, 8:45-2:45 in the Heartwood class (Young Children’s Community, and 9:00-3:00 in the Mandala Preschool class.

Tuition

Is based upon a full year's school budget, a twelve month schedule and the limited number of spaces available for student enrollment,(capacity is determined by State licensing regulations), and consideration has already been given to holidays, vacations, and illness. Therefore, **tuition is not reduced by holidays or limited absences**. Our policy regarding tuition credit for illness and vacation is discussed later in this handbook.

A non refundable registration fee is due at the beginning of each school year.

A 10% discount is allowed for the monthly tuition of a second child in the family attending the school the discount will apply to the lesser tuition amount.

Monthly Tuition

Payment methods:

One payment total yearly tuition (2.5%) discount if paid by due date, due Sept. 1)

Two Payments (1.25% discount if paid by due date, Sept. 1 and Feb. 1)

Tuition paid on a monthly basis is paid in advance and is due on the first calendar day of the month and will be accepted without the addition of a late fee until the 10th of the month. If the

10th falls on a weekend, the monthly tuition will be due by 3:00 p.m. Friday. A monthly late fee charge of 5% of your monthly bill will be incurred if tuition is not received by 3:00.p.m. on the 10th of the month (or Friday as mentioned *above*).

If tuition is delinquent in excess of 60 days, and an acceptable alternative agreement has not been approved, your child will not be permitted to return to school until all delinquent obligations have been paid in full.

Accepted Forms of Tuition Payment

Our goal is to make the tuition payments as simple and regular as possible.

Tara employs as its preferred method of payment direct withdrawal from your bank account. Please fill out the form “Authomatic Withdrawl” form.

Refunds

We require 30 days notice if you are withdrawing your child from the program. **However; it is your obligation to pay fees for the full academic year**. No deduction or remission of tuition cost is allowed by the school for absence, dismissal, or withdrawal for disciplinary, academic, or personal reasons.



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

Changes in Tuition Rates:

Parents with children enrolled at the Center will be given a written notice, at least 30 days in advance, of any change in tuition fees.

Termination Policies:

The Center reserves the right to suspend services to any family:

Which falls 60 days behind in tuition payments until the balance, plus late fees, are paid in full.

If tuition payments are consistently late.

Due to behavior challenges that cannot be met in the program with both the child(ren) and parents. All children and families cannot necessarily be accommodated at our school. If a child is having difficulties, the staff will document the behavior and discuss the situation with the parent(s). A plan will be established to mediate the problem, and then after further discussion with the parent(s), it will be determined what is in the best interests of the child and/or the school. It is possible that termination of enrollment may be the appropriate action.

Absences

Please notify the school as early as possible if your child is going to be absent for the day. No tuition credit is given for daily absence.

Vacation & Illness Policy

Because our program and licensing regulation require us *to* engage staff based on the number of children enrolled. We cannot give tuition refunds or credit for individual days your child is absent.

If a child's enrollment is discontinued, or a parent withdraws a child for an extended leave, a child may be re-enrolled by paying a new registration fee, providing space is available.

This parent handbook is subject to change in whole or in part by at any time. Any changes in above mentioned policies, or any new policies that are added, will become effective immediately, except that any substantial or material changes that are made, such as changes in tuition, late fees, etc., will become effective 30 days from the date notice is given of the change for parents with children currently enrolled at the School.

Parent Participation

Parents are encouraged to participate in various aspects of the school's operations. We are a community of people working together to develop a unique and inspiring learning environment for our children. Families agree to volunteer 30 hours of participation a year.

Some of the many activities that fall into this category would be:

Driving for field trips,
Working in the classroom



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschoool.org

Participating in a fundraiser
Classroom Representative
Snack Coordinator and participators
Year Book coordinator and participators
Scrip coordinator
Maintenance coordinator and participators

Parents will record their hours on a time card located in your child's class. Your Classroom Representative, will contact you and discuss events and activities with which you can get involved.

As with most schools, fundraising and parent participation is an important part of our success. Our fundraising committee is a team of parents and board members. At the beginning of each year we create a fund-raising calendar. We try to have activities that do not require an enormous amount of extra time and money, as we know how hard that can be to come by! It is our hope that parents participate in as many of these as practical.

Transportation and Supplementary Services

Trips are taken throughout the year, to nearby places. Field trip fees may be requested. Preschool children are well prepared for trips through relevant classroom activities and conversations. Parents must sign permission slips for each trip. This form includes the child's name, date and destination of the trip, as well as parent signature and date signed. The ratios maintained on trips vary according to the destination For example, a ratio of 6:1 may be determined for a trip to the firehouse, but 1:1 may be more appropriate for a different trip. A lack of adequate staff and chaperones to meet the stated ration will cause a trip to be postponed. Private automobiles will be used. Parents and teachers will be asked to drive and all drivers will need to show proof of insurance. Seat belts will be required for all children, and child safety seats will be required for each child that is under 8 years of age.

General Policy Information

Dressing for the day

Your child will be actively playing, learning and experimenting. Our environments will expose your children to dirt, sand, water, glue, play dough, and tempera paint. Please send your child in comfortable play clothes that you do not mind them getting dirty. Please provide an extra change of clothing in your child's cubby so that fresh clothing will be available as needed. Label all clothing with your child's name. Please bring indoor shoes, and outside shoes that can be left at the school. In the rainy weather we request that the children come with waterproof gear, rain boots and raincoats.

Meals and Nutrition

Children will bring their lunch and beverages from home. A lunch box may be used, and your child's name should be on it. We emphasize whole grains and organic whenever possible. Menus are posted weekly in the classrooms. We ask that **candy and gum is not included** in lunches. There is a microwave in each classroom, but we ask that parents please put a note in the lunch box to let the teacher know that there is a warm up needed. We also encourage green containers for your child's lunch, reusable



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

plastic or glass storage in place of plastic bags, cloth napkins for your child's lunch space. In the case you forgot to bring your child's lunch box, the school provides lunch for the child for \$5 as an emergency solution. The parents rotate bringing a nutritious morning snack and the school provides an afternoon snack in the After-School Program for all the children. We also do celebrate birthdays, and parents are encouraged to discuss with their child a snack he or she might like to share with the other children on the special occasion. We encourage healthy treats for birthday celebrations. Parents are welcome to join us for lunch. Also, if this is possible for some of the parents, children do enjoy an occasional lunch out with mom or dad away from the school.

What to provide from home

Please bring the following items with you on the first day of your child:

(Toddlers will have a different list – to be received upon registration)

Extra sets of clothes (make sure all are labeled with name)

Diapers & baby wipes (enough for entire day of your child) if necessary

Waterproof Jacket and boots for cold or rainy days

Lunch & beverage (must be prepared at home and labeled with your child's name and date)

Indoor & outdoor shoes (please take home once a week to wash)

What NOT to bring

We ask that your child leave his or her toys at home. For your children's safety and health, we do not allow children to bring gum or candy.



(Example) Snack Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Snack Preschool Parents Take turns providing a nutritious snack	Soft Pretzels / bananas Milk/water	Cottage cheese /peaches Water/juice	Yogurt/ blueberries Water/juice	English muffins / cheese/oranges Water/juice	Scrambled eggs Toast/fruit Water/ Juice
Lunch	Brought from Home	Brought from home	Brought from home	Brought from home	Brought from home
Afternoon Snack Aftercare	Apples/cheese/ popcorn Water/ juice	Trail mix Water/juice/ milk	Corn muffin /cheese Water/ juice	Cinnamon tortillas/ apples Water/Milk	Oatmeal cookies/ fruit Water/milk

Daily Serving Sizes for Children ages 2-6

Breads, Grains Pasta and Cereal - 5 or less servings – 1/2 slice or 1/4 -1/3 cup per serving

Fruits and Vegetables - 5 servings a day – 1/4 to 1/3 a cup per serving

Milk & Milk products – Calcium 2-3 servings a day – 1 to 1.5 oz. or 1/4 - 1/3 cup per serving

Meat and Meat alternatives – 2-3 servings a day – 1 oz. to 1.5 oz. or ¼ to 1/3 cup per serving

This menu is naturally subject to change. Questions comments, concerns, and suggestions about the menu and food program are always welcome!



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

Health and Safety

Health

If your child is ill, **do not** bring him or her to school. This is in your child's best interest and also protects classmates, teachers, and adults from unnecessary exposure to illness. We know that it causes families a great deal of stress when they miss class or work due to their child's illness. Nevertheless, it is important to anticipate that children may experience more illness during their first year in group care. We encourage you to arrange a back-up caretaker or to network with other families in preparation for emergency situations. If your child becomes ill while at school, all efforts will be made to contact you so that you can make arrangements to pick up your child. If you cannot be reached, your child will be kept away from the other children, and made as comfortable as possible.

A child is considered ill when he or she is displaying at least one of the following symptoms:

Fever - has had a temperature of over 99 degrees or above within the past 24 hours

Vomiting - is vomiting; has been experiencing prolonged periods of diarrhea

Skin - unexplained rash accompanied by a fever. Lice – intense scratching of scalp. Mites or nits in hair, Scabies- raised red spots or lines on skin caused by a microscopic mite

Cold – has runny nose (clear, white, yellow, or green discharge) and this condition is less than 3 days old. Show other signs of oncoming cold –glassy or watering eyes, listlessness and generally not feeling well.

Eyes – discharge (green or white) from the eyes usually accompanied by redness and itching (possible “Pink Eye”, conjunctivitis) will not be admitted with discharge **Even** if taking medicine

Cough – Has WET Wheezy cough, which through the mucus could spread viral or bacterial infection.

Unless child has had a cough for more than 2 days, and has been treated (if necessary) for 48 hours or more

Any contagious disease must be treated for at least 24 hours before a child may return to school (such as impetigo, conjunctivitis, strep throat, lice (after washing with medicated shampoo), etc.)

If medication is to be given during school hours, written permission, including directions, must be provided by an authorized adult and given only to a teacher or the Director. **Do not** leave medicine in your child's lunch box for your child to take himself.

If a child receives a superficial injury, a staff member will wash the injured area with soap and water, apply a bandage or ice- and give comfort. Teachers are trained in safety, pediatric first aid and CPR. An Accident Report is filled out for all injuries occurring at the program. You will receive a copy of your child's accident report. A copy will be added to your child's file. In the event of more serious accident, we will contact you at once and call 911. In the event a child needs to go to Dominican Hospital, that



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

child will be transported by ambulance and accompanied by a staff person, unless we are able to contact you and you wish to provide transportation.

Safety

We ask that parents closely supervise their children in the parking lot and elsewhere on the premises. It is recommended that as children exit from cars, they be offered a hand to hold.

We encourage car-pooling:

We can minimize the impact on the road & neighbors.

It allows for a more efficient drop-off and pick-up by not over-crowding our parking lot.

We ask that parents travel slowly on the road. Our suggested 'safe' speed is 15-20 mph.

Emergency procedure

In case of an emergency requiring moving our staff and student body off-site, Tara Redwood School feels well equipped:

If Prescott Road is closed, we will:

Contact you to let you know the next steps, please stay in Cell phone reach, by the time you reach Glen Haven you are often out of cell phone reach.

Potentially shuttle the children to the Cayton Residence (Pam's house) at 5200 Glen Haven Road where parents can pick their children up, Pam's # 462-0311.

In extreme cases, we have the advantage of a fully equipped retreat center next door.

We will notify parents of the arrangements at the soonest possible time.

In the event of an earthquake when phone lines are jammed, it is often easier to call out of state. The number you could call is the **FPMT** International Office in Portland, at **503-808-1588**.ext. 115 (Doris). Our staff will remain with your children until they have been reunited with the appropriate parents and family.

Communication

In addition to daily exchanges with classroom staff during drop-off and pick-up, meetings can be arranged for more extensive or private conversations outside of the classroom. The teachers or the Director can make themselves available at your request. Feel free to call or email at anytime.

We will do our best to keep you informed about your child's day at school, our curriculum, and our observations of your child's growth and development. Please let us know if unusual circumstances are occurring at home or elsewhere in your family or child's life. We can better assist your child during the day when we know how the evening and the morning went at home, or how vacation was. Difficulty sleeping, changes in eating habits and other normal events have an impact on your child's day in the program. "Ordinary" events, such as a new pet or a visit from grandparents, give us hints about how to shape curriculum around your child's interests and experiences. Some aspects of family life, such as



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

illness or separations, can be hard for children to understand or cope with and are therefore very important for the teaching *staff* to know about. When we are informed, we are prepared to help your child think and talk about what is happening. All sensitive family matters are treated confidentially, and discussions regarding such information are limited to the regular teaching staff.

Discipline & Positive Guidance Philosophy

Each of us has strong beliefs about what is important for children, and at times these beliefs may differ. Learning to get along with others is a process that begins in childhood and develops throughout our lives. For children, this emerging skill can be assisted by the support and guidance of others. We are committed to providing guidance for children in our care.

The teachers at Tara Redwood School use a positive discipline approach when dealing with all behavioral difficulties.

We establish clear boundaries and expectations through creative discussion with the children. Making sure students clearly understand the rules, teachers remain consistent, respectful, firm, and loving in the maintaining of the agreed-upon standards. Logical and natural consequences are employed whenever appropriate. We also follow a system of positive conflict resolution, which promotes the following:

- Positive self-concept and self-esteem
- Successful social interaction
- Respect for diversity
- Independence
- A sense of responsibility to community
- Self control
- Problem solving skills
- Conflict resolution skills

In an atmosphere of support and safety, as part of our daily curriculum, we foster self-discipline in children. We aid children in the expression of their feelings and help them develop their skills in problem-solving and conflict resolution. If a particular child experiences difficulties in the group setting, teachers carefully assess the behavior and then plan strategies to assist the child. Families and staff work cooperatively in the process as each share information and insights. At no time will any adult in our programs physically harm a child, use verbal threats, or speak to a child in a way that is disrespectful or damaging to self-esteem. Children will not be physically restrained unless they are in immediate danger to themselves or others.

When children are given the opportunity to work through conflict with the support of caring and responsive adults they begin to internalize that process of resolution. They learn appropriate ways to seek and give comfort, identify emotions, respond appropriately, collaborate with peers, and develop self-control.



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

Teachers' approaches to assisting children through conflict resolution may differ depending on the age of the children and the situation, but will always be based in respect for the feelings, actions and ideas that children bring to conflict situations.

Limit Setting

In order for children to build trusting relationships and feel confident to explore, they must clearly know what is expected of them. Rules are kept to a minimum and are basic, clear and concise. Limits and expectations expand as children's skills in self-regulation increase.

Consistency

Behavioral limits and expectations are consistent throughout the classroom and from one center to the next. Consistency provides a secure and predictable basis for children to anticipate outcomes and make choices about their own behavior.

Tone

"You are safe, the situation is under control and we can work it out", is the message a child must receive from adults intervening in a conflict situation. A firm, kind, but serious tone with a relaxed demeanor reinforces this message.

Modeling

Our actions speak clearly to children. A teacher set an example of compassion characterized by the willingness to express needs and feelings clearly and calmly while responding to the needs of others. "I feel angry when you hit me. Let's sit down so you can tell me what is bothering you."

Passive Intervention

Whenever possible, children are provided space to work through their own problems. If a conflict situation does not escalate to destructive or aggressive behavior, a teacher may choose to simply observe as the children seek a solution. The teacher's mere presence can serve as a gentle reminder to employ problem-solving skills rather than resorting to physical or verbal aggression. Teachers allow children the opportunity to 'figure it out' but remain present in case intervention is necessary. When applied, intervention is as non-intrusive as possible.

Physical Intervention

Children will be physically stopped, if at all possible, before they hurt someone; and certainly if observed in the act of hurting another. When children are safe, the teacher shifts focus to conflict resolution.

Identifying/Interpreting

"You both want the truck." This simple statement can clarify the problem, diffuse tension, and help problem-solving begin. Children need help to consider another's emotions or needs-especially when they are upset themselves. For example, "See his tears? It really hurt him when you kicked him."

Validating Feelings

Constructive thinking is virtually impossible when one is overcome by an emotion such as anger, sadness, fear, or frustration. Acknowledging the emotion is imperative before any other "learning" can



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschoo.org

occur. "I will not allow you to hit him, but, tell us why you are so angry." It is essential that all children involved in a conflict be honestly listened to.

Termination will be implemented only as a last resort. Teachers are committed to seeking solutions for challenging situations with children and families.

Tara Redwood School Values

Tara Redwood School bases its curriculum on the following values.

Insight

Develop a deeper understanding of our unlimited potential

Develop awareness of the effects of our actions on oneself, others and the environment

Understanding our emotions in order to exercise the freedom to make skillful, compassionate and helpful choices

Authentic Speech

Speaking words that are helpful, kind, encouraging and complimentary

Refraining from speaking words with ill intent *i.e.*, divisive speech, lying, gossip, harsh speech, name-calling, belittling, and exclusion.

Kindheartedness, Generosity, Tolerance

Showing respect and compassion for all living beings (creatures great and small)

Taking responsibility for helping others whenever possible

Being mindful to not harm others

Practicing generosity and sharing with our material belongings, our knowledge, our time and resources.

Not taking that which has not been offered or does not belong to you.

Practicing patience, respect, acceptance and forgiveness of differences

Not responding with anger, jealousy, pride or resentment.



Tara Redwood School, 5810 Prescott Road, Soquel CA 95073 831-462-9632

www.TaraRedwoodSchool.org office@tararedwoodschool.org

Creating Compassionate Cultures – Universal Education for Compassion and Wisdom

The Specific Goals of CCC:

CCC seeks to develop the whole person; as a result, it has the following goals:

To foster the qualities of loving kindness, compassion, and universal responsibility

To cultivate respectful behavior toward all living beings

To present a balanced integrated program of learning activities and experiences that addresses the physical, social, emotional, intellectual and spiritual domains of the person.

To transmit the universal elements of wisdom from different cultures and traditions through an understanding of both the material (external) and spiritual (internal) aspects of reality

To develop ethical behavior based on an understanding of the interrelatedness of all phenomena.

To develop an understanding of: The nature and functioning of the mind and its projections. The nature and source of emotions and how to work with them

CCC - Pedagogy

The pedagogy developed by Tara Redwood School and CCC includes the following:

Knowledge of the inner world of thoughts, feelings and emotions is as important as knowledge of the outer world.

An integrated and interdisciplinary approach to learning is preferable to one that fragments and divides knowledge.

Individuals often have dramatically different learning styles; all learning styles are valid and must be both acknowledged and nurtured.

Learning rooted in direct experience far surpasses in depth and endurance learning by indirect methods.

Generally accepted subject matter can be enhanced by integrating a Universal Education approach and its accompanying methods and techniques.

The intuitive wisdom of the individual can be developed by dialectical discussion and debate exploring philosophical, spiritual and moral themes.

All aspects of life present opportunities for learning.

We at Tara Redwood School are dedicated to providing a safe, secure, and loving environment for your child in addition to enhancing your child's self-image and learning abilities. We are looking forward to spending many happy days together.