

# Parent Handbook

## 1. Mission

The mission of Inner Wisdom Children's Village is to create a safe, supportive, and inspiring environment for children to explore, create, and connect with themselves, one another, and the natural world.

## 2. Program Philosophy

Inner Wisdom Children's Village programs draw from several practices including, but not limited to; play-based learning, forest school, Waldorf education, Earth based traditions, and permaculture principles. In weaving these practices together we create an environment that stimulates and supports the development of the whole child.

## 3. Programs

1. **Morning Forest Play Program** - A program designed for mature preschoolers and homeschooled children. We will be working closely with nature, following her daily and seasonal rhythms. A healthy snack will be provided.
  - Tuesday & Thursday 8:30am-12:30pm
2. **Afternoon Adventure Program** - This program is primarily an after-school program, as well as a homeschool supplemental program. The goal of the program is to provide children with a safe and supportive space to play, unwind, and create! We will spend the majority of our afternoon outdoors for self guided play and exploration. Each day there will be an opportunity to co-create with others as well as work on individual projects. A healthy snack will be provided.
  - Monday- Friday: school dismissal - 6pm
3. **Teen Mentoring Program\*** - The program is a leadership and community involvement cohort. This program is recommended for teens who wish to develop their leadership abilities, as well as design and facilitate projects for the students of IWVC and/or the greater Cloverdale community. The program includes weekly:
  - Group meeting & leadership development training
  - 1:1 mentoring session with program facilitator
  - 1-3 sessions of interning with IWCV

*\*The Teen Mentoring program will begin in the winter session Jan 2019*

## 3. Rules & Regulations

At IWCV we utilize the practices of positive discipline, redirection and restorative justice. Positive discipline means we focus on the desired behavior, more so than the negative behavior. For example rather than saying "Don't Run!", we say "Walk please." The concept of

restorative justice focuses on repairing relationships and environments harmed by poor choices or harmful action.

1. **Respect:** We ask every child to respect yourself, respect each other, and respect the space we share.
2. **Safety:** IWCV is a safe space for people of all genders, ethnicities, cultures, religions, political beliefs, and socio-economic status. The foundation of our community is rooted in safety of self. We aim to create an environment where children build confidence and strength in their physical capabilities, social interactions, individual identities, and creative pursuits.
3. **Communication:** IWCV utilizes Nonviolent Communication (NVC) . NVC is a method for people people to express their feelings and experiences from their perspective by using “I” statements. At IWCV we speak with honesty, compassion, and directness. Children and parents are held accountable and supported in this communication style.
4. **Materials from home:** We ask children leave personal play items at home. In IWCV we aim to create a space where the natural world inspires the majority of our play. Exceptions will be made for special occasions.
5. **Technology:** We ask that all personal electronics not be used during program hours. This includes cell phones, iPads, laptops, handheld video games, and other media devices. While we acknowledge that these items, when used properly, can enhance learning and communication, our aim is to create a space where our focus is on interacting with the natural world and each other. We may sometimes use technology to play music or do specialized research.

#### 4. Gear & Supplies

See attached checklist

#### 5. Program Safety

##### 1. Poison Oak

There are areas of the property where poison oak is present. We will do our best to avoid these areas, as well as teach children proper identification, avoidance, and safety.

##### 2. Ticks

Living in the area that we do, ticks are a reality. Similar to poison oak, we will do our best to avoid highly populated tick areas (tall grasses and dense leaf ground cover). We also teach and practice tick identification, prevention, and safety. We will always do self and buddy tick check after a nature excursion. It is highly encouraged to perform tick checks and bathe after program participation.

##### 6. Dehydration & heat exhaustion

It is important to stay hydrated on hot days and when engaging in a good amount of physical activity. Please provide your child with a reusable water bottle to stay hydrated. We will limit strenuous activity during peak heat hours and in areas of full sun exposure. We will teach and practice heat exhaustion awareness, prevention, and safety.

##### 7. Wildlife

Due to the location of our program, we need to acknowledge the abundance of wildlife

on the property. Most animals are non threatening, however rattlesnakes are native to this area and are a potential danger. We will teach and practice snake identification and safety, but in case of an emergency we will seek immediate medical attention if necessary.

#### 8. In case of an emergency

If your child is in need of immediate medical attention and we cannot reach you or your emergency contacts we will call 911. In case of a natural disaster such as an earthquake, fire, or other environmental emergency we will relocate to Cloverdale Community Park.

### 6. Financial Investment

	Full Time (4-5 days/week)	Part time (1-3 days/week)	Drop in
Afternoon Adventure Program	\$125/week	\$30-90/week	\$35/day

	Paid in Full	Monthly Payments
Morning Forest Play Play	\$972	\$270 (\$1,080 Total)

Payments are due the first week of each month, with the exception of the first payment due on the start date of the program. You can get a 5% discount if you enroll in autopay and a 10% discount if you pay in full at the beginning of the season (Only available for the Morning Play Program)

#### 7. Late fees

The program ends at 6pm daily, please be respectful of this. At this point in time there is no late pick up fee, if it becomes a recurring issue I will adopt a late pick up fee policy. Returned checks will have a \$20 fee. Monthly Program Fees will be due the first week of each month. Payments received after the 7th day of the month will be charged \$5 for every day the payment is late.

#### 8. Schedule Changes & Cancellation Policy

If you wish to remove your child from the program you must give one month notice, and pay for the final month of participation. This fee may be waived or reduced if a new participant is able to take your spot immediately. If you would like to increase or decrease the number of days your child attends per a month, please submit your request before the last week of the month.

If your child is sick or absent for any other reason the program fees remain the same. Program fees can be adjusted on a case by case basis if child's absence is longer than a week.

#### 9. The Land - The 40 acre wood

Our program is extremely blessed to be grounded in the beautiful 40 acre wood located in Northern Cloverdale. As stewards of this land it is of utmost importance that we respect and care for the space. IWCV is grateful to rent this private property for our program and wish to

ensure positive experiences for program participants as well as the landowners. The land is our classroom- we will be learning and creating through play exploration of her forests, fields, creek, trails, hills and everything in between and strive to have as little impact on these environments as possible.

## 10. Daily Schedule

### Morning Play Program

8:30- 9:00 am	Morning Pick-up and transport to 40 acre wood
9:00-10:00 am	Forest Play & Exploration
10:00- 10:30 am	Song Circle & Story time
10:30-11:00 am	Snack
11:00- 12:00 pm	Creative Activity
12:00 -12:15 pm	Clean-up and Pack-up
12:15-12:20 pm	Closing Circle
12:20- 12:30 pm	Transport to Drop-off location

### Afternoon Adventure Program

2:20 pm	K-2nd pick up
2:20- 3:00 pm	Snack & Playground Play
3:00- 3:15 pm	3rd-4th pick up
3:15- 3:45 pm	3/4th Snack & Open Play
3:45-4:15 pm	Opening Circle & Group Activity
4:15- 5:15 pm	Forest Play & Activity Choice
5:15- 5:30 pm	Clean Up & Pack Up
5:30- 5:35 pm	Closing Circle
5:45-6:00 pm	Pick Up

## 11. Meals

Due to the nature of the program children need to be properly nourished. Please make sure your child has eaten a wholesome breakfast. A morning and afternoon snack will be provided, at 10:30am, 2:30pm, and 3:15pm daily. Children are welcome to bring additional snacks from home. Please avoid sugary and highly processed foods. Children enrolled in the morning

program T/Th are expected to bring a lunch from home if they will be staying for the afternoon. We ask that you use a reusable lunch box and food containers for food/drink. If your child has specific dietary needs or allergies, please include this information in the medical form.

## 12. Transportation

All transportation will take place off site.

Due to program location, minimal parking, and rural road conditions of the 40 acre wood, we will be utilizing an alternate pick-up and drop of location. Drop off pick up times and locations are listed below. If you need to make special arrangements to drop off your child later, or pick them up earlier, please coordinate with Shannon the day before. The one lane road to the property can only accommodate one car at a time. We ask you keep this to a minimum as it can easily disrupt the flow of the program.

You will need to provide a booster seat if your child needs one for their appropriate age/weight.

### Morning Program

Drop off	TTh	8:30 am	Cloverdale City Park
Pick up	TTh	12:30 pm	Cloverdale City Park

### Afternoon Program

Pick up	MTThF	1:00 pm 2:20 pm 3:00 pm	Jefferson Elementary School
	W	1:00 pm	Jefferson Elementary School
Drop off	M-F	5:45-6:00 pm	Cloverdale City Park

## 16. Illness & Medications

Due to the nature of the program children must be in good health. If your child needs to have medication administered at a particular time, or needs medication on hand in case of an emergency please indicate specifics on the medical release form. If your child has experienced any of the following symptoms in the last 24hrs, they should NOT partake in the program for the day.

- Fever
- Diarrhea
- Vomiting
- Body rash w/ fever or behavior change
- sore throat w/ fever and swollen glands or mouth sores w/ drooling
- eye discharge
- head lice
- severe coughing

- impetigo
- Tuberculosis
- Hepatitis A, Chicken Pox, Mumps, measles, rubella or shingles
- Child is irritable, continually crying or needs excessive attention

### **Immunizations**

Children should have the following immunizations or acceptable exemptions to qualify for the program. An immunization record is required and included in the registration packet.

- Polio (OPV or IPV)
- Diphtheria, Tetanus and Pertussis (DTaP or DTP)
- Measles, Mumps and Rubella (MMR)
- Hib
- Hepatitis B (Hep B or HBV)
- Varicella (chickenpox, VAR or VZV)

### **Medications Administration**

You may indicate necessary and emergency medication administration for your child on the consent for medical treatment and Consent/Verification for Nebulizer Care Forms. If your child has an emergency medication, such as an epi-pen or inhaler, please provide one for safe storage on site.

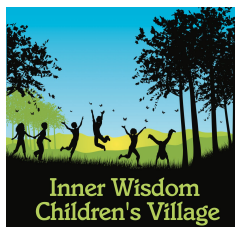


Thank you for taking time to read through the Parent Handbook. We acknowledge the diverse needs of every child, and strive to support their growth and creativity to the best of our ability. We look forward to you joining our community!

In gratitude,

A handwritten signature in black ink, appearing to read "Shannon Brawley". The signature is fluid and cursive, with a large loop at the end.

**Shannon Brawley**  
Founder & Director  
Inner Wisdom Children's Village



# Program Contract

## Registration Documents Checklist

### Return to Inner Wisdom

- Program Contract
- Registration Form w/ \$25 registration fee
- Identification and Emergency Information Form
- Consent for Medical Treatment
- Consent/Verification for Nebulizer Form (*if applicable*)
- Immunization Record (*if not in enrolled in public school*)
- Photo/Video release Form
- Parent Notification for Additional Children In Care
- Notification of Parents' Rights (*bottom portion*)

### Keep for your Records

- Parent Handbook
- Notification of Parents Rights
- Family Child Care Consumer Awareness Information
- Caregiver Background Check Process

Please make checks payable to Shannon Brawley, and mail or deliver the above documents to:

**Inner Wisdom Children's Village**  
**32100A Highway 128**  
**Cloverdale, CA 95425**

I hereby understand and agree to the policies and procedures within the parent handbook. I believe all information shared in the above documents to be true and correct to the best of my knowledge.

**Name(printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_