

**Thermalito Family Involvement
And Literacy Center (TLC)**

TLC Preschool Program

PARENT HANDBOOK



TLC Preschool Program provides a nurturing environment, where families and teachers partner to provide children with a quality social and academic foundation, for a successful education through Intentional Play and Hands-on Learning.

TLC Staff Directory

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America Navarro, TLC Secretary

530-538-2950 ext. 300

anavarro@thermalito.org

Admission and Eligibility

TLC offers quality child care services to families in our community without regard to race, color, creed, religion, national origin, or ancestry. Children ages 3 through 5 (who are not yet in kindergarten) and meet one or more of the following criteria are eligible for enrollment:

1. Child protective services or at risk of abuse, neglect, or exploitation
2. The parent (s) and any other adult counted in the family size are any of the following
 - a. Employed
 - b. Seeking Employment
 - c. Participating in vocational training leading directly to a recognized trade, Para-profession or profession
 - d. Family is homeless and seeking permanent housing for family stability
 - e. Incapacitated
3. Meet income eligibility levels
4. Children who are four years old have priority over children who are three

Parents have thirty (30) days from the first day of enrollment to have a physician's report form completed by a health professional.

Application and documentation of above criteria must be received and validated by the TLC coordinator. **Families must be recertified 12 months from date of initial enrollment.** A waiting list will begin once the TLC Preschool Program reaches capacity.

ADA

Children with individual education plans (IEP) will be accepted when reasonable accommodations can be made and family meets eligibility requirements

Funding

TLC Child Development Program receives funding from California Department of Education, under the Child Development Program and Services and Tuition fees. These funds allow our program to hire fully-qualified and experienced teachers to create an environment that is safe, well-supplied, and exciting for your child. Since we are funded through the California Department of Education, we have certain guidelines we have to follow including:

- ❖ Desired Results Developmental Profile (DRDP). This is an assessment tool that teachers use to gather information about your child. The information gathered is used for getting to know your child, preparing lesson plans, and sharing the information with parents.
- ❖ Early Childhood Environment Rating Scale (ECERS)
- ❖ Parent Survey is done annually and used to evaluate and assess our program.

All of these assessment tools are used to help us provide a quality program for your child.

Mandated Reporters

TLC Child Development Program is required to follow Section 11166.5 of the Penal Code and Performance Standard 1301.31 (e) which states any “Child Care Custodian” to report suspected child abuse. This means that if any staff member has reasonable suspicion that child abuse is occurring or has occurred, they must report this to the Butte County Children’s Services Division. They cannot keep this information “confidential.”

Attendance, Policies, and Procedures

Regular attendance is important for your child to build trust, to value the importance of school, and to be part of the TLC Preschool Community. TLC Preschool receives our funding from each child’s regular attendance and following their contracted times. The following are excused absences from the Education Code 8208 (E) and Title 5 Section 18066:

1. Excused absences due to the illness or quarantine of the parent or child. This would include doctor visits.
2. Excused absences due to court ordered parent visitation
3. Family Emergencies:
 - a. Siblings are ill
 - b. Transportation issues (2 **consecutive** days maximum)
 - c. Power Outages
 - d. School Lockdown
 - e. Court Order Visitation
 - f. When unsure please contact Program Coordinator

4. Best Interest of Child (BIC): A family can receive 10 BIC days per year when from the parents standpoint the absence is in the best interest of the child

Documentation must be provided that specifically defines when a child is to be with the non-enrolled parent and will not be attending the program (ex. Halloween, birthday, summer vacation)

Unexcused Absence Definition:

No more than five (5) unexcused absences are permitted or dis-enrollment will occur and families will be placed back on the waiting list:

1. No transportation (after 2 days)
2. Overslept
3. Child was sleepy or tired
4. Un-defined absence (no reason provided)

Holiday Schedule

TLC Part Day Traditional Preschool Program follows the same calendar as Thermalito Union School District. TLC Full Day/Full Year Program is open 246 days a year. The program may close for a staff development day during the year. This will be preplanned with plenty of notice for parents to arrange alternate childcare.

Discontinuation/Withdrawal of Enrollment

TLC Child Development Programs reserves the right to terminate services for reasons of delinquency in payment of fees, reaching a third late fee within one year, or inability of the child or parent to comply with the program's policies or procedures. This also includes, but not restricted to: ongoing disruptive behavioral problems, emotional problems, or problems that are a safety risk to themselves, other children or staff. The coordinator maintains final discretion in matters of enrollment.

Withdrawal from the program requires notification **in writing** two weeks in advance of a child's permanent withdrawal from the program.

Arrival and Departure

Children are expected to attend the program during their contracted hours. Any changes to the child's schedule must be submitted in writing and approved by the coordinator at least two (2) weeks in advance of the requested schedule change. It is important that all families adhere to their contracted times. Children enrolled in our full day program are contracted for a minimum of 6.5 hours per day, per individual times; please notify your child's teacher prior to appointment if your child will be late due to an appointment. *Program routines are structured around the natural breaks during the day when parents drop off and pick up their children.*

Parents must escort their children to the program and release them to the appropriate staff member.

Children must be signed in at drop off and signed out at pick up with a full signature and exact times stated. This is extremely important as the information is used to check attendance during emergency drills and events.

California state law requires that children receive a daily health check upon arrival at the program. Parents are required to remain until the child is accepted.

Please do not use your cell phone during drop off and pick up times, this is a time for you to say goodbye or greet your child after a long day.

Upon departure, teachers will release a child only to a parent or another authorized person on the child's emergency contact form. The teacher shall verify the identification of any person, other than the parent, who picks up a child. Again, the person picking up the child must sign out and note the time of departure.

In cases of separation or divorce, we must have a court order stating whom the child will be permitted to leave with; otherwise, either parent may take the child, as we have no jurisdiction. It is the parent's responsibility to furnish a copy of the court order for the child's file. If there is shared custody, it is the responsibility of the parent who enrolled the child to make sure the program policies are followed.

Fees and Procedures

Tuition is due before services are provided for the month. Tuition fees are to be paid by the first day of each month. When payment is not received by the first day of the month your child will not be able to attend. Payment arrangements can be set up by contacting the Program Coordinator at rsolansky@thermalito.org or 530-538-2950. When a payment plan is in place all fees must be brought current before the following month.

Payments can be made by check, cash, or money order. Post-dated checks will not be accepted. Return checks will be assessed fees payable in cash or money order for:

- ❖ The full amount of the check in cash
- ❖ Any additional fees incurred as a result of the check not clearing
- ❖ If two checks are returned, all payments must be made in cash thereafter

No refunds will be made from fees paid.

There is no discount for absences or Best Interest Days.

A child may be dropped from enrollment if tuition fees are not paid by 3rd of each month.

Late Pick-Up Guidelines

The pick-up is considered "late" if the child is not picked up at the scheduled contracted time. As per the signed Admission Agreement, the parent/guardian is responsible for ensuring that the child is picked up at the designated agreed times. Program schedules and staff duties do not provide supervision of children during non-contracted hours.

When a child is still here after contracted times, the following procedures will be implemented:

- ❖ Designated contact persons listed on the Medical Emergency information form will be notified until someone can be found to pick-up the child
- ❖ If there is no one available, Butte County Sheriff's department is contacted, and they, in turn, will call Child Protective Services to report abandonment

Please call ahead of time if you are going to be late picking up your child. Staff will let your child know so they will not be concerned.

First Time:

Staff will give parent a Late Notice to be signed and a copy will be placed in your child's file.

Second Time:

Staff will give parent a Late Notice to be signed and a copy will be placed in your child's file.

Third Time:

A Notice of Action for termination of services will be generated and will be given to parents. Child will be placed back on the programs waiting list.

Dress and Grooming

The Board of Education has adopted a policy which expects all students to dress appropriately for all school activities. A pupil's dress and grooming are the parents' responsibility. We encourage parents to dress their children in clothing which is appropriate for school. Bare-feet, thong-type shoes, and metal heel or tow clips are prohibited. In all cases, students must wear or bring shoes suitable for running, jumping or other P.E. activities. Sandals must have heel straps. Clothing must adequately cover the body and body parts so as to preserve modesty. Clothing must not be too brief, too tight-fitting or too revealing. Cut-off jeans or other un-hemmed garments are not permitted. Shorts must extend at least to the midpoint between the hip and knee. Clothing offensive to good morals, good taste, or good order is prohibited. Hats are not allowed at school.

A detailed copy of the student's dress code may be obtained from the school office.

Children's belongings must have their name written on it in clear print. The program cannot be responsible for lost items. Please send your children in appropriate clothing for the weather.

Each child should have at least one change of clothing including socks, underwear and an extra pair of shoes (if possible) in their cubby. **Older clothing is the best choice.**

Personal Belongings

Some articles your child will need are:

- ❖ A light blanket, fitted crib sheet, and soft toy for nap time. (Blankets need to be taken home at the end of each week and brought back on Monday.)
- ❖ Sunscreen (if desired, Parents are responsible for applying to the child)
- ❖ Warm clothing when necessary

Please do not bring toys to school. All classrooms are equipped with toys and equipment specifically selected to be educational, stimulating, fun, and safe, as well as developmentally appropriate for preschool children.

Rest Time

Rest time takes place from 12:30-2:30 pm. Parents are responsible for providing bedding. A fitted crib sheet and small blanket works best, or two small blankets. Mats are required to be covered, so one to cover the mat and one to cover your child. Children are allowed to bring a soft doll or stuffed animals to their mats. All bedding must fit in the container provided. Teachers may offer to read stories to children on their mats and/or rub their backs. There is always an adult supervising the children during rest time. Children are encouraged to rest but not forced to sleep.

Positive Behavior Support Policy

Policy

Positive Behavior Support Policy is designed to encourage children to be fair, to respect property, and to assume personal responsibility and respect for others.

Procedure

We have a responsibility in serving children to deal with incidents in which a child is injured through the actions of another. It is our job to provide a safe place where children learn to interact peacefully and without the need to hurt others to get one's way. We work closely with the parents of the children involved to find solutions so that all persons can be protected, feel safe and learn positive social behaviors. The following action steps will be implemented:

Sending Child Home:

- ❖ Extreme aggressive physical harmful behavior (punching, kicking, shoving, threats to self/others, destroying school property, spitting on or at others purposefully, biting and/or any other harmful actions that involve blood) and health and safety of others is placed at risk due to child's behavior. The child may not remain in the classroom environment and will be sent home immediately.

Action Steps:

- ❖ Safety Hazards (including running off from group), Unsafe Environment, Tantrums that affect the flow of classroom instruction, and all other challenging behaviors including attempting to bite, hitting, kicking and cursing:
 1. Immediate removal from group activity
 2. Informal discussion with parent/guardian at pick-up or via phone call.
 3. Together Parent and Teacher will create a plan of action that helps support the child in positive behavior growth

* It is important to be aware and take into account each child's needs/home life.

Working together to develop a joint strategy for positive change and growth, we will maintain positive communication and conferencing with parents. Some strategies may include:

- ❖ Documentation – accident and incident reports.
- ❖ Looking for patterns of behavior
- ❖ “Shadowing” – one-to-one with the child in crisis

- ❖ Bringing in outside observers to help analyze the situation
- ❖ Consideration of an early transition into another classroom.

Positive Behavior Plan

STEP 1: Informal Parent Meeting

STEP 2: Parent Conference set up within two (2) days of incident

~ Parent and Teacher will develop a Behavior Plan with classroom and home guidelines. The plan will be signed by teacher and parent and placed in your child's file. It is also important at this time to look at the home and school environment and analyze the situation. Questions about recent changes of pattern in the child's life are important to address. Sometimes a move, new relationships in the home, or anything that is different and breaks the consistency in a child's life could make a difference. Talking about this can help the child by making the necessary changes to help prevent the likelihood of reoccurrence.

~ Follow-up meeting scheduled

STEP 3: Two (2) day suspension from program

~ Resources and referrals for child/family

STEP 4: Dis-enrollment from program. When we are not able to meet the child's needs and a more intimate environment may be needed. A Notice of Action for termination of services will be generated and provided to the parent.

Health and Safety

The program will keep accurate emergency contact information for each child. These records include our authorization of who should be called in case a child becomes ill and the parent cannot be reached. It is the parents' responsibility to keep these records current, if address, telephone numbers, or any other relevant information changes.

If a child becomes sick or injured while at the program the staff will:

1. Notify the parent, or contact authorized alternate on the emergency card
2. Contact the school nurse if consultation is needed
3. In the event of emergency medical attention, 911 will be contacted
4. Contact child's physician, if noted
5. If child is not picked up within two hours of parent notification, the staff may transport the child to the parents designed hospital emergency room. The parent is responsible for any charges incurred. In such emergency cases, the parent will be notified immediately and will be asked to meet the staff member accompanying the child at the emergency room.
6. For minor accidents, such as skinned knee or small bump, the teachers and the coordinator will assess the situation. The child will be treated with a cleansing of the affected area, ice pack if needed, and a lot of tender loving care.
7. In all cases, minor or major, an incident report will be filled out, and a copy will be provided for your records after your signature is submitted.

A sick child belongs at home where he/she can be comfortable and relaxed. It is the parent's responsibility to make other child care arrangements when your child is ill with any of the following:

- ❖ Vomiting within the previous 24 hour period

- ❖ A heavy, non-clear nasal discharge
- ❖ A constant cough or sore throat
- ❖ Fussy, cranky and generally not himself or herself
- ❖ A skin rash appears
- ❖ Symptoms of a possible communicable disease
 - i. If your child has been exposed to a contagious disease please notify the TLC staff
 - ii. If there is a major communicable disease outbreak, any non-immunized children will be asked not to attend until the period of contagion is over.

The following list is other symptoms that your child will need to stay home for:

- ❖ Fever of 100 degrees or higher
- ❖ Diarrhea
- ❖ Green Nasal Discharge (unless a signed clearance from physician is provided)
- ❖ White or Yellow discharge from the eyes
- ❖ Head Lice (Pediculosis): TLC has a “No Nit Policy”
- ❖ Scabies (Sarcoptes Scabiei Mites)
- ❖ Impetigo
- ❖ Strep Throat/Scarlet Fever
- ❖ Ringworm
- ❖ Meningitis
- ❖ Hepatitis A
- ❖ Hand, Foot, and Mouth Disease (Coxsackle Virus)
- ❖ Chicken Pox
- ❖ Mumps
- ❖ Measles
- ❖ Roseola
- ❖ Dermatitis

Child needs to be symptom-free with no medication for 24 hours before returning to school and in some cases, a doctor’s notice may be required to return to school.

Medications

Parents are required to complete a “Medication Release and Chart” form if they want their child to receive a doctor-prescribed medication. You may obtain this form from your child’s physician. We will administer medication to your child only with a doctor’s written instruction. Over the counter medication is not administered by staff unless it is prescribed by a doctor.

1. Place medication in a plastic bag, clearly labeled with the child’s name, dosage and date
2. Make sure the bag is given directly to program staff for staff storage
3. Fill out and sign permission form

Incidental Medical Services (IMS)

TLC will provide IMS to children when we are able to work closely with the parents of individual situations as well as the Thermalito Union Elementary School Nurse. These services include:

- ❖ Blood Glucose Testing
- ❖ Inhaled Medications

- ❖ Epi-Pen
- ❖ Glucagon
- ❖ G-Tube
- ❖ Carrying out Medical Orders

For each situation TLC will require Parental/Authorized Representative written permission, written instructions from the child's physician (that includes: description of services, services can safely be performed by a layperson, description of the training required, who can provide the training, if medication included, must be specific as to dosage, time schedule, potential side effects, and expected protocol) and physicians checklist as needed

TLC will make reasonable accommodations to meet individual needs

Visiting/Observing/Conferences

Our program has an open door policy. Parents are invited to visit their child's classroom at any time. We welcome and encourage all parents to come into the classroom and volunteer.

Parent Responsibilities

TLC Child Development Programs strive to provide your child with quality child care in your absence. To meet your child's needs, it is necessary for us to communicate openly and closely. Your child will feel more secure and comfortable if the trusted adults in his/her life have a warm rapport. In order for the program to meet your child's needs, our staff will need the following:

1. An up-to-date work and/or class schedule, telephone number, and cell phone for each parent. This must include the location and contact number of at least one parent at all times that the child is in the program.
2. Written notification of any changes of personal information, such as telephone number and address. Please provide a cell phone number, if available, for emergencies
3. The parent should communicate any changes in a child's behavior due to stress, crisis or illnesses in the family. Every comment will be treated with the utmost confidence. While we respect your right to family privacy, we will be able to respond appropriately if we know the cause of the child's behavior.
4. The child's belongings should be taken home each day. This includes notices, art work or wet clothes that are in your child's cubby.
5. The parent or responsible person must sign the attendance sheet with a complete signature and the exact time, legibly printed, when the child is brought to and picked up from the program. When late, please inform the teacher of why the child is late.
6. No child will be released to anyone who is presumed to be under the influence of any substance or is acting erratically. Butte County Sherriff Department and/or Child Protective Services will be contacted along with the emergency contact person

A parent may authorize another person to pick up their child by:

1. Listing the authorized person on the child's emergency contact card
2. Giving written and dated notice to the teacher authorizing the child's release to someone else
3. A phone call may be accepted if you talk to the coordinator, but only in an emergency situation. Please note that an I.D. will be checked

4. Any person being asked to pick up the child must be added to the child's emergency card in the classroom

Any individual having authorization to pick up a child from our program must be a responsible adult, at least 18 years of age who will be required to present valid California Drivers License or a DMV issued California Identification Card. No child will be released to an unauthorized person even if the child knows the person.

Under California Law, a child 6 years old or younger cannot be left inside a motor vehicle without the supervision of a person who is 12 years of age or older. Breaking this law is punishable by fine of \$100.00.

Child Nutrition

The Thermalito Union School District Child Nutrition Department together with The Child and Adult Care Food Program provide a nutritious breakfast, lunch, and afternoon snack (Full Day Program) for children are enrolled in our preschool program. All food that is served to the children meets the California Department of Education Nutrition Services Division guidelines. Monthly menus are posted in each classroom and may change according to program needs. Please do not send gum or candy to school with your child. Meal times are as follows:

Breakfast	8:15 am - 8:45 am
Lunch	11:20 am - 12:00 pm
Snack	(Full Day) 2:45 pm

If your child arrives after breakfast is served it is the parent's responsibility to feed them breakfast. Children receive healthy food that meets nutrition guidelines; if you send food from home please encourage healthy food choices that your child can eat with meals that are served

Class Schedule

Each teacher has a daily schedule they follow to meet the needs of the children enrolled. Your child will be included in activities that are creative, fun, and follow the outlines suggested in the California Frameworks and Foundations and Houghton Mifflin Pre-K Curriculum. These will include circle time activities, stories, songs, outside activities, meals, free choice, rest, and planned activities. If you have questions about your child's daily schedule, please contact his/her teacher.

TLC Staff

All TLC employees have been screened and fingerprinted through Thermalito Union School District and continue their education in Early Childhood Education through workshops, college classes, and staff collaboration.

No Religious Instruction

TLC Preschool refrains from any religious instruction

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TLC Staff Qualifications

Robyn Solansky

CDC Coordinator
BA Human Development
AA Early Childhood Education
20+years Child Dev. Teacher
Nurtured Heart Approach Certificate
CPR/First Aid Certificate

Kristina Soares

Site Supervisor
AA Early Childhood Education
13+years Child Dev. Teacher
CPR/First Aid Certificate

Shanna Andoe

Site Supervisor
BA Human Development
Program Director Permit
20+ years Child Dev. Teacher
CPR/First Aid Certificate

Dawn Smith

Site Supervisor
39 College Units
11+years Child Dev. Teacher
CPR/First Aid Certificate

Becky Chandler

Paraeducator II /Associate Preschool Teacher
32 College Units
10+ years Daycare Provider
7 years Preschool Teacher
CPR/First Aid Certificate

Jessica Mentz

Paraeducator II/Associate Preschool Teacher
10 years Preschool Teacher
AA in Early Childhood Education
CPR/First Aid Certificate

Zang Lee

Paraeducator II/Bilingual
AS in Early Childhood Education
AS in Social & Behavioral Science
5 years of Preschool Experience
CPR/First Aid Certificate

Adelia Diaz

Paraeducator II/ Associate Preschool Teacher
BA Liberal Studies
5+ years Preschool Teacher
CPR/First Aid Certificate

Angela Brown

Paraeducator II/ Associate Preschool Teacher
AA Behavioral and Social Science
Assistant Preschool Permit
8+ years as Instructional Aide
CPR/First Aid Certificate

Sandy Yang

Paraeducator II/Associate Preschool Teacher
Associate Teacher Permit
12+ years Preschool Teacher
CPR/First Aid Certificate

Janet Lee

Paraeducator II/Associate Preschool Teacher
AA Early Childhood Education
CPR/First Aid Certificate

If you have any questions or comments
please contact:

Robyn Solansky
CDC Coordinator
530-538-2950 ext. 304

Bill Harrington, Poplar Avenue School
Principal
530-538-2910

Greg Blake
Superintendent
530-538-2900

You have the right to file a complaint
with the following agency:

Community Care Licensing
520 Cohasset Road, Suite 170
Chico, CA 95926

Food Services question or comments,
please contact:

Karen Williams
Food Service Director
530-538-2970

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