



Temple City Early Learning Academy

Parent Handbook



9229 Pentland St.

Temple City, CA 91780

(626) 548-5210

www.tccla.tcusd.net

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Welcome

The Temple City Unified School District is proud to share the news about the expansion of our early childhood education programs. We understand how important it is for working parents to choose a quality preschool. For this reason, the Temple City Early Learning Academy (TCELA) is committed to offering a structured program that will help your child develop and thrive while putting your mind at ease. We believe in whole-child development and providing quality child care in a nurturing environment. We thank you for partnering with us on your child's early childhood education journey.

Program Philosophy

TCELA provides a developmentally appropriate, safe, supportive learning environment where a diverse population of children can play, learn, and explore together. We believe that our students learn best when they are having fun. By learning through play, they will build on their social, cognitive, language, physical, and emotional development. We adopt the research supporting how high-quality preschool programs prepare students for future success. During early childhood development years, children can develop a love for learning when caring adults cultivate their social and cognitive abilities. Based on this research, TCELA delivers an early childhood education program that is safe, socially supportive, and cognitively engaging in a nurturing environment.

In partnership with our district's Special Education department, our inclusive preschool program will give all children the opportunity to socialize and achieve their goals. We want all children to have the opportunity to feel confident in their ability to grow and learn within a stimulating educational environment. A knowledgeable, caring, and supportive team of educators and administrators, who continue their educational development through many professional growth opportunities such as training, workshops, guest speakers, and much more, will support our children.

Program Goals

The Temple City Early Learning Academy (TCELA) is dedicated to providing a safe and healthy learning environment for the children in our program, which celebrates each child's uniqueness and cultural background. Our goal is for the children in our program to develop a love of learning, by giving children the freedom to explore their interests while interacting with others in a safe environment. We want children to be able to develop a sense of who they are within a community of friends and family to develop a positive sense of self. We encourage all children to communicate their ideas and explore, discover, ask questions, and find solutions in an open and positive way. Our program is designed to promote linguistic, social, emotional, cognitive, and physical development, and we encourage parents and families to take an active role in their child's learning journey.

Our high-quality preschool program is dedicated to supporting each parent and guardian's relationship with their child by providing opportunities to increase the understanding of child development and provide opportunities to contribute to their child's program so that each parent and guardian can actively participate in their child's growth and development.

Communication

Communication between staff, parents/guardians, and children is essential. If you have any comments, questions, or concerns, please do not hesitate to contact our departments at TCELA@TCUSD.NET. If you are not satisfied or need further assistance, you may contact the Program Director. For questions pertaining to the Special Education Department, please call their office at (626)548-5020

Please note: If you call during the day, staff may be with the children and may not be able to answer the phone. If you leave a message, we will call you back as soon as possible.

If your child will be absent, please call or email the TCELA office no later than 8:00 a.m. Your call is an important courtesy to all who are planning snacks, meals, and activities for the day. There will be no refunds or changes in scheduled time due to absenteeism.

Curriculum and Assessments

Curriculum

Our preschool has adopted The Creative Curriculum®, a research-based curriculum that focuses on the whole child. These lessons and activities align with the framework from the California State Preschool Learning Foundations. This curriculum's design supports our students with the development and learning in the areas of social-emotional, cognitive, math, science, reading readiness, and creative art. In addition to the curriculum, supplemental resources provide students identified as English Learners and students with special needs added support for early intervention to minimize learning gaps. Staff, students, and parents also have access to digital resources to support learning in varied environments.

Assessments

Our preschool will use GOLD Online Assessments as a formative assessment tool in the classroom. The assessment model used in GOLD follows widely-held expectations for how children develop and grow, and it enables a whole-child approach to assessment. Our parents and teachers will have a clear understanding of each child's needs based on their developmentally appropriate milestones.

The Director of Child Development Programs will continue to network with other district administrators to continue building on program quality, evaluation, discussions, and much more. Our program is currently using Procure Solutions, a child care management system, that will keep track of students' activities, maintain and access family records, manage our growing enrollment, and much more. This software will be streamlined to support the families in our preschool.

Program Hours of Operation

| | |
|---|---------------------------------------|
| TCELA Office Hours | 7:30 am - 4:00 pm |
| Full-Day Program | 7:30 am - 5:30 pm |
| Half-Day Program | AM Session: 8:00 am - 11:00 am |
| Services for Students with Special Needs | AM Session: 8:00 am - 11:00 am |

Admission Policies

TCELA office hours are Monday through Friday from 7:30 am – 4:00 pm except for district holidays. To ensure a smooth and safe transition into our school year, we will close enrollment from August 16 to September 7.

To participate in TCELA's tuition-based preschool, children must be potty-trained, meet the age criteria, and must also be a resident of California. Children will be enrolled based on their birth date and date of application.

Registration Information

Types of Program

School Year (Tuition-Based)

TCELA offers a Full-Day Program and a Half-Day Program. Our school year program follows the Temple City Unified School District's academic calendar and observes the same holidays/closed days. There are 180 school days in a school year.

Additional Fee Program (Tuition-Based)

Our program may have additional fee programs available for our families. These dates and services will be shared with our families if care will be available (i.e. Fall break, Winter break, Spring break, and more).

Summer Program (Tuition-Based)

Our fun-filled summer program dates are to be determined and will be shared with our currently enrolled families and posted on our website when available.

Special Education Services

Temple City Unified School District provides special education services to eligible children to meet their educational needs under federal IDEA, Part B, and state regulations. Special education services focus on both the developmental needs of the child and school readiness. These services are child-centered and are individualized depending on the child's unique needs. Program options may include special day classes, preschool services, and individual or small group therapies, based on an Individualized Educational Program (IEP). All public education services including assessment for eligibility are free. Please refer any Special Education questions to tcusdhelpdesk@tcusd.net

The federal policy directs school districts to provide preschool special education services in the least restrictive environment (LRE). Compliance with LRE requires,

in most cases, that children with disabilities participate in inclusive early care and education settings alongside typically developing children. At TCELA, we offer a range of opportunities for students to socialize and learn with their typically developing peers. Based on the child's IEP, a student may receive all or part of their special education services in the regular preschool program setting. In other cases, a separate classroom for higher levels of support is appropriate.

All services written into a child's IEP can be provided at TCELA including Specialized Academic Instruction, Speech and Language Therapy, Occupational Therapy, Physical Therapy, Behavior Intervention Services, and many more.

Transportation Arrangements

If your child requires transportation services per the IEP, the Special Education Department will arrange for your child's transportation to and from TCELA. If you have any questions, please contact your child's case manager.

Registration Documents

Eligibility Documentation

Proof of age eligibility, such as but not limited to, birth certificates, and official medical documents must be provided and must be on file with the provider.

Each child is required to have a complete medical examination submitted prior to or within 30 calendar days of enrollment and shall not be more than one year old (LIC 701). The exam is to be completed by a licensed physician and is to provide the following:

- A record of infectious or contagious diseases that would preclude care of the child by The Agency.
- Results of a TB test or verification on a physical that no risk factors are present.
- Identification of any special problems and/or needs.
- Identification of any prescribed medications.
- Ambulatory status of the child.
- Dietary restrictions and allergies.

The California Code of Regulations states that no child shall be allowed admission who does not meet the vaccine/immunization requirements (LIC 701).

- Child's immunization record
- Polio (3 doses)
- DTP (4 doses)
- MMR (1 dose)
- HEPB (series of 3 doses)
- Hib (at least 1 dose)
- TB assessment
- Varicella (1 dose or documentation of immunity from a physician)
- Child's physical exam (no more than one year old)

Additionally, for enrollment, two original proofs of residency from Category I and Category II below are required at the time of registration. The names and address of each document must align with the parent/guardian enrolling their child.

- Category I
 - Mortgage Statement
 - Closing Escrow Statement
 - Current Property Tax Bill
 - Current Rental Agreement
- Category II:
 - Gas bill or connection deposit receipt
 - Edison bill or connection deposit receipt
 - Water bill or connection deposit receipt
 - Refuse/trash bill

Additional Forms

- [LIC 613A Personal Rights](#)
- [LIC 627 Consent for Medical Treatment](#)
- [LIC 700 Identification and Emergency Information](#)
- [LIC 701 Physicians Report](#)
- [LIC 702 Preadmission Health History](#)
- [LIC 995 Parents Rights](#)
- [LIC 9221 Parent Consent for Administration of Medication](#)
- Needs and Services Plan (children with special needs)
- TCELA Admission Agreement

Tuition-Based Program

Tuition, Fees, and Credits

- **TCELA Registration fee** is \$100 non-refundable/non-transferable.
The first month's tuition will be due at the time of enrollment.
- **Late Tuition Fee:** Payments that are received after the 5th of the month are subject to a 10% late fee based on the unpaid balance. If payment is not received, childcare services may be suspended until payment is fully processed. Charges will continue to accrue during the suspension. All unpaid balances will be forwarded to our Business Office. Unpaid accounts will result in refusal of future services and re-registration.
- **Returned Check Fee:** A service charge will be charged for returned checks (\$30 NSF). Two or more returned checks will require your account to be paid with a money order. Failure to take care of returned checks promptly may be a cause for termination of service.
- **Absentee Credit:** Children who are absent (illness/vacation), for a minimum of three consecutive days, up to five school days, may have a credit applied to their account. This credit will only be applied once per school year and the credit can only be applied to the current school year. This does not apply to additional care programs (i.e. Fall, Winter, Spring Break, and Summer Program).
- **Part-time** Tuition is considered 1-2 days a week.
- **Full-time** Tuition is considered 3-5 days a week.
- **Drop-ins:** Part-time children are allowed 2 (two) drop-in days per month at an additional cost, with no alteration to their current contracted agreement. Please inform our office of your requested drop-in day(s) at least 3 days in advance. Drop-in care ONLY applies to children who are or were enrolled in the center. Please DO NOT expect care without making appropriate arrangements.
- **Late Pick-up Fee:** Pick up children by closing time/your contract hours. A \$10.00 fee will be assessed for every 10-minute increment after closing time/contract hours. If a late pick-up occurs two times within a month or

becomes excessive throughout the year, a warning letter will be sent home. If late pick-ups continue after the warning letter, termination of service may result.

- If a child is not picked up on time, we will call all persons listed on the Emergency Contacts/Authorized Pick-Up List. Therefore, it is important to keep emergency contacts up to date.
- After 20 minutes of no contact, the Temple City Sheriff's Department may be notified. If the Sheriff becomes involved, the district cedes decision-making to them.

Tuition Payments

School Year Program

Parents can make a one-time payment or enroll in our 10-month payment plan. Tuition payments are due on the 1st of the month, no later than the 5th of the month. Payment options will be reviewed at the time of enrollment. Cash payments are not accepted. Payments can be mailed or dropped off during office hours at the Temple City Unified School District Office. Please visit our website for more information about the current school year rates

www.tcela.tcusd.net

Summer Program

Our fun-filled summer program dates are to be determined and will be shared on our website when available. We may have a walking field trip to La Rosa Elementary School, on-campus guests, shows, and/or presentations. If we will have a walking field trip, our parents will need to sign a permission slip.

Schedule Change and Withdrawal from Program

Contract changes may be approved upon written request up to twice per school year; space availability in our program may dictate accommodations. If you plan to withdraw from the program, a written notice must be sent to the TCELA's office at least two (2) weeks prior to departure. No refunds will be considered or granted without first receiving the two (2) weeks' notice. All contract changes must be made prior to the new month's billing cycle. For all

changes, contact the TCELA office by the 18th of the preceding month with a written request in person or by email.

Subsidized Programs

Our program works in conjunction with Options for Learning. If a family qualifies through Options for Learning, our program will agree to accept the subsidized payment from them. Once a family has been approved, and space is available in our program, we would require a one-month tuition deposit (at the time of enrollment). This amount can be refunded at the end of the school year, once all payments have been received from Options for Learning. TCELA does not have any influence on their policies or procedures for qualifications or their waitlist/timeline. Please visit their website at: <https://www.optionsforlearning.org/> or call 626-856-5900 to speak with a referral specialist.

Families with an open case with the Department of Children and Family Services (DCFS) may be eligible for tuition assistance through DCFS. Please contact your Childcare Specialist or child's Social Worker for more information.

Our Program Activity Schedule

Our activity schedule will look similar to the schedule below:

| Full-Day Program Butterfly Classroom | |
|---|---|
| 7:30 am – 8:25 am | Student Arrivals Child Directed Play |
| 8:25 am – 8:35 am | Restroom Break |
| 8:35 am – 8:45 am | AM Stretch / Yoga |
| 8:45 am – 9:00 am | AM Snack / Breakfast |
| 9:00 am – 9:15 am | Morning Greetings |
| 9:15 am – 9:30 am | Circle Time |
| 9:30 am – 9:45 am | Teacher Directed Activity Small Group Activity |
| 9:45 am – 10:15 am | Outdoor Play |
| 10:15 am – 10:30 am | Music and Movement |
| 10:30 am – 10:45 am | Teacher Directed Activity Large Group Activity |
| 10:45 am – 11:00 am | Restroom Break |
| 11:00 am – 11:30 am | Lunch Time |
| 11:30 am – 12:00 pm | Teacher Directed Activity Arts and Crafts |
| 12:00 pm – 12:15 pm | Restroom Break |
| 12:15 pm – 2:30 pm | Nap Time Quiet Time |
| 2:30 pm – 2:45 pm | Restroom Break |
| 2:45 pm – 3:00 pm | PM Snack |
| 3:00 pm – 3:15 pm | Music and Movement |
| 3:15 pm – 4:00 pm | Teacher Directed Activity |
| 4:00 pm – 5:00 pm | Exploration Child Directed Play |
| 5:00 pm – 5:30 pm | Outdoor Play |

| Full-Day Program Ladybug Classroom | |
|---------------------------------------|---|
| 7:30 am – 8:25 am | Student Arrivals Child Directed Play |
| 8:25 am – 8:35 am | Restroom Break |
| 8:35 am – 8:45 am | AM Stretch / Yoga |
| 8:45 am – 9:00 am | AM Snack / Breakfast |
| 9:00 am – 9:15 am | Morning Greetings |
| 9:15 am – 9:30 am | Circle Time |
| 9:30 am – 9:45 am | Teacher Directed Activity Small Group Activity |
| 9:45 am – 10:00 am | Teacher Directed Activity Large Group Activity |
| 10:00 am – 10:15 am | Music and Movement |
| 10:15 am – 10:45 am | Outdoor Play |
| 10:45 am – 11:00 am | Restroom Break |
| 11:00 am – 11:30 am | Lunch Time |
| 11:30 am – 12:00 pm | Teacher Directed Activity Arts and Crafts |
| 12:00 pm – 12:15 pm | Restroom Break |
| 12:15 pm – 2:30 pm | Nap Time Quiet Time |
| 2:30 pm – 2:45 pm | Restroom Break |
| 2:45 pm – 3:00 pm | PM Snack |
| 3:00 pm – 3:15 pm | Music and Movement |
| 3:15 pm – 4:00 pm | Teacher Directed Activity |
| 4:00 pm – 5:00 pm | Exploration Child Directed Play |
| 5:00 pm – 5:30 pm | Outdoor Play |

| Half-Day Program Caterpillar Classroom | |
|---|---|
| 8:00 am – 8:25 am | Student Arrivals Child Directed Play |
| 8:25 am – 8:45 am | Teacher Directed Activity |
| 8:45 am-9:00 am | AM Snack / Breakfast |
| 9:00 am-9:15 am | Morning Greetings |
| 9:15 am-9:30 am | Circle Time |
| 9:30 am-9:45 am | Teacher Directed Activity Small Group Activity |
| 9:45 am-10:00 am | Large Group Activity |
| 10:00 am-10:15 am | Music and Movement |
| 10:15 am-10:45 am | Outdoor Play |
| 10:45 am – 11:00 am | Preparation for Pick-up |
| 11:00 am | Parent Pick-up |

AM drop-off will begin at 8:00 am and children must be picked up by 11:00 am.

| Half-Day Program Dragonfly Classroom | |
|---|---|
| 8:00 am – 8:25 am | Student Arrivals Child Directed Play |
| 8:25 am – 8:45 am | Teacher Directed Activity |
| 8:45 am-9:00 am | AM Snack / Breakfast |
| 9:00 am-9:15 am | Morning Greetings |
| 9:15 am-9:30 am | Circle Time |
| 9:30 am-9:45 am | Teacher Directed Activity Small Group Activity |
| 9:45 am-10:15 am | Outdoor Play |
| 10:15 am-10:30 am | Music and Movement |
| 10:30 am-10:45 am | Large Group Activity |
| 10:45 am – 11:00 am | Preparation for Pick-up |
| 11:00 am | Parent Pick-up |

AM drop-off will begin at 8:00 am and children must be picked up by 11:00 am.

Arrival and Departure

We are excited to start to be a part of your child's early childhood education. We highly recommend parents arrive early on their child's first day at TCELA as it may take them a while to adjust to our program. This is the first step to supporting their independence and confidence. To help with separation anxiety, prepare your child for the weeks before starting. You can do this by talking about the program, what you will be doing during the day, as well as your child, and always mentioning how you will return to take them home. You can also bring a photo of you and your child so the child has something to remind them of home. Whatever your child's feeling on the first day or any day, it is always best to accept and respect their honest expressions of their emotions. Our teachers will help and support you when you are ready to leave. Once you do make the decision to leave, it is highly recommended you say "goodbye" and then follow through. If you start to leave and then return, it tends to increase anxiety and does little to improve the success of parting. Once you have left, you are welcome to ask our office staff to check on your child. We would love to let you know how things are going.

Sign-in/Sign-out Procedures

All families will enter and exit through the **Main Office**.

We ask that parents park on Pentland St. and follow the designated drop-off/pick-up pathways. Parents are asked not to use our staff parking lot as a loading/unloading area. Please be mindful of the loading zone as parents may be waiting for the next available spot to unload/load.

Once you have entered our office, parents will sign their child in on our Sign-in/Sign-out binder or on our iPad/kiosk (Procare). Our academic curriculum will begin at Circle Time; it is recommended that children arrive early to limit the disruptions during Circle Time.

During registration, parents will submit a list of authorized person(s) to pick up

their child. Please make sure to keep this updated. All parents/legal guardians must be prepared to show identification to our staff.

- Identification must be checked anytime staff is releasing a child to an adult who is not known to them, even if the parent has supplied a note.
- Acceptable forms of identification:
 - State driver's license, identification card, or passport

Tuition-Based Program: Please pick up your child before the preferred closing time/contract hour. A \$10.00 fee will be assessed for every 10-minute increment after closing time/ contract hour. If late pick-up occurs two times within a month or becomes excessive throughout the year, a warning letter will be sent home. If late pick-up continues after the warning letter, termination of service may result.

101229.1 SIGN IN AND SIGN OUT 101229.1

(1) The person who signs the child in/out shall use his/her full legal signature and shall record the time of day.

(b) The person who brings the child to, and removes the child from, the center shall sign the child in/out.

(c) A person who removes the child from the center during the day, and returns the child to the center the same day, shall sign the child in/out.

(d) The sign-in and sign-out sheets with the signatures required by this section and by Section 101226.1 shall be kept for one month and shall be available at the center for review by the Department.

Confidentiality

Confidentiality

All information regarding children or families enrolled at TCELA is confidential. Only the teaching staff, administrators, and Social Services have the right to view the files or assessments of each child enrolled in our program. Upon termination of enrollment, children's files are archived for four years as required by law in storage and then shredded.

Rights Of The Licensing Agency (Section 101200 b & c)

The Department or Licensing Agency shall have 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 children or staff member; and for the examination of all records relating to observing the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Children's Health

Health Checks

Our Office Assistants or TCELA staff will complete a daily health check of all children entering our preschool. We are unable to accept children with contagious illnesses. Please be prepared for other child care arrangements if we are unable to accept your child. It will be helpful if parents/guardians check your child every morning before coming to school as the following conditions may temporarily exclude him/her from participation in our program: fever, injuries that could require medical care, head lice, cold, runny nose, medication, pink eye (eyes closed shut due to mucus), impetigo, ringworm, a rash that would indicate a communicable disease, vomiting and/or diarrhea, etc. Our district's policy is for a child to be 24-hour fever-free and 48-hour vomiting and diarrhea prior to returning to school.

Additional Information

Snacks and Meals

TCELA is a nut-free program. Temple City Unified School District's Food Services Department provides snacks and lunch for our preschool at no additional cost. Parents are welcome to pack their child snacks from home. Kindly note that our menu is subject to change due to product availability and unforeseen circumstances.

- Children enrolled in our Full-Day Program will be offered an AM snack, Lunch, and PM snack.
- Children enrolled in the AM Half-Day Program will be offered an AM snack.

Children's Personal Items

- Parents are asked to apply sunblock before arriving at TCELA.
- All children will need to bring their own water bottle (labeled with their first and last name. Water bottles can be refilled at one of our water fountains.
- Please make sure your child has an extra set of clothes in the event of accidents or soiled clothes.
- Children attending our Full-Day Program are asked to bring a crib size bed sheet and light blanket for naptime.

What to bring for your child (label first and last name on all):

- **Water Bottle** - DAILY
- **Extra Clothes** (in case of accidents)
(shirt, pants/shorts, underwear, socks, etc.)
- **Extra Shoes**
- **72 Hour Kit of Emergency Food** in a gallon size ziploc bag
(include: non-perishable child friendly snacks, water, and juice)
- **Emergency Clothes** in a gallon size zip-loc bag
(shirt, pants/shorts, underwear, socks, etc.)
- **Optional: Extra Snacks** (nut-free)
- **Full-Day Program: Fitted crib sheet** (28 in x 52 in)
- **Full-Day Program: Light Blanket** (30 in x 40 in)

Birthday Policy

We love any reason to celebrate! Birthdays are a very special day for your child. Please notify the teacher in advance of any party plans. However, formal parties and swapping gifts are not allowed at school. Parents may bring store bought (no homemade) mini-cupcakes or cookies for their child's class for dessert after lunch or afternoon snack. Fresh fruit, cheese cubes and other healthy treats are preferred; or books, crayons, stickers and non-food treats. Please think outside of the box as well! You can donate books or supplies in honor of your child on their birthday, or come to school as a surprise special reader. We will gladly send home party invitations provided ALL children in the class are invited.

If you are a parent that would not like your child to participate in a friend's birthday, please let our staff know. We understand that there may be allergies or dietary restrictions– if you would like to bring an alternative fun-snack for your child to participate in celebrations, please pack them in a gallon-size ziplock bag and we will store them in the classroom.

Rest Time (Full-Day Program)

All children enrolled in our full-day program will have a rest period. During this rest period, our children are not required to sleep but must remain quiet to allow for other children to rest. Parents/guardians are asked not to schedule pickups or visits during this time to lessen disturbances to the other resting children. Napping pads will be spaced apart from each other. They will be arranged with the head of each bed alternating, in opposite directions. All pads will be wiped down and disinfected after each use. Parents are required to bring a crib size bed sheet and blanket. Bedding will be sent home on Fridays to be washed and brought back on Mondays.

Per Title 22, Licensing Requirements:

(b) All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center.

(1) A napping space and a cot or mat shall be available for each child under the age of five.

(2) Centers that serve children in half-day programs are not required to schedule napping periods or have napping equipment for such children.

(3) No child shall be forced to stay awake or to stay in the napping area longer than the normal napping period

Topical Ointments, Sunscreen, and Medication

If any topical ointments such as lotions, sunscreens, Neosporin, or medication administration are required for your child while attending TCELA, the parent must provide detailed directions, and permission (signed medical administration form LIC 9221) along with the good standing, non-expired or non-tampered product. This gives the teacher consent to administer as needed or required.

Dental and Medical Emergencies

In the event that may require emergency Dental/Medical care, parents give consent to medical/dental procedures through the form LIC 627.

Positive Redirection and Discipline

“Discipline is helping a child solve a problem. Punishment is making a child suffer for having a problem. To raise problem solvers, focus on solutions, not retribution.” — L.R. Knost

TCELA is child-centered and flexible in teaching, although limits to certain behaviors need to be set. There are times when a child's behavior threatens their own safety or the safety of others or is disruptive to the teaching/learning environment in the classroom. It is imperative that we stop inappropriate behavior while at the same time maintaining the child's self-esteem and continuously learning. Some people call it discipline, TCELA prefers the words “guidance and redirection”. Children will be treated with courtesy, compassion,

respect, and patience. They will receive guidance in a proactive manner according to the age and understanding level of the individual child.

TCELA practices “Active Listening” with all children, which is a method of first listening to the child and then giving the adult time to assist the child in reflection, coined by Thomas Gordon. By reflecting back to the child and letting them know we understand how they are feeling and can help them communicate or act in a way that makes better choices, we allow them to know that we care and want to help. By acknowledging the child's feelings and helping them become aware of the feelings of others, we are educating children who feel valued and respected for the very special individuals they are. Most of the time, children will accept verbal reminders of what is acceptable behavior. Although, sometimes this message needs to be clarified by a temporary restriction of the child's activities until they are able to de-escalate.

One way a teacher may communicate this to a parent will be through the Procare app, which would document the context and situation of the behavior, as well as the steps taken by the teacher. After three or more serious incidents of inappropriate behavior, Teachers and administration may recommend a Parent-Teacher Conference. This will give both the parent and teacher the opportunity to come together and discuss positive methods to help change the child's inappropriate behavior.

At no time will a child be subjected to physical punishment, shaming, frightening or humiliating methods, verbal abuse, threats, derogatory remarks, or meal deprivation be used.

101223.2 DISCIPLINE 101223.2

(a) Any form of discipline or punishment that violates a child's personal rights as specified in Section 101223 shall not be permitted regardless of authorized representative consent or authorization.

Termination of Services

Tuition-Based Program: The following are common reasons for termination from the program:

- Excessive unreported absences from parent/guardian.
- Continuous unsafe behavior of a child on school grounds, after several incidents.
- Incidents that pose a high risk of injury to self, others, or property damage.
- Failure of parent support or response to notification of continuous unsafe behavior of a child.
- Parents/Guardian engaging in malicious or threatening behavior towards staff, other parents, and/or children.
- Violations of any Education Code regarding firearms, alcohol, drugs, physical, violence, theft, willful destruction of property, any conduct by the parent, child, or relatives resulting in harm to person or property while on the center grounds.
- Failure to provide necessary and/or requested information regarding work, authorized adults, contact information, and school verification for continued enrollment.
- Failure to pay fees for services on time.

Family Engagement and Parent Involvement

Our program is in full support of family engagement and parent involvement. Parents/Guardians are our students' first teachers. Occasionally our program will have opportunities for parents and guardians to volunteer on campus or attend family engagement events and activities. We highly encourage our families to be involved in the first few years of their child's educational experience.

Parents/Guardians volunteering in our program may include volunteering in the classroom, assembling registration packets, preparing for open house and family events, providing feedback, and much more! Parents/Guardians will need to check-in with our office staff and we will scan their IDs to be screened through our Raptor software. *The Raptor system uses the visitor's first name, last name, and date of birth that is captured with the ID scan to check only against registered sex offender databases in all 50 U.S. states. Any alerts from custom*

databases set up by the school or district containing information including custody orders, dismissed school or district employees, etc.

Interns

TCELA is also a learning environment for students working towards a career in Child Development and Teaching. Many college students are interested in interning and earning credits for their degrees. All interns are interviewed prior to their involvement with our program as well as TB tested and screened. Interns are never allowed to be alone with children and may only be assisting our Preschool Instructors/Preschool Paraprofessionals in supervision and care.

Acknowledgment and acceptance of the Parent Handbook (this document) and its entirety are given in written consent via the Admission Agreement