



Love To Learn
— PRESCHOOL —

Parent Handbook

Dear Families,

Welcome to Temecula Valley Unified School District's Love to Learn Preschool Program! Love to Learn Preschool provide services for preschool-age children at two of our elementary school campuses.

Our early childhood educational programs are developmentally-based and follow the guidelines of the California Department of Education (CDE), Early Education and Support Division, and licensing requirements of the California Department of Social Services. Curriculum activities are planned and presented by teachers who maintain Child Development Permits and/or Teaching Credentials issued by the California Commission on Teacher Credentialing. In addition, our Instructional Assistants represent diverse academic and cultural backgrounds. Our preschool programs provide nurturing and challenging environments where your child is encouraged to learn, grow, and develop his/her skills.

We are pleased that you have chosen TVUSD's Love to Learn Preschool! Adult Family members are welcome to volunteer in their child's school day once they have been cleared by TVUSD. We encourage you to become as involved as your schedule allows. We are committed to keeping you well informed about your child's program and about your child's accomplishments. We look forward to working with you as partners in your child's development.

Sincerely,

TVUSD Love to Learn Preschool Staff



Philosophy

TVUSD's Love to Learn Preschool provides safe and nurturing learning environments for young children that promote their emotional, social, cognitive, and physical development. Mutual understanding and respect between home and school is essential for children's future success. Parents are their children's most influential teachers; we encourage parents to be our partners in their children's early education experience at TVUSD.

We believe that children learn best through active exploration and by making choices about the activities they would like to pursue. Primary tasks of the early years of life are learning about relationships and learning about the nature of objects and materials. The best context for this learning is an environment where children are supported and guided by adults who encourage learning through trial and error, repetition, imitation and identification with peers and significant adults. Children's social and emotional learning is enhanced in an environment where empathy and kindness is valued, modeled, and shared.

The environment is planned to provide stimulating and challenging materials and activities. Teachers closely observe to see what children understand and pose additional challenges to take their thinking further. Children's natural curiosity and desire to make sense of their world is used to motivate children to become involved in a wide variety of planned and spontaneous learning activities: language and literacy, the arts, math and science concepts, problem solving and opportunities to master motor skills.

Preschool-age children arrive with individual ways of learning within their developmental stages. TVUSD's Love to Learn Preschool staff build on children's prior knowledge, interests, abilities, strengths and areas for enhancement when planning their program.

Eligibility

To enroll in TVUSD's Love to Learn Preschool, children must be 3 years old and completely independent when toileting. Pull-Ups are not permitted. If it is determined that a child is not independent when using the toilet, or experiences frequent accidents, enrollment will be discontinued due to the health concerns of the other children.

Children are not eligible to enroll in this program if they meet the age eligibility requirement for TVUSD's Transitional Kindergarten (TK) program. Please visit the TVUSD website at www.tvusd.k12.ca.us for TK age Requirements.

Days/Hours of Operation

Love to Learn Preschool follows the TVUSD yearly calendar. Please see TVUSD calendar at www.tvusd.k12.ca.us for days of operation and a list of holidays. Our hours are as follows:

AM Class 8:30am-11:30am

Full-Day Class 8:30am-3:00pm (8:30am-12:30pm on **All Modified/Student Early Release Days**)

Our preschool hours are aligned with the regular elementary school hours, so as not to conflict with sibling pick up.

Before the First Day

Teacher orientation meetings provide opportunities to meet your child's teacher, support staff, and other parents. At that time, they will share information about their program. You will have the opportunity to ask questions, be shown around the classroom, and learn about class policies and procedures.

Helping Children Transition to Preschool

Every child's teacher helps new children become familiar with the routines of the class. The teacher will learn your child's unique ways of communicating, and will narrate the day for him or her until he or she is completely comfortable.

Children respond in a variety of ways to new settings. Some settle in quickly, as if they have always been at preschool. Others may have a more difficult time adjusting. Children experience a variety of feelings (sadness, anger, and delight) as they learn to trust new teachers and know that parents do come back at the end of the day. Please be assured that your child will be supported during this transition time.

Parents Can Help Their Children By:

- Talking positively about preschool, the teacher, and children they will meet.
- Acknowledging and validating all feelings (I know that you are angry, sad, excited, etc.)
- Communicating a matter-of-fact confidence in the preschool.
- Assuring your child that you love them, that you will miss them and that you will be back.
- Saying good-bye when you're ready to leave and then leaving. (It's confusing to children and teachers when parents say good-bye and then stay around for a while).
- Letting your child know when you are leaving preschool. It is critical to your relationship that your child trusts that you will not sneak out to avoid upsetting him or her. It is much better for a child to experience momentary sadness than to have to deal with the possibility that a parent may disappear at any moment.

Helping Parents Transition to Preschool

This is usually the more difficult of the transitions! Parents may have mixed feelings about leaving their young children in preschool. These are normal reactions to trusting your child with people who are initially strangers. You may experience new feelings as children form attachments with teachers. These attachments are essential for a child's emotional development and school success. Parents are welcome to spend time in their child's classroom. We ask that you allow your child time to adjust to his or her new school experience, by limiting visits/observations during their period of adjustment. Teachers can always schedule time to answer your questions or hear your concerns about your child.

What Children Should Wear To School

Children are involved in sensory activities every day, often involving water, cooking ingredients, paint and other art materials. Please send your child in comfortable, washable play clothes suitable for active and messy play. It is extremely discouraging to children and staff when a parent arrives and is upset because their child's clothes are dirty. We will always provide smocks or shirts for those children who wish to wear them.

Play clothes that are easy to manage encourage independence and self-help skills. Many toilet accidents are prevented if children can unbutton pants and unbuckle belts without a struggle.

When the weather is cool and unpredictable, be sure your child has a sweater or jacket. In addition, each child must have one complete set of clothes (socks, underwear, pants, shirt or a dress) kept in his/her cubby. We recommend that your child wear sturdy, closed-toe shoes to school. These types of shoes protect their feet during walks, bike riding and other outdoor activities.

Please label all clothes with your child's name!

Parent Involvement

Your child and the preschool benefit when you are an active participant in the class. We welcome your participation at whatever level you are comfortable giving. You are always welcome to visit, or be involved in any of the day-to-day activities. If you have an interest in music, art, or have another hobby or talent that you would like to share with us, or would simply enjoy helping teachers with activities or projects, please let your child's teacher know.

Please note that before you are permitted to volunteer in your child's classroom, you will need to be cleared by TVUSD as a parent volunteer. Please contact the main school office in order to get the process started. All volunteers must also provide proof of the following immunizations:

1. Influenza - must receive this each year between August 1st and December 1st or submit a written statement declining the influenza vaccination.
2. Pertussis
3. TB - Cleared Test
4. Measles

Parent- Preschool Communications

Your child's teacher is available to assist you with confidential issues concerning your child, your family, or issues that may arise in the classroom. Making an appointment to talk about confidential issues ensures that you have enough time to talk.

Informal Daily Communication

Check in with your child's teacher every morning at drop off time. It is important for us to be aware of any information that may affect your child's day at school. You may occasionally receive a call from the teacher to advise you about an incident during the day or to ask for your input on an issue that has come up during the day. Please take a moment at pick-up time to find out how your child's day has been.

Parent Information Boards

The parent information boards are located in your child's classroom with information concerning activities, meetings, announcements, health notices, curriculum plans and other announcements, etc.

Email Communication

Teachers will be sending reminders home either by email, in children's cubbies, or by putting them on sign-in sheets to keep families informed about the program, parent events, classroom activities and general information and reminders of interest to all families.

Cell Phone Policy

All preschools have a "no cell phone" policy inside the classroom and on playgrounds when children are present. If you must take or make a phone call, please step outside to do so. Transitions are made easier when your child has your full attention at drop off and pick up, and your full attention allows for clearer communication between teachers and parents.

Drop Off and Pick Up Procedures

Signing in and signing out your child is required by law for the safety and supervision of the children. Parents or an adult (over the age of 18 years) authorized by the parent, must sign your child in and out of preschool each day using a full signature and the time of arrival or departure. For your child's safety *always* let the teacher know when you and your child arrive and before taking your child from the class. Please call if your child will be absent or late.

If someone other than a parent is to pick up your child from preschool, you must list that adult on your child's Preschool Emergency Card. If the adult taking your child from the preschool is not on the form, we must have your written permission in advance. Adults listed on your child's Preschool Emergency Card must show a picture ID before they will be allowed to sign your child out of the center. Please speak to your child's teacher if there is a change in your routine pick up plan, so that we can remind your child during the day.

We must be able to reach you or someone on your authorized pick up list at all times. Please make sure that all people on your emergency list are aware that they are listed, and are willing to pick your child up in case of illness or emergency.

Please carefully supervise your child whenever entering or leaving the center. When you sign your child out, you are responsible for their safety and supervision.

Emergency Pick Up

If you or someone on your emergency sheet is unable to pick up your child, protocol is for you to call and speak to the teacher. You will need to provide your family code word and a description of the person and the person must bring photo identification.

Late Pick Up Policy

It is very difficult for children to be left at school after their normal pickup time. We ask that parents make every effort to observe the program hours and closing time, and are respectful of the staff's needs to get home to their own families and other obligations. If you are late, staff will attempt to reach parents and emergency contacts by phone. Please be assured that your child is always our concern and will be well cared for until your arrival. We understand that unavoidable situations arise; however, we have found it necessary to implement the following policies:

Late Pick-up Fees:

00 to 60 minutes: \$1.00 per minute per child

Enrollment will be discontinued upon the fifth late pick up.

Transportation

Transportation services to Love to Learn Preschool is not provided by TVUSD.

Children's Progress and Parent Conferences

The goal of TVUSD's Love to Learn Preschool Program is to ensure that all children are making progress in all areas of development. We use several processes to determine and document children's development. This information is used to plan and provide age and developmentally appropriate activities for children. Conferences can be arranged any time at the request of parents or teachers.

Individualized Education Plans

We are committed to working in partnership with families whose children have Individualized Education Plans (IEP) and are appropriate for a general education setting. We will attend IEP meetings when requested by parents. A copy of your child's IEP will be given to the teacher. Teachers refer to the child's IEP to support the goals and objectives. Additionally, we collaborate with all professionals providing services for children with IEPs. We will support parents in the services they request for their child and will make reasonable accommodations to support students and their special education services.

TVUSD Special Education Preschool Programs

TVUSD currently has special education preschool classrooms, operating on four elementary campuses. These classrooms serve students with a variety of disabilities that may include; speech & language impairment, autism, specific learning disabilities, and other health impairments. Having general education preschool classrooms on the same campus as special education students may provide many inclusive opportunities. Because of this, we anticipate that special education students may mainstream with general education students at the following times:

10-10:30 AM Morning Snack/Recess

11:30-12:00 PM Lunch

1:30-2:00 PM Afternoon Snack/Recess

School-wide Assemblies (usually on Fridays at 9:00am)

We believe that allowing both general education students and special education students the opportunity to play and interact together will be positive for all students. For general education students, they will learn about individual differences, empathy, and build leadership skills when working with students with disabilities. On the flip side, our special education students will benefit from opportunities to play and interact with typically developing peers, who are usually good speech and behavior models.

In TVUSD, we look forward to building strong early childhood programs that support the needs of all students.

Positive Guidance

We strive to create an environment where children are safe and where they know they will be cared for and listened to, not just by their teachers, but by one another as well.

In order to minimize conflict, much effort is taken to provide appropriate activities, create an inviting environment, and meet the individual needs of children. Still, conflicts are a natural occurrence as children try to relate to one another in a group setting.

Many techniques are used for assisting children through conflict resolution. Although our interactions vary depending on the age of the children and the severity of the situation, all staff seek to guide children in learning to be problem solvers.

Teachers appreciate knowing if your child is undergoing any unusual or traumatic experiences that might affect their behavior at school. This information allows teachers to better meet the needs of your child during school hours.

Here are some of the techniques used in our preschools:

- **Setting Limits** - 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 few, basic, clear, and concise. Boundaries and expectations expand in keeping with the abilities of the children.
- **Consistency** - So that children know what to expect (and from that can anticipate, predict, and change their own behavior accordingly), limits and expectations are consistent throughout preschool classrooms. All adults respond in a consistent manner to conflict situations.
- **Tone** - The message a child receives from an adult intervening is: you are safe, the situation is under control, and we can work it out. A firm, kind, serious tone with a relaxed demeanor reinforces this message.
- **Modeling** - The adults in the class/program set an example of compassionate, caring individuals who are able to express their own feelings and needs clearly and calmly.
- **Passive Intervention** - Children are given time to work through their own problems. If a situation does not escalate to destructive or aggressive behavior, a teacher may choose to simply observe as the children seek a solution, or their presence can serve as a gentle reminder to use words instead of action. Teachers trust children to 'figure it out' but are there to help if they should need it. When additional intervention is necessary to facilitate the resolution process, it is as non-intrusive as possible.
- **Physical Intervention** - Children will be physically stopped when hurting each other. The focus will then turn to resolving the conflict at hand.
- **Identifying/Interpreting** - "You both want the truck." Such a simple statement can clarify the problem, diffuse tension and help the problem solving begin. Children also need help to consider other's emotions or needs especially when they are upset themselves. For example, "Look, he is crying. It really hurt when you kicked him."
- **Validating Feelings** - Constructive thinking is virtually impossible when a child is overcome by an emotion such as anger, sadness, fear or frustration. Acknowledging the emotion is imperative before any other learning can occur. "I will not let you hit her. Tell me why you are so angry." It is important that all children in a conflict be listened to honestly. Teachers and support staff model child-friendly words for making sincere apologies. While we never force a child to make an apology, we do provide opportunities for children to actively comfort the child they have hurt with words or actions. Adults may model for children by saying, "I'm sorry you got hurt" and at some point, children begin spontaneously doing the same.

- ***Giving Choices/Offering Solutions*** - Adults offer choices and possible solutions to children who are having a difficult time finding them on their own. They may ask the child, "Would you like to know what other friends have done?"
- ***Redirection*** - A request to stop a negative behavior is accompanied by a suggestion for an appropriate behavior with which to replace it..."We stay off the fence. If you would like to climb you can use the climber. Remember to stay off the fence."
- ***Natural Consequences*** - Consequences for behavior are those that are logical to children. "Keep the sand in the sandbox or you will need to come out of it." When children are able to understand the results of their own behavior they are better able to modify it.

When More is Needed

Occasionally a child's behavior is excessively disruptive or harmful to individual children or the class. If the teacher believes that he/she needs additional support and expertise to best meet a child's needs, some or all of the following steps may require family support:

- ***Additional parent/teacher conferences*** will be held. The purpose of the conference is to clearly define the problem, re-examine possible causes, consider any changes the staff and/or family can make and reinforce consistency between home and school.
- ***Community Resources*** - The teacher may encourage and work with the family to seek support from TVUSD specialists. Love to Learn Preschool does not endorse or assume financial responsibility for community resources outside TVUSD.
- ***Schedule Adjustment*** - The teacher may determine that an adjusted schedule (for example, shortened hours or different arrival time) is in the best interest of the child. Families may be requested to come to preschool to speak directly to their child about expectations for behavior at school, or may be asked to take their child home for the remainder of the day. Typically, these are interim measures until there is a resolution of the issues.
- In rare instances due to behavioral concerns and no progress with intervention, a student may be asked to not return.
- Please note, TVUSD staff will never use discipline measures that involve corporal punishment of any sort.

TVUSD's Love to Learn Preschool is committed to seeking solutions for children and families.

Biting Policy

One of the most upsetting yet normal behaviors of early childhood is biting. With young preschoolers, social skills may be still developing. It may be difficult for young children to distinguish between what is a loving gesture and what hurts. Young children may fully understand that when they bite, someone cries; but they may not have yet connected all of the social consequences.

Parents will be notified if their child has been bitten and of the procedures the teacher has followed. The name of the child who did the biting will not be included when informing the parent of the incident. If the bite has broken the skin, it will be washed with soap and water. Both parents will be notified immediately and requested to call their child's health care provider for further instructions.

If biting becomes an ongoing behavior, the teacher will talk with parents and together they will carefully analyze the circumstances. Information noting when the incident happened, where it happened, what precipitated the bite, who was involved, and the times of day the biting occurs will be recorded. A teacher/staff member will be assigned

to stay in close proximity to the child to interrupt the biting behavior before it happens and to provide needed support. Reasonable action will be taken to modify the environment, routines, or interactions within the group to help diminish the biting. If further action is needed, please consult the "When More is Needed" section.

Celebrations/Holidays

TVUSD is a multicultural community of people from diverse backgrounds. Our activities, programs and everyday interactions are enriched by our interactions with one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect. Sharing family traditions and holidays is an important part of our curriculum. Celebrations and holidays are shared with the children as special events and as part of our on-going program. Families are encouraged to share their traditions with their child's class.

Health, Safety and Nutrition

TVUSD's Love to Learn Preschool maintains clean, safe, and healthful environments. Our goal is to protect and enhance the health and safety of all children and staff. Adults model good health and safety behaviors and promote good daily health routines. Teachers and instructional support staff are trained in CPR and First Aid.

Immunization Requirements for Admission

For the protection of all children enrolled in the program, the following steps are required:

- Verification of your child's current immunizations must be on file before your child may attend school.
- Immunization records must be kept current while your child is enrolled in the program.

Daily Health Evaluation

Teachers evaluate each child's health when the child arrives at school. Teachers do not allow children who are ill, or appear to be feeling ill, in the classroom. Teachers use their discretion and best judgment when sending a child home.

Should your child become ill at school, your child's teacher will call you immediately, and your child will need to be taken home by you or someone on your authorized pick up list within 30 minutes of the call.

If there is a disagreement with the teacher's decision to send the child home, parents will need verification from a health care professional stating that the child is not contagious and is well enough to take part in the program.

Allergies

Parents provide their child's daily snack. Please be sure to notify the staff of any food allergies or restrictions your child may have. When a medical statement is provided, food alternatives will be substituted during special events and activities. We ask that parents refrain from sending nut products with their children to school.

Health and Wellness Policy

To protect children who are well and to prevent children who are ill from developing secondary infections, TVUSD's Love to Learn Preschool adheres to the following policies:

Children With These Symptoms Must Be Excluded From Preschool

<u>Symptoms</u>	<u>Child May Not Return to School Until</u>
<i>Fever of 100 or above</i>	The temperature has returned to normal for at least 24 hours without medication/fever-reducing medication
<i>Cold/flu symptoms</i>	Thick yellow or green mucus discharge is no longer draining from nose for at least 24 hours and coughing has subsided.
<i>Diarrhea/Vomiting</i>	Loose stools and vomiting have subsided for at least 24 hours and your child has returned to normal eating with no stomach upset.
<i>Earache/Sore Throat</i>	A health care professional has written a release for your child to return to school, or has been on antibiotics for 24 hours, or symptoms subside.
<i>Red/Discharging Eyes</i>	Eyes are clear or your child has been on antibiotics for 24 hours.
<i>Rash</i>	Spreading, itching and/or discomfort have disappeared or have been diagnosed by a health care professional as non-communicable.
<i>Head Lice</i>	The child has been treated with lice shampoo and <i>all nits have been removed from hair.</i>

In addition, children may be excluded from preschool if they do not feel well enough to participate in the program (including outside play).

Please notify the preschool immediately if your child has a contagious disease. Strep throat, pinworms, impetigo, conjunctivitis, measles, mumps, chicken pox, pertussis (whooping cough), and head lice, among others, are categorized as highly contagious.

We will notify all parents if children have been exposed to a contagious disease while at preschool. In some situations, a written note from the doctor or health care professional will be required for a child with a contagious disease to return to preschool.

Strategies for Keeping Your Child Healthy

- Pay close attention to your child's health. Take your child to the doctor as soon as you suspect that your child may have an infection.
- Let your child's doctor know that your child is in preschool. Communicating this information to your doctor will enable him/her to work with you to help keep your child as well as possible.
- Pay attention to your child's sleep and diet. Fatigue increases susceptibility to illness. It is very important to your child's health as well as cognitive and physical development that your child eat a balanced and nutritious diet.
- Dress your child appropriately for the weather. Over-dressing and under-dressing contribute to poor temperature regulation, which may lead to illness. Please keep a sweater in your child's cubby. We can always remove outer layers of clothing if the weather turns warm. We may not have extra sweaters if the weather turns cool unexpectedly.
- Be prepared. Develop a back-up network of people who can care for your child in an emergency.
- For the health and safety of children, personal pets and animals are not allowed at preschool.

Medication

If a student requires medication administration, it will be administered in the health office. Permission for administering medication must be signed by the prescribing physician and the parent prior to its administration. Each medication must be placed in the original, child-proof container, has the name of the medication, the date prescribed, the name of the child for whom it was prescribed, the name of the prescribing physician, and the physician's instructions. Parent permission forms for medication are available at the health office.

Sunscreen

Children spend a great deal of time outdoors during most days. If you would like your child to wear sunscreen, please apply it before coming to school.

Field Trips and Walks

To enrich curriculum experiences and teach children about their community, teachers may plan walks throughout the community. Parents will be informed in advance of any trips off campus and are always welcome to participate. Children must have written parent permission to attend a field trip off campus. Preschools use TVUSD's buses to transport children to field trips and return children to school. Teachers carry first aid equipment, emergency forms, and a cell phone.

Injuries

Minor injuries are treated with soap and water, bandages, and ice. The teacher observing the injury will write an 'ouch report' and place it in your child's cubby. Parents will be called immediately if we observe a head injury or in the event of any serious or questionable injury. In an emergency, the staff will contact 911, the school, and parents as soon as possible.

Emergency Procedures

The preschool class has an emergency plan in the event of earthquake, fire, and/or natural disaster. If there is a major disaster, children will be cared for in preschool if it is safe, or moved to another location if directed to do so. Parents are asked to pick up their children as soon as possible, and to please limit phone calls. Although we know you will be concerned about your child, we need to be free to take care of all children and the phone lines will need to be kept free for emergency use. All preschools have first aid supplies and other supplies on hand if children need to remain in the preschool for an extended period of time. Sign out procedures will be followed. If you send another adult to pick up your child, they must be on your child's emergency list.

Each month preschools have drills to keep staff and children prepared for an emergency. Children participate in fire and earthquake drills, as well as lock down drills. Teachers are certified in CPR and First Aid, and all classrooms are equipped with smoke detectors and fire extinguishers.

Emergency Evacuation

In the event that a center must evacuate, preschools follow TVUSD Emergency Operation Center directions, law enforcement, and the campus to determine if children are moved to a safe evacuation site. Each preschool has a designated evacuation site.

Building Access and Security

All visitors and guests must check in with the school office when arriving late or early. Parents, visitors, and guests are required to wear school issued badges or name tags while on campus in the preschool class.

INSPECTION AUTHORITY

Department of Social Services - Community Care Licensing Division

Title 22 - Division 12, Chapter 1, Article 4 - Section 101200: Inspection Authority

The Department has inspection authority to enter and inspect a facility without advance notice.

The Department has the authority to interview children or staff, and to inspect and audit child or Child Care Center records, without prior consent.

Suspected Child Abuse and Neglect

All staff members are mandated by the State of California to report suspected child abuse or neglect.

Sharing Foods from Home

To ensure the safety of foods served to children, foods brought from home to share with other children must be commercially prepared packaged food in their factory-sealed containers. If you wish to share a birthday treat with the class for your child's birthday, please see your child's teacher for approved food items prior to bringing/sending them to preschool.

Curriculum

TVUSD's Preschool Curriculum and Instruction are aligned with:

Preschool Learning Foundations - California Department of Education

Preschool Curriculum Framework - California Department of Education

Common Core State Standards -Language Arts & Mathematics

Love to Learn Preschool staff will also use supplemental curriculum that is research-based.

Snacks & Lunch

TVUSD provides each student with a free breakfast and lunch if desired. Children may also bring their daily snacks and lunch from home. Preschool staff members are not authorized to heat foods. There is no refrigeration and parents are encouraged to use insulated containers for all perishable foods.



ENROLLMENT

Terms and Conditions (See Enrollment Packet for Detailed Terms and Conditions)

TVUSD Love to Learn Preschool provides early childhood learning opportunities that fulfill children's social/emotional and pre-academic needs. We believe all children deserve exceptional learning opportunities and invite you to enroll in our program. Please see terms below.

I wish to enroll my child _____ in the preschool program at _____ School.

By initialing the blank space beside each item below, you indicate that you have read, understood the statement, and will abide by the terms of the Enrollment Terms and Conditions.

_____ TVUSD's Love to Learn Preschool program is subject to availability. The District has the right to discontinue or change these services including staff at its discretion. If the services are not available or are discontinued at a particular school, the program may be available at another site.

_____ **ANNUAL REGISTRATION FEE:** The \$50 nonrefundable annual registration fee is due at the time of enrollment and payable each year. The registration fee will not be credited toward monthly fees. If my child is withdrawn from the program for any length of time during the year and subsequently re-enrolls, a new registration fee of \$50 is due at that time.

_____ **FEES/LATE PAYMENTS:** Fee payments are due in full on the 1st day of each month. Fees will not be prorated for illness, holidays, or emergency closure of the center. If fees are not paid by the 15th of the month the payment is due, a late fee of \$15.00 will be charged. Accounts carrying a balance past thirty (30) days will be turned over to a collection agency for further processing and your child's enrollment will be discontinued. After clearing all debts with the collection agency, families may re-enroll under specific payment plans, if space is available.

Payments can be made by choosing one of these options:

- A recurring debit/credit card payment at the same time each month can be established through Tuition Express. There is no charge for this service.
- Please note we do not accept personal checks***

_____ **RETURNED PAYMENTS:** There will be a \$25.00 fee charged for each returned payment.

_____ **LATE PICK-UPS:** A late pick-up fee will be assessed when my child is left beyond the preschool's operating hours. The late pick-up fee does not constitute an agreement for the preschool to provide after-hours service, nor will the late fee be applied toward monthly fees. Chronic lateness at closing time may be grounds for termination of enrollment. Late pick-up fees will be charged as follows:

00 to 60 minutes late, the late pickup fee is \$1.00 per minute.

_____ If the parent or other authorized person fails to pick up my child and/or contact the preschool, and if no one can be reached within sixty minutes after closing time, preschool and/or school personnel may release my child to the custody of Child Protective Services or other legal authorities.

_____ **ABSENCES:** I agree to inform the school as soon as possible if my child will be absent on any day. Payment of full fees is required even if my child is absent for one or more days. There are no allowances, credits, refunds, or make-up days for occasional absences (i.e., sickness).

_____ **EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION:** Circumstances that may require preschool to close or that may disrupt service include but are not limited to inclement weather, natural or national disaster, or imminent major health or safety hazard as determined by the County Health Department or law enforcement agencies. Parents will be notified should severe weather or any other conditions prevent the preschool from opening. Fees will continue if preschool is closed up to three consecutive days due to emergency circumstances. If preschool is closed more than three days, a credit may apply starting on the fourth day until preschool re-opens. If it becomes necessary to close early on any day, parents will be responsible for arranging their child's early pick-up.

_____ **HOLIDAYS:** Preschools are closed on Federal and State holidays, and other scheduled days for employee professional development and training. The schedule may be changed if necessary at any time. Fees are not reduced, refunded, or credited, and there are no other allowances for these closures. Calendars will be posted and distributed each year.

_____ **WITHDRAWAL FROM PROGRAM:** Parents must provide a two-week written notice of withdrawal from the program. If this written notification is not provided, fees will be charged for two weeks, whether or not the child attends preschool. All account balances must be paid in full on withdrawal. Any prepaid balance of \$10 or less which remains at the time of withdrawal from preschool will not be refunded unless requested in writing within 30 days.

_____ **RE-ENTRY ADMISSION:** When my child is withdrawn, s/he will be eligible for re-admission based upon space availability and all other enrollment criteria. If selected for re-enrollment, a new Enrollment Agreement and payment of a new non-refundable registration fee of \$50.00 is required. If there is an outstanding fee balance when withdrawn, the account must be current prior to returning to the preschool program.

_____ **TERMINATION OF ENROLLMENT:** Accounts two weeks in arrears may result in immediate termination of enrollment. Upon payment, enrollment may be reinstated with applicable paid tuition and \$50 registration fee. *Past due accounts may be referred to collections for past due balances.* The Preschool contracts with a Collections Agency. If the account is sent to collections, parents will be responsible for the balance due plus fees associated with the collection of the account.

_____ In rare instances due to behavioral concerns, and where no progress with intervention is achieved, a child may be asked to not return.

_____ For the health and safety of all, children must be independent in toileting.

_____ Tuition is \$125 per week/billed monthly for AM class and \$200 per week/billed monthly for Full Day class. Tuition will be prorated for Spring Break, Thanksgiving Break and Winter Break.

Parent/Guardian Signature

Date

TVUSD Love to Learn Staff Signature

Date