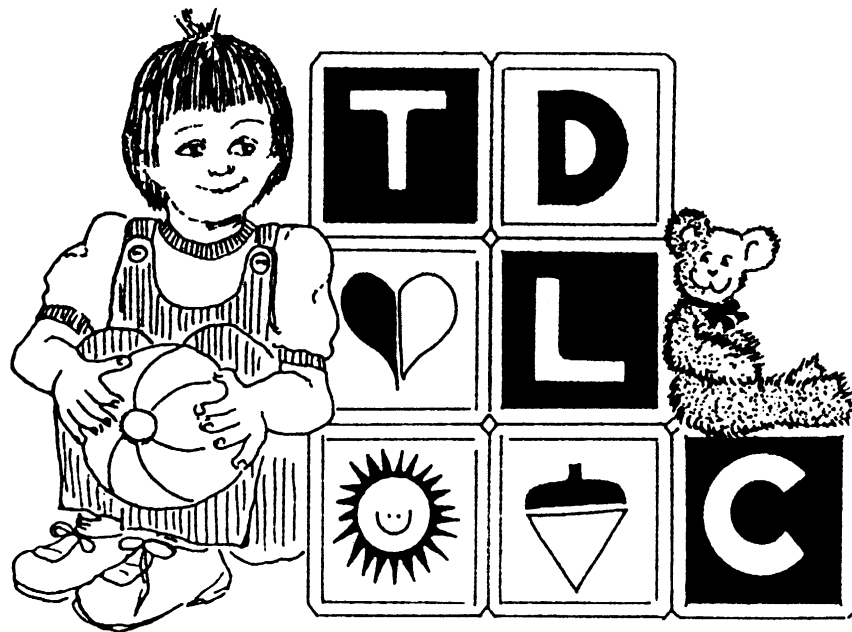


Trinity Daycare Learning Center

Building Lives on Bible Truths

PARENT HANDBOOK



PARENT HANDBOOK

557 Olivina Avenue
Livermore, California
(925) 449-5683

tdlc5683@yahoo.com

TDLCLivermore.com

Revised 09/2011

Table of Contents

Welcome	4
Philosophy/Our Program	5
Allergies	6
Illness Policy	7
Medication	9
Specific/Communicable Disease – Not Listed	10
Specific/Communicable Disease	10
Discipline	14
Fees and Finances	16
Center Hours and Holidays	18
Open Door Policy/Security Measures	18
Signing In and Out	18
Cell Phone Policy	19
Nutrition: Breakfast, Lunch and Snacks	19
Labeling	19
Clothing	19
Personal Belongings from Home	20
Rest Periods/Naps	20

Birthdays	20
Special Programs	21
Parent Work Days	21
Emergency Information	21
State License	22

Welcome

We hope that you and your child will enjoy your experience here at Trinity Daycare Learning Center (TDLC). TDLC is a weekday ministry of Trinity Baptist Church for preschoolers.

TDLC has been designed to provide a safe, creative and intellectually stimulating environment for children. The children are surrounded by an atmosphere of respect and loving appreciation for one another.

TDLC welcomes children of any race, nationality, creed or ethnic origin. Each and every child within our care will enjoy all rights and privileges of the center's program, without exception.

As your child enters our program we find it is very helpful to bring him for a short visit before his first day. This visit needs to be a time when you stay with him and help him become familiar with the room, with the other children and with the teachers. This visit will help you and your child feel more comfortable on his first day.

When you leave, your child may cry. This is a normal occurrence. Crying, and separation anxiety generally disappears within a short time as she becomes accustomed to the other children, room and teachers, and when she realizes that you will return. During this initial time of adjustment, your child may cling to you even at home, and may require more sleep because of the added activity.

Please feel free to visit us at any time. You are welcome to come in and play with your child, take part in the program, and enjoy the fun activities. Please understand that once your child is accustomed to the routine, your stopping by will probably signal time to go home for him and you will need to help him understand it is just a visit.

Our Program

TDLC is a family-supporting ministry of Trinity Baptist Church. TDLC is committed to the development of the whole child in an environment that is nurturing, friendly, consistent, and professional. TDLC presents Christian values and teachings. Children learn about God using Bible truths as the foundation to respect all individuals. Christian values are the basis of our philosophy. Children in the pre-school classes (2 years and up) and kindergarten class have prayer at snack and lunchtime. Prayer in the younger classes is a basic memorized prayer thanking God for our food, with free/individual prayers developing in the older classrooms. Free/individual prayer is not only praying for food, but for those things the children wish to pray for (i.e. sick family members, pets, etc.). Children in the pre-school and kindergarten classes participate in chapel. The teaching staff presents Bible stories through songs, stories, and dramatic play. These Bible stories will introduce the children to characters and events in the Bible. We use the Holy Bible – New International Version. Respecting the varying backgrounds of the children in our care, no church doctrine is taught. Simply Bible truths are taught.

We are committed to our belief that children should be allowed to experience normal growth (the body getting larger in size) and development (the body becoming more skilled or mature) at their own pace. Outside of inherited growth characteristics from parents, we believe an important factor for growth is a child's environment. The most important environmental factor affecting growth is good nutrition (eating a well balanced diet). We provide a mid-morning and mid-afternoon snack each day and ask that you pack a nutritious lunch (free of excessive sugars and sweets, no candy or soda please) for your child's lunch.

Children develop in four major areas:

- Social/Emotional: how a child learns to see herself as a loved, able, loving, unique human being, and how a child knows what is expected and how to act in her culture or society
- Cognitive: how a child thinks and learns
- Language: how a child speaks, hears, and understands
- Physical: how well a child moves all the muscles in the body, how muscles work and how the nervous system tells the muscles what to do

Rates of growth and development vary in each child. Try not to be alarmed if your child is not participating in all the activities like his classmates. If at any time you have concerns or questions, please feel free to contact your child's teacher. The staff considers your child's age and developmental level when placing him and also when moving him to the next classroom.

Our philosophy is children grow and develop at their own individual pace. Classroom activities are designed to incorporate the varying abilities of the children, while always challenging them to reach just beyond their ability, hence learning new skills. Each class paves the way for the next. Goals in a younger class will meet the ability level of the next class. The younger classes maintain a free schedule (mainly scheduling meals and naptime) and activities are primarily child-centered. As children move up through the center they transition from a free to a more structured schedule (scheduling set times for chapel, meals, nap, circle time, projects/art/music and outside time).

Allergies

Notice: TDLC is a "PEANUT FREE AND TREE NUT FREE environment".

Food allergies are becoming more common among young children. Young children often touch everything and put objects into their mouths which could spread the allergens. To help protect our students against severe allergic reactions resulting in anaphylactic shock, TDLC has developed a Peanut and Tree Nut Free Policy.

Please do not send food containing peanuts or tree nuts of any kind to school. Tree nuts would include macadamia, brazil, cashews, almonds, walnuts, pecans, pistachios, chestnuts, beechnuts, hazelnuts, pine nuts, ginkgo nuts, and hickory nuts. Sunflower and pumpkin seeds are ok to send for older children (they are not tree nuts). Peanuts are a legume and can cause severe allergic reactions for some individuals. Please do not send peanut butter or products containing peanuts. Soy and sunflower butter can be a substitute. Almond milk is not ok to send but soy milk is ok to bring for lactose intolerant children. If you have questions, please contact the office or speak with your child's teacher.

If your child has an allergy, please discuss this with his/her teacher in detail. We will take the appropriate precautions to protect your child's health.

If your child has allergies, please complete an **Allergy Alert form** describing the allergy and any plan of action you wish the staff to take in case of an allergic reaction.

Illness Policy

It is difficult to tell how sick children are when they do not feel well. As a licensed childcare center, we are responsible for ensuring that children with obvious symptoms of illness are not accepted into the program until completely well. Children who have been absent because of illness or have been exposed to the contagious disease will need to be checked by the center staff as being illness free at the time of drop-off. The following guidelines, as well as staff discretion, will determine whether or not your child may attend the center or remain at the center on a particular day. If your child has a communicable disease (see Specific/Communicable Disease) or any combination of the following symptoms, you will be contacted to pick up your child. **Your child needs to be picked up within one hour once the staff has contacted you regarding your child's illness. If you fail to retrieve your child within one hour's time, you may incur a late fee equal to that of the late pick-up fee.** If you are unable to pick up your child within the hour, make sure we have current and accurate information regarding additional persons who can meet this time frame and have your permission to pick up your child from the center. When you pick up your child you will be required to sign the Illness Survey. The Illness Survey will outline the symptoms the teaching staff documented while your child was at the center.

Reasons for excluding a child:

1. The illness prevents the child from participating comfortably in routine activities.
2. The illness requires more care than our staff is able to provide without compromising the health and safety of the other children.
3. The illness is any of the specifically diagnosed conditions listed below.

Symptoms requiring excluding a child:

Infections spread easily among children. Please look for the following symptoms requiring exclusion of your child from the center.

1. Fever – a digital thermometer will be used to take your child's temperature under her arm. One degree will be added to the number registered on the thermometer to determine actual body temperature. If the reading after adding one degree is 100.0 or higher, it is determined your child has a fever.
2. Fever along with behavior change or other signs of illness such as sore throat, rash, vomiting, diarrhea, earache, etc.

3. Symptoms and signs of possible severe illness – until medical evaluation allows inclusion. May include unusual tiredness, uncontrolled coughing or wheezing, sneezing, runny nose, continuous crying or anger, or difficulty breathing.
4. Diarrhea – runny, watery, bloody or uncontrollable stool
5. Vomiting
6. Body rash with fever or unidentified rash
7. Sore throat with fever and swollen glands
8. Eye discharge – thick mucus or pus draining from eye, or pink eye (Viral conjunctivitis usually has a clear, watery discharge and may not require medication or exclusion.)
9. Head lice or nits (eggs)
10. Severe coughing – child gets red or blue in the face or makes high-pitched whooping sound after coughing
11. Yellow skin or eyes
12. Clings or cries excessively that is not usual for your child
13. Has difficulty breathing
14. Irritable, continuous crying requiring more attention than we can provide without compromising the health and safety of the other children (unable to participate in the class' daily activities)

Your child may return to the center only after he has been symptom free for 24 hours without medication. If you suspect your child has a bacterial infection (i.e. ear infection, sinus infection, bronchitis, etc.) please keep her home from the center until she has been seen by a physician and diagnosed. **If a physician prescribes antibiotics for your child, she may only return to the center after a full 24 hours of receiving the first dose of antibiotic, is determined by the center staff to be illness free and is able to participate in class.**

Medication

We understand that there are times when your child will need medication administered while at the center. As long as the following has been completed, we will administer your child's medication (CCL manual – 101326/1-1-89)

1. All prescription and non-prescription medications shall be maintained with the child's name and date.
2. All prescription and non-prescription medications shall be administered only with the written approval and instructions from the child's parent/guardian and in accordance with label directions as prescribed by the child's physician.
 - a. Written approval and instruction is given only when the Parent Consent for Administration of Prescription and Over the Counter Medicine form is completed.
 - b. All prescription and non-prescription medications must be kept in original container with the original label (including name of medication, directions/dosage and warnings).
 - c. For all over the counter medications you wish the center to give your child (i.e. fever/pain reducing cough, cold medication) a Physician's Written Consent Form or a Doctor's note for each medication must be on file. The Physician's Written Consent form can be picked up in the office, in your child's classroom or is on our web site.

All medication brought to school needs to be handed directly to a staff person who can properly store it out of the reach of children.

- **Do not leave medication in the children's lunches, back packs, diaperbags, or cubbies.**

Specific/Communicable Disease – Not Listed

Since we acknowledge we cannot cover every specific/communicable disease in this Parent Handbook, we have chosen the most common specific/communicable diseases to list. If a specific/communicable disease, that is not listed, develops in your child the following procedure will be followed:

1. Parents contact the center immediately when a physician diagnosis the specific/communicable disease.
2. The center will consider the child's physician recommendation regarding acceptance into the center. A written release is needed from your child's physician; however the center staff will determine returning.
3. The center will take your child's physicians view plus the following to determine the center policy on your child's specific/communicable disease:
 - a. Review The American Medical Association Encyclopedia of Medicine and Caring For Young Children
 - b. Contact California Child Care Health Program
4. All the information gathered will be reviewed by the director and two other staff members (including your child's teacher) to develop a policy concerning this particular illness. ** A policy will be established and enforced within 24 hours (one day).

Specific/Communicable Disease

The exposure to a specific/communicable disease of any kind needs to be reported immediately to the office and your child's teacher(s) so we can put up an Exposure Notice to inform the other parents.

Listed on the next pages are descriptions of the most common specific/communicable diseases and how they will be handled.

Chicken Pox	Onset 2-3 weeks after exposure to infected individual. Communicable from 1-2 days before rash appears. Signs are slight fever and irritability for one day, and then fine blisters appear, first on trunk, then rest of body. Isolate child until all scabs are dry. Child will be excluded from school 6 days after rash appears or until all blisters are crusted over and dry.
Conjunctivitis (Bacterial – with pus)	Onset 24-72 hours after exposure to an infected individual or articles. Can spread as long as infection is active. Symptoms are irritated, tearing eyes, swollen lids, and a yellow discharge that makes the eyelashes sticky. Consult a physician for treatment. Isolate child until symptoms disappear and/or the child has received antibiotics for 24 hours.
Conjunctivitis (Viral – without pus)	Signs are redness of the white part of the eye and inner eyelids, watery discharge, no yellow discharge or matting of eyelids. Expected course is 4-7 days. Secretion can spread infection. Isolate until symptoms disappear. Children with conjunctivitis caused by allergies need not be excluded but will need to have a Physicians clearance before returning.
Ear Infection (Otitis Media)	Although the ear infection itself is not contagious, the upper-respiratory infection that caused the ear infection is, therefore it is considered to be a communicable disease. Signs are fever, pulling/rubbing ear, falling often, and/or excessive crying. The child needs to be seen by a physician and can return after 24 hours of taking the first dose of antibiotic medication.
Fifth Disease (Slapped Cheek Disease)	Signs are mild fever, tiredness, flushed cheeks that looks like they've been slapped. May have rash on chest, arms, and legs. Contagious one to two weeks before the rash appears. The child is excluded due to fever. They can return once diagnosed, fever free, and able to participate in class.

German Measles	Must be documented by test. Onset two to three weeks after exposure to infected individual. Signs are slight “head cold”, swollen glands at back of neck, changeable rash that goes away in 2-3 days. Child will be excluded from school at least 6 days after appearance of rash and until all symptoms disappear. Keep child away from all women who are pregnant.
Hand, Foot and Mouth (Coxsackie Virus 16)	Incubation period 3-6 days. Contagious virus. Signs are small blisters in the mouth, which can be painful, smaller water blisters or red spots located on the palms/fingers and soles/toes and sometimes on the buttocks. Low grade fever. Your child may return once diagnosed by a physician. A child needs to be fever free and blisters need to be dry. A physician’s written release is required for returning to school.
Head Lice	Signs are white eggs (nits) firmly attached to hair shafts near the skin, which cannot be shaken off, itchy and rash on scalp. The child may return 24 hours after treatment and ALL lice and nits (eggs) are completely cleared from the hair.
Impetigo	Sores smaller than one inch in diameter, begins as small red bumps which rapidly change to cloudy blisters then pimples and finally sores. The child may return 24 hours after treatment has begun and the child no longer has discharge (the sores are dry).
Measles	Must be documented by test. Onset about 1-2 weeks after exposure. Communicable from 4 days before rash. Signs are runny nose, watery eyes, fever (which may be quite high), and cough. A rash appears about the fourth day of illness. Isolate child after the appearance of the rash. Child will be excluded from school until all symptoms disappear.
Pinworms	A common infestation, commonly affecting children, with small parasitic worms that live in the intestines. The parasite lays eggs around the anus and their movements may cause sleeplessness, anal irritation and itching, often at night, which may cause the child to scratch. The child may return to TDLC 24 hours after the first treatment.

Respiratory Syncytial Virus (RSV)	Symptoms similar to an upper respiratory track infection, cold, stuffy nose, cough, with fever or wheezing. Highly contagious. Child may attend school once fever is gone for 24hours, and child feels well enough to participate in class.
Ringworm	Onset 10-14 days after exposure to infected hair from animals, man or other articles. Communicable as long as lesions are present. Signs are flat, spreading, small ring-shaped lesions and scaly patches of temporary baldness if in the hair. Seek medical attention for medication. The child may return to the center after the infected area has been diagnosed by a physician and treatment has begun.
Roseola (Sixth Disease)	Symptoms include high fever, lasting 3-5 days, runny nose, irritability, tiredness. When fever breaks pink rash appears all over body lasting 1-3 days. A child may return once diagnosed by a physician and fever is gone for 24 hours.
Scabies	Signs are very itchy skin, rash consisting of small red bumps, pimples and tunnels. Very contagious. The child may attend the center after they are diagnosed and treated for at least 24 hours.
Sinus Infection	Although the sinus infection itself is not contagious, the upper-respiratory infection that caused the sinus infection is, therefore it is considered to be a communicable disease. Signs are sensation of fullness, pressure or pain on face overlying the sinus area, runny/blocked nose, fever, excessive crying. The child needs to be seen by a physician and can return after 24 hours of taking the first dose of antibiotic medication.
Streptococcal Infection	(Including Scarlet Fever and Strep Throat) Onset 2-5 days after exposure to respiratory secretions. Communicable 10-21 days if untreated. Symptoms are sore throat, fever, and in some instances a rash develops. Seek medical attention if symptoms appear. Isolate child until diagnosed and for at least 24 hours after first antibiotic treatment has been given.

**Thrush
(yeast infection)** Signs are white, irregularly shaped patches coating the inside of the mouth/tongue, which cannot be washed away. A prescription is required for treatment. Your child needs to be seen by a physician and treated before returning to the center.

**Whooping
Cough
(Pertussis)** A serious Respiratory infection caused by bacteria that is highly contagious. It gets its name from the whooping sound the child makes when trying to draw breath after a coughing spell. It can be prevented by immunization. It is treated with antibiotics. Symptoms include those of a cold, no fever, and violent coughing. Your child will need to be seen by a physician and treated with antibiotics and excluded from school for at least 5 days.

Discipline

Children attending TDLC will be treated with love and respect at all times. They will be listened to and have their physical and emotional needs met without coercion or punishment. Any form of physical punishment, mental or emotional cruelty towards the children will not be tolerated. We believe in discipline that is firm, yet loving. It is important for the teaching staff to work together as a team. The staff to help maximize the children's enjoyment of the center's program will use the following techniques consistently.

1. Setting limits. Children need to know an adult will take the responsibility of stopping unacceptable behavior until they are able to do so for themselves. Limitations are clearly defined and consistently maintained.
 - a. Children may not hurt or endanger themselves.
 - b. Children may not hurt or endanger others.
 - c. Children may not destroy property.
2. Teaching. Teaching the child about safety, care of property, good health habits, and consideration for others.
3. Decisions. Allowing the child to make as many decisions as possible within the necessary limits.
4. Explaining. Explaining the rules in a cheerful, sympathetic manner to make them understandable and acceptable to the child. Avoiding repetition. Be consistent, firm, and fair.
5. Understanding. Understanding the reasons for a child's behavior (fear, fatigue, anger, curiosity, etc.) and helping them deal with their feelings in a more constructive way.
6. Enforcing. Enforcing the rules in a positive, non-personal way.

Giving positive verbal rewards encourages accepting behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children. Our objective relative to discipline is to help your child learn both self-control and expression of feelings in socially acceptable ways.

If the child does not follow the rules of the center or the teachers' directions, the following discipline actions may be taken:

1. **Regaining Control.** If a child is being disruptive, hurtful or not responding to the teachers' request to follow the rules then the child will be removed from the situation to regain control of his/her actions. During this time the child will not be out of the teacher's sight and if at all possible, the teacher will sit with the child and positively help the child regain control and think of more appropriate ways to deal with the situation. When a teacher removes a child, they will talk with the child and explain why he/she was removed and that when the child feels he/she is ready to join the activity the child may make that choice. This puts the child in control of what is happening to him/her. He/she is not left to sit for a determined amount of time, waiting for an adult to say when he/she is ready to return to the group. If a child, who has been removed, re-enters the group and is still not able to control him/herself the teacher may remove him/her again, repeating the steps until control and an understanding has been developed.
2. **Sent to the Office.** If regaining control in the classroom is not effective, the child will be sent to the office to discuss the problems with the office staff. This is used as a last resort.
3. **Disciplinary Reports and Parent/Teacher Conferences.** If the behavioral problem is still taking place a disciplinary report will go home requesting a parent/teacher conference.

Continuation at the center shall be determined by periodic reviews and parent conferences with the Director and the teaching staff. The best interests of the child and the preschool group, however, shall be the final determining factors in continued enrollment. Parents are encouraged to share their questions and concerns and seek the advice and counsel of the teaching staff. In some situations, the Director and teachers may recommend that a child have a few days at home before returning to the center (Note: No tuition refunds are given for this time period.).

Fees and Finances

The policies listed below are a part of our Daycare Payment Agreement. (Please read carefully.)

1. The Daycare Payment Agreement is a legally binding contract between the parent/guardian and TDLC.
2. There is a non-refundable registration fee of \$125.00 per child.
3. Daycare fees are paid either monthly (due on the first and delinquent by the fifth) or weekly (due on each Monday morning delinquent by Tuesday at 12:00 noon). Your child may not attend the center as of the sixth day of the month if your monthly fees have not been paid. Your child may not attend the center as of Wednesday if your weekly fees have not been paid. Your daycare fees are due whether your child attends the program or is absent. There will be no make-up days.
4. Daycare fees paid late will incur a late fee of \$15.00 plus \$10 per week until tuition is paid for monthly fees paid after the fifth of the month or \$10.00 when weekly fees are paid after Tuesday 12:00 noon.
5. Your child will attend the center on the same days each week. Any variations from your regular schedule must be arranged with the Director in advance. For drop-in purposes, a form will need to be completed and submitted to the office for approval.
6. If you need to change your child's regular days they attend our school, please give TDLC a two week written notice. Schedule changes will need the director's approval and can only be accepted if your child's class can accommodate the new schedule. We do not save days.
7. If you are late picking up your child, you will be charged a late pick-up fee of \$5.00 (per family) for every five-minute period after 6:00 p.m. **Picking up late is defined as not out of the center with your child and his/her belongings by 6:00 p.m.** Community Care Licensing does not allow us to take in any children before 7:00 a.m. or keep any children after 6:00 p.m. This late fee must be paid when the child is picked up or the next morning. If a child is picked up after 6:00 p.m. more than five times, the child may be dis-enrolled. A child not picked up within one hour of closing time (7:00 p.m.) is considered abandoned and the proper authorities can be called.

8. If you have a check returned by the bank, you will be charged a \$20.00 returned check fee. Returned checks resulting in overdue daycare fees will be subject to the late payment fee as well as the \$20.00 returned check fee. The reimbursement for the returned check plus the fees must be made in cash or money order. The center will not put a returned check back through the bank. If two checks are returned from the bank due to insufficient funds, you may be required to make all future payments in cash or money order.
9. There is a family discount of 5% off the total tuition for families having more than one child enrolled in the center at one time.
10. You must give TDLC a two-week notice (one month for kindergarten), in writing prior to terminating your child's enrollment. If you fail to do so, you are still obligated to pay the full two-week's fees.
11. If your child must be dis-enrolled from the program there will be no refund of your paid tuition.
12. The adult responsible for dropping-off or picking-up a child must sign the child in and/or out using his/her full name (first and last of the adult and child) and completing the correct time of drop-off or pick-up (CCL-101229.1). If a child is not signed in/out properly there will be a \$5.00 per infraction charged to that child's parents. This includes signing the Child Care Links Daily Attendance sheets for applicable families.
13. Daycare fees are paid based on a yearly tuition rate divided into equal payments whether weekly, monthly, or bimonthly according to the contracted schedule listed on the admission agreement. Your child's regular tuition fee is paid regardless if the school is closed (holiday's, teacher workdays) or your child is absent for any reason (vacation or sick).

Center Hours and Holidays

TDLC is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. TDLC will be closed on the following holidays:

- Martin Luther King Day
- President's Day
- Good Friday (1/2 day only), closed at 12:00noon
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving and the Day after
- Christmas Eve (1/2 day) through New Year's Day
- 2 Teacher Prep Days (designated one month in advance)

Open Door Policy/Security Measures

We want you to feel free to visit the center at any time. But please be alert to the teacher and classroom's schedule so your child's and the other student's day can continue with their routine. Visiting the classroom is not a time for a parent conference since the teachers need to focus their attention on the students at all times for their safety. As an important security measure, we ask that you bring your child into his classroom and sign him in (using full names and correct time) and see that he is under the teachers' supervision before you leave the center. It is equally important that you re-enter the building when picking your child up and sign him out (sign full names and correct time). Your child can only be released to people designated by you. A photo I.D. may be required from the designated person if they are unknown to the staff. We must have a notarized court order on file regarding parental custody matters.

Signing In and Out

The adult responsible for dropping off and/or picking up a child **must** sign the child in and out, using his/her full name **or** his/her first initial and full last name and the time the child was dropped off/ picked up. If a child is not signed in/out properly, there will be a \$5.00 per infraction charge to that child's parents/guardians. The center is not in compliance with the state licensing requirements when our sign in/out sheets are not complete and the center is liable for a daily fine. This \$5.00 infraction fee also applies to signatures on Child Care Links Daily Attendance forms filled out by applicable parents.

Cell Phones

Communication is important between parents and caregivers. Therefore, in order to assure thorough communication at TDLC, we have created a no cell phone policy within the center. This is to include **all** classrooms, restrooms and play yards. If you are on a call at the time of drop-off or pick-up, please terminate your call before entering the center. If your phone rings while you are on site, please allow your voicemail to answer the call.

Nutrition: Breakfast, Lunch and Snacks

Please pack well balanced meals. Soda and candy in lunches is discouraged. Toddler – Kindergartener children who arrive before 8:00 a.m. may bring and eat their breakfast at school. Our Infant room feeds breakfasts according to the needs of the infant. Please be advised of your child’s scheduled lunchtime. Lunch will only be served during that time. If you bring your child in after lunch, it is your responsibility to have already fed him/her. The center will provide nutritional snacks mid-morning and mid-afternoon. A snack menu is posted in the hallway.

Labeling:

(CCL-101427) “Bottles, dishes, and containers of food brought by the parent shall be labeled with the child’s name and the current date.” Parents with children in the infant/toddler center are asked to label their child’s bottles, dishes and containers for food with the child’s name and the current date. Parents with children in the pre-school/kindergarten center are asked to label their child’s containers (no glass please) of food and all belongings with the child’s name. All parents must label their child’s medications, lip balm, diaper ointment, and sunscreen with their child’s name and the current date.

Clothing

The children at TLDC have exposure to many different activities and materials. The outside play area consists of grass, cement, sand, gravel, and fi-bar. We have found that for some children wearing sandals becomes uncomfortable because the ground cover easily gets between the shoe and the foot. Although we do not require your child to wear athletic shoes, we do suggest them for your child’s comfort. No flip flops can be worn to school or outside. Sandals or slip on shoes must have at least a back strap.

Your child will be active both indoors and out. It is important for your child to be dressed in comfortable, washable play clothes that will adapt to food spills, paint,

sand, and water. We ask that you label jackets, sweaters, hats and other clothing that might be taken off while at the center.

Please keep a set of extra clothes at the center for your child in case a change is needed. Several sets may be needed in the infant/toddler classes and during toilet training. Wet clothing will be sent home and another set of extra clothes will need to be brought in the next day.

Personal Belongings from Home

Your child may be encouraged to bring things from home that support a part of the weekly theme. (Some classrooms also have designated share days.) Please label the items brought to ensure their safe return. We discourage your child from bringing any other toys or “treasures” from home to limit potential loss and breakage. All of your child’s clothing should be labeled. Should your child lose clothing or a possession, check with her/his teacher or the Director immediately. We try to help your child take care of personal items, but we cannot be responsible for the damaged or lost items.

Rest Periods/Naps

Your child’s day at the center is planned to provide many exciting active learning experiences. A rest period/nap (usually 2 – 2 ½ hours) is scheduled each day to balance the active times. Please provide a blanket and sheet, but do not bring sets that are valuable to school. Your child may also want to bring a pillow and/or stuffed animal (please clearly label all items with your child’s name). These items will go home at the end of each week to be laundered and brought back the following week. If your child’s nap items need to go home each night, please inform your child’s teacher ahead of time.

Birthdays

Birthdays are special events in a child’s life. We appreciate your interest and involvement when arranging a birthday party for your child. If you wish to provide a “treat” for the children in your child’s class, please arrange the amount, date, and time with the teacher. All birthdays celebrated during school hours will be on site. Birthday activities and treats need to be part of a regular school days schedule and not an unsafe disruption or distraction to the class. Parents may be on site to help with the treat time. However, teachers cannot conduct an event that takes time away from the needs of the students.

Special Programs

Field trips and nature walks are a special addition to our program. We will be going on walking field trips often around the neighborhood and on specially planned parent participation field trips throughout the year (when it is age appropriate and we are able to enlist enough parent help to ensure the safety of the children). TDLC requires a signed “Use of Private Cars for Transporting Students on School Connected Fieldtrips” with a current copy of the driver’s license and Insurance policy showing required coverage.

Holidays may be celebrated with festive parties, programs, and parades. Parents and families are always welcome to share in these activities.

Special Guest Speakers will visit periodically to tell the children about their jobs and hobbies. Parents are encouraged to volunteer to be a part of this by contacting the staff and letting them know what you are available to speak about.

Back to School Night will be held in September for Parents only.

Parent Workdays

There will be a pre-scheduled parent workday each calendar year. Parents are encouraged to join the staff and church members to participate in this “workday” fellowship. Workdays will be held on Saturdays from 8:00-2:00 p.m. with lunch included. Workday activities may include: repainting equipment and rooms; repairing equipment; replacing sand in sandboxes; constructing new outside structures; etc. Childcare is not available on this day.

Emergency Information

We have Disaster/Emergency Procedures posted in all classrooms. We will periodically practice these procedures to help us be prepared. In case of a disaster we would remain on this site as long as it is determined to be safe. We have bottled water, non-perishable foods, and first-aid kits stored on site.

If you cannot reach 449-5683 in case of emergency try the church office at 447-1848. They can bring a message to us. The church hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

If it is determined that it is unsafe to remain at our center, our designated evacuation site is Rancho Las Positas School, 401 Jack London,

(925) 455-0184. In the event of an evacuation we will try and contact you by phone. You may wish to include an out of state phone number and person for us to contact in case local phone lines are not functioning. Make sure your child's emergency information is up-to-date in our files. Your child's safety and well being is always a top priority.

Fire drills are conducted on a monthly basis and Earthquake drills are conducted quarterly.

State Licensed

Our center is licensed by the state of California. The license is posted in the office. We are periodically inspected by our regulatory agencies to ensure the best care for your child in the areas of health, safety, and specific requirement mandated by the state standards. We value our partnership with the state agencies and support their commitment to quality childcare. We are required by law to report suspected child abuse/neglect to the proper authorities. We are required to keep specific and up-to-date forms in each child's file, and appreciate your cooperation in completing and returning forms when needed.