



TPC Preschool 2023-2024

**31802 Las Amigas Dr.
Trabuco Canyon, California 92679
949-713-6989
WWW.TPCPRESCHOOL.COM
License # 304371535**

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License Number: 304371535
Address: 31802 Las Amigas Drive, Trabuco Canyon, CA 92679
Director: Kathy Vanderhoff
Email: misskathy@tpcpreschool.com
Website: www.tpcpreschool.com
Hours of Operation: 7:30 AM - 5:30 PM

**“Train your children right from wrong,
and when they are grown they will do right.”**

Proverbs 22:6 (Contemporary English Version)

Welcome and Introduction

Trabuco Presbyterian Church Preschool (TPC Preschool) welcomes you and your family to our program for young children. This Parent Handbook serves as the Tuition and Admission Agreement and Contract and explains the philosophy and goals of our Christ-ed preschool. It also describes the policies and procedures necessary to construct a rich learning environment for your child.

Vision Statement

TPC Preschool is committed to welcoming all families and building loving relationships in a safe, nurturing, Christ-centered learning environment. Our educational approach supports the unique developmental needs (mind, body, spirit) of each child in order to reach their God-given potential.

Mission Statement

“Inviting all people to build an active relationship with Jesus Christ.”

Admissions and Registration

Admission Requirements

TPC Preschool is open to all who desire a Christian preschool education for their children ages 2-6. There is no discrimination on the basis of race, color, national or ethnic origin.

Admission Procedures

A request for information regarding TPC Preschool should be addressed to the Director. Children are required to be fully toilet trained. Registration will be open to all members of the community. To register, a completed Application Agreement and Contract, copy of the birth certificate, immunization report, and non-refundable registration fee is required. Once your child is registered, it is necessary to complete all the required licensing forms before beginning at TPC Preschool.

Absenteeism

Please notify the Preschool through Brightwheel or call the preschool at 949-713-6989 by 9 AM if your child is going to be absent.

Insurance

It is the parent's responsibility to provide ample insurance to cover your child's medical, optical, or dental needs. The preschool has limited liability insurance as a secondary to your personal insurance.

Preschool Hours

TPC Preschool will remain open from 7:30 AM until 5:30 PM Monday through Friday, excluding holidays, which are indicated on the school calendar posted on the TPC Preschool website .

Enrolling Your Child at TPC Preschool

A parent interested in placing their child at Trabuco Presbyterian Church Preschool should set up an appointment with the Director. An admission application package will be provided at the meeting. Completion of the following forms and payment of the registration fee constitutes registration:

1. *Registration Form* – Please register your child in an age-appropriate program. If you have questions about placement the Director will meet with you to discuss. Changes will only be permitted if the space is available and the move is age-appropriate.
2. *Identification and Emergency Form (LIC 700)*
3. *Admission Agreement* - Must be signed by both parents of responsibility.
4. *Health History (LIC 702)*
5. *Medical Consent Form (LIC 627)*
6. *Physician's Report (LIC 701)*
7. *Immunization Record* - Must be provided by the physician and filled in completely. It is up to your physician to determine whether your child needs a T.B. skin test. Except where exempt for medical reasons only (note from Dr. on letterhead) all children must be immunized against polio, diphtheria, whooping cough, tetanus, measles, mumps rubella, and chicken pox.
8. *Personal Rights Form (LIC 613A)*
9. *Parent's Rights Form (LIC 995)*
10. *Registration Fee* (non-refundable) - \$150 per child or \$200 per family of two or more children.
11. *Covid Waiver Release of Liability*

All licensing paperwork and Center forms must be completed per Department of Social Services - Community Care Licensing prior to the child's first day at TPC Preschool. If the preschool doesn't have an opening at the time of initial contact, your child will be placed on a waiting list.

Tax Reporting

All tuition payments are recorded and total for the year. In January, you will receive a statement with our tax I.D. number (87-1071715) at the bottom. This statement can be used to report your childcare expenses to the IRS.

Program Goals and Curriculum

Program Goals

It is our goal to provide experiences that will help your child develop the foundational skills, love of learning, interaction with technology, and creative gifts that will lead to success in later years. We do this while focusing on Christian values and Biblical principles that will transform children into leaders, learners, and lovers of Christ.

The TPC Preschool will offer a curriculum that meets the social, emotional, cognitive, physical, language, aesthetic, healthy, safe, moral, and character developmental requirements of a preschool child, ages two through six years of age. TPC Preschool will offer a school readiness program preparing children for future school success and academic challenges, offering a program that will enhance school readiness and include language arts, math skills, science, critical thinking, and the appreciation of nature and their environment.

Spiritual Objectives:

- Encourage Christ-centered living and loving
- Develop character in children

These characteristics will be developed through attending weekly chapel, daily prayer, sharing Bible stories, singing, and being taught and led by followers of Jesus Christ.

Educational Objectives:

- Develop early literacy and analytical skills
- Teach beginning math skills – counting, shapes, patterning & sorting skills
- Encourage scientific discovery and visual learning
- Enhance education with learning of other languages, art, music, and other creative activities

These goals are achieved by reading quality literature for these ages that develops imagination, builds from vocabulary, builds comprehension and the love of reading. Investigate through all of their senses and learn through their own discoveries. Concrete materials such as manipulatives and blocks will be provided to build on curiosity, experimentation, problem-solving, and other ideas that will help children into life-long learners of science and math. Volunteers and teachers will also provide experiences in art, drawing, drama, puppets, dance, imagination, singing, rhythm instruments, and other languages.

Social Objectives:

- Provide experiences where children love to participate
- Build self-esteem as a valued child of God with unique gifts
- Teach respect for one another, teachers, and their environment
- Encourage children to interact well together and result in conflicts
- Create an atmosphere of love, creativity, self-confidence, and independence

Teachers will create a calm, learning environment filled with trust and respect. Children will be given positive guidance teaching how to treat others in love, self problems with their peers, and enjoy each moment of the day.

Curriculum and Enrichment Programs

Our curriculum has been designed to meet the developmental needs of children at their particular stages of growth and development. It focuses on the California Preschool Curriculum Framework and the California Preschool Learning Foundations and the principles of early childhood Christian education. The teachers develop a curriculum focused around our monthly themes which include: color, shape, bible verse, and special events for each month. .

Preschool and Pre-Kindergarten – The TPC Preschool staff will collaborate to provide enriching, creative experiences that motivate and excite children to learn. As a result, children leave ready for kindergarten and well-prepared for preschool success. Children will also have a solid foundation for building on their moral and character developmental and Christian beliefs.

Children at TPC Preschool will have ample opportunities to work with experienced early childhood teachers and engage in learning activities that meet key knowledge and skill areas essential to their development. The curriculum will focus on several major areas of learning through a balance of child-initiated and teacher-directed activities, such as

CHAPEL: Weekly chapel time will introduce the idea of worship. Center-wide projects will teach the importance of giving and caring for those within our community and throughout the world. Biblical stories and principles will be woven throughout our curriculum and the classroom environment will visually incorporate biblical stories and themes.

Special programs and activities will celebrate and teach children about the major events in the Christian calendar such as Christmas, Ash Wednesday, Easter, etc. The TPC Preschool will make it a point to let each family know that they are now part of the bigger Trabuco Presbyterian community, welcoming them to all church activities and programs, inviting them to worship, and supporting them through their prayer.

ART: A variety of artistic experiences and various mediums will be provided for your child.

COMMUNICATION: we will focus on listening, pre-reading, pre-writing and comprehension skills.

DRAMA: the children will learn the language and theatrical skills using their imagination through dramatic play experiences and puppets.

LANGUAGE AND LITERATURE: children will enjoy listening to a variety of age-appropriate literature daily. They will learn comprehension and vocabulary through discussion of the message and be introduced at an appropriate time to letters and pre-writing skills.

MATH: (use of manipulatives and visual learning): Children will learn beginning math skills such as patterning, sorting, accounting, graphing, and addition.

MOTOR SKILLS: Fine motor skills will be taught through math manipulatives and pre-writing skills, as well as, art experiences. Gross motor skills will improve through playground games, dance, movement, and physical activities.

MUSIC: Children have the opportunity to learn songs, use instruments and learn rhythm.

PHONICS: Children will be taught phonics as a precursor to reading.

SCIENCE: Children learn about science or experiments, their senses, classification skills and enjoyment of God's creation.

Each of these programs will be offered under the standard tuition. In addition, certain enhanced programs may be offered for a fee.

Parent/Teacher Conferences

Teachers will send home Progress Reports twice a year in November and in March. Parent/Teacher Conferences are scheduled primarily for Pre-Kindergarten students. You are welcome to schedule informal conferences with the teacher at a time of your mutual convenience.

TPC Preschool Daily Schedule Options

Full Day Schedule (7:30 AM - 5:30 PM)

7:30 - 8:30	Early Morning Care (extended daycare)
8:30 - 12:00	Morning enrichment (Chapel, art, language, developmental programs, science, music, outside time, sharing, etc.)
9:00 - 9:30	Morning snack (parents provide)
12:00 - 12:30	Lunch - children bring lunch from home, special lunch days to be announced
12:30	Morning and half-day children go home
1:00 - 2:30	Extended day children bathroom and rest time
3:00	Extended day children go home
3:00 - 5:30	Afternoon care, enrichments and activities indoors/out
3:30	Afternoon snack (parents provide)
Chapel	Every week with Pastor John alternating Tuesdays and Wednesdays.

Morning Half-Day Enrichment Program (8:30 AM - 12:30 PM)

8:30	Morning half-day children arrive
9:00 - 9:30	Snack
8:30 - 12:00	Morning enrichment (Chapel, art, language, developmental programs, science, music, outside time, sharing, etc.)
12:00 - 12:30	Lunch and go home

Morning Enrichment and Extended Care (8:30 AM - 3:00 PM)

8:30 - 12:30	Same as enrichment program above
1:00 - 2:30	Bathroom and rest time
3:00	Children go home

TPC Preschool School Calendar 2023-2024

August 2023

August 14th/15th - First Day of School

September 2023

September 4th - Closed for Labor Day

October 2023

October 19th - California Great Shake Out

October 31th - Halloween Parade

November 2023

November 9th/10th - Progress Reports
go home/ Pre-K parent conferences

November 10th - School Closed for

Veterans Day

November 15th/16th – Thanksgiving Parties

November 24th/25th – Closed for

Thanksgiving Holiday

December 2023

December 19th/20th - Holiday Parties

December 25th -31st – School Closed for
Holiday break

January 2024

January 1st – School Closed-New Years Day

January 3rd – School resumes

January 15th - School closed for Martin

Luther King Jr. Day

February 2024

February 6th/7th - “Daddy and Me Day”

February 13th/14th - Friendship Celebrations

February 19th - School closed for

President’s Day

March 2024

March 14th/15th - St. Patrick’s Day Parties

March 21st/22nd – Progress Report/Pre-K
parent conferences

March 26th/27th - Easter Parties/Egg Hunt

April 2024

April 13th / 14th - Easter Parties/Egg Hunt

April 15th - School closed for Good Friday

April 22nd-26th - Earth Day Celebrations

April 29th- May 3rd – Teacher Appreciation
Week

May 2024

May 7th/8th – “Mommy and Me Day”

May 27th – Pre-Kindergarten Graduation

May 27th – School closed for Memorial Day

June 2024

June 3rd – Last Day of school year

June 5th – Summer Camp begins

Program Options and Monthly Tuition Rates

Trabuco Presbyterian Church Preschool is a 12-month program.

Registration 2023-2024					
Half Day: 8:30-12:30 pm		Extended Day: 8:30-3:00pm		Full Day 7:30-5:30 pm	
Monthly Fee for 3-Year-Olds (at least 2 years 9 months and toilet trained)					
M,W,F	\$565	M,W,F	\$650	M,W,F	\$755
T,TH	\$395	T,TH	\$465	T,TH	\$555
M-F	\$890	M-F	\$995	M-F	\$1160
Monthly Fee for 4-Year-Olds					
M,W,F	\$555	M,W,F	\$630	M,W,F	\$745
T,TH	\$385	T,TH	\$450	T,TH	\$535
M-F	\$875	M-F	\$975	M-F	\$1150
Monthly Fee for Pre-Kindergarten					
M,W,F	\$545	M,W,F	\$610	M,W,F	\$735
T,TH	\$370	T,TH	\$440	T,TH	\$515
M-F	\$860	M-F	\$955	M-F	\$1140
Monthly Fee Add-ons					
Before School Care T,Th (7:30-8:30 am)					\$60
Before School Care M, W, F (7:30-8:30 am)					\$80
Before School Care M-F (7:30-8:30 am)					\$100
After School Care T,Th (3:00-5:30 pm)					\$100
After School Care M,W,F (3:00-5:30 pm)					\$150
After School Care M-F (3:00-5:30 pm)					\$200

Registration Fee: A NON-REFUNDABLE fee (\$150 per child or \$200 per family with two or more children) is assessed at the time of registration and annually thereafter. This fee covers processing and supplies for the classroom. Children starting mid-year will also be charged a full registration fee regardless of starting date. **The registration fee will have to be repaid for children leaving the program for longer than 30 days.**

**: The TPC Preschool Board of Directors reserves the right to increase tuition at any time.
A 30-day notice will be given.*

New Students: An Enrollment Packet must be completed prior to a child's first day of school. This includes proof of immunization according to the State of California Health and Human Service Agency Guidelines.

Returning Students: Students returning in the fall will be required to complete a registration form with updated information if applicable. A yearly registration/supplies fee will be applied to your August tuition. Please notify the office of any phone number or contact changes occurring within the school year.

Tuition Rules

Please refer to the rate chart in effect at the time of registration. The following rules apply to all tuition rates.

1. *Tuition Rates* – The rate of tuition you pay based on the age of your child each September and staff assessment of developmental milestones.
2. *Tuition Due* - Tuition is due on the 1st of every month your child is enrolled. Through Brightwheel, statements will go out about one week prior to the start of the month. You can easily manage your payment options on Brightwheel.
3. *Late Fees* – For accounts paid after the 5th of the month a \$35 late charge will be automatically assessed. Past-due accounts will jeopardize your child's attendance.
4. *Absentee Credit* – We do not give tuition credit for any day(s) that your child is absent, regardless of the reason (e.g. illness, personal vacations, TPC Preschool closures for holidays, or fall preparation week. Withdrawal for summer will result in a re-registration fee and payment for the first month of attendance upon return to TPC Preschool prior to leaving.

Late Pick-Up Fees

Late fees will be charged for children not picked up promptly at the regularly scheduled pick-up times. Parents will be charged a late fee of \$5.00 for the first five minutes and \$1.00 per minute thereafter. Late pick-up fees will be added to your Brightwheel statement.

The child remaining after we close can be upset and feel lost. We urge you to please be on time. Our Center will make every effort to contact you or other authorized adults. That is why it is so important to make sure we have current phone numbers. If we have not heard from you or other authorized adults within one hour after closing, the child will be considered abandoned and the appropriate authorities will be notified.

Tuition Discounts:

Active Church Members

Active members of Trabuco Presbyterian Church receive a 10% discount per child.

Multiple Child Discount

If parents have more than one child enrolled in TPC Preschool they will receive a 10% discount for each additional child. The discount(s) is/are taken off the lowest tuition rate(s).

Full Payment Discount

Families will receive a 10% discount if they pre-pay tuition for the year.

Withdrawal from TPC Preschool: The TPC Preschool is a year-round program, In order to reserve your spot for future enrollment, one month's tuition will be charged if you drop out for more than 30 days. Notification of intent to withdraw your child from the Center must be presented to the Director in writing with at least a two-week notice before withdrawal. The note

must include the child's name, date of withdrawal, and legal signature. No tuition will be refunded except in the case of a one-year payment. The amount returned will be the remainder of the one year after a proration on a monthly bases at a regular (not discounted) tuition rate each month attended.

Children leaving school for the summer must pay a Non-Refundable fee equal to one month's tuition in order to "hold" their spot for the fall. A two-week notice is required before leaving the program and all monies outstanding are paid in full before your child's last day.

Summer Camp

Camps run for 8 weeks depending on the calendar year. Information regarding this program is available in March and April. A summer fee of \$100 will be assessed in May for children currently enrolled and continuing in the summer. The fees help cover costs for additional events and activities for July and August.

Summer Camp Tuition

Monthly rates will remain the same for children currently enrolled at TPC Preschool. For children enrolling in summer camp only, the summer \$100 registration fees will be charged upon enrollment and tuition will be billed monthly. If the fee is of financial concern, please discuss your family's situation with our director. Our goal is for all children to be able to participate.

Field Trips

A *Walking Field Trip Permission Form* is included as part of the required enrollment paperwork for on-campus walks.

Policies and Procedures

Arrival/Brightwheel

- Families will be greeted at the classroom doors of TPC Preschool by a staff member. Parents will be required to wear a mask or face covering when entering the building.
- Prior to entering, you will enter your Brightwheel code and scan the QR code to sign your child. You will be asked health-related questions on Brightwheel at the time of signing your child in.
- Parents will also be asked for a Release of Liability Waiver Form.
- Parents entering the building will be required to wash or sanitize their hands. When children are received at drop-off, they will be instructed to wash their hands.
- Upon arrival to pick up your child, you will enter your Brightwheel code for signing out your child. Scan the QR code and sign your child out.

Health

The state of California requires that only healthy children are in attendance. TPC Preschool will follow all CDC, Public Health regulations, and Community Care Licensing policies and procedures for the safety of all in regards to COVID-19. Parents will be asked health-related questions upon arrival. Keep your child home if he/she has:

- Has had a fever within the last 24 hours
- Has vomited in the last 24 hours
- Is taking an antibiotic and has not been on the antibiotic for more than 24 hours
- Has diarrhea
- Has eye discharge or crust (a child with conjunctivitis must stay out of school for 24 hours after the prescription of medication and until all redness and discharge are gone)

- Has constant cough or runny nose
- Is fussy, cranky, whiney or not acting like himself/herself
- Has head lice, ringworm or impetigo
- Has symptoms of a communicable disease (sore throat, sniffles, red eyes, head or abdominal ache and/or fever)

Children who are ill cannot remain in the classroom and must be picked up immediately at the office. Please contact the Center if your child is unable to attend due to health reasons. If your child is feeling extremely fatigued, please keep them home to rest as they may have the onset of an illness and may become contagious. Furthermore, your child needs to stay home for a period of twenty-four hours after, the fever, diarrhea, and/or vomiting is gone without the aid of fever or symptom-controlling medication.

If your child is sent home for any health-related concerns, he/she must stay home for the 24-hour period.

Every effort is made to keep you informed of any exposure to contagious illnesses. Exposure Notices let you know the symptoms of the illness, its general course, the steps the teachers will take, and the steps you can take at home. In addition, any additional guidelines required to return to class are listed.

Medication Procedures

If medicine must be administered during the school day, this must be brought to the attention of the Director so the appropriate arrangements can be made and the forms filled out. Fill out the Request Form for Administering Medication available on Brightwheel or in the preschool office.

The following information must be supplied:

- Medication Names/Description and exact amount to be given
- Time(s) medication is to be giving given (we will not administer medication more than twice daily)

A signed medical release form from your child's physician is required before any and all medications can be administered. Please make sure that any medicine is given to the teacher or the director. DO NOT leave any medicine in backpacks or the cubby. California law requires all medication to be in its original container with doctor/pharmacy labeling.

The preschool staff will strive to make certain your child received the medication at the prescribed time(s). However, the preschool does not guarantee the medication will be administered.

Allergies: Please list any allergies on the application of your health history form. Isn't it paramount that you notify the Director if your child has severe allergies and requires the use of an Epi-Pen. There is a CCLD form that must be filled out and placed with this medication in your child's file we will need to know this important information when we plan our snack schedule and class parties.

Signing In/Out on Brightwheel

It is the California law that each child arriving to or departing from the preschool be signed IN and OUT with the time included by an authorized adult each day of attendance.

Being timely sends a message that you care. However, should circumstances occur that are beyond your control causing you to be late, please contact the Center to advise us of the situation.

Your child will only be released to a person listed on your permission form, Brightwheel, or with a signed, dated note to the teacher for a specific day listing the child's name, name of the person authorized to pick up the child, date, and time of pick up and your legal signature. The designated person will also be asked to show a photo ID, for example of a driver's license. Verbal authorization will not be permitted. If you have a court restraining order or custody situation, please share the information with our Center Director. A certified copy of the orders will be needed for your child's file.

Pick-up Authorization

The child may be picked up by an adult(s) authorized by the parent or guardian. Children under the age of 18 cannot take your child from the Center.

Items brought from home

Except for a comfort item that your child may use it naptime, we ask that you leave your child's toys at home or in the car. We cannot be responsible for items brought to the Preschool that may get lost or damaged.

Clothing

Your child should wear play clothes and supportive tennis shoes with rubber soles, all of which fit properly. No boots or open-toe sandals are allowed. Items of clothing should be easy for your child to take on or off, especially for toileting. The Preschool can be messy, so please send your child in clothing that can get dirty, colored, or painted. We encourage children to bring a jacket or sweater on cold days. **Please label your child's jackets, sweaters, or other clothing to ensure they are returned.** If an item is misplaced, a lost and found box is located in the reception area.

Rest time

We respect children's individual and developmental needs. Therefore, young children are provided opportunities each day to rest. Our teachers work with parents to determine the appropriate length of nap for their child. Children usually nap once a day after lunch on individual mats. Children must rest daily and as children reach pre-kindergarten their naps usually gets shorter. Although there is a designated naptime and each daily routine, children may rest anytime if they are tired.

Bedding for Nap and Rest Time

Parents must provide a crib sheet and small blanket to be used at rest time. **These items must be labeled** and brought to school in a separate bag in her to be taken home weekly for cleaning and returned to school at the pain getting of the next week. Children may also bring a comfort item which should be no more than 6 inches. Items are to remain at school all week.

Lunch/Snacks

If your child is enrolled in a half-day and extended day, you must provide lunch and one snack. If your child is enrolled in a full-day program, you must provide lunch and two snacks. Please pack a healthy lunch – no candy, soft drinks, or anything in glass containers, or knives of any kind. If providing warm or refrigerated food for your child send it in an appropriate container as we are not able to heat or keep items chilled. **Due to allergies, please Do Not send any peanut butter in your child's lunch or send any peanut or nut products to school. I.e. granola bars, cookies, etc.**

Child Security

According to California law, members of the church, the Center and TPC preschool staff are mandated reporters and are obligated to report any or all of the following:

- Physical Abuse
- Emotional Deprivation
- Physical Neglect
- Inadequate Supervision
- Sexual Abuse
- Sexual Exploitation

The clear intent of the law is to mandate a report of reasonable suspicion of abuse. All TPC's Preschool staff is trained to recognize child abuse. TPC Preschool has also implemented policies and procedures to protect the possibility of abuse by staff, volunteers, parents, or other individuals in contact with your child.

If abuse is suspected, the TPC Preschool staff will make sure such reports are in the best interest of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except her make the report to the proper authorities for their investigation review. If it does become necessary to report, please be assured such action is taken only in the Spirit of what is best for your child and your family. The goal is to obtain help and support where needed. In addition, pastoral counseling is available.

Accidents

If your child receives an injury (bump, scrape, etc.) at school, an "Ouch" report describing the incident and treatment given will be filled out by the teacher and sent home or through a Brightwheel message.

Communication

We take pride in listening to the needs of our parents and keeping them informed of our Center's events and daily activities. A Center newsletter provides parents with current upcoming activities, informative articles, and communication from the community. It is important that parents and teachers connect on a daily basis. Our opening and closing teachers will cheerfully greet you and pass on any messages to your child's teacher. Teachers will send notes and pictures regarding your child's day via Brightwheel. Please feel free to contact your child's teacher or TPC Preschool Director if you have any questions or concerns. Email us at misskathy@tpcpreschool.com, call us at 949-713-6989, or contact us through Brightwheel. We are here for you!

Birthdays

Your child's birthday is important to us and we want them to feel special on the day. Please see your child's teacher regarding birthday celebrations. (Please no peanuts or nut products).

Please coordinate food and activities with your child's teacher and the director to make sure that the plans are age-appropriate.

Discipline and Guidance

Self-control and respect are part of early childhood. Busy, interested children seldom have behavioral problems, but when inappropriate behavior occurs, the teacher will redirect the students. Our Center's discipline philosophy flows from our vision of providing nurturing care in an appropriate environment where model self-control and respect or are part of early childhood. Busy, interested children seldom have behavioral problems, but when inappropriate behavior occurs, the teacher will redirect the students. Our s discipline philosophy clothes from our vision of providing nurturing care in an appropriate environment.

We will model kindness, respect, and love in our classroom as well as forgiveness, and encourage children to practice these characteristics in their dealings and with their classmates and adults.

Discipline problems are lessened by: 1) not expecting more than a child can achieve 2) giving timely recognition for achievement and good behavior, and 3) (timely unobtrusive when a problem develops. Corporal punishment, humiliation, and frightening techniques are never used nor is punishment ever associated with food or illness.

If negative behavior continues, it will become necessary to talk with the parent(s) so the home and Center can work together toward a resolution. If the behavior further continues, Director will request a meeting with the teacher and the parents to work towards appropriate choices. Finally, if a child's ongoing behavior endangers himself, another student, or a staff member, the child may be asked to leave.

Emergency Preparedness Plan

Fire and earthquake drills are held regularly and always within the first month of the school year. TPC Preschool is prepared for a disaster with food, water, and provisions for three days. Parents will provide supplemental supplies. We hope that these procedures are never needed; it helps to offer parents peace of mind knowing that their children are taken care of in all situations. Members of our staff are trained in CPR and first aid procedures. All children will remain on campus should any kind of disaster occur as long as it is safe to inhabit. The children will be picked up by parents or authorized persons as stated on your Emergency Preparedness Form.

If the facilities are damaged or unusable, the children and staff will be evacuated to the nearest shelter. If there is a disaster, please come directly to the parking lot to pick up your child. In the case of an emergency TPC Preschool support staff will diligently try to contact you if for any reason, your child must be picked up earlier than scheduled. We emphasize the importance of up-to-date records that include daytime phone numbers and emergency information.

Harassment Policy

TPC Preschool is committed to providing a learning environment that is free from harassment and bullying by other students or staff. TPC Preschool will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Harassment occurs when an individual is subject to behavior that is hostile or intimidating because of an individual(s) race, creed, color, national origin, disability, or sex. It can include verbal, physical, visual, or sexual harassment. In addition, bullying will not be tolerated.

HIV/AIDS Policy

Our facility complies with the requirements of the Occupational Safety & Health Agency OSHA standard on bloodborne pathogens 29 CFR 1910.1031. Universal precautions are observed when administering first aid and whenever there is the likelihood of contact with potentially infectious materials.

We do not discriminate against students with HIV/AIDS according to the law, which holds that students cannot be excluded from the Center or involuntarily be given a special placement solely on the basis of having HIV or AIDS. The child's physician may determine if attendance is not appropriate because of physical status or vulnerability to infection. Ideally, the parent will voluntarily inform the Director of students' HIV/AIDS status so joint decisions can be made in the best address of the child, other children, and staff. However, any disclosures by the parent must be kept confidential unless the parent must be kept confidential unless the parent gives express written permission for disclosure.

Photography/Media

Parents will be asked to sign a photo release for their minor child for the use of printed advertisements, publications, websites, school newsletters, Facebook, and other social media sites. TPC Preschool, its contractors, and its employees will be released from liability.

Fundraising

There will be opportunities for parents and friends to participate in fundraising events to enable us to purchase special items to enhance our program. We thank you for your assistance with these events when they are scheduled.

Posting of Non-TPC Preschool Materials

All communication or materials parents may feel would be of interest to other parents at the Center must be approved by the Director before being posted or distributed. This includes material sent through a global email list and other electronic transmissions to families enrolled.

Parent Participation

For the safety of our children and staff, due to COVID-19 we are limiting activities, vendors, and visitors until further notice. If you plan on visiting, please make arrangements with your child's teacher and/or the Director. We encourage parents to contact us through Brightwheel with any questions or concerns.

Thank you for trusting us with your child!