

*Each child is a unique individual.
Effective teachers must be highly adaptive in meeting the needs of the moment,
and in keeping teacher-child connections positive and encouraging.
It is imperative that teachers maintain an atmosphere of mutual respect and dignity.*

Welcome to the Essential Worker Preschool Program

On behalf of the Truckee-Donner Recreation and Park District staff, welcome to the Preschool Program! Currently the Preschool Program is for children ages 2+ years – pre-kindergarten. We pride ourselves on providing a quality enrichment program which prepares children for a successful first experience in their own education.

Essential Worker Childcare Calendar

First Day of Preschool:
Monday, May 18th, 2020
Last Day of Preschool:
Thursday, June 25th, 2020

Preschool will be closed on Monday, May 25th for Memorial Day

In the [Executive Stay-At-Home Order](#) issued on March 19, 2020 by CA Governor Newsom, an exception was given (section [8.13](#)) to allow public childcare establishment to remain open to provide “care and supervision of minors to support essential workforce across all sectors.” The Truckee Donner Recreation and Park District has been in contact with Nevada County licensing who, due to the [shortage](#) of childcare options at the moment, is encouraging TDRPD to open as soon as possible.

Beginning **May 18, 2020** and ending on **June 18, 2020**, TDRPD will open our preschool programs on for children of families that work in [essential services](#). This program is open to children of parents that work in any of the sectors deemed essential.

Changes to service:

Grasshopper Preschool (ages 2-3)- 10981 Truckee Way

Located in the CRC meeting rooms 3 & 4

Class size reduced from 18 to 6

Additional staff member on site for cleaning & support.

Cleaning & standard precaution changes located below.

Butterfly Preschool (ages 3-5)- 10981 Truckee Way

Located in the CRC preschool room and after school room

Class size reduced from 24 to 18

Groups of 9:1 (students: teacher) will be separated throughout the day

Additional staff member on site for cleaning & support.

Cleaning & standard precaution changes located below.

- We will implement screening procedures for all children. All parents of campers will be required to fill out our COVID-19 Questionnaire, which is located at the end of this manual.
- We will use Forehead Thermometers w/LCD Displays daily as children arrive to screen for fever (100.4°F/38°C or higher).
- Parents and Caregivers will meet at their designated facility entryway for pick-up and drop-off of children. We will also expect that drop offs and pick-ups be as brief as possible and ask parents to enter and exit the room one person at a time to allow for social and physical distancing. It is preferred and requested that parents do not physically enter the facility unless completely necessary.
- Parents and caregivers will be expected to wash their own hands and assist in washing the hands of their children before drop-off (if necessary), prior to coming for pick up, and when they get home.
- Parents should bring their own pens when signing children in and out. Hand sanitizers, out of the reach of children, will be placed near all entry doors and other high traffic areas.
- We will limit the amount of sharing within our small groups.

STAFF

- Staff will stay home, if they are sick and have symptoms of respiratory infection and/or fever.
- Staff will enter the building using the same entrance daily and will wash their hands upon entry.
- Staff's temperatures will be taken upon arrival to class each day. If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility.

- We will offer more opportunities for individual play and solo activities, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).
- We will plan activities that do not require close physical contact between multiple children.
- We will stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area. When each play time is complete in each area, we will thoroughly sanitize the area with Sol-U-Guard, which is proven to be 99.9% effective against flu and cold viruses.
- Staff will keep tubs of toys separate amongst groups and will clean and wipe down each tub after use.
- We will arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-foot separation, as much as possible. Among these smaller groups, we will find developmentally appropriate activities with smaller group activities, rearrange furniture and play spaces when possible to maintain 6-foot space, when possible. We will also find creative ways to use yarn, masking tape, or other materials for children to create their own space. We will also use carpet squares, mats, or other visuals for spacing children out appropriately.
- Children will remain in the small groups with the same children in a cohort fashion to the extent possible. We will also keep the same children and teacher or staff with each group. We will do our best to have children from the same family in the same group, to the greatest extent possible.
- Children will remain in groups as small as possible and will not exceed ratio and capacity requirements. We will keep the ratio for our two-year-old groups to one teacher and six students, and our 3 to 5-year-old groups will be one teacher to nine or ten students (1:6, 2-year-olds, 1:9, 3-5 year-olds).
- We will have children and staff wash their hands often with soap and water, and give reminders to avoid touching their face, and cover their cough or sneeze with a tissue or their elbow. We will monitor proper handwashing, and teach children to wash hands for 20 seconds by reminding them to sing the Happy Birthday song, which correlates with the 20 second count for handwashing or to use the alcohol-based hand sanitizer, and use paper towels (or single use cloths) to dry hands.
- We will routinely clean frequently touched surfaces and toys. This means we will clean the area in which children have played immediately following each class period.
- We will extend the indoor environment to outdoors, and bring the class outside, weather permitting, as much as possible.
- We will open windows in each classroom to ventilate facilities before and after children arrive.
- We will sanitize the sink and toilet handles before and after each child's use and teach children to use a tissue when using the handle to flush the toilet.

- We will model social distancing when interacting with children, families, and staff, as well as role-play what social distancing looks like by demonstrating the recommended distance. We will also give frequent verbal reminders to children, and create and develop a scripted story around social distancing, as well as handwashing, proper etiquette for sneezes, coughs, etc.
- We will use this time as an opportunity to reinforce healthy habits in children’s lives.

TDRPD Preschool General Schedule

9:00 – 10:00 AM: Free Choice Activities

(Table Manipulatives, Dramatic Play, Blocks, Play Dough, Art Projects, Sensory Experiences, Science Activities, & much more...)

10:00 – 10:15 AM: Clean-up

10:15 – 10:30 AM: Snack

10:30-11:00: Outside Play

11:00 – 11:30 AM: Circle Time (Calendar, Weather, Literature Exploration, Alphabet Letter/Sound Recognition, Songs, Fingerplays, Boy/Girl Count, Etc.

11:30 AM – 12:30 PM: Outdoor Play/Gross Motor Gym Time

12:30 – 1:15PM: Lunch/Pick up for AM kids

1:30 – 2:30 PM: Nap/Rest
(Napping children remain sleeping until they wake up)

2:30 – 3:30 PM: Art/Science/Gross Motor/Pick Up for AM/PM kids

TIMES/FEES

- | | |
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| <ul style="list-style-type: none"> • M/W, T/TH, or M/T/W/TH
Grasshopper Cost | <p>9:00am-1:15pm or 9:30am-3:30pm
\$40/morning or \$55/full day</p> |
| <ul style="list-style-type: none"> • M/W, T/TH, or M/T/W/TH
Butterfly Cost | <p>9:00am-1:15pm or 9:00am-3:30pm
\$40/morning or \$55/full day</p> |

ABOUT OUR DIRECTOR

Kristin Henry is the Director of the Preschool Program at the Truckee Donner Recreation & Park District (Preschool Program Coordinator). Kristin holds a California Multiple Subject Teaching Credential from Cal Poly, as well as a Master’s degree in Curriculum & Instruction from Chapman College. Prior to arriving in Truckee, she taught

kindergarten and first grade for seven years in Orange County. Kristin truly enjoys teaching young children and watching their development and has been teaching in the Early Development Educational field for over twenty years. The 2019 – 2020 school year will be her fifteenth year with TDRPD. Kristin, her husband, Mark, their two boys, Logan, 19, Sawyer, 16, and their seven-year old girl, Graci live in Incline Village.

PICKUP & DROP OFF LOCATION

TDRPD Community Center
10981 Truckee Way
Truckee, CA 96161

Your child will be assigned one of three drop off locations.

- Outside entrance to the Grasshopper classroom (on the playground)
- Outside entrance to the Butterfly classroom (on the playground)
- Outside entrance to the meeting room classroom (on the Fireside Patio)

HOW TO REACH US

In the event that you need to reach your child or a teacher during the time they are at preschool, please call: **949-293-4222 (Kristin's cell phone)**. In the event of no answer, please call our preschool line at 530-550-4457, or the main office at **530-582-7720**.

ADMISSION PROCEDURES & PAYMENT

Enrollment is open for children ages 2 years to pre-kindergarten of families deemed Essential Workers. Children **must be toilet trained**.

Unless otherwise arranged, payment is now done by auto-pay. Either credit card or direct banking will be charged before your child's first school day.

POLICIES & EXPECTATIONS

This parent manual is designed to provide parents with information that is necessary for children to have a positive preschool experience. Please take the time to read it carefully and to keep it available as a reference source. Children need to be pre-registered, meaning all necessary forms be filled out and monthly payment has been received, **prior** to the child attending preschool programs.

The TDRPD Butterfly Preschool Program is state licensed and complies with all regulations which establish facility requirements, fire clearance, staffing ratios, criminal record clearances, fingerprint clearances, as well as staff education and experience requirements. In order to comply with state licensing, parents are required to fill out state forms. Please be sure to complete all the necessary forms and read all the information required for enrollment into the preschool programs. In addition to the policy manual, teachers will frequently be posting notices in the classroom, as well as putting individual notices into children's mail boxes in the classroom. It is the responsibility of parents to read these notices carefully, as this is how you will be notified of schedule changes and special events. We look forward to providing an educational and fun program for your child in the 2019 - 2020 school year.

CREDIT POLICY

All Refunds or transfer request must be made by Tuesday of the week prior to the dates being modified. Requests submitted after Tuesday at 5:30p may be denied and are subject to a forfeit of fees. For both Spring Preschool and Kids Kare, 100% of fees will be credited to your TDRPD account or 50% of fees will be refunded in the original payment method.

SCHOLARSHIPS

The Truckee Donner Recreation & Park District offers scholarships that are available for those who qualify. Awards for preschool are between 20%-60% off daily admission, depending on household income. Please contact the Preschool Director or the main office for more information and to apply.

SIGN-IN & OUT

State licensing requires parents to sign their child in and out of the program each day, with a full signature and time. Parents will not be admitted into classrooms unless absolutely necessary. Sign in will occur outside the classroom. **Initials are not acceptable.** Teachers are not permitted to allow any children to leave the program without being signed out by authorized persons listed on the TDRPD Emergency Form. **Picture ID will be required of these authorized people.** A parent is always able to sign out his/her child unless legal documentation is on file with TDRPD staff that denies custody to that parent.

If you are unable to pick-up your child and need someone who is not authorized on the registration form to pick-up your child, you must call the Butterfly teachers and inform the staff who will be picking up the child. Please make sure to arrange for this person to have a car seat for your child. **Picture identification will be required of the person picking up the child.**

PERSONAL BELONGINGS

Children are responsible for their personal belongings and teachers will not be held accountable for lost articles. In order to prevent lost articles, please be sure all items sent to school with children are labeled. Each child will have a temporary cubby labeled with a nametag each day they attend school. All personal belongings must go home each day because different children use the cubbies on different days. Please leave personal toys at home (unless it is a 'lovey' that helps your child feel comfortable at school). Unclaimed items will remain in the classroom lost and found for about one week, and will then be placed in the main lost and found located near the front office.

BEHAVIOR POLICY

Discipline in the Butterfly Preschool Program is used as a "learning opportunity" rather than a "punitive experience". An overall "no hurting" policy governs our classroom and encompasses the expectations that children treat each other, facilities, equipment, and teachers, with respect and care. Teachers will go over the rules often with the children and encourage them to work out problems with other students independently. If undesirable behavior is a continual problem, teachers will notify parents about the behavioral problems and discuss the discipline techniques being used with their children. Teachers will not discuss discipline problems or techniques being used with other people's children. It is our responsibility to each child to provide a safe and

secure environment. Due to our staffing ratios, long-term, one-on-one teacher-child attention is not possible.

QUIET TIME

Daily quiet time is part of the Butterfly Preschool Program's daily schedule. Quiet time is scheduled for approximately the thirty minute time period following lunch. The preschool program provides rest mats, fitted sheets, and small blankets. The blankets and sheets will be stored in the classroom in separate cubbies labeled with children's names and will be laundered weekly. Please feel free to send additional comfort items to school with children to be used during quiet time.

LUNCH

Children that are attending the program's afternoon session need to bring a healthy lunch with them each day. Please be sure that this lunch is age-appropriate, meaning that children are able to eat their lunch on their own without major help from the teachers, and that it includes the necessary eating utensils. Many families choose to send lunches in insulated lunch bags with ice packs because we do not have the facilities to refrigerate lunches. Please send a water bottle with your child every day !

ILLNESS & INJURY

Our goal is to keep all preschoolers and teachers as healthy as possible throughout the school year. In order for this goal to be achieved, teachers, parents, and children will need to work together. Teachers will be working health and safety education into the daily curriculum (hand washing, germ prevention), in order for children to help everyone stay well. Teachers will also be disinfecting toys and classroom surfaces on a regular basis.

Parents are to keep children at home when signs of infections or illness appear. This is for the child's welfare as well as the welfare of others. A child is contagious at the onset of cold symptoms: weepy eyes, coughing/sneezing, runny nose, and should be kept at home until these signs disappear. Children should also be kept home when illness prevents them from participating comfortably in routine activities because we do not have enough staff to accommodate mildly ill children. At no time will a child with a fever, vomiting, diarrhea, head lice or other contagious affliction be allowed at preschool.

Teachers have been specially trained in health and safety issues. If a child's health is questionable to teachers (fever, vomiting, etc.) parents will be asked to pick-up the child immediately. Parents are expected to pick up the sick child within 45 minutes. If it takes longer, a late fee will be charged. Preschool does not have the facilities or staff to care for sick children.

Parents will be informed if children are exposed to a communicable disease, although the identity of the ill child will be kept confidential. When a child is diagnosed with a contagious disease it is the parents' responsibility to notify the teachers of this diagnosis within 24 hours so that other parents can be informed.

If an accident occurs during the program, staff will notify a parent/guardian as soon as possible. Please keep phone numbers and emergency contacts current so staff can

reach a parent immediately if a child becomes ill or gets hurt. Program staff is trained in CPR & First Aid and will handle emergency situations as they have been taught. With the exception of life-threatening emergencies, effort will be made to reach an emergency contact person before calling professional medical personnel. If staff decides the child needs immediate medical attention, professional medical personnel may be called to transport the child to the hospital.

OUTDOOR PLAY

As part of our goal to keep everyone healthy, we will be playing outdoors each day, except in the case of severely inclement weather. Please send children with appropriate outdoor clothing, including hats, sunglasses and sunscreen when applicable. Appropriate outdoor clothing is a necessity. We do not have staff available to watch children unprepared for the weather indoors during our scheduled outdoor time. Due to the high altitude and beautiful sunshine present year round in the Truckee area, please apply sunscreen to children prior to sending them to school. Please inform staff if children have sensitivities to certain brands of sunscreen.

EXTRA CLOTHES

As all parents and teachers know, preschool-aged children tend to have all sorts of accidents requiring their clothes to be changed. Parents are required to pack a full change of seasonally suitable clothes, including underwear and socks each day.

TERMINATION POLICY

Participants may be asked to withdraw from the program for the following reasons:

1. The child's behavior is having an adverse effect on other children.
2. Discipline or behavior problems require excessive staff time or added staff for one-to-one attention for more than two continuous weeks.
3. Program payment is 2 weeks past due.
4. Children are not signed in and out with parent's full signature on a daily basis.
5. Continual late pick up of a participant.
6. Children are continually sent to school without appropriate supplies for school indicated in the policy manual.
7. Failure to comply with program health policies.
8. Failure to complete and return required paperwork.
9. Failure to comply with state licensing regulation

If you have questions or concerns, please don't hesitate to ask the preschool teachers or call Kristin Henry at 949-293-4222, Preschool Program Coordinator. We look forward to a safe and fun year with your child!!

COVID-19 Questionnaire

While we are taking every possible step to stop the spread of COVID-19 and keep you and our staff safe, be aware that there is an inherent level of risk associated with going into public at this time. No entry into a public setting can be guaranteed virus-free.

If you do not feel comfortable with that risk, please do not come to our program/facility.

If you have [symptoms](#) of COVID-19, stay home!

If during or after your attendance you or anyone in your household fall ill, please contact info@tdrpd.org or (530) 582-7720 to let us know so we can advise others based on your participation dates of their possible exposure.

***Instructions:** Read the statements below, initial to the left that each statement is true, and sign this document at the bottom.*

___ Neither program participant nor member of household has come in close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days.

___ Neither program participant nor member of household has had or currently has a fever (greater than 100.4 F or 39.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, difficulty breathing, or sore throat in the past 14 days.

___ Neither program participant nor member of household has taken any fever reducing medicine in the last 12 hours.

___ I hereby certify that program participant and all members of household are free and clear of the Coronavirus (COVID-19) and are fit to attend program.

___ My child is able to participate in all activities on a daily basis, and is fit to engage in activities including, but not limited to 10 or more participants.

___ I understand that failure to comply with the health orders puts others at risk and will result in removal and dismissal from the program without a refund.

___ I am deemed an [essential worker](#) by the State of California and am seeking childcare while I am at work.

By signing this document, I certify that the above is true. I accept the risk that my child may be exposed through participation. I also acknowledge that if any of these items change at any point during my child's stay at camp, I am to notify the Truckee Donner Recreation & Park District immediately.

Child's Name: _____ Date: _____

Parent's Name: _____ Signature: _____

