



TRUCKEE-DONNER
Recreation & Park District

Butterfly Preschool
Parent Manual
2020-2021

3 + to Pre-K



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Preschool Director
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*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 Butterfly Preschool Program

On behalf of the Truckee-Donner Recreation and Park District staff, welcome to the Butterfly Preschool Program! Currently the Butterfly Preschool Program is for children ages 3+ years – pre-kindergarten. We pride ourselves on providing a quality enrichment program which prepares children for a successful first experience in their own education.

2020 – 2021 Calendar

First Day of Preschool:
Tuesday, September 1st, 2020
Last Day of Preschool:
Thursday, June 17th, 2021

Preschool will be closed on the following days:

Monday, September 7 th	Labor Day
Wednesday, November 11 th	Veteran's Day
Wednesday – Friday, November 25 th -27 th	Thanksgiving Holiday
December 21 st – January 1 st	Winter Break
Monday, January 18 th	Martin Luther King Jr. Holiday
Monday – Friday, February 15 th -19 th	Ski/Skate Week
Monday – Friday, April 12 th – 16 th	Spring Break Week
Monday, May 31 st	Memorial Day

The preschool calendar generally follows the public school calendar. We will be starting preschool September 1st this year and our last day of school be June 17th. Please note, our last day of school does not correspond to the public school calendar. Although we do not expect additional closures, we reserve the right to cancel preschool in the event of unforeseen circumstances, staff illness, or special trainings. Should this occur, program staff will make every effort to reach program participants prior to the scheduled time of class.

While the state of California or Nevada County Health officials require extra precautions due to the Coronavirus, the following changes to service will be in place. We appreciate your participation and patience.

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 students 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. 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.
- 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 use this time as an opportunity to reinforce healthy habits in children's lives.

TDRPD Butterfly 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: Gym

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 – 1:16PM: Lunch/AM Pick Up

1:30 – 2:30 PM: Nap/Rest

(Napping children remain sleeping until they wake up)

2:30 – 3:30 PM: Art/Science/Gross Motor

3:30PM: Pick-Up for Full Day Children

TIMES/FEES

- **M/W or T/TH, or M/W/F or T/TH/F**
Cost

9:00am-1:15 or 9:00am-3:30pm

\$40/per morning or \$55/per full day

WHAT TO EXPECT/CURRICULUM

Classes feature exposure to letters, numbers, colors, cultures around the world and more. The program is designed to provide developmentally appropriate opportunities, to build concentration, independence, self-discipline, coordination, social skills, and creativity. Children freely engage in active exploration, allowing them to discover knowledge of the world through hands-on learning in a playful environment. Weekly curriculum is prepared to develop the whole child through exposure to basic concepts, skills, and exciting experiences.

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.

ABOUT OUR TEACHERS

Kapra Cooley-Rieders has been working as a teacher in the Butterfly Classroom for over four years. She graduated from Sierra College with an AS in Psychology and an AS in Early Childhood Development. Kapra is the fifth child of seven in her family and was born and raised in Truckee. She has a natural passion for caring for others. She enjoys spending her free time with her beloved dog, Phoebe, and tabby cat, Esme. Her other hobbies include, hiking, swimming, playing musical instruments, and attending concerts.

Teresa Plascencia has over fifteen years of experience teaching preschool and working with children in Truckee. She is thrilled to have joined the Butterfly Classroom team! Teresa is a native Spanish speaker and brings with her an enthusiasm of teaching the Butterfly students Spanish. She looks forward to teaching your child Spanish throughout the day, but particularly during our Circle Time, where your child is introduced to calendar-, number-, math-, and letter-concepts in both Spanish and English. Maestra Teresa has lived in Truckee for 21 years. Her 18-year old son, Kevin attends Sierra College. Anna, her 17-year old daughter is finishing her last year at Truckee High. Teresa enjoys cooking, working out at the Rec Center Gym, and being active. You may even spot her walking to and from work...getting in her daily steps.

Nora Pasciak began working in Early Education in 2004. This is her third year as a Grasshopper Teacher. She received her Early Childhood Education at Virginia Commonwealth University. Nora is mom to Eleanor, her 4th grader at Glenshire Elementary, and Juniper who will be graduating from the Butterfly Classroom this Spring. Nora enjoys helping children navigate their social-emotional development. Her goal is to empower children to feel confident in themselves. When not busy in the classroom or momming, she enjoys listening to live music, hiking, and meditating. Fun fact, Nora is a certified energy worker.

PICKUP & DROP OFF LOCATION

TDRPD Community Center
Preschool Room
10981 Truckee Way

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: **530-550-4457**. In the event of no answer, please call our main office at **530-582-7720**.

ADMISSION PROCEDURES & PAYMENT

Enrollment is open for children ages 3 years to pre-kindergarten. Children **must be toilet trained** and assessed by teachers at the time of enrollment. 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.

Unless otherwise arranged, payment is now done by auto-pay. Either credit card or direct banking will be charged on the 25th of each month for the upcoming month's tuition. At the time of sign-ups, all parents must complete an auto-pay form to be charged prior to the start of each new month.

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

Programs are staffed according to class enrollment, which makes crediting for non-attendance very difficult. However, partial credit may be issued for an illness that results in an absence of 4 or more consecutively scheduled days, and staff has been notified of the daily cancellations. A doctor's note is also required before credit can be issued. Credit will not be issued for absences less than 4 days. No credit will be issued for vacations.

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.

PARENT INVOLVEMENT

Parents are encouraged to play an active role in their child's preschool education. Parents are welcome to observe our daily classroom routine and participate in special events such as field trips and celebrations. In order for us to plan our valuable classroom time effectively, parents should inform teachers of their intentions prior to

their participation in preschool events. Both Julie and Kristin feel it is extremely important to keep the line of communication open between parents and teachers. Please feel free to make an appointment with either teacher whenever concerns arise. Teachers may also ask parents to work on certain self-care and independence skills at home.

ATTENDANCE POLICY

If a child is not going to attend preschool on a day that he or she is registered for, **please call 530-550-4457 to leave a message prior to the start of school.** Refunds are **not** given for cancellations.

Please note that our preschool program **requires written notice 30 days prior to the beginning of the next school month if changes need to be made to your child's school schedule.** For example, if your family needs to take your child out of a current session, it is our policy that you provide written notice one month prior. It is a long process to clear state licensing requirements for each new child enrolled in our program, and we appreciate your consideration in this matter.

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. **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 !

BIRTHDAY CELEBRATIONS

We love to celebrate birthdays at preschool! We encourage parents to send in baby pictures of their children to share with the class so that we can see how much they have grown. If you would like to send a birthday treat in addition to our healthy snack sign-up, please try to make it small or relatively healthy, and please notify teachers of your plans to bring a special treat.

RESTROOM PROCEDURES

The restroom facilities for the Butterfly program are located in the classroom. Children may use either the boys' or girls' bathroom at any time during their preschool day. Please let teachers know if your child is newly potty-trained so we can provide more frequent reminders to use the potty.

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, water safety etc....), 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.

LATE PICKUP FEE

Preschool begins at 9:00 am. Please do not drop-off your child until this time. Teachers need time in the morning to prepare for the day. The morning program ends at 1:15pm, and the afternoon program ends at 3:30pm. **Late fees are charged as follows: \$1 per minute per child. If a child is not picked up after more than 30 minutes past the scheduled pick-up time and staff is unable to make emergency or alternate contacts (as specified on each child's emergency form), participants will be released to the Truckee Police.**

Staff does not have the ability to waive late fees and they will be strictly enforced. To prevent a large late fee, keep the emergency form up to date. Provide names and current phone numbers of local people who will help you in an emergency, as well as making sure to give staff a call if it's likely you will be late for pickup. Our classroom number is 530-550-4457. Continual late pick up is cause for termination from the program.

1:15-1:24	\$5	or	3:31-3:35	\$5
1:25-1:40	\$25	or	3:36-3:45	\$10
1:41-1:50	\$30	or	3:45-3:55	\$30

MEDICATION FORMS

If a child needs medication during preschool hours, staff must have directions for use and written permission from a parent/guardian and from the physician who prescribed the medication. Only prescription drugs in their original containers (including your child's name and the date) will be administered. Medication authorization forms are

available at program sites. No over-the-counter medication will be given without written instructions from a physician. (This means we cannot give aspirin, cough drops, or pills of any kind – especially those found in little baggies.)

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 snow boots, snow pants, hats, gloves, scarves, 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.

HOLIDAYS & SNOW DAY POLICY

When the Tahoe-Truckee Unified School District is not in session due to holidays, or other closures, such as a power outage, there are no preschool programs. There is no charge for school holidays. **The preschool is now open for snow days**, unless there is a **Blizzard Watch Warning**, or there is no power at the Rec Center. Credit will be issued for the following month for classes missed as a result of a school closure. **School Closure Credit must be used the following month or it will be forfeited.**

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 550-4454, Preschool Program Coordinator. We look forward to a safe and fun year with your child!!