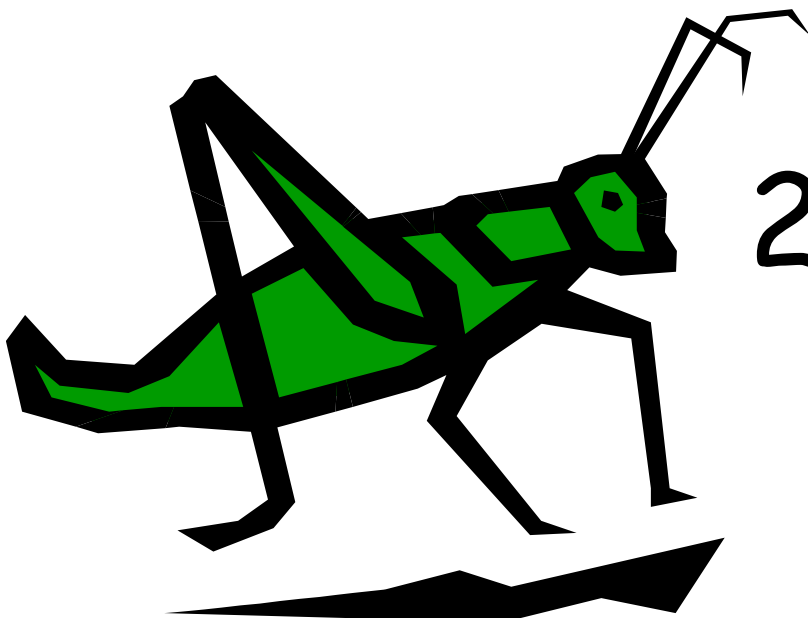




TRUCKEE-DONNER
Recreation & Park District

Grasshopper
Preschool
Parent Manual

2-3+ years



2020-2021

License #293616131

Kristin Henry
Preschool Director
(530) 550-4454

*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 Grasshopper Preschool Program

On behalf of the Truckee-Donner Recreation and Park District staff, welcome to the Grasshopper Preschool Program! Currently the Grasshopper Preschool is an early education program for children ages 2 – 3.5 years old that are developmentally ready to participate in a preschool setting.

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 7th

Wednesday, November 11th

Wednesday – Friday, November 25th-27th

December 21st – January 1st

Monday, January 18th

Holiday

Monday – Friday, February 15th-19th

Monday – Friday, April 12th – 16th

Monday, May 31st

Labor Day

Veteran's Day

Thanksgiving Holiday

Winter Break

Martin Luther King Jr.

Ski/Skate Week

Spring Break Week

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.

Tuesday/Thursday

9:00am-9:30am: *Optional Morning Extension Arrivals*

9:30am: Arrivals/Table Manipulatives

9:30am – 10:30am: Free Choice Activities (Art Projects, Sensory Experiences, Constructive Play etc...)

10:30am: Clean-up and Diapers/Potty

10:45am - 11:00am: Circle Time

11:00am – 11:25am: Snack

11:25am – 12:30pm: Outdoor Play or Gross Motor Gym Play

12:30pm – 1:15pm: Lunch

1:15pm: Pick-Up

Monday/Wednesday and Friday

9:00am-9:30am: *Optional Morning Extension Arrivals*

9:30am: Arrivals/ Table Manipulatives

9:30am – 10:30am: Free Choice Activities (Art Projects, Sensory Experiences, Constructive Play etc...)

10:30am: Clean-up and Diapers/Potty

10:40am – 11:15am: Gym Time

11:15am – 11:30am: Snack Time

11:30am – 11:45am: Circle Time

11:30am – 12:30pm: Outdoor Play or Gross Motor Gym Play

12:30pm – 1:15pm: Lunch

1:15pm: Pick-Up

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.

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 as well as a Master's degree in Curriculum & Instruction. 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 2020 – 2021 school year will be her fifteenth year with TDRPD. Kristin, her husband, Mark, their two boys, Logan, 19, (a sophomore in college), Sawyer, 17, (a junior at Truckee High) and their seven-year old little girl, Graci (a student at the Spanish Immersion Program at Kings Beach Elementary), live in Incline Village.

ABOUT OUR TEACHERS

Tasha Matt has been a Grasshopper Preschool Teacher for more than three years. She has her teaching degree and has been teaching for twenty years. Tasha has lived in Truckee for 28 years with her husband, Ryan, and their daughters Taya, 17, and Makenzie, 15. She loves coming to work and being with her students and coworkers. In her free time, she loves snowboarding, hiking, and watching her daughters and husband play soccer!

Tara Vaughan has worked in the Grasshopper Classroom for four years. She has her Associate's Degree in Early Childhood Education and really enjoys working with two and three year olds. She has lived in Truckee for twenty years with her husband Mike and has three kids, Connor, 19, Brooke, 16, and Carrie, 14. She enjoys spending time with family and friends, as well as scrapbooking and journaling.

PICKUP & DROP OFF LOCATION

TDRPD Community Center
Preschool Room
10981 Truckee Way
Truckee, CA 96161

HOW TO REACH US

In the event that you need to reach your child or a teacher during the time they are at school, 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 2 and 3 years old. **Children need not be toilet trained** to attend the Grasshopper program. However, children must 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 by the 25th of each month for the upcoming month's tuition. At the time of sign-ups, all students will 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 Grasshopper Preschool Program is state licensed (# 293616131) 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 mailboxes 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 schoolyear.

CREDIT POLICY

Programs are staffed according to class enrollment which makes crediting for non-attendance very difficult. Partial credit may be issued if the child's illness 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 scheduled class 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. Our Grasshopper Teachers 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 children in and out of the program each day, with their full signature and time. **Initials are not acceptable.** Teachers are not permitted by state licensing to allow any children to leave the program without being signed out by authorized persons listed on the TDRPD Emergency Form. 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 not authorized on your registration form to pick-up your child; you must call the site and give the following information:

1. Child's name
2. Program the child is attending
3. Name of person picking-up child

Picture identification will be required of the person picking up the child. Please arrange for the person picking up your child to have a car seat to transport them in.

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. Please leave personal toys at home.* Unclaimed items will remain in the classroom bucket labeled “Lost and Found,” and will be donated when it becomes too full or at the end of the school year.

BEHAVIOR POLICY

Discipline in the Grasshopper 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.

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.

DIAPERING AND RESTROOM PROCEDURES:

The restroom facilities for the Grasshopper program are located in the classroom of the Grasshopper program. All participants may use the restroom at anytime during their class. Children in diapers are welcome to attend Grasshoppers. Parents are responsible for supplying diapers in children’s school bags each day. Please do not leave any medication, including diaper rash cream in diaper bags. If a child needs diaper rash cream during their time at Grasshoppers, a medication form must be filled out and the cream needs to be stored with the preschool staff. We also ask each participant to donate a container of baby wipes at the beginning of the school year. Program staff will change diapers as needed. Please inform staff of children’s potty training progress so that they will be able to assist children in this process.

SNACK/LUNCH

Parents are asked to bring healthy snacks and a lunch for their child each day. Due to so many class allergies, we will no longer have parents sign up to bring class snack on a rotating schedule. We ask that parents refrain from sending nuts or nut products for the Grasshopper class.

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 a child 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, head lice or other contagious affliction be allowed at preschool.

All 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 PICK UP POLICY

The Grasshopper program ends at 1:15pm. **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. Continual late pick up is cause for termination from the program.

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 the program site. These need to be filled out for all medication, including diaper rash cream. No over-the-counter medication will be given without written instructions from the physician. This means we cannot give aspirin, cough drops, or pills of any kind.

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.

GROSS MOTOR DEVELOPMENT

As part of our goal to develop physically active, happy children, we will be engaging in free play either in the gym or outside each day. We will go outside on sunny days when we do not have very much snow in our play yard, and go to the gym inside when snow is present. Our staff has found that too much of our valuable two hours of class time is lost getting young children in snow clothes, therefore we will take advantage of our large gym space to play with riding cars, hoppity balls, and other recreation equipment. Due to the beautiful sunshine present year round in Truckee, please apply sunscreen to children before dropping them off when appropriate.

EXTRA CLOTHES

As all parents and teachers know only too well, preschool children tend to have all sorts of accidents requiring their clothes to be changed. Please be sure to send a full change of seasonally suitable clothes, including underwear, socks, and diapers if applicable, with children 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 affect 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 on a daily basis. **NO INITIALS.**
5. Failure to comply with program health policies.
6. Failure to complete and return required paperwork.
7. Failure to follow state licensing regulations.
8. Children are continually sent to school without appropriate supplies for school indicated in the policy manual.

If you have questions or concerns, please don't hesitate to ask the preschool teachers or call the Preschool Program Coordinator, Kristin Henry at (530)550-4454. We look forward to a safe and fun year with your child!!!