



Infant Center & Preschool Handbook

A high quality, play based school for
children 6 weeks- 4th birthday by
June 1st

Infant License #406215156
Preschool License #406215155





Dear Parents,

Trudie and I have had the opportunity to bring our two sons to Trust Automation since they were weeks old. This ability, we believe, has given both of them a more worldly view of who they are and what part they play in society. It also has been wonderful to have them right at work, where we could talk to them and watch their growth and development in person. It is for these reasons, Trudie and I believe the effort of providing on-site childcare was not something to ponder, but something we actually needed to do. Every person in the Trust Automation family should have the option to have their young children at work with them. This reduces the parent's stress with running around town dropping off, picking up, and taking time to participate at the center. It folds fun activities into a parent's day in the easiest possible manner, and it exposes the children to a professional atmosphere that their parents are a key part. All of this, we hope, will instill an appreciation and understanding of a place in their world larger than a Children's Center could provide on its own.

The planning, organizing, and ultimate licensing of the Children's Center for Trust Automation has not been an easy road. What you think would be encouraged by a City because of the large benefits it gives to the parents and children, in reality is treated no different than any other building project.

For the Children Center facility, when all is said and done, a GEN7 classroom was chosen, not because it was the easiest path, but because it was the best and also satisfied City, State, and Federal standards now and for the foreseeable future. This classroom is built with recycled steel, aluminum and glass. The indoor materials are very low outgassing eliminating the obnoxious odors you experience in many new buildings. The facility is also one of the most energy efficient facilities made, exceeding the 2014 LEED energy standards by 30%. It is solar energy ready and can be easily upgraded to run Net 0 in the future.

A great deal of effort has been put into a curriculum for the Trust Children's Center. An emergent curriculum which encompasses the staff's beliefs and values, that is based on the children's ever-changing interests. To plan a curriculum such as this requires observation, documentation, creative brainstorming and flexibility. This curriculum is based on two principles: STEAM and Outdoor Classroom. STEAM stands for Science, Technology, Engineering, Art and Math and is focused on early age introduction to these fields through fun, project based, thought provoking activities and discussions. This early introduction is intended to give children an intuitive sense of how the world around them is organized and how they are a part of it all. Using all the wonderful tools available today we look forward to introducing your child to the vast fields STEAM encompasses. On a side note, don't be surprised if they come home a little dirty or with plans on showing you what they discovered in math or science.

In today's world there is a disconnect between children and nature. It is our job as a dual charter center to bridge the gap between preparing your child for the world we live in, STEAM, and making sure they do not lose track of nature, the Outdoor Classroom. Most learning that happens inside can happen outside, often the outside learning is more meaningful and effective because we have more space, can get messy, etc. Studies have shown that being outside in the fresh air makes for a better learning environment as well.

We have chosen this dual principle for the Trust Children's Center, not because it is easy, but because we need to have future generations bridge the gap between technology and the natural world. This cannot be forgotten or ignored, but instead the two principles need to be molded together to form a balanced child that is as comfortable sitting under a tree playing with leaves as they are operating a computer. The molding of these two principals at our center is a journey not a destination, every, day, week, month and year will bring change to the methods and techniques used to give the balanced exposure we seek for your children.



Trust Children's Center is also in the works of collaborating with the Child Development Departments at Cuesta College and Cal Poly University. In the future we plan to take part in internship/student teaching programs. This is a great opportunity to be involved in our community, by providing an enriching learning environment for child development students. And for Trust Children's Center to get to take part in the latest child development studies.

Trying to do the very best for the children unfortunately also comes with costs. We have reviewed childcare centers across California in the hopes of gleaming some insight on what the best ratio of cost is sharing between Parents and Trust Automation and unfortunately there is no clear answer. Instead, we have decided our focus will be to make sure the facility is of top quality, the caregivers are exceptional, and the ratios between caregivers/teacher and children is better than the State allows.

In our reviews the biggest correlation to childcare price we could find was the ratio of children to caregiver/teacher and the experience of the caregiver/teachers. Often, low prices point to poor caregiver/teacher-child ratios or the use of inexperienced staff. By contrast, our caregiver/teacher-child ratios exceed state requirements, and our staff is experienced and well trained. These two aspects are one of the most effective ways of avoiding excessive turnover, a common problem among childcare programs, and one that is extremely disruptive to the children.

By committing to having a great facility and great staff, Trust Automation accepts that much of the cost burden will fall on the company instead of the parents. When you review our rate structure the rates outlined cover approx. 25 – 33% of the total costs of running the center. The coverage range is based on how many children are enrolled at that time with Trust Automation making up the difference between the tuition and real center costs.

We thank you for considering the Trust Children's Center, we hope having your child next door allows you to simplify your day a little and gives you more time to spend with the wonderful life you have brought into this world. No caregiver/teacher is a substitute for a child's parents, so take advantage of the unique opportunity you have with this facility and visit your child often.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ty Safreno', written in a cursive style.

A handwritten signature in black ink, appearing to be 'Trudie Safreno', written in a cursive style.

Ty and Trudie Safreno

Trust Children's Center



PROGRAM DESCRIPTION

Statement of philosophy, purpose, goals, and program method

OUR PHILOSOPHY

The purpose of the Trust Children's Center is to provide a high quality on-site early care and education to our community.

At Trust Children's Center, **we believe:**

The word 'education' is derived from the Latin root 'educare'. Educare means to bring out from within.

Young children develop—mentally, socially, emotionally, physically—through their own explorations and active participation in playful learning experiences guided by responsive adults, through indoor and outdoor play.

Children learn best about the world around them when provided with extended amounts of time to play freely. Our teachers are skilled play facilitators who provide enriching activities for the children that engage their senses, social skills and personal interests.

Academic memorization and worksheets are not the best form of learning for this specific age group and are not part of our TCC Preschool program. Our goal as teachers and caregivers is to provide a sensory-rich and play-centered environment for our children to explore and thrive in.

Following an "Emergent Curriculum" based on the children's own interests and play themes creates an exciting and engaging environment in which the children are using their problem solving and communication skills to guide their own learning.

Young children feel comfortable in care settings when their parents and teachers work together in a partnership through ongoing communication with one another.

Young children need to create trusting relationships with adults.

TRUST AUTOMATION EMPLOYEES

Trust Automation employees are provided with priority enrollment. The employees can enjoy the benefits of an on-site early care and education center which include:

- Close access to your child in case of illness or emergency.
- More exposure to your child's development.
- Reduced daily travel costs.
- Decreased stress of family early care and education problems.
- More opportunities to spend quality time with your child.
- Discount tuition



RATIOS

Teacher/child ratios are an essential factor in providing a high-quality program. More teachers help ensure adequate supervision and allows for more individualized care.

Age	TCC Ratios	State Requirements
Infants (6 weeks – 24 months)	1:3	1:4
Preschool (24 month – 4 th birthday by June 1 st)	1:6	1:12

OUR GOALS FOR CHILDREN:

- Attachment
- Development
- Growth
- Encouraging children's natural curiosity and interest in learning to build new knowledge and skills.
- Providing opportunities for children to learn how to manage their own behavior and how to positively interact with peers.
- Promote awareness and knowledge of the outdoors.

PROGRAM METHOD:

The center provides a child-centered, project-based learning environment where children are supported in their natural interests and curiosity through guided play and interactions with peers and caregivers.

The center uses a primary caregiving approach, which promotes trusting relationships and confidence. All teachers will interact with the children, but one to two teachers have primary responsibility for each child. Primary teachers will maintain open communication with children's families, keep their team informed of children's needs and developmental goals, as well as manage children's portfolios which document their growth and development.

The center incorporates STEAM (science, technology, engineering, art & math) into the everyday "learn through play" environments and activities. Young children have a natural instinct to investigate, explore, and invent. Encouraging this natural desire can have lasting effects.

DAYS AND HOURS OF OPERATION

Trust Children's Center is open Monday through Friday from 8:00 am to 5:00 pm, excluding holidays and staff



training/workdays. Hours are **9:30am-5:00pm** on the **first Monday of each month**. This allows for teacher staff meetings, planning and training.

AGES OF CHILDREN ACCEPTED FOR CARE

We accept children who are ages 6 weeks – 4th birthday by June 1st.

FOOD SERVICE PROVISIONS

During the enrollment process, the parent along with a classroom teacher will complete the Needs and Service Plan Form. This plan will be completed and signed by the child's parent prior to the start date.

The Needs and Service Plan for infants will include an individual feeding plan and an individual toilet-training plan (if applicable) and a copy will be provided to the parent. Any subsequent updates (provided quarterly and "as needed") will be discussed and a copy of the plan update will be given to the parent.

The individual feeding plan for infants will include:

- Instructions from the infant's physician relating to any special diet or feeding.
- Feeding schedule.
- Breast milk or type of formula.
- Schedule for introduction of solid and new foods.
- Food consistency.
- Food likes and dislikes.
- Schedule for introduction of cups and utensils.

The daily information form for preschool will include:

- Eating habits.
- Allergies.
- Toileting schedule and pottling training plan (if needed).
- Personality/behavior comments.



Trust Children's Center currently provides afternoon snack daily. We also provide a cooking activity once a week, where children will get to help prepare and taste a variety of healthy foods. Monthly menus will be made available to all families (and posted in each classroom) so that you are able to plan accordingly for your child's meals. All lunch food for infants and preschoolers must be brought in each day by the child's parents. Due to introduction of new foods, potential allergies, food restrictions, and choking hazards, no child under one year of age will be given food provided by TCC. All drinks of water will be provided daily by the Children's Center. Please do not send juice, we provide fresh water at each meal and throughout the day.

Breakfast should be served before coming to the center each day. The 9:00/9:30am snack is meant to be a snack, not a meal.

- The Children's Center cannot store any of the children's food in the fridge, brought from home.
- All food must be brought in each day, fully cut, prepared and ready to be served. Please include an ice pack daily.
- The food shall be packed in a lunch box, with an ice pack, and stored in the child's cubby.
- The only food we can store is prepared formula or breast milk.
- These bottles must come fully prepared and labeled (name and date) each day.
- All food must be ready to eat without being microwaved.
- Please refrain from sending sweet treats in snacks and lunches. We ask that you save those for after school and at home.

Bottle Feeding in an Early Care and Education Setting

As part of the transition phase from home to an early care and education setting, we ask that parents start giving their infant child a bottle at least 4-5 weeks prior to their start date. This means that the child is offered a bottle several times throughout the day. The goal is for the child to feel comfortable taking a bottle in different settings and with different people that are not the parents/ guardians. We highly recommend that other family members, close relatives, or friends participate in this process. This helps give parents a break and will help the child get used to a school environment where different teachers or assistants may give them a bottle. A school setting can be very different than the home environment and there are often many things happening, this can sometimes be a distraction for infants that are used to a quiet home environment. In addition, we recommend giving your child bottles in different environments such as parks, restaurants, and outside.



During the first initial visit we will ask parents to bring in a bottle and demonstrate how they feed their child at home. This will help the child become familiar with the school environment and it gives the teacher an opportunity to observe and familiarize themselves with preferences the infant child may have. Then during the second visit a teacher will give the infant child the bottle.

CHILDREN S AND PARENT S RIGHTS

Parents are required to read and sign the Parent's Rights (State LIC995) and Personal Rights (State LIC 613A) forms located in the registration packet.

MANDATED REPORTING

As Early Childhood educators, we all fall under the qualification of being legal Mandated Reporters. Mandated Reporters are individuals who are mandated by law to report known or suspected child maltreatment. They are primarily people who have contact with children through their employment. Mandated reporters are required by the State of California to report any known or suspected instances of child abuse, child endangerment or neglect to the County Child Welfare Department or to a local law enforcement agency. Teachers do not need to have proof of abuse or neglect. They are required to report reasonable suspicions of child abuse or neglect. The State trusts Mandated Reporters to have good judgement.

As we are constantly discussing ways to improve our center and stay current with laws and requirements, we want to educate you on the mandated reporter laws. Intervening effectively in the lives of children and their families is our legal responsibility and is also ingrained in each of us as Early Childhood professionals. The State of California Community Care Licensing Division has been very intentional about shedding more light on this subject recently. All teachers are required to take training every two years. We will also be supplementing throughout the year with ongoing conversations and articles related to the topic. The responsibilities for childcare centers and employees are very important.

Consequences of failing to report suspected abuse, neglect or maltreatment of a child can be quite severe. Individual teachers, the Center Director and the Center owners can all be subject to consequences such as:

- 6 months in jail and a \$1,000 fine for an individual teacher
- fines or lawsuits
- loss of license and Center closure

In situations where it is determined that a child should not be picked up, and depending on the situation, we might assist in finding an authorized alternate pickup person in lieu of filing a report. This would be at the teacher's discretion. Examples of these situations when a TCC staff person may not release your child at pick up, request alternate pick up or may file a report could be:

- A child without a car seat or improper use of a car seat with the vehicle running, in extreme temperature, or the vehicle is out of sight of a parent.
- Children left unattended in a vehicle in an unsafe situation such as engine running, in extreme temperatures or the vehicle is out of sight of the parent.
- An adult picking up a child under the influence of drugs or alcohol.



- An adult picking up a child, exhibiting behavior that seems hostile, unhealthy or incapable of safely caring for a child.

*If there are court orders in place regarding potential drop off or pick up people, we must have that court order on file to follow.

*If we happen to be having an emergency situation (or drill) at your time of pick up or drop off, you may be asked to wait until the situation has been cleared.

IMMUNIZATION REQUIREMENTS

Licensing requires that all children enrolled in a childcare center have a Physician's Report (State LIC 701) on file. This report requires up-to-date immunizations, a screening of TB risk factors, and an original signature from the physician indicating that your child is physically and emotionally capable of attending a childcare program. The Children's Center requires that parents update immunization information after every immunization.

MEDICAL ASSESSMENTS AND T.B. REQUIREMENTS

See Immunization requirements.

IDENTIFICATION AND EMERGENCY INFORMATION

Parents are required to fill out Identification and Emergency Information Form (State LIC 700) located in the registration packet. Identification must be presented when picking up children, until staff becomes familiar with designated pick-up people.

MEDICATION POLICY/PLAN

Any child who requires medications during their time at the center, must have written consent from their parent. Parents are required to fill out a Medication Permission Form each day the medication is to be administered. Parent must review the dosage with the caregiver. Medications must be in the original prescription container, marked with the medication name, physician's name, date, child's name, dosage, and times to administer.

SERVICES PROVIDED DURING A MEDICAL OR DENTAL EMERGENCY

If a child requires medical or dental attention, the center staff will attempt to contact the child's parents first. If the parents are unavailable, the center staff will then follow the emergency plan indicated on the child's Identification and Emergency Information Form (State LIC 700) while continuing to try to reach the child's parents. Persons listed as "additional persons who may be called in an emergency" as well as the child's physician and/or dentist may be contacted during this process. In the case of a life-threatening emergency, the center staff will call 911 and continue to notify the child's parents.

SIGN IN/SIGN OUT PROCEDURES

Trust Children's Center will be using the parent kiosk in the Procure App for signing in and out procedures. Every child is required to be *signed in* upon arrival and *signed out* upon departure from the center. In order for your child to be released to another person other than a parent or legal guardian, please ensure that: 1) the person is



listed on the child's Identification and Emergency Information Form (State Lic 700), 2) you inform the center staff of the change, and 3) the authorized person can provide picture identification.

QR codes will be posted in each classroom so that parents can scan them in their app to electronically sign in their child. There is also a pin number in the Procure App that is unique to every child that parents may enter directly into their teacher's Ipad. There are also a few health-related questions in the app that will be required for parents to fill out prior to signing in their child for the day. Parents must visually and verbally confirm that sign in/sign out is correct.

HANDWASHING

All children must wash their hands upon arrival at school. This should be their **first task** during drop-off transitions. If you have a child in the preschool classroom, please be sure your child washes their hands immediately upon arrival each school day. If you have a child in the infant/toddler classroom teachers will assist children with hand washing.

ILLNESS POLICY

If you have any concerns about your child's health or if your child is showing any symptoms of illness, please notify the Director and Assistant Director directly via email. Director/ Assistant Director, or the Supervisor of the Day, will document the illness and develop a "return to school" plan with you. They will notify your child's teacher of your child's absence as well.

Please note: It is the responsibility of parents to be open and honest about any illness' children or other close family members may be experiencing. Open communication is an important factor in keeping all children, staff, and families safe and healthy.

We will be strictly enforcing our illness policy. If your child shows any symptoms, while at school, you will be notified immediately and be asked to pick up your child from school. It will be a supervisor that will contact you. If called, you must pick up your child within 30 minutes. If we can't contact you, we will start calling persons listed on emergency contact form. It's required that emergency contacts are local and able to pick up your child in the event that you are not able to pick-up. While waiting your child will be isolated away from his/her peers and wait with a teacher. These symptoms include (but not limited to):

- fever of 100 and above

- vomiting

- diarrhea



- consistent runny nose of any color *
- pink eye (conjunctivitis)
- unexplained rash
- deep, continual cough
- impetigo
- sore throat

- Showing continuous signs of discomfort that prevents the child from participating in their daily routine. In these instances, we are not able to provide one on one care.

Your child must be symptom free for **48** hours, without fever reducing medication, before they may return to school. **We will no longer accept a doctor's clearance note for a child to return to school with any of the above symptoms.** However, if your child is diagnosed with a communicable illness (ex. pink eye, impetigo, etc.), a doctor's clearance will be required to return to school.

*Allergies or teething symptoms will be addressed on a case-by-case basis

ENRICHMENTS

As part of our curriculum, we currently have 30-minute music sessions in each classroom from a professionally trained music teacher weekly.

For nine months out of each year, we provide the "Raising a Reader" program for all students. This is a nationally recognized literacy program. Through this program, each family is provided with four books per week to enjoy at home.

PARENT/TEACHER INVOLVEMENT

The Preschool Program and Infant/Toddler Program offers two parent/teacher conferences throughout the year to maintain open communication about each child. Through these conferences, we are able to create a list of goals between the teachers and parents for each child based on their individual, specific strengths and needs. During this time, each parent is offered a chance to look at their child's ongoing portfolio created by the teachers.



Transition parent/teacher conferences are also offered in the Infant Program when children are nearing the age of 2. This helps to prepare the family for transitioning from the Infant/Toddler Room to the Preschool Room. These conferences include both an Infant Teacher and Preschool Teacher.

Trust Children's Center also provides two evening parent education workshops, throughout the year. These will be great opportunities to get to know our program and philosophies, ask questions about children's development and behavior, share developmentally appropriate practices/articles, and connect with teachers and staff.

ADMISSION POLICIES

The center admits children who are ages 6 weeks to 4th birthday by June 1st, without regard to gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability. Additionally, no religious instruction is provided.

Once a child is admitted, the director will go over the enrollment process and schedule two 30-minute visits. Parents are required to spend observation time with their child, in the center prior to enrollment. During your first visit you should expect to bring all the completed paperwork and talk with one of the teachers. A second visit is a time for your child to play and to get familiar with the space and the teachers.

The center may terminate enrollment on the following grounds:

- Failure to provide the necessary documentation, falsification of documents, or incomplete documents.
- Failure to pay fees in a timely manner (see section on tuition and billing).
- Child is repeatedly picked up later than the scheduled time and adjustments are not made to resolve the problem.
- Failure to follow California Department of Education or California Department of Social Services policies and procedures.
- Difference in expectations (If the center's childcare philosophy differs from a family, that compromise is impossible, the center will suggest a program more in line with the family's philosophy and needs).
- Failure to form a communicative relationship with the staff to meet the child's disciplinary and developmental needs.
- The center cannot meet the expectations or demands of the family.
- The child is emotionally, socially, or physically unprepared to participate in the program.
- Disrespect for the center staff including but not limited to harassment.
- Failure to consistently sign the child in/out of the center.
- Failure to comply with TCC policies and procedures.

RIGHT TO REFUSE SERVICE

Trust Children's Center reserves the right to deny or terminate services to anyone at any time at its sole discretion. The above are examples of situations, but not limited to, for which the center could terminate services.



DISCIPLINE POLICIES

At Trust Children's Center, it is our goal to provide rich opportunities for children to learn and explore through their play and interaction with the environment. We approach discipline in a positive manner through which children will learn social competence and self-regulation. The center does not use corporal punishment. Additionally, the center does not confine children to cribs, highchairs, playpens, or any other equipment as a form of discipline.

We will use a variety of tools such as redirection, positive reinforcement, and natural or logical consequences. These tools are used with each child's developmental and maturity level considered. Children will be given consistent, age-appropriate limits, avenues to express their feelings, a physically and psychologically safe environment, and support from the family.

A central component in the success of behavior-management is the cooperation between parents and staff. It is important that children receive consistent messages between home and the center.

If a child's behavior becomes consistently disruptive to the typical flow of the center routine, the following protocol will be used:

1. Immediate or natural consequences will occur; including redirection to a different activity.
2. Center staff will talk with the child regarding expectations and different "choices" for appropriate behavior.
3. If the behavior continues over an extended period of time, is disruptive for the rest of the Center or is not safe for the child or other children, parents will be informed immediately and asked to come observe the situation at that moment. Parents will observe their child with a center staff member to provide input and discussion to resolve the issue. A plan of action will be written at this time.
4. The parent may be asked to take the child home for the day if their behavior is severe.
5. If a child needs to be physically restrained from hurting himself/herself or others, parents will be called to pick the child up from the Children's Center. If the behavior continues, termination of enrollment will be discussed. Although this is a last resort, certain behaviors and issues are beyond the scope of what the Children's Center can provide for children and families.

INVOICING/ PAYMENT POLICIES

INVOICING

Invoicing will be sent on the first of each month by email

PAYMENT

All invoicing is due upon receipt. Payments not made by the 15th of the month will be considered late with the following fees:



- 15 days late = \$50.00 fee per child
- 30 days late = \$100.00 fee per child
- 45 days late = suspended childcare until all invoicing and fees are paid in full

OTHER POLICIES

PARENT PARTICIPATION HOURS

Trust Children's Center asks for a total of 5 parent participation hours per family each year. Further bridging the gap between home and school environments is beneficial to children's development and we look forward to strengthening this partnership between parents and teachers. Please note that specific parent participation hour opportunities will be posted in each classroom throughout the year and may include activities such as: attending a free parent workshop, helping with TCC repairs or yard clean-up, assisting with scholastic book club catalogs, assisting with setting up for school events, or other teacher-approved involvement. If by the end of the year you have not fulfilled the five hours, then you may pay out any parent participation hours left at the rate of \$25 an hour. If you are a Trust Automation or Trust Children's Center employee, volunteer hours must be done outside of work hours.

EXCURSIONS, WALKS, COMMUNITY VISITORS, AND FIELD TRIPS

Each classroom often takes walks around the property and neighborhood to gather natural materials, observe nature, visit local businesses, visit Avila Ranch Park, and visit friends or parents at Trust Automation. If you are ever available, please join us for our walks. Trust Automation parents, please let us know when times arise that we could visit your work area to observe a special project or meet a new person. This is a great way to participate in your child's day and also helps to create our sense of community.

The field trips and school events are part of our school philosophy. We want to explore the community with the children and field trips are the best way to do that. We have an amazing community with so much to offer. Field trips give the children opportunities to visit places they may not normally visit, get "behind the scenes" experiences, learn about new things and more! As a Family Friendly Workplace, Trust and TCC employees are fortunate to have flexibility in their work schedules to allow for participation in their children's schooling. Field trips are memorable experiences that your child will treasure for years to come. By being present during these excursions, you get to witness their joy, excitement, and growth firsthand. You become a part of their journey, creating lasting memories together. Parent Participation field trip opportunities are also a great opportunity to get to know the other parents in your child's school community.

TCC Field Trips and Special Guest Visitors are planned throughout the year. Our intention is to give children many opportunities to explore and be exposed to all that our community has to offer. Here is an idea of how these are planned and who is included...



- Special Guest Visitor, bi-monthly, entire school is included *School day schedule should not be affected. Parents are invited to join but not required.
- All School Family Field Trips, two per year; fall and spring, entire school is included *School day schedule *will* be affected. Late start or early closure depending on the field trip. All parents are required to join these two times per year, as TCC will be closed during this time. Parents do have the option to not bring their child on the field trip and just drop off or pick up when TCC is open.
- All Preschool Field Trip (parents provide transportation), two per year *Preschool room only schedule *will* be affected. Late start or early closure depending on the field trip. The preschool (ages 2-5) parents will have two days per year that this will also be required.
- Older Preschool Field Trips via public bus “Blossoms Bus Trip” (for children ages 3 years old+), two per year *School day schedule should not be affected. Parents are invited to join but not required.

BIRTHDAY PARTIES AND OTHER INVITATIONS

Invitations for special celebrations outside of school (birthday parties, holiday celebrations, etc.) can be distributed at school if everyone is invited. If inviting a select few this must be done outside of school.

APPROPRIATE DRESS

All children over the age of 12 months are expected to arrive fully dressed and ready for the day. Here at TCC we fully support and encourage sensory play as we believe within our philosophy that it is crucial to a child's development. We also believe in the importance of teaching young children necessary self-help skills as early as possible. In the TCC Preschool program, we try to hold each child accountable for and teach them how to remove or replace their clothing on their own.

Children will have the opportunity to have outdoor play every day (rain or shine, hot or cold). Especially during rainy season, we encourage the exploration and sensory experience of the rain/wet/mud sensations. It is not within our school policy to withhold them from experiencing these feelings on their own volition. Children are allowed to remove their socks and shoes as they please, as long as conditions are safe.

We ask that you label your children's items of clothing appropriately, including socks and underwear. This will help the teachers get your clothing back to you as soon as possible. Please make sure to pack extra, labeled clothing to store in your child's cubby (we suggest filling a gallon size freezer bag with one or two pairs of clothing). All children that are walking must come with an appropriate

pair of shoes each day. Be sure your child is dressed appropriately for the weather. i.e.: jackets, shorts, hats and whatever you would like them to have for the day. Be sure to change out your child's clothing in their cubby periodically as their size may change. We also encourage all families to consistently check our “lost and found” box. Clothing items that are not retrieved in a timely manner will be donated to a local organization. Your children will learn, explore and develop through sensory play and experiences with water, mud, paint, gardening, cooking and much more. Please dress your child in clothes appropriate for messy play. We are not responsible for stained or worn clothing.



DROP OFF/PICK UP HEALTH PRACTICES

Per our illness policy, your child should be symptom free and ready to be at school. Once you log into your ProCare account each morning, at school, you will be prompted to answer a couple health and wellness questions about your child verifying this information.

DROP-OFFS/PICK-UPS

We ask that you enter through your child's designated classroom gate. Those assigned to the Infant/Toddler room will enter through the main gate located by the TCC parking lot. Those assigned to the Preschool room will enter through the side garden gate. If you have children in both classrooms, you may use the shared gate.

Your child's belongings should be placed in the cubby daily. Items must be small and able to fit easily inside the cubby. Any belongings that need to be sent home (dirty clothes, notes, etc.) will be placed in the cubby. Please be sure to check cubby during pick-up. Please note that drop-off times are from 8:00am-9:00 am and pick-up times are 3:30 pm-5:00pm. Please be respectful of these times, as our teachers have schedules to follow. Your child must be at school, signed in, no later than 9:00am. Late fees will be assessed if you sign out your child after 5:00pm.

Late Pick Up:

First 5 Minutes = \$5

6 to 10 Minutes =\$10

11 to 15 Minutes =\$15

After 15 Minutes =\$25

If you have children in both classrooms, you will need to arrive in time to pick BOTH up before 5:00pm. For those of you worried about congestion and business at pickup, it is suggested that you arrive between 3:30-4:00pm. Our teachers have a small window of time to get all closing duties done, so they can get home to their families. While inside our facility siblings must stay directly with parent and not touch any school items such as toys, books, tables, chairs, etc.

If you have a child in the preschool classroom, please be sure your child washes their hands immediately upon arrival to school each day. If you have a child in the infant/ toddler classroom, teachers will assist children with handwashing, to avoid you having to walk through the classroom.

At drop off, please say goodbye to your child and tell them you will return to pick them up. Although this may produce tears, consistently leaving when you say and letting them know when you will be back helps your child to build a sense of security that you will always come back. Oftentimes, children with tears will calm down within minutes as teachers help engage and comfort them.



NAPPING/RESTING BEDDING

Please provide "Tot Cot" bedding for your child's nap/rest time. Tot Cot bedding can be purchased online at www.urbaninfant.com, or through Amazon. TCC teachers will wash the children's tot-cot mats at least once per week, more often if soiled. We will wash on a high sanitizing cycle and use fragrance free and dye free laundry soap. We will also disinfect the cot when bedding is being washed.

During nap time the cots will be placed 3 feet apart with the head of each bed alternating to lessen the possible spread of germs.

Only bring a blanket or lovey if needed during naptime. If a nap item is needed it must be machine washable and be able to stay at school. We ask that you keep all other toys and items at home.

The Infant/Toddler room follows the children's individual needs, along with the overall needs of the room. With this being said, please note that there are limitations to our ability in following all specific requests. As a center we are not comfortable with forcing a child awake and keeping them awake when their bodies are showing a need for sleep. The one exception to this is if families wish for children to be woken up at 3:00pm (following our two-hour designated rest time). Further, we are unable to follow what is commonly referred to as a "crying out" method.

Trust Children's Center follows Sleep Safe Regulations, governed by Community Care Licensing. These regulations include...

- Nothing can be attached to the pacifier. (not clips or stuffed animals)
- Infants must not be swaddled while in care. (sleep sacks that don't restrict arms are suggested)
- No blankets in cribs (sleep sacks only)
- Not interfering with a child's daily living functions such as waking sleeping children
- Children are always directly supervised during nap and rest

Rest time in the Preschool Room is from 12:30- 2:30 pm. Children are not required to sleep, but they are required to rest peacefully until 1:30. At 1:30, any children that are awake are invited to go outside for reading and activities. All sleeping children have the opportunity to sleep until 2:30 pm. At 2:30 the lights are turned back on and snack is served. Children typically begin waking up on their own anytime between 2:00 and 2:30.

SELF-TOILETING

Our policy reflects our general philosophy of respect for each child. We encourage and are sensitive to the child's growing sense of autonomy; we encourage the child's active participation in caregiving routines and respect individual styles of pace and learning. Rushing or pushing children to do anything they are not physically or emotionally capable of usually results in resistance. The same theory follows with being toilet capable. Here are some signs we typically look for when determining if a child is ready to begin self-toileting:



- The child is able to take off and put on its own clothes with little or no assistance
- The child is dry for long periods of time and has an interest in using the toilet
- The child is able to verbalize when they need to urinate or having a bowel movement
- The child is willing to leave an activity to use the toilet.

As a center, we believe self-toileting begins in a nonthreatening, no pressure way. On a practical level, toilet learning is encouraged in our preschool room by including the child as much as possible in the process, but only to the extent he or she is willing to participate. For example:

Even before self-toileting begins, the child is included in the care giving process by (1) pulling out their own diaper, (2) helping to undress/dress themselves, and (3) washing their hands after their change. Furthermore, while diapers are being changed caregivers will often talk with the children, giving them language they will use in the toileting process (“your diaper is very wet, you have poop in your diaper” etc.).

As we start noticing more signs of toilet readiness, as described above, we will begin asking the child if he or she would like to sit on the toilet before the diaper is changed. We respect his or her decision. Furthermore, if a child shows an interest at other times in using the toilet, that too is facilitated by the caregivers.

For children who are transitioning to underwear, we ask that parents provide easy to dress clothes for the child. The child should be able to dress and undress themselves with little or no assistance. Children in underwear are taken to the bathroom on a regular basis in keeping with the daily routine (as is done for diapering). **If we find that the child has two or more accidents within a two-hour time period, diapers will be used for the remaining parts of the day.** We do not allow children to be at school without underwear. Although this can be a useful method for pottng training at home, it is not permitted at TCC due to health and safety reasons. The thicker training underwear is ideal, but regular thin underwear is ok if you prefer. Toilet trained on the potty by age 3 is the goal to aim for while in the Sprouts.

Please note, the school environment has many more distractions than the home environment and it is not uncommon for children to take longer to self-toilet at school. Furthermore, many children continue to wear diapers for napping and at night after this process begins. Waiting until the child is repeatedly waking up with dry diapers is a general guideline for discontinuing this procedure.

The process of self-toileting is a gradual process, and one that is impacted by developmental issues of autonomy and a continued need for security and nurturance. The greatest tool a parent or teacher has in this process is the child’s own strong desire to begin self-toileting. We are willing to work with you during this process, but request that you remember the differences between school and home. Furthermore, we believe that it would be beneficial to both parents and teachers to have a plan in place for how to handle accidents before your child starts toilet learning at TCC so that we are all on the same page. Flexibility and a sense of humor are key to helping children cope with this learning process. If you have any questions, please let us



know. We are also happy to share articles about this topic with you if you so choose.

We would also like you to be aware that we cannot accommodate "toilet learning" in the infant/toddler room, due to sanitation concerns and teacher-child ratios.

NUT POLICY

TCC is a nut free environment. Please do not send in any types of nuts or nut butters of any kind. We are serving sunflower seed butter and the children seem to enjoy.

STAFF MEETING HOURS

TCC will have shorter hours on the first Monday of each month. The Children's Center will not be open for drop off until 9:30 to 10:00 and children must be picked up between 3:30 and 5:00. This is on the first Monday of each month. **This morning time will be used for staff meetings, training and preparation.**

HOLIDAYS AND CENTER CLOSURES

The Children's Center will be closed for all Trust Automation scheduled holidays, plus four additional holiday break days. The Children's Center will **also be closed for six other days per year, for staff training.** These days will be announced in advance each year, as trainings are scheduled.

- Payment of tuition guarantees your child's spot at the Center.
- There is no credit given or make up days for absences.
- Scheduled closures have already been calculated into your tuition fee.

TCC CLOSURES:

- Presidents Day (third Monday in February)
- Memorial Day (last Monday in May)
- "Trust Automation's Floating Holiday" (TBD)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24) - New Year's Day (January 1)



- All dates subject to change with notice.

If Trust Automation does close due to health concerns or any emergency in the future, the Children's Center would close as well. This would be communicated with as much notice as possible.

EMERGENCY EVACUATION SITES

In the event of an emergency, we will evacuate the children to a safe space outside along the sidewalk on Earthwood Lane. We will gather the children and walk to the light post that is along Earthwood Lane.

Trust Children's Center Evacuation Sites:

1. Sidewalk along Earthwood Ln, San Luis Obispo, CA 93401: Used for immediate needs when children need to be taken away from TCC
2. Trust Automation, 125 Venture Dr #110, San Luis Obispo, CA 93401: Used for when we need to be a bit further away from TCC
3. Damon-Garcia Sports Fields, 680 Industrial Way, San Luis Obispo, CA 93401: This is in an extreme case, if we needed to be the farthest away from TCC

Our family has read and acknowledges the policies and procedures of this 2025 Parent Handbook.

Sign x _____