

Telegraph Hill Neighborhood Center  
ECE (Infant, Toddler and Preschool)  
PARENT HANDBOOK 2017 – 2018





Our staff and administration are deeply committed to providing the highest-quality early education program available. We are fully licensed with the State of California's Community Care Licensing Department. Our teachers provide a loving, caring, and creative environment where all children can learn and grow. Your child will benefit from an excellent curriculum and enriching family experience.

Communication is a key factor in the success of your child's education. Please take the time to familiarize yourself with the information and policies in this handbook. We encourage you to voice your comments and ideas. Our ECE program director and staff are always available to you, so feel free to call or visit us anytime.

Thank you for your ongoing support and interest in the ITPS Program at Telegraph Hill Neighborhood Center.

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## GENERAL INFORMATION

### History and Guiding Principles

Telegraph Hill Neighborhood Center (TELHI) was founded in 1890 to improve the quality of life for individuals and families living and working in northeast San Francisco. TEL HI provides comprehensive programs for 700 seniors, children, and families each day.

The center is considered a home away from home for many participants. The children in our infant program range in age from 4 months to 18 months; the toddler range in age from 18 months to 36 months, and preschool range in age from 2.9 years old through 5+ years old. TEL HI has a diverse population of teachers and children, all from various cultures, socioeconomic backgrounds, and nationalities. The exposure to a diverse environment is a positive experience for each child because it promotes awareness of similarities and differences within the community. TEL HI welcomes children with disabilities and will make reasonable accommodations to meet their needs.

The Telegraph Hill Neighborhood Center operates as a private non-profit agency governed by an executive director under the guidance of a board of directors. TEL HI functions on a non-discriminatory basis, affording equal treatment and access to services without regard to race, religion, ethnic or national origin, sex, or physical disability. This institution is an equal opportunity provider. Our program refrains from any religious instruction.

Our Philosophy embraces the teachings of Jean Piaget. His teachings are based on a foundation of security, hands-on learning, positive social interaction, and stable, appropriate emotional responses. Our philosophy guides us to provide a warm, nurturing environment that will foster developmentally appropriate practices through hands-on activities and play. The program is designed to equip children with critical thinking, peacemaking, and conflict resolution skills. TEL HI is committed to enhancing children's growth and abilities in all areas.

Our Curriculum encourages children to participate in a rich environment of active experiences rather than passive observation. We incorporate play based, project approach and teaching pyramid into daily lesson plan. Learning activities are well planned to meet the needs of each child. Each day's activities include: art, language development stories and games, pre-literacy skills, science experiments, math games, music appreciation, and healthy socialization. Children enjoy outdoor play for physical development, gardening, and walking field trips within the neighborhood. As an extension to what the children are studying in the classroom, they will take field trips to places outside our neighborhood.

Our Goals are to provide a fun, safe, enriching, and educational environment that prepares children to embrace a lifetime of learning. We aim to promote optimum development in four key areas:

1. Physical development: the growth of the body and ability to accomplish fine and gross motor tasks
2. Social and emotional development: the capacity to enjoy and get along with other people while having the confidence and understanding of one's self as a person
3. Intellectual development: the capacity to acquire and understand facts and concepts and use them to evaluate and solve problems
4. Language development: the ability to express thoughts, ideas, and feelings to others



## **Program Staff**

TEL HI program's staff includes an executive director, program director, program manager, educational coordinator, enrollment specialist, teachers, and volunteers. The staff are trained and experienced in multiple areas of education and child development. The staff is CPR and First Aid certified. Many of our teachers are bilingual, speaking English and either Cantonese, Mandarin, Spanish, Tagalog, or Vietnamese. Our staff is sensitive to cultural, ethnic, and economic diversity. **Child/Adult Ratio: 1 teacher to 8 children is maintained for preschool, 1 teacher to 4 children is maintained for toddler, and 1 teacher to 3 children is maintained for infants.**

Volunteers are recruited, trained, and evaluated by TEL HI's program manager. Prior to employment, all staff members undergo fingerprinting and a rigorous screening by the Department of Justice and Federal Bureau of Investigation. The TEL HI preschool, toddler and infant staff is comprised of fully qualified highly motivated teachers. They are hired for their ability to engage children in a caring and respectful manner and to communicate effectively with adults. Telegraph Hill Neighborhood Center encourages all teaching staff to actively pursue a Child Development Teaching certificate, associate's degree, and/or bachelor's degree in education or early childhood education.

## **ACTIVITIES AND FAMILY INVOLVEMENT**

### **Family Resources**

We believe that good communication is essential to your child's enjoyment here. Monthly newsletters, event information, and preschool policies are all posted on the Parent Bulletin Board, located near the entrance to your child's classroom. We also provide parents with mail slots near the sign-in desk for more personalized communication. We also publish a monthly newsletter, available in hard copy or via e-mail.

### **Family Involvement**

We highly encourage families to participate in our ITPS Program. A family's involvement and partnership with TEL HI adds to the quality of our program. There are a number of ways families can get involved at TEL HI. Depending on their availability they can choose from a number of opportunities including:

- Chaperoning field trips
- Teaching a special skill to the class (with a teacher's approval)
- Participating in classroom activities
- Assisting at fundraising events
- Lending a hand on weekend maintenance days
- Becoming a member of the Parent Advisory Committee (PAC)

Per community care licensing requirement, all volunteers, including parents who are volunteering in the classroom or on field trips **may not** bring siblings or other children who are not enrolled in the program.

### **Field Trips**

Field trips are planned by teachers to expand on the monthly curriculum, explore new concepts, and promote learning. In order for children to participate in field trips they must have permission from their legal guardian. Children that do not have a signed permission slip will not be allowed to attend. On days



a field trip is planned, parents should drop off their child at TEL HI as scheduled. Parents may meet the class at the field trip location. Parents are strongly encouraged to chaperon field trips if they are available. Volunteers and parents who are chaperoning are required to stay with the class at all times. They **cannot** use cell phones nor have hot beverages while supervising the children.

### **Food and Nutrition**

TEL HI participates in the USDA Child and Adult Care Food Program (CACFP). TEL HI uses an outside food vendor, Chefables, who provides 3 meals (breakfast, hot Lunch, and PM snack) per day to all children. We use healthy, nourishing food, including fresh seasonal produce delivered daily. All meals are well balanced, culturally sensitive, and meet CACFP guidelines. Meals are served family style with staff members sitting with the children to model good table manners, facilitate social interaction, and encourage children to try new foods. Menus are posted on the Parent Bulletin Board in each classroom.

Please inform our staff if your child has any dietary restrictions or allergies. We have a **Nut Free Policy** and ask that children do not bring snacks from home, especially candy, gum, chips, soda, or any nut products. Please refer to our Allergy Policy for more information (page 13).

### **Holidays**

At TEL HI we embrace and celebrate holidays from all different cultures and backgrounds. We refrain from religious instruction or worship but respect our families' different cultural heritages and are understanding of absences for these special days. Please let your child's teacher know when there is a holiday or day of observance that your child will be absent. For some holidays there will be a sign-up sheet in the classroom to let us know your child will be absent for that day.

Our ITPS Program observes most national holidays. We are closed on the following days:

- New Year's Day
- Day After New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Day After Christmas Day
- Three days during the year will be designated for "all staff training days" and the childcare center will be closed. Exact closure dates may be found on the program calendar. Staff training days are not covered as part of your tuition payment or contracted days of service with our agency.

### **Birthday Celebrations**

We celebrate children's birthdays with special songs and activities (unless otherwise instructed). If you would like to do additional celebratory activities for your child's birthday, please inform your child's teacher at least two weeks in advance. If you wish to bring food, please consult with a classroom teacher. All food brought into the classroom must be nut free and consist of nutritious finger foods or



small healthy snacks. There also must be enough for the whole class. **NO nut products are permitted at the center. All food labels and ingredient lists must also be brought to school for posting due to allergies.**

### **Parent-Teacher Conferences**

Twice during the school year, parents sign up for a parent-teacher conference to discuss your child's development and learning progress at school. These formal conferences are part of our individual education plan for your child. You are also welcome to schedule a conference at any other time throughout the year with your classroom teacher.

### **The Parent Advisory Committee**

The Parent Advisory Committee (PAC) is a parent run committee made up of parent volunteers. PAC officers meet monthly to discuss items that affect TEL HI's ITPS Program, and host meetings every other month to discuss these items with parents. Parents are encouraged to assist in planning center-wide events, such as parent social nights, movie nights, and holiday celebrations and to give feedback on the overall program. For more information about the Parent Advisory Committee or if you are interested in becoming a PAC officer, please see TEL HI's ECE Program Director.

## **SUBSIDIZED CHILDCARE SERVICES**

### **Subsidized Childcare Services & Eligibility**

TEL HI's preschool program offers subsidized childcare to families who qualify as low-income based on the California State Income Eligibility Guidelines. To find out if you qualify, please see the Enrollment Specialist to complete our CD9600 enrollment packet. If you have questions about subsidized childcare please contact us at 415-421-6443 ext. 35.

To continue receiving subsidized childcare, qualified families must recertify their eligibilities annually by providing proof of family income, address, and the child's birth record and immunization record. Families that are enrolled in a CSPP full-day program may be required to pay a monthly fee. TEL HI uses the California Department of Education family fees schedule to determine a **family's monthly** fee based on income.

## **RULES AND REQUIREMENTS**

### **General Rules**

We want everyone to enjoy their time at TEL HI and ask that you respect the following rules and requirements:

1. Preschool children are highly encouraged to be potty trained. (Unless there is a medical reason the child needs additional support; please see the program manager for accommodations).
2. Children at the center or playground **must** be supervised by a parent or staff at all times.
3. Children may **not** bring toys, candy, money or valuable jewelry to school.
4. Staff is **not** responsible for lost items.
5. As a TEL HI best practice and to eliminate spreading germs to other children, we ask that parents help their child wash their hands upon entering the classroom in the morning.



6. Children are **not** allowed to open doors or gates without the assistance of a parent, guardian or authorized adult.

### **Absence Policy**

All families are expected to notify a classroom teacher when their child is going to be absent. If for any reason your child is unable to attend school, please call TEL HI to inform a teacher of the absence(s) each day. Classroom teachers will contact the parents/guardian if the child is absent without notice. If your child is absent for more than three (3) consecutive days due to illness, please bring a doctor's note stating that your child is healthy enough to return to school. If you can't bring a doctor's note, please let the teacher or Enrollment Specialist know as soon as possible. Voicemail is available when the center is closed.

### **Excused Absences**

1. Child illness or quarantine
2. Parent illness or quarantine
3. Court ordered visitation (copy of court order must be in family file)
4. Family Emergency (ex: House fire, death in family, transportation issues, etc.)
5. Best Interest Days or Days in the Best Interest of the Child (BID) are limited to 10 days per fiscal year. These days are used for absences such as a family graduation, a funeral, family vacation, out-of-town visitors, and visits with another parent without court order, etc. TEL HI has the right to designate the slot as an enrollment vacancy if the child **does not show after 10 days** and the parent has not contacted the center. This would allow TEL HI to fill the child's enrollment slot with the needed family.

### **Unexcused Absences**

**All other absences not stated in the Excused Absence Policy shall be considered unexcused.** If there is a pattern of unexcused absences, family support services will be initiated, including a conference with the parents/guardian, teacher, and Enrollment Specialist in order to resolve the situation. If these efforts are unsuccessful and 3 days of unexcused absences continue, the family may have to yield services to a more needy family. TEL HI's staff will assist the family with finding alternative childcare services that better fit the family's needs.

### **Attendance Policy**

For the benefit of your child, TEL HI requests that children attend class each day based on your contract hour. Please do not keep your child away from class unless there is an emergency or your child is ill. Our center's hours are Monday through Friday from 7:30 am to 6:00 pm.

### **Drop – Off**

In order to provide the best possible experience for our children, it's important that they are dropped off on time based on your contract hour. When children are late, it's difficult for them to join classroom activities and they may miss important learning opportunities. Arriving on time also allows teachers to help the child through a smooth transition. Drop-off times are noted in the family's enrollment paperwork (Notice of Action). All people responsible for dropping off a child must be an authorized adult and at least 18 years of age (NO exceptions allowed). **All children are to be signed in (at drop off) and signed out (at pick up) daily with full legible signature.**



### **Pick – Up**

For safety reasons, the center’s doors will be closed and locked at 6:00 pm when TEL HI closes. If you are not able to pick up your child by 6:00 pm, or if you have an emergency, **please call the center at (415) 421-6443, ext. 19 for Seals and Dolphins, ext. 21 for Jellyfish, ext. 24 for Guppy or (415) 580 – 7234 for Starfish to notify a classroom teachers when you will be arriving.** If you are more than 15 minutes late, the staff will contact a person listed on your child’s emergency contact form. The parent/guardian will need to sign the “Late Drop-Off Form” and pay a **late pickup fee of \$25** for any increment of the first 15 minutes and \$2 per minute thereafter on the same day. Notification does not excuse a late pickup. If you exceed three late pick-ups without a telephone call, a meeting with the parent/guardian, teacher and enrollment specialist will be held to discuss the matter and to develop a plan.

### **Sign-In/Out Policy & Emergency Pick-Up**

It is mandatory that **all** children be signed in each morning when you enter the building and signed out each afternoon when you leave the building. The electronic IPad sign-in/out link is located in each classroom as you enter. Please sign your name with a **full signature of first and last name**. **ONLY ADULTS** are permitted to sign their child/children in and out of the program.

Please keep your Emergency pick-up/Identification Form current. Also inform persons listed on the form that we will ask for photo identification before we allow your child to leave with them. In the event of an emergency, you may call the center and speak to the program director or ECE program manager regarding an emergency pickup. Please provide a physical description of the person picking up your child and inform them to bring a photo ID. We will **NOT** release children to an adult not listed on your contact form or if the adult is suspected to be under the influence of drugs or alcohol.

#### **Please note:**

- If you are more than 15 minutes late, the staff will try to reach you by phone.
- In the event that we cannot reach you by phone, the staff will call the predetermined emergency contacts on your child’s Emergency and Identification form.
- In the event we cannot contact those people in a timely manner, we will call the San Francisco Police Department and ask them to become responsible for your child at that time. TEL HI staff will accompany your child to the **Central Police Station at 766 Vallejo Street**, and **police will contact parents from that point on.**

**Remember it is your responsibility to update emergency contact numbers as needed.**

### **Vehicle Safety Policy**

A primary concern of TEL HI’s Preschool staff is the safety of your child both inside and outside of the program. Parents are responsible for their child’s safety prior to signing them into the program at drop-off and after pick-up at the end of the day. To ensure the safety of your child, TEL HI has established the following policies:

- Parents need to park their vehicle on a legal parking space on the street. There is a white zone in front of the Chestnut Street entrance.
- Parents cannot double park.
- Parents cannot block the driveways of surrounding neighbors.
- Children should always be loaded in and out of the vehicle on the side of the curb, nearest to the street.
- Parents must use crosswalks while crossing the street with their child.



- Parents must explain these policies to any emergency contacts picking their child up at the Center as they also must abide by these policies.

Failure to follow the policies outlined above can put your child at risk of serious injury. Furthermore, failure to follow these policies may result in the termination of your child's enrollment from the program.

### **Clothing**

Children should wear comfortable clothing for rigorous play and messy activities. **All items of clothing must be labeled with your child's name.** We are not responsible for lost items. A full set of clothing, including closed toe shoes, socks, underwear, top, and bottom, should be in your child's cubby in case of water play, extra messy projects, or if an accident occurs. Please make sure all items fit inside the box provided. All children should wear **closed-toe shoes and sock** when he/she comes to school.

### **Confidentiality of Records**

Information in your child's file is confidential and private. Information is only available to those persons at the preschool/toddler/infant program who are directly involved with your child's progress. Only with parents' written permission will records be released to another person or agency.

Federal, state, and local agencies that regulate our preschool/toddler/infant program may ask to see children's files and preschool/toddler/infant records to verify compliance. Only in this circumstance will a child's file be shared without written permission from the parent. Children's files are never removed from the building. A parent or legal guardian may request to see their child's file at any time.

### **Custodial Parent(s) Policy**

In the event of divorce or separation between parents of a child, and both parents do not have joint custody, it is necessary for us to have on file, a copy of the court order which directly states the custodial status. The court order must be signed by the court judge. Please know that we will not accept verbal acknowledgement from either parent regarding changes to custodial rights. All changes to custodial rights must be legal and in writing.

TEL HI will keep all family information in strict confidence. A child **will only** be released to his/her legal parent.

### **Media Release Form**

TEL HI may seek press coverage for activities at the center, which assists us in obtaining funding support. It is your option to sign a Media Release form allowing your child to appear on television, TEL HI's Web site, newsletter, social media accounts, school displays, brochures, or any other promotional and/or marketing material.

### **Nap Time**

TEL HI's children nap or have a quiet time each day from 12:30 pm until 2:30 pm. The center provides each child with a nap cot and a sheet. We ask that parents leave a **small** blanket and/or a special soft item for their child at TEL HI, which will help them fall asleep or rest. Parents should take their child's bedding home each Friday to wash and return it for nap time the following Monday.

Teachers supervise the children while they are sleeping. If your child does not sleep, your child will be provided with a quiet activity.



## **Social Interaction and Discipline**

The staff at TEL HI uses respectful social interaction to help children develop self-discipline and the ability to regulate emotions. Discipline is viewed in a positive way, as an opportunity to teach and learn. We also work together with families to build and maintain consistency.

We accept that young children are learning about appropriate actions and acceptable social behavior. So our teachers maintain clear, consistent limits that are age appropriate. We encourage children to problem solve and “use their words.” We will redirect inappropriate behavior as needed and offer children positive ways to resolve difficult situations. Our teachers are gentle but firm. We implement safety breaks when a child is not being safe. Physical discipline is never used.

## **Termination and Withdrawal**

TEL HI reserves the right to terminate a child’s enrollment with or without notice for any one of the following reasons:

- Delinquent fees or non-payment.
- Possession of drugs, alcohol, weapons, or replicas of weapons on center property.
- A child or parent who presents a health or safety risk to himself/herself, other children or staff, or to another family. This includes behavior such as harassing remarks, disrespecting teachers or staff, and refusing to follow TEL HI’s policies and procedures.

## **Withdrawal**

If you choose to withdraw your child from TEL HI’s ITPS Program. If you have already paid for the month and then decide to withdraw your child, **tuition will not be refunded.**

## **Behavior Policy**

### **Behavior Policy Statement**

TEL HI’s Preschool will protect the personal rights of all children and staff by using developmentally appropriate classroom management procedures and positive behavior management strategies and interventions.

### **Background**

TEL HI’s Preschool is mandated by the CA Licensing Code, Section #101223 to protect the personal rights of all children in our program (*see Personal Rights LIC 613A form*). As part of this mandate and in accordance to the *Rules of Conduct* as stated in the *TEL HI Parent Handbook*, we must provide a safe environment whereby all children are treated with dignity and respect by all staff and other persons. While some undesirable behaviors are considered to be a normal part of growing up, we must ensure that these behaviors do not infringe on the personal rights of any child or adults in our program. The intention of the Behavior Policy and the Behavior Support Plan is to help change negative behaviors and support the overall positive development of children, not to remove them from the program.

### **Definition of Challenging Behavior**

Challenging behavior is defined as any behavior that is unsafe or harmful to the child, other children, or adults, and may result in a violation of the personal rights of the child and/or others. Examples of challenging behavior include, but are not limited to: attempting to leave the premises (classroom, playground, or teacher supervised



areas); self-injurious behavior such as head banging, repeated biting oneself, jumping from high places, or manipulating potentially dangerous objects; assaultive behavior both physical or verbal; aggressive acts such as biting, kicking, hitting, or throwing materials; or other behaviors that are considered dangerous or violent and result in harm of individuals or destruction of property.

### **Behavior Support Plan Overview**

Children that present challenging behaviors that cannot be redirected through TEL HI teaching practices will receive individualized interventions that support positive behavior. As part of this process, the parent/guardian must attend a Behavior Support Plan Meeting and work in partnership with TEL HI staff, and a Mental Health Consultant to develop and implement a *Behavior Support Plan*. The *Behavior Support Plan* will define the presenting behavioral issue, provide strategies to support positive behaviors both in the home and the classroom, and as needed, identify additional family support services, assessments or referrals. The plan will identify person(s) responsible, timelines, and expected outcomes. Follow-up meetings will be scheduled to evaluate the effectiveness of the plan and develop new strategies as necessary. The Behavior Support Plan will act as an agreement between the parent/guardian and TEL HI in which both parties will be held accountable for upholding their end of the plan to support the child.

### **Behavior Support Plan Implementation**

Understanding that each individual case is different below are some common strategies that we implement as part of the plan. Should a child exhibit behaviors that have violated or may lead to a *Personal Rights Violation* of others, a Behavior Support Plan will be developed and may include one or more of the following strategies:

- The parent may be asked to pick the child up early for violating the personal rights of others and/or
- The child may be placed on a modified schedule, and/or
- The child may be suspended from the program until a referral or formal outside assessment has been conducted.
  - The child will not be able to return to school until after a Behavior Support Plan Meeting takes place.
    - During this time no adjustments will be made to tuition owed to TEL HI.
  - The ECE program manager in consultation with teachers, mental health professionals and parents, will review the formal assessment to determine if TEL HI can meet the child's needs. The results of the assessment will be used to determine the appropriate resources and supports to be added to the Behavior Support Plan.
  - However, if it is determined that the child's needs cannot be supported in the classroom, the team will work with the parent/guardian to facilitate transition to a more appropriate service or program.
  - TEL HI staff and the child's family will then execute the plan, reevaluate and make revisions as necessary to best support the child.
- If a child's challenging behavior(s) continues to result in *Personal Rights Violations* to others and the TEL HI administrative team determines that we have exhausted all resources without positive results then the child will be terminated from the program.

### **Partnering in the Process and Voluntary Withdrawal**

Parent/guardian may choose to withdraw their child from TEL HI at any time during this process, but remain obligated to the program's 30 day withdrawal policy. If a parent/guardian chooses not to partner in this process, TEL HI reserves the right to terminate the child from the program and may withhold tuition payments or deposits made to the center until their child's spot can be filled.



## HEALTH AND SAFETY

The safety of your child and our staff is our **number one** priority. No area of the Telegraph Hill Neighborhood Center is without the supervision of an adult staff member. Doors to the all classrooms usually remain closed to discourage unnecessary foot traffic. To assist our efforts, we ask that parents close doors and latch the playground gates whenever you enter or exit the building.

### **Allergy/Emergency Care Procedures**

**We are a nut-free center and ask that all families respect this policy. Please notify the staff at the time of enrollment of any known allergies.**

In the event your child has a life-threatening allergic reaction and requires an epi-pen to be administered, the Preschool staff is trained to administer an epi-pen. However, you must have the proper forms completed before the staff can administer the epi-pen. These forms can be obtained from the preschool manager or classroom teachers. **It is your responsibility to complete this form at the time of enrollment and to keep the form updated.**

### **Child Abuse Reporting**

All staff members are mandated by law to report any suspicion of child abuse or neglect as listed in Penal Code Article 2.5 Section 11165. TEL HI staff is also protected by law from discrimination or retaliation for reporting suspected child abuse and/or neglect of any enrolled child. TEL HI's Early Education Program Manager is always available for parents should they need any referrals to social, mental, or physical health services.

### **Child Injury/Accident Response**

Should your child be involved in an accident or have an injury, our staff members will provide the appropriate care and proper communication with parents. If only minor first aid is needed, we will use soap and water and apply a bandage. If further treatment is needed, parents will be notified and 911 medical procedures may be put into action.

### **Emergency Plans**

TEL HI has emergency equipment, first aid supplies, and provisions of food and water for three days, for each child enrolled. Fire and earthquake drills are conducted monthly with the children throughout the school year. If evacuation is required, the staff and children will go to North Beach Playground (the cement area).

### **Hand-Washing Requirement**

All children and teachers must wash their hands with soap and water upon entering the classrooms. This is a licensing requirement and best practice for a healthy environment. The preschool classrooms also provide antibacterial hand sanitizer.

### **Illness Policy**

It is our desire to ensure everyone at TEL HI a healthy, safe, and nurturing experience. The children will be outside playing in our playground every day and should be properly dressed to avoid becoming too hot or cold. We believe children well enough to be at school are well enough to play outside as per our daily schedule. If your child has symptoms of illness, please keep him/her at home.



If your child develops any of these symptoms at school, he/she will be sent home:

- Fever of 101 degrees or higher
- Persistent runny nose (with yellow or green discharge) accompanied by a cough or difficulty breathing
- Diarrhea two times in one day
- Vomiting
- Rashes: Your child will be sent home and must have a doctor's note to return to school.
- Conjunctivitis (Pink Eye): A child with pink eye will be sent home and must be treated with medication for 24 hours before returning to school. The eye must be completely clear.
- Lice: TEL HI has a "nit-free" policy. Before your child may return to school, he/she must be clear of lice and eggs.

Children may return to the classroom when they have been symptom free for 24 hours without medication. If your child has been out sick for 3 or more days, please bring in a doctor's note when your child returns to school.

**Any illness we believe to be contagious will warrant an immediate call to you to pick up your child from school.** We will notify you if any contagious or serious illness is diagnosed regarding a child in our program and ask that you notify us immediately if your child is diagnosed with a serious communicable illness. Reports are treated confidentially.

### **Medication Procedure**

The staff may administer prescription medication or over the counter medicine **ONLY** with the written consent of the parent and in accordance with label directions as prescribed by your child's doctor. Parents are required to fill out Consent for Medication Treatment form, which is available from the classroom teachers.

Please note:

- Children must never carry medicine in their cubby or backpack at any time. Please give all medicine directly to the head teachers or the enrollment specialist.
- Medications such as asthma nebulizers and inhalers can only be administered if there is a written authorization and instruction given by both the child's parent and doctor. No exceptions.

### **State-required Health Forms**

All children attending preschool in the State of California must have an annual physical by a licensed physician. Please understand that TEL HI cannot permit your child to attend school until we have the completed and current health form in our possession. Immunizations must be updated annually and by the transition period.

### **Sunscreen Use**

Sunscreen use forms must be on file for your child from March to October yearly. Parents are to provide sunscreen for your own child with a label his/her name on it. We highly recommend that you buy sunscreen with at least a SPF of 30.



## STATEMENT OF ACCEPTANCE

Please sign and return this page to the Program Manager/Director to be kept in your child's file. A copy will be provided upon request.

I, \_\_\_\_\_, have read the TEL HI Family Handbook and understand and agree to abide with all policies and content. Throughout the year, TEL HI reserves the right to change policies within this handbook. All parents will have access to a copy of this handbook and be informed of any new or changed policies before they are enacted. We suggest that you insert new or changed policies into your handbook when you receive it.

Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name of Child enrolled \_\_\_\_\_ Date \_\_\_\_\_

ECE Program Manager/Director \_\_\_\_\_ Date \_\_\_\_\_