



TELEGRAPH HILL

NEIGHBORHOOD CENTER



Telegraph Hill Neighborhood Center
Preschool Program

FAMILY HANDBOOK

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 preschool manager 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 Infant/Toddler/Preschool Program at Telegraph Hill Neighborhood Center.

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History and Guiding Principles

Telegraph Hill Neighborhood Center (Tel-Hi) 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 600 seniors, children, and families each day.

The center is considered a home away from home for many participants. The children in our preschool range in age from 2.9 years old through 5 years old; the toddler range in age from 18 months to 36 months; and the infant range in age from 6 months to 18 months. 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 skills, peacemaking skills, and conflict resolution. 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. Learning activities are 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, education coordinator, 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, or Spanish. Our staff is sensitive to cultural, ethnic, and economic diversity. **Child/Adult Ratio is: 1 teacher to 8 children is maintained for preschool, 1 teacher to 4 children is maintained for toddler, 1:3 is maintained for infants.**

Volunteers are recruited, trained, and evaluated by Tel-Hi's volunteer 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.

PRESCHOOL/TODDLER/INFANT ACTIVITIES AND FAMILY INVOLVEMENT

Family Involvement

We invite your family to take full advantage of the wonderful programs Tel-Hi offers. We also encourage families to become active participants in our preschool/toddler/infant program. Because your partnership with the staff is vital to helping us reach the high standards we set for our center, we ask each family enrolled to offer six hours of volunteer service per year. Families can choose from a number of opportunities, including:

- Chaperoning field trips
- Assisting at fundraising events
- Participating in classroom activities
- Lending a hand on weekend maintenance days
- Becoming a member of the Parent Advisory Committee (PAC)

Family Resources

We believe that good communication is essential to your child's enjoyment here. Daily news, event information, and preschool/toddler/infant 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.

Field Trips

Periodically we take the children on field trips to heighten their awareness of the community, explore new concepts, and promote learning. Parents are encouraged to join our school outings as chaperones. Chaperones can also be grandparents of an enrolled child or any parent authorized adult.

We ask parents to sign a general permission slip for field trips. We will notify you of upcoming

field trips at least one week in advance. We also ask chaperones to **not** use cell phones or have hot beverages while supervising children during trips. We also ask parents not to bring any siblings if you are chaperoning field trips.

Food and Nutrition

Tel-Hi participates in the USDA Child and Adult Care Food Program (CACFP). Chefables Food Vendor 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 prior enrollment. 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.

Holidays and Birthdays

At Tel-Hi we celebrate children and families' special days. We refrain from religious instruction or worship, but we embrace various holidays that children from diverse backgrounds celebrate. This approach allows families to bring their cultural traditions to the center to share with everyone. Some of Tel-Hi's long-standing events include a Halloween parade, Thanksgiving celebration, Christmas tree sale, and Lunar New Year celebration.

Our preschool/toddler/infant programs observe most national holidays. We close for New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, and Christmas Day. We also close for staff development days. Exact closure dates may be found on the program calendar.

We celebrate children's birthdays at school with special songs and activities (unless otherwise instructed). If you would like us to celebrate your child's birthday, just tell your child's teacher at least two weeks in advance. Please consult with a teacher about the healthy nut free snacks you are going to bring at least a week before you bring them into the classroom. These must consist of nutritious finger foods or small healthy snacks, and there 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 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 our staff or preschool manager.

The Parent Advisory Committee (PAC) provides an organized forum for parents to be directly involved with Tel-Hi. Meetings are held every other month. Childcare services and a light dinner are typically provided. The committee is designed to work with staff from Tel-Hi's

Preschool/Toddler/infant Program and After School Academy. Through PAC, you may be asked to give feedback on various activities or policies. Parents are also encouraged to assist in planning center-wide events, such as Movie Nights, holiday celebrations, and special guest-speaker events. For more information on joining the Parent Advisory Committee, please ask our preschool manager.

TUITION, PAYMENTS, AND SUBSIDIZED CHILDCARE SERVICES

Tuition is due the **1st day of each month**. Your tuition is **past due on the 2nd day** of the month and a late fee of \$25 will be added to your tuition bill.

Non-payment of tuition and/or noncompliance with center policies will result in a suspension of your child's enrollment. Your child may not return to our program until the tuition bill is paid in full. We do not credit you for absences due to vacation, holidays, illness, or suspension.

Tuition may be made by instructing your bank to automatically pay from your checking/savings account once a month. Tuition should be withdrawn on the 20th of each month for the following month (i.e., on September 20 for October 1). This will give your bank enough time to submit payment without incurring a late fee. If your check is returned for insufficient funds, there is a \$20 per check charge in addition to your payment and **\$25 late fee**. We must receive your payment on the 1st day of the month to avoid late fees.

Subsidized Childcare Services

Tel-Hi's preschool is fortunate to offer subsidized child care services to families who qualify based on need or income. Please see the preschool manager for applications and more information on the California Department of Education (CDE) Preschool Program.

RULES AND REQUIREMENTS

We want everyone to enjoy their time at Tel-Hi and ask that you respect the following rules and requirements.

All children must be completely potty trained to be enrolled Tel-Hi's preschool.

Children at the center or playground **must** be supervised by a parent or staff at all times.

Children may **not** bring toys, candy, money, or valuable jewelry to school.

Staff is **not** responsible for lost items from home.

- Children must wash hands upon entering the classroom.
- Children are **not** allowed to open doors or gates without the assistance of a parent or guardian.

- All late payments and pickups will incur a fee/fine to be paid on the same day. No exceptions.

Absence Notification

All families are expected to notify the preschool/toddler/infant classroom teachers when their child is going to be absent. Voicemail is available during the hours the center is closed. Illness, family emergency, or court-ordered visitation is considered excused absences. If your child is absent for more than three (3) consecutive days due to illness, you must provide a doctor's note.

Arrival and Pickup Policies

Arrival

Tel-Hi is open from 7:30 am to 6:00 pm, Monday through Friday. All preschool/toddler/infant children should arrive at school **prior to 9:00 am**. Arriving at this time gives teachers the opportunity to assist your child through a smooth transition.

Pickup

Tel-Hi closes at 6:00 pm. 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 Seal and Dolphin Classrooms and ext. 24 for Guppy (Toddler) and ext 35 for Jellyfish and (415) 580-7234 for Starfish (Infant) classrooms**. If you are more than 15 minutes late, the staff will contact a predetermined adult on your child's Emergency and Identification form. If you pick up your child past 6:00 pm, our staff **will collect 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.

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.

Drop-off and Pick-Up by Vehicle Policies

A primary concern of the Tel-Hi Preschool/Toddler/Infant Program 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 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 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.

Sign-in/out Policy

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 in and out. Children are not permitted to sign in and out.

All people responsible for picking up a child must be at least 18 years of age and listed on the emergency contact form. We will not allow your child to leave the building with anyone we do not know. Please revise your Emergency and Identification Form with the preschool manager anytime you wish to add (or delete) a name from your list. Also inform listed persons 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 preschool 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.

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 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 may ask to see children's

files and preschool/toddler 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 that custodial rights have changed. It must be in writing.

Tel-Hi will keep all family information in strict confidence. A child **will** be released to his legal parent unless a court order is on file at the center.

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, school displays, brochures, or any other promotional material.

Nap Time

Preschool 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 for each preschool child. The infants will be provided with a crib. The toddlers will be provided with a cot. Infants and Toddlers please bring your own sheets. Infant, Toddler and preschool children please bring a **small** blanket and a special soft item, which will help your child to fall asleep. Also, take your child's bedding home each Friday 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's is not being safe. Physical discipline is never used.

Termination and Withdrawal

Preschool/Toddler/Infant enrollment may be terminated for a family for any one of the following reasons:

- Delinquent fees.
- 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, disrespect to teachers or staff, and refusing to follow Tel-Hi policies and procedures.

Tel-Hi may also terminate an enrollment agreement because of non-payment and/or non-compliance with the center's policies. A notice will be given by Tel-Hi's program director except when it is urgent to terminate the child's enrollment sooner. In this case, the preschool manager, with the consent of the program director, has the discretion to terminate enrollment without notice or with shortened notice.

Withdrawal

If you choose to withdraw your child from Tel-Hi's Preschool/Toddler/Infant Program, a written thirty (30)-day notice is required. This notice must be signed and dated by the child's parent or guardian. You must include the specific date of your child's last day and give the notice to the preschool manager. If you fail to give a thirty-day notice, you are responsible for payment for those thirty days. If you have paid for the month and then decide to withdraw your child, **tuition will not be refunded.**

Behavior Policy

Behavior Policy Statement

TEL HI Preschool/Toddler/Infant programs will protect the personal rights of all children and staff via developmentally appropriate classroom management procedures and positive behavior management strategies and interventions.

Background

TEL HI Preschool/Toddler/Infant program 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 Family 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 preschool manager and director of programs 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 TEL HI 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 preschool/toddler/infant 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/toddler 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. Parents can feel free to speak with the preschool manager to request 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

Telegraph Hill Neighborhood Center 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 preschool manager.
- 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/toddler/infant program 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 preschool/toddler/infant classrooms 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. Parents are to provide sunscreen. 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 Preschool Manager 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 _____

Preschool Manager _____ Date _____