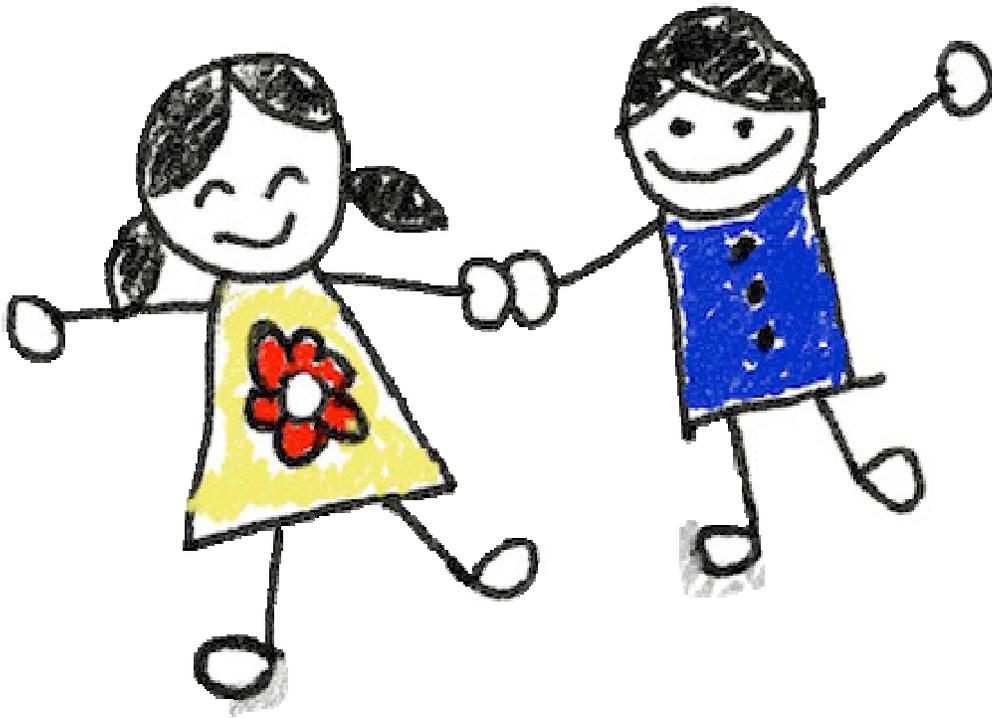


Family Handbook



Tukwila Community
Center Preschool
12424 42nd Avenue South
Tukwila, WA 98168



Dear Parents,

Welcome to Tukwila Learning Center Preschool! We hope that you enjoy your time with us. The following handbook provides information about our program and questions you may have. If you have any further questions please call, come in or email and we will be glad to speak with you.

We hope that you and your child enjoy your time with us at Tukwila Learning Center Preschool!

“The wider range of possibilities we offer children, the more intense will be their motivations and the richer their experiences.”

-Loris Malaguzzi

Philosophy (Reggio Emilia inspired)

What does it mean to be “Reggio-Inspired?” The Reggio Emilia approach to early childhood education was developed from a city-sponsored educational system serving children up to age six, in a town in northern Italy bearing that name. The Reggio Emilia educational system is commonly recognized as one of the best programs for young children worldwide. International study groups of educators from around the globe journey to Italy annually to get a first-hand glimpse of this exceptional philosophy in action. In Italy this approach is integrated into the fabric of the local government, community, and its people, it cannot be replicated exactly in the United States. However, to be “Reggio-Inspired” is to adopt the core values and beliefs of this approach to educating young children. Such principles include:

The Image of the Child

At TCC Preschool we see every child as strong, capable, independent, curious and full of imagination. We empower children to think, question, investigate, explore and help navigate the journey of learning.

Emergent Curriculum

As a Teacher, the most important part of planning a successful curriculum is by observing and identifying interests of children through play and curiosity. Rather than following a standard curriculum model with pre-determined units of study, the Reggio Curriculum has an underlying structure based on guided learning and collaboration. This approach engages the interests and skills of each individual child. Short and long term projects emerge that highlight children’s learning processes. By developing opportunities from these observations, the curriculum “emerges” from children’s interests and ideas.

Project Work

We deliver our emergent curriculum through project work, which allows children to explore these areas of interest in detail. As Teachers we are thoughtful about introducing a broad range of opportunities from art to music to early language, math, science and nature experiences, in support of the project. By exploring projects of the children’s interests in great detail, children are excited by the learning process. This enthusiasm for knowledge, combined with the ability to experience project work in detail, will foster a predisposition for “life- long” learning.

Parent Involvement

Learning takes place not just within the school, but also at home and throughout the community. We encourage parents to participate in project work, special events, and the daily life of the school. We seek an integrated learning community, where teachers, parents, and administrators work together to meet the needs of the children. We ask that you come into our classroom to sign your child in and out daily and communicate with teachers about anything you feel you want us to know that particular morning.

Documentation

By documenting the children's work through photographs, video, written word, work samples, etc., teachers tell the story of the children's early childhood experiences.

The Role of the Teacher

The teacher is viewed as a partner in learning, with the children. By listening, observing, and documenting children's work, the teacher is equipped to guide children's learning experiences, and "co-construct" knowledge.

The Teacher/Director

The preschool teacher is hired by the City of Tukwila. It is the teacher's responsibility to:

General Responsibilities

The preschool teacher has a number of general responsibilities in their daily teaching job. They must provide a positive learning environment for the children, teach them how to interact with others and help them with their daily needs. The preschool teacher will give them all the tools they need for learning and provide them with a safe and caring environment to learn and grow. With regard to educational aspects, the preschool teacher must observe and prepare projects that will help the children work on the following things: social emotional development, cognitive development and physical development. This will ensure they are prepared to enter primary school.

Discipline

By setting reasonable limits on a child's behavior, we give him or her security of knowing exactly what is expected. Within these limits, the child will be encouraged to make choices and successful decisions. We believe in controlling the environment, not the children. A child's growing self-esteem flourishes as he or she experiences success with a variety of tasks and feels safe to learn from natural mistakes. We do not expect perfection from any adult or child. As they create an age-appropriate environment, the teachers will set reasonable limits and/or stop and redirect behavior without humiliation or physical punishment. We will never use physical punishment and do not engage in psychological abuse or coercion. More important, the teachers will model, reinforce, and nurture the positive actions we all value. Often, it is possible for an experienced teacher to redirect a child's behavior before a negative action occurs. We look at discipline as a learning opportunity.

Drop off and Pick up

4 year old class (Discovery Kids) meet Monday, Wednesday, Friday 9:30-12:00pm.

3 year old class (Explorers) meet Tuesday, Thursday 9:30-11:30am.

3-5 year olds mixed class (Adventurers) meet Tuesday, Thursday 12:00-2:30.

Please be respectful of these times for your child as well as our Preschool staff. It is important that children be dropped off on time at the start of class.

Children waiting for a parent who is running late often feel concerned as they see other children being picked up, while they continue to wait. The Preschool staff also needs adequate time to thoroughly clean the classroom and prepare it for the following day. Teachers also need adequate time to prepare for the second class that takes place on Tuesdays and Thursdays.

If you encounter an unforeseen circumstance and know you will be late please call the preschool and let us know.

There is a five minute grace period for pickup, if you arrive after seven minutes you will be charged a late fee at a rate of \$1.00 per minute. This fee will be added to your monthly tuition.

Attendance

In order for parents and children to gain the greatest benefit from program participation, it is necessary for children to attend school regularly, and for school to be a part of children's normal routine. Five days of consecutive unexcused absence may result in the child being dropped from the program. We typically have children on the waiting list and we want to make sure those families are given a fair opportunity to register their child for preschool.

Billing

Payments are due on the 1st of each month. We ask that each family fulfill their monthly tuition obligations in a timely manner. Excessive late payments will jeopardize enrollment eligibility for your child and dismissal from the TCC preschool program.

Emergency Contact Information

It is extremely important that the preschool has up to date emergency contact information. If you change jobs, home phone or cell phone numbers, or if your emergency contact numbers change (including people), please provide the new information to the preschool as soon as possible. Anyone that will be picking a child from the preschool will be required to show identification in some cases this may even be a parent if we have not met them before. Your child will not be permitted to leave with anyone without an I.D.

Parent expectations & Responsibilities

In order for the program to meet your child's needs, we will need the following:

1. An up-to-date work and telephone number for each parent.
2. Contribute to the financial needs of the preschool by paying tuition on time.
3. Arrive to school and pick up students on time.

4. Written notification of any changes of personal information, such as telephone number and address.

5. The child's belongings should be taken home each day.

6. The parent or responsible person must sign the attendance sheet with a complete signature and the exact time, legibly printed, when the child is brought to and picked up from the Center. When late, a reason must be noted on the sign-in sheet.

7. Any person being asked to pick up the child must be added to the child's emergency card in the classroom. Any individual having authorization to pick up a child from our Center must be a responsible adult, at least 18 years of age who will be required to present a valid Washington Driver's License or a Washington Department of Licensing issued Identification Card. No child will be released to an unauthorized person even if the child knows the person.

8. Provide the TCC preschool and staff with written notification at least two-weeks prior to withdrawing from the preschool.

9. You will be required to attend an orientation with the teacher prior to your child starting preschool. If the days do not work with your schedule please let us know.

These requirements are necessary to ensure the optimal function of our preschool. Failure to fulfill these responsibilities may result in your child being dismissed from the TCC preschool program.

Guests

Children not enrolled in the preschool, including siblings, are not allowed in the classroom during the normal preschool day due to insurance regulations. Occasionally, the preschool will host a special event in which siblings and friends may attend. You will be notified when an event is open to special guests.

Illness

If your child has a fever or becomes ill while at school, you will be notified immediately and asked to pick up your child. If your child is sent home with a fever please make sure they have been fever free for at least 24 hours before returning to school. If your child becomes ill at home or is exposed to a contagious disease, notify the school as soon as possible.

If your child shows any of these signs, he or she cannot attend school:

- Any illness that keeps your child from participating comfortably in classroom activities
Oral temperature 100 degrees or greater and changes in behavior or other signs of illness (may not return until fever free for 24 hours)
- Diarrhea (a child with two or more diarrhea stools in less than one hour will be excluded from the center until he/she has been free from diarrhea for a 24 hour period)
- Unusually tired or sleepy or irritable, persistent crying
- Uncontrolled coughing, wheezing, or difficult breathing

- Vomiting
- Pink or red eyes with orange, white or yellow discharge
- Rash with fever or irritable behavior
- Mouth sores with drooling
- Chicken pox
- Measles
- Rubella
- Mumps
- Strep Throat or other Streptococcal infection
- Tuberculosis
- Scabies
- Head Lice
- Impetigo
- Hepatitis A
- Hand, Foot, and Mouth Disease

Injuries

If your child has a minor injury while at school, trained TCC staff will administer first aid. The child will be treated with a cleansing of the affected area, if necessary an ice pack and lots of love! An Injury Report will be completed and sent home with your child. If your child is severely injured and must see a physician you will be notified immediately. If there is an injury above the shoulders parents will be contacted immediately.

Medication

Parents are required to complete a medication release form in order for medication to be administered. If it is a prescribed medication, we will need a physician's signature on the form.

- * Please place medication in a plastic bag and clearly label child's name, dosage and date.
- * Make sure the bag is given directly to the child's teacher for safe storage.
- * Fill out and sign medication form.
- * A prescription on the bottle is acceptable as written instruction from the doctor.
- * Any medication, which is to be given for longer than two weeks, must have the physician's written instructions and the physician's signature along with the parent's signature.

Special Dietary Needs

Any special diet problems, allergies or preferences should be discussed with your child's teacher and noted on the emergency form. If your child does have an allergy and or preference we will have a place mat with your child's name and allergy stated.

In addition, we will also have an allergy sheet posted inside our snack cabinet. If you would like to bring a substitute snack for your child please do not bring sweets. We would like to teach the children that there are other flavors that are actively wonderful. Note: We have a refrigerator and freezer, if needed.

Snacks and Birthdays

Snack times offers meaningful “teachable moments.” We practice social skills such as passing plates, saying please, thank-you and listening while another is talking. This is a great time to discuss our day by encouraging language.

All snacks we provide will be nutritious and healthful. Crackers and cereals made from whole grain foods, fruits and vegetables, cheeses, healthy yogurts, and healthy breakfast bars are some basic snacks we will be providing. Sugar treats and juices will be limited to birthdays, parties and holidays.

Birthdays

Birthdays are important to all of us! We are delighted to celebrate your child’s birthday during our regular snack time. We suggest special birthday plates/napkins for this celebration. Birthday celebrations are done monthly on the last Thursdays and Friday of each month. If you plan to bring something for your child’s birthday we prefer it be bought but if you chose to make something please bring in the list of ingredients you used to make the treat. This ensures that all children are safe from eating something they may be allergic to. We will provide a list of allergy free treats during orientation.

Please check the allergies list in the classroom to be sure that the snack you provide is safe for all the children.

Health & Safety Guidelines

The safety of our children is of primary concern.

Please keep the following guidelines in mind to help ensure a safe environment:

1. It is the parent’s and or person picking up responsibility to escort their child in and out of preschool.
2. Sign your child in and out on the attendance log. Notify the teacher when leaving early with your child.
3. The preschool will not release your child to someone other than the names listed on your child’s “permission to pick-up” form. Please let the teacher know if someone other than yourself will be picking your child up after class.
4. No hot beverages (i.e. coffee) in the classroom.
5. Only adults must obtain supplies from storage.
6. Tools must stay at tables where in use (i.e. scissors,etc.).
7. Please report any safety hazard or accidents to the teacher.
8. Children must never be left without two adults supervising (inside or out).

9. Exits must be kept clear.
10. Children eat snacks at tables only.
11. Dishes are washed in a sanitizing commercial dish washer, and air-dried.
12. Snack tables and counter tops are sanitized using a 3 step solution which consists of water, soapy water and a mixture of water and bleach. We also use clorax wipes.
13. Be aware of any special snack restrictions (food allergies) of children in your class.
14. Emergency numbers are posted by the telephone. Know location of first aid kit, emergency medical information forms, allergy information, and latex gloves.
15. Do not leave unattended children in your car.
16. Only the teacher is authorized to administer medication deemed appropriate and preapproved by the parent and physician.
17. Smoking is not permitted.

WE ARE A NUT FREE CLASSROOM!
No NUTS of any kind are allowed!
Please do not send your child a snack with any nuts or made in a nut factory.

Holidays & Special Events

At Tukwila Learning Center we strive to honor the traditions of the children and families in the program. Holiday curriculum and celebrations are handled in response to child and family input. Teachers invite families to share seasonal and holiday traditions that have personal meaning to them. Children may bring items from home and talk about their family's special celebrations. We invite parents to share with us non-commercialized holiday traditions, customs, and activities. Our goal is to ensure that children learn about various cultural traditions in developmentally appropriate and educational ways. We seek to avoid superficial stereotypes and to minimize differences in economic status by de-emphasizing materialism and commercialization. Instead, we concentrate on the aspects of love, family and the values that give meaning to each holiday. We encourage parents to share a special story, song, musical instrument or food preparation activity with the children. Parents participating in the classroom help to transform our classroom groups into small communities of parents and teachers sharing in the care of children.

Field Trips

Field trips are planned in conjunction with the curriculum to offer hands-on experiences for your child. Costs for field trips are in addition to tuition and are normally paid directly to the venue for each trip. Information will be provided in advance regarding location, cost and other special instructions. Parents are required to transport their own child on field trips and may be required to sign a permission form.

Backpacks

Please provide your child with a backpack large enough to hold a letter size piece of paper (8½ x11). We ask that each child have at least one change of clothing including socks, underwear and a pair of shoes (if possible) in their backpack. Please label all clothing and backpack with your child's name.

Child Folders:

Each child will have a folder right outside the classroom door. The folder will contain important papers that need to go home. This folder must be checked during arrival and departure. In addition, we also have a bulletin board in the hallway and a calendar in our classroom with important information.

Clothing:

Children need to be dressed ready to learn. In preschool, this means ready to get messy! At Tukwila Learning Center Preschool, we try our best to use smocks when appropriate and always use washable materials for art and science. HOWEVER, we will never miss out on an excellent learning opportunity! Please send your child dressed in clothes that are easy to wash, easy to run in, easy to jump in, and easy to explore in. We also are not afraid of the weather! We're tough, and go outside as much as we can – even if it means getting wet or feeling chilly for a bit. Please send your child in weather appropriate clothing every day.

School Calendar

The school year will begin on Monday, September 12, 2016 (4 year olds) and Tuesday, September 13, 2016 (3 year olds & 3/4 Split class) and ends on June 8/9.

TCC Preschool follows the Tukwila School District calendar. TCC preschool is closed the week of Thanksgiving, Winter Break, President's Day, Mid-Winter Break, and Spring Break. You will receive a TCC Preschool calendar as well as a Tukwila District calendar when school begins.

Emergency Planning

Children and staff members at the Center participate in quarterly fire and disaster drills. In the event of an actual disaster such as an earthquake, children will remain at the Community Center with staff members until picked up by parents, guardians or authorized adults who are at least 18 years of age. If conditions will not permit this plan, children will be evacuated by other group facilities as necessary and as directed by the law enforcement agencies. We will further discuss evacuation plans as the school year begins.

Unscheduled Closures

We want to ensure that our children and families can travel to and from school safely. If there are inclement weather conditions that may be unsafe we will implement the following: Tukwila

Learning Center Preschool follows the Tukwila School District policies. If the TSD is closed or delayed there will NOT be Preschool that day.

Volunteer Support

Some of the ways in which parents can participate in the program:

- Assist in the classroom when scheduled
- Help on field trips
- Plan special events at the site
- Help staff with office work

There may be other projects throughout the program year that you may be able to volunteer for. If you plan on being a volunteer, please let us know so we can provide the appropriate paper work to you.

Transition to Kindergarten Event

We will plan a party at the end of the year for those children who will be graduating and going to Kindergarten. This will be a time where we can all come together to honor the children that will be moving on.

Important Forms

It is **important** that when given forms that they are filled out and turned in in a timely manner. This ensures that we have all we need for your child's file. All the information given to TCC Preschool is strictly confidential.

Child Custody

We are legally unable to refuse visitation or the privilege of picking up children to a parent unless we have a certificate of custody or a restraining order from the legal guardian with physical custody. It is the parent's responsibility to furnish a copy of the court order for the child's file. If there is shared custody, it is the responsibility of the parent who enrolled the child to make sure Center policies are followed.

Toys & Comfort Objects

We do allow children to bring comfort objects if a child is having a hard time separating such as a blanket or small stuffy, however we do not allow toys to be brought to school to play with. We will have a scheduled sharing day when the children may bring something special from home for sharing. We will let you know what days this will be once school begins.

Water Bottles:

We have no drinking fountain in our room. To ensure that your child stays properly hydrated, please send them with a water bottle clearly labeled with his or her name. We will store them on a designated shelf in our classroom.

**Please take the water bottles home each day to wash.*

Eligibility

Your child must be the appropriate age by August 31st, 2016.

Please feel free to call, email or come in if you have any questions!

Teacher Bio

Hi Families! My name is Nichole Flores and I'm from sunny California! In 2012 my family and I moved from central California to Seattle Washington where we are currently living.

I found my passion and heart as I began working with children after I graduated high school in 1999. I've worked as a preschool teacher, a two's teacher and have done years of therapy with special needs children. In 2006 I was appointed a job on special assignment at Fresno City College and Fresno State University working with children with special needs and challenging behaviors. I was given the opportunity to be a part of a full inclusion preschool program where I gained experience working closely with families in their homes and working in special day classes during the summer time. Alongside my full time job I also worked as a respite worker for children and adults with Autism, teaching them social skills and helping them with homework. After arriving to Seattle, I was fortunate enough to be hired as a Lead teacher at Bright Horizons Family Solutions where I taught two year olds and preschool age children.

My hobbies include art, graphic designing, vintage scooters, music and being with my favorite person in world my husband David and our two dogs! I also like watching movies and exploring the outdoors. I am a very upbeat and happy person, and I love finding the great and wonderful things in all life's experiences. I am excited to be a part of the Tukwila Community Center and I am looking forward to starting a new school year with all of you and your children.