



BOYS & GIRLS CLUB
OF NORTH LAKE TAHOE

Great Futures Preschool
Parent Handbook



Dear Parent(s),

Thank you for choosing the Great Futures Preschool. As part of the Boys and Girls Club of North Lake Tahoe, we are very excited to be able to offer this quality program for our youngest members. We look forward to building a strong and everlasting relationship with your family.

We are dedicated to making a difference in the lives of children. We are committed to the education, growth, and socialization, of your child(ren) by providing a safe, positive place for all.

This handbook is designed to give you some basic information about the Great Futures Preschool, its policies and procedures, and important program information. If questions or suggestions arise through the course of your time with us please seek out a full-time staff member to assist you.

Thank you for choosing the Boys & Girls Club of North Lake Tahoe - Great Futures Preschool.

Sincerely,

BGCNLT Staff

OUR PURPOSE

“Our mission is to inspire and enable all youth, especially those who need us most, to reach their full potential as productive, caring, responsible community members.”

GREAT FUTURES PRESCHOOL PHILOSOPHY

We believe that the early years of a young child’s life play a critical part in their development. Early experiences have a direct impact on how children develop learning skills as well as social and emotional abilities. We believe we can enrich the natural learning abilities of children through the security and comfort of being cared for, and educated, by caring, well educated professionals, in a sensory-rich environment with essential learning experiences.

GREAT FUTURES PRESCHOOL GOAL

Our goal is to aid in the personal development of each individual child. Since every child is unique and has their own developmental needs, we meet the child where they’re at and strive to help them reach the next level.

CLUB INFORMATION

Address:

Boys & Girls Club of North Lake Tahoe
8125 Steelhead Ave. Bldg. B
P.O. Box 1617
Kings Beach, CA 96143

Hours of Operation:

Main Club- Mon-Fri 8:00am-6:00pm
Preschool- Mon-Fri 8:00am-5:00pm

Phone:

Club Office- 530-582-3760
Preschool- 530-582-3760 ext.23001

Fiscal Year: July-June

E-Mail LvanPeborgh@bgcnlt.org

CA Community Care Preschool **License #313621931**
Boys and Girls Club of North Lake Tahoe **EIN#31-1549603**

ADMINISTRATIVE AND PRESCHOOL PROGRAM STAFF

Mindy Carbajal	Executive Director	mcarbajal@bgcnlt.org
Dani Arneson	Director of Program Services	darneson@bgcnlt.org
Katie Leao Geiser	Director of Administrative Services	kgeiser@bgcnlt.org
Stephany Arroyo	Director of Fund Development	sarroyo@bgcnlt.org
Shary Chavez	Office Manager	schavez@bgcnlt.org
Maria Avila Reynosa	Food Service Manager	mavila@bgcnlt.org
Lorelei van Peborgh	Preschool Director	LvanPeborgh@bgcnlt.org
Erin Kroop	Preschool Teacher	ekroop@bgcnlt.org
Amy French	Preschool Teacher	afrench@bgcnlt.org

PRESCHOOL TEACHERS

All teachers are fingerprinted and submit to a background check prior to employment. They meet or exceed all the state of California Early Childhood Education requirements set by the Department of Social Services – Community Care Licensing. Our teachers are early childhood professionals, who are dedicated to the education of young children.

HOURS OF OPERATION

Our general hours are 8:00 a.m.- 5:00 p.m. Once a month we will have a “minimum” day closing at 4:00 pm. We notify parents at least a month ahead of when we will have a minimum day. Great Futures Preschool follows Boys and Girls Club calendar with a few exceptions below, and TTUSD’s snow days.

HOLIDAYS OBSERVED & CLUB CLOSURE DATES

The Boys & Girls Club of North Lake Tahoe - Great Futures Preschool, and all of club will be closed in observance of the following holidays:

- Independence Day
- Labor Day
- Veterans Day ‘observed’
- Thanksgiving Break (3 days)
- Winter Break (varies between 2-5 days)
- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Memorial Day
- Juneteenth

In addition, the preschool will be closed the last Friday in October in preparation for a community event, 1 day in February + 2 days in April for staff professional development, 1 week the end of June and a few days at the end of August, for staff training and club cleaning. During these preschool specific closed days, general club staff will be on site for administrative purposes, but no programs will be available for preschool students.

You may find the exact closure dates on the preschool classroom calendar and online at <https://www.bgcnl.org/great-futures-preschool> on the Preschool page.

SNOW DAYS AND LATE START POLICY

When the Tahoe Truckee Unified School District is closed due to snow, ice, smoke or power-outage, then the Great Futures Preschool will also be closed for the day. In the instance that there is a 2-hour delay start, the preschool will begin two hours later at 10:00 a.m.

If school is in session and the weather gets worse over the course of the day, we will make the decision to close depending on the conditions in and around the community. As always, the safety of the kids, families and staff is our primary concern.

We are not able to refund for any snow days.
For Snow Day information please visit TTUSD's online snow info page:
<http://tahoe.schoolwires.net/snowday>

ADMISSION AND ENROLLMENT

Great Futures Preschool, admits children of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school.

Our program is carefully designed to provide children experiences needed for optimal development and growth. Great Futures Preschool serves children 2-5 years of age and who are **fully** potty-trained. ***We are not set up for diapering of any kind. Children may not attend in diapers, pull-ups or training pants. Potty-trained means not having any potty accidents during the day AND being able to take themselves potty when they need to, undressing themselves, getting on the toilet, wiping themselves, dressing themselves and washing hands.**

The proper paperwork must be completed and submitted prior to the first day of attendance. The state of California and our organization requires the following:

1. Student Application and Application/Enrollment Fees
2. Identification and Emergency Information
3. Consent for Emergency Medical Treatment
4. Allergy Form
5. Health History
6. Physicians Report (must be turned within 30 days of enrollment)
7. Parent Rights
8. Personal Rights
9. Receipt of Receiving and Understanding Parent Handbook
10. Admissions Agreement
11. Receipt of Receiving Licensing Reports (when applicable)
12. Copy of Immunization Record

The Application/Enrollment fee secures your child's placement on our roster and must be paid in advance and is non-refundable.

TUITION AND ATTENDANCE

Tuition is continuous regardless of attendance or school closures, be it holiday, vacation, snow day, trainings, force majeure or other seen/unseen circumstances whether voluntary or involuntary, and must be paid in advance Annually or Monthly. Our school year runs from July to June. Monthly payments must be paid on the first business day of each month. We can take cash, checks or credit card. A 2.95% Technology and Processing fee will be applied to credit card and cash payments, and a .6% fee (25cent minimum, \$2 maximum) for ACH payments. Checks may be written out to: BGCNLT. Tuition payments are to be made using the online platform Brightwheel, in person at

the Boys and Girls Club office, or over the phone if using a credit card. A late fee of \$25.00 will be charged for payments made after the 4th of each month.

We do not substitute any days that your child is absent or when the school is closed for a holiday, vacation, snow day, trainings or force majeure.

Delinquent accounts, with no payment plan in place, will result in dis-enrollment from our program. An account is considered delinquent when there have been no payments within the first 10 days each month.

We reserve the right to increase tuition rates with 30-day's notice to families. Returned checks will be processed through Fiserv, who will electronically debit your account. The Boys and Girls Club of North Lake Tahoe- Great Futures Preschool, maintains a NO REFUND POLICY.

Enrollment	Monthly Payments	Annual Rate (whole program year)
5 Full Days	\$930/month	\$11,160/All Year (12months)
3 Full Days (M, W, F)	\$850/month	\$10,200/All Year (12months)
2 Full Days (T,TH)	\$600/month	\$7,200/All Year (12months)

ENROLLMENT PLACEHOLDER POLICY

If a family is offered a spot in our program, but they are not able to attend for the first month (30 consecutive days) we can allow families to hold their child's spot in our enrollment with a Placeholder fee as follows:

Enrollment	Placeholder Fee
5 Full Days	\$500
3 Full Days	\$425
2 Full Days	\$300

Only one (1) Placeholder is allowed per family for the first month only. Partial months will not qualify as Placeholders may only be used for a full month (30 consecutive days). Students may not attend school while using a Placeholder.

ARRIVAL AND DEPARTURE

Children have a better day when their drop off and pick up are regular. Also, to best schedule our staff and maintain safe ratios, we ask parents to commit to a regular drop off and pick-up time.

We assume responsibility for your child after they have been escorted into the classroom, the teachers have accepted the child via communication with whomever is dropping off the child, and the child is Signed-In each day. Parents/guardians must sign with a complete signature as required by Community Care Licensing.

Children must be Signed-Out each day by a guardian or authorized representative who is at least 18 years of age. Students will only be allowed to depart with a parent or authorized representative who is listed on the Identification and Emergency Information Form. Photo identification will be required of any person picking up your child. In the event of an emergency, the parent/guardian may call the school to give verbal authorization for a different adult to pick-up their child.

We discourage picking up your child during nap/quiet time. Nap/quiet time is a time for relaxation, quiet thinking and much needed sleep. Disruptions during this time are detrimental to your child's biological rhythm and the other children's general peace and quiet. Ideal times to pick-up your child are either before naptime (1pm) or after (3pm).

All students arriving and leaving school grounds in a vehicle must be in the proper seat restraints. Students may not leave school premises sitting on the driver's lap or unrestrained. Students must be properly secured in the appropriate size car seat. Students may not be left in a car unattended.

The state of California prohibits a child care provider from releasing children to a parent/guardian or any other person who is clearly under the influence of alcohol or other drugs.

A NOTE ON SEPARATION ANXIETY:

Separation can be stressful for both the parent and the child. This is very normal. It is normal for children to have some fears and misgivings about being away. Children, like adults, need time to adjust. Please help us to make this less stressful by adhering to the following guidelines:

- Talk to your child prior to their first day. Be excited about their new adventure.
- Please do not attempt to "sneak out" without saying "goodbye" to your child.
- As difficult as it may be, make your good-bye short and sweet, even if your child is crying. The longer the good-bye, the harder it is on the child. Let your child know you will be returning later.
- Do not linger around after you have said good-bye, this can be confusing to the child.
- If you need assistance by the teacher, please let him/her know.
- Our teachers are trained to handle these difficult, but normal situations. They will comfort your child and re-direct your child to another activity.

DROP INS

Students who are currently enrolled with us may utilize a “Drop In”. A “Drop In” means bringing your child on a day or time they are not contracted to attend. Drop in rate is \$50/full day.

CHANGING ATTENDANCE and TERMINATING ENROLLMENT

A 30-day written notice from families is required for any changes to attendance or enrollment.

We, the Boys and Girls Club of North Lake Tahoe, reserve the right to terminate preschool services at any time to families for the following reasons:

- Delinquent account
- Chronic Late Pick-up
- Violation of written policies, including Parent Handbook policies
- Chronic failure to Sign-In/Out
- Unprofessional or disrespectful behavior towards staff
- When it is evident that we will not be able to provide the appropriate care and education for your child. In this case, a referral will be made for services that would better suit the needs of the child.

LATE PICK UP POLICY

There is a charge of **\$1.00 per minute - per student** for members remaining after the preschool closes. If any student is left after closing, all emergency phone numbers will be contacted. After all available contacts have been called and 30 minutes have passed with no response, we will immediately contact the proper authorities.

HEALTH AND SAFETY POLICY

As directed by the state of California, all students are required to have an updated immunization and health form on file. A copy of immunization record is required **prior** to the first day of attendance and must be kept updated. The *Physician’s Report* must be received within 30 day of attendance.

Our staff has been trained in first aid and CPR and can tend to everyday bumps and bruises. If a child has an accident, the appropriate first aid will be performed. A form will be filled out and sent home within 24 hours. For any serious accident or incident, we will attempt to notify the parents by phone.

In the event of a severe emergency, the school will secure immediate medical attention. Staff will accompany the child to the nearest hospital or dentist where emergency treatment is administered. The staff will remain with the child until the parent arrives. It is essential for parents to provide information on where you can be reached, physician name and phone number, signed emergency waivers, and updated emergency contacts.

SICK POLICY

The purpose of our sick policy is to reduce the spread of infection and to encourage full recovery before the student returns to school. Parents will need to have alternate care in the event of an ill child. **For fever, diarrhea and vomiting children must be symptom-free for 24 hours (without the use of medication) before returning to school. For some illnesses such as Flu, Pink Eye or Strep Throat children can return to school 24 hours after medication treatment has started or after 5 days after onset of symptoms (with day 1 being 0).**

Should a child become unwell while at school, the parents will be called to pick up the child promptly. Children will be sent home for the following symptoms: (but is not limited to)

- Fever of 100 degrees or more
- Vomiting two or more times in previous 24 hour period, or any vomiting accompanied by other signs of illness
- Diarrhea or watery stools within 24 hours (including recurring episodes of diarrhea at school)
- Viral eye infection commonly referred to as “pink eye”.
- Undiagnosed rash
- Heavy nasal discharge indicative of infection
- A consistent cough or sore throat
- Difficulty breathing
- Head lice, nits, scabies or other parasitic infection
- Symptoms of any communicable disease such as Hand, Foot and Mouth, Chicken Pox, Respiratory Syncytial Virus - RSV, Croup, etc.
- Any condition in which the child acts ill and is unable to participate in class activities.

Young children often take many years to learn proper hygienic practices. In addition, a virus that is mild for one person may be harmful to another. To protect our teachers and students from illnesses that may be detrimental to their health, especially those who are immune-compromised: Should a child develop a cough, sore throat or persistent sneezing while at school, we will give them a mask to wear. It is hard to know the reasons for a person’s symptoms unless we receive a diagnosis from a doctor, so we will error on the side of precaution.

MEDICATION POLICY

When possible, medication should be administered at home. In the event that medication is needed during school hours, the following must be followed:

- A parent/guardian release form must be on file for all prescribed and over the counter medications, including anything that may be administered to the skin. The form must specify the dosage to be administered, the time to be administered

and the length of time that the child is expected to be on the medication.

- All medication must be in its original container, labeled with the child's complete name.
- Medication may NOT be stored in the child's cubby or backpack. All medication must be given to the teacher with the medication release form.

MEALS AND SNACKS

WE ARE A PEANUT-FREE AND NUT-FREE CLASSROOM. Please keep all peanut/nut products at home.

Proper nutrition is important in the development of young children. Meals will be provided by the Boys and Girls Club of North Lake Tahoe on sight. Students will eat either at the club or classroom. We offer breakfast, lunch and afternoon snack. Special dietary needs can be accommodated with a doctor's note. Candy and such sweets are not allowed at school.

FIELD TRIP POLICY

- Most field trips will be within walking distance.
- When a field trip requires use of club vans we will ask parents to provide a legal car seat.
- Teachers will bring a class roster, emergency information, first aid supplies and cell phone in the event of an emergency.
- We will leave notice of where we went, and the route, with the front office.
- Parent volunteers are welcome to participate to keep the child-teacher ratios down to a manageable level. (6 students to each adult)

FIRE AND OTHER SAFETY DRILLS

The preschool will participate in fire and other safety drills with Kings Beach Elementary School. We will follow the designated disaster plan as instructed by the Tahoe Truckee Unified School District.

EMERGENCY INFORMATION and CONTACT

It is the responsibility of the parent/guardian to inform BGCNLT Great Futures Preschool of any changes to the information on the Identification and Emergency Information Form and any other forms in the enrollment packet. Important information such as address, phone numbers, medical conditions, medications, physician and pick-up authorizations will be required to be updated annually regardless if there's a change or not.

At least one additional emergency contact, other than parents, including full names, home, work and cell phone numbers is required. You understand that in the event of an emergency, for which you or your emergency contact cannot be reached, the staff will contact the local police or other emergency authority.

EMERGENCY PROCEDURE

Great Futures Preschool wants to ensure each student's safety at all times. In case of a natural disaster, our meeting spots may be:

- Kings Beach Elementary blacktop.
- The Kings Beach Elementary play field near the softball back stop.
- The Boys and Girls Club facility
- When picking up your child from the preschool in an emergency, please check in and out with his/her teacher.

DISCIPLINE

Discipline is about guidance. We believe that discipline is not about punishment. It is about the staff's efforts in using prevention, intervention, redirection and above all else, education, in guiding young children to understand the value and benefits of behavior that provides them their needs while not infringing upon others.

Discipline is an ongoing, every day learning process for young children. It's a proactive process of limiting the time for negative behavior through positive alternatives. We teach social and emotional skills as a means to empower children in how to control themselves and resolve conflict.

Following the district's lead, we utilize the three principles of SAFETY, RESPECT and RESPONSIBILITY in our guidance of children's behaviors. When a child needs guidance, within these principles, our approach is to:

1. **Stop the Action.** Examples: We will get in between fighting children; Take away an offending object.
2. **State the Problem.** Direct: "I can't let you hit"; Involving the Children: "It looks like there's a problem, what's going on?"
3. **Validate Feelings.** Examples: "You both want to use the toy"; "You seem frustrated with the toy".
4. **Offer Solutions.** Direct: "If you would like a turn, you can ask for how many minutes"; Involving the Children: "You both want the toy, what can you do?"

When a child is too emotional or out-of-control to converse with, we will give them time to recover in a space away from other children.

We adhere to California Department of Social Services; Community Care licensing regulation 101223.2, which ensure the personal rights of all children. Corporal punishment, humiliation, verbal abuse, or denial of food, rest or the use of the restrooms, will never be used as a form of discipline.

A few General Safety Rules to Note:

- Only Adults are allowed to open Doors and Gates.
- Children's clothes must remain on while at school.
- Teachers are not allowed to manually help children in physical activities they cannot do on their own. For example: Monkey bars, Bicycles. Teacher can, instead, verbally guide them.

BIRTHDAYS and HOLIDAYS

Birthdays are a celebration of life! If you would like to bring in a special HEALTHY birthday treat for your child, please inform the teacher in advance so we ensure that it will be appropriate for all of our students. You are welcome to bring goodie bags for all the children to take home at the end of the day.

We like to expose children to different holidays through books, songs, food, art and celebrations. We are sensitive to the many different cultures in our society and realize there are more holidays throughout the world than we can count. To accommodate the need to recognize the traditions in the United States, as well as globally, each month we will celebrate one U.S. holiday and one holiday from another country around the world.

REST TIME

A rest time will be provided for the children. This is an opportunity for your student to rest his/her body. Your child is not expected to sleep, but does have to rest quietly and not disturb other children. By law, we are not allowed to keep your child awake or awaken your child once asleep except for emergencies.

CLOTHING

Every day the teachers plan exciting and fun activities to enrich your child's mind and body. Sometimes these activities can be messy! You can expect your child's clothes to get dirty with paint, mud, water, food, etc. If your child's clothes are too wet or dirty to be comfortable, we will have them change.

STUDENT'S SUPPLIES

Parents will need to supply the following:

- *Extra clothes.* A complete change of clothes including: socks, underwear, pants and a shirt, which will be kept in their cubby.
- *Toddler fitted sheet and small blanket* for rest time. Parents are required to take bedding home at the end of each week to be washed.
- *Water Bottle.* Also sent home to be washed over the weekend.
- *Hat.* A sun hat during hot weather and a warm hat during winter.
- *Seasonal Clothes.* We go swimming in summer and play in the snow during winter. Swimwear will be sent home daily; snow clothes will be sent home at the end of the week. Snow clothes include: Snow boots, snowpants, mittens or gloves, jacket. If you bring a full snowsuit, please also bring a jacket.

PERSONAL BELONGINGS

BGCNLT is not responsible for personal possessions brought from home. This includes toys and jewelry. Unless we require it (like a water bottle or hat), please keep all personal belongings at home. Should a teacher notice a child brought a personal item to school, it will be put away until the parent/guardian picks-up the child. We cannot guarantee the item will not be lost, stolen or broken.

Please be sure to label ALL of your child's personal belongings with his/her name.

CURRICULUM

Please see our website for our complete curriculum guide.

TEACHING PHILOSOPHY

We believe that children learn best when they have a “hands and minds on” approach. Our teaching philosophy is based upon the latest brain development and teaching methodology research, including Developmentally Appropriate Practices as set by the National Association for the Education of Young Children (NAYEC). New findings in neuroeducation help us create the optimal environment for young children’s development.

Our activities focus on the following developmental domains:

Social and Emotional Development
Language and Literacy Knowledge and Skills
Mathematics Knowledge and Skills
Visual and Performing Arts
Physical and Health Development
History-Social Science Development
Cultural Studies
Logic and Reasoning Skills
Science Knowledge and Skills

Many different techniques, materials and experiences will be used to teach different concepts. We believe in fostering a partnership with our parents. Through our curriculum we will implement home and school connection, which involves parents. Each parent will receive weekly information about the skills and topics that we will be teaching at school.

GENERAL DAILY SCHEDULE

8:00 Arrival, Table Activities
8:45 Morning Circle
9:00 Breakfast
9:30 Open Play
10:15 ABC, 123 + Science Circle
10:30 Outside Adventures (Indoor Recess if weather restricted)
11:15 Large Motor Play
12:00 Lunch
12:45 Restroom, Stories
1:00 Brush Teeth, Story, Quiet Time
2:30 Awake children do Quiet Activities
3:00 Restroom, Hand Washing, Afternoon Snack
3:30 Table Activities, Afternoon Circle
4:00 Outside Time (Indoor Active Circle if weather restricted)
5:00 Club Closed

THE STUDENT DEVELOPMENT STRATEGY

The Student Development Strategy is used to enhance the self-esteem of young children and to create an environment that helps them achieve their full potential. This strategy is the way in which our teachers/staff interact with young children and builds in them:

- A Sense of Belonging- a setting where they know they fit in and are accepted
- A Sense of Competence- the feeling that there is something they can do well
- A Sense of Usefulness- opportunities to do something of value for others, to assume real responsibility and do real work
- A Sense of Influence- a chance to be heard, to lead, to take part in decision-making and feel that they have control over their own destiny.

BROKEN OR LOST EQUIPMENT

If a student breaks any equipment or causes damage to the building, as a result of misbehavior or violent behavior, the parents will be responsible to pay to have it fixed or replaced. Failure to comply will result in the student being suspended until the items are taken care of.

PROTECTIVE & COURT ORDERS

Please provide the director with a copy of any protective/court orders you may have for your child. This will allow us to help you enforce them. A copy of the protective order is mandatory for the Club to observe the enforcement; verbal notification is not notice of a protective order. If the protective orders are changed or revoked, please let the Club know. The preschool will only operate under the most recent protective order provided by the family.

INSPECTION AUTHORITY BY COMMUNITY CARE LICENSING

Community Care Licensing, River City Child Care has the authority to interview children or staff without prior consent, and shall provide a private space for interviews with children or staff. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirement in Sections 10127(c) and 121221(d). The Department has the authority to observe the physical condition of the children including conditions that could indicate abuse, neglect or inappropriate placement.

Child Protective Services and Community Care Licensing will be notified of any signs of abuse or neglect.

MANDATE REPORTING AND PARENT BEHAVIOR

The teachers, staff and volunteers are required by law to report suspected abuse or neglect. In addition, inappropriate behavior by any adult will not be tolerated. Disrespectful language or behavior by parents towards staff, volunteers, or students may affect result in disenrollment of the student.

COMPLAINT PROCEDURE

Parents have the right to contact the licensing agency if fault is found in the operation of the facility or treatment of their child. Complaints to Community Care Licensing can be made via one of the following:

Online: <https://complaints.ccl.dss.ca.gov/>

Phone: 844-LET US NO (844-538-8766)

Email: letusno@dss.ca.gov

Mail: Community Care Licensing 2525 Natomas Park Dr. Suite 250,
MS 19-29 Sacramento, Ca 95833

To file a complaint of discrimination, write California Department of Social Services Civil Rights 744 P Street, M.S. 9-7-041 Sacramento, CA 95814 or call (866) 741-6241 or email crb@dss.ca.gov

The Boys & Girls Club of North Lake Tahoe is an equal opportunity provider and employer.

Additionally, if you feel you have been the victim of illegal discrimination, please fill out a complaint form immediately and/or contact the Executive Director at 530-582-3760.

Civil Rights Coordinator: The Executive Director, Mindy Carbajal-Turner will handle Civil Rights Compliance for both internal and external clients (employees, volunteers, club members, parents, etc.) Mindy may be reached at (530) 582-3760, or emailed at mcarbajal@bgcni.org, or mail correspondence to P.O. Box 1617, Kings Beach, CA 96143.

GREAT FUTURES START HERE.