



## Infant Center & Preschool Handbook

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Dear Parents,

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

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

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

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

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

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



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

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

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

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

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

Sincerely,

Ty and Trudie Safreno

Trust Children's Center





## PROGRAM DESCRIPTION

Statement of philosophy, purpose, goals, and program method

### – OUR PHILOSOPHY

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

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

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

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

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

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

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

Young children need to create trusting relationships with adults.

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

### – TRUST AUTOMATION EMPLOYEES

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

- Close access to your child in case of illness or emergency.
- More exposure to your child's development.
- Reduced daily travel cost.
- Decreased stress of family child care problems.
- More opportunity to spend quality time with your child.





## – RATIOS

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

Age	TCC Ratios	State Requirements
Infants (6 weeks – 24 months)	1:3	1:4
Preschool (24 month – 5 years old)	1:6	1:12



## – OUR GOALS FOR CHILDREN:

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

## PROGRAM METHOD:

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

The center uses a primary caregiving approach, which promotes trusting relationships and confidence. All teachers will interact with the children, but one to two teachers have primary responsibility for each child.



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

The center incorporates philosophies from the Outdoor Classroom Project. The outdoors is just as important of a learning environment, if not more important, than the indoors. Our goal at Trust Children’s Center is to encourage an understanding and appreciation for nature, encourage physical activity and nurture the curiosity and learning that comes with an Outdoor Classroom.

## 1. DAYS AND HOURS OF OPERATION

Trust Children’s Center is open Monday through Friday from 7:30 am to 5:00 pm, excluding holidays and staff training/work days.

Hours are **8:00am-4:00pm** on the **first Monday of each month**. This allows for teacher staff meetings, planning and training.

Your child’s daily attendance may not exceed 9 hours per day.

## 2. AGES OF CHILDREN ACCEPTED FOR CARE

We accept children who are ages 6 weeks to 5 years old.

## 3. FOOD SERVICE PROVISIONS

Before the child’s first day of care, the Director will complete a needs and services plan for all infants, or a daily information form for all preschool age children. This plan will be completed with, and signed by; the child’s parent at the parent interview (State Licensing Section 101218.1).

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

The individual feeding plan for infants will include:

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

The daily information form for preschool will include:

- Eating habits.





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

All food for infants must be brought in each day by the child's parent. Snacks will be provided in the morning and afternoon for all children one year of age and older. Due to introduction of new foods, potential allergies, food restrictions, and choking hazards, no child under one year of age will be given food provided by TCC. Lunch will be provided by their parent. All drinks of milk and water will be provided daily by the Children's Center. Please do not send juices or drinks of any kind.

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

- The Children's Center cannot store any of the children's food, brought from home.
- All food must be brought in each day, fully cut, prepared and ready to be served. Please include an ice pack daily.
- The food shall be packed in a lunch box, with an ice pack, and stored in the child's cubby.
- The only food we can store is prepared formula or breast milk.
- These bottles must come fully prepared and labeled (name and date) each day.
- All food must be ready to eat without being microwaved.

#### 4. CHILDREN'S AND PARENT'S RIGHTS

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

#### 5. IMMUNIZATION REQUIREMENTS

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

#### 6. MEDICAL ASSESSMENTS AND T.B. REQUIREMENTS

See Immunization requirements.

#### 7. IDENTIFICATION AND EMERGENCY INFORMATION

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

#### 8. MEDICATION POLICY/PLAN

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





## 9. SERVICES PROVIDED DURING A MEDICAL OR DENTAL EMERGENCY

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

## 10. SIGN IN/SIGN OUT PROCEDURES

Every child is required to be *signed in* upon arrival and *signed out* upon departure from the center. State licensing requires that parents or authorized guardians sign in and out each day using THEIR FULL LEGAL NAME. Initials are not acceptable. In order for your child to be released to another person other than a parent or legal guardian, please ensure that: 1) the person is listed on the child's Identification and Emergency Information Form (State Lic 700), 2) you inform the center staff of the change, and 3) the authorized person can provide picture identification.

## 11. ILLNESS POLICY

At Trust Children's Center it is our intent that all children and staff stay safe and healthy. We do understand that from time to time children may catch a virus and/or infection. Studies show that exclusions from child care (during illness) can significantly reduce the spread of illness/infection. Exclusions due to illness are also a regulation from the State of California Child Care Licensing Department. When in doubt, please be cautious and keep your child home. Trust Children's Center reserves the right to send any child home due to symptoms of illness. If you are contacted by Trust Children's Center to pick up your child due to illness, you must pick your child up within 30 minutes in order to keep the other teachers and children healthy. We are also required by the State of California Child Care Licensing Department to post a note informing all families of any illnesses children may have been exposed to. Once your child returns to child care, after an illness, you may be asked to bring a doctor's note stating that your child is not contagious.

Symptoms that a child should be excluded from child care include (but **are not limited to**):

- fever of 100 and above
- vomiting
- diarrhea
- green mucus runny nose
- pink eye (conjunctivitis)
- lice
- unexplained rash
- deep, continual cough
- impetigo
- strep throat
- showing continuous signs of discomfort that disables the child from participating in their daily routine. In these instances, we are not able to provide one on one care.

**\*Your child must be clear of any of these symptoms for 24 hours, before returning to child care.** For example, if your child has a symptom the evening before, they may not attend child care the following day.





## 12. ENRICHMENTS

- As part of our curriculum, we currently offer two 30 minute music sessions in each classroom from a professionally trained music teacher.
- Throughout the year, we invite adults from our community to teach the children about community helpers and engage in fun activities.
- We provide the “Raising a Reader” program for all students. Through this program, each family is provided with four books per week to enjoy at home.

## 13. PARENT/TEACHER CONFERENCES

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

## ADMISSION POLICIES

The center admits children of who are ages 6 weeks to 5 years old, without regard to gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability. Additionally, no religious instruction is provided.

Upon completion of the registration packet and payment of registration fee, parents will schedule an interview with the director to review the center policies, procedures and to finalize details before the child begins the program. Parents are also required to spend some observation time, with their child, in the center prior to enrollment. This time will be determined at the parent/director interview. The child/parent observation times typically will be at least two, one hour’s visits, before your child’s first official day.

## DISCIPLINE POLICIES

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



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

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

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

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



## INVOICING/ PAYMENT POLICIES

### 1. INVOICING

Invoicing will be sent on the first of each month by either mail or email.

### 2. PAYMENT

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

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



## OTHER POLICIES

### 1. EXCURSIONS AND WALKS

We will take walks often around the property to gather art and nature materials, observe nature and visit friends and parents at Trust Automation. If you are ever available, please join us for our walks. Also, please let us know when times arise that we could visit your work area to observe a special project or meet a new person. This is a great way to participate in your child's day and also helps to create our sense of family as a company.

The preschool age group will have periodic planned, off campus field trips. You will be notified ahead of time, asked to sign a permission slip and be given the opportunity to join our trip and be a driver. Parents are always welcome on offsite trip, allowing for a great opportunity to be involved.

### 2. APPROPRIATE DRESS

**All children over the age of 12 months are expected to arrive fully dressed and ready for the day.** All children that are walking must come with an appropriate pair of shoes each day. Do not bring your child in pajamas. Be sure your child is dressed appropriate for the weather. i.e.: jackets, shorts, hats, whatever you would like them to have for the weather that day. Children will have the opportunity to have outdoor play every day (rain or shine, hot or cold). Each child is expected to have extra clothing in their cubby available to them throughout the day in case they are in need of new/clean/dry clothing. Your child's extra clothing should include all types of clothing including underwear and socks. Be sure to change out your child's clothing periodically as their size may change.

Your children will learn, explore and develop through sensory play and experiences with water, mud, paint, gardening, cooking and much more. Please know that your child will get dirty from time to time. Dress your child in play clothes. We are not responsible for stained or worn clothing.

### 3. DROP OFF/PICK UP

Please arrive on time for both drop off and pick up. We recommend you give yourself a 10 minute cushion for both morning and afternoon transition. This allows for the staff and yourself to discuss any specific questions or concerns, for your child to show you any specific projects they may be working on and promotes a relaxing environment. At drop off, please say goodbye to your child and tell them you will return to pick them up. Although this may produce tears, it helps your child to build a sense of security that you will always come back.

### 4. NAPPING/RESTING BEDDING

Please provide "Tot Cot" bedding for your child's nap/rest time. Tot Cot bedding can be purchase online at [www.urbaninfant.com](http://www.urbaninfant.com), or through Amazon. The bedding will be sent home each Friday to be washed. It is important to be sure to wash weekly, as this cuts down on the spread of germs. Also, it is very important to be sure to bring back each Monday. We do not have many spare blankets to lend out. TCC will provide sheets for infants (under 12 months old) for the cribs. Infants are typically transitioned onto a nap mat around 12 months.

The infant room follows the children's individual needs along with the overall needs of the room.



## 5. SELF-TOILETING

The popular topic of self-toileting, or toilet capability, arises during late toddlerhood and may continue for the next few years depending on both your child and family situation. We thought it might be helpful if we shared our toileting practices with you.

### Self-Toileting at School

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

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

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

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

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

For children who are transitioning to underwear, we ask that parents provide easy to dress clothes for the child. The child should be able to dress and undress themselves with little or no assistance. Children in underwear are taken to the bathroom on a regular basis in keeping with the daily routine (as is done for diapering). If we find that the child has two or more accidents within a two hour time period, diapers will be used for the remaining parts of the day.

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

The process of self-toileting is a gradual process, and one that is impacted by developmental issues of autonomy and a continued need for security and nurturance. The greatest tool a parent or teacher has in this process is the child's own strong desire to begin self-toileting. We are willing to work with you during this process, but request that you remember the differences between school and home. Furthermore, we believe that it would be beneficial to both parents and teachers to have a plan in place for how to





handle accidents before your child starts toilet learning at TCC so that we are all on the same page. Flexibility and a sense of humor are key to helping children cope with this learning process. If you have any questions please let us know. We are also happy to share articles about this topic with you if you so choose.

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

#### Pull-ups

Pull-ups are popular; however, we believe that Pull-ups send a mixed message about toilet capability. They hold all the wetness away from the child's body so he or she cannot feel when they are wet; this dulls the sense into thinking the child hasn't peed, therefore, not helping him to be aware of the process by feeling it when it happens. Although Pull-ups give the child the motion of pulling up and down their underwear, we find that they can take off a diaper just as easily. When they are ready to do it, they can use underwear.

## 6. NUT POLICY

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

## 7. STAFF PREP HOURS

TCC will have shorter hours on the first Monday of each month. The Children's Center will not be open for drop off until 8:00am and children must be picked up by 3:50pm, for a 4:00pm clean up and closing. This is on the first Monday of each month. This time will be used for staff meeting, training and preparation.

**\*TCC Hours 8:00am-4:00pm on the first Monday of each month.**

## 8. HOLIDAYS AND CENTER CLOSURES

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

- Payment of tuition guarantees your child's spot at the Center.
- There is not credit given or make up days for absences.
- Scheduled closures have already been calculated into your tuition fee.



## TCC CLOSURES:

- Presidents Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24) - New Year's Day (January 1)
- All dates subject to change with notice.