



*Updated Wednesday, May 1<sup>st</sup> 2019*

Dear Parents,

We are delighted that your child will be attending Tiniciti Preschool. We are very proud of our program and look forward to having your family become part of our school family.

Tiniciti is a place where adults and children grow and learn together in a nurturing and creative environment. Our values reflect our belief that children learn best in a rich environment that focuses on the interweaving of cognitive and creative ways of thinking and learning. Our staff is truly committed to working in partnership with you and your child to provide for the highest quality early childhood experience.

We look forward to getting to know both you and your child and sharing a rewarding educational experience.

Sincerely,

Mariana Godinez  
President and CEO



## **GETTING ACQUAINTED:**

The Basics Contact Information:

Tiniciti The Roads  
2500 SW 3<sup>rd</sup> Ave  
Miami, FL 33129  
T: 786.930.0384  
[www.tiniciti.com](http://www.tiniciti.com)

Tiniciti Brickell  
1221 Brickell Ave, Suite R18  
Miami, FL 33131  
T: 786.930.0384  
[www.tiniciti.com](http://www.tiniciti.com)

## **GENERAL OPERATIONS INFORMATION:**

Monday to Friday: 8AM - 6PM

Early Drop Off: weekdays only from 7:00AM upon request. Additional fees apply.

Extended care upon request as follows:

Monday to Thursday: 6PM - 8PM

Friday: 6PM - 11PM

Saturday: 10AM - 11PM

Sunday: 10AM - 6PM

\*With the exception of some holidays, please see your annual school calendar for details.

A unique two-faceted program to meet both your needs Tiniciti is the only early childhood center in the Brickell-FIDI and The Roads areas that meets the two primary requirements of today's active families:

- Your child's need for quality preschool education
- Your own need for reliable childcare during late evenings and Saturdays so that you may work late or enjoy a reprieve from parental duties. Tiniciti's curriculum, hours of operation and pricing are all directed to providing the complete child development solution to the family.

## **The Flow of our Day**

Instead of a strict universal schedule for the school, each class has a different flow to their day. How the day goes depends upon the age of the children and their needs. The structure of the day needs to be flexible to take into account children's level of engagement. If, for example, a class is in the middle of a big project, the children might spend the whole morning working on it. Teachers may curtail an activity simply because of the time on a clock face counters our vision of the children as capable, intuitive learners.

Assembly (also known as Circle Time) is a crucial point in the flow of our day. During Assembly, teachers will introduce new materials or items to the class, share news with the children, discuss projects that are ongoing, review something that happened the day before, and ask the children to select their intention for the morning. This moment of thoughtful planning on the part of the children is really important to help the classroom be a place of careful choices rather than haphazard play. Assembly is the only part of the day that is dictated by a clock time, and that is usually 9:00 am. When a child misses this, he or she is missing community building, project work, information, and starting the day with intention.

One possible flow of the day looks like this, starting at 9:00 am:

- Arrival / Greeting / Intentional Play in Classroom
- Assembly
- Small Group Work
- Snack
- Academics
- Gross Motor/Playground
- Lunch
- Naptime / Quiet Time
- Slow Waking Activities
- Snack
- Afternoon Meeting

### **Cleaning and Sanitation**

We firmly believe that regular cleaning decreases the spread of illnesses and germs. General housekeeping chores are part of the teachers' daily routine. Toys are sanitized often. A room should never be left "messy" at the end of the school day. A professional cleaning crew also takes care of cleaning, vacuuming and mopping. They also clean rugs/carpets and wax the floors as needed.

## **BEING AT SCHOOL**

### **Beginning School**

We are eager for all of our children to make a successful adjustment to school. Talk to your child about school and all of the great things to look forward to. Tell him or her about the wonderful things that they are going to explore. Children often enjoy being able to go to the store for a lunchbox and school bag before school begins. We will offer opportunities to visit the school with your child before(s)he starts. Tell your child the teacher's name and remind her/him that you will be coming to pick her/him up at the end of the day.

Separation is natural and affects different children in different ways.

On your child's first few days of school, children should follow the abbreviated schedule outlined below. Several hours can be a very long time to a child in a new situation. Please make arrangements so that you can spend time in the classroom with them the first day and for a little while the subsequent days. When it is time to leave, please give your child a clear goodbye. The teachers will take over and engage your child and start developing a relationship and comforting them.

Children separate from their parents and adjust to school in many different ways. One child runs into the classroom and never looks back. Another may take several weeks to feel comfortable in a new setting. Some children make an easy transition in the beginning and show separation difficulties later in the year. All situations are normal, and we are well prepared to help your child in a way that is best for him or her. Parents also separate from their children in different ways. It will be helpful to both you and your child if you say goodbye happily and reassure your child that he or she is going to have a wonderful day. Your show of confidence will enable your child to do that.

If you need to check on your child's progress during the day, please feel free to do so!

### **Saying Goodbye**

When leaving your child at school, it is helpful to direct him/her to an activity in the room or to a teacher. When it is time to leave, give him/her a clear goodbye. The teachers will take over and engage your child and start developing a relationship of trust and comfort. Many children have difficulty separating and feel anxious either about their new environment. The separation may well have the same effect on you! It is important to have a positive attitude to convey the expectation that your child will have a wonderful time at school.

### **Forms Needed Before your Child's First Day**

We cannot accept responsibility for your child if these forms are not complete and current!

- Health Forms: This physical health and immunization record is required by law to be renewed each year, or as stated in the actual form.
- Emergency Contact and Pick-Up Form
- Enrollment Information Questionnaire
- Authorization for Child's Emergency Medical Treatment
- Influenza form

For your child's safety, if there is a change in address, home or work phone numbers, emergency contacts, authorized pick-up persons or caregiver, please notify us immediately.

### **What Your Child Will Need to be Left at School**

1. One box of latex gloves, even if your child is potty trained already. Every child will be assisted by her/his teacher for self-cleaning after having a bowel movement.
2. Disposable diapers and wipes, if necessary. Each child will have his/her own supply of diapers and wipes kept at the changing table or by the bathroom. The staff will notify you when your child's supplies are low.
3. A complete change of clothes in a gallon zip lock bag: shirt, bottoms (pants, shorts or skirt), underpants and socks. Please label all items with your child's name. Children who are in the process of toilet training should bring several changes of clothes and possibly an extra pair of shoes.
4. A blanket and a cot sheet for nap time/quiet time. At the end of each week, the sheet and blanket will be returned home. Please wash the items and return them to school on your child's next day here.
5. Photos. Please bring in a family photo (4 x7). We will use the individual photo to identify any personal space. The family photo will make your child feel at home and remind us all that we are a partnership between home and school.

***Everything MUST be labeled with your child's name or initials. The school is not responsible for lost items that are not properly labeled.***

## **BILLING AND CONTRACTS**

During enrollment, you will receive a contract with the amount of your monthly tuition. Tuition is due on the 1st of each month. If you do not pay by the 5th of the month, you will be assessed a late fee of \$50. Additional fees may apply after the 5th of the month if payment has not been made. If payment is not received by the following month, your child's placement in the school may be rescinded. However, if you are experiencing temporary financial difficulties, please see the School Director before tuition is due, and we will attempt to work out a solution confidentially.

Only **written contracts** will be honored. Verbal agreements will not.

All deposits, fees and tuition are non-refundable.

All families are required to enroll in our auto payment system, and have a card on file. You may set up this process through our parent app.

Electronic Payments: You can pay using a credit card or bank account transfer (ACH) by clicking "Make Payment/Pay Now." on our app

Auto-Pay: If you enable auto-pay when setting up billing, funds will be pulled from your account on the due date listed on the invoice every billing cycle. If you disable auto-pay, you will need to initiate the payment every billing cycle.

There is a service fee associated with every transaction. This will be taken directly by the application we use to process payments and not by Tiniciti.

## **SCHOOL HOLIDAY CALENDAR**

Classes will not be offered on the **following days**.

- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Day
- New Years Day

The center will close 3 weeks of the school year. One week during the Spring Break holiday (we follow Miami-Dade county public schools calendar) and two weeks in the month of December (Winter Break, the last two weeks of December). Childcare during Winter and Spring Breaks will have a separate fee. These weeks are considered “camps”. Full tuition is due for every month, including March and December.

If a nationally recognized Holiday falls on the weekend, it will be observed the preceding Friday or the following Monday.



## **FAMILIES, STAFF & COMMUNICATION**

### **Staff**

All of our staff is carefully chosen based on the special qualities, experience and talents that they have to offer to the children in our program. We also believe that it is important for our teaching staff to be dedicated learners themselves, and we provide numerous opportunities for continuing education and professional development throughout the year.

All of our teachers go through an interview process with the General Manager. They spend time in a classroom for a working interview as well. We do check references and perform thorough background checks for all staff. They are also CPR and First Aid trained.

We offer continuing professional development in the form of training, conferences, mentoring, and classes.

Lead teachers meet the DCF licensing requirements and exceed the necessary qualifications. All have taken formal early childhood education or child development classes, and many hold degrees in early childhood education or a related field.

Assistant teachers also meet DCF basic requirements, and often exceed necessary qualifications. All of our assistant teachers are degreed and others have early childhood education training and/or several years of experience working in an early childhood setting.

Substitute teachers and floaters (extra part-time staff, usually in the afternoons) are interviewed by the General Manager and must provide references, as all other staff does. They are also required to spend time in the school with us for a working interview.

The General Manager of Early Childhood is responsible for overall administration. The General Manager supervises all of the teaching staff.

He/she will be available to discuss any issues or concerns that you may have. The Owner is responsible for all school billing and record keeping and is the person to contact if you have any questions about financial issues or any forms that are in your child's records.

### **Parent Participation**

We welcome and encourage parental involvement in a variety of ways. We have family activities throughout the year. These events are a great opportunity to get to know other families at the school, and to see your child in action with their school friends. Parents are always welcome for lunch, birthdays or simply for visits. Please

make arrangements for celebrations with your child's teacher. We also invite parents to share their talents, occupations or hobbies with us.

### **Communication**

At Tiniciti, we pride ourselves on open communication. We feel that it is extremely important to be in close contact with parents in regard to your child's day. We can talk with you during morning or afternoon pick-up, or you can call or email during the day. Since drop-off and pick-up can be rushed and busy times for children, parents and staff, if you would like to have more than a few moments to chat, we encourage you to set up a phone conference or a personal conference time with the classroom teachers.

We also ask that you share with us information that may be affecting your child in school so that we can best understand and assist. Examples include health issues or a change at home, such as the passing of a family member, a family visit or a new sibling. Communication is very important to us! No question is ever too small or too "silly" to ask. Please feel free to call with any of your questions or concerns to the Academic General Manager . You are also welcome to stop by the office at any time to talk.

Please note that our staff may only communicate with you through our app or the school phones. We strongly discourage teachers to give out their private numbers for security reasons.

Teachers will only be allowed to communicate with parents during approved hours. Please see your child's teacher for his or her hours.

## **HEALTH, SAFETY & DISCIPLINE**

### **Illness & Medication Policies**

If your child should become ill at school, she/he will be brought to the school office, and staff member will call you. Your child will rest in the office until he/she is picked-up.

If a communicable illness or disease should arise in our school, we will let the families know via our app, but we will maintain the privacy of any family involved.

For the protection of the health and well being of all children and staff at the school, the following rules must be adhered to in regard to sick children.

- Fever: A child with a fever is to be excluded until fever-free for 24 hours. A fever is defined as a temperature greater than 100 degrees. Children who are sent home with a fever may not return to school the following day.
- Strep Throat: A child may return to school 24 hours after antibiotics have been started.
- Vomiting: A child may return to school 24 hours after the last episode.
- Colds: A cold's symptoms are described as an irritated throat, watery discharge from the nose and eyes, and sneezing. A cold may or may not include a fever. Children are often most contagious in the early, runny stage of a cold. A green discharge can signal infection. A child may return to school after 24 hours of medication.
- Diarrhea: A child may return 24 hours after the last episode.
- Conjunctivitis (Pink Eye): Bacterial: A child may return to school after antibiotic treatment has begun and eye ooze has stopped. Viral: May return with doctor's note that the child is no longer contagious.
- Ear Infections: A child may return to school once antibiotics are administered.
- Rashes: A child may return to school with a doctor's note.
- Head Lice: We have a strict no-nit policy. No child may be present while there are any nits present in his or her hair.

### **Medication**

DCF licensing regulations stipulate the following requirements:

1. All medication that needs to be administered to your child at school MUST be in its original prescription bottle and must be accompanied by the appropriate measurement spoon.
2. For non-prescription medications (e.g. Benadryl or Tylenol), parents may fill out the Authorization to medicate without having a doctor's signature.
3. A copy of the Authorization to medicate form is available at the front desk.

### **Discipline**

Tiniciti recognizes that each child is a unique person with an individual pattern and timing of growth, as well as individual personality, learning style and family background. While some behaviors are typical for a specific "age and stage," we recognize that children learn appropriate social behaviors at different rates. With that in mind, we observe and make individual behavior plans when necessary. We believe in "positive discipline," which focuses on good behavior, rather than bad. We may need to redirect a child and speak with them about appropriate behavior. When necessary, we speak to a child with a firm but caring voice. At times, it may be necessary to remove the child from the rest of the group. If a behavior persists, we will contact the child's parents and ask them to come in for a conference.

At that time, we will work in conjunction with the family and teaching staff on a behavior management plan that meets with the needs for that particular child. It is also our practice to consult with specialists who work with children and families.

### **Developmental Screening & Action Plan**

We want to do what is best for our children by seeking knowledge about their development and skills earlier. We also want to identify potential issues sooner and work with the families to help the child achieve their potential. In order to best meet the needs of the children and their teachers, we are implementing a plan to better identify areas of concern, address them internally, and bring in the parents to work together to help the child. We will establish baseline developmental inventories, identify opportunities and work with parents to achieve those developmental goals. This plan is a clarification and strengthening of the policy already in place and requires three different components:

1. School-wide screenings at the beginning of the year,
2. On-going in-school training for the teachers, and
3. A process to work with the parents to help the child when we have concerns.

Time limits are included to make sure that we are able to seek early intervention when needed. We expect that the parents will work with us to best meet the needs of their child, and we have established guidelines to confirm this.

### **Biting & Other Injuries**

Biting:

Children biting other children are unavoidable occurrences of group child care, especially with toddlers. It is a common happening in any childcare program. When it happens, and sometimes continues, it can be scary, very frustrating, and very stressful for children, parents, and staff. It is important to understand that because a child bites, it does not mean that the child is “mean” or “bad” or that the parents of the child who bites are “bad” parents or they are not doing their job as parents to make this stop happening. **Biting is purely a sign of the developmental age of the child.** It is a developmental phenomena – it often happens at predictable times for predictable reasons tied to children’s ages and stages.

*Why do they bite?* Every child is different. **Biting is not something to blame on the child, parents, or caregivers.** Confidentiality is also practiced with biting. We cannot and tell a parent who bit their child. There are many possible reasons as to why an infant or toddler may bite: Teething, impulsiveness and lack of control, making an impact, excitement and overstimulation or frustration.

Fingernails:

Per licensing standards, we are unable to perform a couple of things that are considered invasive procedures to the child and it is potentially also a situation where germs could be spread thus increasing the risk of infections, so we ask the parents do these procedures as needed to their child. The first is maintaining trim fingernails on your child. Infant and toddler fingernails grow very quickly and can be very sharp. Unfortunately we have had children being scratched by other children and the length of fingernails makes the wound worse.

***We are unable to clip nails, so we ask parents to please make sure their child’s nails are trim.***

When a child hurts another child, we will first attend to the child that has been hurt and then speak with the other child. In the case of a bite or an injury where we must apply first aid, we will call the parents of both children. A written incident report will also be sent home. Should an unusual incident occur, we will also complete a written incident report for the family and our files. We believe in maintaining good communication

with parent(s)/guardian(s), so we talk to the parent(s)/guardian(s) in person or by phone as needed. Should there be a consistent pattern of biting, we will send the child home only as deemed appropriate by the General Manager .

### **Emergency Medical Treatment**

In the course of normal supervised play, children occasionally get injured. We offer First Aid and Child CPR training to our teachers and have other trained staff on-site to handle most of our medical needs. In these cases, a note will be sent home explaining the incident. Should there be a need for emergency services for a student, we will take the appropriate measures as required by the situation and the details on your child's Authorization for Emergency Medical Treatment. For severe cases, the General Manager or the most senior staff member will make an assessment about further medical attention. Depending on the severity of the injury, your child may be taken to the hospital, and you will be notified immediately. A staff member will stay with your child until a parent arrives.

### **Evacuations**

In the event of a need to evacuate the building, children and teachers will conduct themselves as if it were a fire alarm. Teachers have been given instruction of the different fire routes out of the building. We will communicate via text message, email and leaving a voicemail the General Manager 's line as needed. Please make sure we have your cell phone number and carrier on file to allow for text messaging.

## **GENERAL POLICIES & INFORMATION**

### **Absences**

School is a wonderful opportunity for your child to build their skills and establish new relationships with other children and adults. These relationships thrive when your child is consistently in school. In the event that your child will miss a day or more of school, please contact the School Director in the morning so that we can notify the teachers. We do not offer refunds for days your child misses.

### **Arrival to the school and drop off**

The children must come to school dressed with their uniform and ready for the day. No staff member will receive a child if he/she is not wearing a clean set of clothes (no pajamas are allowed) and a clean diaper. We understand that parents may be late for work, but this should never be an excuse to freshen up your child before arriving to school.

### **Breakfast Policy**

At Tiniciti, we offer a well-balanced school menu, consisting of 2 snacks (am and pm snacks) and a full meal. They are served at 10am, noon, and again at 3pm.

We understand that the kids participating of the Early Bird Drop Off plan may need to have an extra snack/breakfast as well, therefore, they will be authorized to bring an extra snack from home upon arrival that will be offered until 8:30am.

After 8:30am, **the teachers will not accept any kind of food/beverages in the classrooms** due to safety reasons for the children. Should a child need to have breakfast upon arrival, the parent/legal guardian will remain with the student to feed him/her in an area outside the classroom, following our safety regulations. Lunch boxes, water bottles and all other food products will be stored after 8:30 am in the child's cubbies, and offered to them again during snack/lunch time. Please make sure to pack the necessary containers/ice packs to keep the food at the right temperature. We can not store food in a fridge nor warm it up.

This policy does not apply to infants. We will always respect their individual feeding schedules.

### **Birthdays and Special Occasions**

Birthdays are special times in children's lives. We are pleased when children share this occasion with their classmates. Birthday treats may be brought in for your child's class. Please contact the child's teacher in advance to plan for this. We like these events to be low-key and ask that you do not send in "goody bags" filled with candies. You may want to donate a book to the class to remember the occasion. Fresh fruit or small muffins are always a good option. We ask that you do not send products containing nuts, peanuts or peanut by-products.

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the Tinicity wellness standards and to maximize student instructional time, we are asking all parents to follow these simple guidelines when planning for your child's birthday celebration at school.

More schools are weighing in these days with birthday-party policies to avoid hurt feelings, respect dietary restrictions and maintain privacy. Our policies strongly encourage families to celebrate special events with healthy foods such as sliced fruit, vegetable plates, and veggie pizza for older children. We want to make sure all our children's dietary restrictions are honored at all times, and the different family decisions are respected at all times. Should you wish your child to have a treat, feel free to do so, but please, do not bring in others for their classmates without asking for permission first.

Also regarding entertainment, we would like to see your collaboration in selecting an option that is age appropriate. No party should be elaborate or disturbing to other groups, and it should not take more than 60 minutes of class time, unless celebrated on a Friday. Disney-type characters and bounce houses are not permitted due to the fact that some kids are scared of "big" characters and also due to liability if a child falls from the inflatable.

The main reason to reinforce this rule is to avoid others from having their feelings hurt or disillusioned if their families are unable to honor them with a celebration at the same level.

### **Uniform and Clothing**

Tinicity requires all students ages 12 months and above to wear a uniform to school every day. This consists of a T-shirt bearing the school logo and can be purchased with your accounts department. This policy is strictly



enforced. Children often get dirty through the use of paint and other hands-on material, toilet accidents or playing. The use of Uniform is Mandatory at all times. Please send in a change of clothes to keep in your child's cubby in case they need to change during the day. These should include diapers (if your child wears them); pull-ups (if you have begun toilet training) or underwear; shirts, bottoms, and socks. Labeling is extremely important. The child's clothes should be free of complicated fastening for easy manageability. Please keep track of these clothes and their seasonal appropriateness. If a child needs an urgent change of clothes and one is not available in their cubby, we will go to a sibling's cubby, or our stash of clean, extra clothes. Parents are expected to return any borrowed clothes clean and within one day.

Remember when dressing your child that they will be very active. Your child should wear sturdy, protective shoes (no sandals or Crocs®), which will enable him/her to run, climb, and ride bikes with ease.

### **Disclosure of Information**

Tiniciti shall not disclose information concerning an individual child or the child's parent(s) or guardian(s) to persons other than the Center staff or government officials acting in the course of their duties, unless the parent(s) or guardian(s) grant written permission for the disclosure, or unless disclosure is necessary in an emergency situation.

### **Field Trips**

Field trips can enhance the curriculum and children's learning experiences. The teachers will arrange several field trips throughout the year, guided by the appropriateness for the age, weather conditions and interests.

### **Late Pick-Up Fees**

In the event that a parent or caregiver arrives late, drop in care service fees will apply. Families who stay passed our hours of operations will be charged \$12/hour.

We can often charge the card on file for your convenience and will do so in case of late payment of late fees. Please let your Accounts Manager

## **Licensing & Accreditation**

The DCF Office issues the school's license. It is renewed annually after a visit from a Licensing Specialist who verifies that we are following all procedures for classroom management, teacher qualifications and training and complete student files and immunizations compliance.

## **Naptime**

We offer rest time each afternoon. We provide a cot or mat for all children with the expectation that they will use the time to rest. As the children get older, we will allow other quiet naptime activities. Each child will have his/her own labeled rest-time linen. A washable, size-appropriate, labeled blanket needs to remain at the school for rest-time and will be sent home weekly for washing.

## **Parking**

Please see your School Director for specific information on parking availability.

For The Roads Campus, families may use the designated spaces in the lot adjacent to the rear entrance for drop-off and pick up at the designated times.

For our Brickell Campus, families may use the designated spaces on the second floor of the garage. Parents should not remain parked in the drop-off area for more than to fifteen (15) minutes at a time.

School Hours/Pick-Up Policy School opens at 8:00 am and closes promptly at 6:00 pm. All children need to be in school by 9:00 am. It is extremely important that you arrive on time to pick up your child. Late pick-ups can cause anxiety for the children involved. It also often creates problems for the teachers on duty. We recommend that you plan to be at the Center earlier than 6:00 pm to allow yourself adequate time for unexpected traffic, a brief chat with the staff and exiting the building.

For your child's security and your piece of mind, your child may only be picked up by those individuals listed on your Emergency Authorization form.

The school requires written notification whenever the usual person is not picking up your child. For example, if a grandparent or other relative is visiting, we must have written notification. For security reasons, emails are only accepted if accompanied by the parent's picture ID. This policy also includes carpooling or any other temporary pick-up arrangements.

Many parents work out arrangements with other families to be able to pick up their children in cases of emergency. If you expect to be late, please add those parents' names to your child's emergency authorization form. If this person will be picking your child up, please call the school and let us know. This way, we can let your child know who is picking him or her up. If we do not have written permission on file, we will not release your child to another parent, and you will be charged a late fee.

All cars who wish to have access to our parking lot in the Roads campus must pick up a Tinicity parking decal and display in on their dashboards so as to be visible to our security team members. You can inquire about these at our accounting office or the front desk.

### **Camera Access**

As a parent of Tinicity you will have video access to your child's classroom. You must bring your device to the front desk so that we may program it to work with our cameras. Unfortunately, in order to protect the privacy of our students, we can only program devices in person and not over the phone.

### **Inclement Weather Policy**

Our policy regarding closings is determined by a number of factors:

- a) If Miami-Dade Public Schools are closed, our school will be closed.
- b) If the roads surrounding the school are determined to be hazardous, or if indications are that it will not remain safe to drive all day, we will close the school.

If we decide to open late or not to open due to inclement weather, a mass school email will be sent. If we begin to experience inclement weather during the day, we will endeavor to remain open. Should we determine that it is necessary to close; we will notify parents and try to give you two hours in which to arrive. It is important for you to arrange to pick up your child as soon as possible, as chances are that weather conditions will continue to deteriorate.

### **Strollers**

One of the many benefits of our locations is that it is so easy to access from many locations. If you are walking here, please feel free to leave your stroller during drop off and pick up time. However, for security reasons , we cannot allow for strollers to stay on school grounds during the school day.

### **Toilet Training**

We understand that most two year olds are not toilet trained, and this is not a requirement at Tiniciti. When your child is ready, we work closely with the parent and child to toilet train the child in a consistent, calming, encouraging manner. We celebrate success and keep a positive upbeat attitude when the child has an “accident.” The parent and school should follow a consistent and similar schedule, or the child’s training will be erratic. Your child’s teachers will keep you posted on progress—and please keep us abreast of all news, for example, when your child comes to School with only underwear on!

Parents need to provide the school with diapers, wipes, and latex gloves for their child. Please bring a large size package of each to leave at school. The staff will let you know when you need to replenish.

### **To Be Brought In Daily:**

1. Comfortable play clothes as well as the Tiniciti Uniform.
2. Rubber-soled shoes, preferably close-toed. No Crocks or Sandals are allowed for safety reasons.
3. A bag or backpack for carrying home important papers, artwork and assorted treasures.

***PLEASE LABEL EVERYTHING!***

### **Please Do Not Bring:**

- Glass containers or bottles
- Toys or valuable items
- Peanuts or nut-related products

### **Expulsion Policy**

This Expulsion Policy of Tiniciti Preschool meets guidelines established by Tiniciti Corporate offices for preventing and severely limiting expulsion and suspension practices in early childhood settings. The goal of

this policy is to provide a safe and nurturing environment for children and families that severely limits expulsion, suspension, or other exclusionary disciplines; these exclusionary measures are to be used only as a last resort in extraordinary circumstances where there is a determination of a serious safety threat that cannot otherwise be reduced or eliminated by the provision of reasonable modifications. Should a child's behavior present a serious safety threat for themselves or other children or adults, necessitating a temporary removal or change to the child's current program, Tiniciti Preschool will collaborate with parents to utilize appropriate referrals and community resources, such as mental health consultant and/or child study team. Even in such extraordinary cases, Tiniciti Preschool will assist the child and family in accessing services and an alternative placement through community-based child care resource and referral agencies. Should a situation arise where there is documented evidence that all possible interventions and supports recommended by qualified professionals, such as an early childhood mental health consultant or Department of Children and Families (DCF), have been exhausted – and it is collaboratively determined by the family, teacher, program, and other service providers that another setting is more appropriate for the well-being of the child in question – all parties, including the receiving program, will work together to develop a seamless transition plan and use that plan to implement a smooth transition from Tiniciti Preschool to an appropriate receiving program.

Tiniciti Preschool is committed to working with our families in order to prevent expulsion of a child. The following are reasons we may have to expel or suspend a child from Tiniciti Preschool:

#### POSSIBLE CAUSES FOR IMMEDIATE EXPULSION

- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.
- The child is at risk of causing serious injury to other children or himself/herself.
- A child exhibits threatening behavior and disrupts the learning environment.
- Child or family imposes negatives behavior towards school facilities, staff, teachers, students, and administration.

In the event your child is expelled your contract will be terminated and there will be a **1 month cancellation fee** applied.

## RECEIPT OF TINICITI PARENT HANDBOOK

Please complete and sign the section below:

I \_\_\_\_\_ have received a copy of  
(name of parent/legal guardian)  
the Tiniciti Preschool Handbook and agree to abide by the contents in it.

*Child's*

*Name:* \_\_\_\_\_

*Parent/Legal*

*Guardian's*

*Name:* \_\_\_\_\_

*Parent/Legal*

*Guardian's*

*Signature:* \_\_\_\_\_

*Date:*

\_\_\_\_\_

*\*Please, attach to the Student File and keep handy for Administrative purposes.*