

FAMILY HANDBOOK

2016-17



Triumph Center for Early Childhood Education

4104 Martin Luther King Jr. Blvd - Sacramento, CA 95820

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TABLE OF CONTENTS

I. INTRODUCTION TO TRIUMPH	5
<ul style="list-style-type: none">● Triumph Mission & Vision● St. HOPE Mission & Vision● Our History	
II. ATTENDANCE	8
<ul style="list-style-type: none">● Absence● Attendance Policy● Drop Off & Pick Up● Intersession	
III. INSTRUCTIONAL PROGRAM	11
<ul style="list-style-type: none">● Approach to Social Emotional Development● Family Conferences● Special Events● Approach to Behavior	
IV. SCHOOL CULTURE	17
<ul style="list-style-type: none">● Cell Phones● Transition to School● Family Involvement● Positive Parenting (CSEFEL) Workshop● Triumph Parent Action Advisory Group (TPAAG)● Special Services● Pre-K Uniforms	
V. COMMUNICATION	22
<ul style="list-style-type: none">● Relationships Outside of School● Communication with Triumph Staff & Teachers● Rights of Non-Custodial Parents	
VI. HEALTH & SAFETY	24
<ul style="list-style-type: none">● Immunizations● Medication● Sunscreen● Cool Weather & Hot Weather Play	

- Notice of Exposure to Infectious Disease
- Illness Policy
- Emergencies

VII. **GENERAL POLICIES**

31

- Breakfast, Lunch & Snack
- Allergies
- Holidays & Birthdays
- Things Brought from Home
- Nap
- Clothing
- Confidentiality
- Termination Policies

I. INTRODUCTION TO TRIUMPH

Triumph Vision

To provide an excellent early learning experience for every child regardless of ability, to fully participate in a school experience that honors their interests, learning styles, life experiences, culture and individual needs.

Triumph Mission

We work *intentionally* toward *uncommonly high standards* and achieve *measurable results* that prepare *all* children ages 2 – 5 to *excel* socially and academically in elementary school.

St. HOPE Public Schools Vision

To create one of the finest urban preK-12 school systems in America.

St. HOPE Public Schools Mission

To graduate self-motivated, industrious, and critically thinking leaders who are passionate about life-long learning, committed to serving others and prepared to earn a degree from a four-year university.

Our Pillars

The basic principles below form the **five pillars** responsible for the success of all of St. HOPE Public Schools.

High Expectations

St. HOPE Public Schools has high expectations for student achievement and conduct that are clearly defined, measurable, and make no excuses based on the background of students. Students, parents, teachers, and staff create and reinforce a culture of achievement and support, through a range of formal and informal rewards and consequences for academic performance and behavior.



Choice and Commitment

Students, their parents, and the staff of St. HOPE Public Schools choose to participate in the program. No one is assigned or forced to attend.

Everyone must make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success.

More Time

St. HOPE Public Schools knows that there are no shortcuts when it comes to success in academics and life. With an extended school day, week, and year at the K-12 level students have more time in the classroom to acquire the academic knowledge and skills that prepare them for competitive colleges, as well as more opportunities to engage in diverse extracurricular experiences.



Focus on Results

St. HOPE Public Schools focuses relentlessly on high student performance through rigorous assessments and other objective measures. Just as there are no shortcuts, there are not exceptions. Students are expected to achieve a level of academic performance that will enable them to succeed in the nation's best colleges and the world beyond.



Power to Lead

St. HOPE Public Schools strongly believes the measure of a person's success is in what he or she gives to others. Through community service, students develop a strong sense of civic responsibility and establish the foundation for a lifetime of meaningful community involvement. Students also deepen and demonstrate their learning, are empowered to become leaders, and benefit the community in which they live.



Our History

After a whole year of program planning and building renovation, Triumph opened its doors in the fall of 2007 with a capacity to serve up to 85 children ages 2-years, 9-months to 5. Triumph was founded on the belief that every child, regardless of ability, has the right to fully participate in a school experience that honors his or her interests, learning styles, life experiences, culture and individual needs. Triumph partners with organizations in our community including U.C. Davis MIND Institute,

Raising Quality Together - Quality Rating and Improvement System (formerly known as Race to the Top), SCUSD special education team, Quality Childcare Collaborative and Sacramento County Office of Education.

- To date we have sent over 270 students on to kindergarten, prepared to excel in their K-12 school experience
- On their first Elementary School California Standards Test (CST Test) in second grade, 100% of Triumph alumni, who matriculated to PS7 Elementary School, tested at or above grade level and on the former CST, for 3 consecutive years over 71% of Triumph's alumni tested at or above grade level
- In 2015, 61% of Triumph's students graduated pre-k already writing at a kindergarten level. Over 80% of Triumph's students go on to kindergarten having exceeded pre-k standards
- Triumph has supported numerous students with diverse needs; including students with various special needs, students who are gifted and those who enroll at Triumph with severe behavior challenges
- We are in our 3rd year serving students starting at 2-years-old, utilizing best practices for care and education for toddlers

Triumph's director sets the tone and direction for the school by means of policies, structure and oversight during the course of day-to-day operations. The director works closely with the teaching staff to ensure the well-being of the school, staff and students. She has the autonomy and responsibility to manage school operations, staffing, and the instructional program. Triumph is held accountable for meeting ambitious goals around: family satisfaction, staff retention, student enrollment and retention, and student growth and development. The director is held accountable by St. HOPE Public Schools Superintendent who reports directly to the Board of Directors. Triumph is accountable to the St. HOPE Public Schools Board of Directors

II. ATTENDANCE

All of Triumph's programs take place five days per week, Monday through Friday, and ***it is our expectation that students arrive timely, stay through the entire instructional day and maintain regular attendance.***

Absence

- The accumulation of 5 tardies or early pick-up's, defined as 10 or more minutes, will count as an unexcused absence
- On the rare occasion that you are running late to school parents/guardians must contact the Triumph office by 9:00 am if your child will be included in the lunch count
- If your child is going to be absent, parents/guardians must contact the Triumph office (731-8200) by phone before 8:00 am the morning of the absence and state the reason for the absence
- Notice must be provided to the front office and your child's teacher 24 hours in advance of a best interest day
- Based on our California State Preschool Grant, students enrolled in Full Time State Preschool are expected to attend during fall, spring and summer intersession program
- To maintain enrollment students must have 5 or less unexcused absences. In order to support families Triumph teachers will coordinate a meeting with families and the director upon a child's 4th unexcused absence

We value every moment of learning your child has at school. Tardiness and early pick-up is a detriment to each child and is a serious distraction for the teacher and students who are punctual. When a child is tardy or leaves early it prevents him/her from the benefits of important learning time. Although excessive tardiness is when a child is late in excess of 30 minutes, the habitual tardiness of 5 to 10 minutes is equally detrimental. **A child who arrives late or is picked up early missing even an average of 7 minutes per day will not benefit from 20 hours of learning opportunities over the school year.** Tardiness and early pick-up is typically the parents' responsibility. Please assist your child to learn the valuable lesson of personal responsibility by setting the example for punctuality and completion. It is a valuable life skill that will positively support your child's educational and vocational careers.

While we realize that extenuating circumstances do occur, we appreciate your help to ensure your child is set up for success by limiting their tardiness and early pick up. **The accumulation of 5 tardies or early pick-up's, defined as 10 or more minutes, will count as an unexcused absence.** On the rare occasion that you are running late to school parents/guardians must ***contact the Triumph office by 9:00 am*** if your child will be included in the lunch count.

If your child is going to be absent, ***parents/guardians must contact the Triumph office (731-8200) by phone before 8:00 am the morning of the absence*** and state



the reason for the absence. If a staff member is not able to answer the phone please leave a message. If your child is not in attendance and the school has not been notified that he or she will be absent, we will consider this a 'no call-no show' unexcused absence and your child's teacher will follow up with you on the same day. Accurate record keeping and state regulations requires parent confirmation of the reasons for the absences.

The following are considered **excused absences**:

1. *Illness*
This includes illness or quarantine of child or parent. If your child is ill, it is best for him/her to stay home to get the care needed and prevent the exposure of illness to others. This includes medical, dental, and vision appointments. ***Please note that parent medical appointments or sibling illness count as unexcused absences.***
2. *Family Emergency*
Bereavement or other family emergencies are considered an excused absence. Excused absences will be granted for 1 – 5 days based on severity of emergency.
3. *Special Services*
Triumph is an inclusive program and at times our students may receive services per their Individual Education Program (IEP) or mental health service plan off-site
4. *Best Interest of Child*
As early educators we know the importance of time with your child. As such, Triumph permits up to **10 best interest days per year** for events that are in the best interest of the child. This includes: vacation, sibling school special events, family visits, or other family bonding time. **Notice must be provided to the front office and your child's teacher 24 hours in advance of a best interest day.**
5. *Intersession*
Intersession includes any day indicated in yellow on the Triumph calendar. Unlike during the instructional year, intersession has flexible attendance and does not count toward Triumph's instructional year attendance maximums unless your child attends Triumph through a full time CA State Preschool Grant slot. ***Based on our California State Preschool Grant, students enrolled in Full Time State Preschool are expected to attend during intersession and Triumph summer program.***

All absences that do not fall into one of the categories above are considered unexcused. We want to support all of our families to prioritize your child's attendance at school. Since unexcused absences negatively affect your child, **Triumph considers more than 5 unexcused absences to be excessive.** Approach to excessive unexcused absences will result in a meeting with the child's teacher and a school administrator to assist families who have persistent attendance issues. Triumph reserves the

right to terminate a student's enrollment should excessive unexcused absences continue. For families utilizing CalWORKS vouchers, please note that unexcused absences, of any kind, are not reimbursed by your voucher.

Drop-Off

Families must physically escort their child to their classroom. Morning 'early bird' extended care begins at 7:30 am. ***If your child does not take part in morning extended care, please do not bring him or her in earlier than 5 minutes before the start of their class, as teachers need this time to prepare for the day.*** You are welcome to wait with your child in the lobby if you arrive before their drop off time. At your child's determined drop off time or their class start time please make sure that a teacher sees that your child has arrived. This is a good time to check in and give the teacher any information that will help to support your child's needs throughout the day.

Pick-Up

If you are to have someone else pick up your child, he or she must be listed on your child's approved pick-up list on the emergency form we have on file. **We cannot release your child to anyone who is not on their emergency form as approved to pick up.** Based on state law only parents / guardians have authority to add or remove from the pick-up list in person; please note that additions cannot be made via phone or email. For every child's safety, all adults we do not know will be asked for picture identification at the time of pick up. *We will not release a child to an unfamiliar adult without picture identification.*

Late pick-up fees are charged at a rate of \$1 per minute. We recognize that on occasion families may be running late and as a courtesy Triumph provides a 5-minute grace period to families that may be utilized once per month. Late payment will be due with your next invoice. Triumph reserves the right to collect late payment within 24 hours of charge for families who have chronic payment issues. If you do not arrive within 5 minutes of your scheduled pick up time we will attempt to contact you and then will reach out to other people on the emergency list until we reach someone and have a plan for when and who will pick up.

Intersession

Per our school calendar, Triumph offers intersession care and education for fee-paying, alternative payment and full-day, full-year state subsidized students during our regular hours of operation, 7:30am – 5:30pm. See the Triumph Student Calendar for scheduled intersession dates.

School Closure

Triumph values providing all teachers and support staff with high quality professional development. This in turn directly increases the quality of our student instructional program and our effectiveness as a team. As such, we are closed approximately 1 day per month for professional development. These dates are outlined ahead of time, on the Triumph Student Calendar, please plan accordingly.

III. INSTRUCTIONAL PROGRAM

The Creative Curriculum is a foundational piece of Triumph's program, providing a framework for the learning environment and interest areas, as well as the family and teacher's roles. As we seek to proactively teach critical social skills within a model that reinforces positive behavior, we utilize the research-based **Second Step: Social Emotional Skills for Early Learning Program** with all of our students. *Second Step* teaches essential social skills, such as problem solving, emotion management, impulse control, and empathy through engaging hands-on, activity-based lessons. In 2009, we also adopted the teaching pyramid model created by the **Center on the Social and Emotional Foundations for Early Learning (CSEFEL)**. More information on CSEFEL can be found at http://www.cainclusion.org/teachingpyramid/materials_family.html. Under this model, focus is put on promoting the social emotional development and school readiness of children from 2 to age 5. In 2011 Triumph was identified as a model site for social-emotional teaching.

Triumph Curriculum At-a-Glance

	Environment, Interactions & Routines	Social Emotional	Language and Literacy	Phonological Awareness	Hand writing	Math
Younger Preschool	Early Childhood Environmental Rating Scale (ECERS) Classroom Assessment Scoring System (CLASS) <u>The Creative Curriculum for Preschool</u>	CA Teaching Pyramid (CSEFEL) Teaching Pyramid Observation Tool (TPOT) Second Step: Social Emotional Skills for Early Learning program	<u>Creative Curriculum</u> & supplementary high quality children's literature	<u>Creative Curriculum for Infants, Toddlers & Twos</u>	Handwriting without Tears (Readiness & Writing curriculum)	<u>Creative Curriculum for Infants, Toddlers & Twos</u>
Older Preschool			The Crative Curriculum Preschool - teaching guides & supplementary high quality children's literature	<u>Creative Curriculum for Infants, Toddlers & Twos</u>	Handwriting without Tears (Readiness & Writing curriculum)	<u>Mathematics The Creative Curriculum Approach</u>
Pre-K			Open the World of Learning Curriculum & supplementary high quality children's literature	<u>A Sound Start</u> <u>Phonemic Awareness in Young Children</u>	Handwriting without Tears (Readiness & Writing curriculum)	<u>Mathematics The Creative Curriculum Approach</u> <u>Mathematics Their Way</u> Mathstart Book Series & supplementary high quality children's literature

School-wide

Family Conferences

All families are required to attend 2 conferences per year. Teachers will schedule a 30 – 40 minute time with each family to discuss the goals your family and Triumph have for your child. It is strongly

recommended that all the primary adults raising your child attend the conference so that everyone involved in your child's daily life has an opportunity to get and share important information.

Family Surveys

All families are required to complete two anonymous family surveys each school year. These will be available electronically as well as in paper copy. Information from family surveys is analyzed and used to positively impact the quality of our program and our service to families.

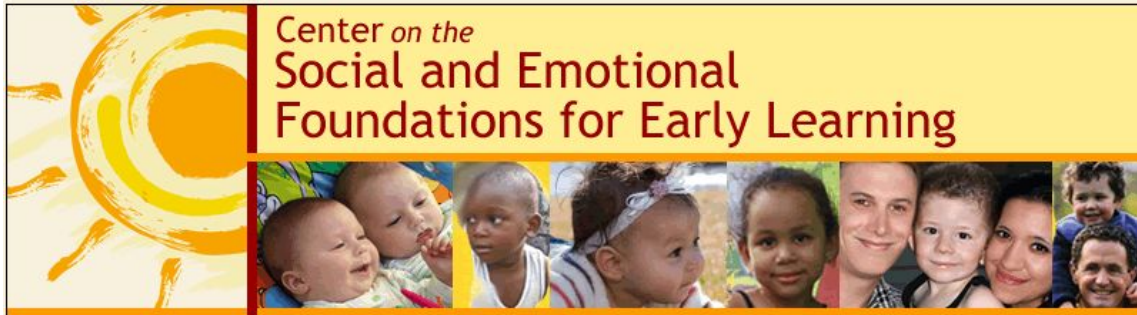
Special Events

We are a school who values special events as a culmination of a learning unit. Special events are an opportunity for your child to demonstrate the recent skills they have acquired in a meaningful way. Each year at Family Orientation you will receive information and special event dates. **We strongly encourage families to calendar event dates and strive to attend all special events; this is also a great way to earn Family Involvement hours.** Parents who are not able to attend special events, due to work schedules, may send another relative or family friend to participate in the event. Triumph special events are a special time in your child's development and our teaching team looks forward to sharing these special moments with your family.

Approach to Socio-Emotional Development & Student Behavior

Triumph is proud to be a California Teaching Pyramid implementation school. The Teaching Pyramid approach provides a systematic framework that promotes social and emotional development, support for children's appropriate behavior, prevents challenging behavior, and addresses problematic behavior. The Teaching Pyramid is based on evidence-based practice originally developed by the Center on the Social Emotional Foundations in Early Learning (CSEFEL), authorized by California Department of Education (CDE), and aligned with California's Early Learning and Development System. Since adopting this powerful approach in 2008, Triumph has achieved exceptional social outcomes for children and families. In 2011 Triumph was named by the Sacramento County Office of Education as a model site for supporting social development in young children.

Our entire team, including administrators, teachers and front office staff, embrace a set of guiding principles that are the fabric of our school. Belief in and demonstration of these principles is a critical part of our hiring model for any new staff member.



We create high quality relationships and supportive environments that prevent challenging behaviors. Positive, supportive relationships between teachers and children, as well as with families and colleagues, are a defining part of the Triumph program. We invest time and attention in getting to know children. In the context of supportive relationships, children develop positive self-concept, confidence, and a sense of safety that help reduce the occurrence of challenging behavior. When we have a positive relationship with a child, our potential influence on his or her behavior grows significantly and the child begins to know we are responsive, and pays attention to what we say and do.

Our daily schedule and routines, physical environment and clear expectations for children encourage student engagement. When students are actively enjoying positive, interesting learning activities, and teachers give positive attention to pro-social behavior, students are less likely to engage in challenging behavior. It is our responsibility to consistently examine our program, and make necessary changes to schedule, materials, and environment to reduce the likelihood or frequency of challenging behavior.

We purposefully and proactively teach social emotional skills. We do not assume that students come to Triumph with a particular set of social skills. Rather, we know it is our job to explicitly teach students the skills they need in order to meet our expectations and ultimately move toward independence, self-discipline, and responsibility.

Our social curriculum emphasizes understanding and dealing with emotions, expressing emotions in socially acceptable ways, thinking about social situations in accurate and constructive ways, and learning pro-social behaviors through practice. We've augmented this curriculum to align with the preschool learning foundations adopted by the California Department of Education in the domain of social-emotional development and created several units of study including: Honoring our School, Feelings, Playing with Friends, Staying in Control and Problem Solving.

Through our social emotional curriculum and during daily interactions with children, we teach the skills necessary for them to understand and follow the Triumph Agreements. The curriculum focuses heavily on the core areas of empathy, emotion management, and problem solving.

Various reinforcement strategies are used to teach behavior expectations and acknowledge students for following them. We understand that preschoolers will engage in anti-social behavior and we use natural and logical consequences in response. Every challenging behavior is approached as an opportunity to teach a student an important social skill.

We support the adults that support children. Teacher effectiveness, satisfaction and retention are directly tied to competencies in the area of supporting social-emotional development and dealing with challenging behaviors. Triumph invests in over 20 hours of training and 30 hours of individual coaching every year to develop teachers' confidence and competence in this area.

Similarly, we provide a series of six parent education modules to support families. As your child's first and most important teacher, we know that our support of your parenting will have far-reaching impact as your child grows and develops.

We individualize our approach to meet the unique needs of children with more challenging behaviors. Every child has different needs and abilities, and some may need individualized support in order to learn school-wide expectations and pro-social skills. Over the years we've used various individualized behavior support plans that target decreasing severe or persistent challenging behavior and increasing appropriate social interactions with great success. According to the research, when aggressive and anti-social behavior has persisted to age 9, further intervention has a poor chance of success. At Triumph it is our top priority to send every child to kindergarten with the ability to demonstrate self-control and critical thinking, follow school routines, appropriately express strong emotion, and have a variety of friendship skills.

We use positive language. The language we use with children has a profound impact on their learning, behavior and attachment. We use language that encourages and puts focus on the behaviors we want to see from children, rather than language that focuses on what the child is not doing or the behavior we don't want to see. We also use problem-solving language that supports

children to identify for themselves their behavior and/or the behavior expected of them. We use, and teach children to use "I messages" - a statement that tells the listener what you see, think, feel or want in an objective manner that does not assign blame or put the listener down. Our goal is to guide children toward independence, critical thinking and productive engagement with the environment around them.

Challenging Behavior

As educators and professionals who want the best for children, we use our observational skills to determine when a behavior becomes excessive. *We must consistently reflect on the differences and nuances between age-appropriate behavior and behavior that may be age-appropriate in form or function, but is excessive in frequency or intensity.*

In general, a behavior can be defined as an excess when it:

- Consistently compromises the child's or other children's physical or emotional safety
- Interferes with the child's ability to learn new skills
- Significantly inhibits the child's ability to positively interact with peers

In order to promote child's social emotional development and prevent challenging behavior, we have adopted CSEFEL's Teaching Pyramid.

The Teaching Pyramid

We believe that all children can learn. It is our job to create the best environments for them to do so. We always start at the bottom of the teaching pyramid and build positive relationships with students, families and colleagues. We will back that with classrooms that are arranged to support your child's learning and teach them specific strategies to recognize their feelings and safely express them. If we see that a child needs additional support for challenging behavior, we will seek your collaboration and cooperation to develop an individual plan for your child.



IV. SCHOOL CULTURE

Cell Phones

The transition to and from school is an important time for your child. **Out of respect for our children’s learning environment, we ask families to please engage in cell phone conversations outside of the building.** This includes talking on an ear piece while inside the building. *Phone calls should not be taken in hallways, classrooms, or on the play yard.* As needed Triumph team members will ask you to please step outside or into the Staff and Family Center to finish your call *BEFORE* dropping off or picking up your child.



Transition to School

Children adjust to a new school in various ways. Whether this is your child’s first school experience, or simply a different school with new, unfamiliar faces, we want to do everything we can to ensure your child’s transition is successful.

New Student Visit Days

We have found that a child feels most secure when home and school are connected in positive ways. Visiting school with your child prior to the first day of school can be an excellent way to help her/his transition to a new place with unfamiliar people. The goal of a classroom visit is to build your child’s comfort, familiar and excitement about school. We want him or her to feel school is a safe, happy place and that teachers will take good care of your child.

Observing Your Child

Families are welcome to observe their child from our observation rooms. Triumph teachers strive to create smooth classroom routines and to address each child’s unique needs. As educators and families we all share the same commitment to ensuring every child is safe, well-cared for and engaged in learning activities. **To ensure a productive observation, please limit your conversations so as not to disrupt student’s learning – our observation rooms are not fully sound-proofed.** We also ask that families assume the best and ask questions. Our teachers come with tremendous expertise and a deep belief in every child’s ability to be

successful. You may have questions about what you observe. As our partnership is critical to your child's success, **we encourage parents to bring questions to your child's teacher.**

Family Pictures

When children are able to see their families' pictures on the wall, it can help them verbalize, understand and resolve feelings they may experience while you are not with them at school. Your child's teacher will display a family photo that you bring to school both to help support your child's transition and to celebrate and honor the very special people in our students' lives. If you do not have a family photo, we will happily take one of you and your child on visit day.

Family Questionnaires

You have been teaching your child since birth – we know we can learn a great deal from you that will help us be better teachers of your child. Triumph asks all families to complete the ***Ages and Stages Questionnaires (ASQ)*** family questionnaires upon enrollment. These questionnaires are widely used in quality programs to look at developmental and socio-emotional strengths and possible areas of concern for young children. They are valuable in that they incorporate your expert knowledge as a parent about your child.

Family Involvement

Triumph values and expects all families to fully commit to their child's education and the broader Triumph community by doing whatever it takes to help him or her learn. It is important to us that you are activity involved in their child's school experience. **Research suggests that *the earlier in a child's educational process parent involvement begins, the more powerful the effects.*** Each Triumph family is required to complete 20 family engagement hours per year. In order to allow you the freedom to participate in your child's education in a way that meets your families needs and honors your time, interests and talents we have provided a variety of ways families can earn their 20 hours. **In order for preschool students to enroll for the following school year all Family Involvement hours must be completed by the last day of school. In order for pre-k students to participate in Stepping Up Graduation Ceremony all Family Involvement hours must be completed by May 30th.**

Please reference our supplemental handout on Family Involvement found in the 'Interest Packet' received during enrollment for ways to complete your family involvement hours.

Positive Parenting (CSEFEL) Workshops

Our CSEFEL Positive Parenting workshops are an exciting series of workshops. Led by a veteran Triumph Team member partnered with a veteran Triumph parent and/or U.C. Davis Support Specialist they explore how to create positive lasting relationships with your children, how to create a home environment where your child is respectful and responsible and how to approach challenging behavior when it does occur. During workshops parents will have opportunities to build relationships with one another and hear what other parents are doing. You will not only walk away from these workshops with practical tools to use at home each month with children of all ages, but additionally a member of a group of professionals and families who desire to support one another.

The CSEFEL Positive Parenting Workshop includes 6 sessions. Parents are asked to commit for all 6 sessions as the information builds on one another. Twelve family involvement hours may be earned for attending at least 5 of 6 Positive Parenting workshops. Below you'll find some additional information about the focus areas for each of the six sessions.

Session Primary Focus

Session 1

Building relationships

- Quality time
- Positive comments and encouragement

Session 2

Play as a powerful parenting practice

- Supporting the development of friendship skills
- Encouraging positive behavior

Session 3

Determining the meaning of behavior

- Making expectations clear
- Developing and teaching household rules

Session 4

Emotional vocabulary

- Managing anger and handling disappointment
- Problem solving
- Strategies to Promote Positive Behavior

Session 5

Problem solving

- Challenging behaviors
- Everyday routines

Session 6

- Making connections

Triumph Parent Advisory Committee

What is the Parent Advisory Committee?

The Triumph Parent Advisory Committee (PAC) is a committed action-oriented group made up of Triumph families with a focus on strengthening our school program by providing input, empowering other families, supporting school wide events, coordinating fundraisers and community outreach.

Why does it exist?

Since its inception in 2007 Triumph has prioritized strong partnerships with families. We believe that our first and most important priority - the social and academic success of every student - happens best when *all* adults in the Triumph community are involved in meaningful ways with our children's education.

The Triumph Parent Advisory Committee (PAC) is a meaningful way for families to be involved, empowered advocates for their child. By contributing to projects and initiatives, and giving feedback, the group directly supports the school to live out our vision and meet our ambitious goals for students.

Who is a part of the group?

The PAC is open to any Triumph family member who wants to work collaboratively with other parents and school staff and make measurable additions to the school program. Given the rich diversity in our Triumph community, we all benefit from a group that represents different parent experiences and perspectives.

A Triumph staff member serves as PAC liaison. She provides critical data, facilitates communication and supports connections with the PAC and the Triumph staff. Overall, she supports the efforts of the group, and ensures that the common driving force is always our student's growth, development and achievement.

Special Services

Our program is founded on the belief that every child, regardless of ability, has the right to fully participate in a school experience that honors his or her learning style, life experiences, culture and individual needs. Triumph partners with the UC Davis School of Education and the UC Davis M.I.N.D. Institute, the Sacramento Quality Childcare Collaborative, Sacramento City School District and Race to the Top to access resources to ensure every child can be most successful in our program.

Triumph works with professionals from a variety of community organizations on a regular basis. We can consult with a child psychologist, developmental pediatrician, social worker, special education teacher or administrator to support us in observing students and planning classrooms interventions based on a child’s particular needs. Often times their consultation helps us identify concerns early and intervene before children begin kindergarten. The focus is always on the whole child, including behavior, academic, health and social issues, and the family is always a part of these conversations and observations. The process is a way to assist a student in succeeding in school *and not a path toward asking a family to leave Triumph.*



Pre-K Uniforms

St. HOPE Public Schools believes that appearance has an impact on his or her attitude and behavior and our K-12 students adhere to a dress code. Triumph also believes that dressing appropriately shows that students honor their school community and themselves. ***As such, pre-k students wear their Triumph uniform shirt every day.*** They can wear jeans, pants, shorts, skirt or skorts with their uniform shirt. If a pre-k student is not wearing his or her uniform shirt a loaner shirt will be given. Students not in a uniform shirt will wear a loaner shirt for the day. **If your child does not come to school in a uniform shirt for three consecutive days, on the morning of the third day you will be asked to provide a shirt within 1 hour or your child will be asked to go home for the day.**



V. COMMUNICATION

Triumph Main Line	731-8200
Jina Erreca, Operations Coordinator	508.0290

PS7 Elementary School	649.7850
PS7 Middle School	649.7856
Oak Park Prep Middle School	649.7880
Sacramento High School	277.6200
St. HOPE Public Schools <i>Chief of Schools, Shannon Wheatley</i>	508.4319

RELATIONSHIPS OUTSIDE OF SCHOOL

Building strong, positive relationships with families is among the most important parts of our job. To maintain these student-focused, professional relationships while employed at Triumph staff members cannot:

- Provide rides or transportation for students or their families
- Be hired for or volunteer to do any outside work (i.e. braiding hair, babysitting etc.) or provide any services to families (i.e. jewelry party, selling Mary Kay items, etc.)
- Friend families on social media sites (i.e. instagram, facebook, twitter, etc.)

We appreciate your respect for this policy while your child is enrolled at Triumph.

COMMUNICATION WITH TRIUMPH STAFF & TEACHERS

Triumph is founded on positive, professional and proactive communication among all adults who work together for the benefit of children. Our team strives to always be thoughtful, clear and timely in our communication. We consider it our responsibility to consistently share the positive experiences your child is having at Triumph. At times we may also need to share challenges your child is having and problem-solve together. We approach these conversations with respect, an open-mind and a commitment to working with you toward the best outcome for your child.

Response Time: You have the email address and cell phone number of your child’s teacher and Triumph’s director. Our team will always have a 24-hour response time to your phone calls and a 48-hour response time to your emails. We ask that you have the same high level of responsiveness.

Written Communication: It is your responsibility to ensure that your child checks their cubby *on a daily basis and you check your parent folder* for important notices and other information. **If you send a family member or friend to pick up your child, please be sure he or she checks both places.**

You will receive Triumph's school calendar upon enrollment. While we strive to post reminders in the week leading up to special events and school closures, **it is your responsibility to note all important calendar dates.**

Concerns, Conflicts or Grievances: We expect that all adults in the Triumph community work through any conflicts or grievances in a respectful and productive manner. Families should bring any concern they have directly, respectfully, in a timely manner to the teacher or other Triumph staff member involved. Although conflict may be uncomfortable, it often produces positive results when handled well— better results than if the conflict were ignored or avoided. If through direct communication with the teacher, an issue is not resolved, bring your concern to Triumph's director. If your concern is with the Triumph director, you can bring it directly to the St. HOPE Public Schools Superintendent.

RIGHTS OF NON-CUSTODIAL PARENTS

Triumph encourages the active participation of all parents in the education of their children, and recognizes that non-custodial parents have an interest in the educational and emotional progress of their children. However, mailings, conferences, and emergency contacts and authorizations used in case of emergency will be as directed by the custodial parent unless otherwise specified. All parents, with educational rights, will be given access to their children's educational records.

VI. Health & Safety

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Your child must have their immunizations complete and up to date according to California law (www.ShotsForSchool.org). Your child's physician must fill out and sign an immunization form. It is your responsibility to keep your child's immunizations current, and show proof of new immunizations to the front office as they happen. Their immunizations must include:

- Polio, 3 doses
- DTP/DTaP, 4 doses
- MMR, 1 dose on or after 1st birthday

- Hib, 1 dose on or after 1st birthday
 - only required for children less than 4 years, 6 months
- Hepatitis B (Hep B/HBV), 3 doses
- Varicella (chickenpox), 1 dose

Beginning January 1, 2016 the following applies to all licensed California preschool / child-care facilities:

ADMIT A CHILD UNCONDITIONALLY WHO:

- Is 18 months and older and has all immunizations required for their age, or
- Submits a personal beliefs exemption (PBE) filed at a prior California child-care facility for missing shots(s) and immunization records with dates for all required shots not exempted. The PBE must have been filed before January 1, 2016 and is only valid until entry to transitional kindergarten/kindergarten. For complete details, see ShotsforSchool.org.
- Submits a licensed physician's written statement of a permanent medical exemption for missing shot(s) and immunization records with dates for all required shots not exempted.

ADMIT A CHILD CONDITIONALLY IF THE CHILD:

- Is under age 18 months, has received all immunizations required for age, but will have more required at next age checkpoint.
- Is missing a dose(s) in a series, but the next dose is not due yet (This means the child has received at least one dose in a series and the deadline for the next dose has not passed.) The child may not be admitted if the deadline has passed or the child has not yet received the 1st dose.
- Has a temporary medical exemption to certain vaccine(s) and has submitted an immunization record for vaccines not exempted. The statement must indicate which immunization(s) must be postponed and when the child can be immunized.

DO NOT ADMIT A CHILD WHO:

- Does not fit one of the prior categories. Refer parents to their physician with a written notice indicating which doses are needed.

HEALTH CHECKS

Each time you arrive at school, your child's teacher will greet you and get information on how your child is that day. Please be ready to provide health information including sleep and eating patterns over the last 24-hours, change in health or change in behaviors over the previous 24-hours, any medications (prescription or over the counter) that they have taken, and if there is medication we are authorized to dispense to them at school.

MEDICATION

Medicine can only be administered at school when parents fill out a medicine consent form (these may be obtained from our front office) and a note or prescription from your medical doctor is brought or faxed to Triumph. We can only dispense medicine that is in its original container, and prescribed for the present illness. Over the counter medicine can only be dispensed when accompanied by a note from the child's doctor (other than a parent). Items such as cough drops and chap sticks are considered medicine.

Please do not send medicine with your child. For medications to be administered on an as-needed basis (such as asthma inhalers or epi-pens), written instructions from the medical doctor and permission from the parent must be on file with the medication so that the teacher may provide this assistance.

SUNSCREEN

Our children play outside a lot throughout the day, so we ask that you apply sunscreen on your child before arriving to school. If you would like to have us reapply sunscreen as needed please complete a sunscreen form and leave a bottle with your child's name on it at the front desk. Sunscreen will be provided by Triumph, for all children who have a permission slip on file, during summer intersession.

WEATHER

Children need space and time for active physical play every day. National guidelines recommend a minimum of 60 minutes of outside play daily - we strive to meet this even on hot, cold or wet days. State regulations allow children to technically be outdoors when it is above 32 degrees ('not freezing'). As the weather cools, we seek to balance the need for children to be active outdoors with their health. The temperature is checked each morning and we typically have indoor play until the temperature is around 38 – 40 degrees. **We will always have indoor play when it is below 38**

degrees, above 100 degrees or after 12pm on a Spare the Air day. We encourage families to dress their child in weather appropriate clothing to enjoy their time outdoors.

NOTICE OF EXPOSURE TO INFECTIOUS DISEASE

Occasionally someone at Triumph may be diagnosed with an infectious disease or other condition that may have spread to others in the school. State law and our health practices require that we provide written notice, to all who may have been exposed, for any outbreaks of communicable diseases (e.g. strep throat, lice, hand foot and mouth). We will display such a notice on the Family Information Board, located in the front office, including information with symptom descriptions and directions for follow-up. Please contact the school immediately *any time* your child has such a diagnosis.

ILLNESS POLICY

Keeping children healthy is a partnership between families, Triumph staff, the children themselves, and your medical provider. Some illnesses require exclusion to ensure the ill child's protection, and to protect the other children, families, and staff. Families are expected to observe their child each morning for any signs of illness and to call with any questions or problems. **We ask that families keep sick children at home. *If your child is not able to fully participate at school (e.g. can't go outside if it is chilly) it is in your child's best interest to stay at home where they can fully recover.***

Please do not send your child to school on over-the-counter medications without first checking in with the operations coordinator or your child's teacher. Fever reducers and antihistamines can mask real symptoms of a cold or flu, which contributes to the spread of illnesses. They can also cause behavior changes in children. Please inform your child's teachers when they are on any type of medication, so that we are best able to care for your child.

Triumph Illness Guidelines At-a-Glance

	Your Child Must Stay Home If He/She Has the Following Symptoms:	Your Child May Return to Triumph When:
Vomiting	Recurring vomiting (2 or more times in 24 hours) or vomiting accompanied by fever.	No vomiting or accompanying symptoms <u>for previous 24 hours.</u>
Skin	Presence of unknown rash, body rash with fever, impetigo, scabies (raised red spots)	Absence of skin condition symptoms, or doctor's note with permission. Children

	or lines), yellow skin, cold sores or fever blisters until scabbed over.	with heat or diaper rash may attend school. Children with allergies may attend school with a note from the doctor.
Lice	Head lice or nits (eggs) on child. Intense itching of scalp.	Child is <u>nit-free</u> or child has undergone treatment and is lice free.
Diarrhea	Runny, watery or bloody stools, which are recurring (3 or more times in 24 hours).	Has had a normal bowel movement since onset of diarrhea, and <u>has NOT had diarrhea for at least 24 hours.</u>
Eyes	Yellow eyes, or thick or thin and watery mucus or puss draining from eye (may or may not be accompanied by redness and itching), will not be admitted with discharge, unless on medication or with doctor's note.	No symptoms for 24 hours or medication administered for 24 hours or doctor's release.
Sore Throat	Report of sore throat accompanied by fever and/or swollen glands.	Has had a normal temperature of less than 100°F <u>for 24 hours</u> , and other symptoms of illness have cleared and/or behavior has gone back to typical healthy behavior.
Fever	Fever (100°F or higher axillary/forehead, or an oral temperature of 101°F or higher). This may or may not be accompanied by behavior change or other signs of illness such as sore throat, cough, new runny nose, rash, vomiting, diarrhea, earache, etc.	Has had a normal temperature of less than 100°F <u>for 24 hours</u> , and other symptoms of illness have cleared and/or behavior has gone back to typical healthy behavior.

Sometimes a child first begins to show symptoms of illness after they have arrived at school. If your child becomes ill during the day, the following contact procedures will take place:

STEP 1 - We will call the first person listed as parent or guardian on your child's emergency form.

Once contact is made, you will have 1 hour to arrive to pick up your child before our late fee applies.

If we are unable to reach you at any of those contact numbers:

STEP 2 – We will leave messages at all of your contact numbers, and begin calling the other people listed on your child’s emergency card as additional people allowed to pick your child up. **You will then have 1 hour from the time the messages are initially left by us, before you begin accruing late fee charges.** If we are unable to reach anyone:

STEP 3 – Your child will be cared for in the office, and away from the other children, until you arrive. ***You begin accruing late fees 1 hour after the time of the initial notification phone call at a rate of \$1.00 per minute.***

EMERGENCY FORMS

Emergency form information must be kept up to date at all times. If you move, change jobs, get a new phone number, or want a new person listed as authorized to pick up your child, let us know immediately, and we will assist you. It is your responsibility, however, to keep your child’s emergency form and information current.

MEDICAL EMERGENCIES

If a medical emergency should occur with your child, we will first call 9-1-1 or other appropriate contact (poison control, etc) and then contact you immediately with as much information as we can provide. A staff person will accompany your child to the hospital, and present them with your child’s insurance coverage information and consent for medical treatment release form. We will wait for you at the hospital and stay as long as we are able once you arrive.

SCHOOL EMERGENCY PROCEDURES

Triumph has developed emergency procedures to be followed in the event of an emergency such as fire or earthquake. These procedures are practiced monthly with children.

Fire: Under the direction of their teacher, children evacuate the building quickly and quietly and remain on the grounds under the supervision of their teachers until it is safe to re-enter the building. All classrooms and the kitchen are equipped with fire extinguishers.

Earthquake: All children are taught to take a “hold and cover” position under the classroom tables. When it is safe to do so, children will go to the evacuation site at Christian Brothers High School. All

children will be supervised by staff until it is safe to resume school or until they can be released to parents or authorized individuals listed on emergency forms.

We keep storage of food, water, and emergency first aid supplies in the building in the event that children need to stay at school for an extended time.

CHILD PROTECTION

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required by law to report suspected child maltreatment immediately when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor.

VII. GENERAL POLICIES

Food Service

At your time of admittance to school Triumph will provide families with a *Federal Application for Free and Reduced School Lunch*. This form is completed to families and using federal standards families qualify for Triumph meals free of charge, reduced charge or base price.

If your family does not qualify for free meals, we will be charging for reduced cost or full cost meals. If you choose not to purchase your child’s meal, you are welcome to bring his or her meal to school.

Purchasing Meals:

You may purchase meals by adding money to your meal account by paying cash, check or money order made payable to St. HOPE Public Schools. **Checks or money orders for meals must be made out separate from tuition payments. We will only be able to serve meals to families who maintain a**

positive balance on their child’s meal account. Families who do not have money on their child’s meal account will be asked to provide breakfast or lunch for their child.

Bringing Meals from Home:

You may also choose to bring your child’s breakfast or lunch from home to be eaten during scheduled meal times at Triumph. *These food items must follow the nutrition policies outlined in our Family Handbook.* **Lunches should be packed to maintain temperature**, as Triumph cannot provide refrigeration and microwave for lunches brought from home. Please provide a balanced meal that includes a **fruit or vegetable, protein, dairy product and whole grain (crackers, bread)**. Per our Nutrition Policy, high sugar and processed ‘junk food’ cannot be consumed at school (chips, cheetos, sweets, cookies, cakes, drinks containing sugar, etc.) and will be sent home. It is not necessary for families to provide drinks from home unless there is an allergy that requires an alternative to cows milk. Drinks that are not milk or 100% juice will not be served at Triumph or provided to children if brought from home. Candy is **not allowed** at Triumph at any time. You may provide a lunch box or container that fits in your child’s cubby. Please clearly label the lunch box with your child’s full name on the outside.

Triumph will continue to provide a healthy mid-morning and mid-afternoon snack for students. **We will also provide milk for breakfast and lunch for all students.**

Breakfast & Lunch

St. HOPE Public Schools contracts with Chartwells (<http://eatlearnlive.com/>), a leading company in providing food service to schools, universities and companies. Triumph operations team meets with the Chartwells team monthly to provide input and feedback on food menus to ensure breakfast and lunch continue to be of high quality and meet the overall needs for our school. We welcome family feedback and suggestions, which we bring to our conversations with Chartwells. Menus are posted in the Triumph front office 1 week in advance of the month.

Daily Snacks & Meals		
Breakfast	7:30 – 8:00 am	‘Early Bird’ students
Breakfast	8:10 am	Part Day Older Preschool
Morning Snack	~ 9:45 am	All Full Day, Part Day OPS
Lunch	11:45 am	Younger Preschool Students

Lunch	12:00 pm	All Full Day Students
Lunch	12:00 pm	Part Day Pre-K
Afternoon Snack	~ 2:40	All Full Day, Part Day Pre-K

Snacks

Morning and afternoon snack are provided to full day students as a ‘nibble’ to tide children over until lunch or dinner. A snack menu is posted in the front office. Children are offered one serving of snack, which includes some combination of two of the following:

- Fresh vegetables (cucumbers, tomatoes, celery, carrots)
- Fresh fruit (apples, oranges, berries, bananas, pineapple)
- Yogurt or Cheese (slices or string cheese)
- Crackers / Grains (Saltines, Ritz, Wheat Thins, Cheese-Its, Pretzels, Goldfish, cereal, pita bread, tortillas)

It is not necessary for families to provide snacks from home. Triumph makes snack accommodations for all documented allergies. **Any outside food brought into school, outside of a birthday or special event, will be kept at the front office and returned during pick up.**

Allergies

Upon enrolling you are asked to complete an allergy form informing our team if your child is allergic to any food, medicine or other substances. All allergies are posted permanently in the classrooms and kitchen so all staff is familiar and aware of signs and symptoms of an allergic reaction.

Please note that Triumph is a nut-free school, due to the life threatening nature of some nut allergies.

We do not serve any nut products or pork products with snacks or meals. When bringing a special treat from home (e.g. birthdays or events) please ensure there are no nuts or pork included. In addition, all packed lunches, brought from home, must be completely nut free. Thank you for helping us ensure that all of our students have a safe environment in which to learn and grow!

Holidays

We know holidays can be exciting times of year for children. Given the diverse beliefs, backgrounds and practices of Triumph students and families, we do not formally celebrate holidays. Rather, we have our own traditions. We celebrate the season with age-appropriate events and activities. This

may include, for example, a study of trees and harvest in late October culminating with a Harvest Festival, a study of harvest and family culminating with a Friendship Feast in late November, and a study of families around the world culminating with a celebration of mothers and fathers around the world in May.

BIRTHDAYS

We believe that every parent and teacher at Triumph recognizes the critical importance of good nutrition in the lives of our children. We believe that life-long food habits are acquired at a young age. For this reason, Triumph has adopted the guidelines below as our food policy.

Some families request the opportunity to bring in a “treat” for their child to share with the class on his or her birthday. If you choose to do so, we ask that you follow these guidelines:

- **Each family is required to approve the treat and date they will bring it with their child’s teacher no less than 72 hours in advance**
- Balloons, presents, and other party favors are not permitted
- Candy, cupcakes, brownies or cookies are not permitted
- Muffins that are sweet in nature (e.g. frosted, chocolate, sugar topping, containing chocolate chips) are not permitted



We strive to limit the amount of sugar our students get while in our care. You are welcome to bring a healthy birthday treat. **Items that do not meet the handbook criteria will be saved in the kitchen and given back to you for use at home upon pick up.**

Below are just a few of many possible ideas. Again, you must approve items with your child’s teacher at least 72 hours in advance.

- Fruit skewers
- Popcorn in festive bags
- Big, soft pretzels
- Fruit smoothies
- Homemade muffins
- 100% juice frozen fruit bars
- Yogurt with fresh fruit



Please note that these celebrations do not need to be organized around food treats. **A classroom celebration can take place with a crown or card-making or special book made for your child at group time.** If you feel you would like to provide a classroom treat for the children you can also discuss this with your child's teacher to determine a non-food item to celebrate, such as stickers. In addition, please speak with the teacher to determine if any of the celebrations can be combined so that children are not overloaded with celebration treats.

THINGS BROUGHT FROM HOME

Children should leave all toys or other treasured objects at home. Loss, misplacement or damage to special items from home may cause children to become upset or angry and add unnecessary tension to the school day.

There may be pre-arranged times for your child to bring special items to school to share and tell about. **Children may not bring any name-brand popular culture items (e.g. Hello Kitty, Transformers, Barbie, Dora, Spiderman and/or pop culture figures).** If you have questions as to whether a share item is appropriate please ask your child's teacher in advance. Items of such nature will be kept in the front office and returned to the parent upon pick-up. **As storage is limited and backpacks can become a focus throughout the day, please do not send your child to school with a backpack.**



NAP

Children who attend Triumph for the full day have nap or rest time immediately following lunch. Parents should provide a fitted cot sheet and child-sized blanket, both labeled with your child's name. Bedding will be stored in your child's classroom throughout the week. For the health of your child and

his or her classmates, ***all bedding will be sent home on Friday to be laundered.***

it's
FRIDAY
FRIDAY
FRIDAY
FRIDAY

We understand that not every child needs the same amount of sleep and some children no longer nap. Given the long, busy day we feel it is important for all children to rest their bodies in a quiet, calm setting even if they do not sleep. Those children that do not fall asleep will have books and other quiet toys available to work with on their cots.

CLOTHING

Please dress your child in clothing that is appropriate for all types of play and activities. In the course of a day your child will get messy using art materials, doing water play, climbing, etc. We do have smocks for children to wear when they do wet or messy work, but these do not always keep children totally clean or dry. We do not want the children to feel they must restrict their play and explorations because they are afraid of getting dirty. Shoes with a gripping surface are the safest for climbing, running and jumping.

- ***For your child's safety, he or she should wear closed-toe shoes.***
- ***Students may not wear open-toe shoes, including flip flops, or any other type of shoe that exposes their toes.***
- ***Children who wear dresses or skirts must wear shorts underneath.***



Please send two 'season appropriate' complete changes of clothing for your child. These will stay at school. We do our best to keep track of your child's clothing, but need your help! **Please label all of your child's things – including shirts, pants, jackets, hats, underwear, socks, and shoes.** If your child's extra clothing is not labeled his or her teacher will label it by writing with permanent marker on the inside tag.

CONFIDENTIALITY

Disclosure of any information pertaining to a child, or his or her family, will be restricted to staff for purposes related to the administration of the program and/or for the well being of the child.

TERMINATION POLICIES

If you choose to remove your child from Triumph's program written notice should be given to the operations coordinator 14 days prior to the effective date of termination.

Triumph reserves the right to determine whether a child's participation is in the best interest of the program. Grounds for termination of services include, but are not limited to these examples:

- Children who have 3 consecutive 'no-call, no-show' unexcused absences
- Children whose needs are not being met at Triumph and would benefit from an alternate placement

- Children whose behavior endangers him/herself and/or others, or who require one-to-one adult support or intervention
- Families who decline help to work on their child's challenging behavior
- Families who fail to comply with Triumph's policies, as described in the parent handbook (i.e. failure to follow Triumph attendance policies, failure to pay bill, failure to complete the previous years family involvement hours, ignoring health guidelines, etc.)
- Families whose behavior causes disruption, distress or endangerment (verbal or physical abuse, intoxication, threats to children or other adults). Such behavior could result in immediate termination of services as well as intervention by the appropriate authorities.

There are 3 steps we follow to determine if a child's behavior warrants termination of services:

1. Verbal Discussion at First Incident
 - All documentation (*incident report*) and information regarding the incident is given to the family
 - Mutual feedback is shared, including strategies to redirect the behavior
 - Discussion is documented by staff
2. Formal Conference, If Ongoing Incidents Occur
 - A meeting with the family is held
 - Discussion and agreements are documented by staff, including a plan and timeline for helping the child's behavior shift.
 - Family is informed of possible suspension and/or termination depending on the results of the action plan.
3. Decision to Terminate
 - Documentation of ongoing incidents is provided to the director and the family.
 - A written notice is given to the family, with a timeline for terminating services, and any recommendations for services for the child. Notification is also copied to the child's file.

Refunds are not given for termination of any kind. It is a family's responsibility to pay any outstanding balance that they have.

We are excited that you have chosen Triumph as the place your child will learn and grow during their preschool years. We look forward to your partnership as our entire school community works together to educate every young child who comes through our doors.