



# 2025 TLC SUMMER CAMP

## Parent Handbook

**EL SEGUNDO UNIFIED SCHOOL DISTRICT**

641 Sheldon Street  
El Segundo, CA 90245

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## **WELCOME TO THE LEARNING CONNECTION (TLC)**

It is our great pleasure to welcome you and your child to our summer child care program. We hope that your child's experience in our program will be a positive one that will enhance their lifetime of learning. Our child care program is staffed by great classroom teams who strive to ensure that your child is well-cared for and is having fun in an environment that is both enriching and stimulating. We will work to be partners with you in the care of your child and look forward to mutual collaboration and cooperation. We have exciting activities planned on and off-site and look forward to a great summer.

## **PHILOSOPHY**

Our child care philosophy is based on two concepts. First, each child is a unique individual and will develop at his or her own pace. We see children as competent learners, capable of engaging with ideas and the world around them. Second, it is our belief that children learn through interactions with their peers, teacher modeling, and hands-on experience. We believe that it is essential to create an atmosphere of trust and safety where children will strive to become independent critical thinkers who feel free to explore their environment with confidence. Furthermore, we believe that children come to school as competent and naturally motivated learners. Our responsibility is to ensure that the confidence and self-esteem of each child is maintained and strengthened.

It is our hope that by participating in our scheduled activities, such as individual sports and personalized art projects with an emphasis on cooperation and acceptance of differences, your child will be instilled with personal autonomy by the use of their words, actions, and accomplishments.

## **PARENT COMMUNICATION**

Parents are encouraged to communicate with their child's TLC teacher as often as needed if they have any concerns about our program so that we too can contribute to your child's success. Honest and open communication about the health and well-being of your child is our priority as we endeavor to be a safe space for your child. It is expected that parents and teachers will work collaboratively and in a mutually supportive fashion to ensure that the child is able to take full advantage of the services offered.

## **SCHOOL CALENDAR**

The Learning Connection will follow the El Segundo Unified School District Calendar located on the TLC website. Each room will provide a cohort calendar with a detailed daily schedule. The off-site activities are not optional as we need the entire staff on trips together. Attendance on the off-site activity days implies consent for the activity.

## ***CLASS SCHEDULES***

The Learning Connection provides quality child care during the summer for children from transitional kindergarten to fifth grade (TK-5th). The daily schedule consists of general arts and STEM projects, teacher-led games and sports, and field trips.

The facilities' dates and hours of service are as follows:

**June 23, 2025 - August 15, 2025**

***Weekdays***  
***(Closed Friday, July 4, 2025)***

*8:00 AM to 5:00 PM*

## **A TYPICAL DAY AT TLC@CSS AND TLC@RSS**

This sample schedule varies with the age group and the teacher leading the class:

8:00 to 9:00	Arrival: health check; parent sign in; attendance; daily overview; individual play including arts and indoor games
9:00 to 10:00	Outside: leader-led activities
10:00 to 11:00	Group activity revolving around science, math, and group dialog
11:00 to 12:00	Outside: student-directed activities
12:00 to 12:30	Lunch
12:30 to 1:00	Leader-led reading/silent reading/summer bridge worksheets
1:00 to 2:00	Outside: leader-led activities
2:00 to 3:00	Art
3:00 to 5:00	Outside: student-directed activities

## **ADMISSION POLICIES**

### **CRITERIA FOR ENROLLMENT REQUIREMENTS**

Your child must be a registered student within the El Segundo Unified School District and have completed a year of TK/Kindergarten to be admitted into our summer program. Incoming TK/K students will be eligible to enroll in our 2026 summer program. Since our cohort spaces are limited, enrollment will be

granted on a “first-come, first-serve basis”, determined by the time-stamped completion of the online application for each child you wish to enroll. Completion of this application does not guarantee enrollment.

Enrollment confirmation will be sent to you via email from the TLC Enrollment email account once you have been placed in a TLC cohort.

A **one-time**, fifty dollar (\$50.00) non-refundable registration fee is required for **new families** upon entry to the TLC program.

Enrollment will be offered by weekly session. **All summer tuition must be paid by 4:00 PM on May 23, 2025.**

Participation in the summer session is optional and does not affect continuous enrollment status for the upcoming school year unless there are outstanding fees in the fall from summer camp.

## **IDENTIFICATION & EMERGENCY INFORMATION**

Families must provide The Learning Connection (TLC) with all relevant addresses, phone numbers, and email information so that contact can be made during non-emergency and emergency situations. In addition, TLC needs emergency information, including emergency contacts, and authorized individuals able to sign out the child from the program.

## **PARENTS’ RIGHTS**

The Learning Connection adheres to all child care regulations and California Education Code including only hiring employees who have passed a background check. As a parent/authorized representative, you have the right to visit the school whenever your child is in our care. Parents may request, in writing, that a parent not be allowed to visit your child or take your child from the child care center provided you have shown a certified copy of a court order.

## **STUDENTS’ RIGHTS**

The Learning Connection students have the right to learn in a safe, healthful, and comfortable environment with furnishings and equipment that meets his/her needs. They have the right to be free from any unusual punishment that may inflict pain, humiliation, or ridicule.

## **THE LEARNING CONNECTION STAFF**

Our highly qualified team includes teachers with Early Childhood Education (ECE) units, program training, and experience. They all exhibit a positive attitude and support your children and each other within an atmosphere of respect.

## TLC STAFF

### *CENTER STREET SCHOOL*

Jackie Solomon  
TLC Teacher - TK-K  
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Madison Allen  
TLC Teacher - TK-K  
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Chauntel Browden  
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Raul Gutierrez  
TLC Teacher - 4th Grade  
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Angelica Coronel  
TLC Teacher - 3rd, 4th, & 5th Grade  
[acoronel@esUSD.net](mailto:acoronel@esUSD.net)

### *RICHMOND STREET SCHOOL*

Andrea Gaston  
TLC Teacher - TK-K  
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Lauren Hodge  
TLC Teacher - TK-K  
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Dani Vergara  
TLC Teacher - 1st & 2nd Grade  
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Rose O'Brian  
TLC Teacher - 1st & 2nd Grade  
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Kelvonda Patterson  
TLC Teacher - 1st & 2nd Grade  
[kpatterson@esUSD.net](mailto:kpatterson@esUSD.net)

Cindy Segura  
TLC Teacher - 3rd Grade  
[csegura@esUSD.net](mailto:csegura@esUSD.net)

Emily Manning-Barton  
TLC Teacher - 4th & 5th Grade  
[emanning-barton@esUSD.net](mailto:emanning-barton@esUSD.net)

**TLC Text Message Communication:  
(310) 466-6958**

**Denise Azcuna  
Program Director  
[dazcuna@esUSD.net](mailto:dazcuna@esUSD.net)**

**Guadalupe Grijalva  
Executive Director  
[ggrijalva@esUSD.net](mailto:ggrijalva@esUSD.net)**

## DAILY POLICIES & PROCEDURES

### BEFORE DROP OFF

The Learning Connection sites at the elementary schools require children to be healthy upon entry to the facility for morning drop off. Before drop off, please do the following daily:

1. Evaluate your child's health to be at school. If your child is ill or has a fever above 99.9°F, is vomiting or has a bad stomach ache please keep your child at home.
2. Provide your child with an AM snack, sack lunch, and optional PM snack, and a reusable or disposable water bottle daily. Make sure it is labeled with their name. An afternoon snack will be provided by TLC and may be supplemented with a snack from home.
3. Please apply sunscreen to your child before drop off time. Feel free to provide your child with a small aerosol bottle of sunscreen to prevent sunburn while outside.

### DROP-OFF AND PICK-UP PROCEDURES

- Student drop off will begin at 8:00 AM.
  - Please allow approximately 10 minutes to drop off your child. Your child's TLC teacher will conduct a health check upon entry and then sign them in.
- Student pick up will end at 5:00 PM.
  - An ID will be required to release your child. Please make sure you have it with you.
  - If you need to pick up your child outside of their normal pick-up time, please contact your child's teacher to let them know.

Sign-in sheets are legal documents required by the State of California. Whenever dropping off or picking up a child from TLC, a responsible adult **must** go into the facility and sign the child in and out with a full signature and date on the daily sign-in/out sheet. **No child is to be dropped off or picked up without a signature. Should that happen, the parent will be contacted to return and sign in their child/ren.**

### AUTHORIZATION TO PICK UP YOUR CHILD

Only those persons listed on a child's emergency notification sheet or those who have written permission signed by the parent or guardian on file with the teacher will be allowed to sign a child out of TLC. This policy is in place for the protection of every child. During the first few days of the program, a picture identification may be required when picking up your child. Any person on the emergency notification sheet should be prepared to show picture identification when picking up their child from the facility. Staff members will question anyone who they do not recognize and will check the child's emergency sheet for authorization before releasing a child. Parents and guardians are responsible for updating emergency information as needed when changes happen.

## **LATE PICK UP**

If you know that you will be late, please contact your child's TLC teacher to let them know. If a child is picked up late, there is an additional **twenty-five (\$25.00) dollar fee** for every fifteen (15) minutes increment after pick-up time. This fee is assessed per child. You will be invoiced for the late fees on your regular SmartCare monthly statement. These charges must be paid before or on the next billing cycle.

## **FIELD TRIPS**

TLC will offer various field trips this summer. All staff will be present on the field trips. Attendance on field trip days implies consent to join the trip. Please refer to the TLC calendar for details.

## **SNACKS & LUNCHES**

Your child will need to bring an AM snack, a sack lunch, and an optional PM snack daily. Dropping off meals at lunch time is discouraged. Please be sure to provide your child a refillable water bottle with their name clearly labeled on the bottle.

## **ATTIRE/SUNSCREEN**

Please send your child to summer camp with your choice of sunscreen applied daily and teach them how to reapply. You are welcome to send an aerosol sunscreen in their backpack for reapplication of the sunscreen. Appropriate attire includes t-shirts, shorts or pants, socks, and tennis shoes. Heeled, strappy sandals, and worn-out shoes are dangerous and inhibit play.

## **ELECTRONICS AND CELL PHONE POLICY**

According to the ESUSD Student Acceptable Use Agreement posted on the ESUSD website, we reserve the right to not allow the use of personal electronic devices at The Learning Connection (TLC). This includes iPads, MP3 players, cell phones or other hand held music or gaming devices. If a student brings one of these types of devices to school, it may be confiscated and held until a parent comes to school for pick up time.

At TLC we understand that many parents choose to have their students carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the school day, any student bringing a cell phone to school must keep it on silent and out of sight during TLC hours. If a student is seen with a cell phone during this time, they will be given a reminder of the program policy, and/or it may be taken away and kept by the teacher until the end of the day or until a parent comes to school for pick up time.

During TLC hours, if a parent/guardian needs to get a message to their student, they are welcome to call the TLC cell phones at their school and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning.

Students are responsible for the maintenance and security of their devices. The school is not liable for the loss, damage, or theft of private property. Students using personal electronic devices on campus are required to adhere to the ESUSD Acceptable Use Policy. Any technology brought to campus is subject to search IF “justified at its inception and reasonable in scope.” (New Jersey v. T.L.O. 1985) “Reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.” (1985)

## **DISCIPLINE**

At The Learning Connection, we strive to teach and guide our children to behave with self control and be responsible for their actions. We understand that behavior is a learning process and that there will be times when children make mistakes. If disruptive or dangerous behavior is causing an issue with classroom management and planned group activities, the parent/guardian will be notified and a behavior plan may be initiated. Appropriate behavior for the TLC program includes responsible behavior, proper language, and cooperation in cleaning and caring for the TLC games, equipment, and property. Infractions for inappropriate behavior are assigned as follows:

1. Verbal warning
2. Redirection
3. Redirected to another activity or space and/or time out
4. Parent conference and Behavior Contract
5. Suspension from program
6. Dismissal from program

TLC is an optional program. Child care will be terminated if any parent or child uses inappropriate language, intimidates, or threatens the health or safety of anyone participating in the TLC program. Steps in the discipline matrix may be skipped at the discretion of the program administration.

## **HEALTH AND SAFETY POLICIES AND PROCEDURES**

### **ABSENCES**

When your child is absent, please email or call your child’s TLC teacher using the contact information found in this handbook or the school website. For the protection of your child and other children, please keep your child at home if he/she is sick. Please let us know if your child has a communicable disease or virus such as strep throat, pink eye, lice, or Covid-19 so that we can take preventative measures against spreading. If your child has had a rash or infectious disease, a doctor’s note is required before returning to school to ensure it is not something contagious. If your child is experiencing a fever, vomiting, diarrhea, or Covid-19 symptoms, please do not come to TLC.

## **IF YOUR CHILD BECOMES ILL AT TLC**

If your child becomes ill at TLC, parents will be contacted. When a parent is notified that his/her child is ill, the child must be picked up within the hour. If we cannot reach a parent, we will contact the authorized representative on your TLC Emergency Contact form to pick up your child.

## **MEDICATION**

Generally, medication will not be dispensed at TLC. There are two exceptions to this policy. The first exception is when there is an emergency situation. TLC staff members have been trained in CPR & First Aid for such emergencies and are authorized to provide first aid. The second exception is when a parent has completed and signed the "Parent Release Form for the Administration of Medicine and Physician's Request", and it is on file with the TLC Program Director and School District Nurse. The medicine to be dispensed must be prescribed by a physician and labeled with the child's name, the name of the medicine, the dosage requirements, and the physician's name and phone number.

## **INJURIES AT TLC**

Minor scrapes and bumps will be documented on the TLC Injury Report by TLC staff. Parents will be contacted immediately if a severe injury occurs at TLC. Depending on severity, TLC personnel may call 911. A detailed Injury Report will be sent to the District Office for major injuries. TLC staff members have been trained in CPR & First Aid for such emergencies and are authorized to provide first aid.

## **DISASTER PREPAREDNESS PROGRAM**

The Learning Connection has made many preparations for disasters and emergencies. All classrooms are equipped with emergency backpacks, first aid kits, and emergency food & water. Each teacher keeps a binder of emergency information on all students. The TLC Program Director also has this information for the whole TLC program. In the event of a major disaster, students will be kept at school until they are picked up by parents or an authorized designee. We will ask for identification in order to release the students to the appropriate and authorized people.

## **BILLING POLICIES & PROCEDURES AGREEMENT**

TLC fees are based on costs to fund the summer program. Days missed are not deducted or pro-rated from the fees for any reason. We recognize that due to holidays and vacation periods, the number of school days in each session **is not equal**. This was taken into consideration when setting TLC fees.

A **one-time**, fifty dollar (\$50.00) non-refundable registration fee is required for **new families** upon entry to the TLC program.

### WEEKLY RATES

<b>Week 1</b>	<i>June 23 to June 27, 2025</i>	<b>\$325.00</b>	<i>Sibling</i>	<b>\$260.00</b>
<b>Week 2</b>	<i>June 30 to July 4, 2025</i>	<b>\$275.00</b>	<i>Sibling</i>	<b>\$220.00</b>
<b>Week 3</b>	<i>July 7 to July 11, 2025</i>	<b>\$325.00</b>	<i>Sibling</i>	<b>\$260.00</b>
<b>Week 4</b>	<i>July 14 to July 18, 2025</i>	<b>\$325.00</b>	<i>Sibling</i>	<b>\$260.00</b>
<b>Week 5</b>	<i>July 21 to July 25, 2025</i>	<b>\$325.00</b>	<i>Sibling</i>	<b>\$260.00</b>
<b>Week 6</b>	<i>July 28 to August 1, 2025</i>	<b>\$325.00</b>	<i>Sibling</i>	<b>\$260.00</b>
<b>Week 7</b>	<i>August 4 to August 8, 2025</i>	<b>\$325.00</b>	<i>Sibling</i>	<b>\$260.00</b>
<b>Week 8</b>	<i>August 11 to August 15, 2025</i>	<b>\$325.00</b>	<i>Sibling</i>	<b>\$260.00</b>

***(Closed Friday, July 4, 2025)***

### SMARTCARE CONTACTLESS BILLING SYSTEM

TLC uses a “green” invoicing system called SmartCare. A sign-up link will be shared with all new families who are enrolled.

The tuition fees will be added to your SmartCare account in the month of May. **All fees will be due by 4:00 PM on May 23, 2025. If payment is not received by this date, your student/s will be dropped from the TLC Summer Camp program.**

Payments can be made through SmartCare using a credit card or bank account. Credit card payments will have a 2.85% fee. ACH payments are at no additional charge. Payments can also be made by check, made out to ESUSD and labeled with your child's name in the memo. Check payments can be mailed or dropped off at 332 Center Street.

**A fifteen dollar (\$15.00) service charge** will be assessed on all returned checks. Payments covering returned checks must be paid by cashier's check, money order, or cash.

**A thirty dollar (\$30.00) non-sufficient funds fee** will be assessed on all payments rejected by your bank.

Any questions regarding billing can be directed to the TLC Program Assistant, Ms. Tracy Manning [tmanning@esud.net](mailto:tmanning@esud.net).

## REFUND POLICY

All fees and tuition are non-refundable except for when enrollment is terminated by the school or district administration. In those cases, tuition for the future days in which the child can no longer attend will be refunded.

## TERMINATION CONDITIONS

The Learning Connection has the right to terminate enrollment when students and/or parents do not adhere to the policies presented on the website and in this handbook. The Learning Connection also has the right to terminate enrollment when TLC cannot reasonably meet the needs of the child or parent. Depending on the situation, this termination may occur immediately.

## UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures pursuant to state regulations and civil rights protections when addressing complaints alleging unlawful discrimination regarding ethnic group identification, race, ancestry, national origin, religion, color, sex, sexual orientation, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. More information on Uniform Complaint Procedures may be obtained from the district office in the Uniform Complaint Procedures brochure or by visiting the web site at <http://www.elsegundousd.net> >Departments >Educational Services.

## PROFESSIONAL STAFF RESPONSIBILITIES

The California Penal Code (11164-11174.3) provides that day care workers MUST report suspected abuse. All of the staff working at The Learning Connection are mandated reporters. Failure to report suspected

abuse by a mandated reporter within thirty-six (36) hours is a misdemeanor punishable by six (6) months in jail and/or a \$1,000 fine.

## **PHOTOGRAPHS AND SOCIAL MEDIA**

Photographs are taken of the children in TLC for use in the classroom or for take-home projects. Permission will be asked prior to taking any photographs for publication purposes. Photographs will be taken with district-owned equipment and will be deleted after use. We respectfully request parents refrain from taking photographs at TLC with their personal devices as well as posting on social media any photographs, emails, and other information designed solely for the use of individual or group TLC communication with participants.

## **QUESTIONS AND CONCERNS**

The TLC community works best in a spirit of cooperation and communication. When concerns or questions arise regarding the classroom, it is important that the TLC teacher is approached first, either by phone or email so a meeting can be scheduled. If the concern continues without resolution, the next step is to discuss the issue with Denise Azcuna, TLC Program Director at [dazcuna@esUSD.net](mailto:dazcuna@esUSD.net). . Any questions regarding registration or schedule changes should be directed to the TLC Program Director.

Any questions regarding billing should be directed to the TLC Program Assistant, Tracy Manning at [tmanning@esUSD.net](mailto:tmanning@esUSD.net).