



Welcome to the 2024 - 2025 School Year at TLC

Dear Brookfield Families,

Welcome to Brookfield's The Little Campus (TLC). We are excited to welcome your family to ours! We know that starting at a school is a transition, and we are here to support you. Below you will find some helpful tips in preparing your child for preschool. We also encourage you to review the Parent Handbook, as this is a great resource to support your experience here at TLC.

As you and your child become acquainted with the school and ease into a schedule, please feel free to reach out to your child's teachers and administrators with any questions, concerns, or suggestions. Our goal is to provide your family with an amazing experience, and we want you to feel confident in our care.

Infants: Being a part of a classroom setting is different from being at home. To ease this transition, it is important to prepare your child for this change in context. Here are a few suggestions:

- Have your baby practice sleeping with a bit of light, soft music, and with the bedroom door open. This will help to desensitize your child from distractions as they sleep.
- Since babies must sleep in a crib and on their back while here at TLC, it is very important to practice these skills before starting. Try to avoid having your baby sleep on a parent or in a sling, a car seat, or a swing.
- We ask that nursing moms work to ensure that their babies are accustomed to receiving bottles on a consistent basis from a variety of different people. Work towards finding a bottle your baby likes and try to incorporate at least 2 or 3 feedings each day.
- Since your child will be spending time participating in a variety of activities while here at TLC it is important to prepare before your first day. Spend lots of time cuddling and interacting with your baby, but also allow them the opportunity to work on important developmental skills during things such as floor play, listening to music, and independent play.
- To track developmental milestones, teachers use the Brigance and the Ages and Stages Questionnaire.

Toddlers: Children in the toddler classroom are encouraged to follow a routine schedule each day.

- It is helpful for you to encourage your child to fall asleep on their own, and practice independence in other areas such as feeding themselves, washing their hands, cleaning up their toys, etc.
- At this stage of growth, biting is common. We understand that it is developmentally appropriate, and work with students to prevent biting by discussing what we can put



in our mouths (food), as well as communication skills (sign language, using words to ask for help, etc.), and social emotional development.

We work closely with families to ensure consistent messaging and approaches between home and school to help all toddlers grow and develop more pro-social behaviors.

Preschool, Prekindergarten, and Junior Kindergarten Students: Children in the older classrooms are expected to follow the same general guidelines listed above for toddlers, but with more emphasis on self-help skills and positive social interactions. It is also important to encourage them to express their needs and thoughts verbally, and work on sharing and similar pro-social skills.

We are so excited to welcome you to our program and look forward to supporting you and your child as they grow into kind, resilient students who feel loved, cared for, and valued at school!

Please review the documents linked in the table of contents below.

Sincerely,

Mrs. Lock

This Packet Includes:

- Welcome Letter
- Current Year Calendar
- General Information
- What To Bring To School
- Staff List
- Start and Stop Times

NONDISCRIMINATION POLICY: Brookfield School fully subscribes to and practices a policy of nondiscrimination with admissions and current students and families. Brookfield welcomes families and students of any race, creed, color, religion, gender, age, sexual orientation, gender identity, disability, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

LICENSES AND ACCREDITATIONS: Brookfield School is licensed by the Nevada Department of Education, WCSS, and Nationally Accredited with NIPSA (National Independent Private School Association) and COGNIA (NWAC, North West Accreditation).



2024-2025 School Calendar

July 2024						
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August 2024						
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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Brookfield School TLC
Early Childhood Location
185 Redfield Parkway
775-825-3003 (Fax) 775-825-3463
Reno, NV 89509



Important Dates

- September 3rd- First Day of School
- September 30th to October 4th- Fall Conferences
- March 17th to March 21st- Spring Conferences
- June 13th- Last Day of School

Assessment Windows

- Fall- September 3rd to October 3rd
- Winter- January 6th to February 6th
- Spring- April 28th to May 28th
- Summer- July 1st to August 1st

Events To Be Announced

- Fall Festival
- Mother's Day Tea
- Earth Day
- Winter Wonderland
- Family Dance
- Book Fairs

Summer and Break Programs

- Summer 2024- June 17th to August 16th
- Winter Break Camp- Dec. 23rd to Jan. 3rd
- Presidents' Week Camp- Feb. 18th to Feb. 21st
- Spring Break Camp- April 21st to 25th
- Summer 2025- June 16th to August 15th

All Campus Closures & Early Release

- July 4th- Independence Day
- August 19th- September 2nd - Staff Training/
- All Campus Improvements
- October 25th- Nevada Day
- November 27th- Early Release All Locations
- November 28th and 29th- Thanksgiving Break
- December 24th and 25th- Christmas Holiday
- December 31st and January 1st- New Year's Eve
- February 17th- Presidents' Day
- May 26th- Memorial Day

- Early Release Dates
- First/ Last Day of School or Summer Camp
- School Break Camp
- School Closed
- Parent Teacher Conferences

Revised: January 8, 2024

January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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Dates Subject to Change



General TLC School Information

Drop Off/ Pick Up Information:

- Please drive slowly with caution through our parking lot as little ones are known to dart.
- You must sign your child in and out of school daily at the pick-up and drop-off area or using the Brightwheel app on your phone or the iPad in the office.
- If you need to speak with the teacher, please use the Brightwheel app for the fastest response.
- Children remaining after class are placed in our After-School Care Programs and billed accordingly.

Extended Care:

- Extended Care Hours begin at 7:30 am and end at 6:00 pm. If you require occasional extended care for your child, please arrange this in advance through the front office for proper staffing. The rate for extended care drop-in is \$20.00 per hour.
- Regular extended care participants can sign up the first few days of school. Please call the billing office (775.825.0257 ext 5) to arrange payment. Scheduled extended care is a pre-paid discounted fee.
- Please be considerate and call if you are late. There is a \$2.00/minute late charge for care after 12:30 pm for half-day children and 6:00 pm for after care children. You will be billed, and late charges are billed in 5-minute increments.

Emergency Information:

It is imperative parents update all information in our system. Please update your contact information, child's health information, and more on the family form included. Please make sure your child has at least 3 other adults who are able to pick up your child within 1 hour if needed.

We are asking to only have contacts listed as a pickup if they are able to come get your child, otherwise please list them as an emergency contact. Please note all contacts, pickups and emergency, will be contacted by alert system during a drill, test, or actual event.



Allergy-Aware And Nut-Sensitive School:

We make every attempt to be a nut-free campus. Please adhere to our request of no nuts. Please check the labels as nuts are in many products. This is for the safety of our children. Any suspicious allergens will be removed and saved for you. If you are packing alternative butter sandwiches, please place a label to inform your teacher. We encourage healthy foods and ask that sweets be kept at home.

Physician's "Well-Child Check-Up", Birth Certificate Immunizations, Sick Child & Allergies:

All students need a physician's note (Well Child Check) stating that your child is well and may attend school, and all students need an updated immunization record in their school file.

A copy of your child's immunizations and birth certificate must be in their file by the first day of school before they can attend. If there are any missing immunizations or your child needs a booster, you will need to update them for continued enrollment. Students on alternate or delayed schedules must complete the linked form for religious or medical reasons. This form must be returned before students can start. For students with serious allergic reactions, please submit an Allergy Action Form signed by your physician and leave necessary Epi-Pens and medications.

Brightwheel:

We recently started using Brightwheel, a tool for classroom management, communication, photos, videos, and much more. Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students, while also delivering a much better experience for parents.

Easy steps to follow:

1. Create a free Brightwheel account. When you receive an invitation via email or text, please create a free parent account using either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to. Here is a quick video overview.
2. Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
3. Set your account preferences. You can adjust your notification preferences within your profile settings on the app.



Newsletter:

We send out an electronic newsletter each week. Please make sure you have the correct email address on file with the school. Receiving the weekly newsletter is one of the best ways to stay up to date on what is happening at Brookfield.

Sick Child:

[Please review the linked Illness Policy.](#)

Birthdays:

We would love to help your child celebrate their special day. Please talk to your child's lead teacher about how your child's classroom celebrates birthdays. If you would like to celebrate with your child, please coordinate accordingly with your child's lead teacher. Refrain from bringing balloons and birthday candles as they pose a safety hazard.

If birthday invitations are distributed at the school, they should be provided for everyone in the class.

PTA Membership:

If you are wondering how to become involved in your child's school year, joining the PTA is a great beginning. The PTA is very important to our Brookfield community. They meet monthly and do so many wonderful things to benefit your child, and their classroom. They fulfill teacher wish lists and so much more.

PTA charges \$20.00/member and have other levels of membership to support them and advertise. Please look for their flyer and remember PTA is NOT part of your account with the school, joining is your choice. Please issue a separate check made out to "Brookfield PTA."

The First Day of School:

On the first day of school, escort your child into the classroom. Teachers will be there to meet and greet each child. Parents may stay and watch students from a window or playground. We ask parents to limit their drop off time. A quick drop off is often best for the parent and child. Ask a teacher for tips to help make drop off easier. Tears are more common with parents, rather than the children, who quickly become very involved in the classroom. Separation anxiety will diminish over a week or two. When you do leave, always say good-bye and tell him/her you will be back soon. Call us shortly or message us through Brightwheel if you are worried and we will check on your child to make sure he/she has re-engaged in the classroom. We will call you if your child is crying and cannot be consoled.



Once engaged, most children will not want to go home! If it is your child's first school experience, you are welcome to stay and/or shorten your child's day as needed. You can find more detailed information and the school calendar on the website at www.brookfieldschool.com.

The first day of school is a busy day, please pack a healthy snack and lunch, and a labeled water bottle. Please remember we are peanut and nut free, and allergy aware school. Label your lunch box with acknowledgment by using alternative such as "sun butter."

What To Bring:

- Full Change of Clothes and Extra Underwear (labeled with name in a Ziploc bag)
- Sleeping pillow and blanket (labeled and taken home to be washed weekly)
- Backpack (optional)
- Lunch Container Labeled with First and Last Name on the outside. Daily nutritious, nut-free snack & lunch
- Nut-Free Snack for aftercare children
- Water bottle labeled with name
- Closed-toed shoes
- Pre-toilet learned students – pull-ups and flushable wipes
- Infants - Bottles, Formula or Breastmilk
- Toys from home are highly discouraged, they can get lost or broken
- Medical release, Birth Certificate, and current immunization record

[Please read the TLC Parent Handbook linked here.](#)



TLC Staff List

Class and Age	Staff	Education	Email
Infant Program Teddy Bear Classroom	Mrs. Roach	Early Childhood Education Requirements	aroach@brookfieldschool.com
Preschool Program Pooh Bear Classroom	Ms. Cabrera	Child Development Associates	dcabrera@brookfieldschool.com
Preschool Program Honey Bear Classroom	Ms. Cooper	Early Childhood Education Requirements	scooper@brookfieldschool.com
Preschool Program Brown Bear Classroom	Ms. Keehn	Associate's in Early Childhood Education	bkeehn@brookfieldschool.com
Pre-kindergarten Program Panda Bear Classroom	Ms. Valenzano	Child Development Associates	avalenzano@brookfieldschool.com
Junior Kindergarten Polar Bear Classroom	Ms. Soto	Bachelor's in Human Development and Family Studies	ssoto@brookfieldschool.com

TLC Administration

Title	Staff	Email
Assistant Director	Ms. McLaughlin	bmclaughlin@brookfieldschool.com
Director	Mrs. Lock	elock@brookfieldschool.com
Head of School	Mrs. Dorey	tdorey@brookfieldschool.com

Start and Stop Times

Before School Care	Class Start Time	Class End Time	After School Care
7:30 am	8:30 am	3:00 pm	3:00 pm to 6:00 pm