

“Space available basis.” Children must have a signed permission slip to attend field trips.

When TLC utilizes a school bus, ONLY 3 year-old children are required to use a car/ booster seat. Parents must provide such a seat.

Miscellaneous

Transportation in Personal Vehicles

The staff of TLC is prohibited from transporting children in personal vehicles at any time.

Babysitting Release

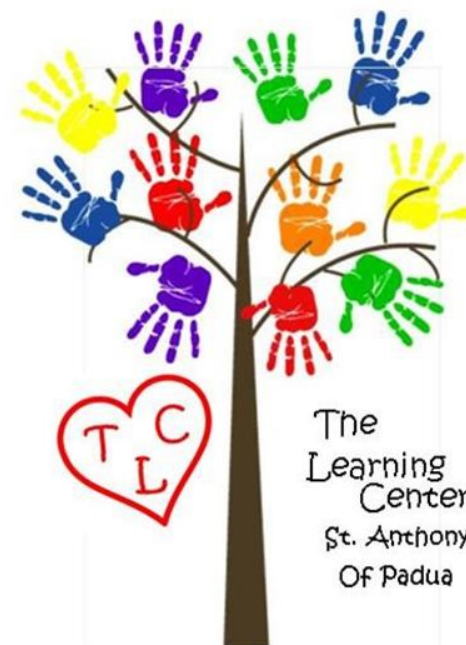
TLC discourages staff from babysitting for enrolled children after center hours. In the event that outside care arrangements with a TLC staff member are made, TLC is not responsible for any losses, injury claims, actions, or damages of any kind arising from that care arrangement. Once a child or staff member leaves for the day, neither the child nor the staff member are under the supervision, control or clearance statements of TLC.

Parking

Please refrain from leaving unattended vehicles running.

Emergency vehicles must have a clear lane, therefore we ask that you do not park or pull up in front of the building for any reason.

Smoking is prohibited on TLC grounds.



PARENT HANDBOOK

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Food Service

The cost of meals is included in tuition fees of 1/2 day and full-day pre-school children. TLC serves Breakfast (Before School ONLY), morning snack, lunch and afternoon snack. Lunches served at TLC, during September-June, are purchased through the Union Endicott School District and meet all requirements set forth by the New York State Department of Health as well as the USDA. Menus will be sent home monthly. The lunch count will be called into UE by 9:15 AM. If you arrive after 9:10 AM, please call ahead to be included or bring in a lunch. **Children are required to bring a lunch on all Vacation and Snow Day Care days, as lunch is not provided on these days. A \$5 fee will be added in those cases where a lunch needs to be provided to a child.**

Parents are asked to review menus weekly to determine if their child has a food allergy or if a religious practice or other dietary practice (such as vegetarianism) may prevent a child from eating from the regular menu. ***Parents must provide an alternate lunch if the child cannot eat the meal provided.***

TLC believes that Christ reveals Himself to others through us and through our actions. We strive to provide an atmosphere of Christian love, and in doing so we say prayers before snacks and meals at TLC.

Field Trips

Field trips and special programs are offered to supplement children’s daily activities. TLC contracts transportation services for field trips with a local bus company. Parents are welcome to accompany children on trips on a

Religious and Holiday Celebrations

TLC is affiliated with St. Anthony of Padua Church and as such, recognizes and celebrates traditional holidays of the Catholic Faith. Children enrolled at TLC need not be Catholic to attend. TLC will make every effort to respect, and recognize the observances of all backgrounds represented at our center. Religious celebrations and family traditions are a terrific way for children at TLC to learn about the diversity within our community.

If you do not wish your child to participate in a particular religious or holiday activity, please do not hesitate to discuss this with your classroom teacher. Every effort will be made to provide an alternative activity for your child.

Birthday Parties

A birthday is a wonderful celebration of self. Parents wishing to provide a cake or snack in observance of a child's birthday are welcomed to do so. We ask that the snack or cake provided be as nutritious as possible. We ask that you provide enough for each child in the classroom and that you check with your child's classroom teacher regarding any food allergies. TLC will provide a beverage for all birthday celebrations.

TLC is a PEANUT FREE SCHOOL.

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Introduction

The Learning Center at St. Anthony of Padua is a private, not-for-profit child care agency servicing children ages three through twelve years old. TLC serves children and families without regard to race, color, creed, national origin, religion, marital status, disabilities, sexual orientation or income.

Licensing

TLC operates under a New York State license issued by the Syracuse Regional Office of Children and Family Services (OCFS) and as such, complies with all regulations set forth by that department. A copy of the regulations is posted outside of the administrators' office. OCFS regulations are located in each classroom and are available upon request to any parent interested in reviewing them. Parents are advised to contact the Syracuse Regional Office of the Bureau of Early Childhood Services for information regarding our license or any other concerns regarding compliance with these regulations. You may reach this office by dialing: 315-423-1001.

* NYS licensing regulations mandate that children may be within our care for a maximum of 10 hours per day. TLC requires that parents adhere to this regulation.

Communications

TLC believes that Parent / Teacher Communication is vital to the welfare of the children in our care. It is extremely important that you, as a parent, communicate your needs and desires openly with your child's classroom staff. You are encouraged to discuss any developmental milestones that you have observed and share any other pertinent information, specifically any major medical, environmental or family changes that you feel are helpful in meeting the needs of your child.

Each child will receive a TLC notebook. The notebook will be used as a tool for communication between families and TLC staff.

TLC utilizes a "Red Bag" Tote System to enable better communication between home and school. Each child will receive a tote bag in which important TLC information and your child's notebook will be located. The tote bag should be taken home each night for review and returned to TLC the next day.

All children enrolled in the Pre-School will receive two progress reports per year. An end of year assessment may be offered in June upon parent request. Parent conferences will be offered at the time assessments are completed or at any time as requested by the parent or teacher.

Personal Belongings and Toys from Home

TLC discourages children from bringing in toys or other personal belongings to the center other than those described previously. Personal belongings and toys that are brought to the center will be stored in the child's cubby space. Parents should be aware that toys brought to TLC risk being lost or stolen. **TLC IS NOT RESPONSIBLE FOR THE LOSS OF, OR DAMAGE TO PERSONAL TOYS OR BELONGINGS.**

TLC does not allow toy guns, war toys or other toys of destruction to be brought into the center.

Our Philosophy

Open the doors of The Learning Center at St. Anthony of Padua (TLC) and be welcomed into a child's world, full of imagination and where learning is fun!

The Learning Center at St. Anthony of Padua is committed to teaching children in a loving environment according to Gospel values. We believe that one of our most basic responsibilities is to promote Christian values for the good of every individual and for all of society.

TLC believes that young children are unique individuals who develop at independent rates in a meaningful environment. The programs we offer to Pre-school and School Age children are designed to enable them to grow socially, emotionally, cognitively, linguistically, physically, and spiritually.

This environment enables each child to concentrate on his or her own educational development while encouraging the development of independence and self esteem and an awareness of God's loving presence.

Program Goals

TLC recognizes that children learn at individual rates and by using different approaches. We encourage each child to observe, explore, and use their creativity. TLC will strive to provide a variety of enriching activities in a consistent routine setting to help each child reach his/her maximum potential.

The overall goals of our Preschool Program are to assist children to:

- Develop a sense of trust toward peers and adults
- Develop positive relationships with peers and adults
- Develop and aid growing language and communication skills
- Develop and aid growing fine and large motor skills
- Develop an awareness of self, family, community, and the world
- Develop an awareness of God's loving presence in the world
- Develop an understanding of the world around them and "how things work"
- Develop feelings of competence and independence
- Develop the sense that they can make choices and that all choices may result in a logical consequence

Personal Supplies Provided by Parent

The following is a list of supplies needed for the Pre-School Program. **TLC requires parents to label all of your child's belongings and clothing.** Parents are encouraged to replenish supplies as needed.

Nap Items (Full-Time Students Only)

- Blanket
- Cot sheet
- Comfort toy

General Items (Required for All Students)

- 2 complete changes of seasonal clothes
- Sneakers

Nap items are to be brought home at the end of each week for laundering. Items not laundered regularly will be discarded. While at TLC, your child's nap items will be stored in a provided nap bin.

All parents must provide appropriate outdoor clothing and supplies including bathing suits, towels, snow suits, boots, mittens, hats, scarves, sun screen, bug repellent, etc. Children will be outdoors everyday, weather permitting. If children do not have appropriate outdoor clothing, parents will be called to bring in necessary items. As TLC operates within NYS ratio regulations, it is imperative that each parent ensure their child is prepared. It is not possible to keep the entire group from outdoor play due to insufficient clothing for one. If a parent requests a child not participate in outdoor activities due to medical reasons, a physician's note is required.

TLC will not open and will remain closed for the duration of the emergency.

- If a state of emergency is declared after the center has opened, the center will close. Local radio and television stations will be contacted. Parents will be notified by phone and further instructions will be communicated. The center will remain closed for the duration of the emergency.
- If a storm should occur after the center has opened, a decision to remain open, based on the anticipated severity of the storm and current conditions, will be made by the Director and the Pastor. If the decision is made to close the center, parents will be notified by phone and further instructions will be communicated.
- If a storm should occur during the night, the opening of the center may be delayed depending on the severity of the storm. Local radio and television stations will be contacted. Parents should listen to local stations for information regarding our operation.

Security Cameras: Security Cameras are located in the following areas:

Upper Level Hallway—East End/West End

Lobby—Monitoring Entry Doors

Lower Level Hallway—West End/East End

Stairwells—Monitoring Stairs

Outside East End—Monitor Back Exit

Delivery Entrance Door

TLC/E Back Parking Lot - Pantry Door

Curriculum

To facilitate meeting our program goals, TLC will provide a center based, child directed, teacher facilitated curriculum, rich in hands on experiences that provide a direct correlation to real life.

Learning Centers include:

- Literacy
- Sensory
- Small Motor Manipulatives
- Blocks/ Building
- Dramatic Play
- Music/Movement
- Art
- Jesus Corner/ Religion
- Science/Nature

TLC utilizes themes which provide opportunities for children to learn about self, family, community and God's world. Activities that embrace physical, cognitive, social, emotional, and spiritual development are included in each theme topic. Activities are also provided to help each child develop readiness skills for language, reading, writing, and math skills appropriate to his or her stage of development.

Children are also provided activities to build upon developing character traits such as sharing, caring, working together, respect, truth and trust. We believe that children become persons of character when there is an effort on the part of families, schools, churches, and organizations to both model and teach these character qualities.

Operating Schedule

When in session, TLC is open Monday-Friday, 7:00am-6:00pm. The only exception is during summer camp. Hours of operation are 7:00am-5:30pm.

Hours Options:

- 9:00am-11:30 am Abbreviated Half day
- 7:00am-12:30 pm or 12:30pm-6:00pm Half day
- 7:00am-6:00pm Full day program.

Days Options: Options available for Half day or full day

- Monday through Friday
- Monday, Wednesday & Friday
- Tuesday & Thursday

Program Options

- **Preschool** is for children ages 3, 4 & 5. The preschool schedule runs from September through June.
- **Before School Care** available for those students attending George F. Johnson, Charles F. Johnson and TJ Watson. The program operates from 7:00am-8:30am.
- **After School Care** available for school age children through age twelve (12). Bus transportation is provided to those students attending Union Endicott Schools. Other students may attend provided they have transportation. Hours of operation are 2:30pm-6:00pm
- **Extended After School Care** available for school age children through age twelve (12). Bus transportation is provided for those students attending Union Endicott Schools. Other students may attend provided they have transportation. There are two (2) types of extended after school care.
- **Planned Early Dismissal** i.e. Parent teacher conferences.

ProCare— Computerized Attendance & Billing

TLC uses the ProCare computer program. This program is designed for attendance tracking, drop off/pick up clarification, as well as billing purposes. Every authorized pick up person for every child enrolled at TLC will receive a pin number to utilize this system.

Emergency Information

The following is a synopsis of our Emergency Plan:

Fire Drills: Fire Drills are held monthly and conducted by TLC administration. Timing of the drills is varied to include early morning, mealtimes, and nap times. Evacuation plans and maps are posted in each classroom and teachers are familiar with the exit routes. Additionally, all staff members receive fire safety training.

Evacuation: In the event that a disaster dictates the need to evacuate the building for a prolonged period, the children will be walked to St. Anthony of Padua Church on Odell Avenue. Parents will be notified regarding pick up procedures.

Crisis Plan: TLC has worked closely with the Endicott Police Department to develop a plan to be implemented in those cases not covered by Fire Drills or evacuation.

Weather Related Closures of Center

TLC's policy regarding weather related closings is as follows:

- If the Broome County Executive declares a state of

tor or person in charge of the building for review and signature. The staff member or Director will give the accident report to the Front Desk for messaging on the ProCare system. When the child is picked up, ProCare will direct the parent to read and sign the Accident Report at the Front Desk. The Director or person in charge will ensure all other necessary forms will be completed as required. (i.e.: Diocese of Syracuse Accident Report, and or report to the NYS Office of Children and Family Services.)

TLC is fully insured and carries general liability and accident insurance through the Syracuse Diocese. TLC's accident policy is a "second payer" policy. That is, it will cover any portion of the medical and/or dental bills not covered by parent's health care policies, including deductibles.

Center Safety

TLC is equipped with a security system whereby parents and visitors must ring the outdoor buzzer in order to be admitted to the center. The main doors and all other access-ways are monitored by closed circuit camera.

All visitors to the building must sign in on the visitor log located at the front desk and wear a Visitor Pass.

TLC may temporarily or permanently restrict any person from the center: including a parent, who TLC finds poses or is likely to pose a threat or risk to the center, or fails or refuses to conduct him or herself in a manner appropriate to a child care setting including, but not limited to: profanity, yelling, threatening, aggressive or violent behaviors, intoxication or failure to abide by TLC policies.

- **Unplanned Early Dismissal** i.e. weather related or other unforeseen incidents.
- **Vacation and Snow Day Programs** available 7:00am-6:00pm

Summer Camp:

Summer Camp is available for children ages 3 through 12 years. Camp is in session eight weeks, July and August from 7:00am-5:30pm.

Options available:

- Monday through Friday
- Monday, Wednesday & Friday
- Tuesday, Wednesday & Thursday
- Tuesday & Thursday

Holiday Schedule

All programs are closed on the following days:

- **New Year's Day**
- **Good Friday**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Day**
- **The day after Thanksgiving**
- **Christmas Eve**
- **Christmas Day**
- **New Year's Eve**

If a holiday falls on a weekend, it will be observed on either the preceding Friday or on the following Monday.

(PLEASE SEE "TUITION" SECTION REGARDING BILLABLE DAYS)

Please Notify Us If:

- Your child will be arriving late
- Your child is going to be absent
- Your child is ill
- Your child has been exposed to any communicable illness
- You will be picking up late
- You need to add an authorized release person
- Any information on your registration changes

Please see receptionist for a Change in Information Form.

Accidents, Accident Reports, and Accident Insurance

It is our desire to maintain an environment where children will learn and have fun in the safest environment possible. The health and safety of each child at TLC is of our utmost concern.

Whenever a child is involved in an accident or incident which causes personal injury or injury to others, staff members are required to complete an Incident Report.

The TLC Accident Reporting Policy is as follows:

When an accident or injury occurs at TLC the Director or person in charge of the building, must be made aware of the accident or injury immediately. TLC is to provide the appropriate first aid procedures to the injured child/ person.

If a 911 emergency call is necessary, the call will be made and the child's parents will be notified immediately. If the child's injury requires parent notification other than the accident report form, the Director or person in charge of the building or the staff member who witnessed the accident will call the child's parents to inform them of the accident/ injury or ask the parent to come to TLC to assess the injury or pick up their child. If TLC cannot reach the parents via their listed phone numbers, TLC will contact the other authorized release persons listed on the child's current registration forms.

An accident report form must be filled out by the staff member who witnessed the accident/ injury. The staff member is to show the accident report form to the Direc-

The primary discipline measures used at TLC are redirection and positive guidance, reinforced and encouraged with verbal reasoning. TLC uses choices to help foster the child's ability to become self-disciplined and promote a sense of self-control.

Inappropriate behaviors, such as aggressive physical behaviors (i.e.: biting, hitting, kicking, punching, choking, etc.) toward other children or staff, inappropriate language, destruction of property, and being disrespectful to staff is unacceptable. Staff members will intervene immediately when a child becomes physically aggressive to protect the other children and to encourage an appropriate behavior.

The TLC will not condone the use of corporal punishment or isolation as discipline. Discipline will never involve withholding food, rest or toilet privileges.

TLC staff strives to always work towards the positive growth and direction of the children in our care.

Child Abuse and Maltreatment Reporting

Child care staff's are mandated BY LAW to report suspected cases of abuse and maltreatment. TLC meets all mandates set forth by the New York State Office of Children and Family Services regarding mandated reporting of abuse and maltreatment. For complete information you may ask to obtain a copy of the center policy.

Registration Process and Fees

Registration Requirements

Parents wishing to enroll their children at TLC will be provided with a registration packet at the time of their initial visit. Registration is on a first come, first serve basis. TLC does utilize a waiting list for those programs that are full at the time of registration. When a spot opens, TLC will notify parents in the order that their name was placed on the waiting list.

All parents **must** complete a registration packet prior to enrollment, which includes the following:

- Registration Form
- NYS Day Care Registration (Blue Card)
- Current Physical & Updated Shot Record

All incomplete forms will be returned to parents for completion prior to enrollment. TLC understands that for families with multiple children this is a lot of paperwork, however, due to NYS licensing regulations, parents must comply by completely filling out a separate registration packet for each child. ***No pre-school child will be admitted without documentation of a completed physical and updated immunization records.*** Failure to report updated immunizations or to provide updated medical information may result in loss of care.

Registration Fee

A one time, non-refundable registration fee of \$45.00 is charged and is payable prior to the child's first day of attendance. Any separation from TLC longer than six months in duration will require payment of a new registration fee upon return to care.

Activity Fee (Summer Camp ONLY)

A non-refundable Activity Fee is charged each summer to cover the cost of swimming, field trips, t-shirt with logo, and special events.

Class Size and Ratios

TLC must adhere to the state regulations regarding maximum class size and child/teacher ratios. TLC ratios and maximum class sizes are as follows:

<u>Age</u>	<u>Child/ Teacher Ratio</u>	<u>Maximum Class Size</u>
3 year old	1/7	14
4 year old	1/8	16
5 year old	1/9	18
6-9 year olds	1/10	20
10-12 year olds	1/15	30

Discipline Policy

TLC uses a center-wide discipline model based on the preventative approach. Through this approach, children become aware that they are responsible for their own behavior.

Plan for Prevention of Problems:

- Accept all children unconditionally
- Provide meaningful activities
- Be realistic and consistent
- Focus on positive actions

When this plan does not work, we use the following plan for correction of discipline problems.

Correction

1. Deal with children individually
2. Help children to verbalize the problem or situation
3. Be sure children understand why this behavior is not acceptable
4. Redirect the children into a positive action
5. Let the children experience consequences where appropriate

Determine Consequences

1. Define the problem
2. Explore alternatives
3. Choose best alternative
4. Execute plan for best choice
 - a. Stop and Watch Time
 - b. Take away a privilege
 - c. Parent Conference
 - d. Suspension/ Removal from TLC

Medication Policy

It is always preferred that parents administer medication to children whenever possible. **TLC will not administer medication, prescription or otherwise, without written order from BOTH a physician and the child's parent or legal guardian.** Medication will be administered under the following conditions:

- All child care staff who are administering medications to children must have attended and passed MAT (Medication Administration Training) AND must possess current child First Aid and CPR certification. Those staff members approved to administer medication to children at TLC are posted in each classroom.
- A Written Medication Consent Form must be completed by the child's physician and the child's parent or legal guardian. These forms are available with the Receptionist.
- TLC must have all paperwork on file before TLC will administer any medication.
- All medications administered at TLC MUST be in the original container with any instruction sheets or inserts that came with the medication attached.
- Any over the counter medications that need to be administered for only one day, will need to be administered by the parent. If your child will be taking an over the counter medication for a prolonged period of time, you will need to have the proper consent form filled out by you AND your physician.

Tuition

Payment of Tuition

- **Preschool:** Weekly tuition is due on the first day of the attendance each week.
- **Before School:** Weekly tuition is due every Monday.
- **After School & Extended After School:** Tuition is due the Wednesday after a week of attendance.
- **Vacation Care:** Vacation days will be billed as part of preschool tuition. For school age children, it will be billed on the Monday of vacation week and payable by Wednesday. If you are Vacation Care only, payment is due the first day of attendance.
- **Snow Day Care:** Snow days will be billed as part of preschool tuition. For school age children, it will be billed on the following Monday and payable by Wednesday. If you are Snow Day Care only, payment is due the day of attendance.
- **Summer Camp** - All tuition must be paid by the Monday of the last week of the child's attendance or your child will not be able to finish the program.
- **DSS Subsidized Care** - If your family utilizes DSS and you sign your child up for vacation and/or snow days and you don't attend, the regular cost of \$40 per child will be the parents' responsibility.
- **Preschool, Before School & After School** – If you have a child in any of the above programs, you will be responsible to pay your child's tuition the Monday prior to the last week of school. If payment is not received by the designated date, your child will not be able to finish the school year at TLC.

Vacation Day Care Policy: *To participate in child care for school holiday and vacation periods, parents are **required to sign up with the TLC receptionist at least two weeks in advance.** This will allow for proper teacher staffing. If children are not signed up in advance, they will **NOT** be able to attend Vacation Day Care. Children who are signed up and do not attend, **WILL** be billed for the day. TLC must have at least 20 children registered on each vacation day or we will not be open on that day. Families will be notified in advance of TLC closing due to lack of 20 children and you will not be billed for service.*

Snow Day Care Policy: *TLC follows the Union-Endicott School District closings for all snow days. Children registered for TLC Snow Day Care will be billed for a snow day whether the child IS or IS NOT in attendance. Children that are not registered for the Snow Day Care Program will **NOT** be able to attend. TLC will be closed when there is a Broome County State of Emergency and you will not be billed for service.*

Extended After-School Care—*There are two types of extended care:*

Planned ~early dismissal for parent/teacher conferences

Unplanned ~early dismissal due to weather or other unforeseen incidents. Children signed up for TLC extended after school care will be billed whether the child IS or IS NOT in attendance. Children that are not registered for the extended after school care program will NOT be able to attend.

Tuition may be paid in the form of cash, check, credit/debit card* or money order. (*Visa and MasterCard only)

Parents are responsible to pay their contracted attendance days (as per registration form) regardless of how many days the child actually attends; **including holidays (see page 9), illness, and/or vacations.** Medically certified absences beyond 5 consecutive school days will be billed at a 50% reduction beginning on the 6th day of absence until the child is medically certified to return to the program.

Children who are enrolled part time must attend on the days scheduled. TLC will not switch regularly scheduled days. If a different day of attendance is needed, parents may choose to add an additional day at the regular daily rate, if space is available.

Late Fee

If weekly tuition is not paid within the week it is due, a child will be suspended from the program, beginning the following week, until the account is brought current. Beginning the first day of suspension, a late fee of \$5 per day will be added to the unpaid account. TLC is NOT obligated to hold a slot for a suspended child.

ILLNESS CHART (Continued)

Illness	Child May Return ...
German Measles	72 hours after child is completely symptom free Physician's note is required for re-entry
Head Lice	24 hours after treatment has begun, child must be nit free
Hepatitis	Written permission from a physician
Impetigo	24 hours after symptoms have subsided
Influenza	24 hours after symptoms have subsided
Measles	72 hours after child is completely symptom free Physician's note is required for re-entry
Mumps	24 hours after swelling disappears and there are no related symptoms Physician's note is required for re-entry
Pin worms	24 hours after treatment is completed
Pneumonia	Written notice from a physician. If due to H-flu, Health Dept. must give written notice
Poison Ivy	After lesions have crusted and there is no sign of visible oozing
Ringworm	24 hours after the completion of one treatment
Roseola	24 hours after temperature is normal
Scabies	24 hours after first treatment has been given
Streptococcal Infections	48 hours after the first dose of antibiotics
Viral Gastroenteritis	24 hours after symptoms have subsided
Whooping Cough	7 days after treatment has begun physician's note is required for re-entry

- *Vomiting:* Two or more episodes of vomiting in the previous 24 hour period.
- *Rash:* accompanied by fever or behavioral changes
- *Suspected Conjunctivitis:* with increased eye drainage
- *Impetigo, Head Lice, Ringworm, Scabies*
- *Strep Throat:* Indicated by white spots on throat
- *Chicken Pox:* Indicated by unexplained oozing rash or appearance of increased number of spots on torso, face and/or extremities.
- *Fainting or seizures:* other than pre-existing conditions or sustained and marked signs of listlessness, weakness, and drowsiness; flushed face, headache or stiff neck
- *Any other communicable illness*

Please consult the following Illness Chart for information regarding when your child may return to TLC.

ILLNESS CHART

Please Note: The following are general guidelines for parents. TLC reserves the right to send a child home with suspicious or prolonged symptoms.

Illness	Child May Return ...
Bacterial Meningitis	Physician's note is required for re-entry; Health Department must also give written notice
Chicken Pox	24 hours after lesions have crusted Physician's note is required for re-entry
Conjunctivitis	24 hours after start of treatment if symptoms have stopped
Croup	After illness has subsided and child is no longer experiencing deep "barking" cough
Diarrhea-Gastro Enteritis	24 hours after last loose stool or after one normal bowel movement
Fever	24 hours after temperature is normal

(Continued on Page 19)

Returned Checks

Checks returned for any reason will be assessed a returned check fee of \$20.00. Returned checks will be resubmitted one time. If more than two checks are returned within a calendar year, TLC will require that future payments be made by cash, credit card or money order.

Multiple Child Discount

A multiple child discount will apply to families with two or more children enrolled. Discounts are as follows:

- 2 or more children enrolled in the **same** program—10% off the total bill. (Pre-School OR School's Out Program)
- 1 or more children in one program and 1 or more in another—10% of the School's Out Program charge only.

Subsidized Care

All families who are receiving subsidy or third party reimbursements are responsible for all tuition payments, parent fees, late fees, and registration/activity fees in excess of any that are not covered by the subsidizing agency. Subsidized families are responsible for promptly communicating any changes in subsidy status that may affect agency reimbursement. All families are responsible for payment to TLC of any tuition that exceeds any agency or third party reimbursement resulting from parent failure to communicate status changes.

Fees and Procedures for Late Pick Up

Failure to pick up children by the scheduled closing time (6:00pm / 5:30pm for Summer Camp) will result in the assessment of a late fee of \$20. Failure to pick up children for more than thirty minutes past the closing may result in TLC notifying the local authorities.

Withdrawal from Program

Two weeks written notice of intent to withdraw from the program is required. If two week notice is not provided, two week tuition will be charged.

Parent Participation and Visitation

TLC maintains an open door; that is, parents are encouraged to visit as often as possible.

There are many opportunities for parents or other family members to volunteer at TLC. We encourage families to become involved in their child's classroom by sharing a hobby or talent with the children, reading a book to the class, becoming a Room Parent, chaperoning field trips, or helping with fundraisers.

Please keep in mind that when leaving the classroom or center, we ask that parents or other family members, never "sneak" out of the room. It is important to communicate to your child that you are leaving, but will see them at a later time.

Pick Up - Release Authorization

NO PERSON(S) OTHER THAN THOSE WHOSE NAMES APPEAR ON THE RELEASE AUTHORIZATION FORM WILL BE PERMITTED TO PICK CHILDREN UP FROM CARE. Parents should be certain that they have included all necessary names on the Release Authorization form and that such information is accurate. Parents are able to revise this list at any time but **all changes must be made in person and in writing.** At no time will changes be permitted verbally or by telephone. Please inform authorized persons that they will be expected to present photo identification in order to pick up a child.

In case of divorce or separation, custodial parents will be asked to furnish the center with a visitation schedule with the non-custodial parent and report any changes to that schedule. In cases where there is no visitation granted or an "order of protection" has been issued, the center requires a copy of such orders. Please be advised, legal papers are necessary in order for TLC to deny pick up to a parent. **TLC cannot hold a child from a parent without legal documentation stating that the parent is not to access or pick up the child from care.**

Health Policies

Consultant Medical Advisor

TLC utilizes the services of a **consultant nurse practitioner** who reviews all medical forms and immunizations. The consultant may also be available on an "as needed" basis. The teaching staff performs daily health checks on all children at the center.

Illness Policy

Sick children and children with fevers will not be admitted into care during the time they are ill. Children who become ill during the day will be sent home.

Please note our policy regarding illness:

Children will not be admitted to the center or will be sent home because of illness if one or more of the following conditions exists:

- The illness prevents the child from participating in a normal level of activity.
- The illness results in greater care needs than the staff can provide without compromising the health and safety of other children.

The child has any one of the following symptoms:

- *Temperature:* 99 degrees or over accompanied by behavioral changes or other signs or symptoms of illness such as runny nose, irritability, persistent coughing etc.
- *Uncontrollable Diarrhea:* Increased number of stools, water in stools, and/or decreased form of stool, regardless of whether diarrhea may be caused by medication.