



Parent Handbook 2025-26

TABLE OF CONTENTS

Introduction	3
Our Philosophy	4-5
Curriculum	5
Center Safety	6
Operating Schedule	7
Program Options	8
Registration Process and Fees	9-10
Tuition	11-12
Pick Up- Release Authorization	13
Health Policies	14-16
Preschool Discipline Policy	17
School Age Discipline Policy	18
Child Abuse and Maltreatment Reporting	18
Accidents, Accident Reports, and Accident Insurance	19
ProCare	20
Emergency Information	20
Personal Supplies	21
Communication	22
Miscellaneous	22-24

Introduction

The Learning Center at St. Anthony of Padua (TLC) 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 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.

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:

Age	Child/ Teacher Ratio	Maximum Class Size
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

Our Philosophy

Open the doors of TLC and be welcomed into a child's world, full of imagination and where learning is fun! Our philosophy is grounded in creating a nurturing, inclusive, and stimulating environment where every child can thrive. Below are the core principles that guide our approach to early childhood education:

Play-Based Learning

We recognize the profound importance of play in a child's development. Through play, children learn to explore the world, solve problems, and build social skills. Our curriculum is designed to integrate playful activities that promote cognitive, physical, and emotional growth.

Child-Centered Approach

Every child is unique, with individual interests, strengths, and needs. Our educators tailor their teaching strategies to respect and support the distinct learning styles of each child. We encourage children to take the lead in their learning, fostering independence and self-confidence.

Social and Emotional Development

We strive to create a warm, caring environment where children feel safe and valued. Our programs emphasize the development of social skills such as cooperation, empathy, and communication. We teach children to identify, understand, and manage their emotions, building a foundation for healthy relationships.

Exploration and Discovery

Curiosity is the heart of learning. We provide a rich array of hands-on experiences that encourage children to explore, ask questions, and discover answers. Our classrooms are vibrant, interactive spaces where young minds can engage with the arts, science, and more.

Inclusivity

We celebrate diversity and are committed to creating an inclusive environment for all children and families. We respect and embrace different cultures, abilities, and backgrounds, ensuring that every child feels welcomed and supported.

Our Philosophy (con't)

Parental Involvement

We believe that parents/guardians are essential partners in the education of their children. We maintain an open-door policy, focus on open communication, and encourage families to be actively involved in our community. Regular updates and family events are integral parts of our approach.

Holistic Development

Our programs are designed to support the holistic development of each child. We balance academic learning with activities that promote physical, social, and emotional well-being. Our goal is to nurture well-rounded individuals who are ready for the next stage of their educational journey.

Lifelong Love of Learning

We aim to instill a lifelong love of learning in every child. By fostering a positive and joyful learning environment, we hope to inspire curiosity and a passion for knowledge that will last a lifetime.

Curriculum

To facilitate a well-rounded program, TLC will provide a research-based curriculum through play-based activities. Our approach is rich in hands-on experiences that balance academic learning with social, emotional, and physical development.

Current curriculum programs utilized throughout preschool classrooms include:

- **Zoo Phonics:** A Multisensory Language Arts Program
- **Pocket of Preschool:** Research-based Preschool and Pre-K Curriculum
- **A Little Spot of Feelings & Emotions:** Social-Emotional Learning (SEL)

Classroom Learning Centers Include:

- Math & Literacy
- Dramatic Play
- Character Education/SEL
- STEM/Science
- Sensory

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 child, 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, impairment or failure to abide by TLC policies.

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
- Room 6 and Café

Outside:

- East End-Monitor Back Exit
- Delivery Entrance Door
- Back Parking Lot - Pantry Door
- Front Entrance and Upper Parking Lot
- Playground and Playground Door
- TLC West Lower Level Door

Smoking is prohibited on TLC grounds.

Operating Schedule

When in session, TLC is open Monday-Friday, 7:00am-5:00pm.

Program Hours Options:

- 9:00am-11:30 am *Abbreviated Half day*
- 7:00am-12:30 pm *Half day*
- 7:00am-5:00 pm *Full day program*

Program Days Options: *Options available for Half day or full day*

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

Holiday Schedule

All programs are closed on the following days:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day and following Tues
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve and 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 after 8:45am
- 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
- Please see the front desk receptionist if any information on your registration form changes

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. Van transportation is provided to those students attending Homer Brink (MECSD) on a limited basis. Hours of operation are 2:30pm-5:00pm.
- **Extended After School Care** available for school age children through age twelve (12). Bus transportation is provided for those students attending Union Endicott Schools. *Examples of Extended AS would be: Parent teacher conferences, weather related or any other unforeseen incidents resulting in early school closure.*
- **Vacation Day Program** available 7:00am-5:00pm when Union Endicott is off.
- **Snow Day Program** available 9:00am-5:00pm when Union Endicott has a snow day. *Limited availability*
- **ME UPK** available in conjunction with MECSD. Before and After School Care options are also available
- **Summer Camp** available for children ages 3 through 12 years. Camp is in session seven or eight weeks, July and August from 7:00am-5:00pm.
Options available:
 - Monday through Friday
 - Monday, Wednesday & Friday
 - Tuesday, Wednesday & Thursday
 - Tuesday & Thursday

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 (Pre-school only)
- Transportation Form (School-age only)
- OCFS-LDSS-7006 Individual Healthcare Form *
- OCFS-6029 Individual Allergy and Anaphylaxis Emergency Plan*

OCFS requires children with special health needs or **any allergy to have paperwork filled out by the doctor. We need to have the completed form before the child can start, even if no action is required.*

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 (within 1 year of enrollment date).*** 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 \$85 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.

Registration Process and Fees (con't)

Potty Training

If a child is scheduled to start in September or later, and he/she is not potty trained, their spot will be held for 2 months. After that time, parents can either pay weekly tuition or withdraw the child.

Activity Fee (Summer Camp ONLY)

A non-refundable Activity Fee of \$90.00 is charged each summer to cover the cost of swimming, field trips, t-shirt with logo, and special events.

Late Tuition Fees

If weekly tuition is not paid within the week it is due, a late fee of \$20 per week will be added to the unpaid account.

Late Pick Up

Failure to pick up children by the scheduled closing time will result in the assessment of a late fee of \$20.00. Failure to pick up children for more than thirty minutes past the closing may result in TLC notifying the local authorities.

Returned Checks

Checks returned for any reason will be assessed a returned check fee of \$20.00. 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.

Withdrawal from Program

Two weeks written notice of intent to withdraw from the program is required. Two weeks tuition will be charged, regardless of attendance.

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.

Tuition

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 7), 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.

Tuition may be paid in the form of cash, check, credit/debit card or money order. We also offer the option of using an automated payment processing called Tuition Express.

Payment of Tuition

- **Preschool and Summer Camp:** 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:** Final week's (7 or 8) tuition is due week 5 or 6 (depending on number of weeks in camp). All tuition must be paid by the Friday before the final week of camp or your child will not be able to finish the program.
- **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 last week of 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.*

Tuition (con't)

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.

If your family utilizes DSS and you sign your child up for vacation and/or snow days and you don't attend, you are responsible for the payment.

Add-on Program Policies

•**Vacation Day Care Policy:** To participate in child care for school holiday and vacation periods, parents are required to sign up at the front desk by the date posted. This will allow for proper teacher staffing. **If children are not signed up by the posted sign-up deadline, there will be a \$15 late fee per child.** 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 due to Weather and you will not be billed for service. **TLC will open at 9:00am.**

•**Extended After-School Care:** Is available when there is an early dismissal for parent/teacher conferences, weather emergency or any other unforeseen incidents resulting in early school closure. **Children signed up for TLC Extended After School Care will be billed whether the child IS or IS NOT in attendance.**

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.

All students enrolled at TLC must have at least one (1) emergency contact who is not a parent or legal guardian. This contact will be used in case of an emergency when the parent or guardian is unreachable.

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 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

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 or results in greater care needs than the staff can provide without compromising the health and safety of other children.
- Temperature:** 99 degrees or over accompanied by behavioral changes or other signs or symptoms of illness such as runny nose, irritability, persistent coughing etc.
- Diarrhea:** Loose, watery stools, and/or decreased form of stool; accompanied by pain in the abdomen or other behavioral changes
- Vomiting:** One or more episodes of vomiting in the previous 24 hour period.
- Rash:** accompanied by fever or behavioral changes
- Fainting or seizures:** other than pre-existing conditions or sustained and marked signs of listlessness, weakness, and drowsiness; flushed face, headache or stiff neck
- Suspected** Conjunctivitis, Impetigo, Head Lice, Ringworm, Scabies, Strep Throat, Chicken Pox or any other communicable illness

If your child has been out 3 days or more due to illness, TLC requires a doctor's note for them to return.

Health Policies (con't)

Illness Chart

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

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-Gastroenteritis	24 hours after last loose stool
Fever	24 hours after temperature is normal
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 will be checked by TLC staff. If nits are presentable, a Physician's note may be required.
Hepatitis	Physician's note is required for re-entry
Impetigo	24 hours after symptoms have subsided
Influenza	24 hours after symptoms have subsided. Physician's note is required for re-entry
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.
Pin worms	24 hours after treatment is completed
Pneumonia	Physician's note is required for re-entry. If due to H-flu, Health Dept. must given written notice
Poison Ivy	After lesions have crusted and there is no sign of visible oozing

Health Policies (con't)

Ringworm	24 hours after 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
Vomitting-Viral Gastroenteritis	24 hours after symptoms have subsided
Whooping Cough	7 days after treatment has begun. Physician's note is required.

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.
- TLC will keep generic stock of Acetaminophen, Ibuprofen and Benadryl. Verbal consent can be given once by parent or guardian, including dosage amount.

Preschool Discipline Policy

TLC uses a center-wide discipline model based on the preventative approach. 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.

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

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. Children experience consequences where appropriate

Determine Consequences

1. Define the problem
2. Explore intervention strategies
3. Implement the best intervention strategy, along with effective parental communication
4. Parent conference
5. Possible suspension or removal from program

School-Age Discipline Policy

TLC is committed to providing a safe, positive, and structured environment for all children in our school-age programs.

Student Standards of Behavior

In order to show respect and maintain safety, students will:

1. Follow TLC rules and expectations (reviewed weekly)
2. Show respect to teachers and fellow students and always use respectful language when addressing staff and students.
3. Demonstrate responsible care of school property and equipment.
4. Refrain from disruptive behavior, including fighting, violence of any kind, or inappropriate language

Disciplinary Actions

Depending on the severity of the behavior, we MAY skip any step below. (i.e. aggressive behavior, bullying, repeat offenses, etc.)

Step 1: Verbal warning using redirection and positive guidance.

Step 2: Written incident report and possible phone-call to parent/guardian.

Step 3: In-person meeting with parent/guardian and student.

Step 4: Suspension from the program (1 or 3 days, or 1 week)

Step 5: Possible expulsion of student from program.

Please note: Careful consideration is given to individual situations, so that the center's response to the student is appropriate. The consequences may be increased in cases of repeat offences. Suspension will be considered when behavior is disruptive and detrimental to the operation of the center.

Child Abuse and Maltreatment Reporting

NYS Child care staff 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.

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.

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.

Accident Reporting Policy

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 Director 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.)

ProCare-Computerized Attendance and 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. This includes doing shelter in place drills.

Weather Related Closures

If the Broome County Executive declares a state of emergency, due to weather, 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.

Personal Supplies

Provided by Parent

The following is a list of supplies needed for the Pre-School Program. NYS OCFS 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)

- Cot sheet and Blanket
- Comfort toy

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.

General Items (Required for All Students)

- 2 complete changes of seasonal clothes
- Sneakers and socks

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.

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. **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.

Communication

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. Teachers will give each family a questionnaire at the beginning of the school year to better meet the needs of the child and family. 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 enrolled in our full day preschool program will receive a TLC notebook. The notebook will be used as a tool for communication between families and TLC staff.

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.

Miscellaneous

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.

Food Service

TLC serves morning snack, lunch and afternoon snack for preschoolers and afternoon snack for school aged children. The cost of lunch is included in tuition fees of 1/2 day and full day programs. 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 9:00am. If you arrive after 8:45am, 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.

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.

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. 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 seat. Parents must provide a car seat (not a booster seat) labeled with the child's name.

Handbook Amendment: Transportation in Personal Vehicles Effective Date: August 2025

Replaces: *Transportation in Personal Vehicles (Original Policy)*

Original Policy

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

Updated Policy

In the event of an emergency where no other safe transportation option is available, TLC staff may transport a child in a personal vehicle under the following conditions:

1. **Emergency-only use:** Transportation in a staff member's personal vehicle may occur **only** when it is necessary to prevent harm and no other safe or timely option exists.
2. **Parent/guardian notification:**
 - a. Staff must notify parents or guardians **prior to transportation whenever possible.**
 - b. If prior notice is not feasible due to the urgency of the situation, parents must be notified **immediately after the child has been safely transported.**

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. Also, please do not park in the handicapped space unless you have a permit.