



**By signing in this box I certify that all the information on this form is current.**

PROGRAM	VERIFICATION SIGNATURE	DATE
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## CHILD CARE APPLICATION FOR ENROLLMENT

### STUDENT INFORMATION

Last Name	First Name	Middle Name	Nickname
Street Address	City	State	Zip Code
Date of Birth	Place of Birth	Male or Female	Primary Home Language

Do both parents have legal custody of this child? \_\_\_ Yes \_\_\_ No

If no, describe. \_\_\_\_\_

### MEDICAL INFORMATION

Permission is hereby granted to the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor	Specialty	Address	Phone Number
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Dentist	Specialty	Address	Phone Number
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Hospital Preference \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Your child will be released only to the people listed in this section, the custodial parent or legal guardian. The people on this list must be at least 18 years of age. A pick-up form must be completed if anyone other than the custodial parent(s), legal guardian(s) or the people listed in this section will be picking the child up. **Phone calls will not be accepted.** Anyone picking up the child must be prepared to show picture identification. The following will be contacted and have the authority to remove the child from the facility in case of illness, accident or emergency when the custodial parent or legal guardian cannot be reached within 15 minutes.

Name	Relationship	Work #	Home #
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Name	Relationship	Work #	Home #
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Name	Relationship	Work #	Home #
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Name	Relationship	Work #	Home #
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**PARENT INFORMATION**

\_\_\_\_\_  
Mother's Name or Legal Guardian's Name

\_\_\_\_\_  
Father's Name or Legal Guardian's Name

\_\_\_\_\_  
Legal Guardian's Relationship to child

\_\_\_\_\_  
Legal Guardian's Relationship to child

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone                      Cell/Pager Phone

\_\_\_\_\_  
Home Phone                      Cell/Pager Phone

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Driver's License Number              Social Security Number

\_\_\_\_\_  
Driver's License Number              Social Security Number

\_\_\_\_\_  
Mother's or Legal Guardian's Employer

\_\_\_\_\_  
Father's or Legal Guardian's Employer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Work Phone

By signing below, you verify that all information on this Child Care Application for Enrollment is complete and accurate and that you received a copy of the DCF brochure "Know Your Child Care Center" as per Section 402.3125(5)(a), F.C. of the DCF regulations.

\_\_\_\_\_  
Parent or Legal Guardian #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian #1

\_\_\_\_\_  
Date



## FINANCIAL POLICY AGREEMENT

### **Tuition**

I have enrolled my child, \_\_\_\_\_ at The Learning Center of Dr. Phillips to attend \_\_\_\_\_ days per week in the following program and I will remit the **tuition amount as listed on the attached 2008-2009 Tuition Rate Sheet** according to the due date as stated below (please check one):

- Full Time Program (7:00am – 6:00pm)
- Morning Program (8:45am – 2:00pm)
- VPK Only Program (8:45am – 3:30pm) (no tuition nor registration fee required)
- VPK + Full Time Program (7:00am – 6:00pm) (the amount is listed on a separate schedule)

### **Tuition payment due dates:**

- All tuition payments are due on a bi-weekly basis by Friday prior to the week of actual attendance and considered late if paid after 10:00am on Monday the week of actual attendance.
- The 2008-2009 billing schedule begins on Friday August 1, 2008. Therefore, the tuition payments are due every other Friday beginning Friday August 1, 2008.
- There is no pre-pay discount for paying in advance.
- For all new students the first tuition payment must be paid with cash or money order.

### **Late Payment Fees:**

- Late payment fees will be assessed on tuition payments made after the afore-mentioned tuition due dates in the amount of **\$7 per day**.
- If the tuition and fees are **not paid by the Thursday following the billing date** the late payment fee of \$7.00 per day **will then increase to \$10.00 per day** and your child will be suspended until the balance is paid in full.

### **Tuition reductions:**

- Tuition reductions will only be made at enrollment, student withdrawal, referral award redemption or vacation redemption when warranted.
- These reductions are made in full one week increments.
- In the absence of one or more of the afore-mentioned events, reductions will include a combination of the tuition rate and a holding fee. **It is the parent/legal guardian's responsibility to request in writing a reduction to the tuition.** The request must be placed in the Tuition Payment Box.
- There is no daily rate.
- The Office Manager, Director or Owner will make the appropriate calculations.

### **Voluntary Pre-Kindergarten (VPK)**

The 2008-2009 school year is TLC's third year to participate in the VPK Program. TLC has chosen to do the 6-hour program. In accordance with the rules set forth by the coalition that runs the program the hours are 8:45am to 3:30pm. A schedule showing the VPK calendar dates and holidays will be available no later than Monday August 18, 2008. ***During the VPK Holidays the TLC financial requirements will be applied.***

In accordance with the rules set forth by the coalition and TLC Policies and Procedures **the following is non-negotiable:**

- Students enrolled in the **VPK Only program** must be at TLC **no earlier than 8:45am** and **no later than 9:00am**. These students must be **picked up at 3:30pm sharp**. VPK only students that are dropped off prior to 8:45am and picked up after 3:30pm will be charged an **Extended Stay Fee** describe later in this document.
- All students must be signed in daily at the time they are dropped off and signed out daily with the initials of the person picking up the child at the time they are picked up. **INITIALS ARE TO BE WRITTEN ONLY AT THE TIME THE STUDENT IS PICKED UP AND NOT DROPPED OFF.**
- The program is 5 days per week, unless otherwise noted on the VPK Schedule. The parent portion of the VPK + Full Time program rates will increase for weeks that contain a VPK holiday due to the reduced amount that will be received from the coalition for that week.
- A student is entitled to 3 unexcused absences per month. However, a signed note from the parent/legal guardian explaining the reason for the absence is still required.
- A parent whose child misses 4 days or more per month must submit a letter stating the reason(s) for the absence and complete the VPK Absence form prior to or immediately upon returning from the absence. (Forms are available in the TLC office).
- Absences of 7 days or more require, in addition to the VPK Absence form, documentation signed by a professional (i.e. Doctor) who is unrelated to the child. The documentation must state the reason for the absence and show that the person has personal knowledge of the reason for the child's absence.
- Only 5 days may be excused for family vacation per school year.
- If a student is absent for 5 unexcused consecutive days he/she will be dropped from the program.
- Students enrolled in the VPK + Full Time Program will pay the difference between the TLC Full Time program tuition rate and the amount paid by the coalition. Therefore, if a student in this program is absent on a VPK day and these absent days are not paid by the coalition the amount will be charged back to the students tuition account and immediate payment will be required.
- At the **end of each month, the parent/legal guardian must verify and sign the Monthly Verification Form by the 3<sup>rd</sup> day of the following month.** This form can only be signed by the parent/legal guardian to show that the parent/legal guardian declares that their child attended on the days documented for submission by TLC to the Coalition. If the number is found to be incorrect it will be amended.

### **Past Due Accounts**

A student that has an account that is 3 days past due will not be allowed to attend school until the account has been paid in full, including late payment fees. If the past due amount and late payment fees are not paid in full after 10 days the student will be removed from the list of enrolled students and replaced by someone from the waiting list. Late payment fees will continue accruing and the account may be sent to a collection agency, reported to a credit bureau such as Equifax and/or may be subject to legal action (small claims court).

### **Payments**

If the parent/legal guardian does not provide all of the required information, checks will not be accepted. Any check written for an amount other than the regular tuition should have an explanation on or attached to it. If the last name printed on your check is different than your child's, **your child's name must be** written in the memo section of the check so the payment is applied appropriately.

### **Annual Fees**

A **Registration Fee** is required for every year of enrollment; it includes processing costs and some material fees and is payable with the Student Registration Form. The **Internet Viewing Fee** is required every year in order to receive continued access to the web cameras; it includes the processing and maintenance of the web camera systems and is payable at the time the Student Registration Form is turned in. Annual fees are **NOT REFUNDABLE** and are required with each yearly registration and installation.

### **Tuition Deposit**

The equivalent of one week of tuition is required in cash at the time of registration but no later than the first day of attendance. The deposit will be applied to the last week of attendance with TLC. If the tuition increases the deposit amount will also increase accordingly.

### **Vacation and Referral Awards**

Each student is entitled to a (1) week **Vacation Award** after the first 60 days of attendance to be used no later than the last day of February and another (1) week vacation award on March 1<sup>st</sup> to be used by the end of the Summer session. If the **Vacation Awards** are not used by their respective deadlines they will no longer be available. At the beginning of the fall session every year after the first year anniversary a (2) week **Vacation Award** will be available to be used at any time during that school year. A vacation award can only be used if your child is not in attendance and can only be taken in full week increments. It is the parent/legal guardian's responsibility to request the **Vacation Award** in writing prior to the actual vacation. The request must be placed in the Tuition Payment Box.

A **Referral Award** is TLC's way of saying thank you to the parents who refer others to bring their children to our preschool. After the referred child has attended for one month, an amount equal to one week of tuition is awarded to the parent who made the referral. The parent/legal guardian of the student being referred must include the student or parent/legal guardian name of the person that referred them on their registration form. The **Referral Award** will then be awarded at the appropriate time.

### **Holding Fees**

If a vacation award is not available, a **Holding Fee** must be paid in accordance with the tuition payment requirements stated in the Tuition section above, and as stated is subject to late payment fee assessments and the child being withdrawn from TLC for non-payment. This fee is located on the 2008-2009 Tuition Rate Sheet.

### **Break Non-registration Fee**

Because we are sensitive to the fact that many of our students have siblings in the public schools, prior to the public schools week long breaks, TLC distributes to all enrolled students a Break Registration Form and the curriculum is modified during these dates. The purpose of this is that we understand many families opt to keep their pre-school children at home during these times that the public schools are closed. To keep our staffing schedule in line with the number of students that will be attending we have developed this form. It is so very important that **EVERYONE** completes and returns these forms to the office so the appropriate staff schedule can be developed. Any child that is not registered to attend during these breaks but does attend TLC during those breaks will be charged a **Break Non-registration Fee** of \$50.00.

### **Late Pick-up Fee**

Children enrolled in the VPK Only Program must be picked up by 3:30pm sharp. Children enrolled in the Morning Program must be picked up by 2:00pm sharp. If a child in one of these programs is not picked up by the correct time, a **Late Pick-up Fee** of \$12.00 per hour will be charged. This fee will be broken up per half hour, for instance if a child is picked up at any time between 2:00pm and 2:30pm a \$6.00 fee will be assessed.

### **After-hours Pick-up Fee**

TLC closes promptly at 6:00 PM, after which an **After-hours Pick-up Fee** of \$1.00 per minute will be charged for all children remaining. For example, a pick-up time of 6:02pm will have a \$2.00 charge.

**Field Trip Charges**

There may be a charge for some field trips. These fees must be paid no later than the deadline provided on the field trip notification (no exceptions). Checks will **NOT** be accepted to pay for field trips. **Field trip money must be paid in cash** and given to office personnel so a receipt can be written at the time the payment is remitted.

**Withdrawals**

If a student is absent for two (2) consecutive weeks and the appropriate notification has not been made and the appropriate holding fee has not been paid, the student will automatically be dropped from the roll and replaced with someone from the waiting list. If the position is still available another registration fee will be required in order to reinstate the child. TLC requires written notification of a parent/legal guardians intent to withdraw their child. The written notice must include the child's name, the intended last day of attendance, the reason for the withdrawal and the parent/legal guardian's signature.

**Student Records**

No less than 3 days prior to the first day of attendance a full and completed enrollment packet, Certificate of Immunization (Florida Department of Health DH 680) and School Entry Health Exam (Florida Department of Health DH 3040) must be provided for the child's student file. These forms must be kept current or the child will not be allowed to attend school until the matter has been resolved.

\_\_\_\_\_  
Parent/Legal Guardian signature of understanding and acceptance of the student record requirement.

\_\_\_\_\_  
Date of signature

**Tax Statements, Receipts and Refunds**

A request must be made in writing at the beginning of enrollment for an annual tax statement and/or receipt. The tax identification number will only be provided on a TLC computer generated receipt or tax statement. Receipts and tax statements will only be given to the person(s) responsible for making payments on the account.

\_\_\_\_\_ I will need a transaction receipt. This receipt prints every time a payment is posted to your account. It is your responsibility to pick up the receipt from the office. If the receipts are not picked up regularly, the printing of receipts will be suspended.

\_\_\_\_\_ I will need an annual tax statement. This statement is printed on or before January 15 of every year.

It is the parent's responsibility to request in writing, with details, any refund or credit due.

**Holiday and Staff Training**

TLC closes in observation of certain holidays and once a year for a 3-day staff training session (dates to be determined). The small number of days the Center is closed for the training session and each holiday (listed below) does not warrant a change in the tuition. Therefore, the tuition is due in full. In an effort to lessen the impact of the Center being closed for the staff training, this event is scheduled during the summer in July, usually Thursday, Friday and Saturday.

- September 1, 2008 - Labor Day
- November 27-28, 2008 - Thanksgiving
- December 25, 2008 - Christmas
- January 1, 2009 - New Year's Day
- May 25, 2009 - Memorial Day
- July 3, 2009 - Independence Day
- July dates to be determined – Staff Training

By signing below I agree to the Financial Agreement:

\_\_\_\_\_  
Parent/Legal Guardian Date

\_\_\_\_\_  
Parent/Legal Guardian Date



## STUDENT INFORMATION SHEET

Name of Child \_\_\_\_\_

Birth Date \_\_\_\_\_

Name of Parent(s)/Guardians \_\_\_\_\_

Please check one (3 year old children): [  ] Yes, my child naps. [  ] No, my child does not nap.

Child lives with (list all and their relationship to child): \_\_\_\_\_

Does your family celebrate birthdays?

Does your family celebrate special cultural holidays? If so, what and when are they?

Would you be willing to talk to your child's class about this holiday?

Family activities that include child:

Child's responsibilities in the home:

Activities / play child enjoys:

Fears or anxieties:

Allergies, medical conditions of concern and/or food restrictions:

Toileting habits:

Group social experiences (preschool, play group, church):

\_\_\_\_\_  
Parent/Legal Guardian Date

\_\_\_\_\_  
Parent/Legal Guardian Date

## Helpful Information About Child:

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**NOTE:** The Student Information Sheet is intended for the sole use of the teacher. **It is confidential.**

### **FIELD TRIP PERMISSION**

***Please note: Make only one choice.***

The teachers will plan field trips for the children throughout the school year. These field trips will be posted on the Sign In/Out boards, weekly lesson plans and/or a posting in the classroom. I also understand that my child's class will be going to story hour at the Southwest Branch Orange County Library approximately every 4 weeks. The Library schedule is posted on the Parent Information Board and in the classroom.

Please choose one permission type:

- Blanket** - My signature below is the only one needed for my child to attend the class field trips for the school year.
- Every Time** - I prefer to sign a permission slip every time my child's class goes on a field trip. I understand that if I do not sign a permission slip once notification has been posted, my child will not be allowed to go on the field trip.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

### **AUTHORIZATION FOR ASSESSMENT AND PORTFOLIO GENERATION**

I understand that my child will be assessed to measure the level of development at the start and end of the school year and as necessary in between. The assessment and the developmental progress that will be documented will be placed in a portfolio for the teacher to review and evaluate during the course of the school year. Conferences will be set to review the results as needed.

My signature below is to authorize for my child to be assessed and for the portfolio to be documented throughout the school year.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

### **AUTHORIZATION FOR PICTURE DISPLAYS**

During the course of various activities pictures may be taken to document the children's accomplishments. We are requesting your permission to display your child's picture within the school or on the school's website to illustrate these activities.

Please choose one:     Yes                       No                       Ask me as the need occurs

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date



## POLICY AGREEMENT

The following are policies, rules and guidelines that are followed at The Learning Center Of Dr. Phillips. They are designed to augment the safety and comfort of your child provided by the staff, while ensuring a high quality of care.

### **PHILOSOPHY STATEMENT**

The Learning Center of Dr. Phillips' program is designed around the belief that children must be active agents in the learning process. Children, of any age must be free to explore their environment. Typically, the TLC environment offers an abundance of various "hands-on" materials to stimulate exploration and discovery along with a highly focused program of instructions to combine the development of cognitive skills and positive attitudes.

The programs offered at TLC are based on the High Scope Curriculum and inspired by the Reggio Emilia approach to teaching and are driven by the goal of creating an environment conducive to the development of the whole child: cognitive, language/communication, social, emotional, gross and fine motor skills. The elements of cultural diversity and respect for the uniqueness of each child are prominent in the day-to-day teaching and learning that exist between our children and our staff.

At TLC the children's safety is our number one concern.

More information can be obtained at the TLC web site [www.tlcofdrphillips.com](http://www.tlcofdrphillips.com)

### **DISCIPLINE POLICY**

Discipline at The Learning Center of Dr. Phillips is viewed as fostering self-control in children. A child can learn to be accountable for his/her behavior.

When children display unacceptable behavior the teacher explains to the child the inappropriate behavior he/she is showing. The teacher then proceeds to discuss what behavior is appropriate and attempts to re-direct the child.

For children who continue displaying unacceptable behavior, a "**quiet time to calm down**" system is used. The child who is displaying inappropriate behavior is removed from the group until the teacher determines that the child is ready to rejoin the class activity (1 minute per year of age). During this step, the child watches, but does not participate in the activities. Occasionally, it is necessary for a child to be sent to the office. At this time, the Director or Office Manager will discuss with the child the reason he/she was sent to the office. These steps are taken only after the teacher has used re-direction three times.

Before removing the child from the group, the teacher once again explains the inappropriate behavior and instruct the child in what behavior is acceptable instead.

The Learning Center Of Dr. Phillips' staff does not raise their voice nor verbally abuse children with ridicule or shame. The staff will not deny children food or drink nor do they jerk, hit, shake, or spank children as a consequence for inappropriate behavior.

The TLC staff will do everything in our power to work with a parent/legal guardian and their child to correct unacceptable and inappropriate behavior. A letter will be written and delivered to the parent/legal guardian listing acceptable behavior improvements and the timeframe in which this must be completed. However, if these requirements are not met the child will not be allowed to continue to attend school at TLC.

## **SENDING A CHILD HOME:**

Children may be sent home from school due to:

- ◆ Biting, hitting, pushing and/or hitting
- ◆ General aggressive and uncommon behavior
- ◆ Disrespectful behavior involving unacceptable language, gesture and acts
- ◆ Hurting other children/staff members and putting themselves and/or others in danger.

It will be at the discretion of the Director to decide if a phone call to inform you of the unacceptable behavior is sufficient or if you should pick up your child. If you are called to pick up your child, it should be done within 1 hour of the phone call.

Section 65C-22.006(4)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the childcare facility.

## **CUBBIES, CLOTHING AND SHOES**

All children are assigned cubbies. **A complete change of clothes should be left in your child's cubby (even if your child is potty trained).** Children are to wear washable, comfortable, self-help clothing. Soft-soled shoes are a must ... sneakers are great! Please, no cowboy boots, clogs, flip-flops, open-toed sandals or jellybean shoes. There are fewer chances of an accident with sneakers since children will be running and climbing on equipment. Open-toed shoes and flip-flops are not allowed due to the fact that the mulch can get lodged under the toenails causing discomfort and the chance of infection. All clothing and nap items left at school **must be labeled with the child's name.** These items must fit into the child's cubby because there is no room to store them elsewhere.

## **WEATHER CONCERNS**

It is important for the children to get a certain amount of exercise every day. This involves allowing the children to have time to play on the playground outside. In the winter, please remember to dress your child appropriately when the weather warrants. During the summer, it is always a good idea to put sunscreen on your child before bringing them to school.

There are times when the outdoor temperature is too cold or too hot to allow the children to play outside on the playground. In these cases, indoor exercise activities are to be conducted for a minimum of 30 minutes. We have provided below our guidelines for determining if the children go outside and for how long.

- 40° or lower the children are to remain inside.
- Between 40° and 55° the children are to be outside for a minimum of 15 minutes.
- 55° or higher, the children are to have a full 30 minutes of physical activity outside.
- 95° with a high humidity the children are to remain inside.
- Between 85° and 95° the children are to be outside for a minimum of 15.
- 85° or lower, the children are to have a full 30 minutes of physical activity outside.

## **FOOD**

It is very important to feed your child breakfast at home. If you bring your child early in the morning they are welcome to eat their breakfast at school up to 8:00am. The school **does not** provide breakfast.

We use a lunch menu that recycles every four weeks. This menu is posted next to the kitchen. Please refer to the menu regularly. If we are serving food that your child dislikes or is allergic to, please send a lunch and/or snack for your child that day **that does not require refrigeration or heating.** If your child brings food to school it must be in a lunchbox or bag with their name on the outside of the lunchbox or bag. If the food needs to be kept cool it must be in a lunchbox with an ice pack. Please place your child's lunchbox or bag on the proper shelf in their classroom.

All lunch boxes and sippy cups are to go home **EVERY DAY.** Health regulations dictate that we **throw out** any lunch boxes, sippy cups, dishes, plastic containers, cups and spoons that are still not picked up by the end of the week.

### **NAP TIME**

Children 3 years of age and younger must rest. Children may bring a small pillow, small blanket or crib sized sheet (with their name on it) for covering the sleeping mat and/or themselves. All of these items must fit in the child's cubby along with the change of clothing and must be taken home weekly to be cleaned. Naptime begins after lunch and ends at 1:30pm. Children that are scheduled to leave school at 2:00pm will be awake and ready to leave at 2:00pm.

### **FIELD TRIPS**

Classes go on field trips during the year. Some of these field trips may require the students to be transported in a vehicle. TLC provides a copy of the The Florida Child Restraint Law prior to the field trip so that each parent is aware of the requirements. If your child does not have a car or booster seat so they may be properly secured in the vehicle then your child will not be allowed to attend the field trip.

Dates and times for field trips are noted in the weekly lesson plans and are posted on the Sign In/Out clipboard and/or in the classroom.

### **STUDENT FOLDERS**

Art projects, newsletters, announcements and other communications are placed in the student folders. Since this is a very convenient method of communication between teachers and parents, it is important that the folder be checked every day. Please clean out your child's folder weekly.

### **ITEMS FROM HOME**

Please, **no toys from home** (except on sharing day). Our experience has been that toys disappear, get broken or cause conflicts. We encourage children to keep their "security" toys or blankets in their cubbies as these items often discourage appropriate social behavior. Due to health and sanitary reasons pacifiers are not allowed.

Please **do not** send your child to school wearing **jewelry**. Necklaces are a choking hazard and bracelets can get caught on objects and cause serious injury to the child.

### **BIRTHDAY PARTY POLICY**

Birthdays are very important to children of all ages. Celebrations are to be planned with the classroom teacher at least one week in advance and they should coincide with the class's morning snack time. Foods should be chosen carefully. Portions should be small. Heavily frosted cakes or cupcakes are discouraged. Juice from the Center may be used, however, parent-provided drinks may be substituted. Special hats, napkins, plates, are not necessary to make the celebration a success but they are acceptable. The children's involvement in song and sharing usually provides all the needed festiveness. Gift exchange is prohibited and should be done in a private party situation outside the center. TLC is not responsible for transportation to or from privately planned parties, nor may the Center be used for such parties.

### **DROP-OFF, PICK-UP AND SIGN-IN/OUT PROCEDURES**

Children must be signed in and out daily. The Sign In/Out Boards are conveniently located in the front next to the Office for this purpose. Please notify the office, in writing, and your child's teacher if you are planning to pick up your child early.

Children enrolled in the Full Time Program that are dropped off between 7:00am and 8:00am are to be dropped off in the classroom located at the front of the building with the teacher. Between 8:00am and 8:30am some of the children may be relocated to different classrooms. Children enrolled in the Morning Program are to be dropped off no earlier than **8:30am**. Children that are in the 2 and 3 years old classrooms should be dropped off at the front playground and children that are in the 4 and 5 years old classrooms at the back playground.

**Flag time** is a very important part of the school's structure and starts promptly at **8:45am**.

One of the major learning activities is circle time, which takes place between 9:00am and 9:30am. Bringing your child to school late stifles the child's learning process, hinders their progress and creates undue separation anxiety. **STUDENTS ARE NOT TO BE DROPPED OFF AFTER 9:00am**. Children brought to school after 9:00am will **not be allowed to stay at school**.

If your child is going to be late because of an appointment with a medical professional, your child will be allowed to come to school after 9:00am, if and only if, the office is made aware of the appointment in advance and a note from the medical professional is turned in when your child is brought to school.

Parents are to pick-up their children and exit school property in a timely manner. **DO NOT** take this opportunity to have a discussion with your child's teacher. This is a very important transitional time that must have very few disruptions. Some teachers may be taking their breaks, leaving for the day or preparing their lesson plans. If you need to discuss your child with his/her teacher, please schedule an appointment so the children's time for learning is not affected and you will have dedicated time to go over the information concerning your child.

For several reasons we cannot allow parents to remain on the playground after they have picked up their child. We therefore thank you for your continued cooperation.

Below are a few other very important things we would like everyone to remember at drop-off and pick-up time:

- **Do not park on the left side** of the drive or block the sidewalk leading to the door.
- Turn vehicle engine off and lock your vehicle.
- Do not leave small children or valuables unattended in your vehicle.
- Please fasten your seatbelts and drive safely.
- If you are going to be inside longer than 5 minutes, please park in the lot between TLC and the tennis courts.
- Please **do not park on the grass or sidewalk** in front of the TLC sign and next to the TLC mailbox. The vision of those leaving the driveway is severely limited.

### **CLASS LISTS**

Class lists are not provided. Party invitations, valentines, etc. should be completed inside, leaving the envelope fronts blank. Items can then be distributed quickly and easily.

### **COMMUNICATIONS**

Although student folders are used to communicate with parents, TLC strongly recommends conferences be scheduled with teachers to review progress on the child's development and discuss any issues that may surface. It is against TLC policy and procedures for the teachers to turn their attention to one or more parent when they are responsible for the direct supervision of the children in their classroom, regardless of their location at the time (classroom, lunch room or playground).

It is highly recommended for parents to provide feedback on the care we offer as we always strive to do better. Feedback can be given to anyone in the office and/or the teachers. If there is an issue or concern to be discussed, parents are encouraged to contact the director or owner to ensure follow-up and closure is provided.

### **STUDENT ILLNESS POLICY**

In order to minimize your child's exposure to illnesses we at TLC are asking that everyone cooperate in following certain rules. The most important rule being, **DO NOT BRING YOUR CHILD TO SCHOOL ILL.**

Allergies must be treated to ensure the child feels comfortable throughout the day, so please notify the office of any allergies your child may have.

If a child is brought to school and does not appear healthy we will monitor the child throughout the day. If any symptoms appear or the child's behavior is impacted, we will contact the parent/legal guardian. The parent/legal guardian will be given advance notice at the time of drop-off to make the necessary arrangements for the child to be picked up in the event that the call is made. TLC understands the difficulties that parents face when having to balance work and the care for an ill child. We must however, consider the well being of all our children and staff. If parents keep ill children at home, this will result in stronger, healthier and happier children.

Any child that has been absent from school for a serious illness must upon returning to school bring a doctor's note stating when the child is well enough to return to school.

If your child is diagnosed with a contagious illness it is your responsibility to notify the office staff so that we can notify the other parents that their child has been exposed to a contagious illness.

**YOUR CHILD MAY BE CONSIDERED ILL IF THE FOLLOWING OCCURS:**

- ✓ A temperature in excess of 100, **WITHOUT THE ASSISTANCE OF FEVER REDUCING MEDICINE.**
- ✓ Diarrhea (more than one abnormally loose stool within a 24-hour period).
- ✓ Excessive congestion.
- ✓ Red or pink eyes accompanied by a discharge.
- ✓ Excessive coughing that may cause child to turn red or blue in the face.
- ✓ Vomiting – two or more times within the past 24 hours.
- ✓ Sore throat that is accompanied by a fever or swollen glands in the neck.
- ✓ Green or Yellow nose discharge.
- ✓ Rash, especially with a fever or itching.
- ✓ Appearance or Behavior is abnormal for that child (unusually tired, pale, lack of appetite, difficult to wake, confused or irritable).
- ✓ Any other unusual sign or symptom of illness.

**REQUIREMENTS FOR PICKING UP YOUR ILL CHILD ARE AS FOLLOWS:**

- ✓ A temperature in excess of 101.
- ✓ Vomiting 2 or more times.
- ✓ Red or pink eyes accompanied by a discharge.
- ✓ Excessive coughing, causing the child to become very uncomfortable, red or blue in the face.
- ✓ Difficult or rapid breathing.
- ✓ Stiff Neck.
- ✓ Diarrhea (more than one abnormally loose stool).
- ✓ Untreated infected patches of skin.
- ✓ Any other unusual sign or symptom of illness.

**REQUIREMENTS FOR RETURNING TO SCHOOL AFTER AN ILLNESS ARE AS FOLLOWS:**

- ✓ No fever (A temperature in excess of 100) for a minimum of 24 hours without the help of fever a reducing medicine.
- ✓ A minimum of 24 hours after beginning antibiotics with the doctor's approval.
- ✓ No vomiting for a minimum of 24 hours.
- ✓ No diarrhea for a minimum of 24 hours.
- ✓ No excessive coughing for a minimum of 24 hours.

Only prescribed medication should be given at school, however, some over-the-counter varieties may be administered as with all others at noon. All medication must remain in its original container; indicating the child's name, date and prescribed dosage. If the medication does not have the correct dosage for the child's age or weight a doctor's note must be provided with the medication stating the correct dosage. The information must be transferred to an "Authorization for Medication" form before any will be dispensed. TLC does not administer fever-reducing medicine.

**DO NOT SEND YOUR CHILD TO SCHOOL WITH MEDICATION IN HIS/HER POSSESSION.** If someone other than the person who brought them to school is picking up your child and medication must be transferred to the person picking up your child the medication must be given to office personnel with a written note and they will make the necessary transfer. It is your responsibility to make sure the person picking up your child knows to ask for the medication.

If personnel from the Center should be unable to reach the parent, legal guardian or the authorized contacts listed on the application we will obtain medical treatment as required. Florida State Law does not permit sick children to stay at the Center. The parent/legal guardian will be responsible for medical costs incurred by the Center. Once you or your contact(s) have been notified that your child is ill he/she **must be picked up within 1 hour.**

