

# Tender Learning Care



## Parent Handbook

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## Parent Handbook

Introduction Tender Learning Care is a privately owned, tuition funded school and childcare program. We do not discriminate on the basis of race, color, religion, national origin or ancestry. Children with special needs are accepted by the school based on the ability of the staff to provide an appropriate program. TLC accepts children from two years old up through school age.

As co-owner with her husband John, and full time director of TLC at Stonegate, Shirley Huddleson brings twenty years of experience as a public school teacher and 25 years as a preschool director, as well as many unique Davis experiences to TLC clients. In addition to being a member of Delta Kappa Gamma, an honor society for outstanding teachers, Shirley helped to re-open Fairfield School, a "one room" school on the outskirts of Davis. Shirley has personally chosen the highly qualified TLC staff, which includes certified teachers, preschool teachers and teachers' assistants.

The major goal of TLC is to provide a safe, nurturing environment for children, giving each child affection, comfort, understanding and opportunities for learning in an environment free from frustration and pressure.

Programs TLC offers several different programs to fit the individual needs of your child:

*Full time* preschool is for children two to five years old. This program runs Monday through Friday, from 6:45 am to 5:45 pm. You may bring your child any time after 6:45 am. but you may want to check your child's Daily Schedule so that important preschool activities are not missed.

*Half Day* preschool is also for children two to five years old. You may select either our morning or our afternoon program. The morning program begins at 6:45 am and pick up time is at 12:30 pm. The afternoon children may arrive at 12:00 noon and must be picked up by 6:00 pm. This overlap time from 12:00 to 12:30 allows the children to eat lunch together and provides a smooth transition for them.

*Before/after school* care is designed to fit the needs of school age children. There will be time provided for rest, relaxation, play, homework and specially designed projects. If your child arrives or departs by bus we will see that he is safely on and off the vehicle. If the child is arriving without his parents, he will be expected to inform the office of his arrival so that he may be properly signed in. In addition, roll

is taken and absences are confirmed with parents for children who arrive by bus.

*Kindergarten:* TLC is happy to offer a quality kindergarten pre-k combination program with a maximum of 26 children and two fully credentialed teachers. If you are interested in the kindergarten program, please arrange a meeting with the director.

What to Bring to School In order to ensure the comfort and safety of your child as well as to comply with all state regulations, TLC would like to inform parents of what to bring and what not to bring to school:

All children -wear comfortable, washable clothing

have a complete set of extra clothes at school

bring a large t-shirt for messy projects

Nappers/resters - one small blanket one crib sheet to cover mat

Children in diapers - one bag or box of diapers

one container of diaper wipes

(the teachers will inform you when more are needed)

Please do not send any of the following items - war toys or weapons, balloons, gum, marbles, expensive or breakable toys.

Check the Daily Schedule for information on Show and Tell. All children should be encouraged to understand that anything brought to class should be shared or remain in their cubby.

Snacks TLC will provide two nutritious and satisfying snacks in the course of each school day. The morning snack will be served at 10:00 am and the afternoon snack will be provided at 4:00 pm. A sample snack menu is included at the end of this document. TLC does not provide lunches; however, milk or juice is available to accompany your child's sack lunch.

Medication TLC is willing to assist parents by administering medication as long as correct procedures are followed:

(1) ALL medication must be prescribed by a doctor, in writing. This includes cold remedies and cough medicines.

(2) Parents must fill out the necessary TLC medication forms.

(3) Parents must inform the head teacher in the child's class of the request to administer medication.

Parents are welcome to drop by to administer their child's medicine in person.

Illness For the health of your child, his classmates and his teachers, please keep your child home if he is ill or shows signs of illness.

Some of the reasons for keeping a child home are:

fever, or had one in the last 24 hours

vomiting, or has in the last 24 hours

common cold

pinkish, excessively watery eyes

unexplained rash or spots on skin

persistant cough or runny nose

any signs of a communicable disease

If your child becomes ill at school, he will be made comfortable in an isolated area until you are contacted and are able to come and get him. If you are called, you will be expected to pick up your child immediately or make arrangements for him to be picked up immediately.

Please be certain that the Director and classroom teachers are fully informed about any allergies your child may have. In cases where children have severe allergies to common foods, we must ask that you provide suitable food for your child's snacks.

Arrival and Pick-up Every child must be signed in and signed out of the school. Preschoolers should be walked to their classroom and made to feel secure and comfortable before saying a cheerful and firm good-bye. Parents should inform their child's teacher if they will be picking up at an irregular time, so that the teacher can reassure the child and can reschedule any special projects.

Pick up time is 5:45 pm for all day and afternoon children. There is a \$5 charge, due upon late pick up, for every fifteen minutes after 6:00 pm, with the first \$5 due at 6:05 pm. This fee should be given directly to the teacher who had to stay late, as she is not paid by the school after 6:00pm. Only the designated people listed in the child's files may take the child from the school grounds. Signed, dated, written consent from the child's parent or guardian is needed for anyone else to remove the child from the school.

Discipline The forms of discipline we use at TLC are encouragement and winning cooperation. In order to foster this approach the teachers establish a positive relationship with each child, and provide the child

with acceptable choices. If a child is having trouble controlling himself physically or mentally, his teacher may ask him to take some "time out". The length of the time-out would vary according to the individual needs of the child and the age of the child. If the child's parents or teachers are concerned about his behavior, a parent-teacher conference can be called to discuss and share ideas for more effective ways to deal with the child.

Payments Full payment for child care is due on the first of each month. A current tuition scale is enclosed with this document.

Because the salaries of the staff and the costs of operating the school are fixed regardless of the number of children present, the full tuition fee will be charged regardless of the number of absences due to illness, vacation, leave, etc.

Holidays TLC will be closed on the following holidays each year; a list of specific dates for the current year is enclosed with this document.

New Year's Eve and New Year's Day  
Martin Luther King Jr.'s Birthday  
Abraham Lincoln's Birthday  
George Washington's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day and the following day  
Christmas Eve and Christmas Day

|  
|Please remove this page and return it to the Director,  
|with the completed enrollment application package  
|and deposit.

|We have read the TLC Parents' Handbook and agree with its terms and  
conditions: \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Director \_\_\_\_\_ Date Received \_\_\_\_\_

Attachments (following pages):

| Daily Schedule | Tuition Rates | Sample Menu) | Contract | Holidays | Handbook Receipt TLC 3-88 |

## Tender Learning Care Class Room Schedule

6:45 Center Opens - Children who arrive between 6:45 and 8:15 go to the Blue Room for free choice activities; table-top toys, books, manipulatives, art, dress-up, computers and play-kitchen.

8:15 Green and Coral Room children go to their room for continued free-choice activities, or if weather permits, outside play.

9:30 Circle time and project time- singing, sharing, stories, calendar and other educational activities, followed by an art or craft activity

10:15 Snack

10:30 Story Time, followed by “potty break”

11:00 Outside play, “big yard” (Coral Room & Green Room children)

12:00 Lunch

12:30 “potty break”, book time - quiet time; nappers go to Blue or GreenRoom

1:15 Most Blue and Green Room children nap; non-nappers join the Coral room children and play outside, weather permitting.

3:45 Circle and Story Time.

4:00 Snack, followed by “potty break”

4:20 Inside & outside free-choice activities.

5:15 Computers, manipulatives, toys, games, art activities.

6:00 Center closes

Tender Learning Care

**Tuition Rates** - -see "Signup & Prices" for current rates.

**AFTER SCHOOL CARE:**

To enroll for *after school care*, *all fees, including first and last month's tuition must be paid prior to starting at TLC* (prepay of last month not required for preschool enrollments).

TLC 6-03 R14

# Sample Snack Menu

(Lunches are brought from home)

Monday

Morning Milk

Fruit \*

Afternoon Milk

Graham Crackers

Tuesday

Morning Fruit Juice Crackers, chips or pretzels

Afternoon Milk Fruit \*

Wednesday

Morning Milk Cereal Afternoon Juice Celery, carrot sticks, peanut butter

Thursday

Morning Milk Fruit Afternoon Juice (or frozen juice bar)

Crackers, peanut butter

Friday

Morning Milk

Graham Crackers

Afternoon Milk

Fruit \* or

crackers, chips or pretzels

\* Select from *apples, bananas, oranges, melons, etc.*

## Tender Learning Care Sample Contract

This contract is made between the TENDER LEARNING CARE (TLC)  
CHILD CARE CENTER and \_\_\_\_\_

and \_\_\_\_\_ (Parents)

Parents of \_\_\_\_\_ Our child's birth date is \_\_\_\_\_

This contract is for child care to be furnished by TLC on a month to month  
basis. The contract is made on the following terms and conditions:

### Term:

The child care service will begin on (date) \_\_\_\_\_ and  
continue until written notification, either by TLC or by the parents, of changes.  
Any change in conditions of contract terms will be made after one month  
written notice, unless the Director of TLC and the parents agree (in writing) to a  
different time schedule. TLC is open from 6:45 AM until 6:00 PM on the same  
days as the Davis public schools, plus some additional days. TLC is open  
during the summer except for some holidays.

### Tuition:

Monthly tuition is \$ \_\_\_\_\_ per month for \_\_\_\_\_ care. Tuition must  
be paid in advance, for each month's service. Checks should be made payable  
to TENDER LEARNING CARE and can be placed in the black mailbox  
located in the TLC entry on the first school day of each month; no statement  
will be mailed. The tuition rates in this contract may be modified upon TLC  
giving the parents one month written notice. Because our costs remain constant,  
there is no rebate for absence due to illness, holidays, vacations or other causes.

### Termination or Modification of contract:

If it should become necessary for you to withdraw your child from TLC, or to  
modify the enrollment base, we require one month written notice. If TLC  
believes that your child should no longer be in the program, then we will give  
you one month notice of termination. However, if the child represents a  
physical danger to the other  
children at TLC, termination may be immediate.

We agree to the above conditions:

Parents Signature

Date

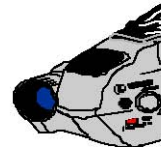
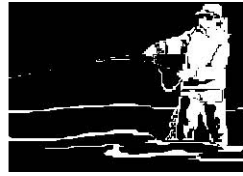
(Director's Signature) (Date) NOTE: to reserve a place for your child at TLC it is necessary to accompany this contract with an \$80 non-refundable processing fee.

AFTER SCHOOL CARE ONLY: process fee and first and last month's tuition must be paid prior to start of your child's care at TLC.

Deposit Received \$ \_\_\_\_\_ Date \_\_\_\_\_

Enrollment Base \_\_\_\_\_

Starting Date \_\_\_\_\_



## Tender Learning Care Holidays for 2004

January 1	New Year's Day
January 19	M. King's Birthday
February 16	Presidents' Day
May 31	Memorial Day Holiday
July 5	Independence Day
September 6	Labor Day Holiday
October 12	Columbus Day

November 25, 26      Thanksgiving Holiday

December 23, 24      Christmas Holiday