*TLC Children’s Place*

*Summer Camp Handbook 2017*

Revised January 2017

***Our mission:*** *To provide a child-centered learning experience in a Christian environment for infants through preschoolers inspired by the philosophy of Maria Montessori and also based on current research.*

***Our Vision***

*To create a child centered program that is highly regarded for its creativity and excellence in developing children’s individual gifts.*

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Facebook: TLC Children’s Place

Welcome to TLC Children’s Place. We are a Montessori school that provides before and after care, as well as summer camp for elementary age children 5 (completed kindergarten) through 12 years. We have fun and exciting activities, field trips, crafts, sports and more.

General Information

**Days of Operation**

TLC Children's Place is open Monday through Friday from 6:00am– 6:00 pm.

If a holiday falls on a Saturday, TLC will be closed on that Friday before. If a holiday falls on a Sunday, we will be closed the Monday after.

* Monday, May 29th First day of Summer Camp
* Tuesday, July 4th Independence Day
* Monday, August 7th Closed for all staff training

**Registration and Enrollment**

For each child the following must be completed and on file with the office before a child may start:

Application,- You are obligated

Emergency form

Field trip consent

Fees \* see fees Section

Current Immunizations

Medication Record (if needed)

**It is essential that our records contain up to date information. This is the parent and/or guardian’s responsibility. You must keep phone numbers, address and immunizations current.**

**FEES**

**Registration fee**

For those families not enrolled in our before and after care program, a non-refundable payment of $35 is required with enrollment.

**Supply Fee**

A supply fee of $50 is collected at enrollment for the summer supplies.

**Tuition and Payment**

Tuition/payment of fees can be placed in the lock box on the entry desk. Tuition is due in advance of care each week. Tuition is due no later than Wed. of each week.

Each week includes the field trip or special activity.

**Late payment Policy**

If payment is received after Wed. a late fee of $10 will be added to your payment due. Tuition credit is not given for absences due to illness, vacation or other plans. (See withdrawal policy)

**Withdrawal policy**

Registration obligates you to TLC Children’s Place until proper withdrawal notification has been made. Withdrawal notice must be in writing and must be received 2 weeks prior to withdrawal date or parent/guardian will be required to continue to pay tuition for the 2 weeks.

**Visitation and Observation**

Parents are always welcome to observe their child at anytime throughout the day. We have an open door policy. If you would like a meeting with the teacher or director, you must set up an appointment ahead of time.

**Non-discrimination**

TLC Children’s Place does not discriminate on the basis of race, color, family structure, national or ethnic background or religious beliefs in the admission policies nor in the administration of its educational program. TLC Children’s Place shall accept only children who are at a stage of growth and development which enables them to benefit from its program and for the age level the Children’s Place is staffed and equipped to provide care. TLC Children’s Place shall not admit or maintain a child whose needs it obviously cannot meet or whose behavior would be dangerous for other children and staff in the Children’s Place. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to the parent.

**Equal Opportunity Provider**

We will not discriminate against any child for any reason, whether it is race or disability.

**Inclement Weather Policy**

Every effort is made to keep TLC Children’s Place open during inclement weather. We do not follow the school closings or schedules. We do listen to the county emergencies. If there is a county emergency for Madison County, we are closed. If we feel that it is unsafe for our staff and our families to travel, we will close.

For announcements of school closings or scheduling, we will post closings on **Channel 13 WTHR and Channel 8 WISHTV. We also use the Remind app to send information via text message.**

We will also change our phone message at school by 6:00 am, as well as send a school wide email or post on face book, if power allows.

Inclement weather can worsen during the day, please call to verify, if we have to make changes or we will call you at your emergency number provided. It is your responsibility to update your emergency numbers. .

**Discipline**

At TLC Children’s Place, we train our staff with Conscious Discipline. Conscious Discipline is a comprehensive social and emotional classroom management style that empowers both teachers and students. This style uses daily conflicts to teach: conflict resolution, social skills, character development as well as self control. The discipline empowers children to become competent problem solvers in all areas of life.

We also use peace education. Peace education is the process of acquiring the *values*, the *knowledge* and developing the *attitudes, skills, and behaviors* to live in harmony with oneself, with others, and with the natural environment. We use tools such as Labyrinths to work with, Zen gardens, as well as peaceful music to calm the senses. Through peace education, conscious discipline and the Christian role models, the children learn how to deal with real life situations, as they come, instead of being just told what to do in a situation. Behavior issues are handled within the school.

However, the school reserves the right to involve the parent if it is considered beneficial for the child and his/her wellbeing.

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**Supplies needed for summer- All things need to be labeled with child’s name.**

* Extra set of clothing
* Sunscreen
* Tennis shoes
* Water bottle, if needed.
* Swimsuit, towel and water shoes (if you like). Will go home weekly to wash.

**Authorization for Pick up**

One of the most important procedures that we have in place to ensure safety is asking for identification when a child is being picked up. If a staff member is not certain who you are, she will ask for identification and check that you are on the approved list. We ask for your patience and understanding during this process. The staff is doing this only with your child’s safety in mind.

**Medication**

All Medicine is kept in the refrigerator or in the locked cabinet in the sick room. All medicine must be brought in its original bottle, which contains the directions from the pharmacist and a current date. Anytime medicine is to be given to the child, a parent must fill out a medication authorization form. Teachers will document when administered.

Communication

**Mail Folders**

Each family has a mail folder in the entryway. Please check your folder daily for notes and information.

**Facebook**

Each classroom, as well as the school, has a Facebook page that we keep private. We will accept current student’s parents and grandparents (with permission). We post pictures of the children and let you see a glimpse into their classrooms. We also post reminders and current news.

**Remind**

Remind is a free, safe, and simple messaging tool that helps teachers share important information, updates and reminders. Subscribe by text, email or using Remind App.

**Text- @tlcchil to the number 81010**

**Or for email search- remind.com/join/tlcchil**

**Newsletters**

Each classroom sends home a newsletter, either weekly or monthly depending on the classroom. This is full of exciting information about what's going on currently and events in the near future.

Health and Wellness

The health of a child is very important to TLC Children’s Place. By monitoring each child’s health, teachers are able to maintain a better environment of the entire school. A child who is unable to participate in all our activities should not be in attendance. Cooperation in keeping your child home when he/she is ill is greatly appreciated.

DO NOT SEND SICK CHILDREN TO SCHOOL!!!

If a child arrives in the morning showing signs/symptoms of an illness, TLC will be unable to accept him/her.

Examples of health symptoms that require exclusion from the school include, but are not limited to:

Severe pain or discomfort in joints, abdomen or ears.

Vomiting or diarrhea (2 bouts in 1 hour or 3 in a day)

Severe coughing or sore throat

Temperature of 100.0 degrees or higher

Jaundice skin or eyes

Conjunctivitis (pink eye) must have 24 hours of drops and no seepage

Infected, untreated skin rash or severe itching of head or body.

Difficult or rapid breathing

Swollen joints or lymph nodes

Blood/pus from ears, skin urine or stool.

Symptoms of chicken pox, impetigo, live, scabies, conjunctivitis, or strep throat

If a child becomes ill during the day, the parent will be contacted immediately. The child will be given the opportunity to rest in the first aid room or an isolated cot until the parents arrive. If the child is not picked up within one hour from time of notification, the parent will be contacted again. If we are unable to reach the parent, we will call the emergency contact person. Children who are sent home with an illness will not be readmitted into the school until all signs of illness are gone for 24 hours, fever free/medicine free for 24 hours, or a doctor’s note stating the child is not contagious and what the illness was.

Food

**Birthdays or Special Treats**

Our celebration of life is unique to Montessori and is a wonderful experience in our classroom.

On the actual day or closest school day, please bring in a picture of your child for each year of life. During our line time, we represent the Earth with a globe and the sun is in the center of our line. The child begins at birth and walks around the sun for each year of life. The children sing and celebrate their friend’s life. Before bringing in a treat, please be aware of any students in the class with allergies. Also the food must be store bought and in unopened containers.

Parents are welcome to attend the celebration of life!

Here are a few suggestions for birthday or special day treats, please bring peanut-free items for they pose life-threatening for those allergic:

 Ice cream cups Fruit salad/Fruit cups Yogurt Pudding cups Jello cups Cracker packs

**Food Services**

Breakfast (served 6:30am– 7:30 am)

AM Snack (beginning at 8:30, offered until 9:30/10:00)

Lunch (times are by classes between 11:30– 12:30)

PM Snack (2:30– 3:30)

**Allergies**

It is up to the parent or guardian to make the staff at TLC Children’s Place aware of an allergy your child may have. Please make sure you have a doctor’s note on file or fill out the medication /allergy portion of the enrollment application. Children with special diets must provide their own lunch and snacks.

------------------------------ Detach this form and return it with your paper work.-------------------------------

**Parent Handbook Acknowledgement Form**

I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have received, read, understand and will abide by the information presented in the TLC Children’s Place Handbook.

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Parent Signature Date

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Parent Signature Date

**Field Trip Permission**

I understand that my child is being transported in the church van to and from the field trip destination. I understand that I have to provide a booster seat that is compatible with the state law, if my child needs one.

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Guardian/Parent Signature Date

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Guardian/Parent Signature Date