

TRUMBULL LOVES CHILDREN, Inc.

PARENT HANDBOOK

Acknowledgement of Receipt

I (we) have received and reviewed the 2017 – 2018 TLC Parent Handbook and I (we) agree to comply with the policies and procedures as stated, including TLC’s Discipline Policy located on page 18, which I (we) have discussed with a representative of TLC.

As stated in the 2017 – 2018 TLC Parent Handbook, and in TLC’s Registration Agreement, I (we) am/are responsible for all program fees for my (our) child or children.

Please read thoroughly as there are many changes to the TLC Program.

Only one legal parent/guardian signature is required.

Mother’s Signature

Father’s Signature

Print Name

Print Name

Date

Date

Trumbull Loves Children, Inc.

Before and After School Programs

Preschool Programs

Summer Camps

Parent Handbook

2017 – 2018

TLC – where kids come to learn and play!

TLC 2017-2018 PARENT HANDBOOK – INTRODUCTION

Welcome to Trumbull Loves Children, Inc (TLC). TLC is a not for profit organization governed by a volunteer Board of Directors comprised of past and present TLC parents, as well as members of the Trumbull community. TLC has been in operation since 1983 and has become one of Connecticut's largest before and after school programs. We are proud to offer Trumbull working parents a safe and affordable childcare solution for their school-aged children.

TLC works in cooperation with the Board of Education and administration at each school. We are licensed by the Connecticut Department of Public Health and endorsed by the Town of Trumbull.

We currently run centers at each of the six elementary schools; our Fun Zone center located behind Daniels Farm School for 4th through 8th grade students, and our full-time/part-time Preschool located behind Daniels Farm School for 3 and 4 year olds. During the summer months, we operate two summer programs: TLC Camp (Kindergarten through 6th grades) and TLC Preschool Camp.

We are fortunate to have our own TLC rooms at each of the elementary schools. Dedicated space is more conducive to providing the nurturing and safe learning environment we offer to our children. TLC continues to make annual payments to the Town of Trumbull to repay the 30-year bond initiated to build the dedicated rooms.

The philosophy of TLC is to provide a warm and caring environment that will meet the physical, social and emotional needs of children who are out of the home for a large part of the day. TLC's policies, procedures and activities are designed to meet and enhance the individual needs of the diverse population we serve, which includes children with cultural, language and developmental differences. Every effort will be made to accommodate the special needs of your child. We endeavor to make each child and parent an important part of the TLC family. With this in mind, we have put together the *Parent Handbook* that we hope will help explain our philosophy, our procedures and our expectations.

If, at any time, you have questions or concerns about the program or your child's involvement, please do not hesitate to speak to the Site Director at your child's center, or you may contact the Program Director or Executive Director at the TLC office at (203) 452-9626.

By registering your child in the TLC or Preschool programs, it is understood that you agree to the following:

- ◆ Per licensing, it is mandatory that all TLC students have medical insurance, or a signed waiver is required.
- ◆ ALL Children are accepted on a trial basis.
- ◆ Preschool children must be potty-trained and must be 3 years old by June 1st of the current enrollment year.
- ◆ **Should either a child or parent prove to be unable to function cooperatively within the program structure, TLC reserves the right to remove that child and/or family from the program. This includes, but is not limited to, chronic late payment, chronic late pick-up and disrespectful or inappropriate behavior, by parent or child.**
- ◆ Enrollment is given to the children of working parents or full time students, and TLC reserves the right to verify employment or enrollment.

TLC 2017-2018 PARENT HANDBOOK – INTRODUCTION - Continued

- ◆ A child's teacher, principal or any administrative or supervisory person within the Trumbull Board of Education may be consulted about the child's ability to function within the program.
- ◆ Photographs may be taken of your child, which may be used in center bulletin displays, the TLC newsletter (E-News), local newspaper articles or our TLC Website. If you do not want photographs taken, please notify TLC in writing.

Please **see the Site Director at your child's TLC center for the "Acknowledgement of Receipt"** form. This will confirm your receipt and agreement to abide by the rules and regulations of the TLC program.

STAFF HIRED BY PARENTS

We strongly discourage our employees from making independent child care arrangements with families of TLC. However, in the event that you enter into an agreement with a TLC employee to babysit for your family outside of the employee's normal work hours, it must be done away from the TLC center and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a TLC employee. Please complete the form on the following page with the TLC employee and return to your child's Site Director. We cannot be responsible for our employees outside of their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children. You may be required to sign acknowledgement and waiver to this effect. If you hire a staff member to work for you and that employee resigns their position with us in order to accept your employment offer, you will be required to pay TLC a \$1,000 finder's fee.

AUTHORIZATION FOR BABYSITTING

We, _____, acknowledge that Trumbull Loves Children, Inc. is not responsible for our child(ren) _____, while they are not in attendance at a TLC Center. We also understand that TLC does not condone any of its staff members to care for children outside the TLC Center, including transporting the child to/from the center or any other location. We understand it is our choice, even though the center does not condone it, that the staff member, _____, care for my child (ren) outside of TLC. We understand that TLC will not be held liable for any or all actions of current or former TLC staff members while the staff member is not on TLC property. We will also not hold TLC accountable for any or all damage, claims or actions that may result while the child is in the care of the said employee.

Signature of Mother/Guardian

Date

Signature of Father/Guardian

Date

Signature of TLC Employee

Date

TLC ADMINISTRATION

TLC Office

The administrative offices of TLC are located at 2 Corporate Drive, Suite 207, in Trumbull. Office hours are from 9 a.m. - 5 p.m. The Administrative staff may be reached by telephone at (203) 452-9626, by fax (203) 452-0193 or by email info@tlctrumbull.com. You may also find us at our website www.tlctrumbull.com. Program and administrative staff frequently visit the centers, so please feel free to leave a message on the answering machine, and your call will be returned as soon as possible.

TLC Administrative Staff	
Executive Director	Ken McCabe
Program Director	Caryn Kiernan
Human Resources Manager	Chauna Gordon
Finance	Russell Smith/Amanda Bristol

GENERAL INFORMATION

The Parent Handbook

The purpose of the Parent Handbook is to provide our families with a comprehensive reference to TLC's guidelines, policies and procedures. Unless noted, all policies and procedures apply to TLC and the Preschool centers. Please keep this handbook as a reference throughout the school year and summer camp programs.

Enrollment Policy

It is TLC's intention to enroll as many children in the program as possible. TLC reserves the right to verify employment or college attendance to determine enrollment in a TLC program.

Registration

A separate Registration is required for each child and each school year and summer camp program. Enrollment is performed on a "first come, first served" basis. Parents must be aware that enrollment in the current year does not guarantee automatic enrollment for the following and subsequent years. Application for Registration for the TLC School Year Programs and for the TLC Camps begins in January. Please visit the Parent Portal link located on the TLC website, www.tlctrumbull.com, to begin the registration process for your child(ren).

TLC will notify parents via email of their child's enrollment status in a TLC program. TLC recommends a non-business email address to prevent emails from being blocked or sent to spam/trash. Every effort is made to enroll as many children as possible at each center, but availability of shared space determines the number of children that can be accommodated. Please note that registration fees are non-refundable, unless we are unable to provide service.

Program Orientation

Depending on the Trumbull Board of Education first day of school, an orientation may be scheduled. At that time, parents and children may visit the TLC center and meet the staff.

School Security

In light of our changing times, school security has become essential to the safety of children. All outside access doors to TLC rooms will remain locked. TLC staff will comply with the new security Trumbull School policies to ensure the safety of our children. In addition, any person picking up a TLC child will be required to provide photo ID and be 18 years of age or older.

TLC Centers

TLC Centers are resident in each of the six elementary schools, Fun Zone and Preschool. TLC Centers and Preschool telephone and addresses are as follows:

Center	Address	Phone	Site Director	License #
TLC Booth Hill	545 Booth Hill Road	(203) 386-0195	Brittany Rich	12064
TLC Daniels Farm	710 Daniels Farm Road	(203) 459-1334	Stephanie Morais	14059
TLC Frenchtown	30 Frenchtown Road	(203) 371-7055	Laura Leeney	15996
TLC Fun Zone	720 Daniels Farm Road	(203) 261-2723	Sara McFarlin (Pelletier)	16164
TLC Jane Ryan	210 Park Lane	(203) 261-7244	Joyce Parent	14186
TLC Middlebrook	220 Middlebrooks Avenue	(203) 459-8088	Luis Martins	14060
TLC Tashua	410 Stonehouse Road	(203) 459-2966	Olga Monteiro	14448
TLC Preschool	720 Daniels Farm Road	(203) 268-5649	Kristi Federici	16164

TLC Licensing

The Department of Public Health (DPH) licenses each TLC Center and the Preschool. Therefore, we must adhere to the strict guidelines of DPH for environmental and safety procedures. Many of the policies and procedures put forward in this manual are the result of compliance with these regulations. Each center must renew its license every four years and must meet or exceed the standards put forward by the Department of Public Health. Please be aware that policies and procedures mandated by the Department of Public Health may be different or exceed those mandated by the State Department of Education.

The Department of Public Health decides how many children can be at one center at any one time. All rooms used by TLC must be approved by the State and meet all licensing requirements. There are a maximum number of children allowed in the TLC rooms at any time; should we go over this number, we jeopardize the license of that center.

School Year Center Hours

TLC Centers and the full-time Preschool follow the school calendar and are open for many of the school holidays, such as Columbus Day. For the elementary schools, the centers open at 7:00 am – 8:20 am and operate 3:20 pm to 6:00 pm. The Fun Zone Center opens at 2:30 pm and remains open until 6:00 pm. The full-time Preschool offers the school day option of 7 am to 4 pm or an extended day of 7 am to 6 pm. The part-time Preschool is open 7 am to 12 pm and 9 am to 12 pm. Please do not drop off your child before his or her scheduled time. The time of opening and closing may vary depending upon situations beyond our control, such as snow. The Superintendent of Schools determines whether or not school opens and thus the TLC center. **Please review “Delayed Opening” and “Early Dismissal ” policies in this manual.**

Late Pick-up

Your child must be picked up from the center by 6:00 pm. In the event that you are unable to pick up your child, you must make alternate arrangements. Should you fail to pick your child up by his or her scheduled time at 6:00 pm; 4:00 pm or 6:00 pm for the full-time Preschool; 12 pm for the part-time Preschool, a penalty will be applied. A late pick-up penalty of \$10 for every fifteen minutes or part thereof will be assessed for the first two instances; each incident thereafter will incur a \$25 penalty for every 15 minutes or part thereof. **If late pickup occurs more than 3 times in one month**, we reserve the right to remove your child from the program.

Left Child Policy

In the event that a child (ren) has not been picked up by the end of the regular TLC hours, two staff persons must stay at the center past closing, one of whom is either the Site Director or the Assistant Teacher. Every attempt will be made to contact the parent(s) of the child. If unsuccessful, the emergency contacts will then be contacted. The Executive Director and /or Board President are notified to assume the responsibility of the child (ren). If neither parent nor emergency contact person can be reached within a two-hour period after closing, it is the responsibility of the Director and/or Board President to contact the police who will be called to the center to assume supervision of the child (ren).

Daily Schedule

Time	Daily Before and After School Activities - TLC Centers
7:00 - 8:30	Board games, homework, quiet/free play
3:20 - 3:45	Arrival, bathroom, snack and drinks
3:45 - 5:00	Homework, organized games, crafts, outdoor play, program enrichments
5:00 - 6:00	Free play indoors and outdoors

Daily Part-time Preschool Schedule

7:00 – 9:00	Arrivals, choice activities
9:00 - 10:00	Circle time/Story Time
10:00 - 10:30	Snack time
10:30 - 11:30	Outside/Centers/Group Games/Dramatic Play/Free Play
11:30 - 12	End of Day Circle/Pickup

After School Activities – Fun Zone Center

2:30 - 2:45	Arrivals
2:45 - 3:45	Homework time or quiet activities
3:45 - 5:15	Indoor/Outdoor recreational activities, arts & crafts, games
5:15 - 6:00	Quiet activities/parent pick-ups

* Programmed activities include arts, crafts, games, story time, music and educational activities.

Daily Full-time Preschool Schedule

Time	
7:00 - 9:00	File Folder Games and Choice/Center Play**
9:00 - 9:15	Transition/Cleanup time
9:15 - 10:00	Circle Time and Snack
10:00 - 10:30	Outside Play
10:30 - 11:45	Centers and Themed Activities*
11:45 - 12:00	Cleanup
12:00 - 12:45	Lunch
12:45 - 1:00	Bathroom (Bathrooms are available throughout the day)
1:00 - 2:30	Nap/Quiet Time
2:45 - 3:15	Afternoon Circle/Story
3:15 - 3:30	Snack
3:30 - 4:30	Outside/Gross Motor
4:30 - 6:00	Choice/Center Play, Computers, Themed Activities

* Activities include but not limited to: arts, crafts, games, stories and other learning activities.

** Centers include: Science Center, Library, Music Center, Dramatic Play Center, Writing Center, Block Center, Math Center, Computer Center and Free Art Center.

Drop-Ins

Drop-Ins are permitted only on regular school days. Please note that Drop-Ins are only allowed for grades K-8 and not for the full/part-time Preschool. All requests must be made via the TLC Parent Portal or by sending an email to registration@tlctrumbull.com. Please also note that only the TLC Office can approve a drop-in request. Drop-in fees are as follows, Before School only is \$15 a day; After School is \$25 a day. **Drop-Ins are not allowed on scheduled planned/unplanned early dismissal or delayed openings.**

Planned Early Dismissal**

When school is scheduled to be open for only a half a day, TLC will be open from the time school dismisses until 6:00 pm (i.e. elementary after school program will run from 1:00 to 6:00, middle school at Fun Zone from 12:10 to 6:00) instead of the normal 3:20 or 2:30 to 6:00). Children will go to TLC as soon as school is dismissed. Unless notified, you will need to send a bag lunch with your child on half days. **There is no additional fee for planned early dismissal days. Drop-ins are not allowed on planned early dismissal days.**

The tentative schedule for early dismissal is as follows:

Day and Date *	Reason
Monday, October 30 th	Afternoon Teacher/Parent Conference PK-5
Thursday, November 2 nd	Afternoon Teacher/Parent Conference PK-8
Wednesday, November 8 th	Afternoon/Evening Teacher/Parent Conference PK-5
Wednesday, November 15 th	Early Dismissal, 6-8th
Wednesday, November 22 nd	Early Dismissal, K-12, Thanksgiving Holiday
Friday, December 22 nd	Early Dismissal, K-12, Holiday Recess
Thursday, March 15 th	Afternoon Teacher/Parent Conference PK-5
Tuesday, March 20 th	Afternoon/Evening Teacher/Parent Conference 6-8

*Please note that these dates are subject to change.

****The TLC full-time/part-time Preschool children will maintain their regularly scheduled hours when the schools have planned early dismissal.**

Weather Emergency – Website: www.tlctrumbull.com

Radio - WICC (AM 60), STAR (FM 99.9) or WEBE (FM 108)

Television - WTNH/WCTX 59 Channel 8, WFSB Hartford Channel 3

or

WVIT/NBC 30 Channel 30.

E-Mail Notification – Register for this service by logging onto

www.ctweather.com

Snow Days

When the Superintendent of Schools closes school for snow or for any reason, TLC will also be closed. Please choose one of the above public services to obtain information on TLC and school closings. The safety of our children and staff is our paramount concern. TLC may not open on Sign-Up Days in the event of bad weather; again please listen to WICC radio or WTIC Channel 30 TV for closing information. Generally, if local schools, such as Shelton or Monroe, are closed, Trumbull may also be closed.

Delayed Opening

When school opening is delayed, TLC centers will also be delayed including the part-time Preschool. Please choose one of the above public services to obtain information regarding delayed openings. If school is delayed 90 minutes, TLC will open 90 minutes later, 8:30 am instead of 7:00 am. (Only children who are normally BEFORE SCHOOL enrollees can be dropped off at TLC at 8:30 am. All other children must wait until school opens at 10:05 am before being dropped off.) The school will be locked until this time, and no access is possible to the TLC room. Children must never be left in the TLC room without a TLC staff member present. **Drop-ins are not allowed on delayed openings.**

Unplanned Early Dismissal

If the Superintendent decides to close school early due to causes such as inclement weather conditions, TLC Centers and the Preschool will also close. An Unplanned Early Dismissal is a non-scheduled event and should not be confused with a Planned Early Dismissal. When school dismisses early, children who regularly attend TLC Centers will be directed to go to TLC Centers as usual, but need to be picked up within **two hours of school closing**. Children assigned to the Fun Zone will be bused to the TLC Fun Zone Center or must be picked up from their home school location at the time of dismissal. Parents who may not work locally and/or believe they will have difficulty picking up their child within this two-hour period should identify a designated local person to pick up their child. This person needs to be listed in our TLC files as the authorized designee. In some instances, the school administration may not close school early, but worsening weather conditions may force the TLC administration to close TLC Centers and the Preschool before the regular 6:00 pm time. Sometimes the weather where you work may not seem to warrant TLC closing early, but please understand that we do not make this decision lightly. Our primary concern is for the safety of our children, staff and parents. All children must be picked up no later than two hours after TLC's decision to close. Ratios will be maintained at all times, and two staff will remain until all children are picked up. **Drop-ins are not allowed on unplanned early dismissal days.**

In all circumstances, a parent or designated alternate will be responsible for being aware of school and/or TLC time changes and are expected to pick up your child in the appropriate period. If a parent is unable to pick up their child themselves, please make arrangements to have an alternate contact do so.

Sign-Up Days

TLC follows the school calendar with a few exceptions. We are open on the single school holidays during which the children have no school but most parents work. These days change from year to year. Please speak with the Site Director at your child's center.

Approximately four weeks prior to each single holiday or recess week, a sign-up email is sent to each family. If you want your child to spend the day at TLC on a school holiday, you must register via the TLC Parent Portal. The sign-up period ends two weeks prior to the Sign-Up Day and the online form is no longer available. .

Sign-Up Day Fees*

The fee for a Sign-Up Day is \$25 per day for each child if your child is registered full time, \$35 per day if your child is registered part time and \$55 per day if your child is registered as sign-up day only. This fee must be paid in addition to your regular monthly program fee. Should you withdraw your child from the Sign-Up Day after the closing date, you will be responsible for all charges. Please review our policy on Sign-Up Days in this handbook. The school calendar can be found at the end of this handbook.

*Does not apply to the Preschool.

Sign Up Days – Continued

TLC is also open during the Holiday, Winter and Spring Recesses. The same sign-up system is used as well as the same payment requirement.

Depending on enrollment, centers may be combined for Sign-Up Days and Recess Weeks. Parents will be notified in advance of Sign-Up Day acceptance and location assignment via email. The schedule for Sign-Up and Recess Days is as follows.

Parents must complete the above registration process for every Sign-Up Day they wish to utilize. Children will not be automatically added to a Sign-Up Day.

Full-time Preschool Sign-Up Days

There is no additional fee for children attending Preschool on a holiday when TLC is open. If a holiday falls on a day your child/children are regularly scheduled to attend TLC, they may attend as if it is a regular day. **We send out an email asking that parents let us know whether or not their child will be attending on a holiday so we can staff accordingly.**

2017/2018 TLC Sign-Up Days

Rosh Hashanah – October 3, 2017
Columbus Day – October 10, 2017
Yom Kippur – October 12, 2017
Election Day – November 8, 2017
December Holiday Recess – December 27 – 30, 2017
Martin Luther King Day – January 16, 2017
February Recess – February 17 and 20, 2018
Teacher Professional Day – April 17, 2018
April Recess – April 10-13, 2018

2017-2018 TLC Closed Days

Labor Day – Monday, September 4, 2017
Thanksgiving Holiday – Thursday, November 23, 2017 and Friday, November 24, 2017
Christmas Holiday – Monday, December 25, 2017 and Tuesday, December 26, 2017
New Year Holiday – Monday, January 1, 2018
Good Friday- Friday, March 30, 2018
Memorial Day – Monday, May 28, 2018
Fourth of July – Wednesday, July 4, 2018

TLC Camp and TLC Preschool Camp

TLC offers a summer program to its currently enrolled families for children who have completed K thru 6th grade before the summer. Please note that Application for Registration for the summer program is separate from that for the regular school year. Acceptance is on a “first come - first served” basis and registration is not guaranteed. Enrollment is limited per center. Depending on enrollment, Camp may run at each of the six elementary school centers, in addition to a July half-day program run in conjunction with the “Summer Explorations” program operated by the Board of Education. A program specifically for students in 4th through 6th grade may also be held during the summer, based on enrollment, as well as our TLC Preschool Camp, which is for 3 and 4 year olds, and 5 year olds who have not yet completed Kindergarten. Part-time Preschool will not be available during TLC summer camp.

The start of summer camp is dependent on the Board of Education’s scheduled last day of school. Camp generally runs for 8 weeks during the summer. However, this schedule may change. Camp dates will be available during the January Application for Registration process. TLC Camp maintains the regular scheduled hours of 7 a.m. to 6 p.m., with the exception of the Afternoon Explorers that operates 12 pm to 6 pm and; TLC policies and procedures apply.

Child's Records

TLC keeps a folder for each enrolled child at your child's center and the TLC Administration Office. This folder contains the original copy of the registration form, emergency release form, a copy of the most recent medical form, the signed acknowledgement of receipt for the Parent Handbook, and any applicable administration of medication records. It is your responsibility to keep the TLC Parent Portal up to date with any changes such as home address, home phone number, work location and work phone number, insurance carrier and number, medical conditions and court orders.

Child Attendance

TLC staff takes the safety and well-being of every child seriously. At school dismissal, an attendance checklist is completed, and each child must be accounted for. If your child is scheduled to attend TLC but does not arrive at the center, we make every effort to locate that child immediately. If you know your child will not attend TLC on any given day, it is crucial that you inform the center or the TLC office. If your child will be picked up early at school, is absent that day or will go home with another child, **we must be informed.** Please understand that to send staff looking for a child is reducing the number of adults supervising the children in the center, which compromises the safety and well-being of the other children.

Failure to notify TLC when a child will not be attending will result in a warning. The second time, a \$25 penalty will be assessed. We reserve the right to remove your child from the program upon the third such occurrence in any one calendar month.

Constant Contact

TLC emails all important announcements and Sign-Up Day notices as well as our monthly E-News (newsletters) through Constant Contact. You will need to visit TLC's site at www.tlctrumbull.com to sign up. At least one parent must provide an email address. Please use a personal email to avoid issues that frequently arise when using a work email. You will be able to make changes at anytime of day from any computer. Once you have made a change or added an email, an automatic confirmation email will be sent to your account.

Parent Table

Each center has a Parent Table or area where the Sign-In/Sign-Out book and other information is available. Notices of upcoming events, planned enrichments, fundraising efforts and general information about the center are posted. Please make every effort to review this information whenever possible. **Please note that important notices will be posted on bright yellow paper.**

Parents are encouraged and welcome to visit their child's center at any time to observe the program. Upon entering the center, we request that you check-in with a staff member who can update you on planned activities for that time.

Parent Mailboxes

Each of the six elementary school TLC centers, Preschool and Fun Zone Center has a designated mail slot for each child. Parents should check for important correspondence regarding their child.

Sign-In/Sign-Out Book

State regulations mandate that a child is signed-in and signed-out by a parent or designated alternate. Any time you drop your child off at a center or pick up your child, you must sign him or her in or out on the Sign-In/Sign-Out sheet located on the Parent Table. To ensure the safety of your child, TLC staff must monitor appropriate drop off and pick up of all children. This also provides a valuable tool in tracking attendance. The State of Connecticut inspects our sites on a regular basis, and the Sign-In/Sign-Out records are one of many forms that are checked. Therefore, your compliance with this procedure is essential. Failure to comply will result in a written warning, followed by a \$25 penalty charge for each failure to sign a child in or out at pick-up or drop-off.

Emergency Contacts

We require **two local contact names** for your child in the event that we are unable to contact you in an emergency. The alternate contact **MUST** be someone other than the parent or guardian and reside locally. Please notify any individual you designate as an alternate/emergency contact that you have done so, and confirm that they are willing and able to pick up your child. Please also make sure that your child is familiar with the alternate contact and, that they feel comfortable leaving with that individual.

All alternate/emergency contacts will be asked to show some form of photo identification, (i.e. valid driver's license) **and must be 18 years or older before they will be able to leave with any child**. This is a safety precaution so please make this policy known to your alternate/emergency contact prior to coming to the center.

If you or a designated alternate contact cannot pick up your child, we will need a signed note from you giving permission for someone else to do so. This person will be asked to sign your child out and produce sufficient photo identification, (i.e. valid driver's license).

In the event of an emergency when a parent or legal guardian needs to change the normal departure plan of their child and has not provided TLC a written notice, the following procedure will be followed:

- 1) The parent or guardian requesting the change must provide clear instructions to TLC staff specifying what change is to be made.
- 2) The caller will identify to the TLC staff member what location they can be called back at to confirm identity of caller. The home, work or cell phone numbers, which are in the child's file, are the **ONLY** numbers a staff member are to use to confirm the identity of the caller.
- 3) Site Director or designee must be notified of the call.
- 4) TLC staff must confirm this change with a parent or legal guardian of the child. Again, **ONLY** the contact numbers in the child file can be used. TLC staff will **NOT** ask the caller for a phone number.
- 5) TLC staff will document all information in the center's logbook; with date and time of call, name of child, name of caller, calls made to confirm caller's identity and clear instructions of change in child's departure plan and initial the entry. The entry will be highlighted so all staff can see entry and are aware of change.
- 6) No child will leave the care of TLC without following this policy.

If you have any questions, please do not hesitate to call the TLC office at (203) 452-9626.

Homework*

Every effort will be made to provide children with an opportunity to do their homework daily. However, we cannot guarantee they will always complete their homework during the designated homework time. One hour will be set aside for homework. On days when enrichments are scheduled, it may not be possible to include time for homework. If interest, please see your Site Director.

Please note that it is the aim of our staff to assist your children in getting their work done, but TLC cannot be held responsible for the quality or completeness of the work.

*Does not apply to TLC part/full-time Preschool.

Movies

In general, G-rated movies may be shown at TLC. If at any time we would like to show a movie rated PG, we will distribute permission slips to parents. Please be sure to return any permission slips to your center as soon as possible. All permission slips must be returned. If we do not receive the permission slip back, your child will not be able to see the movie and alternate activities will be arranged. Fun Zone students may be shown PG movies without parental permission.

Enrichments

From time to time during the school year, TLC schedules enrichment programs. In the past, these have included puppet shows, cartoonists, magicians and nature programs. Our monthly newsletter, E-News, is a good source of information for upcoming enrichment plans. Notices regarding enrichments are generally posted on or near the Parent Table at each center. We recommend that parents not interrupt a program for their child's pick-up unless necessary. On enrichment days, it may not be possible to include a time for homework. Suggestions for enrichments and entertainment are always welcome.

Field Trips

TLC schedules field trips regularly during the summer camp program. Parents will receive notice with trip details in advance of the scheduled field trip. A permission slip with parent approval will be required before any child can participate in a field trip.

Transportation

Since most TLC and Preschool centers are located, on-site, no daily transportation is required. The Board of Education has agreed to transport 4th through 8th grade students from the elementary and middle schools that participate in the TLC Fun Zone program. ***Typically, one bus from each school will be designated for students going to TLC Fun Zone Center with a designated stop at the end of that bus route. The exception is Hillcrest Middle School where the designated stop is at the beginning of that bus route. Bus numbers will be provided prior to the start of the school year.***

Snacks

Snacks are provided throughout the day in all of the TLC programs. All children are offered a choice of nutritious and fun foods. A snack menu is posted at each center.

If your child has any food allergies, you must notify us in writing and complete a TLC Care Plan. You may pack a special snack for your child, or keep a supply on hand at the center. Each center is equipped with a microwave oven so that snack and lunch foods may be heated.

Attire

The children go outside whenever weather permits. Please dress children appropriately for the weather (i.e. light jacket for fall or spring, heavy jacket, pants, mittens, hat, etc. for winter). Please label all clothing.

No open-toed or open-back shoes may be worn at TLC, due to safety issues.

For children who attend the part/full-time Preschool, in addition to the above attire policies, we recommend that children wear washable, comfortable play clothes to school. Since young children really “get into” their work, clothing may often get soiled or spotted with paint (even if the children are wearing smocks), which are provided by TLC. Please also provide your child with an extra set of labeled clothing.

Rest Time

The following information is for TLC full-time Preschool parents:

After hours of fun and exciting activities, your child is sure to get tired from their busy day. TLC offers each child in our Preschool program a rest time. This occurs during the first part of the afternoon following lunch. Your child will need a crib-sized blanket or sheet labeled with your child’s name for their cot. These items are to be laundered at home weekly. No child will be forced to sleep or be expected to rest for an inappropriate amount of time. After a reasonable amount of time, quiet activities will be provided for those children who are no longer resting.

Staff

Each center has a state approved Site Director and one or more Assistant Teachers. The staff maintains a minimum ratio of one staff member to ten children. Many of our staff are college students who are enrolled in child related studies. TLC also employs high school students (minimum of 16 years old) as Counselor Aides. For identification and security reasons, each staff member is required to wear a nametag. Because we utilize the Trumbull Board of Education’s facilities, we follow the policy that is set forth by them.

Staff Protection

Any staff member who is accused of physical, psychological or sexual abuse or neglect will be subject to immediate suspension until a DCF investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

Staff are protected by law from discrimination or retaliation for reporting suspected child abuse or neglect (CT General Statutes, Section 17a-101e).

Parental Notification Policy

TLC will inform families of program philosophy, policies, curriculum, assessment systems, cultural practices and personnel qualifications. We will ensure that parent/guardians are involved in significant decisions affecting their child(ren). Parents/guardians will be fully informed of any proposed research projects involving their child(ren) and shall the opportunity to give or withhold consent without penalty. TLC will not permit or participate in research that could in any way hinder the education, development, or well-being of a child.

HEALTH

Insurance

TLC carries liability insurance for all its centers. However, we do require that every child attending the program have medical insurance. **It is mandatory that all TLC students have medical insurance, or a signed waiver is required.** Information on the state sponsored HUSKY plan for uninsured children may be obtained from the HUSKY website www.huskyhealth.com or by calling at 1-877-CT-HUSKY. Also, please contact your child's school office for information on other insurance programs. Prior to enrollment, you must provide TLC with proof of such insurance, or sign our waiver.

Health Forms

A current State of Connecticut medical examination form must be on file at the TLC center for each child. Health forms are valid for three years from the date of physical examination for grades 1st through 8th. Health forms for children under the age of 59 months are valid for one year from the date of physical examination. Copies may be obtained from the school nurse only with parental permission. **Children will not be allowed to attend the program without current medical records.** Blank forms can be downloaded from TLC's website: <http://www.tlctrumbull.com>. Completed health forms can then be uploaded via the TLC Parent Portal.

Sick Child

Sick children will be sent home. A parent or designated alternate will be contacted and told to pick up the child immediately. The Board of Education policies and procedures regarding communicable diseases and medical emergencies will be followed by the center. This includes children who have a fever, are vomiting, have diarrhea or have any contagious disease. This is also true of re-admission procedures following an illness.

Children who become sick at the center will be isolated and kept comfortable until they are picked up. Children who become ill during school hours will be unable to attend TLC Center or the part/full-time Preschool. There will be no exceptions to this policy. In addition, if a child becomes ill or arrives at TLC with a communicable disease, the child must be separated from the group. If sufficient staff is available to provide one-to-one care of the sick child in a separate area while maintaining sufficient staff levels, that course of action will be followed until parent pick-up. However, if that is not possible, the child will be placed in a quiet corner of the room where the staff person with the sick child will also be able to provide indirect supervision of the group. In either case, the separate area would be within licensed space.

The child will be made as comfortable as possible. Use of cots and any other articles will be permitted. Staff will need to protect the children from communicable disease by separating them immediately. Once the child is comfortable, the parent will be called to pick up the child. If the parent cannot be reached, emergency telephone numbers will be called.

First Aid/Accidents

There is always at least one staff member certified in first aid on site at all times. In the event that a child is involved in any accident at the center, the first aid certified staff member would assess the extent of the injury and administer appropriate first aid. If the injury is serious and requires emergency medical attention, the staff member will first contact 911 and then notify parent as soon as possible. For all other injuries, the parent will be contacted immediately. The staff member will complete an accident report detailing the circumstances of the accident and first aid administered. Parents will receive a copy of the completed accident report and will be requested to sign the report.

Medical Emergency

In the event that a child or staff member is involved in any accident, the first aid certified staff member would:

1. Assess the extent of the injury.
2. Administer appropriate first aid.
3. Contact the parent if the injury is not life threatening.
4. Attempts will be made to consult with child's physician/dentist.
5. If neither is available, the program's health consultant will be contacted.
6. Call 911 or EMS if appropriate.
7. One of the staff will accompany the child in the emergency vehicle with the child's emergency release form to the hospital. Another staff member will notify the family or alternative pick-up person to meet the child at the emergency room.
8. If the center is understaffed due to the staff person's departure, alternate staff or board members are to be contacted until adequate coverage is achieved.
9. If the injury does not necessitate calling EMS, and the parents cannot be reached, the school nurse may be contacted during school hours. Before or after school hours, TLC's health or dental consultant may be called.

Administration of Medication.

It is the policy of TLC to administer prescription medication on a limited basis. Prescription medications are limited to metered dose inhalers and prescription medications through Epi-Pen Auto Injector. In conjunction with the above, oral doses of Benadryl may also be administered when accompanied by a specific order from a physician. Only an authorized provider who has completed a course given by a physician, physician assistant, advanced practice nurse or a registered nurse, who has successfully completed a training program, which meets the State of Connecticut Department of Public Health regulations, will administer medication to children. Such a person will only administer medication when the proper authorization forms accompany the medication. The TLC "Authorization for Prescription Medication" form is used for this purpose. This form is to be completed if a child needs to take any kind of prescription medication metered dose inhaler, prescription injection through Epi-Pen or oral dose of Benadryl and must include ALL the information requested. The authorized provider is responsible to update and complete this record each time a medication is given. This form needs to be completed in its entirety in order for a child to attend a TLC program. It can be downloaded from our website, www.tlctrumbull.com.

Below is a list of prescription medications we will administer to a child:

- Metered dose inhalers
- Emergency medications administered through Epi-Pen Auto Injector

The center will store and administer prescribed inhalers and Epi-pens, non-prescription topical medications and emergency oral medications with parent's consent. Any authorized medications should be brought to the TLC center by parent. Medications must be in their original container and clearly labeled. An authorization form, which must be signed by doctor and parent, is available at the Center. The form includes information such as:

- The child's name, address and birth date
- The drug name, date of prescription, pharmacy and pharmacy number, expiration date
- The prescribed dosage
- The method of administration
- The time to be administered
- The side effects
- The prescriber's name and address

Preschool Assessment of Child Progress

TLC will inform parents/guardians about the nature and purpose of the program assessments and how data about their child is used. Child assessment is kept confidential and only be shared when there is a legitimate need for it.

TLC Preschool children are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning.

Our staff observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic setting that reflects children's actual performance.

Our center uses variety of methods such as observations, checklists, rating scales, and individually administered assessments.

The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow-up, referral or other intervention is used.

Our assessments are done twice a year, (October and May). All of our assessments are kept in the child's portfolio, which follow the child from group to group to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with our program curriculum and philosophy.

Our families are part of assessment process with regular communication, partnership and involvement. Once the formal assessments are completed, the Site Director will schedule a parent conference.

Authorization for Non-Prescription Medications

Benadryl is the only non-prescription medication that will be administered at any TLC center. This over the counter medication will be administered only with the express instructions of a physician and when accompanied by the necessary approval and administration instructions.

All medications will be stored in a convenient location for staff yet inaccessible to children. The non-prescription Topical Medications (i.e. – Sunscreen), must be stored "inaccessible" in the original container and be labeled with the child's name and directions for administering.

Parents wishing further information must request the appropriate forms from the TLC office. It is our policy to decline administering prescriptions if they are not labeled correctly or accompanied by the proper completed forms.

Care Plans

In November 2008, the Department of Public Health for the State of Connecticut issued additional regulations by which licensed child day care center need to abide. In accordance with 19a-79-5a (Record Keeping), paragraph (F), an individual plan of care for a child with health care or behavioral needs, is to be developed by the child's parent(s) and the TLC Site Director in accordance with your health care provider and updated as necessary. Your child must be able to function in a 1:10 staff ratio setting, however, your child may also attend with a Trumbull Public School paraprofessional. Please contact the TLC Administration Office if you have any questions.

DISCIPLINE POLICY

It is TLC's Policy to have TLC staff develop positive relationships with the children by being a positive role model for them. The staff will use positive techniques that would include, but are not limited to positive word usage, positive guidance and directions as well as setting clear limits to promote appropriate positive behaviors and a positive environment. It is our policy that a child will receive appropriate consequences for any unacceptable behavior. This consequence would relate to the unacceptable behavior. If those techniques are not successful, and a child continues the unacceptable behavior, the following will occur:

1. A verbal reprimand is made to the child. This will be a positive statement such as "Please walk when we are in the classroom" versus "Don't run".
2. If the behavior continues, the teacher will isolate the child in a quiet corner as a "time out" for up to three minutes or less if appropriate. This quiet area is to be located within the licensed space, in full view of the staff but somewhat apart from other children and activities. In addition, a child may be restricted from certain activities relating to the behavior; for example, if he/she is throwing blocks, he/she will not be allowed to continue to use them.
3. If a verbal reprimand and time-out do not improve the behavior, and it continues, the teacher will speak to or call the parent.
4. If the behavior continues, the Site Director will meet with the parent or parents to develop an appropriate behavior response.
5. If the behavior continues, the Site Director may request a meeting with the parents and the TLC Administration to ensure an appropriate resolution of the problem. This may include a variety of strategies up to and including the child's removal from the program. Parent involvement in this process is essential for the success of the child.

Specific punishments not allowed:

1. Physical punishment of any kind.
2. Physical restraint of any kind (unless to protect the health and/or safety of the child or others).
3. Abusive, neglectful, corporal, humiliating or frightening punishment of any kind.

SUPERVISION POLICY

There will always be at least **one teacher** with a child or group of children at each location within the center **so that Sight and Sound is observed**. This includes classrooms, hallways, gymnasiums, cafeteria, lavatories and outdoor play areas. Supervision will be either direct or indirect, depending upon the activity. Staff will always accompany groups of children as they move from space to space or from indoor to outdoors.

TLC CENTER EVACUATION PLANS

Booth Hill

Should an emergency evacuation of TLC - Booth Hill be required, the children will be transported by TLC staff to Daniels Farm School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Daniels Farm School is located approximately two miles from Booth Hill School. Notes will be posted to alert parents of the location of the children. Upon arrival at Daniels Farm School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

Daniels Farm

Should an emergency evacuation of TLC - Daniels Farm be required, the children will be transported by TLC staff to Booth Hill School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Booth Hill School is located approximately two miles from Daniels Farm School. Notes will be posted to alert parents of the location of the children. Upon arrival at Booth Hill School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

Frenchtown

Should an emergency evacuation of TLC - Frenchtown be required, the children will be transported by TLC staff to Middlebrook school cafeteria and /or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Middlebrook is located approximately 2.5 miles from Frenchtown. Notes will be posted to alert parents of the location of the children. Upon arrival at Middlebrook, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

The Fun Zone/TLC Preschool

Should an emergency evacuation of TLC - Fun Zone/Preschool be required, the children will be transported by TLC staff to Daniels Farm School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Daniels Farm School is within walking distance from the Fun Zone/Preschool. Notes will be posted to alert parents of the location of the children. Upon arrival at Daniels Farm School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

In all instances, if there is not sufficient staff on site for supervision and transportation, extra staff as necessary will be obtained from other TLC centers, local off-duty staff, and/or local TLC board members. The school transportation office has agreed to provide bus transportation if necessary.

TLC CENTER EVACUATION PLANS – Continued

Arrangements have been made with the Civil Defense Department in the Trumbull Town Hall to include TLC in its town-wide evacuation plan. Currently, the town evacuation site is Trumbull High School on Strobel Road in Trumbull. If evacuation to that site were necessary, the same procedures would be followed as specified above except for the destination.

Jane Ryan

Should an emergency evacuation of TLC - Jane Ryan be required, the children will be transported by TLC staff to Tashua School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Tashua School is located approximately two miles from Jane Ryan School. Notes will be posted to alert parents of the location of the children. Upon arrival at Tashua School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

Middlebrook

Should an emergency evacuation of TLC -Middlebrook be required, the children will be transported by TLC staff to Jane Ryan School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Jane Ryan School is located approximately two miles from Middlebrook School. Notes will be posted to alert parents of the location of the children. Upon arrival at Jane Ryan School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

Tashua

Should an emergency evacuation of TLC Tashua be required, the children will be transported by TLC staff to Jane Ryan School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Jane Ryan School is located approximately two miles from Tashua School. Notes will be posted to alert parents of the location of the children. Upon arrival at Jane Ryan Elementary School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

FINANCIAL INFORMATION

All financial information can now be found on the Parent Portal. Please note that this email will be directed to the Primary email address on your account and the cc: email, if applicable, specified in your family record.

You will receive a notification email within the first week of the month informing you that your account is ready for viewing. You will NOT receive a monthly statement. All financial information will be available to you via the Parent Portal including, invoices, payments, and registration/registration change information. You will be able to print invoices right from the Parent Portal for your records.

If you have any questions regarding financial activity on your account, please call the Finance Department at 203-452-9626 x103 or email finances@tlctrumbull.com. All financial records are securely maintained at the Administration Office by the Finance Department staff. Please do not approach childcare staff at the TLC centers with questions regarding your account.

Payment Method

TLC accepts Visa, MasterCard, Discover, and debit cards with a Visa or MasterCard logo. Log into the Parent Portal, which can be located on our website www.tlctrumbull.com to make payment on your account. Credit card payments cannot be accepted at any of the TLC Centers.

Payment of monthly fees may also be mailed to the TLC Administration Office.

If you pay by check, please be aware that you are authorizing us to use the information on your check to make a one-time electronic debit to your checking account. This electronic debit will be for the amount indicated on your check. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

Program Fees

Monthly program fees are set based on fixed expenses such as facility charges, staffing needs, supplies, etc., needed for a 10-month school year. Therefore, the fees do not change based on the school days in a month, absences, snow days or other cancellations. The fee is payable monthly, September through May in equal amounts, and June is discounted 25%. The June discount is fixed regardless of school ending on schedule or being extended due to makeup days due to prior cancellation. If school begins in August, then a prorated monthly fee will be calculated. "Sign up" day attendance will be billed in addition to the monthly fees (not applicable to Preschool).

The monthly program fee is due on the first of every month. If we do not receive payment in full of the monthly Program Fee by the 15th of that month, a \$25 Late Payment Fee (Finance Charge) will be assessed. If the monthly fee plus the Late Payment Fee is not paid by the last day of the month, your child may be removed from the program at TLC's sole discretion. If the 15th falls on a weekend, please make sure that the payment is received by the previous Friday to avoid penalties.

A \$60 registration fee for each program year (\$30 for each additional sibling) is required at time of registration. This fee is non-refundable.

The Program Fees for TLC, Fun Zone and Preschool for the current school year are listed below. Please note additional children will have a 15% discount on Monthly Program fees only

TLC Monthly Program Fees			
Time Slot	5 days	3 days	2 days
Before School	\$248	\$183	\$132
After School	\$383	\$283	\$205
Combined Discounted Rate	\$618	\$456	\$330
Full Time Preschool (7 am-4 pm)	\$985	\$659	\$505
Full Time Preschool (7 am-6 pm)	\$1,097	\$733	\$562
Part Time Preschool (9 am-12)	\$329	\$220	\$169
Part Time Preschool (7 am – 12)	\$526	\$387	\$280

TLC Monthly Program Fees			
<u>Fun Zone Monthly Fees (Hillcrest students only)</u>	5 days	3 days	2 days
After-school Program	\$397	\$293	\$211

<u>Fun Zone Monthly Fees (Madison students only)</u>	5 days	3 days	2 days
After-school Program	\$383	\$283	\$205

<u>Fun Zone Monthly Fees (Daniel Farm students only)</u>	5 days	3 days	2 days
After-school Program	\$383	\$283	\$205

<u>Fun Zone Monthly Fees (Jane Ryan students only)</u>	5 days	3 days	2 days
After-school Program	\$361	\$265	\$193

School Year Withdrawal

If you withdraw from the program prior to the end of the school year, your last month's program fees will be prorated based on the actual number of days enrolled in the program. TLC requires two weeks' notice prior to withdrawal, during this time parents are financially responsible for the original program fee. **All withdrawal notifications must be received via the TLC Parent Portal.** Should the reason for immediate withdrawal from the program be an emergency, you must contact the office at that time to request a waiver of the two-week notice. Requests to withdraw must be submitted 30 days prior to the last day of school. You will be financially responsible for all remaining program fees for any requests received after this date,.

Summer Camp Withdrawal

If your child attends TLC camp, all final requests to withdrawal need to be received via TLC Parent Portal by Friday, May 18, 2018. Please note that you will be financially responsible for all weeks and or days for which you originally enrolled your child or children made after May 18, 2018.

Pre-Tax Child Care Deductions

Many companies allow their employees to enroll in pre-tax deduction programs for childcare. You may print invoices off the Parent Portal. Payment dates and amounts are noted at the bottom of your invoices. You may also email any forms that require signatures to finances@tlctrumbull.com.

Upon request, we will issue a summary statement for tax purposes after December 31st.

Federal Tax Identification Number

The TLC Tax ID number is **22-2672925**. This number appears on your monthly invoice.

School Year Schedule Change

If you anticipate a change in your child's school year schedule at TLC, we request a two-week notice for the schedule change. **These changes must be given to the TLC Administration Office via the TLC Parent Portal.** For example, if you are requesting changes from part-time to full-time attendance, you must notify the TLC Administration Office to confirm availability two-weeks prior to when the change takes place.

The days that your child or children attend TLC cannot be changed without prior permission from the TLC Administration Office. For example, if you decide not to send your child on a Tuesday, you cannot send them on another day they are not usually scheduled to attend. If a child comes to TLC on a day they are not regularly scheduled, they will not be allowed to attend, and the child will be sent to the school office where the parent will be called to pick him or her up.

Camp Schedule Change

If your child attends TLC Camp, all final camp schedule changes need to be received by Friday, May 18, 2018. **After this date, please understand that you will be financially responsible for your camp program fees for all weeks and or days for which you have originally enrolled your child or children whether they attend or not.**

Returned Checks

A penalty of \$25 will be assessed for any checks returned to TLC from the bank due to insufficient funds or closed accounts. It is our policy not to redeposit any returned checks, and we expect full payment in cash, credit/debit card, cashier's check or money order within 2 days of being notified of the returned check. Failure to do so may result in your child's removal from the program at TLC's discretion. If this occurs more than once, all future payments would be in the form of cash, credit/debit card, or money order.

Penalty Charges

The following is a summary of all penalty charges assessed by Trumbull Loves Children, Inc.

Description	Penalty
Late Payment (Finance Charge)	\$25
Late Pick-up	\$10 every 15 minutes or part thereof for two instances; \$25 every 15 minutes or part thereof for subsequent occurrences
Returned Check	\$25 per check
Failure to Sign-in/Sign-out	\$25 each occurrence after one warning
Failure to Notify Center of Absent Child	\$25 after each occurrence after one warning
Change of Schedule	\$10 for any changes after first change

Assistance Programs

Financial assistance may be available through Connecticut's Care 4 Kids Program. Applications and eligibility requirements are available through the Care 4 Kids website www.ctcare4kids.com or by calling 1-888-214-KIDS. Applying, corresponding, and all follow up with Care 4 Kids is the parent's responsibility. Until final approval, all program fees are your responsibility.

In addition, TLC has a Scholarship Fund, which may be available to assist eligible TLC families experiencing financial difficulties. The current program year application can be found on the TLC website. A completed application with all required documentation must be received in order to be considered.

TLC BOARD OF DIRECTORS

Board of Directors Meetings

A volunteer Board of Directors runs TLC and meets once every month. Parents who wish to join the board should contact the Executive Director to confirm the meeting time and location. Board members are asked to participate in many aspects of TLC, and parent involvement is strongly encouraged. All parents are invited to attend the open session of a board meeting to express concerns or interest in the program. Please access the TLC website, www.tlctrumbull.com, for dates and times of upcoming meetings.

Meetings are held at the TLC Fun Zone, 720 Daniels Farm Road, behind Daniels Farm School at 6:30 p.m.

TLC Officers and Directors

Position	Name
President	Gail Karwoski
Vice President	Jeff Mora
Treasurer	Dannell Lyne
Secretary	Lou Occhicone
Director	Matthew Broder
Director	Jackie Norcel
Director	Michael Vacca
Director	Steve Orlick
Director	Jeremy Stewart
Director	Tiffany McCarthy
Director	Derek Heard
Director	Diane Strever
Director	Jeff Speller

If you have a comment, suggestion or complaint that you feel you cannot take to the Site Director at your center, please contact the Program Director at the TLC Administration Office at (203) 452-9626. If your problem is not resolved to your satisfaction, you will be put in touch with the Executive Director. If your problem is still not resolved to your satisfaction, you will be put in touch with the Board President.

TLC QUICK REFERENCE GUIDE from Parent's Handbook 2017-2018

- Any questions or concerns regarding the TLC Program should be forwarded to the TLC Administration Office at 2 Corporate Drive, Suite 207, Trumbull CT 06611 or you can phone us at (203) 452-9626; website: www.tlctrumbull.com.
- You must re-register your child for every new program semester.
- When making any TLC schedule change (adding days, subtracting days, or withdrawing from program), you must do so through the TLC Parent Portal. We require a TWO-WEEK notice from time of requesting the schedule change, to implementing the change.
- All withdrawal requests must be submitted, no less than 2 weeks in advance to the TLC Administration Office via the TLC Parent Portal. Failure to follow this procedure will result in your account remaining open, and you will continue to be invoiced.
- **Unplanned Early Dismissal Policy** –When school dismisses early, children who regularly attend TLC Centers will be directed to go to TLC Centers as usual, but need to be picked up within **two hours of school closing**.
- **Delayed Opening Policy** – When the Board of Education announces a 90 minute delayed opening, the schools will not be open until 10:05 am. TLC and the Preschool will be open at 8:30 am, but only for those children who regularly attend the Before School time slot of TLC. All other TLC children must wait until the official school opening time of 10:05 am. **Drop-ins are not allowed on delayed openings.**
- **Planned Early Dismissal Policy*** - When school is scheduled to be open for only a half a day, TLC will be open from the time school dismisses until 6:00 pm (i.e. elementary after school program will run from 1:00 to 6:00, middle school at Fun Zone from 12:10 to 6:00) instead of the normal 3:20 or 2:30 to 6:00). Children will go to TLC as soon as school is dismissed. Unless notified, you will need to send a bag lunch with your child on half days. **There is no additional fee for planned early dismissal days. Drop-ins are not allowed on planned early dismissal days.**
- **Sign-Up Day Policy** – TLC charges* \$25 per Sign-Up Day if registered full time, \$35 per day if registered part time and \$55 per day if registered as sign-up day only. TLC's operating hours during these days are from 7 am to 6 pm. All children currently enrolled in TLC are eligible to take advantage of these days. Approximately four weeks prior to each single holiday or recess week, a sign-up email is sent to each family. If you want your child to spend the day at TLC on a sign-up day(s), you must register via the TLC Parent Portal. The sign-up period ends two weeks prior to the Sign-Up Day. **Once you have completed the registration, your spot is reserved for that day.** If you choose not to send your child(ren) on a requested sign-up day, you will still be billed for that day(s).

*Does not apply to the part/full-time Preschool.

TRUMBULL SCHOOLS & TLC HOURS OF OPERATION

2017 – 2018

TRUMBULL PUBLIC SCHOOLS

<u>Elementary School</u>	<u>Time</u>
<i>Regular Day</i>	
Before School	---
School Hours	8:35 – 3:20 PM
After School	---

<i>Legal Day (planned early closing)</i>	
Before School	---
School Hours	8:35 – 1:00 PM
After School	---

<i>Early Dismissal (unplanned)</i>	
Before School	---
School Hours	8:35 – 1:00 PM
After School	---

<i>Delayed Opening (90 minutes)</i>	
Before School	---
School Hours	10:05 – 3:20 PM
After School	---

<u>Middle School</u>	<u>Time</u>
Regular Day	7:35 – 2:30 PM
Legal Day	7:35 – 12:10 PM
Early Dismissal	7:35 – 12:10 PM
Delayed Opening (90 minutes)	9:05 – 2:30 PM
*Late Running Buses	3:20/4:00 PM

TRUMBULL LOVES CHILDREN

<u>Elementary School</u>	<u>Time</u>
<i>Regular Day</i>	
Before School	7:00 – 8:30 AM
School Hours	8:35 – 3:20 PM
After School	3:20 – 6:00 PM
Preschool	7:00 – 4:00 PM
	7:00 – 6:00 PM
Preschool AM	7:00 – 12:00 PM
	9:00 – 12:00 PM

<i>Legal Day (planned early closing)</i>	
Before School	7:00 – 8:30 AM
School Hours	8:35 – 1:00 PM
After School	1:00 – 6:00 PM
Preschool	7:00 – 4:00 PM
	7:00 – 6:00 PM
Preschool AM	7:00 – 12:00 PM
	9:00 – 12:00 PM

<i>Early Dismissal (unplanned)</i>	
Before School	7:00 – 8:30 AM
School Hours	8:35 – 1:00 PM
After School	1:00 – 3:00 PM
Preschool	7:00 – 3:00 PM
Preschool AM	7:00 – 12:00 PM
Preschool	9:00 – 12:00 PM

<i>Delayed Opening (90 minutes)</i>	
Before School	8:30 – 10:00 AM
School Hours	10:05 – 3:20 PM
After School	3:20 – 6:00 PM
Preschool	8:30 – 4:00 PM
	8:30 – 6:00 PM
Preschool AM	8:30 – 12:00 PM
Preschool	10:30 – 12:00 PM

<u>Middle School</u>	<u>Time</u>
Regular Day	2:35 – 6:00 PM
Legal Day	12:10 – 6:00 PM
Early Dismissal	12:10 – 6:00 PM
Delayed Opening (90 minutes)	2:35 – 6:00 PM
*Late Running Buses	3:20/4:00 PM

Trumbull Public Schools Calendar 2017-2018



- ☐ No school
- No school for students; teacher work day
- * Early closing for students and staff
- ^ Early closing for grades PK-5
- > Early closing for grades PK-8
- < Early closing for grades 6-8
- & Early closing for grades 9-12

186 Teacher Days, 181 Student Days

JULY - 0 days

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST - 1 day

M	T	W	TH	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 25 New Teacher Orientation
- 28, 29, 30 Teacher PD Days
- 31 First Day for Students (full day)

SEPTEMBER - 19 days

M	T	W	TH	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 4 Labor Day
- 21 Rosh Hashanah
- 9 Columbus Day
- 30 Afternoon Conf. PK-5

NOVEMBER - 19 days

M	T	W	TH	F
1	2	3		
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- 2 Afternoon Conf. PK-8
- 7 Election Day, Teacher PD
- 8 Evening Conf. PK-5
- 15 All/Even Conf. 6-8
- 16 All/Even Conf. 9-12
- 23-24 Thanksgiving Recess

DECEMBER - 16 days

M	T	W	TH	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 25-29 Holiday Recess

JANUARY - 21 days

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 1 New Year's Day
- 15 Dr. Martin Luther King, Jr. Day

FEBRUARY - 18 days

M	T	W	TH	F
1	2			
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

- 16 Long Weekend
- 19 Presidents' Day
- 18 Reserved as a "snow" make-up day
- 20 All/Even Conf. 6-8
- 30 Good Friday

MARCH - 21 days

M	T	W	TH	F
1	2			
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 1 All/Even Conf. 9-12
- 15 All/Even Conf. PK-5
- 20 All/Even Conf. 6-8
- 30 Good Friday

APRIL - 15 days

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 9-13 Vacation Week
- 15 Teacher PD Day

MAY - 22 days

M	T	W	TH	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 28 Memorial Day

JUNE - 8 days

M	T	W	TH	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 12 Planned last day of school
- Last 2 days of school are early closing for students.
- 13-21 Reserved as "snow" make-up days

June 12 is the planned last day of school. Snow days, up to a maximum of 7, will be added to the end of the school year. If needed, an additional day will be taken from the February Long Weekend: February 15. If an 8th day is needed, or if an additional day is needed after the February Long Weekend, that day will be recovered on the April 16 PD Day, which will be a legal day. Teachers will then attend one more day in June.

Elementary and Middle School Report Card Dates: December, March, End of School Year
 High School Report Card Dates: November, January, April, End of School Year

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