



# TLC ADVENTURE PRESCHOOL

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## Preschool Policies

### ADMISSION POLICY

Fees are based on your child attending during the calendar school year, and are payable whether or not your child attends. A non-refundable registration fee of \$75.00 must accompany the application form and is required for all students. September tuition is due before May 10. October tuition is due on September's registration day, usually the Wednesday after Labor Day.

School fees pay for equipment, supplies, facilities, snacks, insurance, and teachers' salaries. **Please keep in mind that we accept each child in good faith, and that parents have registered their child for the entire school year.** Each child must be at least 30 months old by their first day of school and completely toilet trained. Children are personally responsible for their own toilet care. Please no pull-ups; we are not licensed to accommodate diapers or pull-ups. Each child should have proof of a physical exam and the clearance of a licensed physician. A \$20.00 charge will be made for any returned checks. I agree to pay for all days my child is registered. I understand that there will not be any reductions in tuition payments for absences, snow days, family vacations and holidays with the exceptions of two weeks at Christmas, and one week in April for a Spring break. Please keep in mind that tuition is the same amount each month, and is due on the tenth of the month. Tuition is based on a thirty-five week school year. Tuition is due on the tenth of the month.

Parent/Guardian Initials \_\_\_\_\_

### WITHDRAWAL POLICY

**We operate on a very tight budget. If a family needs to withdraw from the program, we would appreciate a written notice of at least 50 days before withdrawal,** so we can fill the space with another student. The family will be charged tuition until we receive written notification. If a family needs to withdraw their child before September, a written withdrawal notice must be received by July 15, or tuition fees paid in advance will be forfeited.

TLC Adventure Preschool reserves the right to dismiss any student when fees have not been received within 30 days, any child with behavioral problems, or other difficulties that have not been resolved. In the event dismissal occurs, an advance 30-day written notice will be given to the parents. It is our objective through respect and communication, to resolve any misunderstanding as soon as possible.

Parent/Guardian Initials \_\_\_\_\_

## **CLOTHING**

Play clothing is recommended since painting, play-doh, clay, shaving cream, etc. is a part of the daily curriculum. Every child will need an extra set of labeled clothing including: a shirt, pants, socks, and underwear. A backpack or duffel bag for transporting artwork and storing extra clothing and velcro shoes is highly recommended. The extra clothing may be left at school in a large labeled zip-lock bag and placed on the top shelf of your child's cubby or left in your child's backpack. No open-toe sandals, clogs, or slippery dress-up shoes, please, as in the preschool environment these types of shoes can pose a hazard.

Parent/Guardian Initials \_\_\_\_\_

## **FOOD**

Because of food allergies and food preferences, parents are required to furnish their child with a ready-to-eat lunch. Trinity will furnish a snack and beverage for the lunch time meal except during field trips. Please alert the school if your child has a food allergy.

Parent/Guardian Initials \_\_\_\_\_

## **DISCIPLINE POLICY**

Discipline is a process of teaching, guiding, and nurturing a child to help him or her accept responsibility for their behavior and learn appropriate socialization skills. Our goal is to model and teach the golden rule, to be considerate and kind to each other.

The teacher's role is to help students learn appropriate behavior through positive approaches to discipline thereby encouraging self-control, problem solving, and self-esteem in the students.

Safety is also a primary concern. If a child becomes unmanageable, a warning will be given followed by a three to five minute "time-out", allowing the child to sit quietly and reflect. Adults in charge will make certain that he or she understands why the "time-out" was necessary. The child will then be permitted to resume play or rejoin the group activity.

Parent/Guardian Initials \_\_\_\_\_

## **TLC ADVENTURE PRESCHOOL PHILOSOPHY**

At TLC Adventure Preschool, each child is encouraged to progress and grow at his or her individual rate. Every child is accepted at his or her own developmental level, and encouraged to progress from there. The teaching units are theme and play-oriented. It is a small intimate hands-on learning environment. The atmosphere is one of caring and Christian love. The program is carefully coordinated to foster the physical, spiritual, cognitive, social, and musical development of each child. A balance is maintained between the different areas of child development and nurturing the inner child.

Parent/Guardian Initials \_\_\_\_\_

**LUNCH AGREEMENT**

I understand and accept the policy of TLC Adventure Preschool whereby I agree to provide my child/children with a non-perishable lunch, packed and ready to eat each day of Preschool. TLC Adventure Preschool will provide a morning snack, as well as a beverage of milk or juice for their lunch.

I also understand that should a sack lunch be required on a field trip, I will provide a non-perishable lunch and a drink box.

Parent/Guardian Initials \_\_\_\_\_

**ILLNESS POLICY**

Please do not send a sick child to school even if he or she asks to come.

If a child has a temperature of 100 degrees or above or if in the opinion of the staff a child is too ill to attend school, the parent or guardian will be contacted to pick up the ill child.

A child may not attend school until he or she has been fever free for twenty- four hours. If a child has diarrhea, he or she may not return to school until the child is able to take care of his bathroom needs.

If your child has been exposed to a communicable disease, please do not bring him or her to school on days he may be contagious.

If a child has missed an extended amount of time due to a severe illness, special payment arrangements may be requested.

Parent/Guardian Initials \_\_\_\_\_

**LATE FEE POLICY**

The dismissal time at TLC Adventure Preschool is at 1 :30 p.m. The teachers have many additional duties to attend to after the students are picked up each day. Some of these duties include appointments, staff meetings, conferencing with other parents, school tours and setting up for the next school day. It is important to respect the 1 :30 p.m. dismissal time as our budget allows only limited staffing hours. If there are extenuating circumstances which cause a parent to be late it is expected that the church office be notified at (734) 662-4419. If the school is not notified or if the director determines that the tardiness isn't excused a \$50.00 late fee will be charged to the account. Late fee payments are expected to be paid within one week. If the late payment is not received within one week the school board will review the case.

I am expected to pay all late fees applied to my account: Parent/Guardian Initials \_\_\_\_\_

**PARENTAL INVOLVEMENT**

TLC Adventure Preschool is not a cooperative and therefore all parental involvement is optional and is at the discretion of the Director. There are many opportunities for parents to sign up and assist at TLC Adventure Preschool. If a parent signs up to assist the staff at a school event, field trip or other school function they will serve as a volunteer helper. We cannot accommodate siblings when parents are assisting.

Parent/Guardian Initials \_\_\_\_\_

## PARENTAL RESPONSIBILITIES

The state licensing agency will no longer allow toddlers in the free exploration room. When dropping off your child, please stay only a reasonable amount of time (five or ten minutes) to allow your child to get into the routine of school. Shorter goodbyes will allow your child to adjust easily to the routine of the school day.

### **Please notify TLC Adventure Preschool if your child:**

- Has any food or environmental allergies;
- Is ill and will not be in school;
- Has been exposed to or has a communicable disease;
- Is unhappy for any reason;
- Is riding with someone other than yourself or person listed on your child information card. If this occurs, we need your written permission.
- Has a change of address, phone number, or employment of parents.

Parent/Guardian Initials \_\_\_\_\_

**I understand and accept the above policies,**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_