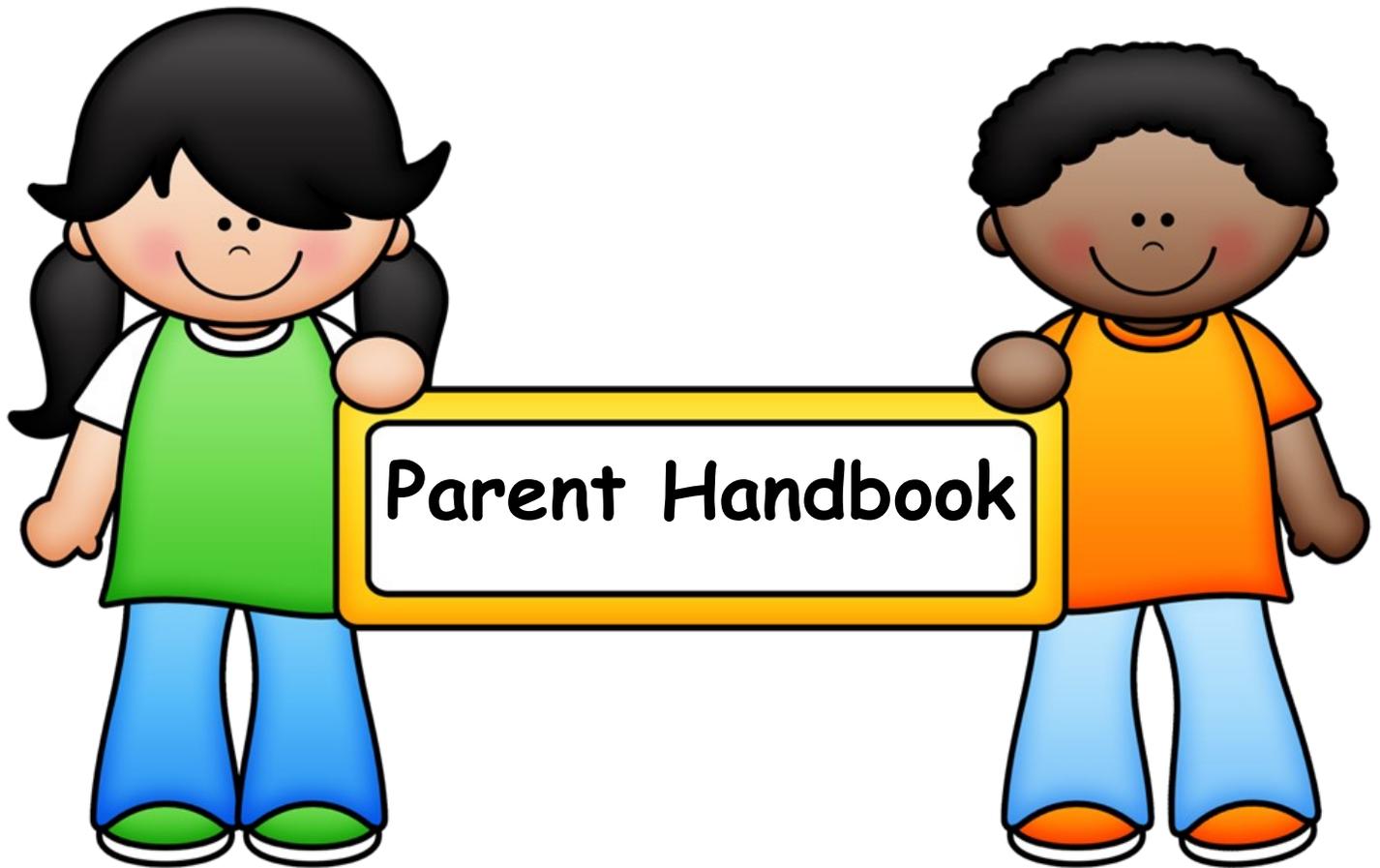


TLC 4 KIDS



Trinity Lutheran Church
1826 Killian Hill Road
Lilburn, GA 30047
678-344-3575
communityschools@tlc-lilburn.org
www.tlc-lilburn.org

TLC for Kids

Mission Statement

Trinity Lutheran Church and TLC for Kids recognize that each child is a child of God, gifted and given by God. Believing this, we seek the well-being of every child, spiritually, physically, cognitively, socially, and emotionally. At TLC for Kids we endeavor to support school-age children in growth and integration of these dimensions through loving care and quality programming which accounts for both individual differences in children and broad developmental principles. We seek to serve families by making such quality care available for children from a variety of family situations. We desire to do this while making children and their parents feel welcome and secure. In so doing, we welcome children as did our Lord.

Services and Enrollment

1. **Ages.** TLC for Kids is licensed to serve children ages 5-13. We primarily serve children in Kindergarten through 5th grade.
2. **Months of Operation.** The calendar of the center is based on the calendar of the Gwinnett County Public Schools. Start and stop dates will be within one week of those of the school system, as announced by the Community Schools Director and Board. (This leaves us operating approximately mid-August until late May.)
3. **Days and Times of Operation/Closing.** TLC for Kids will operate Monday through Friday, 6:30 a.m. - 6:30 p.m., mostly during before-school and after-school hours. Center will generally be closed on those days when the Gwinnett County Public Schools are not holding classes.
4. **Full Day Care.** On snow make -up days and select school holidays, we will be available for the full day. Families intending to use this service will need to sign up ahead of time and to provide a nutritious lunch for each child. An additional fee is charged for this service and will need to be paid in advance.
5. **Inclement Weather.** If the Gwinnett County Public Schools are closed due to inclement weather, TLC for Kids will also be closed.
6. **Admission Procedure.** Prior to enrollment parents will provide the school with completed registration materials which will include (but not limited to) information regarding contacting parents, alternate emergency pick-up authorization, medical release, and allergies/health conditions. It is the parent's responsibility to inform the center promptly of any change in such information. In addition, if there is any balance due from the previous school year, it must be paid in full prior to enrollment for the current school year.
7. **Arriving at TLC for Kids.** The parent or transporting adult is responsible for **escorting the child into the building and signing him or her in (before care) and for entering the building to sign-out and escort the child at the end of the day (after care).** The TLC for Kids staff will escort the children to and from the van in a similar manner.
8. **Fees.** A complete schedule of fees accompanies this handbook. An annual **registration** fee will be charged prior to enrollment. Families will be charged a standard **tuition** fee per week, to be paid in advance on a weekly or monthly basis either by cash, check or online pay services. A portion of this fee may be waived upon proof of family income. The number of **reduced-priced** positions will be limited. Parents do not pay tuition during the weeks of Thanksgiving, Christmas, New Years or Spring Break unless TLC 4 Kids

is open and services are used which than a fee of \$25.00 a day will be charged. The days where public schools are closed due to teacher work days, TLC 4 Kids will be open for an additional fee. Excluding the holiday weeks listed above, tuition is due weekly whether or not the child attends during a particular week, unless there is an extended absence that is verified by a doctor's excuse.

9. **Withdrawal.** A two-week notice is required when withdrawing a child. Tuition is due for this period.
10. **Delinquent Accounts.** If an account becomes delinquent by one week, services will be discontinued until account is caught up.

General Policies and Procedures

Transportation:

1. **Regular Transportation.** Children will regularly be provided transportation from TLC for Kids to (*before-school care*) and from (*after-school care*) their public elementary schools. Children who attend RD Head Elementary School will be transported by Gwinnett County School bus(es) and delivered to and from the bus stop by TLC for Kids personnel. .
2. **Field Trips.** Occasionally the group may take field trips. Parents will be notified in advance.
3. **Maintenance.** The director will work closely with the appropriate church committee(s) to keep the van in good working order. All indications of possible problems should be reported to the director as soon as possible.
4. **Preparing the van.** The staff member assigned to drive the van routes will be responsible for checking the van at the beginning of each shift. The following items will be present and/or stocked before children are placed on the van: medical releases and emergency contacts for transported children, the transportation log, the first aid kit, and sufficient gasoline for the trip.
5. **Van Log.** The driver will maintain the rider log, updating it at each stop. This log will include the presence or absence of particular children, as well as an accurate record of arrival time at the particular school. Children and staff will be properly belted at all times while the van is in operation. Children will not be left unattended in the van. The keys will be removed from the van whenever the driver leaves the van.
6. **Absence of Child.** If a child is expected to attend TLC for Kids on a particular day, but does not arrive at the van, the driver will work with the school to make every effort to locate the child before returning to the center.
7. **Notification of Absence.** Parents are expected to notify the center at least 45 minutes prior to the school's closing time if a child will not be attending TLC for Kids and therefore, will not be riding the bus or van to TLC for Kids. A fee will be imposed for failure to do so.
8. **Drop-off.** The driver will escort the children into the center's building or release them to a TLC for Kids staff member who will accompany them into the building.
9. **Drivers.** Drivers will submit to the church's procedure for approving drivers including providing information about driving history and allowing a check of that history if requested.
10. **Alternative transportation.** Alternative transportation may include the use of private vehicles of staff members in the event of an emergency at a time when the van is not on site (or of insufficient capacity for the number of children being transported), or for field trips if extra seats are needed.
11. **Emergency procedures.** Emergency procedures are outlined in a separate section.

Activities and Supplies:

1. **Staff responsibilities.** The director shall assign responsibility for the planning and supervision of activities at his or her discretion.
2. **Activities.** Activities will be planned to include all areas of development and a balance of active and quiet play.
3. **Homework.** The children will have the opportunity to do homework in a reasonably peaceful atmosphere, for a moderate amount of time, and with appropriate assistance. Parents will have the opportunity to indicate whether children should, or should not work on their homework while in the care of TLC for Kids.
4. **Materials.** The director will purchase general supplies for the program. The purchase of any other supplies will be approved in advance by the director or reimbursed at her or his discretion.

Playground/Outdoor Play:

1. **Supervision.** Children will always be supervised on the playground and when crossing between the building and the playground.
2. **Playground Cleanliness and Safety.** Staff member is responsible for assessing the cleanliness and safety of the playground and equipment. Any problems should be corrected or be reported promptly to the director or assistant director.

Illness:

1. **Exclusion for illness.** Children should not be sent to TLC for Kids having had fever or diarrhea in the preceding 24 hours. Any child with a communicable disease other than a "cold" should be withheld until symptoms subside and risk of transmission has passed. Parents are encouraged to consider the well-being of their child(ren) in assessing whether to send children with other symptoms.
2. **Becoming ill at TLC for Kids.** Children who become ill at the center shall be separated from the group as effectively as possible, and sent home as quickly as practical. Parents will provide sufficient emergency numbers to make this quick response to the child's illness possible.
3. **Notifiable Communicable Disease.** The director will send a letter to each family of children exposed to illnesses defined by DHR as "notifiable communicable diseases," as quickly as is reasonably possible. In order to make such notification possible, parents will need to familiarize themselves with the list and notify the center as soon as they can. If in doubt about whether your child's illness falls into this category, call the director. All notification will be made while retaining the identity of the child involved. Children with "notifiable" illnesses will be readmitted according to DHR rules. These are posted in the center.

Administration of Medication:

1. With parents approval, over the county medication may be given to child if warranted.
2. Medication is not a substitute for sending a sick child to child-care. For the sake of all f the children, medication is not to be used to suppress the symptoms of an illness for which the child is required to be removed from the center, as described above.

3. Adverse reactions to medication will be assessed and monitored by center personnel. If a reaction is both minor and stable, that reaction will be reported to the parent upon the parent's arrival at the center. If the reaction is moderate or serious or if the intensity of the reaction is increasing at a noticeable rate, the parent will be notified IMMEDIATELY and the director or assistant director will access the need for first aid and/or emergency services. A record of the reaction and the notification will be placed in the child's file.

Procedures for Injuries and Emergencies:

1. **First Aid Kits.** The staff shall know the locations of all first aid kits.
2. **Injury Log.** Any injury requiring first aid will be logged in the office, and the parent informed. If other children are involved in the event leading to the injury, the identity of those children shall be held as confidential (though it will be recorded in the log).
3. **Medical Forms.** Forms for each child which include emergency contact information, medical release, allergies, and other pertinent information will be maintained by the director. Personnel will be made aware of the location of such information.
4. **Serious Injury or Illness.** The complete procedure for the serious injury or illness of a child is included in the emergency policies, which are available for parents to review in the office. Generally, the parent will be contacted first if the injury/illness is not a threat to life or long term health. (If the parent and the emergency contact cannot be reached in a reasonable time, and ambulance will be summoned to transport the child for medical attention.) If the illness/injury appears to threaten the child's life or health, 911 will be called, then the parent. In the case of serious injury or illness of an individual child; when a serious injury or illness occurs, the director will be responsible for evaluating the need for summoning emergency personnel. If she or he deems this necessary, she or he will send one staff member to summon emergency personnel, and one staff member will be assigned to remain with the ill or injured child until help arrives.
5. **Hospitals.** Children transported for medical care will generally be taken to Eastside Medical Center. In the event of an off-site emergency, children will be taken to the nearest hospital with appropriate facilities as determined in conjunction with emergency medical personnel. In the event of traumatic injury, as assessed by emergency personnel, the child will be transported to the nearest available trauma center.
6. **Responsibility for Costs.** Parents will be responsible for the cost of all emergency medical care, including emergency transportation, obtained by the center for their child.
7. **Evacuation.** In emergencies requiring evacuation of the building, it shall be the director's responsibility (or the assistant director's responsibility in the absence of the director) to have available a complete list of emergency information for calls to parents. If it is necessary to remove the children from the premises, the children will be taken to **the pavilion in the back field at Trinity Lutheran Church.**
8. **Parental Contact.** In the case of a more general emergency (fire, transportation accident, etc.) emergency services will be summoned. The center and director will be contacted immediately (in the case of an off-site incident or in the absence of the director). The effort to contact individual parents will begin as soon as personnel can be freed for this task. A complete procedure is described in the emergency plan.

9. **Appropriate notification.** DHR, the parents, the chair of the Board, and pastor (along with the director, if she/he is not present at the event) will be notified with all swiftness (and pastoral consideration where appropriate) of any incident requiring the notification of emergency services or law enforcement. This notification will be the responsibility of the director alone, and will be accomplished with attention to honesty, confidentiality, and compassion.

Discipline Policy

The primary purpose of discipline at TLC for Kids will be to create and to support an atmosphere that is physically and emotionally safe for ALL of the children in the program.

To this end, behaviors which jeopardize such safety (for the child who is acting out or others in the group) will be addressed as persistently and effectively as possible.

At the same time, discipline methods which jeopardize any child's physical or emotional safety are never to be used at TLC for Kids.

Parents of TLC students are NEVER to confront other TLC students if a conflict arises. Let the Director or Assistant Director know of the conflict and they will handle the situation. Confrontation with student other than your own can result in termination of TLC contract.

Closely related to this goal is the intention to provide an atmosphere in which growth in all areas of development is nurtured. This goal too, will affect discipline choices. With both of these in mind, the following principles guide discipline at TLC for Kids.

The staff will at all times both model and teach problem-solving and communication skills in interpersonal relationships.

Whenever possible, redirection and positive reinforcement will be used to diffuse potentially troublesome situations. Moreover, we will seek to address small problems before they become large ones by helping children express their feelings and perspectives with constructive words, help children learn from mistakes, and helping children understand the reasons for the desirability of certain behaviors.

We will choose our rules carefully and enforce them consistently, using appropriate combinations of warnings, logical consequences, and removal from the group or situation.

In the case of persistent undesirable behaviors, the staff members should discuss the situation with the director, who will work with the staff to seek additional alternatives. The director has authority to dismiss a child from program if undesirable behavior becomes uncontrollable and endangers other children and/or staff.

Parents and children will be made aware of rules and discipline policy promptly following enrollment.

Parents will be informed of the behavior of their children in positive, supportive language .

Conversations regarding discipline (either with parent or other staff) will not violate the confidentiality of any other children involved in a particular incident, and will take place in a setting in which they are not likely to be overheard by other parents or children.

The following methods will NOT be used in disciplining children at TLC for Kids:

- **Any form of striking a child, including spanking.**
- **Any language which humiliates a child (see explanation in Rules and Regulations for Day Care Centers).**
- **Any language which implies that the child, rather than the behavior, is a problem.**
- **Any discipline which unnecessarily embarrasses the child before his or her peers.**
- **Any separation from the group which leaves a child outside of the care of supervision of staff.**

TLC for Kids

Before and After School Care

Yearly Income Before Taxes	Before School Charge per 5-Day Week		Before/After School Charge per 5-day Week	
	First Child	Each Additional	First Child	Each Additional
\$45,000 and above	\$35	\$30	\$65	\$55
\$44,999 and below	\$30	\$25	\$50	\$40

Tuition Chart

Registration Fee—Due Annually

\$45,000 and above \$50 for first child,
 \$25 for each additional child

\$44,999 and below \$40 for first child,
 \$15 for each additional child

TLC 4 Kids will bill weekly as Gwinnett County Schools are open. Your weekly bill will be adjusted if Gwinnett County Schools are closed. You are contractively obligated to pay weekly even if your child does not attend.

Additional Fee for FULL-DAY CARE is \$25.

Late Pick-up fee: \$1.00 per minute for arrivals after 6:30 p.m. This will be strictly enforced!

Absences: Tuition is still due unless there is an extended absence verified by a doctor's excuse. Failure to notify the center of the child's "absence": \$5 first incident, \$10 each additional incident.

Unless special arrangements are made with the director:

- Tuition fees are to be paid weekly and are due on Friday. If payment has not been received by Monday, a late payment fee of \$10 will be charged. One exception will be made and that is when school is closed due to a holiday on a Friday or Monday, payment **MUST** be made no later than Tuesday.

Because staffing is based on sign-ups, parents who sign up for a particular day of full-day care are obligated to pay for that care, whether or not the service is used.

TLC for Kids

I/We have read the TLC for Kids Parent Handbook and understand its contents.

I/We have noticed the following health, safety, and communications provisions in the handbook:

1. Parent must walk with children when entering and leaving the building.
2. Parent is responsible for notifying TLC for Kids of a child's absence forty-five minutes before school release. There is a fee associated with the failure to do so.
3. Tuition is due weekly whether or not the child attends during a particular week.
4. Because staffing is based on sign-ups, parents who sign-up for a particular day of full-day care are obligated to pay for that care whether or not that service is used.
5. If Gwinnett County Public Schools are closed for inclement weather, we will be closed as well.
6. Children should be free of fever, and/or diarrhea for 24 hours before returning to TLC for Kids after having been ill. Please do not use medication to mask these or any other symptoms of communicable illnesses. (Children with mild colds are permitted to attend TLC for Kids.)
7. If we should ever need to evacuate the building due to an emergency, we will try to call you. In the meantime, your children will be evacuated to our pavilion located in the back field of Trinity Lutheran Church.
8. If account becomes delinquent by more than one week, services will be discontinued until payment is caught up.
9. Parents of TLC students are NEVER to confront other TLC students if a conflict arises. Let the Director or Assistant Director of the program know of the conflict and they will handle the situation. Confrontation with student other than your own may result in termination of TLC Contract.

Print Child's Name: _____

Print Parent's Name: _____

Parent's Signature: _____ Date: _____