



## PARENT HANDBOOK

The Parent handbook was revised in January 2016 and contains the policies and procedures regarding our child care programs. TDC encourages all parents and guardians to read and use the Parent Handbook. You are invited to call the Executive Director with questions or suggestions regarding the handbook content or TDC programs.

# TDC CENTERS

## FULL DAY LEARNING CENTERS

Hours from 7:00 am to 6:00 pm, Monday - Friday

### CRESTVIEW LEARNING CENTER

2245 SW Eveningside Drive

(785) 228-9216

[cvlc@learnplaygrow.org](mailto:cvlc@learnplaygrow.org)

Ages: 12 months & walking - kindergarten

### LITTLE EXPLORER'S LEARNING CENTER AT TRINITY

4746 SW 21<sup>st</sup> St

(785) 228-1990

[tdclelc@learnplaygrow.org](mailto:tdclelc@learnplaygrow.org)

Ages: 2 weeks - kindergarten

## PARENT-CHILD LEARNING CENTER

Operates in conjunction with 501 school calendar, 7:15am - 4:30pm

Serves teen parents attending high school and the general public.

### HIGHLAND PARK PARENT-CHILD LEARNING CENTER

2424 SE California

(785) 274-6015

[hppclc@learnplaygrow.org](mailto:hppclc@learnplaygrow.org)

Ages: 2 weeks - kindergarten

## EMPLOYER-SPONSORED PROGRAM

Enrollment limited to participating businesses. Open 7am -6pm, Monday - Friday

### ADVENTURES IN EARLY LEARNING CENTER

817 SW Harrison

(785) 234-2273

[aelc@learnplaygrow.org](mailto:aelc@learnplaygrow.org)



## WELCOME TO TDC!

Our goal is to give your child a warm loving place to be while you are at work. We will make sure that all the books we read and all the toys and games your child plays with will help him or her reach the right learning steps at each year of age. We will work with you to make sure you have a healthy, happy child ready for school when that time comes.

A child's days are like pages in a story. From the moment you open the book, the child's world is filled with happiness. As parents, our job is to teach our children to hold fast to this natural inner happiness, staying curious, awestruck, and spontaneous. TDC assists parents in providing the proper environment for this happiness to grow and flourish.

TDC Learning Centers, Inc. was incorporated in 1963 and began providing child care services to the community. Since that time, TDC has grown along with the community. On January 13, 2004, the agency name was changed from Topeka Day Care, Inc. to TDC Learning Centers, Inc. to better represent the various services provided and because "day care" is often associated with custodial care. Our focus is early education and developing the potential of each individual child.

TDC operates as a nonprofit organization and is supported by parent tuition, the Kansas Department of Children and Families, the Child and Adult Care Food Program, the City of Topeka, grants, donations, and fund-raising activities. All of our programs are state licensed and committed to high quality care.

### CENTRAL ADMINISTRATIVE OFFICE

*Open Monday through Friday 8am-4pm*

3601 SW 29th St., Suite 209

Topeka, KS 66614

(785) 272-5051

[www.learnplaygrow.org](http://www.learnplaygrow.org)

E-mail: [tdc@learnplaygrow.org](mailto:tdc@learnplaygrow.org)

<http://facebook.com/tdclearningcenters>

## MORE ABOUT TDC . . .

TDC is governed by a volunteer Board of Directors, which develops policies and guidelines for the agency. The staff is responsible for implementing the policies and guidelines. The success of our child care and learning program is due to the cooperative efforts of parents, staff and the Board of Directors.

TDC is operated under the supervision of an Executive Director who is responsible to the Board of Directors. Each of the centers is under the direction of a Center Director, who reports to the Executive Director. The Center Director is responsible for the unique program at the center, implementation and adherence to the policies of TDC, and compliance with all licensing regulations. Parents are invited to share their concerns and suggestions with the Center Director.

TDC hires staff and enrolls children without regard to race, color, religion, national origin, gender, ancestry, disability, sexual orientation, or political affiliation. Because we feel the information in this handbook is important to you and your child, we ask that you read it carefully and refer to it often.

## COMMUNITY INVOLVEMENT

TDC services have had an impact upon a large portion of our community. We share staff, data, and expertise with several related agencies to improve planning and coordinate services. One way our programs provide community service is by offering child development training and observation sites for:

Area High Schools

Student Nursing Programs

Early Childhood Education students

Washburn University students in a variety of programs

# TDC Learning Centers

Learning, Playing, Growing since 1963

## VISION:

TDC is recognized as an innovative organization providing high quality child care and educational services to a diverse population.

## MISSION:

To provide early care and education to facilitate the development of children and families to their fullest potential.

## VALUES:

TDC believes that the well being of the child is the first consideration in all that we do. Our decisions and actions will be ethical, nonjudgmental and compassionate. We will endeavor to foster a love of learning in the children, their families, the staff, and others. We will provide opportunities to learn, grow and develop to potential. We advocate teamwork, communication and integrity.

## PHILOSOPHY:

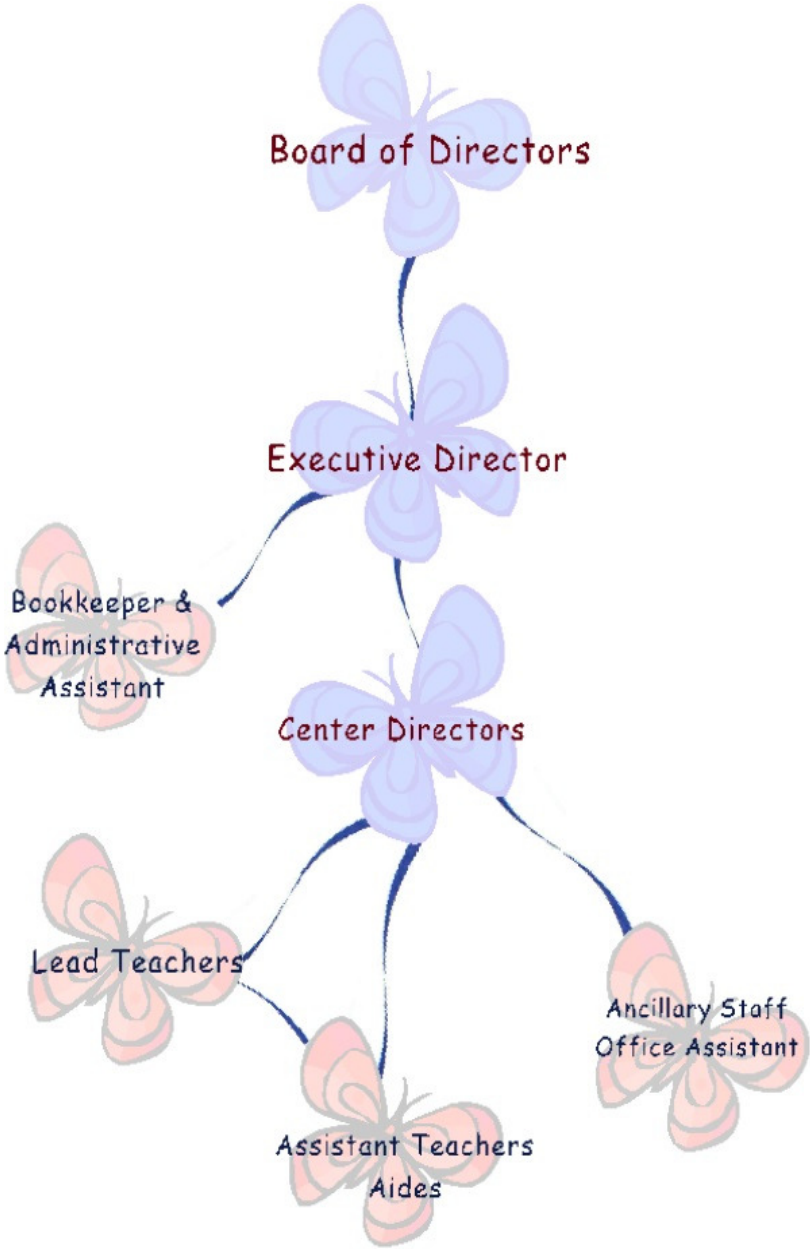
The TDC curriculum is based on the belief that children are continually learning, both in school and out. Classroom activities will provide learning in all areas of children's development: physical, cognitive, language, social, emotional, and creative. The activities will give the children many opportunities to practice physical skills, learn to solve problems, gain knowledge of their environment, and practice interacting more effectively with others. They will have opportunities to choose their own activities as well as teacher-directed activities. Parents are an important part of children's learning and we believe that communication and working together are important. Staff members are expected to be positive role models for the children and provide the best environment possible.

## GOALS:

To provide a developmentally sound program that will achieve the following:

- Foster positive self-concept.
- Develop social skills.
- Encourage children to think, reason, question, and experiment.
- Encourage language development.
- Enhance physical development and skills.
- Encourage and demonstrate sound health, safety and nutritional practices.
- Encourage creative expression and appreciation for the arts.
- Respect cultural and social diversity.

# TDC Organizational Chart



## TDC CLOSED DAYS

ALL CENTERS and the CENTRAL OFFICE

ARE CLOSED:

New Year's Day \*  
Memorial Day  
4th of July\*  
Labor Day  
Thanksgiving Day  
The Friday after Thanksgiving Day  
Christmas Eve \*  
Christmas Day \*  
2 Staff Development Days\*\*

\* Holidays that fall on a weekend will be observed on the preceding Friday or the following Monday.

\*\*Specific Dates will be announced each year.

### WEATHER (SNOW) CLOSING

In the event of inclement weather, TDC centers will be closed whenever Topeka Public School District # 501 schools are closed. Please listen to your local TV or radio stations for school closing information.



## FEES & PAYMENT POLICIES

TDC Learning Centers, Inc. is a nonprofit organization. The Board of Directors reserves the right to change fees or tuition as needed. TDC works to keep the costs of child care as low as possible. We work within an extremely tight budget and cannot afford delinquent accounts. Please verify current fees and tuition rates with your Center Director. An enrollment fee of \$50.00 per child, or \$75 max per family and one week tuition in advance is due at the time of enrollment. The Registration Fee and 1<sup>st</sup> week of tuition are nonrefundable. After the first year of attendance, an annual enrollment fee of \$15 per child will be charged each September.

### PAYMENT

- **Payment for child care is due the first work day of the week (or month) before the child attends.** If payment is going to be delayed for **any** reason, the Center Director should be informed immediately.
- A family who has not made payment for that week by Wednesday morning will lose child care service from TDC from that day forward until payment has been received.
- Payments received Wednesday or after are subject to the delinquent fees.
- Tuition costs not covered by DCF are subject to the above requirements.
- Families who lose child care for delinquent payment can re-enroll when the bill is paid in full, depending upon space available. The space will NOT be reserved.
- **A re-enrolling family, previously delinquent in paying for child care, is not eligible for subsidized care from TDC.**
- A monthly summary of your account will be provided.

If a check is returned for insufficient funds, cash or a money order must be delivered immediately to replace the returned check. **A fee of \$30.00 will be charged for each returned check.** In the event of two returned checks, only cash or money orders will be accepted for future services.

**Late pick-up fee** -- please see *ARRIVAL / DEPARTURE* in the *House Rules* section, (page 9)

**Scholarship (when funds are available) / Sliding Scale Fees** - Eligibility for tuition assistance is determined by TDC administrative staff. Scholarship eligibility is based on household gross monthly income and total number of family members in the household. Eligibility is updated periodically. If you wish to apply, please contact your Center Director or the main office for an application.

**DCF**- Eligibility for child care assistance is determined by the Kansas Department of Children and Families. Prompt payment by running the Vision Card is required to maintain both DCF assistance and child care services from TDC.

**Termination** - When child care services are to be terminated, the parent should notify the Center Director, in writing, at least two weeks (10 business days) in advance. Any parent failing to do so will be charged the normal tuition rate for two weeks.



## YOUR CHILD'S DAY

While your child is enrolled in one of our centers, he or she will be exposed to a wide variety of activities geared towards providing a stimulating learning environment.

### THE DAILY SCHEDULE WILL VARY ACCORDING TO THE CENTER

but may look like this:

7:00 am	Center Opens
7:00 - 8:30 am	Free Play (self-selected activities)
8:30 am	Breakfast
9:00 - 11:00 am	Classroom Activities* and outside play
11:30 am	Lunch
12:45 pm	Quiet time / Nap time
3:00 pm	Snack
3:30 - 6:00 pm	Classroom Activities*, outside and free play

A minimum of 45 minutes each morning and each afternoon is scheduled for outdoor play. Actual time limits may vary, depending on weather conditions. All children will be expected to participate in outdoor play\*\* when:

No rain or sleet is falling and the temperature and windchill are both above 20 degrees. Time out of doors will be limited when temperature and/or the heat index exceed 100 degrees or the temperature and windchill are below 20 degrees.

\* Classroom activities focus upon:

*Large and small motor development*

*Attending and listening skills*

*Behavior self-regulation*

*Pre-academic instruction to develop skills necessary for continued learning*

*Community field trips*

*Language development*

*Social development*

*Art activities*

*Special occasion parties*

\*\*Please see ILLNESSES in the House Rules section, (page 12)

# HOUSE RULES

## LICENSING AND PROGRAM REQUIREMENTS

- A copy of the "Kansas Regulations for Licensing Preschools and Child Care Centers" is available upon request.
- All enrollment information forms, including the Health Assessment and Authorization for Emergency Medical Care, must be completed and signed prior to attendance.
- The Health Assessment and the Authorization for Emergency Medical Care forms are both state licensing requirements. Every child enrolled in our centers must have these forms on file at the center.
- The Health Assessment form must be completed and signed by the child's physician and parents within six (6) months prior to enrollment.
- The Authorization for Emergency Medical Care must be updated each year.
- Parents are asked to notify the Center Director immediately of any change of name, address, telephone number, or place of employment.
- Any information regarding your child is confidential and will not be released without your written consent.

## ARRIVAL / DEPARTURE

All parents are required to accompany their child into the center each day and check in their child. It is important to make sure that the teacher is aware of your child's arrival. Persons allowed to drop off and pick up your child should be listed on the enrollment form, as authorized escorts.

At the day's end, parents must check the child out. Failure to check in or check out a child may result in a fee. Any other change in normal pickup routine should be communicated to a staff member.

**Parents must notify the Center by 9am if your child is going to be absent or late. At 9am lunch orders are made and staffing plans are made based on the days enrollment. If you have not notified us by 9am that your child will be late, you will need to bring a lunch for your child and it is possible that we will not be able to provide care that day. Communication about absences and late arrivals help us to keep costs down and ensures care for your child each day.**

Emergency situations must be reported to the Center Director before the child is scheduled to be picked up. A minimum fee of \$15.00 will be charged for each child picked up after 6:00 pm.

If your child is not picked up by 6:00 pm, the staff will make efforts to contact any or all authorized escorts. If unsuccessful by 6:15 pm, the appropriate law enforcement agencies may be contacted for assistance. *Parents will be assessed the extra expenses incurred in this process. Should lateness become a recurrent problem, the Center Director may terminate services.*

## AUTHORIZED ESCORTS

At the time of enrollment parents indicate the individuals who are authorized escorts to pick up their children from the Center. This information is kept on the enrollment form and in the emergency card file at

the Center. Individuals listed for contact in case of emergency or illness are authorized escorts when parents cannot be reached to pick up a child who is ill or needs medical attention.

*Children may not be released to anyone who is not an authorized escort without prior written notice from the child's parent. Staff are required to ask escorts for identification before releasing children. The authorized escorts must be at least 14 years of age*

In the event someone not authorized as an escort attempts to take a child from the center, staff will verbally refuse to let the person take the child. If the person still attempts to take the child, the person will be asked to wait while staff calls the parent. If the person attempts to remove the child, or threatens the staff in any way, or if he or she is physically/verbally assaultive, the police will be called.

## **AUTHORIZED ESCORTS WHO APPEAR TO BE INTOXICATED**

(Under the influence of drugs or alcohol)

Staff do not have the right to refuse to release a child to a custodial parent regardless of the parent's condition. However, staff do have a responsibility for the safety and well being of the child. In the event a staff member feels that a parent should not be driving, the staff member will suggest that alternative transportation be arranged, and will provide assistance in making arrangements for another family member, a friend or a taxi to be called. In the event the parent insists on driving, the police will be called and informed of the situation, vehicle information, and the fact there is a child in the vehicle.

## **CLOTHING**

Your child will need an extra set of clothes for school, **at all times** (infants and toddlers need at least two (2) changes). A storage place is provided and is accessible so you may check the clothing status from time to time. These clothes should fit the child and be appropriate for the season. Soiled clothes will be bagged and sent home for laundering.

Clothing for school should be practical and washable. Play clothes and sneakers are suggested. Closed toe shoes with back straps are required to ensure safety on our playgrounds. Clothing as well as outer wear should be marked with your child's name.

Diapers are to be provided by the parents. Children use about 20 diapers a week. You will be notified by note when more diapers are needed. Clothes for potty training must be easy to manage: NO overalls, multiple buttons, etc. *It has been our experience that daytime pull-ups prolong the potty training process.*

All children need to bring a toothbrush. We will keep these clean and marked.

## **DISCIPLINE**

It is our belief that the best possible method of discipline is redirection. Children will be encouraged to seek another activity.

When children are unable to control themselves in an appropriate manner, they will first be verbally redirected toward a more appropriate behavior choice. If this fails, the child will be physically moved and redirected toward another, more appropriate behavior.

During, or immediately following this interaction, the teacher will consider possible causes for the behavior (*is the child sick, tired, hungry, etc.*) and will attempt to address the root cause of the behavior. This should help to prevent the behavior from being repeated. Discipline is followed with a hug and smile to let the child know he or she is still wonderful and cared for.

*No punishment will be used which is humiliating, frightening or physically harmful such as corporal punishment, verbal abuse, restricting movement or withholding food.*

Should the Center Director determine that the child or the parent(s) cannot adjust to the center's program and/or follow the guidelines, TDC reserves the right to terminate services with five (5) working days notice.

## FIELD TRIPS

Field trips are planned to provide children opportunities to benefit from community resources. A signed permission slip is required for each field trip.

## FOOD FROM HOME

Food from home may not be brought to the Center. If your child requires a special diet for a medical reason, please notify us and we will provide whatever is necessary. We subscribe to the Child and Adult Care Food Program and must obey their dietary guidelines. Weekly menus are posted at each center. Breakfast, lunch and an afternoon snack are provided. Good table manners, healthy eating habits and introduction of new foods are encouraged.

## NAP TIME

Children are provided with an afternoon nap time or rest period every day.

*KS Regulation for Licensing 28-4-436(b)(1): "Children remaining at the center more than four hours shall be encouraged to nap or rest according to their individual needs. Children who do not sleep shall be permitted to have a quiet time through the use of equipment or activities which will not disturb other children."*

## PARTIES

The centers will schedule parties on special occasions. If your family has special traditions or celebrations that you and your child would like to share with the children in the center, please tell the Center Director. Birthday parties for a particular child's class may be arranged with the child's teacher.

## TRANSITION

When it is time for your child to transition to the next class, we develop an individualized plan based on your child's needs to ensure a smooth transition.

## TOYS FROM HOME

Soft toys to sleep with may be brought any time. Other toys from home may be brought **only** on **Show and Tell** days. Toys brought at any other time will be kept in the office where they will provide no distraction until time to go home. Toy weapons are not considered appropriate or acceptable for school at **any** time.

## HEALTH, MEDICATIONS, AND SAFETY

All child care providers are required by law to report suspected incidents of child abuse and/or neglect. Any other health concerns the staff have regarding your child will be communicated immediately.

The presence of any communicable diseases such as chicken pox or strep throat will be posted. We are required to report such illnesses to the Shawnee County Health Agency.

Children must be fever free, without the use of medication, for 24 hours before returning to the center. We will not administer *any* medication without parental permission. Prescription and non-prescription medications will be administered upon written order of the parent. Medication instruction forms are available at each center. The medication *must* be in its original bottle. Each center has a locked medication box.

You may wish to provide sunscreen and/or insect repellent for your child. The staff will be responsible for proper administration of these when they are provided.

To ensure the continued health of your child, the following procedures are observed:

- Children brush their teeth after lunch.
- Children are instructed in the proper use of tissues, using the toilet sanitarly and washing their hands regularly, throughout the day, with soap.

## ILLNESSES

We do not have the staff or the facilities to care for children who are too ill to take part in regular center activities, including outdoor play. If your child becomes ill during the day, you will be contacted and you must make arrangements for the child to be taken home. *If the parents cannot be reached, the authorized escorts listed on the enrollment form for emergencies will be contacted.*

Children should be kept home with any of the following symptoms: fever (temperature of 100 degrees or higher), diarrhea, vomiting, severe cough, flu, unexplained rash, or not well enough for outdoor play. Children must be fever free, without the use of medication, for 24 hours before returning to the center

Children must be excluded from care for other contagious diseases such as conjunctivitis or (pink eye), strep throat, head lice, impetigo, etc., according to the licensing exclusion policy or longer if your physician recommends. Refer to your Director for the exclusion guidelines.

## SERIOUS INJURIES

Injuries requiring a parental treatment decision will be reported immediately. Children with serious injuries will be taken to the hospital and parents will be notified to meet the child at the hospital.

## MINOR INJURIES

Any accident or injury requiring treatment is reported by the teacher, via an *Ouch Report*. The completed form is made available to the parents by placing it in the child's file or on the Sign-In sheet. If at all possible, the teacher who completed the form will discuss the accident with the parents. If direct communication is not possible, the details of the accident will be carefully conveyed to a staff member who will be able to talk directly to the parents. Parents should initial the form, one copy is kept in the child's permanent file and one copy is give to the parent.

## IMMUNIZATIONS and HEALTH ASSESSMENTS

Upon enrollment and every two years thereafter, licensing regulations require a health assessment. Additionally, current immunizations must be kept on file for each child. To help prevent serious illness, we require that all children have the recommended immunizations. If the immunizations are not updated as required, the child will be sent home and cannot return to the center until the required immunization has occurred and been documented by the health care professional administering the immunization.

## EMERGENCY PLANS

In cases of severe weather watches, such as flood, tornado, etc. the center staff will listen for directions from local radio broadcasters. If directed to take cover, all children will be taken to an appropriate safe area in the center. Please **DO NOT** come to get your child at such time. Take cover yourself and come to the center when the weather has cleared.

In the unlikely event of a fire in a center, our staff is trained in procedures for quick and safe evacuation. Fire drills are practiced each month by our staff and the children. Tornado drills are held once a month during the months of April through September.

## INSURANCE

TDC has insurance covering injuries to your child incurred while at the center or on field trips. All children enrolled in the center and parent volunteers are covered by this policy.

## PARENT/TEACHER CONFERENCES

Constant, open lines of communication are important. We do children's skills assessments twice a year. Parent-teacher conferences twice each year and progress reports are given between parent teacher conferences. All parents are encouraged to schedule a time to meet with your child's teacher and review the skill's assessment and child's learning plan. Other confer-

## PARENT INVOLVEMENT

The success of all our programs is heavily dependent on parental support. We welcome your questions, suggestions, and participation.

We are very pleased you have chosen TDC to be entrusted with your child. Our staff is educated, capable, and experienced and we truly enjoy what we do.

We invite you to drop by anytime. Appointments are never necessary. We encourage you to join us for lunch; please call your Center Director to schedule the time. Your child and the staff will be delighted by your company.

We want you and your child to retain pleasant memories of time spent at TDC. Thank you for your cooperation in matters concerning all of our programs. If we can be of any help, let us know.

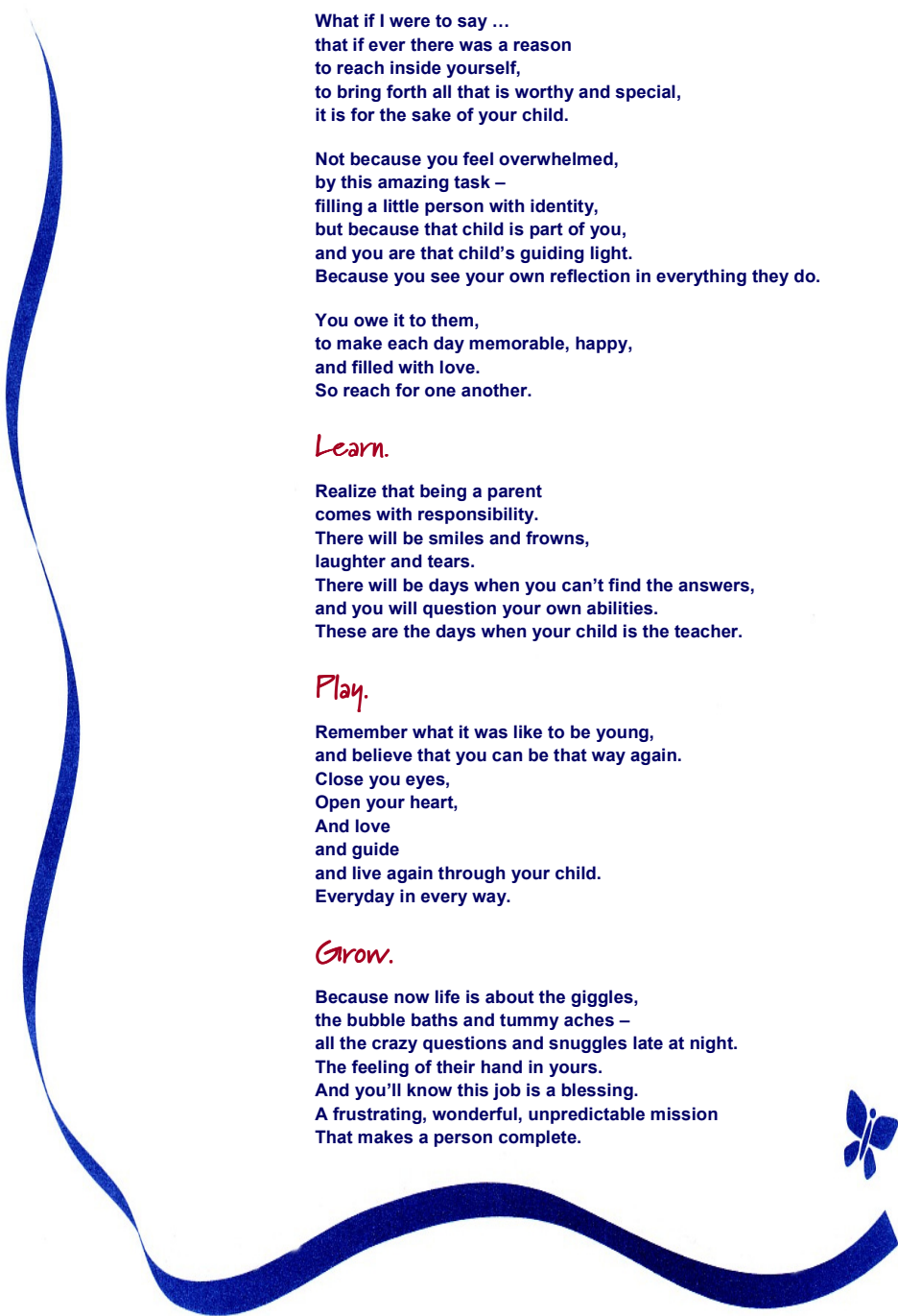
## PARENT COMMUNICATION

Parents may inquire about TDC policies, procedures, or decisions by contacting the Center Director and/or the Executive Director.

## ADDITIONAL SERVICES

Drop-In care service is a childcare service that is offered on an as needed and as space is available basis. Reservations for care can be made up to 24 hours in advance of needed care. Arrangements must be made during regular business hours. Care is not guaranteed and is subject to availability.

Drop-in service is available at the three public locations in Topeka. Ages served range from 2 weeks to 6 years (not yet in Kindergarten). Most centers operate 7:00 am-6:00 pm Monday-Friday with the exception of the 8 holidays and 2 staff education days. See our webpage for more information or contact us today!



What if I were to say ...  
that if ever there was a reason  
to reach inside yourself,  
to bring forth all that is worthy and special,  
it is for the sake of your child.

Not because you feel overwhelmed,  
by this amazing task –  
filling a little person with identity,  
but because that child is part of you,  
and you are that child's guiding light.  
Because you see your own reflection in everything they do.

You owe it to them,  
to make each day memorable, happy,  
and filled with love.  
So reach for one another.

### *Learn.*

Realize that being a parent  
comes with responsibility.  
There will be smiles and frowns,  
laughter and tears.  
There will be days when you can't find the answers,  
and you will question your own abilities.  
These are the days when your child is the teacher.

### *Play.*

Remember what it was like to be young,  
and believe that you can be that way again.  
Close your eyes,  
Open your heart,  
And love  
and guide  
and live again through your child.  
Everyday in every way.

### *Grow.*

Because now life is about the giggles,  
the bubble baths and tummy aches –  
all the crazy questions and snuggles late at night.  
The feeling of their hand in yours.  
And you'll know this job is a blessing.  
A frustrating, wonderful, unpredictable mission  
That makes a person complete.

