



PARENT HANDBOOK

Creative Learning Adventures

The Parent handbook was revised in January 2017 and contains the policies and procedures regarding our Preschool 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

Ages: 12 months & walking - kindergarten

LITTLE EXPLORER'S LEARNING CENTER AT TRINITY

4746 SW 21st St . * (785) 228-1990 * tdclelc@learnplaygrow.org

Ages: 2 weeks - kindergarten

PARENT-CHILD LEARNING CENTER

Operates in conjunction with Topeka 501 school calendar; 7:15am—4:30pm. Serves teen parents attending high school or secondary education program and the general public.

HIGHLAND PARK PARENT-CHILD LEARNING CENTER

2424 SE California * (785) 274-6015 * 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

Ages: 2 weeks - kindergarten

PART-TIME PRESCHOOL PROGRAM

School year program with options for 2 days and 3 days a week classes, 2 1/2 hour sessions.

CREATIVE LEARNING ADVENTURES PRESCHOOL

300 NE 43rd St. * (785) 286-0676 * clapreschool5@gmail.com

Ages: 3-5 years (Must be fully potty trained)



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

3601SW 29th St., Suite 209

Topeka, KS 66614

(785) 272-5051

www.learnplaygrow.org

E-mail: 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

Area Child Care Centers and Preschools

Early Childhood Education students

Washburn University students in a variety of programs

TDC Learning Centers

Learning, Playing, Growing since 1963

VISION:

TDC will be a recognized innovative leader in 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:

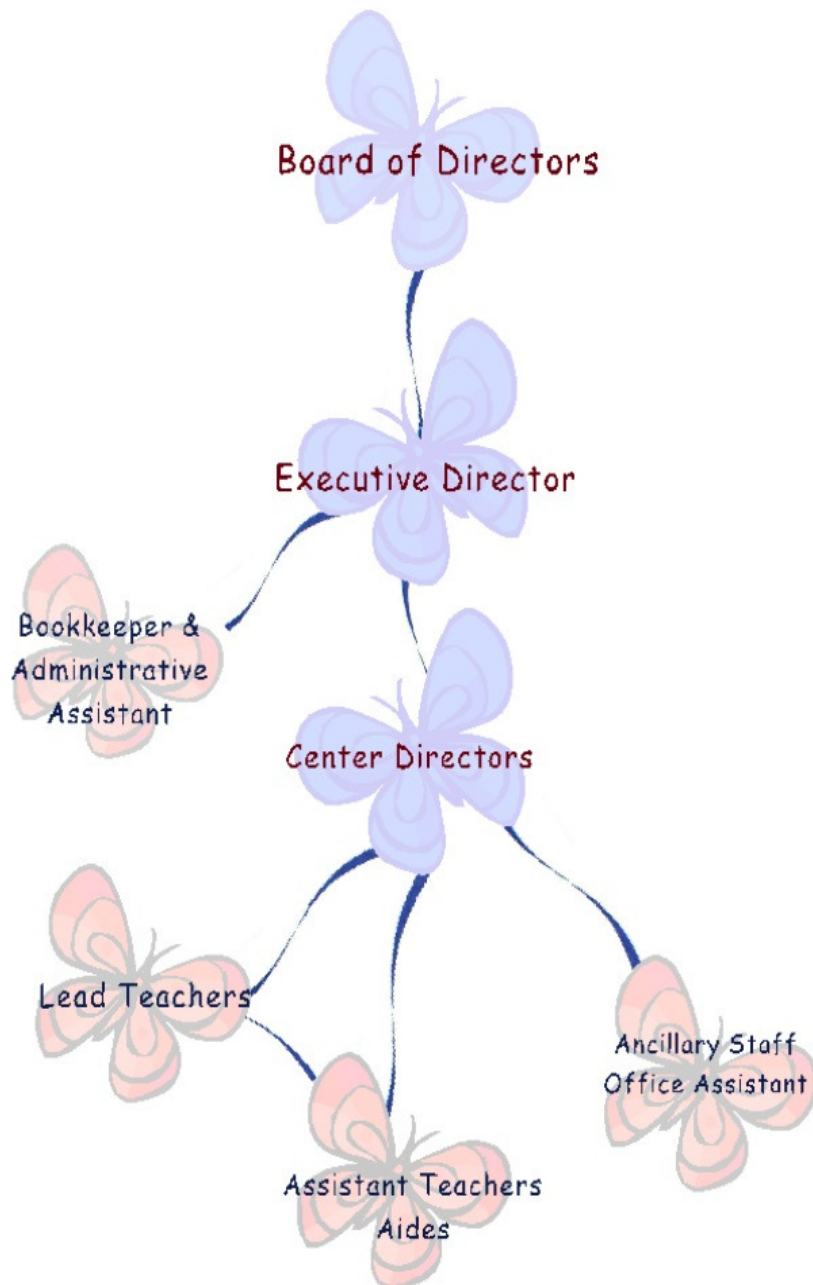
The TDC curriculum is based on the belief that children are continually learning, both in school and out. Classroom activities will provide learning in all areas of children's development: physical, cognitive, language, social, emotional, and creative. The activities will give the children many opportunities 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.

TDC Organizational Chart



TDC CLOSED DAYS

ALL CENTERS and the CENTRAL OFFICE

ARE CLOSED:

New Year's Day *
Martin Luther King Jr. Day
USD 345 Spring Break
Memorial Day
Veteran's Day
Thanksgiving Day
The Friday after Thanksgiving Day
USD 345 Winter Break

* 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, Creative Learning Adventures Preschool will be closed when USD 345 schools are closed. The main office and other TDC Centers will be closed whenever Topeka Public School District #501 schools are closed. Please listen to your local TV and radio stations for school closing information. TDC will announce closings on Facebook, Twitter, KSNT, WIBW, WIBW radio and at www.learnplaygrow.org



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.

PAYMENT

- An enrollment fee of \$50.00 per child or \$75 max per family is due at the time of enrollment to secure your child's spot. **The registration is Non-Refundable.**
- Tuition is payable for the whole month on the first work day of the month. If payment is going to be delayed for any reason, or you need to make special payment arrangements, the Center Director should be informed immediately.
- Payments received after the 10th of the month are considered late and are subject to a \$15 delinquent fee for each week it is late.
- A family who has not made payment for the month by the 10th of the month will not be able to attend classes from that day forward until payment has been received. Families who lose services for delinquent payment can re-enroll when the bill is paid in full, depending upon space available. The space will NOT be reserved and enrollment fees will apply.
- There will be no adjustments made when a child is absent due to illness or vacations. Adjustments will not be made when USD 345 closes due to inclement weather.
- An annual snack fee of \$40 is due prior to the first day of school attendance.

Payment Methods: We have multiple payment methods that include: cash, money order or check (Payable to TDC Learning Centers, Inc.), VISA/MasterCard; and ACH payments. Visa/MasterCard and ACH payments can be made online or you can set up auto payments.

Withdrawal Policy: If you choose to withdraw your child from the program, a minimum written notice of 1 month notice (20 working days) is required. Any parent failing to do so will be charged the normal tuition rate for 1 month. Withdrawal forms are available at the center.

Returned Item Fees: If a check, credit card, debit card or ACH withdrawal payment is returned for insufficient funds, cash or money order, including the returned check fee must be delivered by the next business day to replace the returned check. **A fee of \$40.00 will be charged for each returned item.** In the event of two returned items, only cash or money orders will be accepted for future services.

Late Pick-Up Fees: Pick-up time is 11:30am-11:35am for morning sessions and 3:30-3:35pm for afternoon sessions. Children picked up after these designated times are subject to the following fees: \$15 for the first 5 minutes and \$1 for each additional minute thereafter.

YOUR CHILD'S DAY

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

EXAMPLE DAILY SCHEDULE

Morning

9:00 am	Welcome
9:10 am	Child Directed Activities
9:30 am	Circle Time
9:50 am	Potty Time/Wash Hands/Snack
10:05 am	Learning Centers/Small Groups
10:55 am	Gross Motor Activity/Music
11:15 am	Closing Circle
11:25 am	Clean up/Get Ready to Go
11:30 am	Departure

Afternoon

1:00 pm
1:10 pm
1:30 pm
1:50 pm
2:05 pm
2:55 pm
3:15 pm
3:25 pm
3:30 pm

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
- Pre-literacy skill development
- Art activities
- Special occasion parties



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, signed and approved by the Center Director 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.
- Parents must adhere to the policies outlined for medication administration, exclusion for illness, and communication.
- 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.

Please notify the Center Director, by 8:30 am if your child is going to be absent.

Emergency situations must be reported to the Center Director before the child is scheduled to be picked up. A fee of \$15 will be charged for each child picked up after 11:35 am (for morning classes) or 3:35 pm (afternoon classes) for the first 5 minutes and an additional \$1 per minute after that. Late pick-up fees must be paid by the following business day or your child cannot return until the fee is paid.

If your child is not picked up by 11:45 am (morning classes) or 3:45 pm (afternoon classes), the staff will make efforts to contact any or all authorized escorts. If unsuccessful by 12pm (morning classes) or 4:00 pm (afternoon classes), the appropriate law enforcement agencies may be contacted for assistance. *Parents will be assess the extra expenses incurred in this process. Should lateness become a recurrent problem, the Preschool 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 one extra complete set of clothes for school (including underwear and socks) **at all times**. Clothes should be brought in a gallon size baggie, clearly marked with his/her name. These clothes should fit the child and be appropriate for the season. Soiled clothes will be bagged and sent home for laundering. (Per licensing, we are NOT allowed to rinse out or launder soiled clothing).

Clothing for school should be practical and washable. Play clothes and sneakers are suggested as children will engage in messy play throughout the day. Closed toe shoes with back straps are **required** to ensure safety when outside. Clothing as well as outer wear should be marked with your child's name.

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.

NAP TIME

Children are provided with an afternoon nap time or rest period every day. Parents are asked to bring a fitted crib sheet and a small child size blanket (we can't launder large blankets).

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 that 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. Please remember that we are a NUT FREE facility and plan special treats accordingly.

TOYS FROM HOME

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. All toys (including sleep toy) must be small enough to easily fit into the child's cubby. We are not responsible for lost or broken toys.

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.

DISCIPLINE (continued)

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 a 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.

HEALTH, MEDICATIONS & SAFETY

MANDATED REPORTERS

All child care providers are Mandated Reporters and are required by law to report suspected incidents of child abuse and/or neglect.

MAINTAINING YOUR CHILD'S HEALTH

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

Children are instructed in the proper use of tissues, using the toilet sanitarily and washing their hands regularly, throughout the day, with soap.

ILLNESSES

Licensing does not allow us to care for children who are too ill to take part in regular center incidents of child abuse and/or neglect.

Activities, including outdoor play. If your child becomes ill during the day, you will be contacted and you must make arrangements for your child to be taken home within one hour. *If the parents cannot be reached, the authorized escorts on the enrollment form for emergencies will be contacted.*

Children should be kept home with any of the following symptoms: fever (temperature of

ILLNESSES (continued)

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 diarrhea free or have not vomited for 24 hours before returning to the center.

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

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

MEDICATIONS

We will not administer *any* medication without parental permission. Please follow the following guidelines for medication administration:

- It is required that a parent give their child the first dose of any new medication. This needs to be done 1 hour prior to the child coming to child care.
- Whenever possible, children should be given medication by a parent prior to dropping them off at child care. Parents need to inform the teacher when the last dose was given and then we can give them the 2nd dose as prescribed or recommended.
- **Labeling:** All **prescription medications** must have a full and complete label which is legible and included the following: child's full name, prescribing physician, date of prescription, amount and frequency of dosage and expiration date.
- Any type of **non-prescription medication** must be in the ORIGINAL container with dosing instructions clearly visible for the age of the child. You must print your child's first and last name on the container. If your child's physician has approved usage of a medication for your child that is younger than what is printed on the label, then we will need a copy of a doctor's prescription as listed above under *prescription medications*.
- **ALL medications** require the parent to complete a short-term or long-term medication form as appropriate and the medication must also be listed on the child's medical record form (in child's file). These forms have expiration dates and will need to be renewed annually.

MEDICATIONS (continued)

- The Center Director or designated staff will review all medication labels, written prescriptions, and related paperwork prior to assigning staff to administer any medication.
- **All medications shall be kept in a lock box at all times.** Please do not leave any medication in a child's back pack, the child's cubby, or on a counter top in the classroom. Parents need to personally hand the properly labeled medication to a teacher to be secured.
- Any time that a teacher is uncertain that any of the above items are in compliance, we reserve the right to postpone giving a child any medication until all of the above items have been clarified to our satisfaction.

These policies have been put in place to maintain the safety of all of the children in our care.

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 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 given to the parent.

IMMUNIZATIONS and HEALTH ASSESSMENT

Upon enrollment, 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 administer-

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 children. Tornado drills are held once a month during the months of April through September.

INSURANCE

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

PARENT COMMUNICATION/INVOLVEMENT

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

PARENT/TEACHER CONFERENCES

Constant, open lines of communication are important. All parents are encouraged to schedule a time to meet with your child's teacher each semester during Parent/Teacher conference (see CLA calendar for dates). Other conferences can be scheduled as needed.

In order to serve you best, we ask that important information be communicated via a written note or by making an appointment to visit directly with the teacher or director. This will help us in keeping children safe, by keeping teachers focused on children when they are in classrooms. This will also ensure that we can give you the attention you deserve.

If you ever have any concerns or questions, please do not hesitate to let us know. Parents may inquire about TDC policies, procedures or decisions by contacting the Center Director and/or the Executive Director. We work with children daily on making our centers a "conflict free environment" through our daily interactions and role modeling. **This means that we expect everyone, including staff and parents to communicate in a respectful and calm manner at all times.**

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!