

# “Cool” After School Program 2018-2019 Registration



Welcome to the “Cool” After School Program for 5K and above! We are excited to have the opportunity to teach and care for your children during the afternoon and look forward to supporting the education they are receiving in their school environment during the day. TLC will offer many opportunities for your child to continue to develop intellectually, physically, socially, emotionally, and spiritually. It is our desire to provide a quality-learning environment that is positive and meaningful, as well as fun and safe.

Our commitment to your child is to:

- Enjoy and love each child as an individual
- Be understanding and loving when things don't go right
- Be encouraging and patient when he or she needs our help
- Provide structured time to encourage learning skills
- Provide free and unstructured time to encourage social skills and growth
- Remember what it is like to be a child
- Foster his or her positive self-image, as this is the seed of respect for God's whole world

Each month during the 9-month school year, you will receive a monthly newsletter full of information about school wide events. There will also be weekly updates about your child's experiences here at the “Cool” After School Program. You will know about different projects, TLC activities, and other items of interest. Here is a daily schedule of activities for your child:

- 2:30 p.m. to 3:30 p.m. Pick Up from School/Arrive at TLC/Snacks
- 3:30 p.m. to 4:15 p.m. Homework and Learning Activities
- 4:15 p.m. to 5:30 p.m. Gymnasium/Courtyard/Playground
- 5:30 p.m. to 6:00 p.m. Activity Centers

On early dismissal days, the children will typically go to one of Columbia's local parks, including Heathwood Park, Sims Park, Trenholm Park, Riverfront Park, Seven Oaks, Harbison Park, USC Horseshoe, SC Statehouse, etc.

On school holidays, we will plan special activities at the Bowling Alley, Chuck E Cheese, Movies at Columbiana Grand and other great visits out of the center.

**ANNUAL REGISTRATION FEES covers all of these extra activities.**

Don't forget that students enrolled in the “Cool” After School Program get priority placement for TLC's “Sizzlin” Summer Camp Program starting in June!

We are looking forward to having you with us! If you have any questions, please contact me at 254-5819 or [childcare@trinitysc.org](mailto:childcare@trinitysc.org). Thank you for sharing your child with TLC!

Jean Knowlton  
Director of Trinity Learning Center

# After School Program 2018-2019



Date: \_\_\_\_\_

Registration: \$150.00 # \_\_\_\_\_  
Supply Fee: \$50.00 # \_\_\_\_\_  
Monthly Tuition: \$330.00 # \_\_\_\_\_

Child's Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Father's (Guardian) Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mother's (Guardian) Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Pediatrician: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your child have any special need or allergies?  Yes  No

If yes, please describe. \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Authorized Pick-Up Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Pick-Up Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Pick-Up Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Pick-Up Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Password (Emergency Use Only): \_\_\_\_\_

South Carolina Department of Social Services  
 Child Care Regulatory Services  
**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION  
 TO CHILD CARE FACILITY**

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

**GENERAL INFORMATION:** (to be completed by Parent or Guardian)

Name of Facility: \_\_\_\_\_ County: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address – no Post Office Boxes City, State, Zip

**Child's Name:** \_\_\_\_\_  
Last First Middle Initial Nick Name

Date of Birth: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

Child's Current Home Address: \_\_\_\_\_  
Street Address City, State, Zip

Parent/Guardian's Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Parent/Guardian's Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**You must have two individuals who have the authority to obtain emergency medical treatment for the child.**

1. Person responsible if parent/guardian unavailable for emergency medical services:

\_\_\_\_\_  
Full Name Relationship  
 Address: \_\_\_\_\_  
Street Address City, State, Zip  
 Telephone Number(s): \_\_\_\_\_ Family Code Word(s): \_\_\_\_\_

2. Person responsible if parent/guardian unavailable for emergency medical services:

\_\_\_\_\_  
Full Name Relationship  
 Address: \_\_\_\_\_  
Street Address City, State, Zip  
 Telephone Number(s): \_\_\_\_\_ Family Code Word(s): \_\_\_\_\_

Is Child currently enrolled in school? (5K up to 6 years old)  Yes  No

My Child will regularly attend this facility **FROM** \_\_\_\_\_ am/pm **TO** \_\_\_\_\_ am/pm

If Child is a drop-in, indicate hours of care: **FROM** \_\_\_\_\_ am/pm **TO** \_\_\_\_\_ am/pm

**Check** all days Child will regularly attend this facility:  Mon  Tue  Wed  Thurs  Fri  Sat  Sun

**Check** all meals Child will receive daily:  Meals are not offered  Breakfast  Morning Snack  Lunch  
 Afternoon Snack  Dinner  Evening Snack

**HEALTH INFORMATION:** (to be completed by Parent or Guardian)

Family Physician or Health Resource: \_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address City, State, Zip Telephone

Emergency Care Provider: \_\_\_\_\_  
Emergency Facility Name

\_\_\_\_\_  
Street Address City, State, Zip Telephone

Dental Care Provider: \_\_\_\_\_  
Name

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_

Certificate of Immunization:  Yes  No  N/A Please explain: \_\_\_\_\_

**My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:**

\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I certify that to the best of my knowledge \_\_\_\_\_  
Child's Name

is in good mental and physical health and able to participate in the child care program at

\_\_\_\_\_  
Name of Child Care Facility

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Director/Operator/Staff Designee

# TLC Policies – Parents and Staff

# 2018

Please initial next to each policy and sign at the end. Detailed information regarding each of these policies is available in the Trinity Learning Center Parent Handbook, which is updated each summer prior to the new school year.

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**Free and Full Access.** Free and full access is granted to parents of children enrolled at TLC without prior notice, unless there is a court order limiting parental access. This free access must not disrupt instructional activities and classroom routines. Identified biological parents will not be denied from picking up a child unless a court order prohibiting them is provided. If you are not married and the biological parent arrives to pick up the child and is not listed on the paperwork, that parent must provide proof (birth certificate with his name on it) before the child can be released.

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**Release of Children.** It is the parent's responsibility to provide TLC with a current list of authorized individuals who may pick up their child. Photocopies of all authorized individuals will be kept in the child's file. Parents must inform TLC by written instruction (handwritten note, email, or fax) if a person other than an authorized individual is to pick up their child. In the event a parent, guardian, or other authorized individual attempts to pick up a child while intoxicated or obviously under the influence of drugs, TLC reserves the right to keep the child at the center until an authorized emergency contact can come to pick up the child or police are called to intervene.

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**ID Verification.** Authorized pick-up people must show picture identification (i.e., driver's license, student ID, military ID), which will be photocopied and kept on file, prior to the child being released into their custody. In addition, the individual must be able to state the family code word, if applicable. TLC reserves the right to make the ultimate determination in the release of the child.

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**Administration of Medications.** Written, signed, and dated parental consent is required prior to the administration of any prescription or over the counter medication or administration of special medical procedures. All medications shall be used only for the child for whom the medication is labeled. Medications shall not be given in excess of the recommended dose. Prescribed special medical procedures ordered for a specific child shall be written, signed, and dated by a physician or other legally authorized healthcare provider.

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**Storage of Medications.** All medications shall be kept in their original labeled containers and have child protective caps. The child's first and last name shall be on all medications. All medications shall be stored in a separate locked container under proper conditions of sanitation, temperature, light, and moisture. Discontinued and expired medications shall not be used and shall be returned to the parent or disposed of in a safe manner.

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**Medication Log.** For each medication that is administered by a staff person, a log shall be kept including the child's name, name of the medication, dosage, date, time, and name of person administering the medication. This information shall be logged immediately following the administration of the medication and a copy provided to the child's parent.

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**Medication Errors.** Failure to administer a medication at the prescribed time, administering an incorrect dosage of medication, or administering the wrong medication shall be recorded in the child's record. The parent shall be immediately notified in writing of a medication error or a suspected adverse reaction to a medication.

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**Emergency Medical Treatment.** In the event of an injury to your child or illness, every attempt will be made to contact the parent. The parent gives permission for first aid to be administered by TLC's certified staff. If the injury or illness requires emergency medical treatment, the parent hereby gives consent for said medical treatment by a qualified doctor and hereby releases from liability TLC and its staff of all liability expressed or implied which may result from such services. An ambulance will be called and Palmetto Health Children's Hospital will be the facility used. The lead teacher will accompany the child on the ambulance and take their individual file. The assistant teacher or hall monitor will maintain coverage of the classroom.

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**Discipline.** TLC does not administer corporal punishment. It is the policy of TLC to provide a loving atmosphere in which children can thrive. When a problem exists and a child needs to exercise more self-control, TLC will provide a choice of activities to fill the child's needs. If the problem persists, the child will be redirected to a "quiet time" activity with a supervising staff member to permit him or her to get their thoughts and feelings calmed. If the problem continues, the Director will confer with the parents to offer suggestions so that disciplinary practices are consistent at TLC and at home.

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**Confidentiality.** Please refrain from discussing a child in his or her presence or the presence of others. All children's files are confidential and kept locked in the Director's office. The only people allowed to have access to the child's file are the Director, Assistant Director, Lead Teachers, DSS, and the child's parents, unless prevented by court order.

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**Tracking Children.** Although teachers keep daily attendance records in the classroom, parents are required to sign their child in and out every day at the sign-in desk. Teachers keep attendance records in each classroom to take with them during field trips and evacuations and all other times of transition to and from the classroom. Written attendance is taken before, during, and after all transitions.

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**Evacuation Plan.** In the event of a fire, tornado, or other threatening situation requiring evacuation from the TLC premises, parents will be notified immediately. Teachers will accompany children to the designated location with an emergency kit, attendance record, and parent contact information.

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**Field Trips.** By sending your child to TLC on a day that a field trip is scheduled, you are giving TLC permission to allow your child to travel to and from the field trip, and to participate in all activities offered. Field trip plans will be published monthly in the parent newsletter, and information will be posted at the classroom door with a sign-up for chaperones, the type of transportation to be used, and departure and arrival times. Directions will be printed, kept on the bus, and can be available to parents upon request. A permission slip will be posted the week of the field trip and must be signed for your child to participate. Teachers keep attendance records in each classroom to take with them during field trips and evacuations and all other times of transition to and from the classroom. Written attendance is taken before, during, and after all transitions.

Children's emergency contact numbers and medications are will be taken on the field trip. If a child becomes ill during a trip, the assistant teacher will remain with the child until the parent is contacted and able to come to the location to pick up their child. The parent hereby release from all liability TLC, Trinity Episcopal Cathedral, and staff from any injuries received on the field trip. All field trips are considered an educational portion of our program. They are prepaid based on class enrollment and charged to your account. Refunds are not issued based on absences. It is the policy of TLC that only two-year-old children and above participate in field trips.

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**After School Transportation.** Children registered for TLC's After School program are picked up from the designated bus line at their assigned schools. The driver will not leave until attendance for the day has been verified on a written tracking record. The driver will then report the children to the after school teacher/tracker. Driver will sign children in on the sign-in list at the parent desk. If the Bus/Van is disabled or the driver unable to drive, the children will be picked up by the Director and/or her designee in their personal insured vehicle following all of the tracking procedures written above.

If a child is absent it the parent's responsibility to inform TLC before 1:00 pm on the specific day of absence.

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**Swimming.** Children do not participate in swimming activities at TLC; however, parents of three-year-olds and above have the opportunity to sign their children up for swimming lessons at an announced location for which we provide transportation.

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**Care for an Ill Child.** TLC shall notify the parent to call a doctor or pick up their ill child when their child has a temperature, is vomiting, has diarrhea, or any other condition that is detrimental to the child's well-being and the health of other children. Children must be fever and symptom free for twenty-four hours before returning to school.

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**Photographs.** Photographs are taken of the children and teachers engaged in multiple learning activities for the purposes of Portfolio collections, Newsletters, and the TLC Facebook page. They are not individually identified. Please let TLC know in writing by email if you would prefer that we avoid taking your child's picture.

PARENT/STAFF POLICIES HAVE BEEN REVIEWED AND THE OPPORTUNITY TO DISCUSS WITH DIRECTOR HAS OCCURRED.

**I have read, understand, and agree to abide by these written policies as set forth in the South Carolina Department of Social Services' Regulations for Private and Public Child Care Centers (DSS 2953, June 2005). I understand that if any of these policies are changed, I will be notified of any and all changes. This is not a contract for employment.**

Signature:

Date

\_\_\_\_\_

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\_\_\_\_\_

*Last updated 2017*

# Buckle Up South Carolina

## SC Child Passenger Restraint Law

### SYNOPSIS OF LAW

South Carolina's child passenger restraint law requires that:

- Children from birth to 1 year old, or who weigh less than 20 pounds, must be secured in a rear-facing child safety seat.
- Children 1 through 5 years old weighing at least 20 pounds and less than 40 pounds must be restrained in a forward-facing child seat.
- Children 1 through 5 years old weighing 40 to 80 pounds must be secured in a belt-positioning booster seat.
- Children under the age of 6 are not required to be in booster seats if they weigh more than 80 pounds or if they can sit with their backs against the car's seat and bend their legs over the seat edge without slouching.
- Children under 6 may not sit in the front passenger seat. However, this restriction does not apply if the vehicle has no rear passenger seats or if all other rear passenger seats are occupied by children less than 6 years old.

This law does not apply to taxis, church, school and day care buses, or commercial vehicles.

Trinity Learning Center has 2 School Buses and 1 Town and Country Mini-Van used for pick up. The van is equipped with both Booster Seats and Cars Seats in order to be within the limits of this law. Depending on vehicle repairs, available drivers, etc, the vehicles are sometimes re-routed for different pick-ups. In the event the Van is used to pick up at your child's school (whether regularly or in a substitute situation) please fill out the information below so that we will know the appropriate safety seat to use for your child.

If your child is under the age of 6 years, please fill out below...

Child's Name: \_\_\_\_\_

Child's School Pick-up: \_\_\_\_\_

Child's Age: \_\_\_\_\_

Child's Birth Date: \_\_\_\_\_

Child's Weight: \_\_\_\_\_

Circle Safety Seat Required:                      Booster Seat                      Car Seat



# TLC Financial Policies



## PAYMENT OF TUITION

Tuition is due by the first of each month. Checks should be made payable to Trinity Learning Center. A tuition drop box is located on the office door. Please consider using your automated online banking service as your method of payment, though, as it is the most efficient payment process. Parents seeking to pay on a schedule other than monthly must contact the Director, who will consider such requests on a case-by-case basis.

## LATE PAYMENTS

Tuition is due by the first of each month. If the tuition payment is not made on or before the fifteenth of the month, a late fee of \$20 will be charged for each week tuition is past due. If tuition is not received by the end of the month that it is due, the child/children may be precluded from attending TLC until tuition is paid in full. If tuition is not received by the end of the second month, the child/children may be withdrawn from the program and replaced by a child/children on the waiting list. In addition, the family will be expected to pay any remaining balance.

The TLC staff strives to provide the best quality care for your child at the most economical rates possible. However, that quality care depends greatly on the financial obligation of each parent being made in a timely manner. Our center operates entirely on the revenues generated by tuition fees, supply fees, and registration fees. Please be aware that your payment will always be applied to the oldest balance due on your account in order to prevent past due charges when possible.

## FIELD TRIPS

Field trips are considered an educational portion of our program. Field trips are prepaid based on class enrollment and charged to each class accordingly. Refunds are not issued based on absences. By enrolling your child TLC, you give the Center the expressed permission to allow your child to travel to and from field trips and to participate in all the activities offered.

## RETURNED CHECKS

The first time a check is returned by a bank for insufficient funds, a copy of the check will be returned to the parent and a \$20 insufficient funds fee will be charged to the account. If a second check is returned, only cash or certified funds will be accepted along with a second \$20 insufficient funds fee.

## LATE PICK-UP CHARGE

For the first five minutes or portion thereof a parent is late in picking up their child after 6:00 p.m., a late fee of \$10 will be assessed, and \$5 will be charged for every five-minute period thereafter.

## TUITION ADJUSTMENTS

No tuition adjustments are made for vacation, sickness, planned days TLC is closed, or closings due to unanticipated situations. If a financial hardship arises, please call the financial office of Trinity Episcopal Cathedral to discuss payment arrangements and scholarship options. The information will be presented to the Financial Administrator, who set the policy. Tuition fees are normally reviewed and update annually, with exceptions occurring only in the event of significant, unexpected increases in expenses.

## WITHDRAWAL

A thirty day written notice of withdrawal is required to the Financial Administrator. If written notice is not received prior to thirty days of withdrawal of your child, your account will continue to be charged with all applicable late fees assessed. Notice forms are available in the Director's office and should be placed in the payment slot on the office door.

**I have read and understand the financial policies of Trinity Learning Center.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_