

“Cool” After School Program 2014-2015 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 newsletter full of information about special 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 3:15 p.m.	Pick Up from School and Arrive at TLC
3:15 p.m. to 3:30 p.m.	Snacks
3:30 p.m. to 4:30 p.m.	Activity Centers, Music, Homework Help
4:30 p.m. to 5:45 p.m.	Playground/Gymnasium
5:45 p.m. to 6:00 p.m.	Clean-Up and Get Ready to Go Home

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, Skateland, the \$1.50 cinema, etc.

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!

Mr. Nick and Mrs. Becky are looking forward to having you with us! If you have any questions, please contact me at 254-5819 or childcare@trinitysc.org. Thank you for sharing your child with TLC!

Jean Knowlton
Director of Trinity Learning Center

TLC Registration Form

After School Program



Date: _____

Registration: \$100.00 # _____

Supply Fee: \$25.00 # _____

Monthly Tuition: \$300.00 # _____

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): _____

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: _____

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



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.

_____ **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.

_____ **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.

_____ **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.

_____ **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.

_____ **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.

_____ **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.

_____ **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.

_____ **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.

_____ **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 removed from the group situation to permit him or her to get their thoughts and feelings together in order to return to the group activity. The child will not be left unattended during this "thinking time." 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.

_____ **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.

_____ **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.

_____ **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.

_____ **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 sent home the week before the field trip and must be returned twenty-four hours before the trip is to take place.

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.

_____ **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 the Downtown YMCA for which we provide transportation.

_____ **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.

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). These policies are included in the Trinity Learning Center Parent Handbook. 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.

Parent Signature: _____ Date: _____

Child's Name: _____

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