

2021-2022 Addendum to The Learning Center Preschool Handbook

Welcome to our TLC Community for the 2021-2022 School year! Below is a list of the recent updates to our Parent Handbook. Please read and sign where indicated.

Privacy Policy: The Learning Center, LLC uses your information to provide you with updates during operating hours. Our staff is not permitted, or advised to use your information otherwise.

2021-2022 School Closing Dates:

Labor Day - Monday, September 6th • Thanksgiving -Thursday, November 25th & Friday, November 26th
Winter Holidays: December 24th -Return Monday, January 3rd, 2022 • Non-VPK Days (TBA) • Martin Luther King Day -Monday, January 17th • Good Friday - Friday, April 15th • Memorial Day - Monday, May 30th • Independence Day – Monday, July 4th.

*****Vacation Week: Tuition is not required for the week of December 27th 2021***
Tuition is otherwise required as agreed in our policy.**

Tuition payments resume on January 3rd, 2022.

No Parking Zone / Car line Policy: Students who attend classes in the VPK building are to use the car line service between the hours of 8:00am - 9:00am. Afternoon car line includes all students who attend class in the West Bldg. These students will be returned to you via car line from 5:00pm - 5:30pm. We ask that you buckle your child in the car seat once they get into your car. Students who remain after 5:30pm will be taken to the office. Please park on the grass, or in a designated parking space prior to entering the building for any reason. Use of the “No Parking Zone” is strictly prohibited. A warning will be put on your car if it is found inappropriately parked.

Procare Attendance Tracker and Fees: All students are required to be clocked in and out during arrival and departure. Licensing requires us to keep accurate attendance records on file for two years. There will be a \$10.00 fee added to your account when this very important requirement is not met. This is otherwise your responsibility.

Drop Off: Children can be accepted at 7:00 am each day arrive no later than 9:00 am to receive the full advantage of the academics and activities planned for the day. Parents are to notify the center by calling 561-391-1140 by 9:00 am, If your child will be arriving after 9:00 am. Any one dropping off between 9:00am – 9:30am must bring their child to the office, and an office staff member will walk them to class. There will absolutely be no drop off after 9:30 am unless previously planned with the office or a doctor’s appointment.

Alternate Pick-up/Extended Care: If you know that there is a possibility of late pick-up from school, call the school office, and then contact someone from your alternate pick-up list. Extended care is \$15 after 5:45m, and \$1 per minute after 5:55pm.

Absence: If your child is going to be absent from school for the day, please contact the school and let us know.

Tuition Policy: Parents are responsible for payment of all fees on time. All tuition must be paid the Friday before the service week. Fees may be paid in cash, check, debit or credit. Any fees received later than 9:00 am on the Monday of the service week are subject to the \$10.00 a day late fee. If fee payment is more than 3 days late, all services will be suspended until fees are paid in full.

Meet the Teachers: When a family tours or enrolls in The Learning Center, they will be provided a tour using their primary language or some means of interpretation.

Illness' Policy: Children displaying multiple signs of discomfort, contagious symptoms, or fevers of 100 degrees or higher will be sent home until the symptoms are no longer present, or 48 hours fever free without any fever reducer.

On/Off Campus Emergencies: During on campus emergencies, the teachers will gather all of the children on the carpet, lockdown, and quietly read a story to keep calm until prompted to call the parents using their emergency contact binders. During storms, children and staff will gather in the restrooms. We store alternate food, water and lighting on campus for this purpose. If the children are moved off-campus, the children will be re-located to the parking lot east of campus, then each teacher will be prompted by walkie talkie to call the parents using a cell-phone and numbers in their emergency contact binders.

Reasons for Notice of Withdrawal: We view our relationship with parents as a legal and binding agreement, a collaboration, and mutual respect. When parents and their visitors fail to adhere to the policies and procedures, The Learning Center management team reserve the right to end the enrollment agreement without further notice. Late pick-ups on a regular basis, disrespect to management or TLC employees, and failure to pay tuition are reasons for immediate termination of our agreement.

Behavior Modification: If a child does not respond to positive redirection, or continues to demonstrate behaviors that are disruptive to self and others (biting, hitting, spitting etc.) parents will be informed, and will be required to pick-up early. Alternate plans will be made to assist. Referrals may be required if the school does not have the resources to further assist.

Nut Free: TLC strives to be a nut free environment and wants to remind you about our Nut Free Policy at The Learning Center Preschool. It is a policy that needs to be taken quite seriously because of its extremely dangerous consequences. Nut allergies can be life-threatening. It takes only the slightest smell, touch, or ingestion of peanuts, peanut butter, peanut oil, a product that 'may contain trace amounts of peanuts' or a product that has been 'processed in a plant that also manufactures peanut products', to cause a potential anaphylactic reaction. This can happen so easily – the hands of a friend who has just finished a peanut butter and jelly sandwich or cookies from a bakery baked on the same pan as a peanut butter cookie. That said...we are asking all of you to please, please keep this in mind when sending lunches, birthday treats, or any other snacks to school. If you can take a few seconds to read the labels of any prepackaged product, or to pick up the phone and give us a quick call with any questions, it would be greatly appreciated.

2021-2022 Re-enrollment Information:

Re-enrollment is an annual requirement which is necessary for those who wish to maintain enrollment in our preschool. Please use this page to inform us of any changes or additions to your family's status, or your child's need.

Child's Name: _____

1. New phone numbers: _____

2. New address: _____

3. New doctor: _____

4. Allergy update or reminder: _____

5. Add or delete an alternate pick-up person: _____

(Note: Parents are required to inform the teacher, and the office staff when alternate pick-up is taking place. The person who retrieves your child will need photo identification that matches the name provided on your authorization form. An alternate pick-up person may only be added or deleted by sending "written confirmation" of the change. If no email, or letter is provided, the authorization will remain.)

New Enrollment Agreement: Your signature signifies that you have read the addendum to the 2021-2022 Parent Handbook; and you agree to the terms as disclosed on these pages. Please print your name, and then sign where indicated below.

I, _____ have been provided the opportunity to read

(print parents name)

"Addendum" to The Learning Center Preschool 2021-2022 Parent Handbook". I agree to the terms that have been disclosed during this re-enrollment period.

Signature: _____ Date: ___/___/___

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