

TLC Academy Montessori Education Parent Handbook

2009-2010



TLC Academy

INVEST IN YOUR CHILD'S FUTURE

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Foreword Developmental Years

Children learn from the activities set before them. The time from birth to age nine are the most formative years. These developmental years are the most significant in your child's life. Everything set before him/her is absorbed. TLC Academy is dedicated to creating an environment that teaches children the excitement and curiosity of learning. Our goal is to provide a sequence of developmental activities that will build a foundation for future higher levels of learning.

TLC Academy does not discriminate on the basis of race, religion, sex, or nationality in either enrollment or employment.

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TLC's Mission Statement

OUR MISSION:

TLC Academy's mission is to create an educational environment that fulfills the inherent needs of each child in a peaceful, caring and respectful way.

WHAT WE DO:

- Create a multi-cultural and global view of learning
- Create an environment that fosters optimum academic, social, emotional and physical growth in each child
- Encourage excitement and curiosity for learning and growth

OUR VISION:

- Actively promote Montessori philosophy and education to children and adults in our community
- Continually promote TLC as a multi-cultural environment
- Nurture each child's ability to reach their full potential

Objective

Dedicated to developing the whole child, TLC Academy follows the Montessori Method of education. The Montessori approach is focused on promoting growth in all areas of a child's development: academic, physical, social and emotional. A variety of daily activities ensures that children's needs are met during critical learning periods, when they absorb lessons more easily and more quickly than they ever will again.

The Montessori Method is based on the primary research of Maria Montessori, MD, a 20th Century pioneer of modern education philosophy. Working with children who were considered to have "mental problems," Dr. Montessori developed her own theory that the children simply were not taught what they needed to know when they needed to learn it. Her own experiments with her theory met with phenomenal success. In the process, she discovered that there is a critical learning, or sensitive, period for each level of development – and it is crucial for the child to be *encouraged* rather than *discouraged* during these periods.

The child's environment is a key element of the Montessori Method. The organization of the classroom, including careful placement of learning materials, is designed to promote and nourish the periods of sensitivity. Teachers pay close attention to each child, methodically observing and evaluating them through various stages, to ensure that each child realizes his or her full potential.

TLC's goals for each child in our care are to:

- Inspire each child in his/her quest toward a lifelong desire to learn
- Develop in each child their excitement for learning and a desire to explore new ideas and concepts
- Create an interest in caring for our environment and ourselves
- Help each child balance knowledge of the body, mind and spirit
- Create an environment that works to foster responsible citizens
- Create a support team with the parents

What is Montessori?

The Montessori philosophy and method of educating children was developed by Maria Montessori. She believed children learn by actively manipulating interrelated materials. Through repetition of movement incorporating the hand and the brain, the inherent lesson within the material becomes a part of the mind. Therefore, the intricate process of the Montessori classroom is successful because of the skillfully developed activities and materials and a meticulous method for administering them.

The foundation of Primary Montessori learning is the Practical Life Section of the classroom. This section is based on everyday activities that help the child develop their small muscle, hand-eye coordination and concentration. These activities develop the base for upper level learning. The other areas of the classroom are Sensorial, Language Arts, Math, Geography, Botany and Zoology.

Basic Daily Schedule

Primary & Kindergarten

(See your individual class schedule for specific information)

7:00 am	Open – Primary/Kindergarten
7:00 am - 9:00 am	Miei Amici
8:45 am – 9:00 am	Circular Drop-Off
9:00 am	School Begins
11:30 am – 12:45 pm	Lunch/Recess
11:30 am School Dismissed	M-Th 9:00 am -11:30 am
1:00 pm School Dismissed	M-F 9:00 am-1:00 pm
2:55 pm School Dismissed	Primary: FT, MWF Kindergarten
2:55 pm – 6:00 pm	Miei Amici
6:00 pm	Close

Early arrival (before 7:00 am) is charged \$1.00 for each minute, per child. These fees are paid directly to the staff member on duty.

Late pick up (after 6:00 pm) is charged \$1.00 for each minute, per child. These fees are paid directly to the staff member on duty.

Afternoon Mieì Amici:

Charges start at 3:00 pm. Charges are \$10.00 per hour or any portion of an hour. While circular pick-up is in progress the fee is not applicable, however as soon as your child enters Mieì Amici, they are considered a 3:00 pm Mieì Amici student.

Half Day Programs: Pick up times:

- Monday- Thursday 9:00 am - 11:30 am: 11:30 am -11:40 am
- Monday – Friday 9:00 am - 1:00 pm: 1:00 pm - 1:10 pm

If you arrive late, you will be charged the Mieì Amici drop rate (\$10.00 per hour or any portion of an hour).

AM Mieì Amici:

If your child is dropped off before the designated drop off time, 8:45 am - 9:00 am, a drop-in charge is applied (\$10.00 per hour or any portion on an hour).

Please have your child to school early enough to be ready to start class on time.

Basic Daily Schedule Toddler

7:30 am	Open
7:30 am - 8:30 am	Miei Amici
8:20 am - 8:30 am	Drop-Off
8:30 am	Class Begins
8:30 am - 8:45 am	Morning Circle
8:45 am - 9:30 am	Work Time
9:30 am - 9:45 am	Morning Snack
9:45 am - 10:45 am	Work Time
10:45 am - 11:00 am	2 nd Circle
11:00 am – 11:30 am	Recess
11:30 am - 12:10 pm	Lunch
12:10 pm - 2:00 pm	Story & Quiet Time <small>(alternate quiet activities for the children who do not need rest)</small>
2:00 pm – 2:30 pm	Closing Circle
2:30 pm - 2:40 pm	Dismissal
2:30 pm - 5:30 pm	Miei Amici
5:30 pm	Close*

Early arrival (before 7:30 am) is charged \$2.00 for each minute, per child. These fees are paid directly to the staff member on duty.

Late pick up (after 5:30 pm) is charged \$2.00 for each minute, per child. These fees are paid directly to the staff member on duty.

Afternoon Miei Amici:

Charges start at 2:30 pm. Charges are \$11.00 per hour or any portion of an hour. While the pick-up period is in progress the fee is not applicable, however as soon as your child enters Miei Amici, they are considered a 2:30 pm Miei Amici student. If you arrive late, you will be charged the Miei Amici drop rate (\$11.00 per hour or any portion of an hour).

AM Miei Amici:

If your child is dropped off before the designated drop off time, 8:30 am – 8:40 am, a drop-in charge is applied (\$11.00 per hour or any portion on an hour).

Please have your child to school early enough to be ready to start class on time.

Closure Schedule

TLC follows the Lake Washington School District's calendar of closures for major holidays. TLC does not close for Lake Washington School District in-service days, parent/teacher conferences, etc. Please visit the TLC calendar for scheduled closures.

Holidays

NOTE: If Fourth of July, Christmas or New Year's Day fall on a Tuesday, TLC will also be closed the Monday before. If Fourth of July, Christmas and New Year's Day fall on a Thursday, TLC will also be closed the Friday after. During Winter Break, TLC will only remain open on the days when we have a minimum of 10 children for primary and kindergarten and 4 children signed up for toddler. Signs ups are required ahead of time, the forms are sent home in November. There is no minimum for mid-winter, spring and June breaks.

Inclement Weather Schedules

In the event of bad weather, you can find up-to-the-minute information about school closures at <http://www.schoolreport.org>. Look for Lake Washington School District (TLC will not be listed). Other sources for closure information are AM radio stations KIRO 710, KOMO 100 and the local news channels.

TLC follows these procedures for closures and delays.

- When Lake Washington School District #414 reports a **district wide closure**, TLC will close
- When Lake Washington School District #414 reports school **delays** TLC will:
 - Close AM Miei Amici
 - All Toddler, Primary and Kindergarten programs will start at 10:00am. Drop off will begin at 9:45am with no morning circular. You will need to park and walk your child into the Activity Center.
- If Lake Washington School District #414 closes early, TLC will close early with no PM Miei Amici
- If Lake Washington School District #414 cancels afterschool activities there will be no PM Miei Amici
- There are times when Lake Washington only has partial closures so look specifically for Margaret Mead Elementary. If Margaret Mead is closed, TLC will close
- When Margaret Mead is experiencing school delays TLC will:
 - Close AM Miei Amici
 - All Toddler, Primary and Kindergarten programs will start at 10:00am. Drop off will begin at 9:45am with no morning circular. You will need to park and walk your child into the Activity Center.
- If Margaret Mead closes early, TLC will close early with no PM Miei Amici

TLC may not be able to communicate closures. Please do not expect notification from TLC.

Power Outage

The State of Washington regulations require TLC Academy to close if the power is out for 1½ hours. All parents must have updated phone numbers on file. TLC Academy will call each parent. There is a mandatory pick up for all students within 1 hour of phone message.

HAVE A BACK-UP PERSON READY TO PICK UP YOUR CHILD IF YOU ARE UNABLE.

Natural Disasters

In the event of a natural disaster and if the phone lines are down, directions will be placed on the front door of the school.

Attendance

Please call (425) 868-1943 by 8:30 am each day that your child will be absent or arriving late. Please inform us about the nature of the absence, as the school is required to report any communicable diseases. Please have your child to school early enough to start school on time.

Tardy Arrival

If your child is in a primary or kindergarten class and they arrive after 9:00am they may need to wait in the Activity Center with one of our staff members until morning circle is complete.

If you arrive after 9:30am you need to escort your child to their classroom. Open the door and quietly get a teacher's attention to come and get your child. Please do not enter the classroom. When class is already in session it is important not to disrupt the class.

Early Dismissal

If an early dismissal is necessary, we request that a written note be sent to the teacher that morning. This will allow us to have your child ready and will not cause disruption to the learning environment of the classroom.

Daily Drop-Off and Pick-Up Procedures and Information

You are required to sign your child into school and out of school each day. Please be sure to read the following procedures and become familiar with the policies and your password. Parents who use circular drop-off or pick-up will give their code to the staff member with the handheld PC. Walk-up parents will use the touch screen monitor located on the bookshelf in the front office. AM and PM Miei Amici users will use the touch screen monitor as well.

Each family has been assigned a four digit password. We have laminated these passwords on business card size paper that you can keep in your wallet. It is your responsibility to know your password and share it with anyone who you have given written authorization to pick up your child. We cannot release children to someone who is has not been authorized in writing and/or does not have the code to log out your child out.

Due to the Washington State Booster Seat Law, TLC staff members are unable to load a child into a car without an appropriate booster or car seat. Parents who do not have the right equipment will need to park and load their child into their car themselves.

Extended day charges will be applied to your account based solely on your sign in/out time. Drop-off and pick-up times are as follows:

Primary and Kindergarten

Drop-off is 8:45am-9:00pm

Pick-up:

Monday-Thursday 9:00am-11:30am:	11:30am-11:40pm
Monday-Friday 9:00am-1:00pm:	1:00pm-1:10pm
Full day programs:	2:55pm-3:10pm

If you sign in before or out after the appropriate time Miei Amici charges apply. For example if you sign your child in at 8:43am, but don't actually drop them in the activity center until 8:45am you will be charged the \$10.00 Miei Amici fee.

It is a state requirement and for the safety of your child that you sign your child in and out each day.

If your child is in a 9:00am – 11:30am or 9:00am – 1:00pm program and you do not sign your child out you will be charged for one hour (\$10.00). If you are late you will be charged \$10.00 an hour or any portion of an hour until your child is signed out.

If your child is a full-time student (9:00am – 2:55pm) and you do not sign your child out you will be charged for one hour (\$10.00). If your child enters Miei Amici and you do not sign out you will be charged until 6:00pm (\$30.00).

Toddler

Drop off is 8:20am – 8:30am

Pick up is 2:30pm – 2:40pm

If you sign in before or out after the appropriate time Miei Amici charges apply. For example if you sign your child in at 8:13am, but don't actually drop them in the classroom until 8:15am you will be charged the \$11.00 Miei Amici fee.

If your child is a full-time student (8:30am – 2:30pm) and you do not sign your child out you will be charged for one hour (\$11.00). If your child enters Miei Amici and you do not sign out you will be charged until 5:30pm (\$33.00).

Keep your child by your side at all times when dropping off or picking up. Your child needs to walk inside the school and on all school grounds. PLEASE, NO RUNNING ON SCHOOL GROUNDS. Parents do not enter the Activity Center or the classrooms during drop off or pick up times. All classrooms are closed prior to the beginning of class and after class ends with the exception of prior arrangements.

PHOTO IDENTIFICATION IS REQUIRED OF ANYONE, INCLUDING PARENTS, WHO PICK UP A CHILD. Photo ID is required each time your child is picked up, regardless of who picks up. Anyone picking your child up is also required to have the child's security code as well as an appropriate car or booster seat.

Pick-up Authorization:

Release of your child will be made only to authorized parties:

1. To parents
2. To authorized individuals on your list
3. To any person with written permission to pick up your child

Parking Lot/ Driveway

For the safety of everyone:

- If you need more than 5 minutes in the school please park outside the parking lot. The parking is limited so please be courteous.
- All children must be escorted in and out of school by an adult. Please watch siblings in the parking lot. This is not a play area.
- Do not leave your car running while dropping off or picking up your child. You are required to be with and supervise your child and keep him or her within 3 feet of you at all times before drop-off and after pick-up.
- Please refrain from talking on your cell phone while dropping off and picking up your child.
- Put your car in park whenever stopped in circular
- Park only in designated parking spots. Do not park in the circular driveway. If there are no available parking spaces you need to park across the street.

Communication

All school newsletters include an article from the director, a calendar of upcoming events, a column from each teacher and other items of interest to students and parents. The office and teachers will communicate with parents through email as well. To contact a staff member please call the school office at (425)868-1943. Office staff will deliver the message. Teachers are not available to return calls until the end of the school day.

Birthdays

If your child is having a birthday party or other social event, invitations should be sent by mail. We will not hand them out at school. Address lists are available from your teacher.

Phone Calls

Phone calls to students and teachers are limited during school hours. Teachers are informed of calls for students. However, students are only called from class for emergencies.

Additionally, during extended day hours, we will take a message for the child. Staffing during extended day hours does not allow personal supervision while one child is in the building on the telephone.

Teacher messages are taken and given to the teacher during their scheduled breaks.

Immunization

Washington State Law RCW 28A.31.118 states, in part: The attendance of every child at every public and private school, shall be conditional upon presentation of each child's first day of attendance at school with proof of either (1) full immunization, (2) the initiation and compliance with the schedule of immunization as required by law, or (3) a certificate of exemption.

Medication

Medication can only be given to students with written approval of a parent. In order for any medication (prescription, over-the-counter medicines and topical creams or ointments) to be administered at school, a medication authorization form must be completed by the parent. All medication must be in the original container with the appropriate pharmacy label.

- Whenever possible, medication prescribed three times daily (antibiotics) should be given at home, i.e., at breakfast, after school, and at bedtime. Seven days after the last authorized dose of medication any empty or unused medications will be discarded.
- No medication of any kind is to be put on or administered by a child or placed in lunch boxes,

backpacks or pockets including: Tums, chap-sticks, sunscreen or any other over-the-counter medications.

• Apply sunscreen before arriving at TLC Academy. Additional sunscreen is applied only after 3:00pm and only if a Sunscreen Release Form is on file and sunscreen is given by the parent to a staff member. The office staff has additional forms.

Illness at School

When a child becomes ill at school, parents are contacted. Please be sure the school has the correct phone numbers for home, work, cell, or a nearby friend or relative to ensure pick-up of your child within one hour. Please do not send your child back to school for 24 hours after his/her symptoms have subsided without the use of fever reducing medication.

Sick Policy

Contagious diseases are a rare occurrence; however, they do happen. TLC will send notice via e-mail if your child may have been exposed to a communicable disease. Children with any of the following symptoms are not permitted to remain at school:

- **Fever** of at least 100° F
- **Vomiting**- two or more occasions within the past 24 hours
- **Diarrhea**- three or more watery stools within the past 24 hour or any bloody stool
- **Rash**, especially with fever or itching
- **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24 hours of antibiotic treatment
- **Sick appearance**, not feeling well, and/or not able to keep up with program activities
- **Open or oozing sores**, unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary
- **Lice or scabies:** Head lice- until no nits are present, Scabies- once treatment has begun

Accidents

If a child is injured at school, the parents are called immediately. If we cannot reach parents, the persons listed on the Emergency Card are contacted. It is extremely important that we have accurate information on the Emergency Card that you received in the August mailing. PLEASE KEEP THIS INFORMATION UPDATED. Your assistance in providing complete information on the Emergency Card is greatly appreciated. In order to be prepared for such emergencies, please notify us of any changes on your child's emergency card, especially changes in address, home, work or cell phone numbers, etc.

Peanut Policy

TLC Academy is very concerned with the students in our care that have severe nut allergies. We are aware that this can be a life threatening allergy. Each classroom as well as Miei Amici is given a list of all children in the school that have allergies. We are not a nut free school; our policy is as follows:

- No nuts or nuts products are allowed in any snack provided.
- If you are providing snack for your child's classroom, please check the package as many items are processed on machinery that has been used for nut products.
- Homemade snacks should not be brought as we can not guarantee that they will be nut free.
- Peanut products (such as peanut butter) are allowed at lunch time. Children eating peanut items will be seated at the opposite end of the lunch area from those with nut allergies. They will also be monitored during and after lunch hand washing. The table will be carefully washed before other students return to work.

What can parents do to help?

- Check all snacks that you provide to ensure it was not processed on machinery used for nut products
- Talk to your child about their special diet and not to share food with others
- If your child is allergy free, help them to understand what being allergic means
- If your child brings peanut products to school discuss not sharing as well as keeping it away from children who are allergic
- Remind your child to wash their hands after handling nut products

Lunches and Snacks

- Each parent is responsible to provide their child with a well-balanced lunch. Eating candy or other high sugar foods is discouraged at school and should not be packed in lunches.
- Heat ups must be one-minute or less. No items such as Cup-of-Soup are allowed.

Snack for primary and kindergarten programs is provided by parents. Participation in our snack program is optional. Each teacher will publish a snack list at the beginning of each month indicating what snack to provide.

TLC Academy provides an afternoon snack is served in the Extended Day Program.

For children in the toddler program parents are responsible for providing their snack.

Milk Program

Milk may be purchased at school. For toddlers who are unable to drink from a regular cup parents are responsible for providing a “no spill cup.” Charges are billed quarterly in September, December and March. The charge for milk is added to the tuition statement.

- Full-time student milk charge: \$23.00/quarter
- 3-days-per-week milk charge: \$15.00/quarter
- 2-days-per-week milk charge: \$11.00/quarter

Naps, Rest

TLC Academy provides a short rest time for primary and kindergarten children. The toddler program provides a daily nap time with personal sheets and mats.

Field Trips

Field trips are a part of TLC Academy’s program. Parents are needed to drive. Certificates in First Aid and CPR are recommended and Washington Law requires completion of a criminal history and background check. Parent drivers must have proof of insurance and a current Washington State driver’s license. State law mandates the use of car seats or booster seats for all children under the age of eight unless the child is 4 feet 9 inches tall.

Playground Conduct

Sports Court – All students must:

1. Walk or skip.
2. Use equipment correctly.
3. No leaving the sports court area to enter the building without notifying a staff member so that the child can be monitored.

Basic Safety Rules – All students must:

1. Keep hands to themselves. Physical contact must be appropriate to the activity. Inappropriate

physical contact will not be tolerated. Examples: Pulling on other's clothing, hitting, wrestling.

2. Nothing may be tossed over the fences except returning a ball to Margaret Mead Elementary.

Play Equipment – All Students:

1. Slide down the slide feet first.
2. Sit on the slide to slide down.
3. Sit on the swings only.
4. Swing back and forth on the swings only. No twirling or twisting.
5. Wait until the swing comes to a complete stop before getting on or off the swing.
6. Use the monkey bars one student at a time.
7. Each person gets one turn across at a time.
8. Pushing while waiting in line is unacceptable. Anyone pushing in line will be asked to find a different area to play in.

Parent Visits

Parent visits to the school are welcome. Please make an appointment for any in-class observations. Classroom observations can be disruptive to the learning environment. In-class observations will be limited to one half an hour with a prior appointment. Observation for classrooms with two way windows and can be for any time length of time.

Parent Volunteer Commitments

TLC Academy's philosophy is to create a bond with the parents, child and school. In order to accomplish this, parents need to show interest in the education process. One way is to become involved in the school by volunteering in the classroom, social events committee, office, volunteer coordinator or other needed areas. It is strongly recommended that each family volunteer. A volunteer list is sent out. Please fill in the areas of interest and return it to the classroom. Thank you in advance for your participation.

Tuition

Tuition is due on the first of each month. (Pre-dated checks are accepted.)

Tuition Statements:

A monthly statement is sent home with your child by the last day of each month. Tuition is due on the first day of each month. If the 1st falls on a weekend or holiday then tuition is due before the 1st. Please place tuition checks in the tuition box located in the front office or hand it to a staff member. Checks can also be sent through your child's communication folder in an envelope marked "office".

If you need additional statements for flexible spending accounts or for other reasons please notify the office.

Discounts:

The following discounts are available:

- 5% discount for full year tuition paid by September 1st.
- 5% discount for second child and additional children from the same family. The discount will be taken from the least expensive tuition.

Late Charges:

- As of the third day of each month a late charge of \$15.00 is added to the balance of your account

Returned Check Charge:

- A \$25.00 fee is charged for all returned checks

If tuition is past due by 20 days your child will not be able to return to school until the tuition is brought current. Interest will be charged on unpaid balances.

Enrollment:

Current families (returning students and siblings) are given priority enrollment during the in house enrollment period. (Please check the school calendar for specific dates.) **Once open enrollment begins, enrollment is on a first come, first serve basis. Current families are no longer given priority. There will no exceptions.**

The following fees are required to enroll:

- \$245 registration/materials
- June tuition

The registration/materials fee is non-refundable. Refunds of June tuition are as follows:

- If written notice of withdrawal is given before June 1, 2009, June 2010 tuition will be refunded.
- If written notice of withdrawal is given between June 1 and July 31, 2009, June 2010 tuition will only be refunded if TLC can fill the spot that your child's vacancy created by August 31, 2009.
- If **30 days written notice** of withdrawal is given by August 1, 2009 or after, June 2010 tuition will only be refunded if TLC can fill the spot that your child's vacancy created within 30 days. You are obligated to pay the tuition for the 30 days following the date notice is given.

June tuition may also be refunded due to the following special exceptions:

- After admission has been accepted, the student is diagnosed with a learning disability that cannot be accommodated in our classrooms.
- Student is admitted on a trial basis. Any admissions on a trial basis must be discussed during the admissions process and approved by the director.

***The registration/materials fee will be pro-rated for the current school year as follows:**

Open enrollment - December of the current school year:	\$245
January –March:	\$170
April – June:	\$145

Extended Absences (September – June):

TLC Academy does not prorate tuition and does not give credits for any breaks or vacations during the school year. A written notice (email is sufficient) must be submitted 30 days prior to your absence and submitted to the office for extended absences of a month or longer. You are responsible for payment of tuition for the 30 days following your notice. In order to guarantee a space in your child's classroom upon your return all tuition must be paid with pre-dated checks before your departure. If you choose not to pay while your child is out your child will be withdrawn from the program. Upon your return, if the space has not been filled, your child would be readmitted to the program. If there is a waitlist for your child's class your child would be placed at the bottom of the waitlist.

Withdrawals:

A written withdrawal notice (email is sufficient) must be submitted 30 days prior to your child's last day and submitted to the office. You are responsible for paying the tuition for the 30 days following your

notice. The 30 days will be calculated from the date the form is received. June tuition may be refunded based on the policy above.

Reduction in Schedule:

Parents must provide thirty days written notice if they plan to reduce their child's schedule and are responsible to pay the current tuition for the 30 days following the date notice is received by the office. It is the parents' responsibility to notify the school by submitting a written notice or sending an email to the office. June 2010 prepaid tuition will be adjusted to reflect the new schedule only if TLC can fill the spot that the child's vacancy created within thirty days of written notice.

Toddler Diapering Fees:

The following monthly diapering fees will apply and are due with tuition by the first of the month: \$25.00 (M-F), \$20.00 (M/W/F), or \$15.00 (T/Th). The head toddler teacher is responsible for determining if a child is toilet trained and no longer needs the diapering service. Once the office receives notification from the toddler teacher that a child is toilet trained the diapering charge is removed.

Miei Amici

Winter, mid-winter, spring, and June breaks:

A \$40.00 per day fee applies to all students attending Miei Amici during winter, mid-winter, spring breaks and June break. A \$35.00 per day fee will be charged to monthly Miei Amici users. You are charged for any days you sign up, regardless of whether your child attends or not. No refunds are given if your child does not attend.

Miei Amici during winter break will only be offered on the days that we have a minimum of 10 children signed up for primary and Kindergarten and 4 children signed up for toddler signed up. Payment is due at the time a child is registered for the mid-winter, spring and June breaks. Payment for winter break is due at the time availability is confirmed by the office.

Drop-in Miei Amici:

For drop in care, fill out and turn in a "Request for Miei Amici (Extended Day)" form or send an email to our child's teacher and the office. The charge for drop in care is \$10.00 per hour or any portion of an hour for primary and kindergarten and \$11.00 for toddler. Charges are based on the whole hour on the hour for primary and kindergarten and the whole hour on the half hour for toddler.

Afternoon Miei Amici:

Toddler: Charges start at 2:30pm.

Primary/Kindergarten: Charges start at 3:00pm.

While pick-up is in progress the fee is not applicable, however as soon as your child enters Miei Amici the fees will apply.

Half Day Programs:

- Monday - Thursday 9:00 am - 11:30 am:
- Monday – Friday 9:00 am - 1:00 pm:

Pick up times:

- 11:30 am - 11:40 am
- 1:00 pm - 1:10 pm

If you arrive late, you will be charged the Miei Amici drop in charge of \$10.00 per hour or any portion of an hour.

AM Miei Amici:

If your child is dropped off before the designated drop off time, 8:45am-9:00am for primary and

kindergarten or 8:20am-8:30am for toddler, the drop-in charge of \$10.00 an hour for primary and kindergarten or \$11.00 an hour for toddler will apply.

Toddler Miei Amici closes at 5:30 pm. If you arrive late a \$2.00 a minute fee per child must be paid directly to the staff member on duty.

Primary and kindergarten Miei Amici closes at 6:00 pm. If you arrive late a \$1.00 a minute fee per child must be paid directly to the staff member on duty.

Please note: charges are based on the electronic sign in/out time. If you sign in/out early or late, you will be charged even if you are at the school with your child.

Reminder: The Tuition and Miei Amici Program fees are based on the ten-month school schedule. School breaks for Miei Amici are not included in the regular fees.

Lost and Found

Many valuable articles of clothing remain unclaimed each year. Proper identification on coats and other articles of clothing will help to assure the return of lost articles. The school is not responsible for lost or damaged personal items. All unclaimed items are donated on the last day of school to a charitable organization.

Discipline Policy

Our goal is to provide an atmosphere and learning environment that is safe, supportive and nurturing for each student. Each classroom will develop and implement a specific management plan with clear expectations and consequences. The plan is taught to students and communicated to parents in the July mailing and discussed during Parent Information Night.

TLC Academy is concerned about the safety and appropriate behavior of the students who attend the school. The goal is to encourage positive behavior. The code established for the students attending TLC Academy will not inhibit their natural creativity and social growth.

There is a strict code of conduct, which includes no hitting, kicking, biting, scratching and/or fighting. Also, appropriate language must be used at all times. Respect when speaking to teachers, students and any adult is mandatory.

Students are assisted in the development of the following school behaviors:

1. Arrive on time
2. Line up as directed by your teacher
3. Be respectful of others

Hallway

1. Always walk
2. Use a quiet voice

Restroom

1. Be respectful of school property

Playground

1. Walk to playground
2. Play in safe manner
3. Include others in games
4. Be respectful of others

Disruptive Behavior Policy

Each parent must review and sign an agreement with TLC Academy, which outlines our Disruptive Behavior Policy.

When excessive disruptive behavior occurs at TLC Academy, the following procedures are enforced:

1. The first occurrence will result in a conversation with the child and/or parent to discuss expected behavior and an incident report will go home to the parents.
2. The second incident of disruptive behavior will result in the parents being called in for a conference to go over expected behavior and/or required to pick up the child.
3. The third time the child engages in the behavior, the parents are called and the child is required to leave school for the day.
4. At the fourth disruptive event, the parents are asked to get behavior counseling for the child and family. A letter is required from the counselor notifying the school that the counseling process has started. Once the counseling starts, a behavior plan must be submitted immediately.

*If your child instigates what is considered dangerous behavior, for the safety of all staff and students, we will go directly to step 4.

Note: When a parent is called to pick up their child, we require the child be picked up within one hour.

Drug-Free School

Under the Drug-Free Schools and Communities Act, this school must be totally free of unlawful drugs and alcohol. No one is allowed to possess, use or distribute such drugs or alcohol while at school or while taking part in any school activities.

Disciplinary actions are taken for drug and alcohol violations. The law says discipline can include prosecution for illegal acts, as well as expulsion for students and loss of job for school employees. It is expected that all students and employees will follow the regulations and policy prohibiting possession, use or distribution of drugs and alcohol on school property or as a part of any school sponsored activities.

Tobacco-Free Environment

It is the policy of TLC Academy to prohibit the use of tobacco products on school property. For the purposes of this policy the term tobacco shall include any kind of lighted pipe, cigar, cigarettes, or any other lighted smoking material, or the chewing of a tobacco product.

Students, staff, parents, contracted personnel and visitors are prohibited from using tobacco products on school property.

Dangerous Weapons

The safety of students and staff in our school is paramount. Dangerous and illegal weapons are prohibited. Any student, parent, or staff member in possession of a weapon, or a replica of a dangerous weapon, shall be subject to immediate expulsion from the school and possible criminal prosecution under RCW

9.41.280. Dangerous weapons are defined under RCW 9.41.250 as firearms, slingshots, hand clubs, metal knuckles, certain knives, and air guns including BB guns. Weapons capable of producing bodily harm are also prohibited on school grounds.

Emergency Drills

TLC Academy has emergency drills throughout the year. Safety, order and control are the primary purposes of emergency drills. Speed in emptying the building, while desirable, is not the object and is

secondary to the maintenance of proper order and discipline. The first few drills of the year are announced in advance. All remaining drills are unexpected and occur at different times of the day.

State Regulations at TLC Academy

TLC Academy complies with the following state regulations:

I. Regulation WAC 388-150-480 – States that TLC Academy staff is required to report any suspected child abuse, neglect or exploitation to Child Protective Services (CPS) or our local law enforcement agency immediately. When any licensed or certified child care provider or their employees has reasonable cause to believe a child has suffered abuse or neglect, he or she is required to report such incident, or cause a report to be made to the proper law enforcement agency. A complete documentation of abuse incidents as well as the intent to call or report to CPS is to be brought to and discussed with the Director before any action is taken. TLC Academy is not required to inform the parents of this reporting.

II. Regulation WAC 388-150-160 – Requires that any parent driving on field trips must complete a criminal history background check. TLC Academy is now requiring all parent driving volunteers to complete this criminal history form. Please ask the front office for a form if you plan on driving for any future field trips. Any parent driver must have a current Washington State driver's license, medical and liability insurance and vehicles must be in safe operating condition. A first aid kit must also be in the vehicle. All children must have parent permission to attend a field trip. If the student does not have permission they are placed in another classroom.

III. WAC 388-150-170 – Behavior Management and Discipline – In addition to TLC Academy's discipline policy we will not use any form of corporal punishment which includes: biting, jerking, shaking, spanking, slapping, hitting, kicking, or any other means of inflicting physical pain. Any form of corporal punishment is not permitted on the premises of TLC Academy by anyone, including parents.

IV. WAC 388-150-170 – Medical Emergencies – Procedures for life threatening emergencies require TLC Academy staff to respond in the following sequence:

1. All phones throughout the school post emergency phone numbers.

2. One staff member will stay with the injured or ill child, and take appropriate steps for the injury/illness (CPR, First Aid, etc.)

3. The child's teacher or available staff member will call 911, describe the situation, give our location and phone number and stay on the line until the dispatcher has indicated that they have all the necessary information. If possible, one staff member will stand outside to meet the emergency team.

4. A staff member will gather the child's file and have it available for use.

5. A staff member will contact the parents/guardians as soon as emergency care has been obtained.

6. The staff member will determine how and where the parent would like their child to receive medical care (if other than Overlake Medical Center).

7. Transportation to a care facility is arranged through the rescue team or the parent. The school will not be responsible for transporting the child in an emergency.

8. A staff member will accompany the child and stay with the child until the parent arrives. An accident report is completed and signed by the staff member on duty and a copy is sent to DSHS licensor immediately. One copy of the accident report is given to the parents and one copy is kept in the child's file at school.

9. In the event that the parents cannot be contacted, the emergency contacts located on the child's emergency card will be contacted. Parents are expected to update emergency information and availability quarterly.

V. Minor Emergencies: In the case of minor emergencies such as small cuts, bruises, strains or bumps, the following procedure is used:

1. A staff member trained in first aid will take appropriate steps.

2. An Ouch Report form and/or a head injury form is completed by the staff member and kept in the medical logbook and a copy is provided to the parent.
3. All incidents are recorded in the medical log. Information to be included: date, time, and details of injury, action taken/treatment given and the staff member's signature.
4. Head injuries are reported to the parents on a head injury form.
5. All injuries are discussed with the Director regarding whether the parents will be notified immediately or when the child is picked up. If the parent is called, the time of the call and conversation are documented.

VI. Accidental Poisonings: If the child is experiencing any acute physical distress follow the steps under "Emergency Procedures".

1. If a non-emergency, the Director or staff member will call the Poison Control Center at (206) 526-2121 immediately.
2. Instructions given by the Poison Control official are followed.
3. The remainder of the poisonous material is saved for proper identification.
4. The parents of the child are contacted as soon as possible.
5. The incident is recorded in the medical logbook and reported to DSHS if the situation warrants.
6. SYRYP OF IPECAC is not given unless instructed by 911 or Poison Control.

VII. WAC 388-15Q-170 – Snacks – Health Department regulations require that all food for snack, birthdays or any other occasion where food is brought from home be commercially prepared.

VIII. WAC 388-150-170 – Signing In/Out requirements – It is required that each parent of a child 6 and under signs their full legal signature when they drop off and pick up their child. TLC Academy is authorized by the Department of Early Learning to use the touch screen computer system for signing children in and out of school.

Children are not permitted to sign themselves in and out of the school. TLC Academy will not release any child to parents or any other person who is under the influence of drugs including alcohol.

TLC Dress Code

TLC Academy does not require the children to wear specific clothing, but encourages parents to send their children to school in clothing that will not be a distraction in the classroom. If clothing becomes distraction your child's teacher will contact you to request alternate attire.