

### RATE SHEET

Registration Fee / Non-Refundable \$100.00  
3 Day Rate \$105.00 / 5 Day Rate \$130.00

#### 12 months - 23 months

Full Time \$150.00 Per Week and Part Time \$130.00

#### 24 months - 6 years

Full Time \$130.00 Per Week and Part Time \$105.00

Sibling discounts of \$10.00 off applies only for siblings who are registered full time.

Tuition is due and payable every Monday or the first day of the week your child attends. These fees are payable whether your child attends or not. Tuition is due 52 weeks yearly with the exception of 1 week vacation after 1 year. A \$20.00 fee will be added for any payments not made on time. If TLC Kids Care is given a returned check, our policy will be by cash or money order thereafter.

#### No Exceptions

Withdrawal Policy - TLC is required to receive a 1 week notice upon any withdrawal. TLC will hold personal belongings for 30 days only. Otherwise, the items will be discarded. Withdrawal can also be at the discretion of the director. TLC is not a fit for every child and/or family. If it becomes recognized that we must withdraw your child and/or family, we will give you a one week notice to allow your family to make the necessary arrangements needed.

#### ENROLLMENT

In order for your child to enroll, you must provide the following:

- Blue Shot Record
- Yellow Physical Form
- Copy of Birth Certificate
- Enrollment Application (Completed & Notarized)
- Registration Fee

#### PARENT PICK UP/DROP OFF

Every family enrolled will be finger printed and entered into our database. Parents and/or guardians are responsible for checking their children in and out at our door kiosk daily. (With the exception of the back building). Please remember that it is the responsibility of each family to check their children in and out of the school. This is how we keep track of our daily attendance log that is required by the state and is mandatory by our licensing agency. Drop off time is no later than 9:30 am. Children may only enter late with a doctor's note.

### DIRECTOR/TEACHERS

All of our teachers are Christians. Teachers are Early Childhood Development Specialists (CDS). All teachers are certified in CPR and First Aid.

**Birthday/Holiday Parties** are encouraged. Please see your child's teacher. All food must be store bought.

**Halloween/Harvest Celebration** - It is our school policy that we celebrate "Harvest", not Halloween, the last Friday in October.

#### DISCIPLINE

It is our school's policy to redirect the child. We also use time alone in a thinking chair. A parent/teacher conference will be requested if behavior cannot be controlled. As a last resort, withdrawal from TLC may be enforced.

#### BITING

If your child bites and has broken the skin of another child 3 times, an automatic withdrawal must take place. We encourage you to bring things such as, Oragel™, liquid pain reliever or a pacifier.

#### ILLNESS • MEDICINE • SICK POLICY

You will be called and required to pick up your child if they have a fever of 101, thick green or yellow discharge from the eyes or nose, diarrhea, vomiting, pink eye and any open skin sores. If your child becomes ill he/she will be placed in the front office until your arrival. Medication can only be administered by a director. TLC will only administer over-the-counter medication, NOT prescription medication with the exception of nebulizers. Before your child can return to their classroom, they must be symptom free for at least 48 hours and a doctor's note must be provided.

#### REST TIME

A daily rest time of 2 hours is required. Times may vary according to class. Blanket, travel pillow and mat are required.

#### PARENT SIGNATURE OF ACKNOWLEDGEMENT

I understand and have read this pamphlet of rules and regulations required by TLC Kid Care.

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

\_\_\_\_\_  
Date

*The Living Cornerstone*



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*Approved by the*

**Association of**

**Christian Schools International**

License # 81066

TLC Kids Care admits children of any race, color, nationality or ethnic background.

