

## CURRICULUM

Abeka Program, Wee Learn Christian Program and Creative Curriculum.

**Abeka books and BOOK FEE is non-refundable.**

Class time starts promptly at 9:00 am. Parents are required to drop their child off with a smile and leave. Please do not disrupt Class time.



### Children's Church

Every Wednesday at 10:00 am.

### Gymnastics

Offered by Coach Caroline Peters for ages 2 and up on Mondays. A monthly fee of \$25.00 is charged and is payable directly to Coach Caroline Peters.

### Dance

Offered by Courtenay Wise for ages 2 and up on Thursdays starting at 8:30. A monthly fee of \$25.00 is charged and is payable directly to Courtenay Wise.

### TLC P.E.

On Fridays, children ages 2 - Kindergarten may participate in TLC P.E. activities. Sessions take place every 8 weeks. The children learn a variety of hand eye coordination, balancing, kicking, dribbling, and all the techniques of working together as a team at a cost of \$75.00.

### Villari's Martial Arts

Ages 4 & up may participate. Classes will be divided according to age. Each session will last 8 weeks at a cost of \$100.00. Students will receive respect, self control, discipline and sincerity classes. Classes take place every Wednesday morning. For questions contact Villarisportorange@gmail.com

\*Please note that any extracurricular activity cannot be prorated.

## DIRECTOR/TEACHERS

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



Revised 05/18/2022

**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.

*\*Signed agreement required (located in enrollment application).*

## 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™ or a pacifier.

*\*Signed agreement required (located in enrollment application).*

## COVID / ILLNESS • SICK POLICY

You will be called and required to pick up your child if they have a fever of 100.4, 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. 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. TLC will not administer medication.

*\*Signed agreement required (located in enrollment application).*

## REST TIME

A daily rest time of 2 hours is required for ages 1-3. Blanket, travel pillow and mat are required. Pre-K students will rest from 12-1 p.m. and they have the option to watch a movie or have quiet play for the second hour.

## PARENT SIGNATURE OF ACKNOWLEDGEMENT

I have read this pamphlet, understand and am in agreement of the rules and regulations required by TLC Kids Care.

Parent Signature

Date

*The Living Cornerstone*



1835 Taylor Road  
Port Orange, FL 32128  
386.788.0489 SCHOOL  
386.523.1234 CHURCH  
386.788.2553 FAX

[www.TLCKidsCareONLINE.com](http://www.TLCKidsCareONLINE.com)  
[Kids@TLCKidsCareONLINE.com](mailto:Kids@TLCKidsCareONLINE.com)

*Approved by the*  
**Association of**  
**Christian Schools International**

License # 81066

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



## MISSION STATEMENT

A Christian based, high quality, age appropriate spirit of excellence.

TLC Kids Care is a licensed member by the Association of Christian Schools International.

License # 0081066

## ENROLLMENT

Age 1 - Kindergarten

\*Staff to student ratio meets state mandate & ACSI guidelines.

TLC requires a scheduled tour with both parents, your child and the director before an enrollment start date can be determined to ensure suitability between TLC and your family. 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

## NO EXCEPTIONS

Withdrawal Policy - TLC is required to receive a 1 week notice upon any withdrawal. TLC will hold personal belongings for only 30 days. 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.

## RATE SHEET

Registration Fee / Non-Refundable \$100.00  
3 Day Rate \$145.00 / 5 Day Rate \$165.00

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.



## HOURS OF OPERATION

Monday - Friday 7am - 5:30pm\*

*\*Subject to change*

A \$20.00 late fee will be applied for every 15 minutes after 5:30 pm. After 3rd late warning, your child will be withdrawn from TLC.

All children must be dropped off no later than 9:30 am.

TLC closes for the following days listed below.

Tuition is still required for these observed days:

- New Years Day
- Martin Luther King Day
- Good Friday - Easter Monday
- Memorial Day
- Juneteenth
- 4th of July
- Labor Day
- Veterans Day
- Thanksgiving Day & Friday Aft
- Christmas Week / TBA Yearly
- Teacher Christian Conference Day (2) dates to be announced



## 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.

*\*Unless modified by the director in select situations.*

## OBSERVATION/ASSESSMENT

TLC Kids Care is required to perform observation/assessment two times yearly if needed.

## DRESS CODE

Covered toed shoes are required (No Crocs or Rain Boots). No midriiffs or spaghetti straps please. No scary monster, witches, bats, skeletons, Pokemon, Harry Potter on T-Shirts or lunch boxes. Kindergarten students will be required to wear a TLC uniform polo Monday - Thursday. Friday will be free dress!

## POTTY TRAINING

I encourage the classroom teachers to communicate with the parents as to when they feel potty training be introduced. Our policy is, if your child has BM accidents every day, and is urinating more than 2 times daily in their underwear, their behavior displays they are not ready. We will then suggest trying at a later time. It is very important that our two year olds become more verbal with the teacher as this does help enhance the progress. Otherwise, the children will be placed back into their pull-ups for the health and safety of the entire environment. It is our school policy that ALL 3 year olds are fully potty trained.

## MEALS

Parents are to provide meals Monday - Thursday. Morning snack, lunch & afternoon snack are required. Lunch boxes and ice packs are required by state law. Children are given 30 minutes to eat. Friday is Pizza Day (at no additional charge) and no lunch box is required **unless your child has dietary restrictions.**

## SHOW & TELL

One toy from home may be brought in on Fridays only. Please help us with this school policy. Do not encourage your child to enter our school in the mornings with toys. This will upset them when we return the toy to you. Thank You!

## EMERGENCY EVACUATION

If an emergency such as a national disaster, hurricane, severe weather or power outage were to occur, all children and staff would evacuate to the safety room located in the back of the church.

If TLC were to experience a chemical spill, fire or another kind of uncontrollable emergency, all children and staff would be transported to Taylor Road Fire Dept. 756-7490.

## BASIC SUPPLIES

\*\*Individual class supply lists are available from your child's teacher\*\*

- Diapers/Pull-ups/Extra underwear
- Wet Wipes
- Bottle/Sip Cup with a straw
- Change of Clothes
- Tissues
- 1" or 2" Kindermat
- Small Blanket/Pillow

