

TLC BEFORE & AFTER SCHOOL PARENT HANDBOOK

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**TLC PROGRAMS
BOARD OF DIRECTORS**

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Member: Krissy Fossmeyer
Member: Heather Herum

TLC Programs Director: Linda Kranz
Before & After School and Summer Camp Coordinator: Kelly Raymond

TLC Preschool was established in 1993, and the TLC After School Program was established in 2002. These programs are sponsored by Trinity Lutheran Church of Huntley. It is governed by the Board of Directors as a non-profit, non-sectarian, non-discriminatory Christian school. We are licensed by the Illinois Department of Children and Family Services (DCFS) and meet or exceed the minimum standards set forth by them for schools. The Department periodically inspects our school to insure that standards of health and safety are met for all children in our care.

**WELCOME TO THE
TLC BEFORE & AFTER SCHOOL PROGRAM!**

We are glad that you have chosen our program. We look forward to sharing the joy of learning and growing with your child! We ask that you read this handbook carefully. It contains important information concerning the policies and procedures of our program. If you have any questions concerning any of this information, please do not hesitate to call the TLC office at (847) 669-5781 ext 2.

As parents, you are the most important teachers in your child's life. We look forward to a wonderful year working with you and sharing in your child's physical, emotional, intellectual, social and spiritual growth. Thank you for giving us the opportunity to give your child some Tender Loving Care!

Kelly Raymond, Before & After School Coordinator

PHILOSOPHY

We extend an atmosphere of unconditional love and respect to your child. Our goal is to provide and promote a safe child-centered and informal environment that includes healthy growth and development outside the classroom. Each child will be encouraged to gain a concept of him/herself as a unique child of God, a basic understanding of the love that God has for mankind, and to help promote healthy values and guidelines. We believe that children need to feel safe, cared for, and valued. We support the family unit and support positive self-image to help build the confidence needed to meet life's new challenges.

ADMISSION AND ENROLLMENT

Admission: No child shall be denied enrollment on the basis of race, color, religious belief, or nationality. We welcome all children who can benefit from our program without risking the health or safety of him/herself or other children. A non-refundable registration fee will be due upon the return of the registration form to reserve a space in our program.

Enrollment: Registration begins in January and takes place in the following order:

- Members of Trinity Lutheran Church;
- Families of children currently enrolled;
- Families of children enrolled in previous years;
- Others - based on a first come, first served order.

Enrollment shall continue as space permits.

Enrollment after capacity will proceed as openings occur.

STATEMENT OF STUDENT RACIAL NONDISCRIMINATION POLICY: TLC Programs admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin.

STATEMENT OF CONFIDENTIALITY

Personnel shall respect the confidential nature of the child and personnel records. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to facility staff designated by the Director and DCFS representatives unless the parent(s) of the child has granted written permission for disclosure or dissemination. Authorized DCFS licensing representatives, Department child protection investigators, or other DCFS representatives who have the Department Director's written authorization (specifying the statutory authority or administrative rule under which access is granted) shall have access to the center's records and reports. All persons with access to records and reports shall respect their confidential nature. (DCFS 407.80c)

INSURANCE

Our program and our bus carry insurance as required by DCFS.

SUPPLIES

We provide supplies. Our supply fee is included in the registration fee at the beginning of the year.

TUITION

Full monthly tuition payment is collected on the first school day of each month. There is a 10 day grace period. If, after the 10th day, full payment is not received, a \$10 late fee will be assessed. If full payment is not received after 40 days, the student is subject to disenrollment from the program.

Please leave your payment in the payment box provided in the school office or mail it to TLC, 11008 N. Church Street, Huntley, IL 60142.

Fees and Tuition:

\$50 Non-refundable registration fee

Before School:	\$160 per month
After School:	\$210 per month
Before & After:	\$320 per month (Includes full days off of school during the school year, excluding Christmas Break and Spring Break)
Daily Drop In:	\$15 per day for before school care
(as available)	\$20 per day for after school care

Full Day Care: \$40 per day
6:30am - 6:00pm (available on District 158 days off of school during the school year, excluding Christmas Break and Spring Break)

WITHDRAWAL

If a child is to be withdrawn from the program, a two-week notice is requested. This helps to give us time to notify someone on the waiting list. We reserve the right to disenroll children as we deem necessary. This would be only as a last resort and in the best interest of all concerned. Every effort will be made to work with the students and parents.

REGULAR DAILY HOURS

During regular School District 158 days, we will be open from 6:30am until 6:00pm. The TLC bus will bring the children from TLC to Chesak and Martin for the morning session, and back to TLC at the end of the school day. The District 158 bus will bring the children from TLC to Leggee for the morning session, and back to TLC at the end of the day. We appreciate prompt pick up in the evenings, and we will impose a fine of \$5.00 for each 15 minute time segment for late pickups after 6:00pm.

ARRIVALS & DISMISSALS

Mornings: Parents sign the children in each day, and the children must wash their hands upon arrival. A nutritious breakfast will be offered. The children will be offered a variety of activities to choose from, including free play. A staff member will escort children to the buses. The TLC bus will transport children to Chesak and Martin. The District 158 bus will transport children to Leggee.

Afternoons: The TLC Bus will pick up the children from Chesak and Martin. The District 158 bus will bring children from Leggee to TLC, where TLC staff will escort them into the building. Upon arrival at TLC, the children will sign themselves in, hang up their belongings & wash their hands. They will be offered a nutritious snack & 100% fruit juice or milk, and they will be able to choose from a variety of activities, including free play. Parents or authorized persons must sign the children out at the end of the day. We appreciate prompt pick up in the evenings, and we will impose a fine of \$5.00 for each 15 minute time segment for late pickups after 6:00pm.

EMERGENCY INFORMATION

Emergency contacts: Up to date information is required for all children. This should include phone numbers where parents can be reached during program hours, and phone numbers for your doctor and emergency contacts. If a child becomes ill at school, the parents or emergency contacts will be called to pick up the child. Emergency contacts would include at least one person in the area who can be called if you cannot be reached. If you have a cell phone, please make sure it is listed in your child's file.

DISCIPLINE

Our philosophy is to work to avoid situations where discipline is needed by providing the type of environment and activities that encourage children to work together as a group and encourage self-direction and self-expression. All children will make mistakes, and we believe that "mistaken behaviors" are part of learning! Our intent is to encourage good behavior and promote change in mistaken behavior using the following techniques:

TLC Staff modeling loving Christian behavior; Developing with the students rules that set clear limits for their behavior; Redirecting to other activities if a child becomes frustrated or demonstrates difficulty in managing him/herself; Reinforcing positive behavior; Encouraging students to develop solutions to their mistaken behaviors; Helping the student to understand the consequences of their behavior, and imposing an appropriate consequence if deemed necessary; Promoting positive communication skills.

If behaviors are consistently disruptive or cause potential harm to others, the parent or guardian will be called to work together and make the situation a positive learning experience for the student. We reserve the right to disenroll children as we deem necessary.

ACCIDENTS

If a child is injured and immediate medical care is needed, we will administer any necessary first aid and then attempt to reach the parent and/or the child's doctor for further instructions. However, if you cannot be reached we will contact the persons that you have listed on the emergency form. Members of the staff are trained in First Aid and CPR. In extreme emergency, the local ambulance will be called.

ATTENDANCE AND HEALTH

Illness: The school reserves the right to send home any child who shows signs of a fever, illness or disease. CHILDREN WHO ARE RUNNING EVEN A SLIGHT FEVER OR WHO HAVE VOMITED OR HAD DIARHEA WITHIN THE LAST 24 HOURS SHOULD NOT ATTEND SCHOOL THAT DAY. If a child is too sick to go outside to play, they are too sick to be in school. Please keep them at home if you have any doubts about their participation in any school activity.

Health: In order to protect the health of all the children and to prevent the spread of contagious disease in the classroom, it is important that you report to the director as soon as possible any communicable disease as quickly as it is diagnosed. Notice will be given to other parents regarding date of exposure and signs to watch for, as well as precautions.

Allergies: Please be sure that the director has been notified of any allergies, especially food allergies. This information should be included in the child's enrollment forms. Medication will be given only with a doctor's written request and instructions, and with the medication in the original pharmacy container labeled with the child's name. You must also fill out a "Consent to Administer Medicine" form in the school office.

PERSONAL ITEMS & CLOTHING

Students will have a special place to hang their coats, shoes, and backpacks in the hallway. We request that children do not bring toys, electronics or other items from home. If they choose to bring these items, they must be stored in their backpack. Student cell phone use is prohibited, as parents are welcome to call TLC to speak with their child at any time. TLC cannot accept responsibility for lost, damaged, or stolen items.

Children should come to school dressed in washable play clothes suitable for participating in all activities without fear of clothing being soiled or stained.

Children should come prepared for outdoor play every day, unless it is raining, or the temperature is below 20 degrees, including wind chill. Please send boots, hats, mittens or gloves, and snow pants when it is appropriate.

BIRTHDAYS

Birthday celebrations are shared during snack time. However, due to food allergies we ask parents **not to** send in a treat. We will provide a special birthday snack for the students. And finally, we ask that invitations to birthday parties NOT be passed out at school unless all of the children are invited.

SCHOOL CLOSINGS

Our school will close whenever the Huntley School District 158 closes due to severe weather. You can also determine if we are closed by checking our website <http://TLC.TrinityHuntley.org>, calling our office at (847) 669-5781 x:2 or listening to 105.5 FM.

FIELD TRIPS

We hope to offer several field trips throughout the year, such as to our local library & bowling alley. Field trips could occur when the children are here for full day care. As the field trips are organized you will be informed of times, dates, and places, and given a choice to participate in them.

RELIGIOUS INSTRUCTION

TLC is a Christian school and the children may have activities, stories, and songs about God and Jesus. Christian love and caring is the basis for our program throughout the year. The children will celebrate Christian holidays. We share Bible stories and activities with a non-denominational approach, and a prayer is spoken or sung before meals & snacks.

CURRICULUM

The main focus of the Before & After School program is to provide a safe, nurturing and engaging environment that motivates and inspires learning outside the regular school day. A combination of spiritual, academic, art and humanity enrichment, cultural, and recreational activities will help learning and promote wholesome activities and self-expression.

1. **Spiritual:** To gain a concept of him/herself as a unique child of God, have a basic understanding of the love that God has for all mankind, and to help promote healthy values and guidelines through role-modeling and activities.
2. **Academic & Skill Building:** To expose children to a rich language, math, and reading environment with books, manipulatives, magazines, plays, musicals, games, projects, and special activities.
3. **Art and Humanity Enrichment:** By exploring music, drama, and art we will promote and motivate creative thinking, problem solving and decision-making and encourage self-expression, communication and discovery.
4. **Cultural:** To help create an appreciation for all people, to promote positive self-awareness and a greater understanding and appreciation of the world around them by including activities to help build awareness of our world.
5. **Recreational:** Providing opportunities for children to develop large and small muscle coordination and good healthy habits and guidelines through indoor/outdoor games and activities.
6. **Social:** Group games & Teambuilding activities, songs & active problem solving to help build community in our program.

DAILY ACTIVITIES

Specific daily activities will be discussed and/or posted during greeting time. The students are encouraged to explore various areas such as:

1. **The Homework Club**
Parents can request that the children participate, and all children are welcome to join in. We divide the children according to age group, and they are offered support & encouragement to complete their assignments with understanding. Prizes may be awarded as incentive for continued completion & success.
2. **Small Motor/Cognitive Development:** To help reinforce skills and interactive play through; card and board games, puzzles, blocks, and computer games.
3. **Large Motor:** To help promote healthy activities and teamwork through scooters, tumbling mats, and playground games & activities.

4. **Social Development:** Group games & teambuilding activities, songs, dramatic play, & active problem solving.
5. **Quiet Area:** Available at all times, and designated for homework, reading & relaxing.

FULL DAY CARE AVAILABLE

The cost for these days is included in our before & after school tuition (\$320 per month). All students may sign up for all day care at a cost of \$40 per day, payable on the day(s) of care. The program will be open from 6:30am - 6:00pm. We will also offer occasional field trips on days off of school. Additional field trip fees may apply.

We will not be offering any care on Labor Day, Thanksgiving Holiday, Christmas Break, Good Friday, Spring Break or Memorial Day.

SUMMER CAMP

We are looking forward to providing service all year, with summer camps beginning when the school year ends. We will send home information in the spring regarding summer programs. ☺

TRINITY LUTHERAN CHURCH

We would like to acknowledge and thank the members of Trinity Lutheran Church for their generosity in providing us the space for our program! The members of Trinity Lutheran Church welcome everyone to attend Sunday School and Church Services. Call the church office at 847-669-5780 x:10 for more information.