

TLC SCHOOL-AGE CHILD CARE POLICIES AND INFORMATION PACKET

PROGRAM OVERVIEW

At TLC School Age Child Care children participate in a balanced program of open play and structured activities. Every activity is carefully designed to spark your child's imagination and encourage lifelong positive values. Program components may include but are not limited to recreation, health enhancement, arts and humanities, nutritional snacks, service learning, character development, and learning centers. TLC staff members ensure that children are given a unique mix of activities that focus on developmental assets, which are the building blocks that teach children how to make positive decisions. TLC School-age Summer Camp is located in the Kindergarten Classroom. We also use the space provided in Fellowship Hall, and the Play Lot for various activities.

TLC CHILD CARE CENTER MISSION STATEMENT

TLC Child Care Center is a developmentally appropriate program where we believe children learn best through play. We offer a unique, non-profit Child Care Center for children of the Community, age 0-10. Children are given the opportunity to engage in structured activities that follow children's interests and are given ample time to participate in free exploration of our learning centers. Our teachers support learning by encouraging children to think for themselves, work on peaceful problem solving and express their feelings and ideas in a safe, nurturing environment. Our teaching staff establishes classrooms that are structured and organized to meet the individual needs of each child. It is our passion to offer a fun, stimulating and spiritual learning environment built on kindness, compassion and understanding. We recognize and foster active partnerships between school, home and our community.

HOURS, DAYS AND MONTHS OF OPERATION

The School-Age Child Care program operates 6:30 a.m. until 5:45 p.m., Monday through Friday. The program begins at the end of the school year in June and ends the last week in August. During the summer of 2023, camp will begin Monday, June 12th and camp will end Thursday, August 24th. The ending day varies year to year pending TLC Staff In-service Day and the Pennridge School District Calendar start date of the school year. The program will follow the school's calendar and adjust for holidays and early release days based on that calendar.

CLOSED SUMMER DATES:

Tuesday, July 4th, Fourth of July

Friday, August 25th, TLC Staff In-Service Day

ARRIVAL PROCEDURES

TLC Child Care Center's responsibility for your child begins when your child enters the classroom. There your child will be checked into our Tadpoles App by a staff member. We ask that you escort your child into the building and make sure a staff member has greeted your child and gotten any important information from you for the day. If your child arrives prior to 7:00a.m, they are to be dropped off to our Toddler room downstairs. If your child is arriving after 7:05a.m., you may bring them to the Fellowship Hall. Children are usually up in the camp room by 8:05a.m.

DEPARTURE AND RELEASE PROCEDURES

Parents must enter the building and drop your child off in the appropriate room. This ensures child safety and compliance with state licensing. Photo ID may be required for the release of your child. The child will only be released to his/her parent and/or those adults that the parent(s) specifically designate on the contact form. Amendments to the release section of the contact form must be submitted in writing by the parent or guardian who completed the form. If your child is being dropped off or picked up between the hours of 11:30a.m. and 2:45p.m. on a designated swim day, you must find your child's swim group at the pool and notify your child's swim staff that you are picking up so they may release your child to you. **YOU MUST FIND A TLC STAFF MEMBER IF DROPPING YOUR CHILD OFF AT THE POOL! DO NOT DROP YOUR CHILD OFF AT THE ENTRANCE WITH MENLO STAFF.**

METHODS OF COMMUNICATION

The TLC Staff for School-Age Child Care will be communicating with parents and guardians through various ways. The staff looks forward to greeting you during drop-off and pick up times each day. Important information and permission slips for field trips will be handed out at pick up. The TLC School-Age Child Care Staff will also be corresponding through the Tadpoles App and/or email to inform you of daily activities, important reminders, and upcoming events.

SUNSCREEN POLICY

Prior to or at the start of camp, you must provide the following two things for sun safety:
-A bottle of spray sunscreen labeled with your child's name for their body that can be kept at camp. As well as a sunscreen face stick to be applied to your child's face.

-A sunscreen form stating the product brand, times of product to be applied, the product's expiration date, and a parent or guardian signature that will be used as permission to apply the product.

The TLC School-Age Child Care Staff asks that you send your child to camp with sunscreen already applied at home. The staff members will reapply at 10:00a.m., 12:30a.m., and 3p.m. as needed for swim and outdoor activities.

HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)

In order to protect the health of all children in our care, please keep your child at home if any signs of an illness or contagious disease are noticed or if he/she feels too ill to participate in a group care setting. It is our policy at TLC that a child sent home with illness should stay home until fever free for 24 hours. Covid protocol insists that your child should stay home until they are fever free for 72 hours. Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Weather permitting, children go outside every day. In order to stay within proper staff to child ratio for supervision, we cannot keep one child inside due to illness. Children with head lice will not be allowed to attend TLC until they have been properly treated. If your child becomes ill during the program day, we will contact you to pick him/her up. In case of injury, parents will be notified immediately.

MEDICAL EMERGENCY

In the case of a medical emergency, we will call 911 and contact the child's parents/guardians. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician.

DISCIPLINE AND GUIDANCE PROCEDURES

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. The TLC School-Age Child Care Staff use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and according to development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.

- Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures.

Repeatedly disruptive or dangerous behavior will be discussed with the child's parent and will result in loss of privileges or activities, suspension or termination from the program.

SNACKS (FOOD SERVICE PRACTICES)

A morning and an afternoon snack and water is provided each day depending on your child's scheduled hours. This snack will meet USDA requirements. If you send an additional snack or birthday treat with your child, please ensure that it does not contain any form of peanut products.

PARENT PARTICIPATION IN PROGRAM AND VOLUNTEERING

Parents are encouraged to participate with their children in a variety of activities at home that will enhance the children's social and emotional and cognitive growth. Parents do have the opportunity to chaperone on field trips. Please let a TLC School-Age Child Care staff member know in person or through written notice if you would like to accompany a child on a field trip. Any and all volunteers taking part in activities with the children will need to have clear criminal background and FBI checks in order to volunteer. Volunteers are never left alone with a group of children and will have a staff member with them at all times.

PAYMENT

School Age Summer Camp rates:

Full-time rates (\$220) are for 50 hours of childcare per week. You may contract for additional hours (at \$6 per hour) with the approval of the Director.

Part-time rates (\$195) are for up to 25 hours a week.

Daily Rate (\$60): Students must already be enrolled to drop in or add days.

Early Arrivals/Late Pickups: There is an additional fee of \$4 per every 15 minutes (or \$10 per hour) for any time used before or after contracted hours.

Non-scheduled days may be added to your schedule only if requested and then approved by the Director no later than Wednesday of the previous week.

DISCOUNTS

*Full time-

Youngest child	Full Rate
Second child	10% off second child for full time
Subsequent children	20% Discount

*Part time-

Youngest Child	Full Rate
Second Child	\$7 Discount
Subsequent children	\$12 Discount

*Sibling discounts are not given to families paying the daily rate.

ABSENCES

In the event that your child will be absent, we ask that you call to leave a message with a member of the TLC Staff or a voicemail at (215)257-6636.

EMERGENCY PREPAREDNESS PLAN

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, hurricanes, etc.) and fire escape routes are addressed in staff training.

The following plan will be implemented in the event of an emergency:

Shelter in place: Shelter of children in case of emergency will be in the Church Nursery classroom away from all windows.

Evacuation Plan: Children will be evacuated away from the facility to the Play Lot/Church Parking Lot across the street located at the entrance off of 4th Street.

Evacuation Plan for off school grounds: The children will be escorted from the Play Lot/Church Parking Lot to the Perkasie Mennonite Meeting House located on the corner of 4th and Chestnut Street in the case that the children may not return inside the building for a longer period of time than a drill would allow.

METHOD OF CONTACTING PARENTS/GUARDIANS IN EMERGENCY

Parents or guardians of School-Age Child Care Children will be contacted via the phone number(s) listed on their emergency contact form filled out by that parent or guardian if an emergency should arise. Parents will also be notified via telephone that an emergency has ended and where they may pick them up from.

FIRE DRILLS

Monthly fire drills and periodic lock down drills are conducted at sites. In the event of a gas leak, your child will be relocated and you will be notified immediately to come and get him/her. At all times, we will place an emphasis on keeping children safe. If TLC Child Care Center is closed for holiday or in-service you will be notified by staff in advance on the camp calendar.

STAFF/CHILDREN RATIOS

We will stay within the proper staff to children ratios at all times. The Department of Public Welfare has determined Young School-Age Children to be supervised with a 1:12 staff to child ratio. Older School-Age Children follows 1:15. We adjust our groups for swim using a 1:6 for Young School-Age Children and a 1:8 for Older School-Age Children.

CHILD'S BELONGINGS

Children should be dressed for active indoor and outdoor play. A change of clothes is recommended. Items brought to the program by your child must be labeled and we expect children to be responsible for their personal belongings. Please leave personal toys, money, video games and players, CDs, CD players, iPods or other MP3 players, cell phones, and anything not allowed by your child's school district at home. TLC Child Care Center cannot credit or compensate for lost, damaged or stolen items.

CHILD'S DRESS CODE

Due to the need of the activities and your child's safety, we ask that your child wear sneakers every day. crocs, sandals, or swim shoes will be permitted for swim activities only. When considering daily dress for your child, be mindful of the weather. We ask that if young campers are wearing dresses or skirts, they also wear a pair of soft shorts beneath.

SCHOOL-AGE DISCIPLINARY ACTION PLAN

All children are entitled to a pleasant and safe environment while participating in this program. The TLC School-Age Child Care Staff value respect, responsibility, safety, and a positive attitude.

We expect children to behave as follows:

- Be responsible for personal belongings
- Participate in activities
- Possess positive and caring attitudes
- Follow proper safety procedures at all times, including:

- Never opening the outside doors
- No fighting or using foul language
- No running inside
- No playing in the restrooms
- No playing on or under the tables
- Using good table manners at snack/lunch time
- Respect for fellow students and staff
- Stay with your group and listen to your staff member at all times

TLC Child Care Center does not consider foul language, bullying, fighting, public displays of affection, defacing camp facilities or park equipment, or stealing to be acceptable behavior.

In the event of these behaviors TLC Child Care Staff will act accordingly:

1st incident of action: Parent will be notified by phone or email of child's action.

2nd Incident: Parents will be notified by phone or email of the child's action and the child will receive a one day suspension from the pool or main activity of the day.

3rd Incident: Parent will be notified by phone or email of child's action. The action taken is at the discretion of the site director after appropriate consultation with the parent.

This may result in three days of suspension or termination of care.

SWIM FACILITY POLICIES

Children ages 12 and under who pass the deep water skills test will be given a wristband that indicates to all lifeguards on staff the child's proficiency in deep water swimming skills. This allows them access to restricted areas such as the diving boards and slides. Deep-water assessment tests are given by MAC Lifeguards and Supervisors. Visit the Guard Station on deck to determine if your child should take the deep water swim test. Sharing of wristbands could jeopardize pool membership. Kindly remind your children to protect and value their wristband. One wristband per season is given at no charge.

Replacement bands must be purchased for a fee of \$3.

Pool Membership Cards will be collected and photocopied for our collective entry. One ID Card per child or Family Pass must be provided per child to swim in the facility.

A parent or guardian must supply the lunch given to their child. No glass containers are permitted at the swim facility.

Arm floatation devices are not permitted in the pools.

Pool Management reserves the right to deny entrance to, and/or remove individuals who display conduct which endangers the safety and comfort of others, staff, and public.

MENLO POOL FACILITY RULES

School-Age Child Care Children are expected to follow the rules issued at Menlo Pool:

1. Swimming is not permitted when there is no lifeguard on stand or duty.
2. Children under 10 years of age must be accompanied by and under the direct supervision of an adult 16 years or older.
3. Socializing with on-duty lifeguards is prohibited.
4. Pets, except service dogs, are not allowed at the aquatic facility.
5. The aquatic facility and the surrounding area will be cleared of all persons during squalls, heavy rain, and thunderstorms for a period of 30 minutes or longer, depending if the storm continues.
6. Aquatic facility employees are not responsible for lost or stolen possessions of patrons.
7. Climbing on the lifeguard stands or using lifeguard for other than emergency use is strictly prohibited.
8. Aquatic facility employees must be obeyed at all times, and have the authority to suspend privileges for the day (or portions of the day) for the individuals who repeatedly violate the rules or regulations. Continued may result in longer suspension of privileges with Borough approval.
9. All swimmers must shower before entering the pool.
10. Persons with colds, skin infections, or open wounds not permitted to enter the pool.
11. Contaminating the pool walkway is prohibited.
12. Swimmers must wear clean and appropriate swimwear. Cut-off jeans or pants are not authorized. Swimming with eyeglasses is permitted if they are safety glasses and properly secured with appropriate straps.
13. No eating, drinking, nor gum chewing is permitted inside the pools. No open flames are permitted (portable grills etc.)
14. Running, pushing, dunking, or excessive splashing is strictly prohibited. Loud, boisterous, or unruly conduct or behavior will not be permitted.
15. All diving will be a forward jump, i.e., a forward dive straight off the diving board with one bounce.
16. Back dives and dives with flips, rotations, stunts, maneuvers or tricks are prohibited.
17. All patrons under the age of 12 years must pass a swim test to use the diving board, rock wall and slide in the competition and leisure pools.
18. No floats, tubes, water floatation devices are allowed in the competition pool and leisure pool with exception of Borough approved tubes for the lazy river.

19. Mistreatment or abuse of public property will not be permitted and may result in suspension of privileges.
20. Hanging, tugging on lap lanes and swimming under ladders are not permitted.
21. The wading pool is designed to be used by children under the direct supervision at all times of a parent or guardian. All general safety rules that apply to all pools must be adhered to in the wading pool.
22. Swim tests will be administered every hour, on the hour in the first lane of the competition pool. Swimmers must swim 2 full laps (50 yards) without touching the side of the pool. After swimming 50 yards, swimmers must tread water for two minutes. Swimmers must swim under the rope between the shallow and deep end during the test.

Similar Age Level	Staff	Children
Infant	1	1
Young or older toddler	1	2
Preschool	1	5
Young school-age	1	6
Older school-age	1	8