

Triad Learning Center Policies

Staff: Triad Learning Center will be staffed with a certified director and teachers who meet all requirements set forth by the Department of Human Services. There will be at least one staff member on site at all times who is certified in CPR and First Aid, and has received training in mandatory child abuse reporting and universal precautions. All staff members will attend several early childhood training courses throughout the year to ensure your child the best possible learning experience.

Visitation: We have an open door policy at T.L.C. You are welcome and encouraged to take part in your child's learning experience. To keep routine consistent for our children, please plan to stay for the entire class. If you or someone you know would like to become a classroom volunteer, please see Ms Stephanie and she will get you signed up.

Behavior: We will present our expectations regarding behavior to the children on the first day of class. Every class thereafter, these expectations will be modeled and fostered by T.L.C. staff. Corporal punishment, verbal abuse, humiliation or degradation of the child will **never** be used to discipline a child's behavior. Appropriate actions and reactions will be discussed and reviewed with each child involved. If a child's behavior is disruptive to the class, they will be asked to have some time alone in the book area or another quiet area of the room until they are ready and able to participate in a group setting. Discipline will include positive guidance and redirection.

Drop Off/Pick Up: Please bring your child into the classroom **no earlier than five minutes** before class starts. When picking up your child at dismissal, please form a line and pull up to the front of the building with your name card in the **side window** of your vehicle. The T.L.C. staff will bring your child out of the building and you will need to put them into your vehicle. Please let us know if someone other than you will be picking up your child from preschool. All adults other than you will need to be listed on your pick up permission form. We will ask to see ID upon pick up if they do not have your name card in the window

Late Pick Up Fee: You will incur a fee of \$5.00 if your child is not picked up by 10 minutes after dismissal. Every five minutes thereafter you will incur a fee of \$1.00. Payment of any 'late pick up fee' is due at the time of pick up. We understand that from time to time you may have extenuating circumstances that may cause your tardiness. Please call the school at 963-0215 if a circumstance causes you to be late for pick up.

Illnesses: If your child does not feel well, we ask that you keep them home. Your child is **required** to stay home if they have any of the following:

Vomiting and/or diarrhea within the past 24 hours

Fever of 100.1 or higher (without having taken fever reduction medicine)

Any illness requiring antibiotics within the past 24 hours

Your child may return to school after 24 hours of medication, when temperature is less than 100.1 degrees, after vomiting and/or diarrhea has ceased for at least 24 hours. If a rash occurs your child may attend class if accompanied by a doctor's note explaining the cause of the rash and that it is NOT contagious.

If your child complains of illness while attending class, we will contact you as a courtesy to let you know of their complaint. If your child vomits, experiences diarrhea, or is running a fever over 100.1 you will be called and asked to pick up your child within 30 minutes of the phone call.

Missed Classes and Absences: Missed classes cannot be made up. If you know ahead of time of any days your child will be absent please let us know. Please call Triad Kid's Campus at 963-0215 or email Stephanie at Triadtlc1@aol.com if your child is ill or will be missing from class.

Allergies: If your child has food or other allergies, please specify those on the enrollment form and talk to Stephanie regarding this. Please be sure to provide us with a list of suitable snacks if your child has a food allergy so that we can pass it on to the other families who will be providing snacks for your child's class.

Clothing: Please dress your child appropriately for activities and current weather. We will go outside when we can for group games and outdoor activities. **Also please send a change of clothes with your child EVERY DAY in case of accidents (spills, illness, wetting, etc).**

Diapers: Those children enrolled in Tot Time classes should arrive at class in a clean diaper or pull-up. **Please make sure that you have an ample supply of diapers and wet wipes in your child's backpack each day.** Please let us know if your child is in the process of potty training. **All preschoolers enrolled in classes other than Tot Time need to be completely potty trained.**

Snacks: All classes **OTHER** than **Tot Time** will have snack each class day. Each child will take turns providing snacks for their class. A monthly calendar will be sent home to let you know who is assigned to which day. This will also be posted outside the classroom. The class before your child is scheduled to provide snack they will bring home a 'snack bucket'. Place the snack and drink in the bucket and return it to school on the assigned day. Please provide cups if needed for your drinks. We are a **PEANUT FREE CENTER.** Please be aware of this when choosing snacks to share with your child's class. Any snacks that are left at the end of class will be kept at T.L.C. and will be used on days when a child scheduled for snack forgets snack or is ill. If we have a lot of leftover snacks we will schedule T.L.C. to supply snack instead of a child.

Acceptable Snacks:

Graham Crackers
Teddy Grahams
Animal Crackers
Fruit Roll Ups or Fruit Snacks
Pretzels
Cheese
Snack Crackers
Fruit
Goldfish
Fresh Vegetables
Cereal Bars

Acceptable Drinks:

100% Fruit Juice
Water
Milk

Please be sure to bring cups and/or cutlery if needed.

Birthdays: Birthdays are a very special occasion and we would LOVE to celebrate with your child! We will assign your family snack for the class on the day that is closest to your child's birthday. If your child has a summer birthday we will celebrate their ½ birthday (A July 7 birthday would be celebrated on Jan. 7). Your child is welcome to bring a special treat that **is store bought and pre-packaged.** We will sing 'Happy Birthday' and celebrate your child's birthday as a class. **If your child is in Tot Time and wishes to bring a treat for their birthday, they may bring a treat that can be sent home with the children.**

Sunscreen: During the warmer months of the year we will be going outside for various reasons. Please be sure to apply sunscreen before coming to class. We will only re-apply sunscreen that YOU provide.

Items from home: We ask that children leave their toys, books, etc. at home unless it is a share day in the classroom. 'Share Day' is the last class day of the week for all classes EXCEPT Tot Time. We will not do sharing in the Tot Time classes due to a shorter class time. If an item from home comes into the classroom we will have your child put it into their backpack. **T.L.C. is not responsible for lost items.**

Supplies: We ask that each child bring the following items **OR** a \$15 Walmart or Michael's gift card to 'Meet the Teacher' night:

Tot Time & Three Year Old Children

- One package of washable markers
- Two bottles of Elmer's Glue
- One package of baby wipes
- One package of glue dots
- One package of assorted glitter glue
- One package snack size baggies

Four Year Old & Kinderschool Children:

- Package of velcro dots
- Package of large craft sticks
- One package of baby wipes
- One package assorted glitter
- One package sandwich size baggies
- One package gallon baggies

Please do not label these items as they will become community classroom items.

The following items SHOULD be labeled and brought to EVERY class:

***One two pocket folder** (all home/school communication will come home in this folder so please check it daily)

***One backpack**

***One change of clothing in a plastic lock bag**

Newsletters and Calendars: Each month there will be a newsletter and calendar that will inform you of upcoming events, snack helpers, weekly themes, share days, etc. You will be sent an email with a link to our website where you can view these. If you do not have access to email please let us know and we will be sure to get you a hard copy. The newsletter and calendars will also be posted outside the classroom. Please be sure to keep us up to date on any changes in your email address.

Immunization and Physical Records and Emergency Forms: Prior to the first class, you must have your child's physician complete the immunization form. Also, your child must have a physical form completed by their physician and on file at Triad Learning Center before the first class. You will also be given several enrollment forms that need to be filled out and returned by the first day of class. You will be given all of these forms the evening of the parent-teacher meeting. It is best to return all necessary paperwork at your child's 'Meet the Teacher Night'. **Please be sure to fill out these forms accurately and completely. Physical forms are good for only ONE year. All outdated forms will need to be updated and returned to T.L.C. within one month of expiration date.** If you have any questions regarding this policy please contact Stephanie at 963-0215 or Triadtlc1@aol.com.

Forms: All forms given to you at the parent meeting MUST be turned in the evening of 'Meet the Teacher'. If you are not able to attend that evening you must turn in all completed forms by the first day of class as is mandated by the State of Iowa. Please keep us up to date on changes in address and/phone number. We will be working on these things with the children and do not want to teach them incorrect information.

Field Trips: Throughout the year the Four Year Old and Kinderschool classes will be going on field trips that correspond with what we are currently learning about in the classroom. You will be notified ahead of time and permission slips with information and possible fees will be sent home in your child's folder. These permission slips MUST be signed and returned to school in order for your child to attend. Children will be transported by a Triad Kids Campus bus. The bus is equipped with integrated child safety seats. Additionally, we will have in house 'field trips' such as visits from the library, fire station and police station for the younger children.

Book Orders: Each month we will send home a Scholastic Book order in your child's folder. This is a great way to get books for your child and for the classroom. You are never obligated to purchase these items.

Holidays: While attending T.L.C. your child will take part in several lessons, especially around the holidays, that focus on cultural celebrations. We will offer arts and crafts activities, stories, etc. that support the holiday being discussed. Halloween, Thanksgiving, Christmas, Chanukah, Valentine's Day, and St. Patrick's Day are some of the holiday traditions we will be learning about. This list is not inclusive, and we are always willing to consider incorporating any family tradition or holiday you want to teach our class about.

Weather Related Closings: In case of inclement weather, T.L.C. will follow any decision made by the Ankeny school district. If Ankeny schools are closed, T.L.C. will also be closed. If schools are delayed there will be no A.M. preschool classes held that day. If Ankeny dismisses before 1P.M. there will be no afternoon classes. If you have questions regarding these policies please call Triad Learning center at 963-0215. There will be a message left on the voicemail regarding closing information and information will also be posted on our website at www.triadgymnastics.com.

Parent-Teacher Conferences: We will hold parent-teacher conferences in February for students in the Kinderschool and Four Year Old classes. If you have questions regarding your child's progress at any point please feel free to speak with their teacher or Stephanie.

Tuition: Tuition is due by the 1st of every month. Triad Kid's Campus has the ability to process automatic payments from your savings or checking accounts and you will be required to pay tuition in this way. A form is included in your packet to sign up for this service. If payment is not received by the 10th of the current month you will be charged a late fee of \$25.00. There will be a \$20.00 fee for all returned checks.

All registration and tuition fees are non-refundable and non-transferable.

***Please Sign and Return to
Triad Learning Center***

I have read and understand the Triad Learning Center Parent/Student handbook. I agree to all policies and procedures set forth. I also understand that the policies and procedures can change at any time. I understand that I will be informed of any modifications made to the handbook via a letter from Stephanie Kipling, Triad Learning Center Director.

Should I have questions regarding any policies or procedures I am to contact Stephanie Kipling, Triad Learning Center Director for appropriate answers.

Parent/Guardian

Date

Parent/Guardian

Date