

Trumbull Loves Children, Inc.

Before and After School Programs

Parent Handbook

2011 – 2012

TLC – where kids come to learn
and play!

Daily Pre-School Schedule

Time

7:00 - 9:00	File Folder Games and Choice/Center Play**
9:00 - 9:15	Transition/Cleanup time
9:15 - 10:00	Circle Time and Snack
10:00 - 10:30	Outside Play
10:30 - 11:45	Centers and Themed Activities*
11:45 - 12:00	Cleanup
12:00 - 12:45	Lunch
12:45 - 1:00	Bathroom (Bathrooms are available throughout the day)
1:00 - 2:30	Nap/Quiet Time
2:45 - 3:15	Afternoon Circle/Story
3:15 - 3:30	Snack
3:30 - 4:30	Outside/Gross Motor
4:30 - 6:00	Choice/Center Play, Computers, Themed Activities

* Activities include but not limited to: arts, crafts, games, stories and other learning activities.

** Centers include: Science Center, Library, Music Center, Dramatic Play Center, Writing Center, Block Center, Math Center, Computer Center and Free Art Center.

Scheduled Shortened Days**

When school is scheduled to be open for only a half a day, TLC will be open from the time school dismisses until 6:00 pm (i.e. elementary after school program will run from 1:00 to 6:00, middle school from 12:10 to 6:00) instead of the normal 3:20 or 2:30 to 6:00). Children will go to TLC as soon as school is dismissed. Unless notified, you will need to send a bag lunch with your child on half days. **There is no additional fee for half/shortened days.**

Drop-ins are not allowed on scheduled half/shortened days.

The Kindergarten programs will be shortened on scheduled half days. (AM Kindergarten children are in school from 8:35 to 10:42 am. PM Kindergarten children are in school from 10:52 to 1:00 pm). Kindergarten children who attend TLC for the afternoon kindergarten session, but usually leave by 3:20 pm, must be picked up at 1:00 pm when school dismisses. The tentative schedule for early dismissal is as follows:

Day and Date *	Reason
Thursday, November 3rd	Afternoon Teacher/Parent Conference K – 8
Wednesday, November 9th	Afternoon Teacher/Parent Conference K – 8
Wednesday, November 23rd	Early Dismissal, Thanksgiving Holiday
Wednesday, June 13th	Early Dismissal, tentative last day of school year

*Please note that these dates are subject to change.

****TLC Pre-School children will maintain their regularly scheduled hours when the schools have scheduled shortened days. The above policy does not apply to the Pre-School.**

Weather Emergency – Website: www.tlctrumbull.com

Radio - WICC (AM 60), STAR (FM 99.9) or WEBE (FM 108)

Television - WTNH/WCTX 59 Channel 8, WFSB Hartford Channel 3 or
WVIT/NBC 30 Channel 30.

E-Mail Notification – Register for this service by logging onto www.ctweather.com

Snow Days

When the Superintendent of Schools closes school for snow or for any reason, TLC will also be closed. Please choose one of the above public services to obtain information on TLC and school closings. The safety of our children and staff is our paramount concern. TLC may not open on Sign-Up Days in the event of bad weather; again please listen to WICC radio or WTIC Channel 30 TV for closing information. Generally, if local schools, such as Shelton or Monroe, are closed, Trumbull may also be closed.

Delayed Opening

When school opening is delayed, TLC centers will also be delayed. Please choose one of the above public services to obtain information regarding delayed openings. If school is delayed 90 minutes, TLC will open 90 minutes later, 8:30 am instead of 7:00 am. (Only children who are normally BEFORE SCHOOL enrollees can be dropped off at TLC at 8:30 am. All other children must wait until school opens at 10:05 am before being dropped off.) The school will be locked until this time, and no access is possible to the TLC room. Children must never be left in the TLC room without a TLC staff member present. **Drop-ins are not allowed on early delayed openings.**

Drop-Ins

Drop-Ins are permitted only on regular school days. Please note that Drop-Ins are only allowed for grades K-8 and not for the Pre-School. All requests must be made in writing by sending an email to registration@tlctrumbull.com or fax to (203) 452-0193. Please also note that only the TLC Office can approve a drop-in request. Drop-in fees are as follows, Before School only is \$15 a day; Kindergarten and After School is \$25 a day. **Drop-Ins are not allowed on scheduled shortened days, early dismissals or delayed openings.**

Early Dismissal

If the Superintendent decides to close school early due to causes such as inclement weather conditions, TLC, ASP and the Pre-School will also close. Early dismissal is a non-scheduled event and should not be confused with a Shortened Day. When school dismisses early, children who regularly attend TLC or ASP will be directed to go to TLC or ASP as usual, but need to be picked up within **two hours of school closing**. Children assigned to the Fun Zone will stay at their respective elementary schools and report to their elementary TLC center. Parents who may not work locally and/or believe they will have difficulty picking up their child within this two-hour period should identify a designated local person to pick up their child. This person should be listed in our TLC files as the authorized designee. In some instances, the school administration may not close school early, but worsening weather conditions may force the TLC administration to close TLC, ASP, and the Pre-School before the regular 6:00 pm time. Sometimes the weather where you work may not seem to warrant TLC closing early, but please understand that we do not make this decision lightly. Our primary concern is for the safety of our children, staff and parents. All children must be picked up no later than two hours after TLC's decision to close. Ratios will be maintained at all times, and two staff will remain until all children are picked up. (Please note: Any Kindergarteners who are not enrolled in the after school program, 3:20 – 6 pm, can go to TLC **only until 1:00 pm** or when school dismisses). **Drop-ins are not allowed on early dismissal days.**

In all circumstances, a parent or designated alternate will be responsible for being aware of school and/or TLC time changes and are expected to pick up your child in the appropriate period. If a parent is unable to pick up their child themselves, please make arrangements to have an alternate contact do so.

Sign-Up Days and Holiday Recess Weeks

TLC follows the school calendar with a few exceptions. We are open on the single school holidays during which the children have no school but most parents work. These days change from year to year. The ASP program will not be open on holidays or during the recess week, but students may attend another TLC center on these days. Please speak with the Site Director at your child's center.

Approximately four weeks prior to each single holiday or recess week, a sign-up email is sent to each family. If you want your child to spend the day at TLC on a school holiday or during the Holiday Recess Weeks, you must complete the online form by clicking the link in the email. The sign-up period ends two weeks prior to the Sign-Up Day and the online form is no longer available. **Once you have completed the form, your spot is reserved for that day. If your child is registered full time there is an extra \$25 charge for each single day holiday your child attends; \$35 if you are registered part-time or \$55 if your child is registered as sign-up day only with TLC. Please note that there is no second child rate for Sign-Up Days. Once the sign-up period is over, you will be charged for that Sign-Up Day, whether you actually use it or not. Please be sure that you have signed up for TLC's Email & E-News list at www.tlctrumbull.com.**

TLC is also open during the Holiday, Winter and Spring Recesses. The same sign-up system is used as well as the same payment requirement. Field trips may be taken during these recesses.

Depending on enrollment, centers may be combined for Sign-Up Days and Recess Weeks. Parents will be notified in advance of Sign-Up Day acceptance and location assignment via email. The schedule for Sign-Up and Recess Days can be found at the end of this book.

Parents must complete the above registration process for every Sign-Up Day they wish to utilize. Children will not be automatically added to a Sign-Up Day.

Pre-School Sign-Up Days and Holiday Weeks

There is no additional fee for children attending Pre-School on a holiday when TLC is open. If a holiday falls on a day your child/children are regularly scheduled to attend TLC, they may attend as if it is a regular day. We send out an email asking that parents let us know whether or not their child will be attending on a holiday so we can staff accordingly.

Camp TLC and TLC Pre-School Camp

TLC offers a summer program to its currently enrolled families for children who have completed K thru 5th grade before the summer. Please note that registration for the summer program is separate from that for the regular school year. Acceptance is on a "first come - first served" basis and registration is not guaranteed. Enrollment is limited per center. Depending on enrollment, Camp may run at each of the six elementary school centers, in addition to a July half-day program run in conjunction with the "Summer Explorations" program operated by the Board of Education. A program specifically for students in 6th through 8th grade may also be held during the summer, based on enrollment, as well as our TLC Pre-School Camp, which is for 3 and 4 year olds, and 5 year olds who have not yet completed Kindergarten.

The start of summer camp is dependent on the Board of Education's scheduled last day of school. Camp generally runs for 8 weeks during the summer. However, this schedule may change. Camp dates will be available during February or March when registration materials are distributed. Camp TLC maintains the regular scheduled hours of 7 a.m. to 6 p.m., and all TLC policies and procedures apply.

Camp registration forms will be available at each TLC center, and it is the parent's responsibility to pick up a registration package. Parents are responsible for returning completed registration forms, with appropriate registration fees and payment, to their TLC center or the TLC office by the registration deadline as outlined in the registration materials.

Child's Records

TLC keeps a folder for each enrolled child at your child's center and the TLC administration office. This folder contains the original copy of the registration form, emergency release form, a copy of the most recent medical form, the signed acknowledgement of receipt for the Parent Handbook, and any applicable administration of medication records. Any correspondence with the center, such as schedule change forms, court orders, penalty notices are also kept in this folder. It is your responsibility to keep the TLC center up to date with any changes such as home address, home phone number, work location and work phone number, insurance carrier and number, medical conditions and court orders.

Child Attendance

TLC staff takes the safety and well-being of every child seriously. At school dismissal, an attendance checklist is completed, and each child must be accounted for. If your child is scheduled to attend TLC but does not arrive at the center, we make every effort to locate that child immediately. If you know your child will not attend TLC on any given day, it is crucial that you inform the center or the TLC office. If your child will be picked up early at school, is absent that day or will go home with another child, **we must be informed.** Please understand that to send staff looking for a child is reducing the number of adults supervising the children in the center, which compromises the safety and well-being of the other children.

Failure to notify TLC when a child will not be attending will result in a warning. The second time, a \$25 penalty will be assessed. We reserve the right to remove your child from the program upon the third such occurrence in any one calendar month.

Constant Contact

TLC emails all important announcements and Sign-Up Day notices as well as our monthly E-News (newsletters) through Constant Contact. You will need to visit TLC's site at www.tlctrumbull.com to sign up. At least one parent must provide an email address. Please use a personal email to avoid issues that frequently arise when using a work email. You will be able to make changes at anytime of day from any computer. Once you have made a change or added an email, an automatic confirmation email will be sent to your account.

Parent Table

Each center has a Parent Table or area where the Sign-In/Sign-Out book and other information is available. Notices of upcoming events, planned enrichments, fundraising efforts and general information about the center are posted. Please make every effort to review this information whenever possible. **Please note that important notices will be posted on bright yellow paper.**

Parents are encouraged and welcome to visit their child's center at any time to observe the program. Upon entering the center, we request that you check-in with a staff member who can update you on planned activities for that time.

Parent Mail Boxes

Each of the six elementary school TLC centers and Pre-School has a designated mail slot for each child. Parents should check for important correspondence regarding their child. The Middle Schools have no mail slots, so please see staff for handouts.

Sign-In/Sign-Out Book

State regulations mandate that a child is signed-in and signed-out by a parent or designated alternate. Any time you drop your child off at a center or pick up your child, you must sign him or her in or out on the Sign-In/Sign-Out sheet located on the Parent Table. To ensure the safety of your child, TLC staff must monitor appropriate drop off and pick up of all children. This also provides a valuable tool in tracking attendance. The State of Connecticut inspects our sites on a regular basis, and the Sign-In/Sign-Out records are one of many forms that are checked. Therefore, your compliance with this procedure is essential. Failure to comply will result in a written warning, followed by a \$25 penalty charge for each failure to sign a child in or out at pick-up or drop-off.

Emergency Contacts

We require two local contact names for your child in the event that we are unable to contact you in an emergency. The alternate contact **MUST** be someone other than the parent or guardian. Please notify any individual you designate as an alternate/emergency contact that you have done so, and confirm that they are willing and able to pick up your child. Please also make sure that your child is familiar with the alternate contact and, that they feel comfortable leaving with that individual.

All alternate/emergency contacts will be asked to show some form of photo identification, (i.e. valid driver's license) before they will be able to leave with any child. This is a safety precaution so please make this policy known to your alternate/emergency contact prior to coming to the center.

If you or a designated alternate contact cannot pick up your child, we will need a signed note from you giving permission for someone else to do so. That person will be asked to sign your child out and produce sufficient photo identification, (i.e. valid driver's license).

In the event of an emergency when a parent or legal guardian needs to change the normal departure plan of their child and has not provided TLC a written notice, the following procedure will be followed:

- 1) The parent or guardian requesting the change must provide clear instructions to TLC staff specifying what change is to be made.
- 2) The caller will identify to the TLC staff member what location they can be called back at to confirm identity of caller. The home, work or cell phone numbers, which are in the child's file, are the **ONLY** numbers a staff member are to use to confirm the identity of the caller.
- 3) Site Director or designee must be notified of the call.
- 4) TLC staff must confirm this change with a parent or legal guardian of the child. Again, **ONLY** the contact numbers in the child file can be used. TLC staff will **NOT** ask the caller for a phone number.

- 5) TLC staff will document all information in the center's logbook; with date and time of call, name of child, name of caller, calls made to confirm caller's identity and clear instructions of change in child's departure plan and initial the entry. The entry will be highlighted so all staff can see entry and are aware of change.
- 6) No child will leave the care of TLC without following this policy.

If you have any questions, please do not hesitate to call the TLC office at (203) 452-9626.

Homework*

Every effort will be made to provide children with an opportunity to do their homework daily. However, we cannot guarantee they will always complete their homework during the designated homework time. One hour will be set aside for homework. On days when enrichments are scheduled, the designated homework time may be reduced.

Please note that it is the aim of our staff to assist your children in getting their work done, but TLC cannot be held responsible for the quality or completeness of the work.

*Does not apply to TLC Pre-School.

Movies

In general, G-rated movies may be shown at TLC. If at any time we would like to show a movie rated PG, we will distribute permission slips to parents. Please be sure to return any permission slips to your center as soon as possible. All permission slips must be returned. If we do not receive the permission slip back, your child will not be able to see the movie and alternate activities will be arranged. ASP students may be shown PG movies without parental permission.

Enrichments

From time to time during the school year, TLC schedules enrichment programs. In the past, these have included puppet shows, cartoonists, magicians and nature programs. Our monthly newsletter, E-News, is a good source of information for upcoming enrichment plans. Notices regarding enrichments are generally posted on or near the Parent Table at each center. We recommend that parents not interrupt a program for their child's pick-up unless necessary. On enrichment days, it may not be possible to include a time for homework. Suggestions for enrichments and entertainment are always welcome. Any TLC, ASP or Pre-School parent who provides a TLC-approved enrichment at each center shall receive equivalent childcare at TLC's sole discretion.

Field Trips

TLC schedules field trips from time to time during the school year (typically on Sign-Up Days) and regularly during the summer camp program. Parents will receive notice with trip details in advance of the scheduled field trip. A permission slip with parent approval will be required before any child can participate in a field trip.

Transportation

Since most TLC and ASP centers are located on-site, no daily transportation is required. The Board of Education has agreed to transport 4th and 5th grade students from the elementary schools that participate in the TLC Fun Zone program. Typically, one bus from each school will be designated for students going to TLC Fun Zone Center with a designated stop at the end of that bus route.

TLC will typically contract a TLC Board of Directors approved bus company to provide bus transportation for any field trips. If buses are not planned for transportation on a given field trip, the permission slip will state what alternative transportation will be utilized.

Snacks

Snacks are provided throughout the day; morning and afternoon kindergarten children have a small, nutritious snack that may incorporate a baking activity, for example. All children attending TLC and ASP are given a healthy snack when they arrive at the center for the after-school program. The Pre-School provides a morning and afternoon snack. We attempt to strike a balance of nutritious and fun foods, and we always offer a choice. A snack menu will be posted at each center.

If your child has any food allergies, you must notify us in writing and complete a TLC Care Plan. You may pack a special snack for your child, or keep a supply on hand at the center. Each center is equipped with a microwave oven so that snack and lunch foods may be heated.

Parents may send in special snacks such as cupcakes, bagels or popsicles to celebrate a child's birthday. Please coordinate this with your center's Site Director.

Attire

The children go outside whenever weather permits. Please dress children appropriately for the weather (i.e. light jacket for fall or spring, heavy jacket, pants, mittens, hat, etc. for winter). Please label all clothing.

No open-toed or open-back shoes may be worn at TLC, due to safety issues.

For children who attend the Pre-School, in addition to the above attire policies, we recommend that children wear washable, comfortable play clothes to school. Since young children really "get into" their work, clothing may often get soiled or spotted with paint (even if the children are wearing smocks), which are provided by TLC. Please also provide your child with an extra set of labeled clothing.

Rest Time

The following information is for TLC Pre-School parents:

After hours of fun and exciting activities, your child is sure to get tired from their busy day. TLC offers each child in our Pre-School program a rest time. This occurs during the first part of the afternoon following lunch. Your child will need a crib-sized blanket or sheet labeled with your child's name for their cot. These items are to be laundered at home weekly. No child will be forced to sleep or be expected to rest for an inappropriate amount of time. After a reasonable amount of time, quiet activities will be provided for those children who are no longer resting.

Staff

Each center has a state approved Site Director and one or more Assistant Teachers. The staff maintains a minimum ratio of one staff member to ten children. Many of our staff are college students who are enrolled in child related studies. TLC also employs high school students (minimum of 16 years old) as Counselor Aides. For identification and security reasons, each staff member is required to wear a nametag. Because we utilize the Trumbull Board of Education's facilities, we follow the policy that is set forth by them.

Staff Protection

Any staff member who is accused of physical, psychological or sexual abuse or neglect will be subject to immediate suspension until a DCF investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

Staff are protected by law from discrimination or retaliation for reporting suspected child abuse or neglect (CT General Statutes, Section 17a-101e).

HEALTH

Insurance

TLC carries liability insurance for all its centers. However, we do require that every child attending the program have medical insurance. **It is mandatory that all TLC students have medical insurance, or a signed waiver is required.** Information on the state sponsored HUSKY plan for uninsured children may be obtained from the HUSKY website www.huskyhealth.com or by calling at 1-877-CT-HUSKY. Also, please contact your child's school office for information on other insurance programs. Prior to enrollment, you must provide TLC with proof of such insurance, or sign our waiver.

Health Forms

A current State of Connecticut medical examination form must be on file at the TLC center for each child. Health forms are valid for three years from the date of physical examination for grades Kindergarten through 8th. Health forms for children under the age of 59 months are valid for one year from the date of physical examination.

Copies may be obtained from the school nurse only with parental permission. **Children will not be allowed to attend the program without current medical records.** Blank forms can be downloaded from TLC's website: <http://www.tlctrumbull.com>.

Sick Child

Sick children will be sent home. A parent or designated alternate will be contacted and told to pick up the child immediately. The Board of Education policies and procedures regarding communicable diseases and medical emergencies will be followed by the center. This includes children who have a fever, are vomiting, have diarrhea or have any contagious disease. This is also true of re-admission procedures following an illness.

Children who become sick at the center will be isolated and kept comfortable until they are picked up. Children who become ill during school hours will be unable to attend TLC, ASP or the Pre-School. There will be no exceptions to this policy. In addition, if a child becomes ill or arrives at TLC with a communicable disease, the child must be separated from the group. If sufficient staff is available to provide one-to-one care of the sick child in a separate area while maintaining sufficient staff levels, that course of action will be followed until parent pick-up. However, if that is not possible, the child will be placed in a quiet corner of the room where the staff person with the sick child will also be able to provide indirect supervision of the group. In either case, the separate area would be within licensed space.

The child will be made as comfortable as possible. Use of cots and any other articles will be permitted. Staff will need to protect the children from communicable disease by separating them immediately. Once the child is comfortable, the parent will be called to pick up the child. If the parent cannot be reached, emergency telephone numbers will be called.

First Aid/Accidents

There is always at least one staff member certified in first aid on site at all times. In the event that a child is involved in any accident at the center, the first aid certified staff member would assess the extent of the injury and administer appropriate first aid. If the injury is serious and requires emergency medical attention, the staff member will first contact 911 and then notify parent as soon as possible. For all other injuries, the parent will be contacted immediately. The staff member will complete an accident report detailing the circumstances of the accident and first aid administered. Parents will receive a copy of the completed accident report and will be requested to sign the report.

Medical Emergency

In the event that a child or staff member is involved in any accident, the first aid certified staff member will:

1. Assess the extent of the injury.
2. Administer appropriate first aid.
3. Contact the parent if the injury is not life threatening.
4. Attempts will be made to consult with child's physician/dentist.
5. If neither is available, the program's health consultant will be contacted.
6. Call 911 or EMS if appropriate.
7. One of the staff will accompany the child in the emergency vehicle with the child's emergency release form to the hospital. Another staff member will notify the family or alternative pick-up person to meet the child at the emergency room.
8. If the center is understaffed due to the staff person's departure, alternate staff or board members are to be contacted until adequate coverage is achieved.
9. If the injury does not necessitate calling EMS, and the parents cannot be reached, the school nurse may be contacted during school hours. Before or after school hours, TLC's health or dental consultant may be called.

Administration of Medication

It is the policy of TLC to administer prescription medication on a limited basis. Prescription medications are limited to metered dose inhalers and prescription medications through Epi-Pen Auto Injector. In conjunction with the above, oral doses of Benadryl may also be administered when accompanied by a specific order from a physician. Only an authorized provider who has completed a course given by a physician, physician assistant, advanced practice nurse or a registered nurse, who has successfully completed a training program, which meets the State of Connecticut Department of Public Health regulations, will administer medication to children. Such a person will only administer medication when the proper authorization forms accompany the medication. The TLC "Authorization for Prescription Medication" form is used for this purpose. This form is to be completed if a child needs to take any kind of prescription medication metered dose inhaler, prescription injection through Epi-Pen or oral dose of Benadryl and must include ALL the information requested. The authorized provider is responsible to update and complete this record each time a medication is given. This form can be downloaded from our website, www.tlctrumbull.com.

Below is a list of prescription medications we will administer to a child:

Metered dose inhalers

Emergency medications administered through Epi-Pen Auto Injector

The center will store and administer prescribed inhalers and Epi-pens, non-prescription topical medications and emergency oral medications with parent's consent. Any authorized medications should be brought to the TLC center by parent. Medications must be in their original container and clearly labeled. An authorization form, which must be signed by doctor and parent, is available at the Center.

The form includes information such as:

- The child's name, address and birth date
- The drug name, date of prescription, pharmacy and pharmacy number, expiration date
- The prescribed dosage
- The method of administration
- The time to be administered
- The side effects
- The prescriber's name and address

Authorization for Non-Prescription Medications

Benadryl is the only non-prescription medication that will be administered at any TLC center. This over the counter medication will be administered only with the express instructions of a physician and when accompanied by the necessary approval and administration instructions.

All medications will be stored in a convenient location for staff yet inaccessible to children. The non-prescription Topical Medications (i.e. – Sunscreen), must be stored "inaccessible" in the original container and be labeled with the child's name and directions for administering.

Parents wishing further information must request the appropriate forms from the TLC office. It is our policy to decline administering prescriptions if they are not labeled correctly or accompanied by the proper completed forms.

Care Plans

In November 2008, the Department of Public Health for the State of Connecticut issued additional regulations by which licensed child day care center need to abide. In accordance with 19a-79-5a (Record Keeping), paragraph (F), an individual plan of care for a child with health care or behavioral needs, is to be developed by the child's parent(s) and the TLC Site Director in accordance with your health care provider and updated as necessary.

DISCIPLINE POLICY

It is TLC's Policy to have TLC staff develop positive relationships with the children by **being** a positive role model for them. The staff will use positive techniques that would include, but are not limited to positive word usage, positive guidance and directions as well as setting clear limits to promote appropriate positive behaviors and a positive environment. It is our policy that a child will receive appropriate consequences **for** any unacceptable behavior. This consequence would relate to the unacceptable behavior. If those techniques are not successful, and a child continues the unacceptable behavior, the following will occur:

1. A verbal reprimand is made to the child. This will be a positive statement such as "Please walk when we are in the classroom" versus "Don't run".
2. If the behavior continues, the teacher will isolate the child in a quiet corner as a "time out" for up to three minutes or less if appropriate. This quiet area is to be located within the licensed space, in full view of the staff but somewhat apart from other children and activities. In addition, a child may be restricted from certain activities relating to the behavior; for example, if he/she is throwing blocks, he/she will not be allowed to continue to use them.
3. If a verbal reprimand and time-out do not improve the behavior, and it continues, the teacher will speak to or call the parent.
4. If the behavior continues, the Site Director will meet with the parent or parents to develop an appropriate behavior response.

TLC 2011-2012 PARENT HANDBOOK – INTRODUCTION

Welcome to Trumbull Loves Children, Inc (TLC). TLC is a not for profit organization governed by a volunteer Board of Directors comprised of past and present TLC parents, as well as members of the Trumbull community. TLC has been in operation since 1983 and has become one of Connecticut's largest before and after school programs. We are proud to offer Trumbull's working parents a safe and affordable childcare solution for their school-aged children.

TLC works in cooperation with the Board of Education and administration at each school. We are licensed by the Connecticut Department of Public Health and endorsed by the Town of Trumbull.

We currently run centers at each of the six elementary schools; our Fun Zone center located behind Daniels Farm School for 4th and 5th grade students; and our Pre-School located behind Daniels Farm School for 3 and 4 year olds. In addition, TLC operates an After School Program (known as ASP) customized for middle school students, which is offered at both Madison and Hillcrest Middle Schools. During the summer months, we operate two summer programs: Camp TLC and TLC Pre-School Camp.

We are fortunate to have our own TLC rooms at each of the elementary schools. Dedicated space is more conducive to providing the nurturing and safe learning environment we offer to our children. TLC continues to make annual payments to the Town of Trumbull to repay the 30-year bond initiated to build the dedicated rooms.

The philosophy of TLC and ASP is to provide a warm and caring environment that will meet the physical, social and emotional needs of children who are out of the home for a large part of the day. TLC's policies, procedures and activities are designed to meet and enhance the individual needs of the diverse population we serve, which includes children with cultural, language and developmental differences. Every effort will be made to accommodate the special needs of your child. We endeavor to make each child and parent an important part of the TLC family. With this in mind, we have put together the *Parent Handbook* that we hope will help explain our philosophy, our procedures and our expectations.

If, at any time, you have questions or concerns about the program or your child's involvement, please do not hesitate to speak to the Site Director at your child's center, or you may contact the Executive Director at the TLC office at (203) 452-9626.

By registering your child in the TLC, ASP or Pre-School program, it is understood that you agree to the following:

- ◆ Per licensing, it is mandatory that all TLC students have medical insurance, or a signed waiver is required.
- ◆ Children are accepted on a trial basis. All Pre-School children must be potty-trained and must be 3 years old by June 1st of the current enrollment year. Should either a child or parent prove to be unable to function cooperatively within the program structure, TLC reserves the right to remove that child from the program. This includes, but is not limited to, chronic late payment, chronic late pick-up and disrespectful or inappropriate behavior, by parent or child.
- ◆ Priority in enrollment is given to the children of working parents or full time students, and TLC reserves the right to verify employment or enrollment.
- ◆ A child's teacher, principal or any administrative or supervisory person within the Trumbull Board of Education may be consulted about the child's ability to function within the program.
- ◆ Photographs may be taken of your child, which may be used in center bulletin displays, the TLC newsletter (E-News), local newspaper articles or our TLC Website. If you do not want photographs taken, please notify TLC in writing.

Please **see the Site Director at your child's TLC center for the "Acknowledgement of Receipt"** form. This will confirm your receipt and agreement to abide by the rules and regulations of the TLC program.

TLC ADMINISTRATION

TLC Office

The administrative offices of TLC are located at 2 Corporate Drive, Suite 207, in Trumbull. Office hours are from 9 a.m. - 5 p.m. The Administrative staff may be reached by telephone at (203) 452-9626, by fax (203) 452-0193 or by email info@tlctrumbull.com. You may also find us at our website www.tlctrumbull.com. Program and administrative staff frequently visit the centers, so please feel free to leave a message on the answering machine, and your call will be returned as soon as possible.

TLC Administrative Staff	
Executive Director	Ken McCabe
Program Director	Caryn Kiernan
Human Resources Manager	Chauna Komaromi
Bookkeeper	Rebecca Little
Senior Administrative Assistant	Priscilla Zapata
Administrative Assistant	Lauren Tilson

GENERAL INFORMATION

The Parent Handbook

The purpose of the Parent Handbook is to provide our families with a comprehensive reference to TLC's guidelines, policies and procedures. Unless noted, all policies and procedures apply to TLC, the ASP centers and the Pre-School. Please keep this handbook as a reference throughout the school year.

Enrollment Policy

It is TLC's intention to enroll as many children in the program as possible. Enrollment is made on a first come, first served basis with priority given to returning, full-time TLC children and their siblings. Priority is also given to children whose parent or parents are currently employed or attending college on a full-time basis. TLC reserves the right to verify employment or college attendance to determine priority for the TLC program.

Registration

Registration is required for each school year and summer camp. Enrollment is performed on a "first come, first served" basis and priority is given to returning TLC children and their siblings. Parents must be aware that enrollment in the current year does not guarantee automatic enrollment the following and subsequent years. Registration forms are generally available at each TLC center in March for the following school year or on our website, www.tlctrumbull.com.

Pre-School registration forms are generally available in January for the following school year.

Registration forms will be available at each TLC center, and it is the parent's responsibility to pick up a registration package. Parents are responsible for returning completed registration forms, with appropriate registration fees, to their TLC center or the TLC office by the registration deadline as outlined in the registration materials.

TLC shall attempt to notify parents of their child's enrollment status by the middle of June. Every effort is made to enroll as many children as possible at each center, but availability of shared space determines the number of children that can be accommodated. Please note that registration fees are non-refundable, unless we are unable to provide service.

Program Orientation

At the beginning of the school year, each TLC center, including the Pre-School, designates some time for parents and children to visit the center and meet with staff. TLC staff participates in all Kindergarten Orientation programs offered by each of the elementary schools. A brief overview and program literature are made available at this time to new kindergarten parents.

School Security

In light of the recent changes in school security, all outside access doors to TLC rooms will remain locked. TLC staff will comply with the new security policies to ensure the safety of our children.

TLC and ASP

TLC and ASP centers are resident in each of the six elementary schools, Fun Zone, Pre-School and the two middle schools. TLC and ASP telephone and addresses are as follows:

Center	Address	Phone	Site Director	License #
TLC Booth Hill	545 Booth Hill Road	(203) 386-0195	Heather McClure	12064
TLC Daniels Farm	710 Daniels Farm Road	(203) 459-1334	Kristi Federici	14059
TLC Frenchtown	30 Frenchtown Road	(203) 371-7055	Laura Pazmandi	15996
TLC Fun Zone	720 Daniels Farm Road	(203) 261-2723	William Winslow	16164
TLC Jane Ryan	210 Park Lane	(203) 261-7244	Olga Monteiro	14186
TLC Middlebrook	220 Middlebrooks Avenue	(203) 459-8088	Milanis Marrero	14060
TLC Tashua	410 Stonehouse Road	(203) 459-2966	Florence Paola	14448
ASP Hillcrest	530 Daniels Farm Road	(203) 268-8081	Jacqueline Johnson	14014
ASP Madison	4630 Madison Avenue	(203) 459-8655	Paulette Crosby	12916
TLC Pre-School	720 Daniels Farm Road	(203) 268-5649	Susana Goncalves	16164

TLC Licensing

The Department of Public Health (DPH) licenses each TLC, ASP center, and the Pre-School. Therefore, we must adhere to the strict guidelines of DPH for environmental and safety procedures. Many of the policies and procedures put forward in this manual are the result of compliance with these regulations. Each center must renew its license every four years and must meet or exceed the standards put forward by the Department of Public Health. Please be aware that policies and procedures mandated by the Department of Public Health may be different or exceed those mandated by the State Department of Education.

The Department of Public Health decides how many children can be at one center at any one time. All rooms used by TLC must be approved by the State and meet all licensing requirements. There are a maximum number of children allowed in the TLC rooms at any time; should we go over this number, we jeopardize the license of that center.

Center Hours

TLC, ASP and the Pre-School follow the school calendar and are open for many of the school holidays, such as Columbus Day. For the Pre-School and elementary schools, the centers open at 7:00 am and operate until 6:00 pm. The ASP centers open at 2:30 pm and remain open until 6:00 pm. Please do not drop off your child before his or her scheduled time. The time of opening and closing may vary depending upon situations beyond our control, such as snow. The Superintendent of Schools determines whether or not school opens and thus the TLC center. **Please review “Delayed Opening” and “Early Dismissal ” policies in this manual.**

Late Pick-up

Your child must be picked up from the center by 6:00 pm. In the event that you are unable to pick up your child, you must make alternate arrangements. Should you fail to pick your child up by his or her scheduled time, either 3:20 pm or 6:00 pm; 4:00 pm or 6:00 pm for the Pre-School; a penalty will be applied. A late pick-up penalty of \$10 for every fifteen minutes or part thereof will be assessed for the first two instances; each incident thereafter will incur a \$25 penalty for every 15 minutes or part thereof. If late pickup occurs more than 3 times in one month, we reserve the right to remove your child from the program. Chronic is defined as three or more instances in one month.

Left Child Policy

In the event that a child (ren) has not been picked up by the end of the regular TLC hours, two staff persons must stay at the center past closing, one of whom is either the Site Director or the Assistant Teacher. Every attempt will

5. If the behavior continues, the Site Director may request a meeting with the parents and the TLC Administration to ensure an appropriate resolution of the problem. This may include a variety of strategies up to and including the child's removal from the program. Parent involvement in this process is essential for the success of the child.

Specific punishments not allowed:

1. Physical punishment of any kind.
2. Physical restraint of any kind (unless to protect the health and/or safety of the child or others).
3. Abusive, neglectful, corporal, humiliating or frightening punishment of any kind.

SUPERVISION POLICY

There will always be at least **one teacher** with a child or group of children at each location within the center **so that Sight and Sound is observed**. This includes classrooms, hallways, gymnasiums, cafeteria, lavatories and outdoor play areas. Supervision will be either direct or indirect, depending upon the activity. Staff will always accompany groups of children as they move from space to space or from indoor to outdoors.

EVACUATION PLAN

Booth Hill

Should an emergency evacuation of TLC - Booth Hill be required, the children will be transported by TLC staff to Daniels Farm School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Daniels Farm School is located approximately two miles from Booth Hill School. Notes will be posted to alert parents of the location of the children. Upon arrival at Daniels Farm School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

Daniels Farm

Should an emergency evacuation of TLC - Daniels Farm be required, the children will be transported by TLC staff to Hillcrest Middle School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Hillcrest Middle School is located approximately one-half mile from Daniels Farm School. Notes will be posted to alert parents of the location of the children. Upon arrival at Hillcrest Middle School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

Frenchtown

Should an emergency evacuation of TLC - Frenchtown be required, the children will be transported by TLC staff to Middlebrook school cafeteria and /or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Middlebrook is located approximately 2.5 miles from Frenchtown. Notes will be posted to alert parents of the location of the children. Upon arrival at Middlebrook, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

The Fun Zone/TLC Pre-School

Should an emergency evacuation of TLC - Fun Zone/Pre-School be required, the children will be transported by TLC staff to Hillcrest Middle School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Hillcrest Middle School is located approximately one half mile from the Fun Zone/Pre-School. Notes will be posted to alert parents of the location of the children. Upon arrival at Hillcrest Middle School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

In all instances, if there is not sufficient staff on site for supervision and transportation, extra staff as necessary will be obtained from other TLC centers, local off-duty staff, and/or local TLC board members. The school transportation office has agreed to provide bus transportation if necessary.

Arrangements have been made with the Civil Defense Department in the Trumbull Town Hall to include TLC in its town-wide evacuation plan. Currently, the town evacuation site is Trumbull High School on Strobel Road in Trumbull. If evacuation to that site were necessary, the same procedures would be followed as specified above except for the destination.

Jane Ryan

Should an emergency evacuation of TLC - Jane Ryan be required, the children will be transported by TLC staff to Madison Middle School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Madison Middle School is located approximately two miles from Jane Ryan School. Notes will be posted to alert parents of the location of the children. Upon arrival at Madison Middle School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

Hillcrest ASP

Should an emergency evacuation of ASP - Hillcrest be required, the children will be transported by TLC staff to Daniels Farm School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Daniels Farm School is located approximately one-half of a mile from Hillcrest Middle School. Notes will be posted to alert parents of the location of the children. Upon arrival at Daniels Farm School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

Madison ASP

Should an emergency evacuation of ASP - Madison be required, the children will be transported by TLC staff to Tashua Elementary School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Tashua School is located approximately two miles from Madison Middle School. Notes will be posted to alert parents of the location of the children. Upon arrival at Tashua Elementary School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

Middlebrook

Should an emergency evacuation of TLC -Middlebrook be required, the children will be transported by TLC staff to Hillcrest Middle School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Hillcrest Middle School is located approximately two miles from Middlebrook School. Notes will be posted to alert parents of the location of the children. Upon arrival at Hillcrest Middle School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

Tashua

Should an emergency evacuation of TLC Tashua be required, the children will be transported by TLC staff to Madison Middle School cafeteria and/or gymnasium and will be supervised by TLC staff until parents can be notified and pick-up effected. Madison Middle School is located approximately two miles from Tashua School. Notes will be posted to alert parents of the location of the children. Upon arrival at Madison Middle School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff will remain with the children until all children are picked up.

FINANCES

Monthly Statement

A monthly statement outlining all Program Fees and other charges will be emailed to parents each month from finances@tlctrumbull.com. **The monthly statement is issued as a courtesy, but it is your responsibility to pay your monthly Program Fees on time whether or not you have received your monthly statement.** The below table shows the approximate dates you can expect to receive a monthly statement. TLC is now emailing statements in advance in order to provide adequate notice of the monthly program fees due the first of the following month.

Appx. Email Date for Monthly Statement	Due Date
Sept 26th	October 1st
Oct 28th	November 1st
Nov 28th	December 1st
Dec 26th	January 1st
Jan 27th	February 1st
Feb 27th	March 1st
March 26th	April 1st
April 27th	May 1st
May 28th	June 1st

If you have any questions regarding your statement, please call the TLC Administration Office at (203) 452-9626. All financial records are kept at the office. The office staff is better prepared to answer bookkeeping questions than the childcare staff at individual centers.

Payment Method

Payment of monthly fees may be mailed to the TLC office or dropped off at any TLC center. Many parents elect to use Pay by Phone programs through their banks. Please check with your banking institution regarding this service. TLC accepts Visa, MasterCard, Discover and debit cards with a Visa or MasterCard logo. Please call the Administrative Office at (203) 452-9626 to process credit card payments, or stop by the office if you prefer. Credit cards cannot be accepted at any of the TLC centers. A credit card authorization form is available online to fill out for automatic monthly fee processing at <http://www.tlctrumbull.com>. Contact the Administration Office for more information. Please note that for each school year and summer camp session, a new credit card authorization form must be completed.

If you pay by check, please be aware that you are authorizing us to use the information on your check to make a one-time electronic debit to your checking account. This electronic debit will be for the amount indicated on your check. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

Program Fees

Monthly program fees are fixed according to the number of slots per day and number of days per week your child or children attend TLC. This does not change from month to month and is not dependent upon attendance. This is true regardless of the number of weeks in a month. Fees are based on a 10-month school year payable in 9 equal payments, plus a June fee equal to 75%. Payments start in September with the last payment in June. There is no extra fee for half days or snow make-up days; however there is an extra fee* for any Sign-Up Days your child attends throughout the year. *Extra Sign-Up Day fees do not apply to the Pre-School. Depending upon the official first day of school, TLC may pro-rate your monthly fee.

A \$60 registration fee each year (\$30 for each additional sibling) is required at time of registration. The monthly program fee is due on the first of every month. If we do not receive payment of Program Fees by the 15th of that month, a \$25 late payment penalty will be assessed. If the monthly fee plus penalty is not paid by the last day of the month, your child may be removed from the program at TLC's sole discretion. If the 15th falls on a weekend, please make sure that the payment is received by the previous Friday to avoid penalties.

The Program Fees for TLC, ASP and Pre-School for the current school year are listed below.

TLC Monthly Program Fees	1 st Child			2 nd + Child		
	5 days	3 days	2 days	5 days	3 days	2 days
Before School	193	142	104	164	122	88
Kindergarten	287	212	153	244	179	130
After School**	300	220	160	254	188	135
Before & After	465	343	279	396	291	212
Before & Kindergarten	452	334	242	385	284	106
Kindergarten & After	556	411	299	472	349	254
All Three Slots	700	518	375	595	439	318
** After school Fun Zone (Jane Ryan students only)	282	208	149	240	177	128

Middle School - ASP Monthly Fees

After-school Program 2:30 pm – 6:00 pm	5 days 279	4 days 234	3 days 183	2 days 128	1 day 67
ASP 2nd + Child	5 days 237	4 days 201	3 days 156	2 days 109	1 day 58

Pre-School Monthly Fees

School Day Program 7:00 am – 4:00 pm	5 days 795	3 days 529	2 days 407
Extended Day Program 7:00 am – 6:00 pm	5 days 883	3 days 570	2 days 421

Withdrawal

If you withdraw from the program prior to the end of the school year, your last month's program fees will be prorated based on the actual number of days enrolled in the program. TLC requires two weeks' notice prior to withdrawal. **All withdrawal notifications must be received in writing via fax (203) 452-0193 or by email: registration@tlctrumbull.com AND NOT TO THE CENTER STAFF.** Should the reason for immediate withdrawal from the program be an emergency, you must call the office at that time to request a waiver of the notice period. Requests made weeks after the fact cannot be honored. **No withdrawals will be accepted after May 18th for the current school year.**

Sign-Up and Holiday Fees*

The fee for a Sign-Up Day or Week is \$25 for each child if your child is registered full time, \$35 a day if your child is registered part time and \$55 a day if your child is registered as sign-up day only. This fee must be paid in addition to your regular monthly program fee. Should you withdraw your child from the Sign-Up Day after the closing date, you will be responsible for all charges. Please review our policy on Sign-Up and Holiday Recess Days in this handbook. The school calendar can be found at the end of this handbook.

*Does not apply to the Pre-School.

Pre-Tax Child Care Deductions

Many companies allow their employees to enroll in a pre-tax deduction program for childcare. Upon request, we can issue monthly receipts for reimbursement after payment of monthly Program Fees has been made. Your cancelled check will act as your receipt. Upon request, we will issue a summary statement for your tax purposes.

Federal Tax Identification Number

The TLC Tax ID number is **22-2672925**. This number appears on your monthly statement.

Schedule Changes

If you anticipate a change in your child's schedule at TLC, we request a two-week notice for the schedule change. **These changes must be given to TLC office staff in writing, via fax (203) 452-0193 or email registration@tlctrumbull.com, not center staff.** For example, if you are requesting changes from part-time to full-time attendance, you must notify the TLC office to confirm availability two-weeks prior to when the change takes place. Once you have changed your schedule, a new monthly program fee reflecting that change will go into effect. If the new fee takes effect during the middle of the month, that month's fee will be prorated between the old and new rate. Change of scheduling should be requested in writing after calling the TLC Office. **The first change of schedule is free of charge, but additional changes will require a \$10 administrative fee.**

The days that your child or children attend TLC cannot be changed without prior permission from the TLC office. For example, if you decide not to send your child on a Tuesday, you cannot send them on another day they are not usually scheduled to attend. If a child comes to TLC on a day they are not regularly scheduled, they will not be allowed to attend, and the child will be sent to the school office where the parent will be called to pick him or her up.

Returned Checks

A penalty of \$25 will be assessed for any checks returned to TLC from the bank due to insufficient funds or closed accounts. It is our policy not to redeposit any returned checks, and we expect full payment in cash or money order within 2 days of being notified of the returned check. Failure to do so may result in your child's removal from the program at TLC's discretion. If this occurs more than once, all future payments would be in the form of cash, money order or cashier's check.

Penalty Charges

The following is a summary of all penalty charges assessed by Trumbull Loves Children, Inc.

Description	Penalty
Late Payment	\$25
Late Pick-up	\$10 every 15 minutes or part thereof for two instances; \$25 every 15 minutes or part thereof for subsequent occurrences
Returned Check	\$25 per check
Failure to Sign-in/Sign-out	\$25 each instance after one warning
Failure to Notify Center of Absent Child	\$25 after one warning
Change of Schedule	\$10 for any changes after first free change

Assistance Programs

Financial assistance may be available through Connecticut's Care 4 Kids Program. Applications and eligibility requirements are available through the Care 4 Kids website www.ctcare4kids.com or by calling 1-888-214-KIDS. In addition, TLC has a Scholarship Fund, which is available to assist TLC families experiencing financial difficulties.

Fundraising

TLC tries to keep community fundraising to a minimum. This fundraising is to help teach the children community awareness.

TLC BOARD OF DIRECTORS

Board of Directors Meetings

A volunteer Board of Directors runs TLC and meets once every month. Parents who wish to join the board should contact the Executive Director to confirm the meeting time and location. Board members are asked to participate in many aspects of TLC, and parent involvement is strongly encouraged. All parents are invited to attend the open session of a board meeting to express concerns or interest in the program. Scheduled meetings of the Board of Directors are as follows:

September 21, 2011	March 14, 2012
October 19, 2011	April 11, 2012
November 16, 2011	May 16, 2012
January 18, 2012 (7:30pm)	June 6, 2012
February 15, 2012 (7:30pm)	August 8, 2012

Please confirm meeting date by either calling the TLC office or checking your Parent Table, as meetings are subject to change. Meetings are held at the TLC Fun Zone, 720 Daniels Farm Road, behind Daniels Farm School at 7:00 p.m.

TLC Officers and Directors

Position	Name
President	Chris Lindwall
Vice President	Michael Vacca
Treasurer	David Kordish
Secretary	Lou Occhicone
Director	Bhanu Prakash Ayyadevara
Director	Matthew Broder
Director	Alexis Haakonsen
Director	Lily Kamvar
Director	Meagan Kimball
Director	Carole Markland
Director	Jeff Mora
Director	Dannell Line
Director	Gail Karwoski
Director	Steve Orlick
Director	Jeremy Stewart

If you have a comment, suggestion or complaint that you feel you cannot take to the Site Director at your center, please contact the Program Director at the TLC office (203) 452-9626. If your problem is not resolved to your satisfaction, you will be put in touch with the Executive Director. If your problem is still not resolved to your satisfaction, you will be put in touch with the Board President.

TLC QUICK REFERENCE GUIDE from Parent's Handbook 2011-2012

- Any questions or concerns regarding the TLC Program should be forwarded to the TLC Office at 2 Corporate Drive, Suite 207, Trumbull CT 06611 or you can phone us at (203) 452-9626; website: www.tlctrumbull.com.
- You must re-register your child for every new school year.
- When making any TLC schedule change (adding days, subtracting days, or withdrawing from program, you must do so through the TLC Office only. We require a TWO-WEEK notice from time of requesting the schedule change, to implementing the change.
- Do not request or make schedule changes through your child (ren)'s TLC centers.
- All withdrawal requests must be in writing, no less than 2 weeks in advance, and mailed to the TLC Office, faxed to (203) 452-0193, or e-mailed to registration@tlctrumbull.com. Failure to follow this procedure will result in your account remaining open, and you will continue to be billed.
- **Unscheduled School Closing Policy – If the schools are unexpectedly closed for any reason, TLC and the Pre-School will be closed too.**
- **Delayed Opening Policy –** When the Board of Education announces a 90 minute delayed opening, the schools will not be open until 10:05 am. TLC and the Pre-School will be open at 8:30 am, but only for those children who regularly attend the Before School time slot of TLC. All other TLC children must wait until the official school opening time of 10:05 am. Drop-ins are not allowed on delayed openings.
- **Early Dismissal Policy -** When the Board of Education announces an early dismissal, the elementary schools will close at 1:00 pm. The middle schools close at 12:10 pm. If your child is scheduled to attend After-School at TLC on that day, your child may stay at TLC until 2:10 pm (middle school) & 3:00 pm (elementary/pre-school), when TLC will close. If your child is not regularly scheduled to attend in the After School time slots, your child will leave school/TLC at the above school closing times either by bus, or by parent pick-up. Drop-ins are not allowed on delayed openings.
- **Sign-Up Days/Weeks Policy –** TLC charges* \$25 per Sign-Up Day if registered full time, \$35 a day if registered part time and \$55 a day if registered as sign-up day only. TLC's operating hours during these days are from 7 am to 6 pm. All children currently enrolled in TLC are eligible to take advantage of these days. Approximately four weeks prior to each single holiday or recess week, a sign-up email is sent to each family. If you want your child to spend the day at TLC on a school holiday or during the Holiday Recess Weeks, you must complete the online form by clicking the link in the email. The sign-up period ends two weeks prior to the Sign-Up Day and the online form is no longer available. **Once you have completed the form, your spot is reserved for that day.** The parents of a signed-up child, who fails to attend the Sign-Up Day, will still be billed for that day.

*Does not apply to the Pre-School.

TRUMBULL SCHOOLS & TLC WORKING HOURS

2011 – 2012

TRUMBULL PUBLIC SCHOOLS

<u>Elementary School</u>	<u>Time</u>
<i>Regular Day</i>	
Before School	---
School Hours	8:35 – 3:20 PM
AM K	8:35 – 11:47 AM
PM K	12:07 - 3:20 PM
After School	---

<i>Legal Day (planned early closing)</i>	
Before School	---
School Hours	8:35 – 1:00 PM
AM K	8:35 – 10:42 AM
PM K	10:52 - 1:00 PM
After School	---

<i>Early Dismissal (unplanned)</i>	
Before School	---
School Hours	8:35 – 1:00 PM
AM K	8:35 – 10:42 AM
PM K	CANCELLED
After School	---

<i>Delayed Opening (90 minutes)</i>	
Before School	---
School Hours	10:05 – 3:20 PM
AM K	10:05 – 12:32 AM
PM K	12:52 – 3:20 PM
After School	---

<u>Middle School</u>	<u>Time</u>
Regular Day	7:35 – 2:30 PM
Legal Day	7:35 – 12:10 PM
Early Dismissal	7:35 – 12:10 PM
Delayed Opening (90 minutes)	9:05 – 2:30 PM
*Late Running Buses	3:20/4:00 PM

TRUMBULL LOVES CHILDREN

<u>Elementary School</u>	<u>Time</u>
<i>Regular Day</i>	
Before School	7:00 – 8:30 AM
School Hours	8:35 – 3:20 PM
AM K	8:35 – 12:00 AM
PM K	11:55 – 3:20 PM
After School	3:20 – 6:00 PM
Pre-School	7:00 – 4:00 PM or 7:00 – 6:00 PM

<i>Legal Day (planned early closing)</i>	
Before School	7:00 – 8:30 AM
School Hours	8:35 – 1:00 PM
AM K	8:35 – 10:45 AM
PM K	10:50 – 1:00 PM
After School	1:00 – 6:00 PM
Pre-School	7:00 – 4:00 PM or 7:00 – 6:00 PM

<i>Early Dismissal (unplanned)</i>	
Before School	7:00 – 8:30 AM
School Hours	8:35 – 1:00 PM
AM K	8:35 – 10:45 AM
PM K	10:50 – 1:00 PM
After School	1:00 – 3:00 PM
Pre-School	7:00 – 3:00 PM

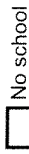
<i>Delayed Opening (90 minutes)</i>	
Before School	8:30 – 10:00 AM
School Hours	10:05 – 3:20 PM
AM K	10:05 – 12:45 AM
PM K	12:40 – 3:20 PM
After School	3:20 – 6:00 PM
Pre-School	8:30 – 4:00 PM or 8:30 – 6:00 PM

<u>Middle School</u>	<u>Time</u>
Regular Day	2:35 – 6:00 PM
Legal Day	12:10 – 6:00 PM
Early Dismissal	12:10 – 6:00 PM
Delayed Opening (90 minutes)	2:35 – 6:00 PM
*Late Running Buses	3:20/4:00 PM

Trumbull Public Schools

186 Teacher Days, 181 Student Days

School Calendar 2011-12



No school

No school for students; teacher work day

* Early closing for students and staff

Early closing for students

@ Early closing grades K - 8

+ Early Closing for grades 9-12

JULY

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST-2

M	T	W	TH	F
	1	2	3	4
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

23-24 New Teacher Orientation

25-29 Teacher PD Days

30 First Day for Students

SEPTEMBER-20

M	T	W	TH	F
	1	2		
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5 Labor Day

29 Rosh Hashanah

8 Yom Kippur

10 Columbus Day

OCTOBER-20

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

8 Yom Kippur

10 Columbus Day

NOVEMBER-19

M	T	W	TH	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

3 Afternoon Conf. K-8

8 Election Day, Teacher PD

9 Afternoon Conf. K-8

10 Evening Conf. K-8

15 Evening Conf. K-8

24-25 Thanksgiving

29 Afternoon Conf. 9-12

DECEMBER-17

M	T	W	TH	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1 Evening Conf. 9-12

26-30 Holiday Recess

JANUARY-20

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

2 New Years Day Observed

16 Martin Luther King Day

FEBRUARY-16

M	T	W	TH	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

20 Presidents Day

20-24 Vacation Week

MARCH-22

M	T	W	TH	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5-30 CMT/CAPT Testing Window

6 CMT Writing /CAPT Writing I

7 CAPT Response to Lit

8 CAPT Writing II

APRIL-14

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

6 Good Friday

9 Teacher PD*

16-20 Vacation Week

MAY-22

M	T	W	TH	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

28 Memorial Day

JUNE-9

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

13 Planned last day of school

June 13 is the planned last day of school. Snow days, up to a maximum of 7, will be added to the end of the school year. If needed, one additional instructional day will be recovered on the April 9 PD day, which will be a legal day. Teachers will then attend one more day in June. Any snow days beyond 8 will be recovered during April vacation, beginning with April 20, 2012. Trimester report card/distribution dates may change in relation to snow days.

Elementary and Middle School Report Card Dates: December, March, End of School Year

High School Report Card Dates: November, January, April, End of School Year

INDEX

A

Absent Child · 17
 Absent Child Penalty · 7
Acknowledgement Of Receipt · 1
Administration of Medication · 7, 11, 12
Assistance Programs · 17
Attire · 10

B

Board of Directors · 1, 18
 Meetings · 18
Board of Education · 1

C

Camp TLC · 1, 7
 TLC Pre-School Camp · 7
Care Plans · 12
Center Hours · 3
Child Attendance · 7, *see Absent Child Penalty*
Child Care Deductions · 17
Child's Records · 7
Constant Contact · 8
Credit Cards · 15

D

Daily Schedule · 4
 Pre-School Schedule · 5
Delayed Opening · 3, 6
Discipline Policy · 12, 13
Drop-Ins · 6

E

Early Dismissal · 6, 20
Emergency Contacts · 3
Emergency Evacuation · *see Evacuation Plans*
Enrichments · 9
Enrollment Policy · 2
Evacuation Plans · 13, 14
Executive Director · 2

F

Federal Tax ID · 17
Field Trips · 9
 Sign-Up Day/Recess Weeks · 6
Financial Information · 14, 15, 16, 17
First Aid/Accidents · 11
Fundraising · 18

H

Health Forms · 10, 11
Health Insurance · 1, 10
Homework · 9

L

Late Payment · 1, 15, 17
Late Pick-Up · 3
Left Child Policy · 3, 4
Licensing · 1, 3

M

Medical Emergency · 11
Medication · 11
 Authorization of · 12
Monthly Statement · 14, 15
Movies · 9

N

Newsletter (E-News) · 1, 6, 8

P

Parent Mailboxes · 8
Parent Table · 8
Payment Method · 15
Penalties · 3, 15
Philosophy of TLC · 1
Photographs · 1
Program Fees · 14, 15, 16, 17
Program Orientation · 2

Q

Quick Reference Guide · 19

R

Recess Weeks · 6, 7
Registration · 2
 Camp Registration · 2, 7
Returned Check · 17

S

Schedule Change · 7, 17
Scheduled Shortened Days · 5
School Bus Policy · 4
School Calendar · 21
School Holidays · 21
Sick Child Policy · 11
Sign-In/Sign-Out Book · 8
Sign-Up Days · 6, 7
 Fees · 15, 16
 Field Trips · 9
 Notices · 8
 Pre-School · 7
Site Directors · 3
Snacks · 9, 10
Snow Days · 6
Staff · 10, *see Executive Director, Site Director, TLC Administration*
Supervision Policy · 13

T

TLC Administration · 2
TLC Centers · 3
TLC Working Hours · 20
Transportation · 9, *See School Bus Policy*
Trumbull School Hours · 20

W

Weather Emergency · 5
Withdrawal from TLC · 16