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06611

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January 4, 2010

To: All Parents and/or Guardians
From: Kenneth F. McCabe, Executive Director
TLC Pre-School Registration Instructions

To ensure that our licensing requirements from the Department of Public Health are met, it is **extremely important** to complete **ALL** information on your registration forms.

Please be careful to complete all information requested on all of the forms, even if it may be redundant. If a question does not apply to you, please put N/A in that space.

Read each question carefully; if you are unsure of how to answer, feel free to contact (call or email) the office for assistance. **The following items must accompany your registration:**

1. Completed registration form (please remember to have **ALL financially responsible parents/step-parents/guardians sign pages 2, 4, 6 and initial pages 3 and 5**).
2. The State of Connecticut Health Assessment Form. It must be completed both front and back*. This form is attached to your registration packet. **Please advise your child's healthcare provider to complete all areas pertaining to Tuberculosis, including the date of the test and the result.**
3. A copy of your child's medical insurance card. If your child does not have medical insurance please contact the office for a copy of a waiver to sign.
4. Registration fee of \$60 (one child), \$30 for each additional child.

To enable us to serve you and your child/children appropriately, we must have all of this information completed. The TLC office is available to assist you with any questions. **Incomplete registration forms will be returned to applicants. This will delay your placement in our program.** We recommend that you review your application after completion to insure each item is filled in completely.

*The State of CT Department of Public Health's guidelines state that any child between the ages of 6 weeks and 5 years, who is enrolled in a licensed childcare center, must have an annual physical. If your child's physical is scheduled within the next few months, please indicate this on the registration form. An up to date Health Assessment **must** be received before the start of Pre-School.

Thank you for choosing Trumbull Loves Children, Inc. to care for your child/children.

TLC Pre-School REGISTRATION 2010 –2011

General Information

Attached are the necessary forms to enroll your child in our TLC Pre-School for the 2010-2011 school year. Please read everything carefully and save all information for future use.

PLEASE REVIEW THE REGISTRATION SCHEDULE

Group A: January 4 - January 15
Current TLC Families and Siblings
Trumbull Public School Administrators and Teachers Only

Group B: January 18 - January 29
New Enrollees - Full-time: 5 days a week
Group A registrations received after January 15th

Group C: February 1st
Open Enrollment
Full-time: 5 days a week and Part-time: less than 5 days a week

All registrations are accepted on a first-come, first-served basis by group

Priority will be given to children who are 3 years old by the start of the program. Children turning 3 after the start of the program will be accepted based on availability.

Completed registration forms may be mailed to:

Trumbull Loves Children, Inc.
P.O. Box 162
Trumbull, CT. 06611

See reverse side for answers to some common registration questions ...

How old must my child be to be accepted into the TLC Pre-School?

TLC Pre-School is intended for 3 and 4 year olds. All children must be 3 years old by the start of the program. All children must be toilet trained prior to admission to TLC Pre-School.

Where is the Pre-School Center?

TLC Pre-School has its own designated space within TLC's Fun Zone center, which is located at 720 Daniels Farm Road, just behind Daniels Farm School.

My child has allergies/asthma; can TLC handle this?

State Licensing requires TLC staff to be trained to administer Epi-pens, Inhalers & Benadryl. TLC Medical Authorization forms and individual State of CT required Care Plans must be completed for each type of medicine that might need to be kept at TLC. The TLC office and center staffs will do their best to make you comfortable and confident that your child is well cared for.

What should I include with the registration packet?

Your registration will not be accepted if the registration form is incomplete or the registration fee is not included. The following items must be included with your registration packet:

- Completed registration form (please remember to have both financially responsible parents, step-parents and/or guardians sign pages 2, 4, 6 and initial page 5).
- CT Health Assessment Pre-School Form **
- Copy of your child's medical insurance card
- Registration fee of \$60 (one child), \$30 for each additional child

**My child's physical is not scheduled until after June. Will my registration be returned?

Do not delay returning the rest of the registration forms back to TLC. State Licensing dictates that every child must have had the approved immunizations prior to the start of pre-school, and TLC must adhere to this policy. **Your child must have a current physical (within a year) in order to start in August. A late physical will delay your child's start date.** Medical exam forms may be obtained from the TLC office or downloaded online at www.tlctrumbull.com.

When will I find out if my child is enrolled?

Starting February 1, 2010 we will start sending out acceptances on a rolling admissions basis. We will make every effort to notify parents as soon as possible.

What do I do if my child is not accepted?

You will have the option of being placed on the TLC waiting list or receiving your registration fee back and finding alternate care. If you are placed on the waiting list, you will be informed of an opening when and if one becomes available. Info-Line, (800) 505-1000, can also assist you in locating alternate licensed family daycare facilities.

If my child's schedule changes, how do I let TLC know?

Schedule changes must be submitted in writing or by e-mail: info@tlctrumbull.com, to the TLC office. Notification to Pre-School staff is not valid. A TWO-WEEK notification is required

from the time of requesting the schedule change. If you need to reduce or add to your schedule, please let the TLC office know as soon as possible so that we can make our best efforts to fulfill your requests.

When will I owe my first payment?

Once we have enrolled your child, we will send a confirmation letter which will include the amount of your monthly fees. **You will need to send 50% of your September program fee to TLC by April 1, 2010.** The remaining 50% of the September program fee must be paid by the first day of pre-school; scheduled for Monday, Aug 23, 2010. Failure to make scheduled payments could result in TLC giving your child's spot to another child. Public schools start on Tuesday, Aug 31, 2010.

What if I need to withdraw my child?

The TLC office must receive your intent to withdraw your child from TLC Pre-School by May 3, 2010, or TLC will retain your 50% deposit of September's program fee. Withdrawals must be submitted in writing or by e-mail: info@tlctrumbull.com, to the TLC office.

I have two children in the program. Can I just fill out one form for both?

No, State licensing requirements dictate that every child in the program must have a completed registration form.

What does my child need to bring to TLC Pre-School everyday?

Children should bring a healthy lunch to school each day packed with an ice pack. Snacks and drinks are provided by TLC. **Please notify TLC staff if your child has food allergies.**

Please provide your child with 2 changes of clothing, including one pair of sneakers or shoes in a large zip lock bag. All clothing and personal items should be clearly labeled with your child's name, as they will be kept at the Pre-School.

Please be sure your child is appropriately dressed for outdoor play and for current weather conditions. Snow boots, snow pants, hats, mittens in the winter and sneakers for other seasons. Please no open toed or backed shoes, no sandals or crocs.

If the Trumbull Public Schools have a delay, early dismissal or close, how does that affect TLC?

Delayed opening – A 90 minute delay will result in the TLC Pre-School opening at 8:30 am instead of 7:00 am.

Early Dismissal – For an UNEXPECTED early dismissal (i.e.—inclement weather), TLC PRE-SCHOOL will also close early. All Pre-School children must be picked up by 3:00 pm.

Public School SCHEDULED early dismissals – will not effect the Pre-School hours of operation.

Public School Closing – For an UNEXPECTED school system closing (i.e. inclement weather), the Pre-School will be closed.

Changes to the TLC schedule resulting from adverse weather conditions can be monitored on the TLC website: www.tlctrumbull.com as well as local news stations.

PLEASE KEEP THIS SHEET FOR YOUR RECORDS



TLC Pre-School

REGISTRATION FORM

2010-2011

**All children must be 3 years old by the start of the program.
All children must be potty-trained**

STUDENT INFORMATION

Child's First Name: _____ Child's Last Name: _____

Date of Birth: ____ / ____ / ____ Age: _____

Sex: Male Female

Home Address: _____

Home Telephone: (_____) _____ - _____

Starting Date (other than first day): _____ (Pre-School program begins on August 23, 2010)

SCHEDULE INFORMATION - Please check all days and time slot needed

Registration For:	(TLC offers a 2, 3, or 5 day week)				
School Year (September – June)	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>
School Day 7:00 am – 4:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extended Day 7:00 am – 6:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2010 – 2011 Pre-School Program MONTHLY FEES

Time Slot	5 days	3 days	2 days
School Day <i>7:00 am – 4:00 pm</i>	\$ 764	\$ 509	\$ 391
Extended Day <i>7:00 am – 6:00 pm</i>	\$ 849	\$ 548	\$ 405

How did you hear about us: Newspaper Internet Referral (please write name) _____

A \$60 non-refundable registration fee (\$30 for second and subsequent children) must accompany this registration form. The Pre-School will follow the Trumbull School year and camp session weeks. Program starting date is August 23, 2010.

All fees are monthly effective September 1, 2010 – June 16, 2011 (or last day of Trumbull Public Schools). Fees are based on a 10 month school year payable in 9 equal payments, plus a June fee equal to 75%. Summer Pre-School schedule will be based on family need and TLC staff availability. TLC & TLC Pre-School will be closed the following days – 9/6/10, 11/25/10, 11/26/10, 12/24/10, 12/31/10, 4/22/11 and 5/30/11.

Trumbull Loves Children, Inc. does not discriminate on the basis of race, sex, religion, national origin, ancestry or any other characteristic protected by law in admissions, employment, scholarship programs or otherwise.

YOUR APPLICATION WILL BE RETURNED IF PAYMENT, INFORMATION, SIGNATURES OR FORMS ARE MISSING.
THIS WILL DELAY AND POTENTIALLY EFFECT THE ENROLLMENT PROCESS.

Parent Information (all information must be completed in full)

MOTHER Name: _____ Home Telephone #: (____)_____-_____

Home Address (if different from student): _____

Work #: (____)_____-_____ Ext. _____ Cell #: (____)_____-_____ Additional #: (____)_____-_____

Employer Name: _____

Employer Street Address: _____

Employer City, State & Zip: _____

Preferred email address*: _____

FATHER Name: _____ Home Telephone #: (____)_____-_____

Home Address (if different from student): _____

Work #: (____)_____-_____ Ext. _____ Cell #: (____)_____-_____ Additional #: (____)_____-_____

Employer Name: _____

Employer Street Address: _____

Employer City, State & Zip: _____

Preferred email address*: _____

***TLC use only. TLC will never provide your email address to any second parties. Email addresses are used for billing and contact purposes to eliminate paper usage.**

Preferred parent for staff to contact in case of illness or problem: Mom **or** Dad
At: Home **or** Work **or** Cell

Emergency Information - TLC requires two (2) LOCAL emergency contact numbers other than child's parents or guardians.

If I am unable to pick my child up for any reason, including illness, early dismissal for inclement weather or any other emergencies, the following people are authorized to pick him/her up:

Name: _____ Relationship: _____

Home #: (____)_____-_____ Work/Cell #: (____)_____-_____

Name: _____ Relationship: _____

Home #: (____)_____-_____ Work/Cell #: (____)_____-_____

Mother's Signature: _____ **Father's Signature:** _____

TLC Scholarship Fund

The TLC Scholarship Fund helps those with financial difficulties in regards to monthly fees.

Do you wish to contribute to the TLC Scholarship Fund? Yes No Amount Enclosed: _____

ABSENT PARENT'S CONSENT FOR EMERGENCY TREATMENT FOR MINORS

I, _____, authorize any licensed physician to provide proper treatment, order injections, hospitalize, give anesthesia or perform surgery for my child or order any necessary treatment for my child while in the care of Trumbull Loves Children, Inc, (hereafter TLC Inc.) from August 2010 through June 2011.

I also authorize any TLC, Inc. staff member or EMS personnel to administer first-aid and give permission for the transportation to the hospital by emergency vehicle of my child _____, while in the care of TLC, Inc. This authorization is given in order to avoid unnecessary delay in emergency treatment.

If the situation permits, I prefer the following hospital (circle one): Bridgeport Hospital or St. Vincent's Hospital

All reasonable effort will be made to contact:

Mother's Name: _____ Home Phone #: (____)____-_____

Work #: (____)____-_____ Ext. _____ Cell #: (____)____-_____ Additional #: (____)____-_____

Father's Name: _____ Home Phone #: (____)____-_____

Work #: (____)____-_____ Ext. _____ Cell #: (____)____-_____ Additional #: (____)____-_____

If TLC is unable to contact this child's parents/guardians in an emergency situation, whom should TLC contact? Please identify 2 local contacts:

Name: _____ Relationship: _____

Home #: (____)____-_____ Work/Cell #: (____)____-_____

Name: _____ Relationship: _____

Home #: (____)____-_____ Work/Cell #: (____)____-_____

Persons NOT allowed to pick up my child: *(A copy of the court order is required to prevent pick up by a parent).*

Names and relation: _____

Medical Insurance Company: _____ Policy #: _____

(Please attach a photocopy of the insurance card. It is mandatory that all TLC students have medical insurance, or a signed waiver is required. Contact the TLC Office for a waiver, if necessary).

Are there any Medical or other conditions that TLC should be aware of to care for your child? _____

Please list all medications your child is taking: _____

*It is your responsibility to notify TLC of any prescription/important medication changes.

Mother's Initials _____

Father's Initials _____

(Additional information on reverse side)

Does your child have a prescribed inhaler? Yes No Will you be providing this inhaler to TLC? Yes** No

Allergies: _____

Does your child have a prescribed EPI-Pen? Yes No Will you be providing this EPI-Pen to TLC? Yes** No

All medication must be provided to TLC on the first day of service and must be in their original packaging.

**** TLC must have a "TLC Administration of Medication" form on file for each medication given to TLC. TLC will not accept a "Trumbull Public School Administration of Medication" form. The form must be from TLC and can be found on the TLC website: www.tlctrumbull.com or by calling the TLC Office at 452-9626.**

A new Department of Public Health regulation requires that any medical, behavioral, social, emotional, developmental, or physical problems be documented in a TLC Child Care Plan. This plan is to be developed between the parent/guardians and a TLC Site Director. Should your child require a Care Plan, a form will be mailed home for you and your child's doctor to discuss, and then bring to TLC on your child's first day.

The following information must be filled out completely:

Last DTP or DTaP (Tetanus) Shot: _____ Date of Last Physical: _____

Child's Physician or Clinic: _____ Telephone #: (_____) _____ - _____

Child's Dentist: _____ Telephone #: (_____) _____ - _____

Mother's Signature: _____ Father's Signature: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____

AGREEMENT

"I", "Me" or "My" refers to the parent(s) or guardian(s) signing at the bottom of this agreement.

I understand and agree to the following:

1. A \$60 non-refundable registration fee (\$30 for second and subsequent children) must accompany this registration form. Registration fees can be combined with older siblings attending elementary or middle school TLC. The monthly fee shall remain fixed throughout the program year and is not contingent upon attendance or non-attendance within any school month. There will be no reductions for short weeks or snow days, early dismissals or delayed openings. There will be no make-up days for short weeks, snow days, early dismissals, delayed openings or illness. Fees are not based on attendance.
2. **My monthly fee is due on the first of each month.** I understand that if payment is made after the 15th, I must pay a \$25 penalty. If the 15th falls on a holiday or weekend, payment must be received by the previous Friday. In the event that any monthly fees are not paid by the last day of each month, my child or children may be removed from the program without any further notice. I understand that by signing below I am responsible for the payment of all fees I may incur. If more than one person has signed this agreement, we both understand that each of us is responsible for the entire amount of any fees due, that is, we are jointly and separately responsible for our debts to TLC. If TLC commences legal action against me (or us) for any money owed, I (or we) will also be responsible for reasonable collection costs and reasonable attorney fees incurred by TLC.
3. **I agree to pre-pay 50% of my September program fees by April 1, 2010.** I understand that if I fail to make payment by the 1st, TLC will not guarantee my child/children space in the program and may give my child's assigned slot to another child on TLC's waiting list. Conversely, failure to notify TLC of a decision to withdraw, or not to continue with the TLC program, will result in continued monthly billing for program space originally requested. **All withdrawal or schedule change requests/notifications must be communicated in writing or email through the TLC Office, not through the TLC Pre-School staff.**
4. I agree to provide the TLC office with written/e-mail notice by May 3, 2010 if I intend to withdraw my child/children from the program. I understand that if I fail to provide such notice, TLC will retain my 50% deposit of September's program fees. TLC e-mail is info@tlctrumbull.com
5. After the start of Pre-School, I agree to provide the **TLC office** with two weeks, written/e-mail notice prior to withdrawing my child/children from the program. I understand that if I fail to provide such a notice, I am obligated to pay the applicable program fees for the two additional weeks from the date the **TLC office** receives a written or e-mail notice to withdraw (with exception to the month of September's withdrawal procedures – see # 4 above).
6. If I change my child's schedule more than one time during the school year, there will be a \$10 administrative charge, payable with the next month's fees, for each such change. When requesting a change of schedule, I must give the TLC office a two week notice (e-mail or written) prior to the needed schedule change to be implemented.
7. **It is my responsibility to notify the TLC office of any changes to either parent, step-parent or guardian listed in the Parent Contact Information section of this application (i.e. change in employer, employment status, work phone numbers, cell phone numbers, home phone numbers, home addresses or e-mail addresses). TLC reserves the right to verify my employment and employer.**
8. The TLC Pre-School center is open five days a week, Monday through Friday; our School Day hours are 7:00 a.m. to 4:00 p.m. and our Extended Day hours are 7:00 a.m. to 6:00 p.m. All children must be picked up promptly at the end of their designated time slots. I understand I will be obligated to pay a late charge in the event that I am not able to pick-up my child/children by the designated time. Should lateness become a chronic problem, I understand that I may be required to remove my child/children from the program.

Mother's Initials _____

Father's Initials _____

AGREEMENT continued...

9. The TLC Pre-School will follow the Trumbull Public School inclement weather policy, and TLC will make reasonable efforts to notify parents should the pre-school center close for any emergency reason, but if I have any doubt, I understand it is my responsibility to check with TLC by telephone. Local radio/television stations will be notified to broadcast this information, as well as our web site, www.tlctrumbull.com
10. My child must be covered by my family's accident/medical insurance policies. Evidence of such insurance must accompany this application. **If my child does not have insurance, I understand that I will have to sign a waiver.**
11. I must supply TLC with an up-to-date "State of Connecticut Department of Education" Health Pre-School Assessment Record before my child can begin the TLC Pre-School program. **Failure to supply TLC with the correct form, completed on both sides and up-to-date, will delay my child from beginning the TLC Pre-School program.**
12. TLC Program staff may consult with my child's other care givers, teachers, principal, director or any administrative or supervisory person within any other program that my child attends to determine his/her ability to function within the TLC Pre-School program.
13. My child is accepted into the program contingent upon his/her and my ability to function cooperatively within the program. In the event that a problem arises during the school year that cannot be corrected, TLC reserves the right to remove my child/children from the TLC Pre-School program.
14. I am responsible for notifying the TLC Pre-School center if my child will not be attending, as scheduled, on any particular day. Failure to notify the center of absence may result in a \$25 penalty after one warning.
15. If my child/children is/are ill or an illness develops during the day as determined by TLC Pre-School personnel, I (the parent/step-parent/guardian) or my designated emergency contact person will be called to pick up my child.
16. **All children must be signed in and out by a parent or designated person.** If I am unable to pick up my child/children for any reason, I must provide a written note giving permission for a specific person to do so. In this note, I will specifically identify the person to whom I have given such permission, and I understand that this person shall be required to provide photo identification to TLC personnel. If notification is not given, TLC will not authorize my child's release.
17. I will regularly check for new information on the parent table/board, my child/children's mail slots, web site, and I will pick up notices and newsletters made available on the parent table. Where feasible, I will participate in making the program a success by volunteering my time.
18. **Photographs may be taken of my child/children, which may be used in center bulletins, displays, newsletter, local newspaper articles and TLC's web site. If I do not want photographs taken, I will notify TLC in writing.**
19. I understand that I will be provided a "Parent Handbook" at the beginning of the school year, and I agree to comply with all stated policies and procedures.
20. This "Agreement" and the documents attached to it, which include, "Registration Form", "Parent Information", "Absent Parent's Consent for Emergency Treatment for Minors", "State of CT Health Pre-School Assessment Form" and "Monthly Fees" comprise my entire agreement with TLC. Any changes to our agreement must be in writing.

Please make a copy of this agreement for your records.

Mother's Signature: _____

Father's Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

TLC Pre-School where kids come to learn and play!



Everything you wanted to know - and more



Starting Pre-School can be a difficult time for your child -- and for you! The TLC staff hopes to make this transition as smooth as possible. The following "Frequently Asked Questions" may be of interest to you!

Inside, you'll find answers to such questions as:

- ☺ Is there rest or naptime for my child?
- ☺ What types of snacks are served?
- ☺ Should I pack a change of clothing for my child?
- ☺ Are there any field trips during the day?

Do I have to drop my child off at 7:00 am?

No, but we would like all children to be at the center, signed in and ready to start their day by 8:45 am. We start circle at 9:00 am.

Is there Board of Ed. Bus Transportation to the Pre-School?

Unfortunately, because we do not follow the Board of Ed. school schedule, there is no BOE bus transportation.

What activities are there during the day?

There is a blend of structured and non-structured activities throughout the day.

These may include: Arts & Crafts, Games, Music and Outside Play. A selection of centers are also available: Science, Library, Music, Dramatic Play, Writing, Blocks, Math, Computers and Free Art. See sample schedule on page 4.

Are the three and four year olds separate?

The three and four year olds share the classroom at the Pre-School. They begin their morning with the morning circle, which includes but is not limited to: calendar, weather and daily discussion. The four year olds are able to serve as role models for the three year olds.

What qualifications do the TLC Pre-School staff have?

At all times there are caring, qualified staff at the Pre-School. Our teachers have a wide variety of educational backgrounds ranging from a Bachelor of Science and a CDA Degree to our High School counselors looking to enter the educational field in college. All of our staff have had vast experience working with children and provide a wealth of knowledge in the areas of curriculum and classroom management. They are able to collaborate and use their creativity from previous experiences to create a quality program here at TLC Pre-School.



Do I pack a lunch for my child?

TLC will provide snacks while the children are with TLC. You must, however, pack a lunch for your child. Please use ice packs to keep the food cool. The Pre-School is equipped with a microwave, and TLC staff are able to warm dishes for your children.

What types of snacks are served during the day?

A variety of nutritious and “fun” snacks are provided at snack times. TLC makes every effort to follow good nutritional practices and to provide wholesome and healthy foods during the day. There is always a choice of snacks each day. Typical snacks include: fruit, crackers, cereal and graham crackers and there is always a juice drink or milk offered. Children are presented with quite a variety!

My child has food allergies.

Can I send snacks in?

Children with special eating requirements are encouraged to bring in their own snacks. TLC staff will make sure that your child’s special food is served at snack time.

Please be sure to notify the Pre-School Site Director of any allergies or eating restrictions your child has.



Should I pack a change of clothing for my child?

Children need TWO complete sets of clothing (it is not recommended, it is required). By complete we mean pants, shirt, underwear and socks. Some parents opt to include a sweat-shirt or sweater as the temperature in the room can vary. An extra pair of sneakers or shoes are also required. Often their shoes get wet if they have an accident or they can get them muddy outside. All personal items should be in a large zip lock bag and be clearly labeled with your child’s name.

If my child becomes sick while at Pre-School, what happens?

TLC cannot keep a child who is ill. TLC must follow the State of Connecticut guidelines for sick childcare. If a child becomes ill at TLC, we will contact the parent and request that the child be picked up immediately.

Is there a rest or naptime for my child?

Your preschooler is involved in many fun and exciting activities throughout the day and is sure to get tired from being so busy. TLC provides your child with a “rest time.” Children are expected to sleep or have “rest time” for an appropriate length of time.

Can my child bring toys or stuffed animals from home?

Only a soft sleeping toy for “rest time” is acceptable for your child to bring in. We have the occasional Share Day that is announced when children can bring a toy from home to share with the class.

Can I visit my child during the day?

Parent participation in TLC is always highly encouraged. We have an open door policy at the Pre-School. Each week we have a parent who volunteers, comes in and reads a story to the children.

Are there any field trips planned?



The staff may take the children to play outside or for walks on the Daniels Farm school grounds. Throughout the school year, there might be an occasional field trip off the premises, but more than likely, there will be enrichments that will be brought into the Pre-School center. Any off-site field trip will require a permission form signed by the parent.

What happens if I'm late picking up my child?

We know that sometimes things happen to cause parents to be delayed in picking up their child. Please call the center if you are going to be late, and we will keep your child safe until your arrival. If you are late picking up on a regular basis, late pick-up monetary fines will be charged. You may be asked to leave the program. The Parent Handbook that is received at the start of the school year, outlines in more detail TLC's Late Pick-up policy and applicable fees.

When the Trumbull Public Schools are closed, is the Pre-School closed?

Throughout the school year, the Public schools are closed on national holidays, minor holidays and for parent/teacher conferences or teacher work days. The Pre-School is closed on the following holidays: Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, the day after Christmas Day, New Years Eve, New Years Day, Good Friday, Memorial Day and in the summer, the Fourth of July.



What if the Board of Education unexpectedly cancels school, closes early or opens late?

This is generally because of inclement weather, and the Pre-School will follow the Board of Education guidelines. The Pre-School will open at 8:30 am on a delayed opening day. The Pre-School will close by 3:00 pm (or earlier) on early dismissal days, and if the schools are closed, then the Pre-School is closed too.



We hope we have answered any questions you might have. Please do not hesitate to contact the TLC office at 203-452-9626, email us at info@tlctrumbull.com or speak to the TLC Site Director at the Pre-School.

We look forward to welcoming you and your family to the TLC family!

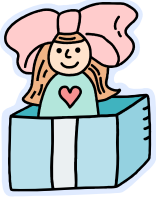
Visit us on the web:
www.tlctrumbull.com



Pre-School Schedule 2010 - 2011



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*

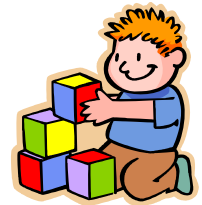


11:45 - 12:00 Cleanup

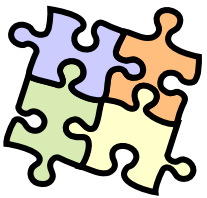
12:00 - 12:45 Lunch



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 &
Free Art Center.

