

Trumbull Loves Children – where children come to learn and play!

T L C REGISTRATION 2009 – 2010

General Information

Attached are the necessary forms to enroll your child in TLC for the 2009-2010 school year. Please read everything carefully and save all information for future use.

PLEASE REVIEW THE REGISTRATION SCHEDULE

Group A: March 2 – March 13
Returning TLC Families and Siblings Only

Group B: March 16 – March 31
New Enrollees - Full-time: 5 days a week
Group A registrations received after March 13th

Group C: April 1 – April 17
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

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 ...

When will I find out if my child is enrolled?

Starting April 1, 2009 we will begin 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?

Unfortunately, State licensing regulations limit the number of children we can care for within each center. Because of this, waiting lists can be a reality at any center. If we are unable to enroll your child, you will be notified by telephone and by mail. Upon notice that we are unable to accommodate your child's requested schedule, you will have the option of receiving your registration fee back and finding alternate care or being placed on our waiting list. If you are placed on a waiting list, we will inform you as soon as there is an opening. It's important to know that we receive many schedule changes and withdrawals throughout the summer months, and we will inform parents of their updated status as soon as possible. In addition, a good source for potential alternative licensed family daycare facilities is Info-Line at (800) 505-1000.

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

We need to know as soon as possible if there is any change in your child's schedule. Spaces in the after school time slot (3:20–6 p.m.) are taken very quickly, and many parents are disappointed that we are unable to accommodate their child. **You must submit in writing/e-mail to the TLC office, your intent to withdraw your child by August 3, 2009. Failure to provide such notice will result in TLC retaining your 50% deposit of September's program fee.** 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. In order to have accurate attendance lists for the start of school, **no schedule changes or registrations will be accepted between August 15th & Sept. 15th.** (e-mail TLC at info@tlctrumbull.com)

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 **July 17, 2009.** The remaining 50% of the September program fee must be paid by the first day of school, tentatively scheduled for Tuesday, **Sept. 1, 2009.** Failure to make scheduled payments could result in TLC giving your child's spot to another child.

What is the Fun Zone Center?

The Fun Zone is TLC-owned space which enables us to provide more appropriate after-school programming for TLC 4th and 5th graders. The Fun Zone Center is located directly behind Daniels Farm School. As in previous years, 4th and 5th grade students from Trumbull's elementary schools (participating schools will be decided by TLC before school begins) will be bused after school to The Fun Zone Center. (If an elementary school does not participate, then the 4th and 5th graders will remain after school at that school). Discounted rate provided for the Fun Zone. See fee page.

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.

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 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 send with my registration?

Please facilitate the registration process by ensuring that the following items are included with your registration:

- Completed registration form (please remember to have both financially responsible parents, step-parents and/or guardians sign pages 2, 4 6, and initial pages 3 and 5).
- CT Health Assessment Form – this is required if your child is new to TLC, entering kindergarten, third or sixth grade (please note that current forms on file with us are only valid for 3-years from the date of your child's last physical exam).**
- Copy of your child's medical insurance card
- Registration fee of \$60 (one child), \$30 for each additional child.

Your registration will not be accepted if the registration form is not complete or registration fee is not included.

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

If your child's physical exam is scheduled for after March, please indicate date of exam on the registration form. Do not delay returning the rest of the registration forms back to TLC. School policy dictates that every child must have had the approved immunizations prior to the start of school, and TLC adheres to the same policy. **TLC must receive an up to date medical form before the start of school.**

I don't know if my child is in AM/PM kindergarten.

Designation of morning or afternoon kindergarten comes directly from the BOE Transportation Department (early July). In the Kindergarten Care section, simply check off which days you would like your child enrolled. When we find out the AM/PM designations from the BOE, we will assign your child to the appropriate TLC session. Until the AM/PM kindergarten sessions are designated, Kindergartners are only conditionally accepted into the TLC program.

SCHOOL DISTRICT BUS POLICY

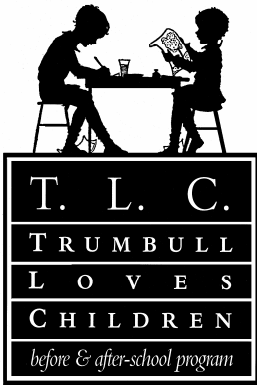
Can my kindergarten child go on the bus?

TLC has the following arrangement with the Board of Education's Transportation Department:

Full-time (5 days/week) in TLC—Full-time TLC children who attend the morning TLC kindergarten session, and go to school in the afternoon, may arrive at TLC on the 8:35 AM regular school bus, if there is space. Likewise, children who go to school in the morning, and attend the afternoon kindergarten session at TLC, may ride home on the 3:20 PM school bus, again if there is space. If TLC students cause the bus to be over capacity, you will be notified. Remember the 8:35 and 3:20 buses have designated stops on the routes, and additional stops will not be made to accommodate students who are returning home from TLC in the afternoon or students who are riding from home to TLC in the morning.

Part-time (2-3/days) in TLC—Part-time TLC kindergarten students may ride the 8:35 AM and 3:20 PM buses on TLC days, again if there is space, **BUT the Transportation Department will not provide a "middle-of-the day" Kindergarten bus to your home from school or from your home to school on the days your child does not attend TLC.** TLC works very closely with the BOE's Transportation Dept. to provide the safest transportation for our students. If you have any questions, please contact the TLC office at 452-9626.

PLEASE KEEP THIS SHEET FOR YOUR RECORDS



T.L.C. Inc.
2 Corporate Drive
Trumbull,
Connecticut
06611

Office phone:
203 - 452 - 9626

Fax:
203 - 452 - 0193

E-mail:
info@tlctrumbull.com

Web Page:
www.tlctrumbull.com

March 2, 2009

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

To ensure that our licensing requirements from the CT 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:**

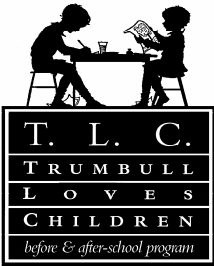
- 1) Completed registration form (please remember to have **ALL financially responsible parents/step-parents/guardians sign pages 2, 4, 6 and initial pages 3 and 5**).
- 2) The State of Connecticut Health Assessment Form. **It must be completed both front and back and be dated within the past 3 years.** This form is attached to your registration packet*/**. Pre-school Health forms **can not** be used. **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.

*New Kindergarten parents; You may return the registration forms without the Health Assessment Form, but please indicate when your child's 5 year check-up will occur. **You must mail the Health Assessment Form, both front and back (or copy of) to the TLC office before your child can be officially accepted into the TLC program.**

Returning TLC families; If TLC has a current Health Assessment Form on file (good for up to 3 years from the last check-up date listed on back of form in upper right corner), there is no need to submit a new Health Assessment Form. **Please check with the TLC office as to what check-up date TLC has on file for your 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.

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



REGISTRATION FORM

TLC 2009-2010

School: (please check appropriate location)

- | | | |
|--|---|--|
| <input type="checkbox"/> Booth Hill (K-3 rd) | <input type="checkbox"/> Jane Ryan (K-3 rd) | <input type="checkbox"/> Tashua (K-3 rd) |
| <input type="checkbox"/> Booth Hill Fun Zone* (4 th & 5 th) | <input type="checkbox"/> Jane Ryan Fun Zone* (4 th & 5 th) | <input type="checkbox"/> Tashua Fun Zone* (4 th & 5 th) |
| <input type="checkbox"/> Daniels Farm (K-3 rd) | <input type="checkbox"/> Middlebrook (K-3 rd) | <input type="checkbox"/> Hillcrest (6 th – 8 th) |
| <input type="checkbox"/> Daniels Farm Fun Zone* (4 th & 5 th) | <input type="checkbox"/> Middlebrook Fun Zone* (4 th & 5 th) | <input type="checkbox"/> Madison (6 th – 8 th) |
| <input type="checkbox"/> Frenchtown (K-5 th) | | |

***The Fun Zone is located behind Daniels Farm Elementary School. Fun Zone designation will not be determined until enrollment numbers are finalized.**

STUDENT INFORMATION

Child's Name: _____ Sex: Male Female

Date of Birth: ____/____/____ Grade going into: (09-10) _____ Teacher: (if known) _____

Home Address: _____ Telephone: _____

Starting Date (other than first day): _____ (First day of school is scheduled for September 1, 2009)

SCHEDULE INFORMATION Please check all days and times needed

TLC (Elementary School Program K thru 5th grade)

- | | |
|--|--|
| Registration For: | (Please check days needed – 2, 3, or 5) |
| | <u>Mon</u> <u>Tues</u> <u>Wed</u> <u>Thurs</u> <u>Fri</u> |
| Before School 7:00 – 8:30 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| ** Kindergarten Care | (Please check days needed – 2, 3, or 5) |
| In TLC for <input type="checkbox"/> AM Slot <input type="checkbox"/> PM Slot | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| After School 3:20 – 6:00 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

ASP (Middle School Program 6th thru 8th grade)

- | | |
|--------------------------|--|
| Registration For: | (Please check days needed – 1, 2, 3, 4, or 5) |
| | <u>Mon</u> <u>Tues</u> <u>Wed</u> <u>Thurs</u> <u>Fri</u> |
| After School 2:35 – 6:00 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

******The Board of Education (BOE) will provide designation of morning or afternoon kindergarten session by July 2009. If enrolling prior to July, leave the AM/PM slot blank. TLC will receive designation information from the BOE, and will automatically place your child in the correct TLC Kindergarten time slot. If enrolling after July, please check the appropriate AM/PM box for when your child will be at TLC. AM slot is 8:30 to 11:45 and PM slot is 12:05 to 3:20.

If your child is attending the TLC Kindergarten ONLY (no Before/After School above), he/she will be:
 Picked-up/Dropped-off by Parent Ride the Before School Bus and/or After-School Bus #: _____

Please refer to attached information sheet regarding the BOE Transportation's bus policy, **especially** if you intend to register your child for less than five days per week. TLC notifies the Transportation Dept. when a kindergartner enters or withdraws from TLC.

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: _____

Work e-mail*: _____ Home e-mail*: _____

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

Home Address (if different from student): _____

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

Employer Name: _____

Employer Street Address: _____

Employer City, State & Zip: _____

Work e-mail*: _____ Home e-mail*: _____

***TLC use only. TLC will never provide your email address to any second parties.**

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 2009 through June 2010.

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 prescription/important medications your child is taking, in the event emergency treatment is needed*:

*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. The monthly fee shall remain fixed throughout the program year and is not contingent upon attendance or non-attendance, or sign-up days 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 July 17, 2009. I understand that if I fail to make payment by the 17th, TLC will not guarantee my child/children's 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 through the TLC Office, not through a TLC center.**
4. **I agree to provide the TLC office with written/e-mail notice by August 1, 2009 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 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 # 3 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 centers are open five days a week, Monday through Friday and follow the school calendar. The elementary center hours of operation are 7 a.m. - 6 p.m. (ASP hours of operation are 2:35 p.m. - 6 p.m., and The TLC Fun Zone's hours of operation are 3:20 p.m. to 6:00 p.m.). All children must be picked up promptly by 6 p.m., and 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 6 p.m. Should lateness become a chronic problem, I understand that I may be required to remove my child/children from the program.
9. 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.**

Mother's Initials _____

Father's Initials _____

AGREEMENT continued...

10. I must supply TLC with an up-to-date “State of Connecticut Department of Education” Health Assessment Record before my child can begin the TLC 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 program.**
11. TLC program staff may consult with my child’s teacher, principal, or any administrative or supervisory person within the Trumbull Board of Education to determine his/her ability to function within the TLC program.
12. 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 program.
13. When school is scheduled to be open for a half day, children enrolled in the after school time slot will come to TLC at the early dismissal time and must bring a lunch (Fun Zone children will go to the Fun Zone). We do not accept drop-ins on half-days; only children who are regularly scheduled to attend. When school unexpectedly closes early (i.e. – due to inclement weather), TLC will also close early, and children must be picked up **within two hours** of school closing. (Fun Zone children will remain at their elementary schools). TLC will make reasonable efforts to notify parents should the centers close for any emergency reasons, 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 website, www.tlctrumbull.com.
14. I am responsible for notifying my child’s TLC center if my child will not be attending, as scheduled, on any particular day. Failure to notify TLC of absence will 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 personnel, I (the parent/step-parent/guardian) or one of my designated emergency contact persons 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 adequate 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, newsletters, 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 Assessment Form”, and “Monthly Fees” comprise my entire agreement with TLC. Any changes to our agreement must be in writing.

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

Please make a copy of this agreement for your records.

Mother's Signature: _____

Father's Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

2009 – 2010 MONTHLY FEES*

TLC understands how these difficult economic times affect all our families, and has made every effort to minimize the impact of this by increasing fees the least amount possible. Please contact us if you are in need of additional financial assistance.

ELEMENTARY SCHOOL PROGRAM

Time Slot	<u>1st Child Rate</u>			<u>2nd+ Child Rate</u>		
	5 days	3 days	2 days	5 days	3 days	2 days
Before School 7:00am - 8:30am	175	129	94	149	110	80
Kindergarten 8:30am - 11:45am or 12:05am - 3:20pm	260	192	139	221	163	118
After School ** 3:20pm – 6:00pm	271	200	145	230	170	123
Before School and After School	422	311	226	359	264	192
Before School and Kindergarten	410	303	220	349	258	187
Kindergarten and After School	505	373	271	429	317	230
Before School, Kindergarten and After School	635	469	340	540	399	289
**After School FUN ZONE (excluding Daniels Farm students only)	256	189	135	218	161	116

**** For FUN ZONE students (excluding Daniels Farm), because of the additional travel time for these students, TLC has adjusted their after-school rates accordingly.**

When more than one child from a family is attending TLC, the highest program fee will be designated as the first child, and additional children will be designated as second child.

For example, a family has a kindergarten child and a child in 2nd grade. Each child attends TLC after school five days per week. The Kindergarten child also attends the TLC kindergarten time slot. The fee will be calculated as follows:

1 st Child Kindergarten and After School	=	\$505
2 nd Child After School	=	\$230
Total monthly fees	=	\$735

MIDDLE SCHOOL - AFTER SCHOOL PROGRAM (ASP)

After School Program 2:35pm - 6:00pm	<u>5-day</u>	<u>4-day</u>	<u>3-day</u>	<u>2-day</u>	<u>1-day</u>
	253	212	167	116	61
2 nd + Child Rate	215	183	142	99	52

***All fees are monthly effective September 1, 2009.**

Fees are based on a 10 month school year payable in 9 equal payments, plus a June fee equal to 75%.

TLC - where kids come to learn and play!



TLC Kindergarten

Everything you wanted to know - and more
TLC website - www.tlctrumbull.com



Starting Kindergarten is an exciting change 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:

- ☺ Can my child ride on the school bus?
- ☺ Should I pack a change of clothing for my child?
- ☺ Are there any field trips during the day?

What activities are there during the day?

There is a blend of structured and non-structured activities during the Kindergarten time slot at TLC. These may include: Arts & Crafts, Board Games, Outside Play, Music, Cooking and Story Time. See the sample schedule on page 4.

Do I pack lunch and snacks for my child?

TLC will provide snacks while the children are at the center. You must, however, pack a lunch for your child. Please use ice packs to keep the food cool. All centers are equipped with a microwave,

and TLC staff are able to warm dishes for your children. At some of the TLC centers, Kindergarten children may purchase the hot lunch being served in the school cafeteria. Please check with your center's Site Director to see what is offered at your child's school.

What type 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 their own snacks. TLC staff will make sure that your child's special food is served at snack time. Please be sure to notify your Site Director of any allergies or eating restrictions.



Can my child ride on the school bus?

Children who attend the morning session at TLC and go to school in the afternoon may ride to school on the 8:30 a.m. school bus if there is room. Likewise, children who attend the afternoon session at TLC and go to



school in the morning may ride home on the 3:20 p.m. school bus, again if there is room. The 8:30 and 3:20 buses already have designated stops on their routes. They do not make a special drop off or pick-up at the house of a Kindergartner who is returning home from TLC in the afternoon or a Kindergartner who is riding to TLC from home in the morning.

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If your child is not scheduled to attend TLC every day...

Part-time TLC Kindergarten students may ride the 8:30 a.m. and 3:20 p.m. buses on their scheduled TLC days, again if there is room, **BUT** the Transportation Department **will not provide** a “middle-of-the-day” Kindergarten bus to your home from school or from your home to school on the days your child does not attend TLC. This means that if you register for less than 5 days of TLC Kindergarten care, you will lose your mid-day bus and will be responsible for dropping off or picking up your child to or from school at noon time. TLC works very closely with the BOE’s Transportation Dept. to provide the safest transportation for our students. Usually, in August, the BOE Transportation Dept. issues a School Bus Route Guide to all Trumbull families, which will list bus routes by school, and by route. Please check this guide to locate the closest pick-up/drop-off location to your home. The BOE Transportation Dept. may be reached at 203-452-4321.



My child is in the morning Kindergarten at school. How does he/she get to TLC?

The TLC staff will accompany all Kindergarten children to and from their classroom to TLC. They will make sure that each child is at his or her classroom on time. The children will be collected from their classrooms after school is finished. Depending on the procedures at your child’s center, Kindergarten children arriving by school bus and going to TLC for the morning session are collected from the school bus and taken directly to the TLC center. Please talk to the Site Director at your center to determine what their procedure is.

If there is an activity at school during the morning, will my child be able to attend?

TLC children may be invited by the school to attend any special activities or functions during the morning or afternoon. For example, a child attending PM Kindergarten at school, who is at TLC during the morning session may be able to attend these special activities during the morning. Please speak with your Site Director to see what happens at your center.

Should I pack a change of clothing for my child?

On TLC days, we ask that you send a change of clothing for your child in their backpack to keep at the TLC center during the school year. Throughout the year, “accidents” can happen and a change of clothes may be necessary. During the winter months, we may enjoy making a snowman or playing in the snow, and a change of dry clothes may be necessary. At some centers during the last few warm months of school, water games are frequently played; if you do not wish for your child to participate, please let the Site Director know. We encourage outside play as much as possible, and weather appropriate clothing is necessary.

If my child is ill at school, can he come to TLC?

TLC cannot keep a child who has been “sent home” by the school nurse. TLC must follow the State of CT 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?

While there is no actual “nap time,” we do have a “quiet time” for all our Kindergarten children. During this quiet time, children may watch a short video or read a book. We have cots available, and should a child wish to sleep, the TLC staff will make sure that they are comfortable.



Can my child bring toys or stuffed animals from home?

We allow children to bring any stuffed animals and dolls from home. Our goal is to provide an environment where your child will feel comfortable and secure; bringing a favorite stuffed animal will go a long way to help your child adjust to new surroundings - but please make sure it is marked with your child's name! Also, please understand that toys do get broken or misplaced. Your child must understand that toys are shared by everyone at TLC; if a child cannot share a particular toy, it would be better that the toy is left at home. TLC staff will also determine whether or not a toy is appropriate for the center. Favorite videos, books and games are also welcome! However, please note that toy weapons of any kind are not allowed at the center.

Can I visit my child during the day?

Parent participation in TLC is encouraged, but if your child is disrupted or upset by your visit (or more precisely, your leaving), we would recommend that you not visit during the regular school day. Older siblings attending school are welcome to drop by provided their visit does not upset the younger child.

Are there any field trips planned?

The staff may take the children to play outside or for walks on the school grounds. There are no scheduled field trips during the regular school day. Some field trips may be planned on special holidays when your child is at TLC for an entire day (see Sign-Up Days in your Parent Handbook). On such occasions you will be informed in advance with details for the field trip, and you will need to grant permission for your child to attend the trip.

Are Kindergarten children separated from the older TLC children during the After School Program (3:20-6 pm)?

While we do not separate the children by grade, the Kindergarten and first grade children tend to play games that do not interest the older children. At the centers where the 4th and 5th grade students attend the after school program, activities are planned to keep them separated from the younger children. TLC staff are always alert to any inappropriate activities, and "rough-housing" is not tolerated.



What happens if I am 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 outlines in more detail TLC's Late Pick-up policy and applicable fees.



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 your center.

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

TLC Center Phone Numbers

TLC - Booth Hill
386 - 0195

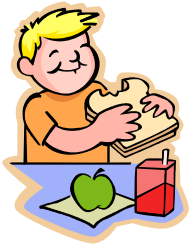
TLC - Daniels Farm
459 - 1334

TLC - Frenchtown
371 - 7055

TLC - Jane Ryan
261 - 7244

TLC - Middlebrook
459 - 8088

TLC - Tashua
459 - 2966



Morning Kindergarten Schedule



8:30 - 9:15 Opening Exercises/Circle Time
Interactive Planned Activities

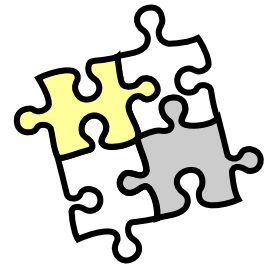
9:15 - 10:00 Snack/Free Play



10:00 - 10:20 Educational Activity



10:20 - 11:00 Arts & Crafts/Group Games
Outside Play



11:00 - 11:30 Lunch/Free Play



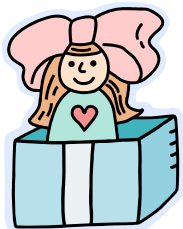
11:30 - 11:50 Story Time/Quiet Play
AM/PM Kindergarten Transition

Afternoon Kindergarten Schedule

12:00 - 12:30 Circle Time
Interactive Planned Activities



12:30 - 1:00 Lunch/Free Play



1:00 - 1:40 Arts & Crafts/Group Games
Outside Play



1:40 - 2:00 Educational Activity



2:00 - 2:20 Planned Activity/Story Time

2:20 - 3:20 Snack/Free Play

