



# Our Policies and Procedures

## Vaccination:

In accordance with NC state law, TCS requires all children attending our program to be vaccinated. Proof of vaccination must be submitted to TCS by start of school. State guidelines can be found at:

[http://www.immunize.nc.gov/schools/ccf\\_requirements.htm](http://www.immunize.nc.gov/schools/ccf_requirements.htm)

## Toilet Training:

We at TCS are happy to help your child through this often stressful transition. However, due to health and safety concerns, we ask that you send your child to TCP in disposable diapers or pull-ups until they have been completely accident free at home for at least two weeks.

## Sickness:

Please keep your child at home if symptoms such as fever, colored nasal discharge, diarrhea, or vomiting are present or have occurred in the previous 24 hours. If your child becomes ill at TCS and vomits or has diarrhea we ask that you not send the child the next day (within 24 hours). Your consideration for the other children and TCS staff is greatly appreciated.

## Discipline Issues:

Given the ages of our children at TCS, issues are bound to arise. The following steps will be taken for repeated inappropriate, disruptive, or hurtful behavior: Verbal redirection to a more appropriate behavior or activity. If this does not resolve the issue, the child will be sat in a 'time-out' chair for a period of time commensurate with his/her age. If the behavior continues, we will inform the parent(s), first verbally, then with a written note. If the child's behavior continues to pose a danger to him/herself or others, or he/she is unable to function in a group, parents may be asked to find alternative placement for their child.

## Weather Delays/Cancellations:

Our schedule will follow that of Rowan-Salisbury Schools. Check [www.rss.k12.nc.us](http://www.rss.k12.nc.us), social media, or local TV/radio on questionable mornings. If public schools are closed due to weather conditions, we will generally also be closed. If school openings are only delayed, we will be open and operate on our regular schedule. In instances where schools are closed but roads in the city of Salisbury are clear, it is at the Director's discretion to open TCS. In such instances, the Director will contact parents by e-mail and/or phone. In the event of cancellation, tuition credit will be given the following month.

## Communications:

Please call 704-633-3221, ext 222 OR use Class Dojo to reach the program director with immediate concerns during the day. If the message is not time-sensitive, please email [tcs@stlukessalisbury.net](mailto:tcs@stlukessalisbury.net).