



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

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, 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 feel free to call or text Lisa Trainor's cell phone 704-953-5531 with immediate concerns during the day. Please remember to keep communications brief during TCS hours as the care providers are very busy caring for your children. You can also leave a message at the church office, 704-633-1221 (we may not get that message until late afternoon). For more in-depth matters, please contact Lisa Trainor at tcs@stlukessalisbury.net

Tuition:

\$20.00 per day, per child, paid the first week of each month. A tuition notice will be posted at the beginning of each month. Check or cash should be given directly to a teacher. If sent in the child's bookbag, please make sure to notify the director or a teacher. We do not automatically look for tuition in bookbags.

Registration:

A \$100.00 non-refundable registration fee is due upon acceptance of your space in the TCS program. If you enroll two children, the fee is \$75.00 for the second child. Priority in registration is as follows: 1st - children currently enrolled, 2nd - siblings of children currently enrolled, 3rd - children of church members, and 4th - children on the waiting list in order of contact with the Director of TCS. Parents have 3 business days in which to respond to acceptance in the program.

Withdrawal:

If you plan to withdraw your child from the program, you must provide 30 days' notice to the Director. Tuition paid for the month cannot be refunded if you leave the program.

Returned checks:

There will be a \$35.00 fee for any checks returned to TCS for insufficient funds.

Arrival Time:

Arrival time is no earlier than 8:30 a.m. Care providers arrive early and need that time to prepare for the day. Upon arrival, parents should complete the sign-in sheet so that care providers will know how to contact you in case of emergency.

Pick-Up Time:

Pick-up time is to be no later than 12:30 p.m. Only those people listed on the child's registration form will be allowed to pick up the child from TCP. If a person needs to be added to the list, please inform the Director in writing.

Parking:

When dropping off and picking up your child, please pull your car as far into the parking area as possible. If you pull in behind another car, please drop off or pick up your child quickly and return to your car to let others out. If you think that you will need to stay longer, please use street parking.

Security System:

A security system is installed at the outside door. It is activated at 8:45 a.m. and remains activated for the remainder of the day. You do not need to buzz in if you are dropping off between 8:30 and 8:45. Drop-offs after 8:45 and all pick-ups should push the buzzer and when TCS answers, identify yourself to have your child brought to you.

Snack/Lunch:

Please inform the care providers if your child is allergic to any foods. Each child who is old enough to eat table food is assigned snack and lunch 1 - 2 times per month. A schedule will be provided regularly. If you have a conflict with your assigned day(s), please let the Director know and we will help you find someone to switch with you. Please provide a snack item and at least 3 items for lunch, including one fruit. We provide water. See attached list for suggestions. We will cut up everything into small pieces. Please keep in mind that we have children as young as one year old who participate in lunch. In order to keep messes to a minimum, please do NOT send chocolate (including chocolate Oreos), frosted or iced items, or any other foods that might present serious housekeeping issues. THANK YOU!

Peanut and Nut-Free Policy:

TCS is peanut and nut-free. Please read labels to be sure that food items that you bring do not contain peanuts/nuts or are not processed in a plant that also processes peanuts/nuts.

Supplies:

Each child should bring a bag with at least 3 diapers or underpants, a complete change of clothing, wet wipes, and bottle, pacifier, or special "lovey" if needed. We ask that you DO NOT send toys from home with your child. We have lots of wonderful things for your child to play with and you won't run the risk of it becoming lost. Please label items with your child's name. If you have any special instructions concerning naps, feeding, potty training, etc., please give them to the Director in writing.