



Our Policies and Procedures

Vaccination:

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.

Closure Due to Inclement Weather:

We will use Rowan-Salisbury Schools as a guideline for necessary weather-related closures, but will make determinations based on our ability to provide adequate staff. The Director will contact parents by e-mail or phone as well as Class Dojo in the event of a necessary closure.

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.

Tuition and Fees

Please review carefully, as our payment policies have been updated for this program year. These changes will provide greater convenience for our families and for our staff.

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.

Registration fees must be paid online (preferred method) at: <https://onrealm.org/stlukessalisbury/give/tcs>

-OR-

by check, delivered to the TCS Director (current families) or mailed to 131 W. Council St. Salisbury, NC 28144. Registration is not considered confirmed until payment is received.

Tuition:

Tuition must be paid by **automatic draft** from a checking account or credit card. An authorization for automatic withdrawal form will be given to families after registration is complete.

Tuition for the 24/25 program year is \$80 monthly for each day enrolled. Each month's draft will be the same amount. Example: Child is enrolled Monday and Wednesday. Monthly draft will be \$160.

The tuition draft schedule is:

August 19th

*A one-time supply fee of \$25 is added to the first draft. This **replaces** our previous practice of requesting donations of paper products and diapering supplies.*

September 2nd

October 7th

November 4th

December 2nd

January 6th

February 3rd

March 3rd

April 7th

May 5th

Should a child be withdrawn from the program, tuition for current month will not be refunded and parents are responsible for one additional tuition draft. Example: Parents notify Director of withdrawal on November 15th. December tuition amount is drafted on December 2nd, as scheduled. Further drafts are cancelled and account is closed.

Returned payments:

Should a payment be declined, parents will have 3 business days to supply the office with an updated account number or credit card number. If payment cannot be completed within 3 business days, the child may not return to the program until tuition is paid. Families are responsible for any financial fees/penalties associated with returned/failed payments.

Arrival Time:

Arrival time is no earlier than 8:30 a.m. Teachers arrive early and need that time to prepare for the day. Upon arrival, parents should complete the sign-in sheet.

Pick-Up Time:

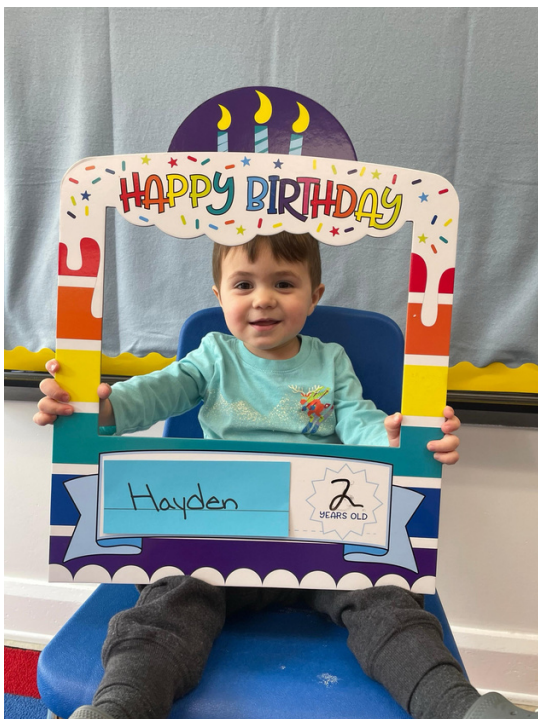
Pick-up time is to be no later than 12:30 p.m. Only those people listed on the child's registration form will be allowed to pick up the child from TCS. If a person needs to be added to the list, please inform the Director in writing.

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.

