



Parent Handbook

Welcome to our program! TLC Learning is a Parent's Day Out Ministry for Trinity Lutheran Church. We know a parent's reading time is quite limited so we will start with a few key points that will probably answer most of your questions. After that, we will tell you a little more about us and we can't wait to learn more about you and your family.

- * We enroll children ages 2-5 years old.
- * Our hours are Mondays and Wednesdays from 9:00 am – 2:00 pm.
- * We follow the Hamilton County School schedule for all breaks, vacations, and weather closings.
- * Tuition is \$140 a month with a \$40 registration fee.
- * Incorporated curriculum is Wonder-filled Weekdays.

Our program was created for one basic purpose. We wanted to give children a safe and loving environment to learn. We will teach them about Jesus with Bible stories and Bible verses. Letters, numbers, shapes, and colors will be explored through learning centers. Social skills will be developed and enhanced through precious friendships and much love and laughter.

We will provide a small morning snack, but we ask that you send your child's lunch every day. Please label everything. We also welcome any celebration. Children get so excited to share their birthdays and holidays together. Please just let us know ahead of time and we can inform you of any allergies or dietary restrictions in the program.

We cannot administer medicine to your little one. We will call you to come and pick them up if they become sick while they are in our care. Please let them stay home if they have had a fever of 100 degrees or higher in the past 24 hours. Likewise for any diarrhea, vomiting, persistent coughing, rash, redness or running of eyes and/or nose. We want the children to enjoy their time at school but that is difficult to do if you just don't feel good. They would much rather be snuggled up in your arms anyway.

Safety is obviously of utmost priority. Please sign your child in and out of their class each day. We will only release your child to the names listed on your enrollment form. We will ID those that we are not familiar with, so please do not be offended if we ask for a driver's license. At 1:35p, a late fee will begin of \$1 each minute that your child is not picked up.

Tuition is due on the 1st day of the month and remains the same amount each month. A \$10 late fee will be assessed if payment is not made by the 5th day of the month and there is also a \$30 fee for returned checks.

We will be playing outside or in the gym each day. We will also be painting and doing a few messy but fun art activities. Keeping that in mind, please dress your child in clothing that it is okay to get dirty and in shoes that they can hop, skip, jump, and run in.

Preschoolers are wonderfully independent, but sometimes need a little guidance in working things out with friends. We have found great success in using the Peace Table and the Thoughtful Spot. At our Peace Table, the children talk out differences with a teacher and their friend and occasionally use puppets to voice their feelings. The Thoughtful Spot is for when a child just needs to step away for a moment. The teacher will talk with them about different choices that the child may need to make. In the rare occurrence that a behavior issue continues and is harmful to other children (such as biting), we will call the parent in to talk. If it continues to take place, we reserve the right to dismiss the child from the program.

Before enrollment we just need a few things. They include: the enrollment form, photo release, emergency numbers, and parent handbook. Thank you for choosing our program. It is an honor and a true blessing to have your child with us.

TLC Learning
Trinity Lutheran Church
5001 Hixson Pike
Hixson, TN 37343
423-870-1236

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Parent's Name _____ Date _____

Child's Name _____