

Togetherness, Sharing, Learning Kids Crew (Adventures)

PARENT HANDBOOK

Togetherness, Sharing and Learning Mission Statement

The mission of TSL is to provide a safe, loving, and a mutually respectful environment in the context of a noncompetitive, cooperative-based structure, which emphasizes social and academic growth among children. All members of the TSL crew recognize the need to unify children rather than divide them, and all aspects of the day, whether it be in the daycare, before and after school or summer program, serve to bring children closer together.

The program's strength and uniqueness rests in the experience, credentials, enthusiasm, and working relationship of its owners and team. TSL offers a high degree of professionalism and experience.

TSL employs enthusiastic crew members who bring a high level of creativity, enthusiasm and compassion to the daily experience. They are carefully interviewed, screened, and formally evaluated throughout the year by the TSL administrators. Some of them create, while others implement what is created. Each person has his or her own vital role in the company's culture.

TSL is an independent, nonsectarian program that puts children first in all facets of the day. The founders make a promise to every parent that your child will be part of something special and unique, feel loved, nurtured, challenged, and respected in a wonderfully healthy and safe environment.

Welcome to the Family!

Dear Parents and Guardians:

This Parent Handbook will provide you with helpful and necessary information as we work together to provide quality care for your child, regardless of their program. Our website is a wonderful resource for you to register for programs, check out the latest news, view our mission statement and learn more about us and our history.

Togetherness, Sharing and Learning has an open-door policy for all programs. We encourage parents to engage in our communities and we are always open to new ideas. Communication and building lasting connections is key.

Once again, we would like to welcome you and your child to our family Togetherness, Sharing and Learning Center.

Sincerely,

Togetherness, Sharing and Learning
Administration & Staff

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Togetherness, Sharing and Learning

CHAIN OF COMMAND

TSL Adventures was formed as a partnership between Thomas Styles, Shameka Brown-Johnson, and Lynette Smith, three College of St. Rose alumni's of the childhood education program. The three have a combined total of over 50 years of elementary school teaching and 20 years of recreational program experience. The TSL partners are the highest level in the chain of command. Though we recommend parents strive to communicate fully and completely with those employees that are directly supervising your child, we are always open to receiving your questions, comments or concerns. Thomas Styles, the company's managing member, is always happy to assist if you have any issues that require our attention. The best way to reach out to Mr. Styles directly is via email at tsladventures@gmail.com

*TSL's company partners also serve as **financial managers** for the company. All inquiries regarding pricing, enrollment, billing, payments, receipts or any other questions related to the financial end of the business MUST be directed to Mr. Styles. Information obtained through any other person in the company may not be deemed valid.

Next in the chain of command is **Administrative Management**. These employees are responsible for training site directors and coordinators, coordinating the site directors and coordinators in their day to day activities, monitoring their development, program development, responding to parent issues where applicable, and assisting to keep all sites in compliance.

Beneath them are **Upper Management**. These are the site directors and answer to the Administrative Management. They are interviewed, screened, reviewed, and evaluated by the TSL partners. They direct subordinate staff, and handle all aspects of program implementation and organization in fulfillment of the framework laid out for them by the Administrative Management.

Beneath the Upper Management fall the **Mid-level Management Team**. These are the company's site coordinators and assistant directors. They answer to the upper management or Administrative Management team. Their jobs include coordinating and implementing programs at various site locations, assisting the Upper management at a given site.

Finally, each site includes a **Lower Level Management Team** which consists of a number of support teachers and assistants who interact with children on site, respond to

the needs of the children in their care, supervise small and large groups of children, implement activities, engage positively with parents, and respond to the direction of their site director.

GOALS AND PHILOSOPHIES

THE ENVIRONMENT

- To provide the setting, assistance, and activities necessary for each child to develop as a whole person: physically, intellectually, socially, emotionally and morally, at their own pace and in their own way.
- To emphasize play in the context of an organized recreational environment in the case of school-age children
- To assist young children, in the context of early childhood, to achieve developmental milestones necessary to mature and grow socially, physically and academically as they proceed through the earliest stages of childhood.

THE CHILD

- To recognize that each child is a unique individual.
- To nurture in each child the development of a positive self-image.
- To nurture in each child feelings of confidence, competence and self-direction.
- To nurture each child's natural curiosity and love for play and learning.

THE SOCIAL WORLD

- To encourage each child to develop meaningful relationships with his/her peers and adults based on trust, respect, cooperation and consideration.
- To provide each child with caregivers who interact with children and other adults in a trusting, respectful, cooperative and considerate manner.
- To help each child become aware of the "affect" his/her actions have upon other people and other things,, and encourage them to accept the responsibility for his/her actions.

SEX ROLES

- To encourage each child to feel comfortable pursuing his/her interests, regardless of whether that interest is usually thought of to be a thing "only little boys do" or "only little girls do".

HUMAN DIVERSITY

- To inform each child of the diversity of lifestyles/cultures in the world, to facilitate each child's understanding and acceptance of people different from themselves.

PARENTS

- To work with each parent to develop the quality of communication that is necessary for each child and to supplement and be an extension of the child's home life.
- To encourage each parent to become involved in their child's "day care" to whatever level they desire and are able to.

STAFF

- To remember, as childcare givers and teachers, the extreme importance of our role as models and behave in a manner that is consistent with the value that we are presenting to the children.
- To make every attempt to meet the professional and personal needs of the caregivers in the hopes of maintaining enthusiasm and professionalism.
- To establish among the staff an attitude of working together as a team of professionals.

GENERAL INFORMATION

PROGRAMS

- TSL offers a variety of programs. Daycare centers provide early childhood education to children ages 6 weeks through preschool, while before and after school programs, vacation camps and summer camps provide care to school-age children year round.
- TSL's programs are licensed by OCFS throughout the year. Their summer camps are licensed under DOH in July and August.

CENTER HOURS

- Opening and closing times vary based on the program, location and other factors. Be sure to check with your site location's specific hours of operation.
- Closed for major holidays, Black Friday, and school snow days specific to each districts announcements. Also, closed twice per year for training and site transitions.

ARRIVAL OF CHILDREN

- Children are to be left under the supervision of a teacher regardless of program
- Please notify your respective site manager if your child will be absent from program on a given day. Or email tsladventures@gmail.com
- Parents are to sign their child in and out and should seek out the location of the parent table and sign-in and sign-out log when dropping off or picking up to do so.

SECURITY

- Some site locations are secure and requiring specific protocol for entry, while others are not secured locations. Regulations do not require a secure facility and

- in some shared spaces TSL is not able to secure the facility, but children remain under direct supervision at all times.
- TSL's **visitor's log** is used to sign in any guests of TSL that are in the childcare spaces for special visits. Visitors come for a variety of reasons and are required to sign in, wear a visitors badge, and sign out upon leaving.

RELEASE OF CHILDREN

- Children will be released to a parent or other adults as indicated on the Pick Up Form.
- Please notify the Center if someone other than the usual person will be picking up your child.
- If someone other than the parents is to pick up your child, he/she must have identification upon arrival.

WEATHER POLICY and OTHER EMERGENCY CLOSINGS

TSL realizes the importance of dependable, quality childcare, and will therefore close only in specific cases whereas safety for children or employees becomes an issue.

The center will follow the closing schedule in the case of weather emergencies.

- If the site location decides to close early, parents will be notified by phone.
- Please call ahead to make sure your site location is remaining open.
- Parents can check their local news and radio stations for closings, as TSL is part of the School Closings Network.

Should other unforeseen emergency situations arise that gives cause for the center to close early (i.e. loss of water, loss of power, etc) parents will be contacted prior to the start of the day or during the day for immediate pick-up.

In the case of an emergency closing, tuition costs will NOT be pro-rated.

FIELD TRIPS

- TSL's daycare programs participate in field trips for both fun and educational purposes. Permission slips will be distributed to the parents when such trips are planned. TSL school-age programs do NOT travel.

MEALS AND SNACKS

Some of TSL's daycares provide meals and snacks, while the school-age programs do not supply meals or snacks in most cases. Please check with your site specific location for this information.

The daycares that do provide meals and snacks provide them in accordance with the federal health guidelines. In these cases, the below information is applicable.

- Breakfast, lunch and an afternoon snack will be served daily. Check your specific center for meal times.

- Parents of children who leave late are encouraged to bring in a small juice box and/or snack when they pick up their child, since an additional snack cannot be served at the Center.
- If TSL has not been informed that a child is arriving late, a breakfast/lunch may not be reserved.
- A copy of the menu is distributed to the parents and is also posted in the office.
- **THE PARENTS MUST PROVIDE SUBSTITUTIONS!**

FOOD ALLERGIES

- The child's pediatrician should document any food allergies and the child's teacher should be informed. The parent must provide any substitutions.
- TSL does not restrict peanut products from being sent in or consumed during their program hours but precautions are taken to provide peanut free tables, hand washing, sanitizing surfaces in order the a child with a peanut allergy not be exposed to the allergen.

INFANT FEEDING

- Supplies provided by the parents:
 - Food
 - Formula/Breast milk
 - Plastic bottles/lids and plastic container for extra formula.
- All supplies must be clearly labeled with the child's first and last name.
- Teachers consult with parents on feeding schedules and proper feeding techniques for each child.
- As a child develops, food and milk supplied by the Center will be introduced gradually, according to the parent's wishes.

CONFIDENTIALITY

All financial and personal information will be kept confidential except as needed for the operation of each site location.

WAITING LIST

Order of preference:

- Siblings
- Enrolled families
- General Public

SUMMER PROGRAMS

TSL offers summer camp programs at multiple locations throughout the capital region. Prices, themes, and an informative FAQ can be found on the website at

<https://www.tsladventures.net>

BRIGHTWHEEL

In each of TSL's daycare centers the communication app Brightwheel is used to communicate with parents throughout the day. Parents will be required to download the

app to receive daily sheets, sign in and sign out their child daily and receive news and pictures throughout the day regarding their child's day.

DAYCARE TRANSITIONS

Children will be transitioned from one classroom to the next according to chronological age order, unless otherwise determined by the center's Director. Once the Director determines that a space is available in the next classroom, parents will receive a "transition notice" regarding the move up. If the parent has a question or concern, they can contact the Director.

This is the time to set up a conference with the teachers in the new room. The typical transition schedule is Monday through Wednesday; the child goes to the new room from 9:30 to 12:30. Thursday and Friday, the child goes from 9:30-4:30. The following week the child starts full time in the new room.

MATERNITY LEAVE

For secured daycare spots, moms with a child enrolled in the program will have an opportunity to reduce their child's weekly rate and days of attendance while attending to a newborn baby for up to 6 weeks after the baby's birth at the three day a week rate.

REFERRAL CREDITS

Families receive a \$100 referral credit to their accounts each time they refer a family who enrolls for a TSL program. Your referred family should mention your name to receive the credit.

GROUPON

Groupon deals are offered, in general, during the spring months for summer camp. TSL uses Groupon as an exposure tool and families can use a Groupon deal only once in the course of their time with TSL.

THIRD PARTY ORGANIZATIONS and SPECIAL PROGRAMS

TSL programs do invite third party organizations to come in for various purposes. Some of these programs are subsidized by TSL, while others are subsidized by families who opt their children into these programs. Examples may include Amazing Athletes, Andy the Musicman, Lifetouch, Scholastic Book Fair, Girl Scouts and others....

STAFF

STAFF HIRING/CHILD RATIOS

Employees are hired on the basis of their personal and professional qualifications and ability to meet specifications of the position to be filled. Said specifications meet all Office of Children & Family Services Regulatory criteria for the position. Factors considered in hiring include but are not limited to:

- Formal Training
- Previous Experience
- Ability to Work with Others

- Philosophy of How to Work with Young Children
- Ability to design curriculum in accordance with the TSL framework, which relies upon the use of NYS Early Learning Standard guide
- Fitness to Give adequate Care to Children

TSL is committed to complying with the ADA, the NYHRL and all applicable laws providing for nondiscrimination in employment against qualified individuals with disabilities. TSL will work with employees who have disabilities to develop reasonable accommodations that allow an individual the opportunity to perform the essential functions of his or her job in a safe and efficient manner. Employees are encouraged to inform the Director/Program Coordinator of any physical or mental disability and to suggest appropriate methods of reasonable accommodation. The failure to volunteer this information will not subject an employee to any adverse treatment or penalty. All information concerning disabilities will be considered confidential and will be released only in accordance with the requirements of the ADA and the NYHRL.

THE EMPLOYMENT OF STAFF

Effective 9/25/19, all new applicants are required to successfully complete the comprehensive background check clearance requirements prior to beginning at the child care program. Once this process is complete, written notice will be provided to the program by OCFS reflecting an individual's eligibility or approval to work at a program. This notice must be maintained on site at the program. This will require that any prospective operator, director, employee or volunteer at a child day care center, small day care center, school-age child care program, group family day care home or family day care home, and any person age 18 or older living in such home, complete the following background clearances:

- A NYS criminal history record check with the Division of Criminal Justice Services
- A national criminal record check with the Federal Bureau of Investigation (FBI)
- A search of the NYS Sex Offender Registry
- A database check of the NYS Statewide Central Register of Child Abuse and Maltreatment (SCR) in accordance with section 424-a of the Social Services Law
- A search of the national sex offender registry using the National Crime and Information Center (This check will not be conducted upon initial implementation and will be required to be completed at a later time.)

In addition, the following background clearance checks will be required to be conducted where an individual, listed above, resides or resided outside of New York State in the five years preceding working or living in a child care program in NYS:

Staff ratios are in accordance with the required ratios of the NYS Office of Children and Family Services. The caregivers to the children ratios are as follows:

Age	Adult:Child
Infant	1:4
Toddler	1:5
Preschool	1:7 (or 8)
School-age	1:10 ages 5-10
School-age	1:15 ages 10-12

BABYSITTING

The Center does not endorse, recommend or encourage staff employed for TSL to engage in private babysitting arrangements for clients, though we do not prohibit it. TSL is not responsible for the activities; judgments or care employees may give any child during their own free time. Any private arrangements between staff and parents are totally between the two parties. TSL is not liable for any relationship outside the Center involving parents, children and staff.

PROFESSIONAL CONDUCT

Employees are not prohibited from communicating with parents and families via text or phones from their personal devices, however, we do require that employees abide by a professional code of conduct when associating with TSL's clients during or outside of business hours. Personal conversations with TSL clients that violate company policy in their context can lead to employee dismissal or client dismissal. An employee who terminates his or her working relationship with TSL either by fault or design must abstain from using personal information obtained through their work with TSL for continued communication with TSL clients.

CURRICULAR INFORMATION

INFANT CURRICULUM

TSL's infant curriculum is to provide a nurturing, safe, healthy and home like environment. The TSL Day Care Centers strive for a partnership with parents through daily conversation and accurate record keeping. The daily schedules in the Infant classrooms are developed according to each individual child's needs, so that schedule may change daily!

TODDLER CURRICULUM

TSL's Toddler program is divided into two classrooms focuses on the idea that Toddlers are active learners, constantly exploring the world around them. The program focuses on how important child initiated learning activities are in the classroom, which provides plenty of time for play and exploration as well as time to develop a sense of independence and trust.

PRE-SCHOOL CURRICULUM

The Pre-School program will include a structured curriculum for children that will focus on the child's early language development with an emphasis on developing early literacy

skills. Children will have daily lessons that will focus on the development of phonemic awareness, reading and writing. They will also be involved in weekly gym, Computer and Art lessons. The program will provide lots of opportunities for children to explore, investigate, play, and socialize.

SCHOOL-AGE CURRICULUM

TSL's school-age programs are two-fold. During before and after school hours, TSL emphasizes play and social learning. We believe after a day of schoolwork children need to unwind, explore their own interests, opt to participate in organized activities, hang with their friends or do their homework. TSL's before and after school programs offer a variety of independent play activities as well as several organized clubs, games, projects that children can opt to participate in. TSL keeps its school-age children busy. After participating in a community meeting to start the afternoon, the children branch out and make their choices for afternoon play.

In summer and vacation camps, children participate in a variety of activities set to a prescribed structure that is fast-paced and motivating. Unlike the before and after school programs, the campers day is dictated by a set of plans that see them through their fun day. More information is available on our website or through inquiry on these special programs.

CLASSROOM MANAGEMENT GUIDLINES AND DISCIPLINE POLICY

The TSL programs strive to achieve a nurturing environment for its children. The environment will be characterized by pleasant conversation, spontaneous laughter and exclamations of excitement rather than harsh, stressful noise or enforced quiet. Staff members assist children to be comfortable, relaxed, happy, and involved in play or other activities.

The Management teams of the TSL programs expressly prohibit staff from using the following forms of discipline as outlined in the New York State Office of Family and Children Services' Day Care Regulations, Section 418-1.9

- Corporal punishments, such as spanking, biting, shaking, slapping, twisting, squeezing; demanding excessive physical exercise, prolonged lack of movement, or strenuous or bizarre postures; and compelling a child to eat or have in the child's mouth soap, foods, hot spices or foreign substances;
- Isolating a child in any area where the child cannot be seen and supervised;
- Isolating a child in a darkened area;
- Withholding or using food, rest or sleep as a punishment;
- Forced feeding;
- Methods of discipline which frighten, demean or humiliate;
- Methods of toilet training that frighten demean or humiliate.

If employees use these or any other unacceptable means of discipline, the Management Team in accordance with Section 418.1.9 of the New York State Office of Children and Family Services' Day Care Regulations will take appropriate action with regard to staff discipline, including but not limited to the issuance of warning slips, termination, and a report to the State Central Register of Child Abuse and Maltreatment.

If staff is having a problem with discipline, they should ask their supervisor for assistance.

Avoiding conflict and confrontation and using positive reinforcement of acceptable behaviors in the classroom can avoid many discipline problems. Program management is the key factor in preventing discipline problems. TSL endorses, where appropriate, non-behaviorist approaches to child discipline. TSL helps children develop empathy and a feeling of self-satisfaction over having accomplished something or done something well. We help them see and reflect upon how poor choice making affects others. In the school-age programs, TSL uses a host of individual and community incentives to encourage children to do their best.

POSITIVE APPROPRIATE METHODS OF DISCIPLINE

The developmentally appropriate discipline techniques employed provide children with opportunities to develop self-control. The TSL programs have developed positive discipline guidelines for all staff and parents to maintain open and positive communication. These guidelines and appropriate limits offer children protection, provide opportunities for problem solving and foster growth or internal controls. Techniques include, but are not limited to:

- Try to make the classroom program flexible, enjoyable and educational so that children don't constantly have to be reprimanded.
- Create an environment that is designated to minimize the need for discipline-an environment that allows children the opportunities to work individually, together in small groups and in a large group.
- Set clear guidelines and be consistent. Don't assume that a child should "know better".
- Be prepared. Often discipline problems arise because children have to wait too long. Anticipate potential problems.
- Set a good example for the children. Children follow the model you set.
- Use positive reinforcement and encouragement rather than competition, comparison or criticism.
- Encouraging children to talk about their experiences, ideas and feelings and to be listened to with attention and respect.
- Foster cooperation and other prosocial behavior among the children.
- Praise positive behaviors and actions. Keep personal attention and special times for the positive times with the children-not the negative.
- Make sure the children are aware that you don't dislike them personally-you dislike their behavior.
- Redirect the children's activities.

CONFERENCES

In an effort to maintain proper and effective communication between employees and parents, conferences may be held for daycare children or school-age families. The goal of any conference is to communicate information and brainstorm practical solutions to varying situations.

FORCED DISENROLLMENT

Efforts will be made to consistently communicate with parents when a child displays a disciplinary problem. Should a problem become more severe, teachers or site management will consult the child's parent(s) to discuss remedial alternatives. This consultation either by phone, email or face-to-face will include ideas to help remediate the issues.

In the case of school-age programs, site managers will often communicate with parents through documented 'write-ups' that parents will be required to sign. Refusal to sign behavioral notifications may result in dismissal.

TSL reserves the right to terminate enrollment. Grounds for disenrollment include, but are not limited to, the following reasons:

- Tuition in arrears of two weeks or more
- Parent or child behavior is detrimental to the program or the well being of other children/staff.
- Excessive aggressive or inappropriate behavior on the part of a child or parent toward other children or staff members.
- The necessity of administering medical treatment for which staff is not trained.

CHILD ABUSE AND MALTREATMENT

The administration of the TSL programs will not tolerate or in any way condone an act of abuse or maltreatment toward a child. The administration and staff of TSL are mandated reporters of suspected child abuse/maltreatment to the NYS Office of Children and Family Services State Registry for Child Abuse and Maltreatment (SCR), whether the abuse or maltreatment is inflicted by a parent, staff member or any other person who comes in contact with the child.

The TSL team will adhere to strict confidentiality pursuant to section 418.4 (11) of the NYS Office of Children and Family Services Day Care Regulations which state that 'information relating to an individual child is confidential and cannot be disclosed to anyone other than the department (NYS Office of Children and Family Services), its designees or a social services district unless a parent of the child has granted written permission for such disclosure.' The local child protective services will notify the parent(s) of the alleged victim.

A complete copy of the Center's policy and procedures regarding Child Abuse and Maltreatment is available from the Executive Director.

FISCAL POLICY

ENROLLMENTS AND DEPOSITS

Enrollments for any program are completed through the website at www.tsladventures.net . Families must first create an account on the website, through which all fiscal business can be carried out.

In some cases, payment for programs is required up front and in other cases a registration is filed with associated Terms of Service where the registrant agrees to pay fees incurred at specific deadlines. Terms of Service are dictated by the programs the client is registering for and should be read carefully at the time of enrollment.

Individuals offered openings in one of the daycare centers must pay a deposit equal to two weeks tuition fees for each child enrolled at the time the commitment to said spots are made. This serves as an agreement between the parents and the Center that the parent wishes to accept the opening that has been offered for the child. This commitment will be held by TSL in a non-interest-bearing account until the child leaves, at which time a refund will be processed. Two weeks verbal or written notice is required when a child is withdrawn from the program. The deposit refund will be used to pay for the last two weeks. In the event appropriate notice is not given or if past due debt exists, then the refund of tuition deposit will be adjusted accordingly.

If deposit is paid to hold an opening and for some reason family is not able to keep this commitment the deposit would be a **non-refundable deposit**.

In the case of school-age programs, deposits are processed at the time of registration for each program. Those deposits are put toward the initial balances incurred for the program being registered.

PAY SCHEDULE

Pay schedules are dictated by the program for which enrollment is made. The online system delivers invoices upon their due dates, notifies clients when a payment is late, and adds appropriate late fees after the conclusion of any programmed grace periods. Families not keeping up with payments are identified by officers charged with monitoring accounts and dismissal from program may result if balances are not paid.

SIBLING DISCOUNT

Families enrolling more than one child at a time will receive a 10% discount on the second child. This discount will not apply to families with an early childhood student and a school-age child during the summer camp or vacation months. Families with an early childhood student and a school age child will only receive the discount from September-June (until the school year ends) applied to the older child's account.

LATE PICK UP FEE

Late fees are applied at \$1 per minute after the scheduled closing time of the respective site. Management will notify a parent of intent to assess late fees and those fees will either be collected at the time of pick up in cash, or added to the family account if cash is not available at the time of pick-up. Employees value being able to depart timely at closing times and TSL requires families to make every effort to make sure their child is picked up on time.

SUBSIDIES AND DISCOUNTS

TSL does accept subsidized care using DSS, WDI and other sources.

Given TSL is tuition-driven as opposed to grant driven, we try to limit the amount of discounts offered to families. Though, families who struggle to make ends meet and need financial assistance to be able to attend a TSL program should inquire within to see what can be offered. TSL does become aware of a family's financial priorities in many cases through social media among other places, so we ask families who can afford care, but don't prioritize the financial obligation that goes with that care, not to seek financial assistance thus taking from a family who truly needs it.

CHILD ILLNESS, WEATHER RELATED OR EMERGENCY CLOSURES

No pro-rates or discounts will be offered if a child is not present in daycare related to illness or otherwise or if the center closes for inclement weather or any other unexpected emergency or issue that makes closure necessary.

SAFETY POLICIES

Fire Drills

Fire drills are conducted monthly and documented records are kept on file at each site location. Fire drill evacuation plans are posted in each classroom of the Center.

Emergency Evacuation-Long Term

1. The facility will be fully evacuated upon the sounding of the alarm according to normal evacuation procedures, at this point all children and staff will be accounted for.
2. All staff, children and parents will then proceed to
3. Once inside, everyone will be accounted for by the management team or Designee. Management will then notify all parents by phone that the location is closed and their child will have to be picked up immediately
4. The evacuation will be considered complete when all children have been released to their parent.

WHAT YOUR CHILD SHOULD WEAR ALL AGES

Children learn through active play. The clothes they wear should not restrict their play. Children do get dirty when they play. We recommend washable clothes that allow children to be “kids” and that do not interfere with self-potting, in the case of daycare.

WHAT TO BRING (DAYCARE)

Each child must have the following required items available at the Center:

INFANTS:

- At least one set of extra labeled clothing
- Bedding for crib (bumper pads if you want them)
- Baby food
- Bottles/training cup
- Formula (ready to use only) for emergencies/plastic container with lid to store leftover formula (we cannot store open cans in the refrigerators)
- Diapers/Sunscreen
- Wipes
- Diaper ointment

ALL OTHER CHILDREN:

- Diapers, wipes, sunscreen and ointment (if appropriate)
- At least one set of weather appropriate clothing, including underwear and socks
- Boots, mittens and a hat (Winter)/Swimsuit, towel, water shoes, sunscreen (Summer)
- A blanket for rest time
- Toothbrush and toothpaste (Toddlers and Preschoolers)

BRINGING TOYS FROM HOME/PERSONAL ITEMS

Toys, books and other personal belongings may be brought from home and are welcome at any given location. However, TSL cannot be responsible if personal items are lost, broken or borrowed. Employees may or may not be able to help you search at the end of the day for lost personal items.

MEDICAL

Please note, that TSL daycare programs offer more specific health guidelines, which are provided at the time of enrollment.

All TSL programs have an approved health care plan. Each registrant has filled out an information form, which tells about your child’s special needs. In some cases, parents may need to complete and Individualized health care plan form, to inform management of a specific health care need.

Basic first Aid materials are kept in supply such as band-aids, gauze, and ice packs. Children will be treated for minor injuries. Any injury requiring treatment will be recorded in an incident report. Parents will be notified of the event and how it was treated.

TSL Adventures is able to provide prescribed medication only at select sites, but can administer emergency medications at all of the sites. These includes Epi-pens, nebulizers and inhalers. Any parent requiring a specialized medications administrations should notify the program directors in order to obtain the proper paperwork and information.

Hand washing will take place prior to eating a snack, lunch, or after active play. Regular hand washing will be vigorously emphasized during the course of the program hours as well as proper ways to cough and sneeze. Tables will be washed with appropriate sanitizing agent after each use and the facility will be kept clean.

Any child who complains of illness (headaches, fever chills, stomach ache, heavy cough) will be isolated at the site's "infirmary". The parent will be contacted for immediate pick-up. Daily screenings upon entering the program will be conducted by the program director or supervising teacher and if a child is thought to be ill the parent will be contacted for immediate pick-up.

Regarding the pick-up of a child. Parents are expected to have a plan in place that will ensure a child who needs to be sent home early for medical or behavioral reasons can be sent home within a reasonable time frame, considered by TSL to be no more than 30 minutes.

TSL requires parents submit updated with phone number changes and emergency information updates.

Acknowledgement Form

I/we have read and understand the policies as stated in this Togetherness, Sharing and Learning Day Care Center, Inc. Parent Handbook. I/we understand that these policies may be changed at any time and agree to abide by these policies.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date