



TLC Preschool of Sebastian Inc.
2008-2009 Registration Form
License # C15IR0013

Student's Name: Student's DOB: Date:

Parent's Name:

Student's Address:

Phone Number (required): Home: Work:

Cell: E-Mail:

Please circle the appropriate program:

Early Birds (4-5) or

Classroom: Bouncing Bunnies (1-2's) Swinging Monkeys (2-3's) Honey Bear (3-4's) Eager Beaver (4-5's) Explorer:

Program: 5 day 5 1/2 day 3 day 3 1/2 day 2 day Before After Vacation

Days of Attendance: Mon Tues Wed Thur Fri

Hours of Care (no more than 10 hrs/day):

Pelican Island Sebastian Elem. Treasure Coast Liberty Magnet

Payment Information: Please Place Signature in Box Provided after Reading this Section

Payment Method: Cash Check Cashier Check ELC MC/Visa/Debit

Payment Schedule: (Payment is due on Monday for the week of care provided. A \$10.00 late will be applied for balances carried week to week. Bi-weekly accounts will be charged \$20.00 if balance is not paid by the end of second week. Should your balance be delinquent more than two (2) weeks and go into collection status, you agree to pay any and all costs for collection agency fees, court cost and/or attorney fees)

Signature Here:

Weekly (indicate day): Bi-Weekly (list dates): Monthly (must be pd by the 1st of the month):

Special Care or Instructions:

Medical/Allergies:

Diapering or Toileting:

Social/Emotional:

Agreement:

I agree that the above information is correct and true and that I will make my scheduled tuition payments. I understand that a late fee will be applied for any unpaid balance and that termination of my child's position will result with a balance over two weeks. I understand that if my child care needs change or there is a schedule, address or authorized person pick-up change, I will provide written notice to the Office. I will provide all necessary legal documentation to ensure the safety of my child (physical & immunization records, restraining or court orders, visitation schedule, etc.).

Parent/Guardian Signature: Date:

I agree to pay TLC Preschool of Sebastian, Inc. \$ per week for the following schedule:

Days: Hours:

Annual Registration fee (\$40/child): Amount \$ Check# Cash Rcpt#

1899 Barber Street
Sebastian, FL. 32958
772-589-1335

TLC Preschool of Sebastian, Inc.
License # C15IR0015

ENROLLMENT AGREEMENT

Please indicate desired programs

Year Round

School Year

Summer Camp

At the time of your child's enrollment you are asked to complete and sign an **Enrollment Agreement**. Every August thereafter, you will be asked to submit and updated **Enrollment Agreement and Authorization for Pick Up** form along with the annual registration fee. Please read this form carefully and retain a copy. Return the original to the Center.

PROGRAMS:

Programs are based on the age, ability and experience of the child in group settings. Your child will be placed in the program that best meets his/her needs.

VACATION AND SICKNESS POLICY:

Children in the YEAR ROUND PROGRAM and FULL TIME (5 days) are entitled to a 2 week vacation period each year. Vacation time begins to accumulate after the third month of attendance with one week (5 days) vacation. The second week can be taken after being with us for 6 months.

- Vacation must be taken in 1-week increments.
- There is no reduction in tuition for a sickness, however, if you have vacation time, it may be used for this purpose.
- Students in our part time program are not eligible for vacation time but are allowed to use alternate days if the child is unable to attend a regularly scheduled day and space is available.

FEES and TUITION PAYMENT PROCEDURES:

The age of your child and the type of program chosen will determine the amount of tuition. Please refer to the TUITION FEE SCHEDULE. The fee does **not** change with your child's birthdate. "Move-up" times are made when he/she is promoted to the next level in our program. Moves usually occur in January & August.

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ENROLLMENT FORM SUPPLEMENT

Section 10M-12.008(2) F.A.C. requires that people must receive a copy of the *Child Care Facility Brochure, "Know Your Child's Day Care Center"*. The parents or legal guardian's signature verifies receipt of the child care brochure. Please complete the following:

I have read the information regarding the policies of TLC Preschool of Sebastian, Inc. and agree to abide by each of them.

Parent/Guardian Signature: _____ Date: _____

Owner/Director Signature: _____ Date: _____

TLC Preschool of Sebastian, Inc.
Discipline Policy

The Department of Children and Families Services requires each licensed child care facility to provide parents with an outline of the type of discipline practiced at the Center. The parents or legal guardian's signature verifies receipt that the parents or legal guardians have been notified in writing of the disciplinary practices of the childcare facility. Please complete the following:

At TLC Preschool of Sebastian, Inc. the goal of discipline is to help the child learn self-control and build good self-help habits. Staff shall help children learn self-control by treating each child in ways that promote good self-esteem and by modeling good habits in the classroom. TLC's discipline techniques are as followed and used by staff on the knowledge of each child and their developmental age as well as their chronological age:

1. Setting limits that are clear, fair and consistently applies to age appropriate to the children to whom they apply.
2. Redirecting children to acceptable or appropriate activities and behavior.
3. Teaching children to use words and to express their feelings and to resolve conflicts.
4. Arranging equipment carefully and designing a program that is age appropriate desirable behavior.
5. Use "Safe Space" if the need arises for a child to be separated from a particular activity.
6. Parent conferences are held to determine the next step of discipline based on a developmentally appropriate behavior modification plan providing #1-5 are not successful.

If a child continues to behave inappropriately, the child is removed from the activity and remains in a supervised, safe place until such time as the child is ready to return. For children ages 3-9yrs, teachers will help the child to learn self control, solve the problem and discuss more appropriate ways to handle the situation. In addition, the child may be reminded of the consequences for the inappropriate behavior and the effect this behavior has on other children. Children are given other safe options for expressing outward emotions. Physical discipline is not used.

We believe the parents are key in discipline and we have had great success with this method of discipline and encourage parents to adopt this method at home. We are sincerely interested in your child's development and always welcome your suggestions and comments.

I, _____, have received, in writing, the disciplinary practices used by the childcare facility.

Signature of Parent or Legal Guardian _____

Name of Child _____

Date _____

Child Care Licensing
Alternate Nutrition Plan Agreement

Name of Child: _____ Age: _____

Indicate special dietary requirements: _____

(You may be requested to submit a physician's note stating special dietary requirements)

I understand and approve the use of the **Alternate Nutrition Plan**. I agree to provide the following meals and/or snacks to meet my child's nutritional and dietary needs:

(Mark a "P" for parent provided and a "C" for center provided)

Breakfast (.50) AM Snack Noon Meal PM Snack

TLC Preschool's believes that we must provide a safe, nurturing environment for your child to grow and learn. Part of our curriculum is to teach proper nutrition. Breakfast is the most important meal of the day and should consist of healthy foods such as cereal, fruit, toast, milk, juice etc. **It is essential for the body and brain to do it's job efficiently.** Foods high in sugar (poptarts, soda, cakes) will only allow your child a quick energy spurt before they quickly come to a halt therefore, *high sugar breakfasts will not be allowed at TLC!*

To busy for breakfast? Make boiled eggs or granola trail mix (cereal nuts and raisins) the night before. Try peanut butter toast and a banana on the way out the door.

Proper lunches are also crucial in your child's diet. Due to the high salt, fat, sugar, nitrates and phosphate in the "lunchables" products, the USDA and TLC do not consider them an adequate source of nutrition a young body needs to grow on. The proper amount of food for a child's lunch is:

½ slice of bread ¼ cup vegetables and fruit
¼ cup of milk 1-2 oz. Of meat, poultry, fish

- Leftovers from dinner is a quick timesaver for next day's lunch
- Rolled up meats and cheeses in a salad is fun to eat
- ½ sandwich, fruit, yogurt alleviates too many choices for a child to make
- Following a healthy lifestyle will not only save your child's health, but time and money as well.
- **No Lunchables**
- **Chips, candy, fruit roll ups, pre-packaged cakes, etc. are limited to one per lunch please.**

Signature of Parent/Guardian: _____ Date: _____

I agree to provide the parent with a suggested meal pattern and menus and to discuss any problems that might develop in the use of the **Alternate Nutrition Plan**.

Signature of Owner or Director: _____ Date: _____

Permission for Travel and/or Daily Walking

There are many days here at TLC when we, the staff, will take children 3-9yrs. on walking adventures around the neighborhood, to Pelican Island etc. There are also different away from school trips incorporated into each class in which transportation is provided (Before/After School Program, Hobart Park, Library etc.)

1. I understand these trips may involve transportation.
2. I will hold harmless TLC Preschool of Sebastian, Inc. it's owners, staff and assistants for any accident or injury that may occur to my child in connection with these planned activities.
3. TLC Preschool of Sebastian, Inc. will post advance notice of all planned activities such as field trips, nature walks, and other activities requiring my child to be away from the center. This notice will serve as a reminder to me each time my child will have a change in his/her regular daily schedule to participate in these special activities.

I GIVE MY CHILD PERMISSION TO ACCOMPANY HIS/HER CLASS ON FIELD TRIPS. Yes_____ No _____

Permission for Picture Taking

There are many occasions here at the Center that we, the staff, would like to capture your child at learning and play time via pictures. Many are posted throughout the center and added to photo albums.

I GIVE PERMISSION TO TAKE PICTURES OF MY CHILD Yes_____ No _____

I GIVE PERMISSION TO USE MY CHILD'S PICTURE ON THE TLC PRESCHOOL OF SEBASTIAN'S WEB SITE (www.tlcpreschool.com) Yes_____ No _____

**Summer Program
Permission for Application of Sunscreen**

There are many occasions during the summer months when children will be outdoors as well as participating in our water safety program. We believe that it is in the child's best interest to be protected with 20+ sunscreen whenever outdoors. Children will also receive 2 drops/ear of a 50/50 mixture of alcohol/vinegar after each swim session. This mixture has been recommended by physicians to decrease the instances of swimmer's ear (a painful ear infection due to water left in the ear canal).

I GIVE PERMISSION TO HAVE MY CHILD PARTICIPATE IN WATER PLAY Yes _____ No _____
(12mos-35mos wading pool, 3-10yrs swimming pool)

I GIVE PERMISSION TO APPLY SUNSCREEN, WHICH I PROVIDE Yes_____ No _____

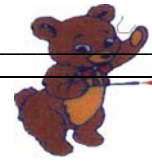
I GIVE PERMISSION TO ADMINISTER EAR DROPS Yes_____ No _____

Child's Name: _____

Age: _____

Parent/Guardian Signature: _____

Date: _____



TLC Preschool of Sebastian, Inc

12 months - 9 year

1899 Barber Street

Sebastian, FL 32958

Phone: 772-589-1335

Fax: 772-589-3968

License # C151R0013

www.tlcpreschool.com

A "Beary" Special Place to Learn.

Philosophy of TLC Preschool of Sebastian, Inc.

TLC Preschool of Sebastian, Inc.'s philosophy is that all children will pass through the same stages of development, however, at their own pace. We believe the child is a unique person who needs love, security, guidance, acceptance and encouragement on his/her journey toward independence. Each of our programs recognizes the importance of the individuality of each child in respect to his/her abilities and personality. Based on theories of Jean Piaget, Erik Erikson, and Abraham Maslow, we know children's "work" is play. While many parents want children to know letters and numbers, children must understand the concepts of shapes and colors first as well as meeting their social, emotional and physical growth.

Our goal is to encourage each child to reach his/her full learning and social potential through the use of child-initiated play and teacher directed play. This occurs with the use of Learning Centers that include, blocks, books, dramatic play, art, writing, music, table toys, sand, water and outdoor equipment such as bikes, balls, chalk, paint, swings, slide and climbing equipment. It is the responsibility of each staff member to provide exploration and educational experiences that foster creativity, curiosity, and responsibility in the child they work with. **TLC accepts all children and their families and will not discriminate based on sex, age, racial, ethical or religious preferences.**

The High Scope Philosophy (www.highscope.org)

In using High Scope Philosophy, our teachers' plan and initiate developmentally appropriate activities around key experiences. The children are encouraged to develop their ability to make decisions, be self-disciplined, socialize, communicate, solve problems, be responsible and enjoy learning.

This philosophy offers children a multi-sensory "hands-on" approach to learning, Important factors in this process include:

Active Learning

Child Observation

Parent Involvement

Key Experiences

Daily Routine

Room Arrangement

Throughout the year, key experiences in the areas of: *Active Learning, Language, Logical Reasoning* are presented in a progressive manner using learning stations and centers, small and large group activities. These experiences work to enhance your child's cognitive, social/emotional and physical development.

Daily Schedule

A daily schedule is posted in each room and includes time for:

MORNING

Table Toys

Story Time

AM Snack

Learning Stations/Centers

Music/Computer

Outdoor Play

AFTERNOON

Lunch

Rest Time

PM Snack

Outdoor Activities

Story/Game Time

Small & Large Group Activities

* Special Classroom and Family Events*

Our Staff:

We take great pride in our staff.

TLC Preschool, Inc.'s team of teachers is made up of dedicated early childhood educators with each member experienced, certified and/or credentialed with a degree in education or CDA. They use their professional skills to evaluate and minister to the needs of the group as well as that of the individual child.

Our Families:

We respect the parents for the responsibilities they carry.

We are a family support system and strive for a real sense of teamwork between staff and parents to provide the best possible living and learning environment for "our" children. Without a safe and secure family, children are unable to learn. If you have questions or concerns, see us for parent resources.

Discipline:

Discipline is demonstrated in a positive manner and we believe in respect for the child and encourage respect in him/her for adults, peers, the environment and above all, himself/herself. "Safe Space" and redirection is used for children to vent, recover, regroup and return to their activity.

We Ensure:

The safety and love of your child.

Low Staff/Child ratios based on Dept. of Children and Families regulations

1:5 12-24 mos / 1:10 24-36mos / 2:20 36-48 mos

2:18 48-60mos / 2:30 5-10yrs

ALL Staff CPR/First Aid updated when required.

A minimum of 10 hours of in-service training annually.

Warm, Friendly and Supportive Teachers

Items Needed to Bring to Preschool

Toddlers:

- Package of diapers & wipes
- Extra change of clothes
- Plenty of underwear when toilet training
- Lunch (no lunchables)
- 2yrs = Mat (2 inches thick)

Preschoolers

- Backpack with extra clothes
- Lunch (no lunchables)
- Mat (2 inches thick)

Summer Camp

- Backpack with extra clothes
- Lunch (no lunchables)
- Summer: 1 piece bathing suit
- Sunscreen with child's name
- No towel needed

Safety Information

- Accurate address & phone information
- Updated pick up list
- **Copy of visitation schedule, restraining order, or court order concerning who may pick up the child.**

Medical Requirements

- Blue immunization form
- Yellow physical form

Items Not to Bring to Preschool

- * Personal Toys (books are fine)
- * Pretend weapons
- * Soda, candy, or abundance of sweets



Thanks for joining us at TLC. This is a "Beary" special place to learn!

- Updated information on allergies
- Updated information for prescription medication

Tuition Rates (effect. 8/28/06)

Registration/ Supply Fee:\$40/child at time of registration/supply fee & annually by August 21th.
The following programs and weekly tuition fees are offered: *Monday-Friday 6:30am-6:00pm*

TLC Preschool of Sebastian:

<u>Bouncing Bunny:</u>	Children age 1yr by Sept. 1 st .
<u>Swinging Monkey:</u>	Children age 2 by Sept. 1 st .
<u>Honey Bear:</u>	Children age 3yrs by Sept. 1 st .
<u>VPK Eager Beaver & Eager Beaver TOO!</u>	Children age 4yrs by Sept. 1 st .
5 day:	\$125.00
5 ½ day or 3 full day	\$ 80.00
3 ½ day or 2 full day	\$ 70.00

<u>½ Day Program</u>	
BB & SM:	8:30-11:30
HB & EB 1 & 2:	8:45-12:15

ELC & Fulltime VPK Families: You will be responsible for the remaining balance at the end of the month. For example,
 TLC charges \$ 500/month
 ELC or VPK pays \$ 380/month
 You pay \$ 120/month + parent fee
 This does not include missed days or days not reimbursed by the state.

Before and After School Students:

- Explorers: Children Kindergarten through third grade
- Transportation provided by TLC from Sebastian & Pelican Island Elementary & Liberty & Treasure Coast Elementary.
 - Transportation provided by Indian River County from Fellsmere Charter School & Dodgertown Elementary

Before School (6:30-8:30)	\$25.00
After School (3:15-6:00)	\$35.00
Before/After	\$45.00

<u>Public School Recess Days</u>	
Before (added to above wkly tuition)	\$10.00
After (added to above wkly tuition)	\$ 9.00
Before/After (added to wkly tuition)	\$ 7.00
Full Week Care (spring/winter break)	\$90.00

Non-Enrolled Students: Children, who are not actively enrolled, coming for public school recess days
 Full day \$35.00/day
 Half day (no more than 3 hrs) \$15.00/day

Discounts:

2 or more (5 day full-time) children: = 10% off lowest tuition
 Advance Tuition Payment for 5 day full-time students: = \$5.00/wk off **Payment must be received by 1st of the month.**
 First time **ONLY** registration fee discount: 50% off for additional children.

Holidays Closed:

New Years Day
 Memorial Day
 July 4th
 Labor Day
 Thanksgiving & Day After
 Christmas (1/2 day before & full day after may be closed)

Vacation Time

- Only 5 day/wk , year round enrolled students will receive 2 wk vacation after 3 months.
- Tuition is due regardless of missed days from illness, vacations or holidays.

