



Taylor Learning Center LLC

Student Handbook

Dear Parents and Guardians:

Welcome to Taylor Learning Center! We are so happy that you have decided to bring your child to our program and are looking forward to working with you this year.

It is the philosophy of our school that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences in which all children can succeed in a safe and nurturing environment. We aim to be an outstanding educational leader committed to meeting the present and future needs of our children in this community.

Taylor Learning Center recognizes parents and families as a child's first and most important teachers and feel collaboration between home and school is vital for children's success in school.

We look forward to working with you to create the best possible learning experience for your child.

We are a licensed program by the Ohio Department of Job and Family Services. This licensing component requires inspections by building and fire departments as well as licensing evaluators from the Ohio Department of Job and Family.

This handbook outlines many policies and procedures of Taylor Learning Center preschool.

While it is a tool to refer to if you have questions about the program, do not hesitate to contact me if you have a question. I am here to help and support you and your child throughout your preschool journey here at Taylor Learning Center.

Sincerely,

Karen Taylor

Karen Taylor
Preschool Director/Owner

Taylor Learning Center LLC
5445 Heatherdowns Blvd. Toledo, Ohio 43614
Karen Taylor, 419-360-1960, tlcwithmisskaren@aol.com
TLC tax ID # 34-2044740
Taylorlearningcentertoledo.com

We are located inside All Saints Lutheran Church Church office, secretary number is 419-865-7701

Preschool Staff

Director/Owner: Karen Taylor

Teachers: 4's Karen Taylor and Julie Hickman
3's Karen Taylor and Dakota Manley

The teachers listed above will also be used as classroom substitutes.
The 4-year-old class observes a 1 to 10 staff/ student ratio. The 3-year-old class has a 1 to 10 ratio.

TLC Philosophy

My vision for Taylor Learning Center is to be an outstanding educational leader committed to meeting the present and future needs of our children in this community. It is the philosophy of Taylor Learning Center that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences in which all children can succeed in a safe and nurturing environment.

Registration and Tuition

The application fee for enrollment is \$85.

Tuition is \$1,980 or \$220 a month for the 4-year-old.

Tuition is \$1,710 or \$190 a month for the 3-year-old.

The monthly fee does not change due to absences or weather delays or closings. Prices are subject to change.

Children will be enrolled upon receipt of a completed registration form accompanied with the non-refundable registration fee. Children are accepted on a first come first serve basis. We do not discriminate on the basis of race, color, national origin, sex, disability, or religion.

Tuition is due the fifteenth of each month for the following month. The first payment is due Aug 15th. If tuition is not received by the 15th of the month, a \$10 late fee will be added. Please make checks payable to Taylor Learning Center or TLC. I also accept cash and Venmo. If you intend to withdraw your child, you must notify me in writing 30 days in advance so I will have a chance to accept a new student. If a 30-day notice is not given, you are responsible for the next month's tuition payment.

Arrival and Dismissal Policy

School Hours are 9:00-11:30 AM

3-year-old classes are Tuesday and Thursday.

4-year-old classes are Monday, Wednesday, and Friday. The four day program includes Thursday.

Children should arrive five minutes before start time. Please be on time, as doors will be locked 15 minutes after start time. Pick up will take place at 11:30. Both take place in the back-parking lot.

A parent or guardian must call or make other arrangements if they know they will be more than 15 minutes late. After this a \$10 charge will be applied and \$1 a minute thereafter.

No child will be dismissed until the parent or authorized driver has arrived. If someone else is to pick up the child, a note or text from the parent must be given to Miss Karen. Please inform the driver that I will check ID upon arrival.

Please text me if your child will be absent, attendance is tracked daily.

We will follow custody procedures listed on court papers when necessary. We will need a copy of those papers for your child's file.

During school hours only parents and guardians of children in our care and authorized persons will have access to our center. Our center's door will be locked during school hours.

Calendar and Weather

We will follow Springfield Schools' calendar for holidays and breaks. If Springfield is closed due to bad weather, we will also be closed. If Springfield is on a 2-hour delay, we will start at 9:30. Please monitor your TV or radio for closings or delays.

I will use the Remind app to inform you of a closing or delay if Springfield's information is not available.

Daily Program

Taylor Learning Center will provide tailored programs for your child's individual needs. We provide an enjoyable learning environment through language and math readiness activities, science, music, arts and crafts, dramatic play, health, games, and indoor physical activities. These activities will be related to teaching the primary curriculum for preschool so they will be ready for kindergarten. We encourage the children to be children and to develop at their own pace without pressure, only positive and encouraging reinforcement.

<u>Morning</u>	<u>Daily Activity</u>
9:00-9:15	Arrival and Bathroom Break
9:15-9:40	Beginning Circle
9:40-10:30	Learning Center
10:30-10:55	Bathroom Break and Snack
10:55-11:15	Music/Large Motor/Scholastic
11:15-11:20	Closing Circle
11:20	Hand washing
11:30	Departure

Sharing information

If you would like the contact information of another parent /guardian with a child attending TLC please notify Miss Karen. At that time, I will see if that information is able to be relayed to you.

What to Wear

Your child should wear clothing that they can handle on their own and enable them to be independent in the bathroom. They should wear comfortable play clothes and shoes. Rain/snow boots are not necessary, but please bring shoes if your child wears boots to school.

What to Bring

Your child will need to bring a backpack to school each day to carry home their school work and crafts. Bringing toys from home is discouraged. A note or email will be sent if we are asking for toys or items to be brought in. Please keep an extra pair of underwear and pants in their backpacks in a Ziploc bag.

Snacks

Parents are asked to provide a simple snack for the class on a rotating basis. This includes a drink and an individually wrapped snack for the children in your child's class. A monthly snack calendar will be sent home with your child. Snacks should be nutritious and non-sugary. We suggest cheese sticks, fruit, crackers, and pretzels. I will post any allergies on the snack calendar. TLC will provide snack if one is not provided. I will post a picture on Remind of the snack brought in.

Parent Participation

Taylor Learning Center welcomes parents to engage in their child's education. A spirit of friendly cooperation is our goal. Parents are often asked to help with parties and special days. Our program has a holiday and graduation program that parents are encouraged to attend. Please know that this can change at any time, due to the health and safety of children and staff.

Management of Illness

The symptoms for which a child shall be discharged and/or kept at home:

- Diarrhea (3 or more abnormally loose stool within 24 hours)
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching
- Temperature of at least 100-degree Fahrenheit when in combination with any other sign or symptom of illness
- Untreated infected skin patches, unusual rashes, or spots
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Sore throat or difficulty swallowing
- Vomiting more than one time or when accompanied by any other symptom of illness
- Evidence of lice, scabies, or other parasitic infestation

When above symptoms occur or communicable disease is suspected parents will be contacted to take your child home. A sick child will be separated from the others and will be placed on a cot and will remain supervised until they are picked up.

The ODJFS Communicable Disease Chart is posted in the main classroom. Any disease outbreaks will be posted on the exit door and an email will be sent out.

Mildly Ill Children

A mildly ill child one, who is experiencing minor cold symptoms or does not feel well enough to participate in activities, but is not exhibiting any of the above symptoms. This child will be cared for in a portion of the room not being used by other preschoolers. They will be made comfortable with a cot and a blanket and will be observed carefully for worsening conditions. Parents will be notified at this time. At no time will a child be left unattended: staff will supervise children at all times.

Medication

For safety reasons, medicine, both prescription and over-the-counter-should be administered at home*. If a physician requires the administration during school hours state law requires that a medicine administration form must be completed and signed by the physician, signed by the parent and on file in the classroom prior to the first day of school.

**A child of school age can have and use an inhaler or medication when needed for an emergency. Our policy is that TLC is to be notified and a medical plan set in place.*

Health Records

A health record is kept on file for every child, which includes the following:

- A CHILD'S MEDICAL STATEMENT form JFS 01305 dated 10/21 (30 days from start date to turn in) This includes immunization records that specifies the month, day and year of each immunization.
- A CHILD ENROLLMENT AND HEALTH form JFS 01234 dated 7/26 (must be in by the first day of school)

TLC accepts children with and without immunizations. Non-immunized children will be handled on a case-by-case basis.

Medical and Emergency Plan

Staff and children's temperature will be taken upon arrival, if CDC is recommending this procedure. In the event of a minor accident involving a child, first aid will be administered immediately.

Should an emergency arise, 911 will be called and parents will be notified immediately. If a parent is unable to be reached, the contact list will be used. If a parent has refused transportation, it will be at the discretion of the rescue responders to transport or not if the parent is not on site.

A staff member in charge of the child will complete an incident report if one of the following occurs:

- Illness, accident, or injury that requires first aid
- Bump or blow to the head
- Emergency transportation
- An unusual or unexpected event which jeopardizes the safety of the child or staff

A copy of the report will be given to the parents the day of the incident. A student with an emergency administration of medication plan will have a staff member administering care according to the medical plan.

- ❖ If we should have to evacuate the school, we will relocate at Toledo Auto Care, 5329 Heatherdowns Blvd., Toledo, OH 43614, Phone Number: 419-515-5569.

Field Trips

TLC does participate in field trips. You or an adult appointed by you, would oversee transporting your child to the event. We are unable to transport children. We may be able to connect you with another parent who is able to. transport. You will be responsible for your child during our field trips. We encourage this parent/child time to learn, play and discover together.

A permission slip must be signed, payments made and turned in before the field trip.

Child Guidance and Management

Rules are established to enable children to know what is expected. Children are not allowed to hurt others, put themselves in danger or deliberately destroy materials and TLC property.

Methods such as redirection, encouragement and communication will be used to assist children with difficulties in coping in social settings. The situation will be explained to the child and shall take place at the time of the incident as soon as it can be safely done in private. A warm, friendly, and safe environment is always emphasized. Physical punishment of any kind is strictly forbidden. Taylor Learning Center reserves the right to remove a child permanently due to the safety of the child or others.

Children will be supervised at all times. Exposing children to inappropriate language, media or behavior is strictly prohibited from the TLC employees.

American with Disabilities Act Compliance Policies

Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs. Upon enrollment my staff and I will be properly trained regarding any necessary care procedures and a care plan written up and put in place.

Substitute Child Care Staff Members

When a teacher is sick and cannot provide care, a substitute will be called in.

If one is not available, I will notify you through the Remind app that we will be closed that day due to an unexpected staff illness.

Conferences and Concerns

Conferences are held once a year. Your child's assessment will be discussed at this time. TLC conducts assessments on the children during the school year for our use only. We will share our information during conferences. Please keep us informed of any incidents that may affect your child's behavior.

Concerns and complaints can be addressed during office hours, which are posted on the bulletin board in the hallway upon entry.

You can always call or text me to make an appointment, as I am here for you and your child. My number is 419-360-1960.

- ❖ All staff members will adhere to the policies in this handbook.