



# PARENT HANDBOOK

**OUR CHILDCARE PROGRAM HAS BEEN  
ORGANIZED TO PROVIDE EXCELLENT EDUCATION,  
SUPERIOR CARE, AND NURTURING. WE ALSO  
BELIEVE THAT IT IS EQUALLY IMPORTANT TO  
HAVE A STRONG EDUCATIONAL FOUNDATION.  
EACH WEEK WE FOCUS ON A LETTER, NUMBER,  
SHAPE, AND COLOR. YOUR CHILD WILL BE MORE  
THAN CONFIDENT WHEN ENTERING  
KINDERGARTEN. IF YOU HAVE ANY QUESTIONS OR  
CONCERNS, CONTACT US.**

# ENROLLMENT

## APPLICATION

## IMMUNIZATION FORM

## PARENT AUTHORIZATION FOR PICK UP AND RELEASE, PHOTOGRAPHY, AND EMERGENCY MEDICAL TREATMENT.

## SIGNED PARENT HANDBOOK

- Annual Registration fee (\$100)
- Infant room (\$235)
- Toddler room (\$200)
- Pre-K3 room (\$200) ( non potty trained)
- Pre-K3 room (\$185) (potty trained)
- Pre-K4 & Up (\$185) (potty trained)
- After School Care (\$100)
- Supply Fee (\$150) (optional, monthly)

Tuition is due every Monday.

Hours are from 6:00 am to 5:30 pm.

Our entry cutoff is 9:00 am.

Frequent tardiness after 3 verbal warnings, will result in a late entry fee up until 9:15 am. After 9:15 am no entry will be allowed.

Late fee entry is \$1.00 per minute.

Late pickup starts at 5:31 pm, and after 3 verbal warnings, a fee of \$5.00 per minute will be charged for the first 5 minutes and \$1.00 per minute thereafter.

# ATTENDANCE

Parents wishing to withdraw from the program MUST give a two-week paid notice.

If your child will not be attending because of the scheduled appointments, vacations, or other planned absences please notify the school that your child will not be attending.

The weekly tuition will remain payable.

One-week vacations are allowed for one half of the weekly tuition when the director is notified two weeks in advance.

Children cannot be in our care more than 10 hours a day, per the state's policy.

# NUTRITION

We follow the Alabama department of education's nutrition guidelines.

Breakfast is served at 9:00 am, lunch is served at 11:30 am, and afternoon snack is served at 2:30 pm.

Children are permitted to bring their own food, ensure everything is labeled.

If you decide to provide your child's food, we encourage you to ensure that they are given nutritious food.

# HEALTH & SAFETY

- If a child must receive medication during program hours, it must be prescribed by a doctor with a doctor's note stating the dosage and time to be administered.
- Parents/Guardians must inform the center's director verbally and in writing about any allergy problems a child may have.
- We will keep parents/guardians informed of any instance of contagious diseases affecting children who may have had direct exposure at the center. The director will immediately report such diseases to the local health authorities. If a child is absent because of contagious disease, he or she may not return to the center without a physician's written statement indicating that the child is no longer contagious and is able to participate in activities.
- To help ensure that illness does not spread, sick children should not be brought to the center, and be symptom free for 24 hours.
- Illnesses such as fever, diarrhea, vomiting, rash, sore throat, severe cough/congestion, and eye discharge.

# SAFETY

- Outdoor play will be allowed when weather permits.
- Caregivers are to make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol.
- All employees are **mandated** under the state's law to report all suspected child abuse directly to the department of Human Resources or local law enforcement.
- The state has deemed our staff suitable to care for the children, they have passed a criminal background check and drug screening.
- The center has an open-door visitation. Please feel free to visit at any time. If a visit becomes disruptive, we may ask the parent/guardian to return later. We encourage parents/guardians to participate in their child's early education.
- Upon arrival, it is the parent's responsibility to hold their child's hand from the car to the door upon arriving until they are safely inside the center.
- Siblings are **not allowed** to bring in the children.
- When you sign your child in, you must sign yours and your child's full name, signing in means that your child is well and up to state department regulations.
- At departure it is the parent's responsibility to make sure their child does not open or go out the front door alone.
- Hold your child's hand until they are safely in the vehicle.
- Please do not forget to sign your child out.
- If a parent has an emergency and will be unable to pick up their child, they must notify the center of the person that will. This person **must** have proper ID with them and be on the child's *authorized pick up list*.
- In the case of an emergency where the center would need to be evacuated, the children will be moved to either the Foley Fire Department (120 W Verbena Ave. Foley, AL) or across the street until emergency personnel is on site. The director will notify the parents of details and pick up information.

# GUIDANCE & DISCIPLINE

We strive to create an atmosphere of acceptance and to enhance the self-esteem of each child.

When discipline is needed, we never use any type of physical punishment.

We use positive discipline, guidance, redirection, and limit setting.

We believe that all children need limits which are consistently enforced. Positive behavior will be used to redirect inappropriate behavior.

## SCREEN TIME

Children under the age of 2 will not be allowed any screen time.

Children ages 2 and up will be allowed 30 minutes of screen time.

Screen time will be used to support the curriculum and provide children with opportunities to learn and explore.

Please sign below that you have read and understand  
TLC Learning Centers Parent Handbook.

---



# Policy **UPDATE**



## **TLC Learning Center Policy Update** **Effective Date: 3/17/2025**

### **Subject: Past Due Balances After Disenrollment** **Applies to: All Enrolled Families**

If a child is unenrolled from TLC Learning Center while there is an outstanding balance on the account, the following policies will apply.

- **Payment Obligation:** The parent/guardian remains responsible for the full outstanding balance, including any unpaid tuition, fees, or other charges incurred before disenrollment.
- **Payment Deadline:** Outstanding balances must be paid in full within 30 days of the child's disenrollment date unless an approved payment arrangement is made with the center's administration.
- **Late Fees:** A late fee of \$100 will be assessed each month if the balance remains unpaid beyond 30 days.
- If the outstanding balance is not paid within 60 days, the account may be referred to a third-party collection agency, reported to credit bureaus, or subject to legal action to recover the amount due, including court costs, and attorney fees, as permitted by law.

By enrolling a child at TLC Learning Center, the parent/guardian agrees that any disputes related to unpaid balances, collections, or enforcement of this policy shall be resolved through binding arbitration. Any unresolved disputes will be submitted to arbitration per the State of Alabama. Arbitration will take place in Foley, Alabama, and costs will be shared equally by both parties unless otherwise determined by the arbitrator. The arbitrator's decision shall be final and binding on both parties and judgment may be entered in any court with jurisdiction.

**Parent/Guardian Signature**

---

**Taneka Clausell**  
**Director, TLC Learning Center**