



## Tendercare Parents

Dear Parents,

Welcome to Tendercare Learning Center! This is your Parent's Handbook. It contains policies and fee schedules. Please read it carefully and sign the last sheet and return.

At our center, we offer a variety of programs to meet the needs of each child. There are full and part time available for children six weeks through 12 years of age, depending upon which centers offer Infant-Toddler care and availability. For the child in Kindergarten, there is an extended day program. Children in the elementary grades--before and after school care is available.

Our staff is dedicated to furthering the mental, social and physical development of each child. Through constant observation, the needs of each child are noted and the environment is prepared to specifically meet those needs. It is our desire to provide support for the learning experience each child needs. Our staff is actively making efforts to develop in each child a positive self-image, independence, creativity, initiative and self-control.

We consider it our privilege to share in the care of your children. We are pleased that you have enrolled your child with us and look forward to becoming better acquainted. This center provides child care services to the community without regard to race, color, sex, age, handicap, religion or national origin. All children will participate in an educational experience.

We believe that communication between home and center is important in establishing a consistent environment for your child. Please keep us informed of changes in your child's schedule, health or home situations. All of these things greatly influence your child's life and will affect all facets of behavior.

If you have any questions or concerns about the center, please let me know immediately. I am here to provide care for one of the most important people in the world--your child. I need your input. We are genuinely concerned about each and every child in our center. By keeping the lines of communication open between home and Tendercare Learning Center, we can adjust for the needs of each child.

Parents are always welcome visitors in our classrooms. Calling ahead will help us to avoid nap time and include you in what we have planned for that time. When you visit our classrooms, please feel free to participate in the activities.

Our center features:

- Infant/Toddler Care
- Preschool and Pre kindergarten with a developmentally appropriate and science-based curriculum and phonics and math
- School-Age Program
- Before/After school care
- To/From School Transportation
- Summer Camp
- State Licensed
- Nutritious USDA Approved Meals
- Qualified and Caring Staff
- Tender Loving Care
- Full-size playground

Again, on behalf of the entire staff, welcome to Tendercare Learning Center. We look forward to a growing relationship with your family. If I can be of any assistance, please let me know.

Sincerely, Tendercare

Director

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This booklet has been designed for the centers in our group. There may be some variations.

## PHILOSOPHY

We believe the foundation for learning includes the total development of the child. We seek to provide an enjoyable developmentally-appropriate program which will meet the social, emotional, physical, and intellectual needs of the individual child. Believing that children learn through play, we plan our curriculum within a caring and creative environment. Our programs are carefully designed to enlarge the child's knowledge and skill, to increase self-confidence, and to promote curiosity and initiative.

We strive to: provide age-appropriate programs, foster a positive attitude towards others, promote language skills and communication abilities, stimulate interest in mathematics, sciences and art, promote health, physical growth and motor development, strengthen home-school relationships, provide nurturing child care.

## TEACHER QUALIFICATIONS

The goal of Tendercare Learning Center is to provide a qualified teaching staff, together with enthusiastic assistance while allowing the Center to maintain the required adult/child ratio and provide appropriate learning experiences for children.

Our staff have to be good teachers. They have to be flexible and have a love for young children. They must have a knowledge of what is developmentally appropriate for children. It takes a special person to work with children. We are proud of our entire staff! The staff receives initial training to the program when they start and this training is ongoing. Each teacher attends a minimum of 12 clock hours of training per year. In addition, most teachers are required to attend the Infant/Child CPR training. In-service training is conducted monthly at staff meetings. All of this enables us to have up-to-date information about what is developmentally appropriate for the young child.

## ADMISSION TO THE CHILD CARE PROGRAM

Before the child begins school, the parent will receive a packet of forms to be completed and returned on or before the child's first day of attendance.

Parents need to inform the Center of any changes in address, phone numbers, employment, emergency information, or family situations.

The responsible parent must be able to be reached at the address and phone number listed **at all times** unless the parent is en route to or from work. Please notify the center director immediately when there are any changes in your information, so we may reach you in the event of an emergency.

## SCHEDULE CHANGES

Schedule changes for child care services may be made, but please be aware it's a long day for young children to be away from home. Extended hours needed means we must staff accordingly, so please notify us in advance of any changes. It is VERY important that we have proper staff/child ratios.

## WHAT YOUR CHILD WILL NEED AT TENDERCARE

Please provide the following for your child, if appropriate:

- All diapering supplies

- Bottles, pre-made fresh daily, unless using our formula

- Unopened jars of baby food, infant cereal, unless opting for us to provide

- At least 2 changes of clothing, including socks,  
(4 complete changes are needed for 2's who are  
going through toilet training.)

- Small blanket, (small pillow optional). Blanket and sheet are required.

## SCHOOL SUPPLIES AT ENROLLMENT & EACH SEPT. 1

- School box, 2 pencils, crayons (8), glue,  
markers and scissors.

**TUITION** A registration fee is due at the time of enrollment to reserve a space for each child. The registration fee is not refundable. We offer daily and weekly payment plans to suit your needs. **WEEKLY FEES:** All child care fees need to be paid weekly in advance for proper scheduling. Tuition is due on Friday for the next week. **Tuition to be paid by check or money orders - NO CASH PLEASE.** If the fee is later than Tuesday, there is a \$5 service charge. There will be no refund for missed days as the rate has been adjusted to reflect a normal amount of absenteeism. We must staff for your child to meet state ratios regardless. It's similar to paying rent. We need the director to concentrate on lesson plans, staff training, etc. Please avoid taking the director's time with collections. Consistent late payments will result in a change to the higher daily rate and plan for payment.

**Daily fee:** Infant/Toddlers and Kindergarten rates may not be paid daily. Families paying the daily rate are allowed only one week of nonattendance each quarter. In order to maintain enrollment, a minimum charge of two full days will be charged to your account regardless of attendance, for each week after vacation time has been used. You will be charged for all scheduled days unless the center is notified by 8:00 AM . All fees are to be paid in full at the end of each week. Consistent late payment will result in termination of enrollment.

**State-Assisted Child Care:** Families who receive state assistance for their child care need to pay their co-payment on a weekly and timely basis. Balances over \$50 must be reported to the state and may result in a loss of assistance. The state does not allow families to transfer to another center if they have a balance with the present center. The state allows for five absences a month, any additional missed days are the responsibility of the parent.

Checks are preferred and should be made payable to "Tendercare" and placed in the payment deposit box provided. The child's name and the dates of care being paid for should be included with all payments. There is a \$15 charge for all returned checks. If paying by cash, please be sure to obtain a receipt. As cash will not be kept on the premises, please bring cash in the exact amount.

There is no reduction of fees regardless of attendance. If a Holiday falls during the week, Monday through Friday, fees are charged for the day. Fees are paid regardless of absenteeism. No refunds are made.

## **VACATION**

Each family is entitled each calendar year from January to December--one week vacation without charge. The second week is 50% of your regular fee. Your child must be enrolled in the program for a period of no less than six months to be entitled to this vacation. The entire week must be taken at one time and advance notice must be given in writing. Aside from these vacations, there are no reductions in fees for absences.

## **DELINQUENT ACCOUNTS**

Unpaid or latte bills result in higher charges for everyone. To be fair, you will be asked to withdraw your child if you have not made a payment in one week or if your bill totals more than \$100. If you do not make prompt arrangements to pay your bill, it will be turned over to collection. The center is authorized to give \$100 for a special hardship loan on cases for a very limited number of customers. The Tendercare management wants the Director to concentrate on center affairs rather than collections.

## **CALENDAR**

The center will be open throughout the year except for the following days:

Labor Day	Thanksgiving
Christmas	New Years Day
Memorial Day	Independence Day

## **SEVERE WEATHER & CLOSING PROCEDURE**

The Center will remain open under nearly all extreme and severe weather conditions. During inclement weather (snow-ice), the center will open one hour early to accommodate the bitter conditions.

## **ARRIVAL & DEPARTURE & HOURS**

Opening Time: 6:00AM

Closing Time: 6:00 PM (Some centers are 6:30 PM)

An authorized adult must sign the child in and out daily on the time clock which is located in the school entry. It is important that you arrive and depart at your scheduled time. Children should not be here over ten hours unless you have made special arrangements. Your tuition fee only covers the hours you have scheduled for work or school. In order to insure proper staff ratios, it is important that you keep your schedule consistent. If you need additional care, please see the director about an additional rate.

Please keep your work, home and back-up contact phone numbers up-to-date. We need to be able to reach you at all times.

Parents are expected to pick up children before closing time, 6:00 PM (or 6:30 PM at some centers). There is an overtime charge of \$8 for each 15 minutes or portion thereof after 6:00 PM (6:30 PM at some centers). Late pickup is an imposition on the staff and frightening to the child. If a child has not been picked up within an hour of the close of the school, and if no contact has been made by the parents or if no one listed on the enrollment forms can be contacted, the child may be considered abandoned and taken to the police station (or the Director or Assistant Director or other senior staff member may take the child to their own home). Please see the Director to give her your emergency contact list on a regular basis. (Any violation of these requirements could be cause for asking you to withdraw your child).

## **RELEASE OF CHILDREN**

All children must be clocked (signed) in and out each day. Your child will only be released to the parent or other persons for whom you have given advance permission for release. These people will sign when they pick up your child and they must have proper identification. Please inform them of our policy of signing a child out. Also, please inform them that their identification will be checked and that this information must match what is on the

**AUTHORIZATION FOR RELEASE CARD.** Send a note to the Center letting us know who will be picking up your child. This must be someone that your child will recognize and go with willingly.

## PARENT EDUCATION AND INVOLVEMENT

Our Center may have an excellent resource library list of books and tapes to assist in family needs.. Please see the director to check out the information. Also, if any parents have any of this material to donate, we would be glad to have it.

Parents are encouraged to become actively involved with all aspects of their child's education. We believe that a strong home-school relationship is basic to the young child's education and that parents, children and teachers benefit from learning and working together.

A Center newsletter and calendar are published and distributed to parents and staff members. This helps to keep parents and others aware of all the happenings within the Center program. Articles include features on child development activities and general Center information. If you have an interesting article or information you would like to include in the newsletter, just let the Director know.

At times, a Parent Advisory Group, comprised of parent representatives work together to promote family education and involvement within the Center. Their activities include family-focused events, parent education evenings, and fund raisers to purchase materials for the children. If you are dissatisfied with our program or services, please bring it to the attention of the Area Director or CEO listed on the first page.

Attendance at parent meetings and functions is encouraged. Cooperation and communication between home and school is important, if your child is to receive maximum benefit from our program. If you are dissatisfied with our program or services, your child will mirror this creating discipline and interest problems. Please discuss any problems with us and use our service only if you are totally satisfied. We may ask for some of your time and interest to encourage learning at home. You may be asked to contribute pictures, sack lunches, bugs and, of course, Astro Homework, and a few other unusual requests. If you don't feel these are important enough for your consideration, neither will your child. Projects, newsletters, and notes are as important to your child as your paycheck is to you **Parents!!** Get the papers and projects from your child's cubby every night and take time to look at them. Read AND respond to the newsletters, let us know how you feel.

Field trips play an important part in the learning experience of the children and assisting with these trips is an excellent way for you to be involved in the program. You should receive a newsletter and a calendar of activities each month or two. Copies will also be posted at the entrance of the Center. Make sure that you are aware of our planned activities. If you reinforce and participate, your child will have a much more rewarding and beneficial experience at Tendercare.

## OPEN DOOR POLICY



Our school has an open-door policy to our customers. You are invited to visit, observe or to participate at any time.

Any time you have questions or concerns about your child or our program, please do not hesitate to ask or to question. These are your children and you have the right to know what is going on !! Remember, no question or concern is ever too small or unimportant.

## **HEALTH**

The health policy of our Center has been formulated for the purpose of safeguarding the health and safety of all children and adults who participate in our school's activities.

## **PHYSICAL EXAMINATION**

A physical form signed by a physician is required for each child enrolled. For children under five years of age, this must be completed yearly.

The State Health Department also requires a current, up-to-date immunization record for each child enrolled. As your child receives an inoculation, bring in your shot record for us to copy.

## **ILLNESS**

Our policy requires that children who are ill or who have run a temperature, vomited or had diarrhea in the previous 24 hours, **MUST NOT** be brought to school. This is for the well-being of all the children and must be strictly enforced.

A child who becomes ill at school will be sent home. Calls will first be made to parents and then to emergency numbers.

In the event of absenteeism, all fees are paid as usual.

Please notify the teachers if your child will be absent or if your child has a contagious disease. The school will post notes concerning contagious diseases for which the children have been exposed. The following is our Tendercare guidelines and policy which will be enforced for the health of your child and the others enrolled in our center.

## **ILLNESS**

## **CHILD MAY RETURN**

Strep Throat	24 hours after antibiotic treatment
Head Lice	After treatment begins
Chicken pox	One week after rash begins or until all pox are scabbed over

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Pink Eye	When there are no secretions from the eye; usually 24-28 hours after the start of treatment.
Diarrhea	24 hours after the last loose movement
Fever	24 hours of normal temperature
Vomiting	24 hours after the last vomitus
Impetigo	Until all skin lesions are healed

## **MEDICATIONS**

All medication shall be given to a child only with the dated, written permission of the parent(s) stating the length of time medication may be given. Our medication forms are good for one week only. Medication will only be given at lunch time. Please arrange dosage schedule for this time.

Prescription medication shall be in the original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages and the physician's name. This may include sample medication provided by the Physician.

All nonprescription medication shall be in the original container and labeled by the parent with the child's name and instructions for administration, including the times and amounts for dosages. In order to insure the comfort of your child, please provide the following: Tylenol, sun block, cold medicine or syrup!

## **ACCIDENTS**

We will do our best in terms of supervision and safe equipment to insure the safety of the children. However, should an accident occur, we will make an immediate attempt to reach you. If we cannot reach you or the emergency numbers on your form, we will call the child's doctor. If needed, we will also call an ambulance, paramedics or the fire department if it is deemed appropriate. The Director or her assistant will use their best judgment. You will be expected to assume responsibility for any resultant expense. It is assumed that parents will carry sufficient insurance or be personally responsible to cover accidents cost in that event. It is very expensive for us to provide insurance for your child and it is usually through your family medical insurance--thus we do not provide it.

Small injuries are reported to the parents through the use of minor accident forms. These are completed by the teacher and/or witness and distributed to the parent at departure time. Parents must be called. (See licensing rules)

## **SANITATION**

We work very hard at trying to keep the spread of infectious diseases to a minimum. We have thorough hand washing practices for both staff and students. Diaper changes are sanitized after every diaper change.

In addition, we keep the handling of soiled diapers and clothing to a minimum. For this reason, soiled clothing and training pants are NOT rinsed out at day care, but are sealed in a plastic bag and sent home.

## **POTTY TRAINING COOPERATION**

Potty training is easily accomplished when a child is physically ready and able to communicate his/her needs, therefore we wait until a child is at least two years old. Successful training requires a lot of cooperation between parent and teacher. It is essential that training be consistent at home and at Tendercare, or the child will be confused. We usually begin with pull-ups until we are sure the child is physically and emotionally ready to begin training. Pull-ups should not have a time limit as this will cause stress for the child. Then when we are sure the time is right, pants should be worn from

the time your child wakes up until they go to bed. Remember, being consistent is the key to successful potty training. Wearing diapers during waking hours confuses children. Parent and teacher need to discuss procedure, language and rewards, and then write contract that is acceptable and agreeable for all.

Clothes should be ones that are easily taken on and off, no one-piece suits or suspender-type clothing. Bring 5 to 6 pair of training pants, extra clothing and a plastic bag should be brought to Tendercare.

Don't make the child sit on the potty for long periods of time. Five minutes is long enough. The best times are as soon as they wake up, 20 to 30 minutes after a drink, after meals and before going to bed. Remember that they want to please you, but they need to learn that they can control their toileting and turn it on and off. This is sometimes a difficult concept.

We have books and videos on toilet training, for parent and child, available to loan.  
Good Luck!!

## **CHILD ABUSE & NEGLECT**

Teachers and centers are mandated by law to notify authorities of any suspected child abuse and neglect. All of our teachers have been screened within the first 30 days of employment.

## **DISCIPLINE**

Our Center adheres to three basic guidelines: no child is allowed to hurt himself, no child may hurt others and no child is allowed to destroy the environment. Positive reinforcement and redirection are used to help children behave appropriately. Children are encouraged to learn to solve their own problems.

If needed, a conference with the parents will be scheduled.

It is the goal of our program to make day care a positive, rewarding experience for each child in the center. However, we reserve the right to dismiss any child who cannot make the adjustment to group care. A "Notice of Intent to Terminate" letter will be given to the parents with as much notice as practical.

Please notify the teachers if there is a change in a child's normal home routines; such as death or other separation. At all times, the staff is available to help you in working through problems which affect your child and his/her behavior. Please address any questions to the Director.

We use no corporal or physical punishment.

## **DRESS**

We recommend that children be dressed in washable play clothes. For safety concerns, tennis shoes are preferred. Sandals, jellies or dress shoes limit a child's participation in motor activities.

Please be aware of weather conditions and dress children accordingly, as some outdoor play is an integral part of our daily schedule.

We also request that children be sent only in clothes that they can manage by themselves at using the toilet.

All children need extra clothes at the Center. This includes a complete change from outer garments to underwear and socks. 2's need four complete changes if they are being potty trained. Please label all items.

If your child wears "center" clothes home, please wash and return them promptly so that they will be available for another child.

Donations of outgrown clothing and underwear/training pants are always appreciated.

## **NAP TIME**

Children are required by law to have a rest time at day care each day. Our quiet time is approximately from 12:00 noon to 2:30 PM. This varies somewhat with each group. Children who do not sleep or who waken early may play with table toys until their group arises.

Parents need to provide a small blanket, sheet and pillow for each child. These personal items will be sent home each week to be laundered. Please mark the child's name on each item.

Donations of small blankets and crib sheets are always appreciated.

## **PERSONAL BELONGINGS**

Tendercare assists with controls but cannot assume responsibility for personal belongings that are brought to school. Please label EVERYTHING with your child's name. This includes coats, jackets and sweaters.

The only reason for children to bring toys to school is to learn to share them with others. If your child brings a toy to school, it will be placed in the appropriate area and subject to all the same rules and regulations as our toys. Hair barrettes, ribbons and jewelry will get lost and broken regardless of our efforts. Do not send anything you are not willing to lose.

## **NUTRITION**

Menu planning is one of the most important aspects for our Center, as we supply and serve a appropriate proportion of the food consumed by our children five days a week. We strive to serve wholesome and attractive meals that meet the children's nutritional needs and to make meal time a pleasant and social experience.

We plan all our meals according to the following food chart and menus are available to parents. No substitutions will be permitted except for medical or religious reasons. A note from the doctor or a statement of religious philosophy must be on file.

Some formula and babyfood are supplied by the center. (Please ask the Director about this.) Formula and special baby food are provided by the parent, with individual identification on each container, until written permission is granted for the child to eat table food.

Some centers are currently participating in the Missouri Department of Health Child Care Food Program to insure proper nutrition. This program insures proper nutrition and helps to keep your child care costs down, by reimbursing the Center for the partial cost of nutritious meals provided to the children. Please help us by keeping your records current.

BREAKFAST:	Fluid Milk	3/4 Cup
	Juice or Fruit or Vegetable	1/2 Cup
	Bread or Bread Alternate	1/2 Slice

SNACK*	Fluid Milk	1/2 Cup
	Juice or Fruit or Vegetable	1/2 Cup
	Meat or Meat Alternate	1/2 Oz.
	Bread or Bread Alternate	1/2 Slice

\*Serve 2 of 4 Components

LUNCH OR SUPPER	Fluid Milk	3/4 Cup
	Meat, Poultry, Fish, or Cheese, or Eggs, or	1-1/2 Oz. 1
	Cooked Dry Beans or Peas or Peanut Butter	3/8 Cup 3 TBSP
	Vegetables and/or Fruits	1/2 Cup
	Must serve at least different varieties	2
	Bread or Bread Alternate	1/2 Slice

**Note: Subject to appetite and instructions.**

## **BIRTHDAYS**

We will always celebrate a child's birthday with special attention and a song. If you would like to send a treat or a book to add to the school library, it will add a special glow to the day. These treats are at your discretion and are not required to have a birthday celebrated. (See the Director about what treats are permitted, if any).

## **CHRISTMAS**

In December, there is an extra charge of \$5 per child for the Christmas Party-- Santa, Stockings and a large gift to each class. Parents are asked to participate in the selection of the gifts and in the preparation for the party.

If you would like to express your appreciation to the school and the teachers, a gift for the class would be most appropriate but not required..

## **OUR PROGRAMS**

### **NURSERY PROGRAM (Where Available)**

**Infant and Toddler Child Care:** The first 2 years in a child's life are so important as the transition from helpless infant to exploring toddler is made. Each child develops at an individual pace. We structure our programs for each infant, based on their own developmental needs and achievements.

Much attention is given to fostering the development of secure and healthy relationships with the adults and children at the Center. Our goal is a happy, independent, self-reliant, and secure child. The program is structured to take advantage of the incidental learning situations occurring as the children play. Schedules have been kept flexible enough to allow for the varied needs and demands of the very young children for feeding, naps and lots of loving.

One staff member is assigned to each group of 4 infants or toddlers. This allows for the added physical assistance, and personal care that these young children require. Normal variation in your arrival and departure schedules may make ratios unstable in the early morning and late afternoon hours. If you are changing your schedule, let us know so we can make adjustments for proper staffing.

**TWO'S CHILD CARE** Children enter the Two's program when they are ready to begin potty training, able to separate from parents without strain and able to participate in larger groups with more structure. Normally this will be at age 2; they will be considered for promotion to the preschool program when they are 3 and potty trained. Parents or teachers may request that any promotion be accelerated or delayed as is indicated by the child's development.

Two's are developing social skills and have a newly found sense of independence which makes them natural explorers. We have structured our program to foster that

independence by teaching them basic self-help skills such as dressing and undressing, putting on and removing coats and becoming self-sufficient in their bathroom needs. They are encouraged to express themselves with available art materials; language and cognition which is emphasized as they add to their vocabularies and learn to communicate with others. Two's are naturally egocentric in their thought and behavior, and they need assistance in learning to recognize and control their emotions and frustrations, to share and to recognize the rights of their friends.

One staff member is assigned to each group of 8 two-year-olds. This allows the needed extra hands to help with snaps, buttons, hugs and potty training.

## **PRESCHOOL PROGRAM**

The preschool program has been developed for children 3 to 5 years old. Children are grouped by age and ability so that each teacher is responsible for directing the activities of 10 children. Accomplishments of the children are charted and the program varied to accommodate the needs of the children. Readiness activities are presented in the areas of math, reading, social and

physical development. Weekly themes are used as a basis for learning about ourselves, the world and how we fit into the world.

In addition to the theme for the week, the children learn a letter A WEEK with ALPHA PHONICS, a fun learning program of total reading readiness experiences for young children. The lessons are geared to build a child's self image and confidence. Teacher expectation plays a very important part in a child's success and the Alpha Phonics reading program is planned to guarantee this success.

Alpha Phonics teaches and reinforces names and sounds of letters through naming, sounding, tracing and writing. This program has been carefully devised to develop a child's independence and stimulates his interest.

Our exciting friend, Astro, is a "make believe" character, a fun-loving, invisible person from outer space, who visits our classrooms daily to bring surprises about learning letters and sounds. He sees the children but the children can't see him.

He will usually carry a pennant with instructions and directions for the children and a bag full of surprises which he will leave in the classroom every day.

We also offer Astra Magic Math, which is a success-orientated program and provides total beginning basic math experiences for preschool. It is an exciting, motivational, multi-sensory and hands-on program that teaches geometric and math concepts in logical and sequential order.

## **THEMES/DISCUSSION UNITS**

Please come to our orientation meeting, in the early fall and learn more about these wonderful programs. We encourage you to spend some time getting acquainted with the teachers and fully understand the program before enrolling your child. The following is only a sample and there will probably be variations.

### **SEPTEMBER**

Friends & Circus  
Apples & Fall

### **OCTOBER**

Safety & Manners  
Fire Prevention  
Community Helpers  
Halloween

### **MARCH**

The Human Body  
Telephone & Weather  
St. Patrick's Day

### **Spring**

### **APRIL**

New Life Animals  
New Life Plants  
Flowers & Gardens



## NOVEMBER

Home & Family  
Forest Animals  
Indians & Thanksgiving

## DECEMBER

Christmas

## JANUARY

Calendar-Clocks-Time  
Snow & Winter  
Birds & Machines  
Black History

## FEBRUARY

Mail & Valentines  
Presidents & Country  
Policemen & Honesty  
Dental Health

## MAY

Mother's Day  
Astronauts  
Pets  
insects

## JUNE

Farms  
Father's Day

## JULY

Transportation  
Amphibians & Water

## AUGUST

Zoo  
Dinosaurs

## SAMPLE SCHEDULE:

6:00-8:30	Free Choice, Breakfast served
8:30-9:00	Opening Exercise, Calendar, Story and Music
9:00-9:30	Phonics (letter-sound recognition) Math
9:30-10:00	Discovery Time Learning Centers
10:00-10:30	P.E., Games, Health or Nutrition
11:00-11:30	Social Studies or Hands-On Science
11:30-12:00	Recess
12:00-1:00	Lunch, Story time
1:00-1:30	Nap
1:30-2:00	"
	"
2:00-2:30	"
	"
2:30-3:00	"
	"
3:00-3:30	"
3:30-6:00	Activities integrated with the center, free choice, games, learning center, videos, recess.

## **BEFORE AND AFTER SCHOOL**

Our before-school program consists of breakfast and their free choice of activities.

Our after-school program consists of a snack, activity and free play. Children are encouraged to do their homework and, as our teachers are available to help each child, the children need to bring a written assignment notebook. If they finish early, they are required to read or play quietly with Legos until the end of the homework period. Treats or points are awarded for completed homework.

Every day, weather permitting, there will be outdoor activities.

Art materials, games, books, videos are provided for the use of our school-age children. We strive to keep the structure of this class to a minimum, allowing the children as much freedom of choice as possible; although we expect them to be polite, cooperative and responsible, good citizens.

Special activities will be planned for school-age children for school vacation days, such as bowling, skating, movies, etc.

## **SUMMER CAMP**

Dear Kids,

You can expect every effort from us to provide you with a busy and fun-filled summer. We are going on field trips, picnics, hikes, etc. We will be going bowling, skating, to the movies or some other activity..

We are going to learn some interesting new crafts, such as: toadying, candle making, decoupage, plaster craft, etc. At the end of the summer, ribbons will be awarded for deserving crafts. Also, we will be doing an art show with a nursing home.

We are having a reading race for the most books read through the summer. We also have a volunteer-learning program called "draw an activity". Each activity correctly finished gives you a chance in the Learning Lottery--Drawing for a prize to be held every 2 weeks.

We may write and perform a play and puppet show which we will perform for school or parents.

We will attend any plays or programs offered in the community. Plus there are games, cards, books, video games and videos for quiet activities.

We may offer classes in ballet, gymnastics, computers, Karate, etc., subject to availability and funding.

We want you and your children to have a good and worthwhile vacation. We will try to be fair and open-minded in dealing with problems. In return we, the staff at Tendercare, will require the following things from the children:

POLITENESS: To show good manners toward each other in behavior and speech, and to use good manners at the table.

GOOD CITIZENSHIP: You will be expected to know the Tendercare rules for safety and proper conduct and to comply with these rules.

COURTESY: Kindness and friendship for each other. Using Please, Thank You and Excuse Me.

HELPFULNESS: You will be expected to take care of and pick up any toys, equipment or materials you use. All games must be properly boxed and returned to the shelves. We will all work together to keep our school and equipment in good condition.

COOPERATION: You are expected to do your best to get along with others and to do so with good nature what is required by the staff.

SPORTSMANSHIP: Good manners and fair play are expected in all games and sports activities.

My parents and I have read the above and I understand and agree to follow the rules.

Child's Signature\_\_\_\_\_Date\_\_\_\_\_

Parent's Signature\_\_\_\_\_Date\_\_\_\_\_

Dear Parents,

For your convenience, we provide a calendar of the month's activities. Please keep this posted so that you are aware of what your child needs from home each day.

SUCH AS:

#### WEARING APPAREL

- Red T-shirts (marked with red star on calendar)
- Swimming suits for water play, gym bag, towel, cap or tie back
- Ballet things
- Clothes for messy crafts
- Clothes for sports

#### FIELD TRIPS

- Sack lunch (Ask the Director if the center provides the lunch. (The center will provide the drink).

## PARTY DAY

One day each week is party day and sometimes the children will need to bring special things from home, such as: a costume, a silly hat, a friend, a pet, pajamas for pajama day, etc.

Thank You,

Director,  
Tendercare Learning Center

**Note:** If, for any reason you have concerns which the Director is unable to handle, feel free to contact the Area Director Tammy Lindenmann 636-443-3178 at her cell phone, center, 636-928-9907 or the CEO at the home office, 636-978-8686.

P.S. From the Summer camp parents, we expect support of Tendercare's policies. We believe that children are happier in an environment where they know the boundaries. Therefore, for the welfare of the children, we have borrowed the following form of discipline from our public schools. We would appreciate your agreement and support of this policy.

NAME ON BOARD	5 min. time out
1. x	Age-appropriate time out
2. xx	Trip to Office
3. xxx	Call Parents
4. xxxx	Can't Participate in one field trip
5. xxxxx	School Suspension or expulsion

We have read the above and agree to support the policies at Tendercare Learning Center.

Parent's Signature\_\_\_\_\_Date\_\_\_\_\_

We have separate pages of this portion so the above will stay in place.

## BITING

One of the worst things a parent experiences, when a child is enrolled in a child care center, is to arrive, all ready to lavish love upon the most beautiful child in the world and find his/her body was marred by a bite! Another child's bite! How does this happen in a quality child care center? The fact is, biting does happen in any center where children under 3 are enrolled.

1. Young children do not have the necessary verbal skills to express feelings. Biting is a very powerful way to get one's way, fight back or release frustration. Studies show that almost all biting disappears by age 3, the age at which most children have acquired other skills for dealing with angry or frustrating feelings.
2. Young children are egocentric; they cannot assume the perspective of others; everything is me/mine.
- c. Young children do not have well-developed cause and effect relationships. They are just learning that if they bite someone, it hurts. They are in a trial and error stage.
4. Young children are active explorers. They explore some items by placing them in their mouth. Sometimes a child might explore a little too vigorously. Some children actually respond with shocked looks when the bitten child cries.
5. Young children are often teething and it may just feel good to bite. Even though bites look terrible, biting should be considered like any other act of aggression (hitting, pushing, hair-pulling, etc). The Tendercare staff works hard to minimize all acts of aggression by doing the following:
6. We help children use words to express their feelings and we acknowledge a child's right to have the feelings he/she is experiencing.
7. We model gentle, caring behaviors.
8. We try to minimize aggressive behaviors by providing a variety of toys, careful planning and supervision. Teachers are required to keep the biting under close supervision.
9. We maintain an appropriate adult-child ratio; providing for positive attention and affection.
10. We redirect children to a more appropriate activity. When a child has been hurt, we keep the name of the aggressive child confidential in the name of good harmony.
11. Console the child who has been hurt.
12. Clean the injury with soap and water, if needed.
13. Apply ice, if needed, to minimize swelling and bruising.
14. Complete an accident form and notify the parents with an explanation of how the injury happened for the parent's information.

There are some things we will not do at Tendercare and we recommend that you not do:

15. We will not bite a child back nor will we encourage the bitten child to bite back. The same is true for other forms of aggression.

16. We will not expel a child with a biting problem under normal circumstances. Biting causes frustration. Frustration for the parents or the child with the bite mark; frustration for the parents of the biter, frustration for the teachers who always feel guilty and frustration for the Director. At Tendercare, we work as a team to problem solve and to help eliminate each incident of aggression.

At any time, parents should feel free to discuss their child with the Director.

- ( ) Review all contract charges, registration fee (if applicable).
- ( ) Payment is due on Friday for the upcoming week, with a \$5 late payment fee assessed after noon on Tuesday.
- ( ) Our closing time is 6:00 PM (Some locations may be 6:30). Adults who pick up children after closing, will be charged a late fee of \$8 for any portion of each 15-minute period. Late fees are payable immediately.
- ( ) Be sure to label all of your child's personal belongings with a waterproof marker. We cannot be responsible for unlabeled clothing.
- ( ) Blankets, sheets and sleeping bags, etc., are to be sent home each Friday to be laundered and returned on Monday.
- ( ) Parents will be notified if a child has a temperature of over 100 degrees and does not appear to feel well.
- ( ) The center may require a physician's statement prior to readmitting your child to the center following an illness.
- ( ) Medication can be administered by the teacher, assigned person, Director or Assistant Director with written approval of the parent. Medical permits are in the Director's office. All medication needs to be in the original bottle with the prescription attached by the pharmacy.
- ( ) Parents need to clock their children in and out and leave a list of authorized people who may pick up their children.

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Parent's Signature

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Date

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Director's Signature

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Date

**"Next Best To Mom and Dad"**

# Tendercare Parent's Handbook

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Phone: 636-946-8440

4778 Central School Rd.  
St. Charles, Missouri 63303  
Phone: 636-928-9907

206 McDonald Lane  
O'Fallon, MO 63366  
636-978-4115

MAIN OFFICE:  
1447 Rose Hill Lane  
St. Peters, MO 63376  
636-978-8686

13775 New Halls Ferry  
Florissant, MO 63033  
Phone: 314-839-0900

444 Candlelight La.  
Hazelwood, MO 63042  
Phone: 314-839-9920

445 Candlelight Lane  
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9632 Midland Ave.  
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TC Parent HB 3.11



