



313 N. Church Ave.
Mt. Pleasant, TX 75455
903-577-0852

Parent Handbook

Let the little children come to Me, and do not hinder them, for the Kingdom of God belongs to such as these. Mark 10:14

Thank you for choosing TLC for you and your family's fundamental educational needs. We, the staff of TLC, strive for excellence while accommodating your family's needs. As parents ourselves, we provide the nurturing environment we want to raise our children in. We love loving your precious child.



Our Mission: Tennison Learning Center (TLC) is your child's home away from home. We strive to build a solid foundation for learning with a family's sense of love and nurturing as we incorporate a program that provides for each child's spiritual, academic, emotional, social, and physical development.

Our Philosophy: The first five years of childhood are the most important in development and learning. It is our goal at TLC to create an environment where children are encouraged to:

- ✚ Develop a spiritual foundation for life
- ✚ Mature physically and cognitively at their own rate
- ✚ Develop a positive self image
- ✚ Learn to handle their emotions in an appropriate way
- ✚ Act on their environment
- ✚ Learn to trust and care for others

Our Statement of Faith: While TLC is a ministry of Tennison Memorial United Methodist Church, TLC is nondenominational in its teachings, stressing central truths of the Bible that unite all Christians. Each child learns:

- ✚ God is a loving Father who created everything
- ✚ Jesus is God's only Son, our Savior, and Friend
- ✚ The Holy Spirit is also part of God and is our constant Helper
- ✚ The Bible is true and God's word to tell His stories and how we should live
- ✚ Prayer is talking to God



Our Goals: The goals of Tennison Learning Center are

- † To maintain and develop optimum health
- † To Further physical, emotional, mental, spiritual, and social development
- † To introduce simple scientific concepts
- † To foster the ability to adapt in different relationships with his peers and adults
- † To expand language control
- † To know and enjoy literary and musical heritage
- † To offer reading readiness
- † To bridge the gap between home and elementary school

Licensing: TLC is licensed by the Texas Department of Human Services for the care of 113 children. TLC strives for excellence accepting nothing but the healthiest, safest, finest environment for your family and ours. Parents may contact the Local Licensing

Representative at address and number: Sheralyn Oliver

3303 Mineola Hwy

Tyler, TX 75752

(903)533-4162

And/or www.Dfps.state.tx.us

If this is in regards to reporting Child Abuse you may contact

Child Abuse Hotline at 1-800-252-5400.

Our Curriculum: TLC supports the theory that all people, especially children, learn best when they can control and act upon their environment. Effective learning is a direct result of the exploration of the five senses; seeing, touching, tasting, smelling, and listening.

Along side a sensorial environment children are encouraged to learn through self-expression and movement. Children need hands-on activities and choices. A developmentally appropriate curriculum for young children integrates the child's needs, interests, and abilities while focusing on each child as a whole person. The teacher focuses on each individual child's cognitive, social, emotional, physical, and spiritual development. All of TLC's classrooms are set up in educational centers; we pride ourselves on the truths that we offer an educational jumpstart for your child. The children



are in a structured educational environment, aside from our rest time, the whole day is full of educational activities. This makes our preschoolers ready socially and academically to begin school. We feel that children are precious treasures, given to us for a time by God, and that every minute of that time counts. Therefore the TLC staff cherishes the opportunity to love and teach your child.

T.L.C. is licensed by the Texas Department of Family and Protective Services for the care of 113 children, ages 1-5 years. Classes are held Monday, Tuesday, Wednesday, Thursday, and Friday from 8:30 am – 3:30 pm and afterschool from 3:30-5:30pm and are scheduled according to the MPISD calendar.

Classrooms

Toddler Class: 18mo-23mo of age

Twos Class: 2-3 yrs of age

Threes Class: 3–4 years of age

Prekindergarten Class: 4 – 5 years of age

TLC bases the ages and number of students on the Texas Department of Family and Protective Services (DFPS) Child Care Licensing Rules found in the Texas Administrative Code under Title 40, Part 19, Chapter 746 minimum standard rules for licensed child-care centers. A copy of minimum standards is located in the TLC office for parents to review. Parents may also review a copy on the web page www.tennisonlearningcenter.com. A copy of the most recent Licensing inspection report is located on the parent information board located outside the director's office.

TLC begins each day with Chapel at 8:30am. Please observe this time schedule; exercising promptness is an important factor in the early training of a child. If a child arrives after the time his class is scheduled to begin, he will miss part of the activities. If a child is not picked up on time, he is inclined to worry or feel insecure. If there should be an unavoidable delay, a call to let us know will be appreciated. If someone other than the parent is to pick up the child, you must call or give authorization in writing. A driver's license will need to be presented for verification if the person is unknown by the staff. Children should not arrive before 7:15 am.



Please call and let TLC know when your child is going to be absent.

Procedures- Sign in/ Sign out: Parents must sign-in each child every morning. The sign in book is located in the front hall and must be signed each day upon arrival. At the conclusion of your child's school day, please follow the sign out process. Signing out ensures the TLC staff that your child has been picked up and no after school billing should take place for that day. Parents will be notified in writing of any policy changes.

Our Enrollment: The preschool is open to all children, regardless of race, nationality, or creed. They must be two, three, or four years old by September first of the current school year. TLC accepts children 18 months to 5 years. The registration fee may be paid to hold a child's spot for the approaching birth date.

Registration begins in April for the following year. Registration is completed by submission of application form, enrollment agreement, permission forms, health certificate signed by the child's physician, and payment of the one time non-refundable registration fee.

All enrollment papers must be returned before child begins at TLC.

Attendance: Enrolling in our program is a commitment to prepare your child for school. Attendance and punctuality is strongly advised. Your child deserves the extra time in the morning to have free time and benefit from Chapel before our classroom activities begin at 8:45. Coming in late is disturbing to the class and unfair to your child. A student arriving after 9:00 am will not be allowed to attend school that day unless a doctor or dentist note is presented. If your child attends a 2 day, 3 day, 4 day, or 5 day program, they are only allowed to attend days assigned to that program. If your child attends an additional day, a drop in fee will be charged. Children will only complete curriculum and activities according to their program. For example, a 2 day students will not complete what a 5 day student completes. Makeup days are not allowed for illness or absences.

Financial Arrangements: Tuition and any other contracted service fees are charged on monthly basis. Monthly payments are due in advance on the twenty second day of each



month and considered late after the first (1st) of the month. There is a \$5.00 late charge per day after the 1st day of the month. All fees must be paid. If your child's tuition becomes past due 30 days or more, it will result in automatic withdrawal from TLC. There will be no refunds for days missed due to sickness, bad weather days, or school holiday.

Afterschool billing will be done daily with the parent receiving a statement for the week. Afterschool is \$4.00 for the first hour and \$8.00 for both hours. Please call by noon to notify employees if your child will stay in afterschool that day and is not regularly scheduled.

A full day drop in fee for enrolled students is \$25.00 and a half day is \$17.00. For other students, a full day drop in fee is \$35.00 and a half day is \$20.00.

There will be a \$5.00 late fee for students picked up late for the first five minutes and a dollar for each additional minute there after.

A \$30 charge will apply to all returned checks.

Home/Center Cooperation: Parents are welcome at anytime to observe their child. TLC has an open-door policy. Parents must identify themselves in the office upon arrival. However, TLC discourages parents coming at naptime, to tuck in children, due to the disruption of the daily schedule.

Participation of parents in supporting the educational experiences of their children fosters cooperation between TLC and the home. Newsletters will be sent home monthly to inform parents of the activities that are planned for the children. Reminders of upcoming events are placed on the website/ newsletter/ sign in table. Lesson plans are sent home weekly by each teacher according to their classroom and age group.

During field trips, parties and special days, parents are always welcome. Each family will have the opportunity to help with parties. You may sign up for the Parent Advisory Committee if you are interested in being involved in your child's education.

Parents may submit in writing any questions or concerns about the policies & procedures of the child care center to the director. Parents are also encouraged to attend the PAC-Parent Advisory Committee meetings for the facility where items of interest will be discussed.



Conferences between parent and teacher or director are encouraged. Please contact the staff for an appointment. Arrival and dismissal times are not well suited for a serious conference: please remember that the teacher's first responsibility is to the children.

Sharing news of events and happenings may guide us to a better understanding of the child's behavior. Let TLC know the joyous happenings, the upsetting experiences, or important changes at home which may affect behavior. These will be held in confidence. Also, let teachers know what a child has been told about an impending birth, serious illness, being adopted, or a recent death, etc., so our conversations can follow in line with the parents.

Parent Procedures: Any changes in policy will be immediately relayed to the parent in written communication. Each child will receive the communication. It will also be posted at the school.

Field Trips: TLC has two vehicles for field trip use. TLC will announce at the time a field trip is scheduled which vehicle will be driven. The van holds 13 children and has lap belts and shoulder belts. The bus holds 23 children and has ONLY lap belts. If your child is younger than three years, they must be in a car seat. Any child riding in the bus may ride in their car seat if that is what the parent chooses. Remember, that the bus is equipped with lap belts only, please read the manufactures directions of installation for safety of the car seat with lap belts. A booster seat is sometimes NOT recommended for lap belts only. It will be the parent's responsibility to install the car seat the morning of the field trip and make sure their child's car seat complies with our vehicles. As always, parents are welcome to attend. Unless arrangements have been made with the director prior to the trip, all TLC students will ride with their classes.

Transportation: TLC does not provide transportation.



Health and Medication: The required Medical Form (stating the child's medical history and immunization record) signed by the physician must be submitted by the first class day as required by the Texas Department of Human Services.

After your child's fourth birthday, he/she will need their four – six year old booster shots. (This is required by the Texas Department of Family and Protective Services immediately following the fourth birthday if a child is enrolled in a private preschool.)

TB testing is not required for pre-schools in Titus County.

Illness: In any group situation, the exposure to germs is increased. Therefore, your child must not be brought to school when ill – exhibiting any of the following symptoms:

- a. Fever or has had one during the past 24 hours
- b. A cold that is less than 4 days old
- c. Heavy nasal discharge
- d. Diarrhea or has had diarrhea in the past 24 hours
- e. Vomiting or has vomited in the past 24 hours
- f. Sore throat
- g. Uncontrollable cough

If your child becomes ill while at TLC, we will isolate him/her from the group and notify you to pick him/her up immediately. In case of emergency, 911 will be called.

When a parent is notified to pick up a child due to illness, the child may not return to TLC for 24 hours and/or a doctor's note may be required.

Please contact TLC if your child contracts a communicable disease. The child will be accepted back after such an illness only with a clearance from a physician. In a like manner, if your child is exposed to a communicable disease at school, parents will be notified immediately.

Should your child require medication while in our care, we ask that you abide by the following procedure: This procedure applies to prescription as well as non-prescription medications. All parents must fill out the Authorization for Dispensing Medication form. This can be found on the website under the parents tab.

1. Label the medication with the child's name, date, instructions, and physician's name. Prescription medication must be in the original container.
2. Enclose the medication & medication spoon in a zip-lock bag.



- Complete the Authorization for Dispensing Medication form that is located on the website or in the office. Medicine must be picked up each afternoon.

Medical Emergencies: All personnel at TLC are CPR and First Aid certified. In the event of a medical emergency, the injured or sick child will be isolated from the other students. Emergency responders will be called immediately, and the injured or sick child will be tended to be the director and a designated teacher until medical personnel arrive. Parents will be notified. The director will stay or travel with the child until a parent or guardian arrive.

Hearing and Vision Screening: Children four years of age or older, who are enrolled in any facility for the first time, must be screened for possible vision and hearing problems within 120 days of enrollment. Parents will be notified by letter in regards to the date of exam. If a child is absent the day of screening the parent will be responsible for getting

TABLE 1. Recommended and minimum ages and intervals between vaccine doses of routinely recommended vaccines*

Vaccine and dose no.	Recommended age for this dose	Minimum age for this dose	Recommended interval to next dose	Minimum interval to next dose
Hepatitis B (HepB)-1†	Birth	Birth	1–4 months	4 weeks
HepB-2	1–2 months	4 weeks	2–17 months	8 weeks
HepB-3§	6–18 months	24 weeks	—	—
Diphtheria-tetanus-acellular pertussis (DTaP)-1†	2 months	6 weeks	2 months	4 weeks
DTaP-2	4 months	10 weeks	2 months	4 weeks
DTaP-3	6 months	14 weeks	6–12 months¶	6 months¶**
DTaP-4	15–18 months	12 months	3 years	6 months¶
DTaP-5	4–6 years	4 years	—	—
Haemophilus influenzae type b (Hib)-1†,††	2 months	6 weeks	2 months	4 weeks
Hib-2	4 months	10 weeks	2 months	4 weeks
Hib-3§§	6 months	14 weeks	6–9 months¶	8 weeks
Hib-4	12–15 months	12 months	—	—
Inactivated poliovirus (IPV)-1†	2 months	6 weeks	2 months	4 weeks
IPV-2	4 months	10 weeks	2–14 months	4 weeks
IPV-3	6–18 months	14 weeks	3–5 years	4 weeks
IPV-4	4–6 years	18 weeks	—	—
Pneumococcal conjugate (PCV)-1††	2 months	6 weeks	2 months	4 weeks
PCV-2	4 months	10 weeks	2 months	4 weeks
PCV-3	6 months	14 weeks	6 months	8 weeks
PCV-4	12–15 months	12 months	—	—
Measles-mumps-rubella (MMR)-1¶¶	12–15 months	12 months	3–5 years	4 weeks
MMR-2¶¶	4–6 years	13 months	—	—
Varicella (Var)-1¶¶	12–15 months	12 months	3–5 years	12 weeks***
Var-2¶¶	4–6 years	15 months	—	—
Hepatitis A (HepA)-1†	12–23 months	12 months	6–18 months¶	6 months¶
HepA-2	18–41 months	18 months	—	—
Influenza inactivated†††	6–59 months	6 months§§§	1 month	4 weeks
Influenza live attenuated†††	—	5 years	6–10 weeks	6 weeks
Meningococcal conjugate†	11–12 years	11 years	—	—
Meningococcal polysaccharide (MPSV)-1	—	2 years	5 years§§§	5 years¶¶¶
MPSV-2****	—	7 years	—	—
Tetanus-diphtheria	11–12 years	7 years	10 years	5 years
Tetanus-diphtheria acellular pertussis (Tdap)††††	≥11 years	10 years	—	—
Pneumococcal polysaccharide (PPV)-1	—	2 years	5 years	5 years
PPV-2§§§§	—	7 years	—	—
Human papillomavirus (HPV)-1¶¶¶¶	11–12 years	9 years	2 months	4 weeks
HPV-2	11–12 years (+2 months)	109 months	4 months	12 weeks
HPV-3	11–12 years (+6 months)	112 months	—	—
Rotavirus (RV)-1*****	2 months	6 weeks	2 months	4 weeks
RV-2	4 months	10 weeks	2 months	4 weeks
RV-3	6 months	14 weeks	—	—
Zoster†††††	60 years	60 years	—	—

* Combination vaccines are available. Use of licensed combination vaccines is preferred over separate injections of their equivalent component vaccines (Source: CDC. Combination vaccines for childhood immunization: recommendations of the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP). MMWR 1999;48[No. RR-5]). When administering combination vaccines, the minimum age for administration is the oldest age for any of the individual components; the minimum interval between doses is equal to the greatest interval of any of the individual components.

their child's vision and hearing screening. The child's vision and hearing must be tested by December 31 of that year.

Discipline and Guidance: Discipline and guidance will be consistent, and will be based on an understanding of individual needs and development. Our goal is to use positive guidance and reinforcement to enable each child to develop a high self-esteem in the knowledge that he is loved by others and by God.

If there is a continual behavior problem, TLC will notify a parent and a conference may be needed to discuss possible reasons and solutions. If a parent does not comply with the solution agreed upon during a parent/teacher conference to resolve the discipline concern, the situation will be handed over to the TLC Director or Board of Directors for review. If at any time, a child uses physical action towards a TLC Staff, or has placed another child in danger or harm, the parent will be notified immediately to pick the child up for the remainder of that day. A child that can not communicate well may bite to communicate with their peers; each biting incident will be handled on a case by case situation. TLC reserves the right to suspend or dismiss a child that continually harms other children no matter the child's intent.

Nutrition/Snacks: TLC appreciates the parent's help in providing snacks for their child's class through out the year. This gives each child the opportunity to be the snack host or hostess and for the students to enjoy a variety of foods chosen by your child. Children are encouraged to taste each snack, but are not forced to eat. Please bring the snacks for the week on Monday. A list from the teacher will be provided so that each parent is informed of favorite snacks or allergies.



Some suggestions: fruit, raisins, pretzels, cheese, cereal mix, graham crackers, vegetable sticks, muffins, fruit snacks, yogurt, cheese, etc. TLC teachers may decide to provide snacks for their class; the snacks will be posted outside each teacher's door.

TLC encourages parents to give their child an adequate breakfast to start the day before arriving at TLC. Please do not bring food to class unless your child is bringing enough for all students. Donuts, candy, and chewing gum should not be brought to TLC.

Lunch: Parents are required to supply lunch for their child. Students will need to bring a nutritious lunch and a drink. We have a refrigerator and a microwave available. Students are encouraged to eat their healthy foods first and save dessert for last. Any poor eating habits will be shared with the parent.

Your child's lunch must have their name on the outside of their box or thermos.

We celebrate birthdays! Please sign up to bring snacks the week of or close to your child's birthday. This is a special time that we delight in sharing with your child.

Breastfeeding: Parents have the right to breastfeed or provide breast milk for their child while in care. A room will be available for breastfeeding your child.

Clothing: TLC Uniforms – The uniform consists of navy blue polo shirts (short or long sleeve) with TLC monogrammed on the left side and anything khaki on bottom (jumpers, skirts, skorts, shorts, pants, capri's, etc.) Please remember safety, and do not allow your child to wear sandals or backless shoes. You may purchase uniforms from any source you choose. TLC children may wear the field trip/Friday shirt on Friday with denim. All children dress alike as part of this school's policies and procedures. If your child has a favorite or special shirt, they are welcome to wear it under their uniform shirt.

We also ask that each child keep a change of clothes at TLC in a marked bag. Be sure that all articles of clothing (coats, hats, mittens included) are clearly labeled with your child's name. TLC will not assume responsibility for lost articles. Jewelry is discouraged because it is easily broken or lost.



Items from home/animals: Children are welcome to bring on occasion a book, game, pictures, science object, or anything of educational value, which can be shared with the whole class. Personal toys are discouraged because of the difficulty often involved in sharing. Guns, ropes, knives, and other toys which encourage violent play, are not to be brought to the TLC. TLC does not allow any animals in the facility.

Naptime: If your child naps with a favorite doll or stuffed toy, these items are welcomed. They can be a comfort and we recognize the need for them. Any items brought must be clearly labeled with your child's name.

Donations: TLC gratefully accepts all donations. Your gifts help improve our quality and are tax deductible. If you would like to provide a new educational toy for the class or art supplies you may so at any time of the year.

Fundraisers – These will be announced during the year.

Outside play: All students are required by the state of Texas to engage in 30 minutes of play in the morning and 30 minutes of play in the afternoon outside. According to the state standard, TLC will not be able to keep an individual child inside during outdoor play. The standard states that if a child is too sick to play outside, then they are too sick to be attending school. If the weather does not permit outdoor play, children will be taken to the Tennison Methodist Activity Center (TMAC). If students are unable to leave the building or the TMAC is unavailable, TLC's activity plan will be implemented. Water will be available at all times to students playing outside. TLC allows for occasional sprinkler play during warm weather and on Fun Day. The parent will be notified prior to that day.

Gang Free Zone: Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.



Emergency Preparedness Guidelines: Depending on the nature and scope of an emergency the Director of TLC and school staff will act at the direction of appropriate emergency management personnel. Procedures for Code Blue and Code Red will be implemented as necessary. Public health and safety procedures, as directed by appropriate authorities, will be implemented for the duration of an emergency. Students may be held in school, dismissed early, or transferred to evacuation sites, depending on the situation and direction of authorities. Parents are advised to pay close attention to public announcement on radio, television and the Internet and to refer to the TLC website for updates and information at www.tennisonlearningcenter.com. In addition, the Director will

attempt to communicate with parents via an updated message on the school telephone message and via e-mail. Code Blue: This is a term used to alert staff that an emergency/crisis exists at or near a school facility. When a Code Blue status is announced all students must be accounted for and classroom instruction may continue. All exterior doors to the building must be secured.

Code Red: This is an alert status indicating imminent danger exists to staff and students. During a Code Red, staff and students will remain within their darkened classroom or within a secured area. If students are outside or in the hallways, they must quickly move to the nearest classroom or to a secure area, remain quiet and follow staff instructions. Staff will secure their immediate area and account for all students. Students will be kept away from doors and windows.

Chemical, Biological and/or Radiological Incidents: In response to a suspected chemical, biological, or radiological incident Code Blue procedures will be implemented. Depending on the evolving nature and scope of the emergency, it may be necessary to implement a Code Red. The following steps will be initiated immediately:

- If an incident occurs on school property, the Director will contact public safety operations via 911 to report the incident.
- All exterior doors will be secured and windows closed.
- Students will be held in their current locations at the discretion of the Director.
- To reduce the risk of potential exposure to students and staff, the Director must ensure that no one leaves or enters the building unless directed otherwise by public safety officials.



The above Guidelines will be followed at the discretion of the Director. The school's first priority will be to safely unite their child with the parent(s) by all means possible. In order to unite the child with the parent(s) the following points must be followed:

- Parents must immediately inform the school of any address, telephone number, or emergency contact changes.
- Children will be released by means of their normal pick-up door.
- Photo identification must be present if the child is picked up by a designated emergency contact person.
- The person who picks up the child must sign them out (in case of a major disaster).

If the students must be evacuated, they will be reunited with their parents at the Mount Pleasant Civic Center.

TLC periodically practices all emergency drills and procedures.

Ministry: Tennison Learning Center addresses the needs of the community by offering a Christian based preschool program that combines traditional education with a commitment of teaching respect, concern, sensitivity, honesty and caring for all of God's creations. The Tennison Learning Center Committee is responsible for overseeing this particular mission under the direction of the Tennison Memorial Administrative Board.

I have read and agree to the student information in the Parent Handbook; including, but not limited to arrival and dismissal, discipline, dress code, classrooms, withdraw, fees, and all other policies listed:

Parent: _____

Date: _____, 2011 Student Name: _____

Tennison Learning Center

I have discussed the above student information with the parent:

By: _____



Date: _____, 2011
Name: _____

Printed

