



www.thetownecreekschool.com

Parent Handbook

Hours of Operation:

Monday through Friday 6:30 am – 6:30 pm

**Full Day, Part-time and Half Day Programs
5 day, 3 day and 2 day Schedules**

**3311 Williamsburg Lane
Missouri City, Texas 77459
281-499-8030**

THE TOWNE CREEK SCHOOL
POLICY AND INFORMATION MANUAL
2011-2012

I want to welcome you and your child/children to the 2011-2012 school year at The Towne Creek School. We are very excited to embark on our 29th year! We feel that it is very important that you understand our philosophy of education and the policies involved in planning our curriculum and in the organization of our school. It is for this reason that this Policy and Information Manual has been written and given to you. Please keep it in a special place, for you may need to refer to it from time to time. Please keep with this any updated policies or important information that you receive from us. Following are the general contents of this manual:

- I. The Towne Creek School Philosophy of Education / Mission Statement
- II. Program Overview
- III. Research and Support For A Creative Curriculum
- IV. Policies and Procedures
- V. Policies on Inappropriate Behavior
- VI. Tuition and Fee Information
- VII. General Daily Schedule

We are looking forward to spending a wonderful year with you and your child/children! Please contact us if you have any questions concerning the information presented in this manual.

Sincerely,

Judy Feinstein

Judy Feinstein

Executive Director/Owner

THE TOWNE CREEK SCHOOL

PHILOSOPHY OF EDUCATION

Each child at The Towne Creek School is involved in a total developmental program, focusing on his/her needs as an individual as well as within a group. Our goal is to provide a warm, stimulating environment that offers a variety of learning opportunities. A well-developed curriculum and carefully selected materials are used to help children learn, practice and strengthen new skills, and to feel success as they are learning and discovering. We concern ourselves with the development of each child as a whole to meet his/her physical, intellectual, social and emotional needs, with the opportunity to grow and develop at his/her own pace. We want our children to discover the joy of learning; a discovery that will last a lifetime.

The teacher's role is a dominant one. He/she provides security and consistency while the child is away from home. The teacher is continually explaining, demonstrating, modeling, observing, assessing, guiding. Our program allows the teacher a myriad of opportunities during the day to work with children in small groups or on an individual basis. The teacher continually is in the process of assessing each child's level of understanding and progress.

A close relationship should be maintained between home and school on a regular basis, in order to provide the child with more consistency and guidance throughout the year. Communication is vital, and readily available via our program information, weekly class updates, newsletters, calendars, conferences, parent information nights, and other information from the teacher or office. We urge you to contact us at any time if you have a question, need information, or wish to discuss a matter.

Our goal is for each child to develop to his/her maximum potential while enjoying the learning experience. We can reach this goal if the school and the parents work together as a team.

THE TOWNE CREEK SCHOOL

MISSION STATEMENT

Our purpose at The Towne Creek School is to provide an environment where children feel safe, secure, loved and respected; where they are given opportunities to grow to their fullest potential in all areas: social, emotional, physical and cognitive; where parents and staff work together as a team to ensure that we provide an experience that goes *beyond* the expected, for the children, parents and staff of this program.

THE TOWNE CREEK SCHOOL PROGRAM OVERVIEW

Selecting a school for your child is one of the most important decisions with which a parent is faced. We are honored and so very pleased that you have become a member of our Towne Creek Family. You have chosen this program to meet the needs of your child/children and family, and it is our goal to ensure that it is the right decision!

It is our sincere mission that the teachers, administration and parents work together as a team in order to provide an optimal experience for all. We urge you to keep the lines of communication open!!

We encourage you to visit our school as much as you like, familiarizing yourself with our programs, policies, philosophy, materials and staff. We suggest that your child visit, so that he/she will be able to “check out” the playground, bathrooms, classrooms, teachers, and other students. He/she can visit with you, or you are welcome to have your child spend a morning with us in order to make his/her transition to this program a bit easier.

SCHOOL YEAR PROGRAM

The Towne Creek School, established in 1983, provides a developmental program for infants, toddlers and preschool students, as well as an afterschool program for elementary and middle school students. Degreed and experienced teachers, with a solid foundation in early childhood education, plan structured curricula that provide for a full day of valuable educational and recreational experiences.

Special instruction in Motor Development is offered to all students in our toddler and preschool classes.

Special instruction in Art, Science and Computer is offered to our Pre-K and Kindergarten students.

Music, Art, Science and Computer are integrated into the daily curriculum in all preschool classes.

Special instruction in Spanish is offered to our 3 year, Pre-K and Kindergarten classes.

Extra-curricular activities are offered on certain days at an additional cost: gymnastics/tumbling, dance, “Sports Fun”, and swimming lessons in the summer.

SUMMER PROGRAM

Our developmental program continues in the summer for our infants, toddlers and preschoolers. For children entering first grade through fifth grade, a structured and multi-faceted summer camp program is offered. Our elementary and middle school students are involved in a variety of indoor and outdoor activities. They experience new challenges in all skill areas, as they are learning and reinforcing life skills, such as social skills, communication, conflict resolution, decision-making, friendship and confidence-building. Detailed information will be provided each spring to better inform you of the summer program.

RESEARCH AND SUPPORT FOR A CREATIVE CURRICULUM

Teaching in ways that match the way children develop and learn defines developmentally appropriate. Research has provided a great deal of information about childhood as a separate and distinct stage of life with its own characteristics. The work of human development theorists has influenced and gives support to the design of our curriculum, our view of how children learn, and teaching techniques that we use:

- Abraham Maslow discovered that basic needs must be met before children are able to focus on learning: safety, sense of belonging, self-esteem, and physiological needs.
- Erik Erikson discovered that there is a sequence of stages that need to be resolved for healthy development and learning to occur.
- Jean Piaget showed that young children think and construct understanding differently from older children, and older children think differently from adults.
- Sara Smilansky's research focuses on the relationship of play to future academic success. Studies have shown a connection between high levels of sociodramatic play in preschool and cognitive, verbal, and social ability in the early elementary grades.

Respecting that most preschoolers are in the sensorimotor and preoperational stages of development, teachers give children the time they need to master the world of concrete things and situations before they open the door to the wider world of abstract thinking.

In light of Lev Vygotsky's theory that social interaction is key to children's learning, the classroom is a *community*, where children feel safe and valued, where their physical needs are met, and where they feel psychologically secure.

A Good Beginning: Sending American's Children to School with the Social and Emotional Competence They Need to Succeed (2000), provides evidence that social/emotional readiness is critical to a successful kindergarten transition, early school success, and even later accomplishments in the workplace.

The Surgeon General's report on *Physical Activity and Health* states that physical education in the early years supports children's academic achievement, general health, self-esteem, stress management, and social development. Brain research has found that moving the body literally wakes up the brain.

It is important to understand the general patterns of growth in all children as well as the differences encountered in individual children. Gender, temperament, interests, learning styles, cultural backgrounds and life experiences all add to the uniqueness of each child in the classroom. The teacher's understanding of individual differences will help them respond to children in ways that make every child feel comfortable and ready to learn.

At The Towne Creek School, the children are *actively* engaged in the activities; they are *participants* in the process; they are *active* learners, thus gaining a strong foundation in core subject areas. We utilize "The Creative Curriculum" program as a support for our curriculum planning and assessment of children's progress.

While curriculum goals may be similar among early childhood programs, it is the *approach* to teaching that may differ. With 27 years of teaching, we have seen that a creative, challenging, meaningful, fun approach to teaching will result in the child's successful mastering of the academic goals so important to school readiness. The result is a happy, confident child who is *excited* about learning.

GENERAL DAILY SCHEDULE - SCHOOL YEAR

In a developmentally appropriate early childhood program, there should be a balance of large group, small group, and individual activities; active and passive activities; indoor and outdoor activities

- 6:30-7:30 Early arrival of children. Variety of games, activities or video.
Children 2 years and older are in the Multi-Purpose Room with Early Morning Staff.
Infants and toddlers go directly to the Infant and Toddler class areas.
- 7:30-8:00 Children are in their classroom or the adjacent room, supervised by one of the 7:30 staff, until one of their teachers arrive.
Please refer to the Early Morning Staff Schedule if your child arrives before 8:00 a.m.
- 8:00 All children are in their particular class

MORNING PROGRAM – PRESCHOOL 8:00-11:30

*Schedules and activities will differ according to the particular age groups.

Please refer to the Program Description of your child’s class for specific schedule information.

Arrival: Transition between home and school

Circle Time: Greetings, calendar, weather, discussions, songs, stories, games, “daily news”
Learning Centers: Activities from a variety of centers are set up daily, and rotated throughout the week: block/creative play, construction, math, art (creative expression), computer, writing, reading, language, science/discovery, listening, dramatic play, fine motor

Motor Development / Gross Motor

Outdoor Play / Gross Motor

Large Group Activities: songs, finger plays, music, games, stories, creative movement

Specials: Spanish (3 year, Pre-K and T-K classes) Art, Science, Computer – Pre-K & T-K

11:00-11:30 Lunch - infants, toddlers

11:30-12:00 Lunch - preschool

12:00-12:30 Story, soft music

12:30-2:30 Rest/Nap - Quiet activities are available for children who awake earlier than others, or who do not nap.

AFTERNOON PROGRAM 2:30-5:30

Snack, free choice

Circle Time, enrichment activities, centers, outdoor play, gross motor activities, stories, songs, creative movement, games

5:30-6:30 Preschoolers - In classroom, library or gym for games, stories, art activities, or video.

THE TOWNE CREEK SCHOOL POLICY INFORMATION

Admission to The Towne Creek School is open to any child, **provided that the school can successfully meet the needs of the child**, without discrimination with regard to sex, color, race, creed, or political beliefs.

Enrollment procedures require that we have the following information on or before the first day of your child's attendance:

1. Application and authorization forms completed and signed (updated annually)
2. Physician's Report attesting to your child's good health
3. Immunization Record (updated annually)
4. Record of child's vision and hearing screening (for children four years of age or older)

State law mandates that these records be on file by the first day of your child's attendance.

SCHOOL CLOSURES

There will be no reduction of fees due to absences of any kind, including illness, vacation, holidays, or weather conditions.

HOLIDAYS

Towne Creek will close for the following holidays:

Labor Day, Early Dismissal Wednesday before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving; 2-3 days for Winter Break, 2-3 days for New Year Holiday, Good Friday, Memorial Day, Independence Day, and 2 Make Ready Days in August

Make Ready Days. Towne Creek closes each year for two days, during the week preceding the first day of our fall semester, for our teacher "Make-Ready" days. These days will be announced by spring registration.

Notification of additional school closures not listed above, with the exception of inclement weather conditions, will be given at least 3 months in advance.

FBISD WINTER AND SPRING BREAK

Students who are registered as full-day, 2:30 pickup, or afterschool, are the only students allowed to attend during the Fort Bend ISD Winter Break and Spring Break **and** may only attend on their regularly scheduled days.

Half day students (students who leave school at 12 pm) do not attend during Winter Break or Spring Break. These holiday periods are taken into consideration when deciding tuition rates for the year. Therefore, there is no reduction of tuition during this period.

You will receive a form before each holiday break period asking you to indicate if your child will be attending during these holidays or not. This helps us greatly when planning for staff, materials, activities, snacks, meals, and field trips.

SCHOOL CLOSURES DUE TO WEATHER CONDITIONS

The Towne Creek School will close if weather conditions cause danger in transporting children to or from school. In the event that area school districts close their schools due to inclement or imminent weather conditions, or Fort Bend County closes its offices, Towne Creek will also close.

If it is deemed dangerous for anyone (children or staff) to arrive safely at school, Towne Creek may close even if Fort Bend ISD remains open.

If Fort Bend ISD closes its schools due to extenuating circumstances, Towne Creek may be open.

We will call the television stations to announce our closure, but in the event you do not see our name, please check the parent page on our website www.thetownecreekschool.com, our facebook page, or call before you bring your child to school.

TRANSPORTATION FOR AFTERSCHOOL STUDENTS. If your child rides the Towne Creek van to school in the mornings, he/she must be here no later than 7:15 a.m. If you pick up your child from public school or if your child is absent from school, you must notify us no later than 2:00 p.m.! **A fee will be charged if you fail to notify us before 2:00 p.m. See financial insert for details.**

ARRIVAL AND DISMISSAL Children must be escorted into the building and into their classrooms by whoever brings them to school. We ask that all preschool students be in their classrooms at least 10 to 15 minutes before their opening activity in order to have a smooth, positive transition between home and school.

It is extremely important for the child to be at school in time for the opening activity in order to derive maximum benefit from the program as well as to minimize disruption. Following are the times of opening activities for each age group:

| <u>Age Group</u> | <u>Opening Activity</u> |
|------------------------|-------------------------|
| 2 year classes | 9:00 a.m. |
| 3 year classes | 9:00 a.m. |
| Pre-K and Kindergarten | 8:30 a.m. |

PICKING UP YOUR CHILD Please pick up your child promptly at his/her dismissal time. Late fees will be charged. (see tuition section). Check his/her cubby thoroughly for teacher notes, class work, or dirty clothes. Please look at your child's work daily and discuss it with him/her. The children are very proud of what they do at school.

You must sign your child **in and out** in the appropriate class notebook **every day that your child attends school.** Locate your child's name and fill in the time of drop off/departure and your initials in the appropriate spaces.

Make sure you check your child's file folder. Very often there will be important information from the teacher or the school.

If someone other than yourself picks up your child, make sure they give you any information from the school, whether it is a note in your folder, a sign on the classroom door, a sign at the office or on the front door.

If you cannot pick up your child by 6:30 p.m., please make arrangements for someone else to do so. There is a fee for picking your child up after 6:30 p.m. Please review the procedures below regarding persons other than parents picking up children.

PERSONS OTHER THAN PARENTS OR GUARDIANS PICKING UP CHILDREN

We will release your child only to persons whom you have authorized in writing on your emergency cards. You must notify us **in person and in writing** if a person picking up your child is not listed on your authorization form. Please note that we will require identification, such as a valid Texas driver's license, if we do not recognize the person picking up your child.

We must even ask a parent for an I.D. if we have not yet met that parent. We trust that you realize how important a policy this is.

IMPORTANT!! PLEASE NOTIFY US WHEN...

- your child will be absent, and the cause for the absence (planned absence)
- your child is not in attendance for the day, and the cause for the absence
- you are sending someone we do not know to pick up your child (we will ask for I.D.)
- your address, email address, home, cell, or work number changes

CLOTHING Please dress your child appropriately in comfortable, washable clothing. Your reassurance that he/she may participate in all school activities will help him/her be happier at school. Every child needs a full change of clothing, (**appropriate to the current weather conditions!**) to be left in his/her cubby at school, including socks and underwear. Even older children occasionally get wet or covered with paint and might need to change.

If your child has used his/her change of clothing, please replace it promptly the next day. **Each article of clothing that your child brings to school must be labeled with his/her name.**

Your child will be going outside every day unless the weather is inclement, raining, or there are freezing temperatures. Be sure to dress her/him warmly with a coat/jacket, and if necessary, mittens and a hat, when the weather is cold.

SHOES Children are required to wear shoes while at school. Sandals, flip-flops, boots, open-toed and hard-soled shoes do not allow for a safe day at school. Tennis shoes are suggested and are especially appropriate for large muscle activities.

Only rubber-soled, white-soled shoes are allowed in our mini-gym. Boots are not advisable and *cannot* be worn on the playground or in the gym. Therefore, if you do send your child in boots, please also send a pair of tennis shoes so that he/she can participate in these recreational activities.

PERSONAL BELONGINGS AND TOYS Children **should not** bring personal toys to school!! Please help us to avoid unnecessary distraction or disappointment because of loss or damage. If a child brings an item for Show and Tell, toys brought from home will be used only for Show and Tell purposes. Please do not send items that are easily broken. The school will not be responsible for an item that is lost or damaged. Toy guns and toy weapons, as well as sharp or dangerous objects, are not allowed at school.

FAVORITE FURRY FRIEND If a child needs his/her favorite stuffed animal for nap time, she/he may bring it only to be used at nap time.

ITEMS THAT BELONG TO OTHERS If your child happens to bring home a puzzle piece, game part, or small item that does not belong to him/her, please return it to us. It may belong to the school or to a classmate.

BOTTLES, PACIFIERS Neither bottles nor pacifiers are to be used in the preschool classes (two year classes and up). Our teachers will make every effort to provide comfort and security to all children.

MEALS AND SNACKS There will be two snacks and a hot lunch served daily. All meals are planned to meet children's nutritional needs. Milk and water are served with all lunches.

If your child has specific dietary requirements that we are unable to meet with our menus, please send a lunch and/or snack that does meet his/her needs.

Lunches brought to school must meet specific dietary requirements. Please request a copy of nutritional standards and suggestions from the office. **Do not** send items that must be heated in the microwave, as we do not have these facilities in our classrooms.

BREAKFAST If your child arrives between 6:30 and 7:00, he/she may bring breakfast as long as it is in a disposable container. All children who meet in the Multi-Purpose room must be finished with breakfast by 7:30, at which time we clean up and go to our classrooms.

BREAST FEEDING

Mothers of infants who breast feed are welcome to nurse their child in one of our two infant rooms. Rocking chairs are available for your use.

ILLNESS Per state regulations, children must remain at home, until symptom and fever free for 24 hours, if they manifest the following conditions: illness, fever, vomiting, and diarrhea. It is best to have an alternate arrangement made for days when your child is ill. If your child becomes ill while at school, he/she will be isolated, and you will be called to come *immediately*.

If the child is not picked up within one hour, we will call the next emergency contact to pick up the child.

After contracting a contagious condition, such as pink eye or strep throat, the child will be able to return to school with a doctor's note that he/she is no longer contagious.

If a condition arises that seems out of the ordinary, or unhealthy, the school will discuss this with the parent. A doctor's note confirming that the condition is allowable at school will be requested if the child is to continue attendance.

MEDICATION

Absolutely no medication will be given by the school without your signed authorization.

You are required to fill out a form authorizing us to dispense medication to your child.

Medication must be in the **original** container, clearly labeled with the child's name, prescription number, date and dosage. Separate forms for the administration of prescribed fever/pain reducing medication are available at the front office and must be signed by the parent before the appropriate dosage can be given.

TOILET TRAINED All children enrolled in the three year classes and up must be totally toilet-trained.

HEARING, VISION AND LANGUAGE SCREENING The state of Texas mandates that all children four years of age as of September 1 of the current school year have their hearing and vision checked annually. Results of this screening must then be submitted to the Department of Health upon completion of school screenings.

A record of your child's hearing and vision screening must be turned in to us along with your enrollment papers. A certified speech pathologist visits Towne Creek each year in the fall to screen our students who need this service. You may request this service through our school, or through your pediatrician. Screenings are also provided to determine if a child is performing on age level, in the areas of speech, language, and learning. All screenings are provided only per parent request and authorization.

PARENT COMMUNICATION AND INVOLVEMENT

PARENT COMMUNICATION/ CONFERENCES

Communication between school and parent is of primary importance. Parents are encouraged to schedule a meeting with the teacher or director whenever the need arises.

Progress reports and Assessments are completed twice each year for all preschool students, and are discussed at the Teacher-Parent conferences. These reports list developmental skills particular to each age group and indicate how the child is progressing.

PARENT INVOLVEMENT

There are a variety of ways that parents can be involved in their child's school experience. Helping out with parties, field trips or special events, such as Fall Fun or Spring Fling; coming to read to your child's class, helping the teacher prepare materials for activities, substituting in a classroom, teacher appreciation activities and helping with fund raisers are just a few examples.

LICENSING AND SAFETY

LICENSING / ACCREDITATION

The Towne Creek School is licensed by The Texas Department of Protective and Regulatory Services. A copy of the standards for this entity is available at the front office for any parent who wishes to review it or you can go to

https://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp and click on Chapter 746, Child Care Centers.

A copy of the most recent licensing inspection report is posted on the Parent Information Board.

COMMUNICATION WITH LICENSING OFFICE. If you wish to find out more information regarding licensing issues, please refer to the numbers/addresses below:

| | |
|-------------------------------|----------------------|
| Local Licensing Office | 713-940-5250 |
| Website | www.dfps.state.tx.us |

CHILD ABUSE AND NEGLECT

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Reports to these agencies are confidential. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

| | |
|------------------------------------|----------------|
| Texas Abuse/Neglect Hotline | 1-800-252-5400 |
|------------------------------------|----------------|

GANG-FREE ZONE

The Towne Creek School is a gang-free zone. Engaging in gang-related or organized criminal activities within 1000 feet of the school is a violation of law and is subject to increased penalty under state law.

EMERGENCY PREPAREDNESS

Fire Drills

The Towne Creek School has monthly fire drills and building evacuations to be sure that all staff and students know what to do in case of an emergency. Should an actual emergency arise, all parents would be notified once the children have been safely evacuated from the building.

Severe Weather Drills

The school practices severe weather drills quarterly. In the event of severe weather, all teachers will be asked to bring their students to the gymnasium, an area that has been designated as a safe zone by the fire marshal. Children will remain in the gym until it has been deemed safe to return to their rooms.

Building Evacuation

Should the building need to be evacuated and the children transported away from the school, parents will be notified of our Safe Zone and where to pick up their child.

POLICY ON INAPPROPRIATE BEHAVIOR

Preschool, Elementary, and Middle School Students

1. The parent(s) will be notified if a teacher notices that a child exhibits inappropriate behavior that is consistent or frequent.
2. Teacher, parents and director will meet together to discuss ways in which parents and school can work together to redirect these behaviors into more appropriate channels of conduct.
3. School personnel will suggest outside counseling if they deem it necessary in order for the child to continue attendance.
4. If the child is harmful to other children, to a staff member, or to her/himself, or if the child is destructive to school property, the parent must come for the child immediately and the child must leave school for the remainder of the day.

We have an obligation to provide a safe, secure and happy environment for each child enrolled in our program.

OUTSIDE COUNSELING

If counseling is suggested, parents must:

- Make an appointment with a counselor, psychologist or therapist within two weeks. School administrators will assist with referrals. **The child will be permitted to remain in the classroom during the counseling period, unless he/she causes harm to others or to school property.**
- Parents will notify the school after the child/family has attended the first appointment. School Administrators are willing to furnish any information that the therapist requests upon receiving parental permission.
- Within and up to one month from the first counseling session, the school and parents will meet to assess the progress of the child.
- If the child continues to exhibit the said behaviors, and prohibits the staff from giving the appropriate time and attention to *all* children in the classroom, the parent will be asked to withdraw the child from school.

REFUSAL OF CONTINUED ATTENDANCE

- 1) A child who causes frequent disturbance and/or bodily harm to other children, to adults, or to school property will be refused continued attendance in the school.
- 2) A child who is deemed unable to learn in the school environment will be refused continued attendance.
- 3) A child who causes the teachers to place so much attention on his/her negative behaviors that less attention is given to the other children in the classroom will be refused continued attendance.

INFANT AND TODDLER BITING

Infants and Toddlers manifest some aggressive behaviors due to their developmental stage and their process of learning social skills. Biting is one behavior that, although unwelcome and difficult to deal with, is a normal part of development and cannot go away as quickly as we would all like. However, it also cannot be allowed to continue unchecked. Please see The Towne Creek School's policy on biting on the next page.

BITING POLICY

Whenever a child bites, Towne Creek will notify the parents of both the bitten child and the biter. If we see a pattern developing, Towne Creek will initiate our Biting Policy.

After three (3) documented biting incidents, it will be necessary for us to:

- Shadow the biting child. This means an additional staff member will be called on to be one-on-one with the child and stay at their side to intervene should the child attempts to bite.* The staff member will also try to identify the circumstances leading up to biting. Parents will be notified that their child is being shadowed.
- The initial shadowing will be at Towne Creek's expense and last for one (1) two week period.
- After the two week shadowing period, the child will be on probation for the next three weeks. Hopefully the shadowing experience has broken the pattern, identified and resolved the contributing factors, or allowed time to pass and the "phase" is over.
- If the biting behavior returns, the child will again need to be shadowed. At this time, the parents will be charged a \$5.00 per hour fee for expenses incurred by another shadow for the additional two week period. These hours will be determined by Towne Creek*. We will follow the same procedure as above.
- Should there be a third start to the biting, unfortunately, the child will be asked to leave Towne Creek. You will be given a two week notice and a shadow will be required (at your expense) until the child leaves.

*Due to staff availability, it may be necessary to adjust the child's hours of attendance during the shadowing period. For example, if the staff person can only be here from 8:00 am to 4:00 pm, the child will only be able to attend during those hours. Every effort will be made to accommodate established schedules.

TUITION AND FEE INFORMATION

TUITION RATIONALE

Our goal at The Towne Creek School is to provide programs of the highest standards for our infants, toddlers, preschool, and school-aged children. We feel that the children attending our school deserve to be involved in as many enriching and enjoyable learning experiences as possible. Our strength lies with our degreed and experienced teachers in early childhood education, who plan a multi-faceted curriculum based on sound principles of child development.

YOUR ENROLLMENT COMMITMENT

There are decisions that we must make for the entire school year, such as staffing, equipment and materials purchasing, special programs, elementary school servicing, to name a few. These decisions are based on the enrollment commitments of our parents. Thus we assume that you are enrolling your child/children for the entire school year.

Please keep in mind that you are paying for the total developmental program in which your child is enrolled and all that is provided in that program. You are not paying for a specific month or period of time that your child attends school. Tuition is based on the school year and divided into equal payments for your convenience. **Tuition is the same every month, and there is no reduction for absences, holidays, vacations, or any school closures.**

TUITION AND FEE PAYMENTS

Towne Creek accepts payment in the form of check or money order only. No cash payments for tuition are accepted.

You may elect to pay the entire year's tuition on or before August 15, or you may make payments as follows:

Monthly payments are due on or before the first day of each month, regardless of your child's attendance on that particular day. If the first falls on a Saturday or Sunday, payment is due on the preceding Friday or school day.

Semi-monthly payments are due on the first and fifteenth day of each month, regardless of your child's attendance on those particular days. If the first or fifteenth falls on a Saturday or Sunday, payment is due on the preceding Friday or school day.

A **late fee** will be assessed for overdue tuition payments. After the third of the month, and for semi-monthly payments after the 15th of the month, a late fee of \$25.00 will be assessed.

A charge of \$35.00 will be made for any returned check, payable to Towne Creek upon notification of the returned check. After two returned checks, your account must be handled by cashier's check or money order only.

Tuition payments in arrears of two (2) months will result in your child's dismissal from The Towne Creek School. There will be a reinstatement fee of \$75.00 to reenroll your child under these circumstances.

REGISTRATION AND SUPPLY FEES (NON-REFUNDABLE)

The **registration fee** is a non-refundable fee paid at the time you initially register your child. However, a re-enrollment fee of \$75.00 must be paid if a family leaves the school and returns within that school year (August through May).

There is a non-refundable supply fee for each school year, and an additional supply fee for the summer program.

The **supply fee** helps cover expenses for materials, supplies, equipment and/or maintenance in the individual classrooms, in the gym, on the playground, in the library, in our computer program, as well as professional training and accreditation fees.

ABSENTEEISM

There is no reduced rate for illness, vacations, holidays, weather, or other conditions that cause us to close. Please be aware of the holidays on which we are closed during the year. Part-time students will follow our holiday policy explained in this handbook.

After 5 consecutive days of absenteeism without current payment or notice, your child will be automatically dropped from our records.

FEES FOR PICKING UP CHILDREN LATE

The Towne Creek School is licensed to operate between the hours of 6:30 a.m. and 6:30 p.m. A fee of \$10.00 per child is assessed if you pick up your child between 6:30 -6:35 p.m. A fee of \$20 is assessed for pick up between 6:36 – 6:40 p.m. and a fee of \$30 will be assessed if you pick up between 6:41 p.m. and 6:45 p.m. For every minute thereafter, you will be charged \$2 per minute.

12:00 or 2:30 Late Fees

If you are late (more than 10 minutes) picking up your child after his/her scheduled time of 12:00 or 2:30, a late fee will be assessed based on the pickup time noted on the class attendance chart.

Late fee information is available at the front office.

If you need to request a late pick-up after 12:00 or 2:30, the front office will notify you of this charge as well.

WITHDRAWAL FROM TOWNE CREEK AFTER MARCH 31

If you withdraw your child any time after March 31, you will be responsible for tuition for the remainder of the school year. We must honor our commitments to our staff and other program expenses based on your enrollment commitment. Payment must be made for your school-year commitment, and there is no reduced rate if you reduce your days of attendance during this period.

WITHDRAWAL FROM TOWNE CREEK BEFORE MARCH 31

If you withdraw your child any time before March 31, a two-week written notice is required. Payment of tuition will continue for two weeks from receipt of your notice. You must remit with the notice any account balances owing, including the tuition for the final two weeks.

PROGRAM CHANGES

Decreasing your child's days of attendance will require a two-week notice, and payment of your original tuition will continue for two weeks from the date of your notice. **Program changes will result in a \$75.00 administrative fee.** This change is not allowed during the last two months of school. (See "withdrawal from Towne Creek after March 31")

ADDING DAYS OF ATTENDANCE

Please be aware that we cannot add days of attendance for your child if his/her class is filled to capacity.

REGISTERED DAYS OF ATTENDANCE / REQUESTING ADDITIONAL DAY

Children attending 2 or 3 days per week must participate **only** on their registered days due to specific class size limitations and student/teacher ratios. **There is no exchanging one day for another.**

If a child needs to attend on a day for which he or she is not registered, the parent can make a request, and if there is space in the classroom, the child may attend for an additional charge.

If a special event is scheduled on a day, that your child does not attend, your child may participate as long as the office staff has checked the ratios. In this event, a charge for an extra day will be incurred.

FIELD TRIPS

If a field trip is scheduled on a day that your child is not registered, he/she may attend if we are still within ratio. You must check with the office at least 2 days prior to the event regarding available space. We will be able to accommodate the request only if additional teachers are available. In this event, you will be charged for an extra day of school, as well as the charge for the field trip.

Because we have a very small adult/child ratio on field trips, it may be necessary for the child to be accompanied by his/her parent. In this event, you would not be charged for an extra day of school. You will be charged only for the cost of the field trip for your child and for yourself.

EXTENDED ABSENCE

If you choose to leave the school for an extended period of time with the intention of returning, a two week written notice is required. You will be charged the re-enrollment fee of \$75.00 upon your return. In this event, your child's space in the classroom cannot be guaranteed. Your child's space *will* be guaranteed and no re-enrollment fee paid if you continue your monthly tuition throughout your absence. There will be no reimbursement of supply fees that were paid for the school year or summer session.

PARENT/GUARDIAN ACKNOWLEDGEMENT PAGE

We feel that it is very important that both parents, if applicable, are familiar with the policies and procedures of the school. Thus, we ask that both parents, if applicable, sign this Parent Acknowledgement Form. Please sign this form and turn it in at the front office. We truly appreciate your participation in understanding the organization of our school.

I acknowledge that I have received and read The Parent Handbook provided by The Towne Creek School. I understand the philosophy of education and the policies involved in planning the curriculum and the organization of the school. I agree to abide by all policies stated in the Handbook as well as updated policies that I receive from The Towne Creek School. I will keep all updated policies with this Handbook and consider them part of this Handbook. I understand that a copy of The Parent Handbook is available on The Towne Creek School website (www.thetownecreekschool.com) in the event that I misplace my copy of The Parent Handbook.

Parent Signature _____ Date _____

Parent Signature _____ Date _____