

# T & B's Learning Factory



## PARENT HANDBOOK

(Please make sure to keep this on hand in a safe place as every parent and child will be responsible for following the guidelines provided in this handbook.)

Preschool & Child Care Center  
16032 Van Eaton Circle

Biloxi, MS 39532  
Phone:228-396-2183  
Fax:228-396-2189

**T & B's Learning Factory**  
**16032 Van Eaton Circle, Biloxi, MS 39532**  
**228-396-2183**

Dear Parent,

Thank you for your commitment to **T & B's Learning Factory**. Welcome to our world of learning and fun! Enclosed you will find information about the services we offer. Please call if you have any additional questions.

At **T & B's Learning Factory**, we view each child as a unique and special person with his or her own pattern of timing of growth. We are devoted to providing a wealth of opportunities for discoveries, new experiences, problem solving, and accomplishments. We believe that all areas of a young child's development (social, emotional, physical, and cognitive) are integrated and that optimal development of these areas is derived from positive and supportive relationships with adults. Our curriculum encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities, and pursue their own interests as unique individuals among their friends.

**T & B's Learning Factory** provides a safe, nurturing, and educational environment for children 1-5 years of age. The full-day program at **T & B's Learning Factory** operates from 6:30 a.m. to 6:00 p.m., Monday through Friday, and includes one meal and two snacks.

We appreciate you considering us as the next step in your child's developmental journey. We look forward to the experience of caring for your most precious loved one(s).

Sincerely,

Tiffany A. Blake, M.S. Ed.  
Beverly B. Crocker, M.S. Ed.  
Owners & Directors

# BREAKFAST, LUNCH, & SNACKS

T & B's Learning Factory does not provide breakfast. Each child will need to be fed breakfast at home before he or she arrives at the Center. T & B's Learning Factory will provide a morning snack at approximately 9:00, a hot lunch at approximately 11:30, and an afternoon snack at approximately 2:45. Parents are asked not to bring food into the Center, unless previously approved by the director(s) or your child's teacher. Exceptions will be made in the event of food allergies, for religious reasons, and for special occasions, such as birthday parties. Parents of children with special dietary needs will need to provide the Center with their daily meals. Otherwise, we encourage all children to try all foods that we serve, but we do not force children to eat.

If you wish to celebrate a holiday or birthday by bringing food as a treat for your child's class, please make sure of the following:

- a) The director(s) and/or your child's teacher is notified ahead of time.
- b) There will be plenty for everyone.
- c) Goodie bags must not include gum, sharp objects, toy guns, or swords.

## Sample Lunch Menu

Monday	red beans & rice, peas & carrots, pineapple tidbits, milk
Tuesday	turkey & cheese sandwich, peas, peaches, milk
Wednesday	chicken tenders, green beans, fruit cocktail, milk
Thursday	macaroni & cheese w/ ham, mixed veggies, pears, milk
Friday	pepperoni pizza, corn, applesauce, milk

## Sample Snack Menu

Monday	blueberry muffins, sliced banana
Tuesday	fruit & grain bar, milk
Wednesday	cinnamon swirl bread, pineapple tidbits
Thursday	corn chex, fruit cocktail
Friday	ritz crackers, sliced cheese

# DISCIPLINE

Discipline at T & B's Learning Factory is designed and carried out to help each child:

- a) Learn self-control
- b) Choose healthier alternatives
- c) Develop an understanding and respect for others
- d) Identify his or her feelings

If and when discipline is needed, it is never the intent of the teacher to embarrass the child or in any way do damage to the child's self-image. The child being disciplined will participate in resolving the conflict in which he or she is involved. **We do not condone or employ corporal punishment as a means of discipline.**

The following factors shall contribute to positive discipline:

- a) **Modeling Good Behavior** - Modeling by the teacher largely sets the mood of the classroom. Teachers will demonstrate a calm demeanor, politeness, gentleness, and respect for children.
- b) **Structured Activities** - careful planning by the staff will provide an optimal amount of activities to keep each child involved and stimulated at his or her developmental level.
- c) **Emphasis on Interpersonal Relationship Skills** - Lesson plans devised by staff will include developing the interpersonal relationships of children. Emphasis is placed on helping children build a positive self-image, develop self-esteem, demonstrate self-control, good manners, honesty, and the respect of others, identify and communicate their feelings, and learn how to forgive when their feelings are hurt.

**\*\*If a child continuously disrupts the class or exhibits other behavior problems, appropriate disciplinary action will be administered, such as removing the child from the immediate environment until he or she is able to return to the classroom appropriately. Parents will be notified if problems persist. If a child is unable to adjust to the classroom environment, or exhibits behaviors that are harmful to another individual, the child will have to be withdrawn from the program.**

# TOYS

T & B's Learning Factory has an abundant supply of toys and other play materials for the children to use. When toys are brought into the Center from home, they are difficult to keep track of and often cause problems of ownership and possessiveness among children. Therefore, we ask that you not bring toys from home except on "Show and Tell" days or on other days as requested by your child's teacher. All toys brought from home on any other day will be taken away from the child. Toy guns or potentially dangerous toys are prohibited at T & B's Learning Factory.

# TOILET TRAINING

Understanding that each child is unique in his/her timetable for development includes the development of the central nervous system which controls the functions related to toileting. This also includes the development of hand and leg muscles, language and communication skills, and the understanding of toileting concepts. Most children are not ready to begin actual toilet training until two and a half years of age. Children who are forced to toilet train early by the use of unrealistic expectations or punishment usually have a lot of accidents and anxiety over using the toilet. Toilet learning should be a positive experience for a child and family. If a child is ready, it should only take a short period of time.

As teachers of young children, we take a matter of fact attitude to toilet education:

- Children will learn appropriate toileting practices in given time.
- Body parts are called by correct names.
- We do not over react to toileting accidents.
- Children are praised often.
- Child sized toilets are available for children.

Upon a parent's request, you will be asked to sign a consent form to allow the Center to begin potty training your child. Children must be fully potty trained before entering the three year old classroom. The Center does not wash the child's clothing. We will clean the mess as good as we can and put them in a plastic bag for you at the end of the day. The staff will not wash out soiled garments in the toilet as per state regulations.

# TRANSPORTATION/FIELD TRIPS

Field trips are an important part of our program. Children will be allowed to go on a field trip **ON SITE** if their parent has signed a permission slip. **All field trips are ON SITE.** At no time will children be transported for field trips.

**\*\*Absolutely no transportation is provided by our center at any time.**

## NAPTIME

As required by the Minimum Licensing Standards of Mississippi for childcare providers, all T & B's Learning Factory kids through the age of five must have a designated naptime of at least one hour. After the first 30 minutes, children not sleeping may continue to lay quietly and rest. One and two year olds will be permitted to have a pacifier as needed at the Center. Once a child graduates to the three year old classroom, a pacifier will not be permitted.

**NO PERSONAL BLANKETS** will be allowed in the Center. We will provide each child with a blanket at nap time.

## OUTSIDE PLAY

As required by the Minimum Licensing Standards of Mississippi for child care providers, all T & B's Learning Factory kids between the ages of 12 months and five years are required to have a minimum of two hours per day of outdoor activity, weather permitting. **Due to this requirement, if a child is not well enough to be outdoors, he or she is not well enough to be at school.** T & B's Learning Factory will **NOT** provide sunscreen or apply sunscreen on your child. If you wish for your child to wear sunscreen, it will need to be applied before arriving at the Center each day.

## DROP OFF & PICK UP

- A) Parents are required to accompany their child into T & B's Learning Factory daily, sign him or her in, and escort him or her to a staff member. We will start "school" at 8:30 a.m., so each child must be at the Center by 8:30 a.m. **Children arriving after 8:30 a.m. will not be admitted to the center that day. If you arrive after 8:45, you will not be allowed in the building.** The only exception to this rule is for doctor's appointments. You **MUST** notify us the day before of your doctor's appointment, and provide us with a doctor's note upon arrival to the center. When you arrive that day, you should call the Center and someone will let you in. **If your child comes in late with a doctor's note, he/she MUST be at school NO LATER THAN 10:00 a.m. If you cannot make it here by 10:00 a.m., then your child WILL NOT be able to attend school that day.**
- B) Parents are required to sign their child out each day before departure, and acknowledge to a staff member that they are doing so.

- C) When picking up a child, any person who is unfamiliar to staff will be required to show identification before they are allowed to leave with the child. All possible visitors picking up a child must be indicated on the child's registration form or put in writing prior to our releasing the child to anyone other than a parent.
- D) In the event that your child is unable to attend school, please call the Center no later than 8:00 a.m. If we do not hear from you, we will call to check on your child.
- E) Because our Center only provides one meal and two snacks, children are not permitted to stay longer than ten hours each day. (Ex: If your child is dropped off at 6:30 a.m., he or she must be picked up by 4:30 p.m.) If you are over your 10 hours on a particular day, you will be asked to sign a form. After three times, you will be charged \$2.00 for every minute that you are over your 10 hours.
- F) Once a child leaves the Center, he or she WILL NOT be allowed to return that day (this includes doctor's appointments). If your child needs to go to the doctor, please schedule the appointment for a time that will not disrupt your child's school day.

## **MEDICATION AT SCHOOL**

To avoid any mishaps, we will not administer any medication at school. If your child requires medication for any reason(s), you will need to work out a schedule for your child to take this medicine before and/or after school. If this is not possible, you may arrange for a parent or legal guardian to come to the Center to administer the medication during school hours.

## **CHILD SAFETY/EMERGENCY PROCEDURES AND INJURIES**

### **Child Safety:**

If your child sustains a minor injury, he/she will be treated at the Center by the teacher and the parent/guardian will be notified when the child is picked up.

If your child is injured and needs prompt medical attention, you will be notified immediately regarding the situation.

## **Emergency Closing:**

Information regarding emergency closing can be obtained by calling T & B's Learning Factory at 228-396-2183. The answering machine will provide the information needed about the closing.

## **PHOTOGRAPHING**

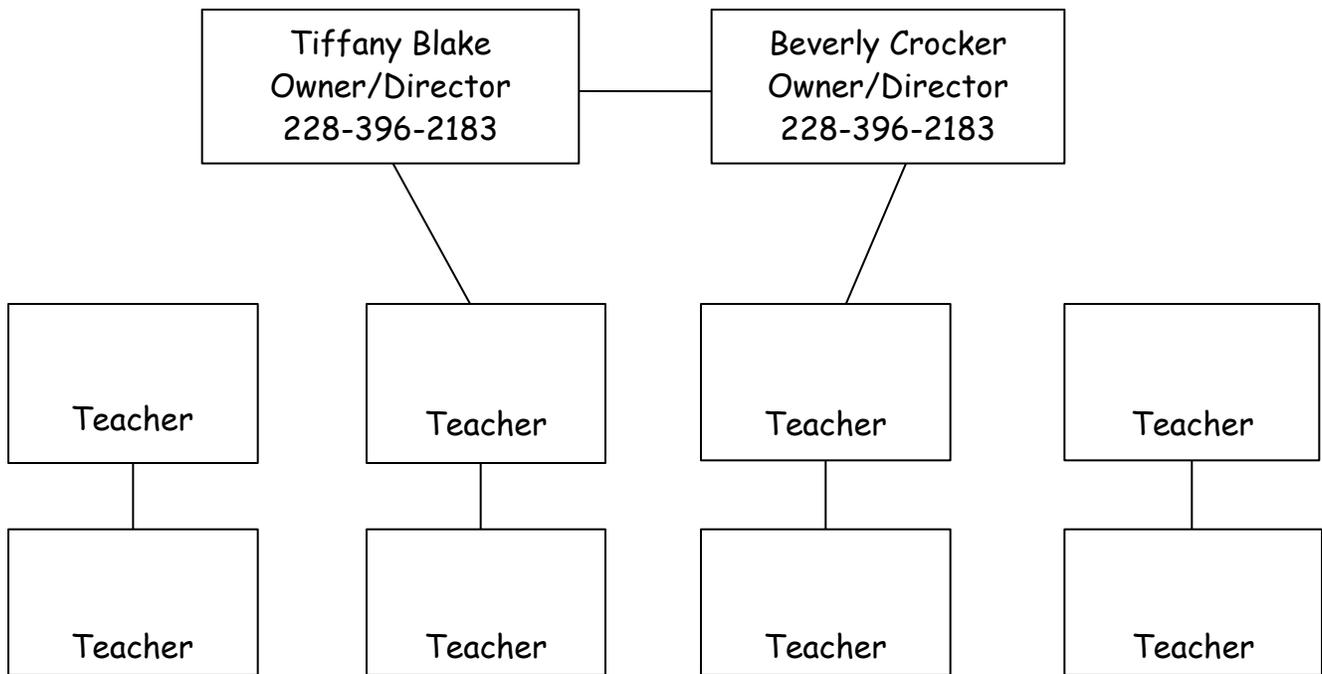
From time to time, the children and staff will be photographed during school events. Parents are asked to complete a permission form for photographing. A Photography Permission Release Statement is located in your registration packet. If you have any questions regarding this policy, please see the director(s).

## **CONFERENCES, PARENT MEETINGS, & VISITS TO THE CENTER**

If a teacher/director feels a conference is necessary, the parent will be contacted to arrange a meeting at a suitable time. If you feel the need for a conference, please call to set up a time that is convenient for both you and the teacher. Special programs will be announced throughout the year. We encourage you to attend. Most children make a better adjustment during the first days of school if a parent brings them to the center, assures them of their return, and leaves the center promptly. Parents are welcome to visit the center at any time; however, we do not encourage you to visit during lunch or nap time because we do not want you to interfere with the child's daily routine. Please feel free to observe your child. Parents will be provided a weekly newsletter from the teacher. We appreciate your cooperation in sending items requested and or participation in the activities (Ex. Wear red clothing for red day). Always feel free to contact the Director or your child's teacher. We are willing to assist you in any way.

# AUTHORIZED LINES OF AUTHORITY

The following individuals may be contacted any time during business hours if needed. The established lines of authority at T & B's Learning Factory are as follows:



# T & B'S LEARNING FACTORY CHILD CARE PROGRAM (1 year - 5 years)

## PROGRAM OVERVIEW & PHILOSOPHY

T & B's Learning Factory is committed to providing you with quality child care. Our child care program is designed to work with your child's individual needs, adapting to his or her physical, cognitive, and psychosocial stages of development. At T & B's Learning Factory, our caregivers provide an environment that will help your child build a sense of security and will lay a foundation for the development of confidence and trust. We will work closely with you on a daily basis to ensure that we are meeting your child's evolving needs.

Program goals and objectives have been designed in order to meet these needs, along with an educational curriculum, which together form the basis of our philosophy of a quality child care program. Christian love and Biblical principles are included in all aspects of our school program. They are not an isolated part of the curriculum. Through Bible stories, Bible verses, songs, and character studies, children learn the foundational truths of Christianity. We are committed to having this school serve as a safe place for children.

### **CURRICULUM and INSTRUCTION**

Our carefully selected staff of trained professionals will provide a caring and happy place for children to learn. Concepts and skills are introduced which are appropriate to each child's stage of development. They are designed to complement family training and facilitate spiritual, intellectual, physical, and social growth.

**SPIRITUALLY** the instruction encourages the student's awareness of God through daily Bible stories, prayer, and memorization of Bible verses.

**INTELLECTUALLY** students are encouraged by each teacher's enthusiasm for learning and exploration.

**PHYSICAL DEVELOPMENT** is facilitated by structuring exercises and activities which will involve large and small muscle coordination and motor skills.

**SOCIAL DEVELOPMENT** is very important in a young child's life. Activities which are both child-centered and teacher-directed will provide interaction with peers and adults. Conversation is encouraged which promotes confidence and acceptable social behavioral patterns.

## DAILY SCHEDULE

At T & B's Learning Factory there is a schedule of activities that occur daily such as arrivals, curriculum instruction, playtime, outdoor time, feeding, sleeping, and departures. However, the specific times that these activities occur vary for each age group to accommodate the needs of each group of students.

### Sample

#### 1 & 2 year olds

6:30-7:30 Free Play  
7:30-8:00 Diaper Change/Restroom  
8:00-9:30 Learning Time  
9:30-10:00 Morning Snack  
10:00-10:45 Outside Play  
10:45-11:15 Diaper Change/Restroom  
11:15-12:00 Lunch  
12:00-12:15 Diaper Change/Restroom  
12:15-2:15 Nap  
2:15-2:45 Diaper Change/Restroom  
2:45-3:15 Afternoon Snack  
3:15-4:30 Outside Play  
4:30-5:00 Diaper Change/Restroom  
5:00-6:00 Free Play/Clean Up

### Sample

#### 3 & 4 year olds

6:30-7:30 Free Play  
7:30-8:00 Restroom  
8:00-9:00 Outside Play  
9:00-9:30 Morning Snack  
9:30-11:30 Learning Time  
11:30-12:00 Restroom  
12:00-12:45 Lunch  
12:45-1:00 Restroom  
1:00-3:00 Nap  
3:00-3:30 Restroom  
3:30-4:00 Afternoon Snack  
4:00-5:00 Outside Play  
5:00-5:30 Restroom  
5:30-6:00 Free Play/Clean Up

## SANITATION

Classroom sanitation is a critical issue that our caregivers attend to daily. Health precautions include protection from illness, proper food preparation, cleanliness of the environment and equipment, and the personal hygiene of the caregivers. Maintaining a sanitary environment is mandatory in each classroom. This includes daily sanitizing of the toys and climbing equipment. Young children can be expected to develop colds and viruses until they develop stronger immune systems. It is our responsibility to maintain a sanitary environment to help reduce the number of illnesses they develop.

## PERSONAL BELONGINGS

Parents of all children in our Center should provide a change of clothing. Appropriate clothing should be provided as the seasons change. Please label all of your child's clothing to avoid confusion and dress children in play clothes suitable for the weather. Recognize that when children play they get dirty. Please provide us with one set of extra clothes in a gallon size ziplock bag in the event that a change is required. For their protection, kids need rubber soled shoes, sneakers or sandals with a back strap. Remember, they love to run, jump, and climb. This will reduce accidents while playing. We enjoy helping your child become independent. One training opportunity is potty time. If your child comes dressed in an outfit that zips or buttons down the back or with a belt, it can be frustrating. We enjoy seeing those big smiles and confident looks that say, "I did it by myself!" Parents of toddlers need to bring diapers and wipes for your child. The teacher will indicate on your child's daily report when additional supplies will be needed. Sippy cups will be provided by the Center. **Please do not bring in sippy cups from home.** In the event that another family member/friend is picking up your child and you need to leave a bag, car seat, etc. for them, you may leave it at the front of the building. **Please no bags in the classrooms!**

## CUBBIES

A cubby is provided for each child at our center. The teacher will hang hats, coats, etc. there in the morning. When you pick up your child, all belongings will be hanging OUTSIDE the classroom on your child's clip. Please leave things such as their show and tell items, pacifiers, etc. in the cubby also. Again, please label all of your child's belongings. Parents are strongly discouraged from bringing in expensive or treasured toys from home. To avoid hurt feelings, breakage, or loss of children's treasures, we need your cooperation.

## MEDICAL RECORDS

Each child must be up-to-date on all immunizations required by the State Board of Health prior to enrollment. Updated information on additional immunizations shall be provided once every six months for children under the age of two.

## SPECIAL WEEKLY EVENTS

At T & B's Learning Factory, we try our best to allow each child to feel special in their own way. We also want to foster a sense of responsibility to prepare children for when they leave us and enter the big world of kindergarten. There are several ways we try to encourage these things:

**Book of the Week:** Each week the teacher will pick a student from her class to bring in their favorite book to share with their friends. A Ziploc bag will come home with your child on Monday to be returned to school the next day with his/her favorite book. Please make sure that your child's name is somewhere on the book. The teacher will return the book when she is finished sharing it with the class at the end of the week. **Please DO NOT throw away the Ziploc bags.**

**Star of the Week:** Each week the teacher will pick one student in her class to be Star of the Week. She will send home an information sheet on Friday for you and your child to fill out TOGETHER. Please feel free to decorate the sheet and include a picture of your child with it. These will be displayed in the classrooms for all to see.

**Classroom Jobs (2s, 3s, & 4s):** Each week the teacher will pick students to be the classroom helpers. These jobs are posted in the classroom, so that all students can see who is responsible for doing them. The jobs are **line leader, caboose, snack helper, weather helper, & calendar helper.**

**Show-N-Tell (3s & 4s):** Each 3 & 4 year old teacher will have a specific show-n-tell day. The teacher will send home a Ziploc bag containing the "letter(s) of the week" the day before show-n-tell day. Your child would need to bring in a item that starts with that letter(s) and that also fits in the bag. He or she will be allowed to share the item with the class. We encourage parents to help your child think of 3 describing words about the item to share with the class (ex: animal, black & white, stripes - ZEBRA). When you pick up your child, you will take the show n tell item out of the bag and LEAVE the bag in the show-n-tell basket. **Please DO NOT throw away the Ziploc bags.**

## **BITING**

Be aware that biting, pulling hair, and pushing are common characteristics of children. However, this is not acceptable behavior of the Center. It is very possible that your child will bite or be bitten while at school. The center will take every possible measure to prevent this from happening, but sometimes this cannot be prevented. We will keep you informed if your child is bitten or bites another child. The Center will keep documentation of biting incidents for our records. The Center takes all steps possible to prevent your child from being harmed; however, accidents happen, so we need to be prepared.

## **CUSTODY ORDERS**

If any parent is prohibited from picking up their child, a custody order is required to be in your child's file. T & B's Learning Factory will abide by all legally served court orders and will communicate with the custodial parent. If an incident occurs at the Center, law enforcement will be notified.

## **DRILLS**

Fire drills and emergency drills are practiced monthly. Disaster evacuation plans have been developed and are posted in each classroom. In the event of an emergency that requires evacuation, parents will be notified immediately.

## **BAD WEATHER**

T & B's Learning Factory follows the lead of the Jackson County Schools. If the school system is closed due to bad weather, the center will be closed. Please watch WLOX for weather warnings and school closings. If they say Jackson County Schools are closed, then the center is also closed.

## **HEAD LICE**

If head lice or nits are found on your child, your child must be picked up from school IMMEDIATELY. The children in your home must be treated with head lice products, and the empty box must be brought to school the next day with a dated receipt of purchase. The child cannot return to school until all nits have been removed from the hair. If a child gets head lice three or more times, the health department must be notified.

# T & B'S LEARNING FACTORY

## PROGRAM GOALS AND OBJECTIVES

### Interaction Among Caregivers and Children

- A. Our caregivers use the Center's daily routines as opportunities to interact with and provide stimulation for our students.
- B. Our caregivers respond to our children's needs immediately by using the most effective means of communication necessary.
- C. Our caregivers provide a rich environment of the English language for our children by talking, singing, and reading to them throughout the day.
- D. Our caregivers demonstrate respect for our children by communicating with them about daily events such as what actions they are doing, what has just happened, and what will happen next, and by making eye contact with them while they are speaking to them.

### Classroom Environment & Curriculum

- A. Our caregivers provide an environment which offers a structured routine with a variety of experiences. Additionally, our children are provided with a diversity of sensory and perceptual experiences. We provide continual auditory stimulation through a variety of music, including classical, lullabies, and children's songs. Our play areas provide equipment and toys that support both gross and fine motor development, as well as stimulate sensory and perceptual acuteness.
- B. Our caregivers provide daily opportunities for our children to explore their environment both indoors and outdoors (weather permitting).
- C. Our caregivers demonstrate knowledge of age-appropriate toys and toy safety guidelines for each age group.

### Classroom Equipment

- A. Our caregivers monitor the children's toys to assure that they are sanitary, safe, and age-appropriate.
- B. Our caregivers attractively display toys to allow opportunities for children to choose their own toys.
- C. Our caregivers provide stimulating equipment as seen from the children's viewpoint.

## **Safety, Sanitation, and Nutrition**

- A. Our caregivers practice diapering, feeding, and toy sanitation guidelines throughout the day.
- B. Our caregivers monitor the immunization, health, and medical needs of all children. If a child appears to be too sick to be at school, a parent or legal guardian will be contacted to pick up the child.
- C. Our caregivers demonstrate good personal health and hygiene practices.
- D. Supervision of the children includes observing for possible safety hazards within the classroom at all times.
- E. Our caregivers follow a regular schedule of sanitizing all toys, equipment, and surfaces of the classroom daily.

## **Staff and Parent Interaction**

- A. Our caregivers initiate warm and supportive daily communication with parents.
- B. We encourage daily communication from parents about any needs or concerns they may have regarding their child.
- C. So that the parent is as well informed as possible, we provide a daily report of each child's happenings during the day. This activity sheet includes such things as how the child performed at school that day and any other pertinent information that we would want you to know such as when you need to supply us with more diapers, a medical concern, etc.

## **Bulletin Board**

The parent's bulletin board is located in the front lobby. It contains important information and is continuously updated. As such, please refer to it often. If you ever need information or help with problems you may be having with your child, or if you would like to enhance what they are learning in school, please see your child's teacher for assistance.

# T & B'S LEARNING FACTORY

## WEEKLY TUITION AGREEMENT

CURRICULUM FEE	\$35.00
WEEKLY TUITION	\$130.00 (one year olds) \$120.00 (two year olds & up)
DISCOUNT	-\$10.00 (for each additional child)

Note: If there is more than one child, the youngest child will be considered the first child.

**THERE WILL BE NO REDUCTION IN FEES OR REFUNDS GIVEN FOR ABSENCES FOR ANY REASON (weather, sickness, vacations, or holidays).**

1. Each week's fee is to be paid in full on Monday morning of each week, or you will not be able to drop off your child. **If your tuition is not paid by Monday, you will owe a \$30 LATE FEE.**
2. All payments should be made to "T & B's Learning Factory" by check, money order, or cash.
3. A ten dollar discount applies to each additional child enrolled from the same family if no other tuition assistance applies.
4. There will be no reduction in fees for a child's absence.
5. After six months of enrollment, each child will be given two weeks of tuition free vacation. The two weeks may not be taken consecutively. Written prior notice of at least two weeks must be provided to the director before vacation time will be granted.
6. A two week written notice is required prior to withdrawing your child from the Center. Parents will be responsible for payment of services to the date of cancellation.
7. An unpaid balance may result in termination of service.
8. If your account goes to collections, a service charge of 1.5 % per month (18% APR) will be added to all overdue accounts. You will also be liable for all legal and collection fees.
9. A late pick up fee of \$2.00 per minute will be charged for time beyond 6:00 p.m. (according to the caregiver's watch or clock).
10. Late Parent/Emergency Contact Policy: T & B's Learning Factory will start calling the telephone numbers on file at 6:00 p.m. If no parent/emergency contact can be reached before 7:00 p.m., Social Services will be called in to assist in the protection of your child.
11. No money will be refunded.
12. A \$30.00 bank fee will be charged for all returned checks.

# T & B'S LEARNING FACTORY POLICIES

- All parents must complete and/or provide the following information prior to enrollment:
  - Registration Packet, Weekly Tuition Agreement, Policy Agreement
  - Immunization record.
  - Proof of child's identity, such as a birth certificate
  - Photography Permission Release Statement
- Operating hours: 6:30 a.m. – 6:00 p.m. Monday through Friday.
- Because our center only provides one meal and two snacks, children are not permitted to stay longer than ten hours each day. (Ex: If your child is dropped off at 6:30 a.m., he or she must be picked up by 4:30 p.m.) If you are over your 10 hours on a particular day, you will be asked to sign a form. After three times, you will be charged \$2.00 for every minute that you are over your 10 hours.
- T & B's Learning Factory will be closed on New Year's Day, MLK, Monday before & Fat Tuesday, Good Friday & Easter Monday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the Friday following, and the week of Christmas (This will be a tuition free week).
- T & B's Learning Factory is open to unannounced parent visitation during our hours of operation, enabling parents to observe the children in their learning environment. Please try not to visit the Center during lunch or nap time because we do not want to interfere with the children's daily routine.
- Children **may not** be released to anyone except those persons with **specific written permission**. Teachers will release children to **ALL** parents unless a court order indicates sole custody has been awarded to one parent/guardian is provided to the office.
- Parents agree to support and reinforce T & B's Learning Factory's rules and procedures that concern the health and safety of the children.
- As required by Mississippi state law, all suspected child abuse will be reported by T & B's Learning Factory to Social Services without notification of the parents.
- Children may not attend T & B's Learning Factory with any illness that threatens the health of the other children. Health Department regulations governing periods of contagious infection will be enforced. **Any child with a temperature of over 100 degrees is not allowed in the Center and must be picked up immediately** upon notification by a staff person. A doctor's note may be required to return to the center at the director's discretion.
- Parents authorize that in the event of an emergency, medical services can be arranged for immediate medical attention.
- A child may be discharged for one of the following reasons:
  - The needs of the child cannot be served by the Center.
  - The parents do not comply with the policies, such as, but not limited to:
    - failure to pay weekly fees
    - failure to submit health forms
    - failure to comply with T & B's Learning Factory's rules related to arrival and departure schedules
    - behavior of child is deemed detrimental to the other children at the Center.
- Tuition payments may be paid by cash or check and are due on Monday when your child is dropped off (or the first day of the week that he or she attends). Cash payments are required following a returned check, along with a \$30.00 fee.
- All children are expected to participate in all outdoor activities. There will usually be time to play outside each day (weather permitting). Therefore, please anticipate weather conditions and dress your child accordingly.

# ADMISSION REQUIREMENTS FOR T & B'S LEARNING FACTORY

\_\_\_\_\_

121 Immunization Compliance Form

\_\_\_\_\_

Proof of Child's Identity (such as a birth certificate)

\_\_\_\_\_

Registration Packet (yellow & orange)

\_\_\_\_\_

Policy Agreement (pink)

\_\_\_\_\_

Weekly Tuition Agreement (blue)

\_\_\_\_\_

Photography Permission Release Statement (purple)

\_\_\_\_\_

A complete change of clothing including a shirt, pants or shorts, socks, and underwear in a gallon size ziplock bag. Please label each piece of clothing with your child's name in permanent marker. (Any item of clothing that is taken off is subject to being lost. T & B's Learning Factory is not responsible for items such as hats, mittens, gloves, coats, sweaters, etc.)

\_\_\_\_\_

For children who are not completely toilet trained, please provide an adequate supply of wipes, diapers or pull-ups, and extra clothing. When replenishing these items, please give them to your child's teacher as needed.

\_\_\_\_\_

For toddlers (12-24 months), please provide diapers, wipes, and ointment. Keep in mind that everything you bring must be labeled.

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For naptime, children will be sleeping on a cot provided by the Center. The Center will also provide each child with a blanket at nap time. **NO OUTSIDE BLANKETS ARE ALLOWED.** For children 12-24 mos., a pacifier is permitted at NAPTIME.

\*\*T & B's Learning Factory does not discriminate on the basis of sex, race, religion, ethnicity, or national origin.

Parent Handbook is located at: [tblearningfactory.com](http://tblearningfactory.com)

