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**2021-2022**

**Information for Faculty, Staff, & Community Parents**

**Purpose:** The purpose of the Early Learning Center is to provide a quality early childhood program that meets the needs of children and families while parents pursue an education. We believe developmental, cultural, and age appropriate practices are the foundation for early childhood and children’s programming within relationship-based settings.

**Qualification for Enrollment:** Children must be between the ages of 1 month and 5 years, not yet kindergarten eligible. Children are enrolled in the ELC regardless of race, color, creed, gender, ability, or national origin. Upon enrollment, families will have a full orientation and the opportunity to visit your child’s classroom and meet the teachers. Spaces are enrolled as “full-time” status. Everyone is asked to be in the center no later than 10:00 daily. ***\*current meetings with teachers and tours of classrooms will be virtual during COVID-19 experience\****

**Admission Policies:** In order to enroll your child, you must complete all registration forms, including current immunization records, a physical exam by a health care professional, and an orientation at the TCC ELC. A prepaid, non-refundable, $100.00 registration fee is required before enrollment to reserve a spot for your child. (DCYF, ECEAP, and EHS families do not need to pay this fee).

**Licensing/Accreditation:** The ELC is licensed through the Department of Children, Youth and Families (DCYF) serving Washington State. Through DCYF we are participating in Early Achievers, which is an early child care and education rating system. We are also accredited through the National Accreditation Commission for the Association of Early Learning Leaders (NAC for AELL). We achieved our Accreditation Status in August, 2015. Our center includes three Early Head Start and three ECEAP classrooms. **(COVID 1 EHS, 3 ECEAP)**

**Required Enrollment Hours:** Spaces are filled as “full-time” status. EHS students are asked to attend for at least 6 hours a day, School day ECEAP hours are 9:00-2:30 (additional hours are charged) and everyone is asked to be in the center no later than 9:00 daily.

**Child and Adult Care Food Program (CACFP):** The TCC Early Learning Center participates in the USDA CACFP to ensure nutritious meals are served to your child at no extra cost to you. We serve breakfast, lunch, and afternoon snack to all children. Infants-1 year-old eat on demand throughout the day. Children with allergies will be provided altered menus to accommodate food needs, with Dr. approval.

**Staff:** Our professional staff includes a Program Manager, Assistant Manager, Program Assistant, Family Support Specialist and Teachers trained in Early Childhood Education. The teachers plan a developmentally appropriate curriculum that emphasizes positive interaction between adults and children. TCC Work Study students are employed as child care assistants. Every adult working or volunteering in the ELC must successfully complete a Criminal Background Check and TB Test. A Food Handler’s Card is required for those serving and/or making food.

**To sign up on the Waiting List:** Fill out a Waiting List form at the Early Learning Center, or online and indicate the quarter you will need care. If we cannot place your child the quarter you requested, we will keep you on our waiting list until we do an email contact where we ask if you want to remain on the waiting list any longer. We will do this yearly or more often if needed.

**Pay on own billing:** Bills are generated monthly and sent to Financial Services for processing. You will receive a bill from Financial Services that you will pay by cash or check at the Cashiers’ office or by credit card/debit card over our secure online payment link. Faculty/Staff can request a total of 10 days per year for vacation or sick leave, without being charged for those days, or you can choose to not attend for the summer and forgo the vacation days. It is your responsibility to pay your bill fully before the end of the quarter. Your child cannot attend the next quarter if you have an outstanding balance.

**DCYF billing:** If you receive a DCYF Child Care Subsidy, we will bill you the monthly co-pay that DCYF assigns you. Other charges you could incur are a late pick up fee, if you arrive at the center after our closing time - 5:30 p.m. (**5:00 during COVID**) and a non-signature fee, if you forget to sign your child in or out of the center.

**Hours:** 7:30 a.m. to 5:30 p.m. Monday – Friday. Please see the “Important Dates” section for ELC closures. The Center may be closed for extended time in September and December, for cleaning, staff trainings, and vacations. The campus is open Monday – Thursday in the summer. The summer hours may very each year due to the summer class schedule. (**COVID UPDATE, current hours 8:00-5:00 daily)**

**2021-2022 Tuition Fees**

***Staff/Faculty or TCC student (taking less than 10 credits) (Full time) Monthly Rate***

|  |  |
| --- | --- |
| Infants (1 month-11 months) | $1400 |
| Toddlers (12 months – 29 months) | $1200 |
| Preschool (30 months – 6 years old) | $1100 |

***Community (Full Time) Monthly Rate***

|  |  |
| --- | --- |
| Infants (1 month-11 months) | $1500 |
| Toddlers (12 months – 29 months) | $1300 |
| Preschool (30 months – 6 years old) | $1200 |

**ECEAP School Day rate (grant pays for service 9:00-2:30 daily for eligible families)**

If your child attends before 9 A.M. and/or after 2:30 P.M., a half-day rate of $22.00 will be charged for each day your child attends outside of the SD hours. The most your bill would be in a month is $506.00

**ECEAP Working Day (grant pays for services from open to close for eligible families)**

**ECEAP:** The TCC Early Learning Center is an Early Childhood Education and Assistance Program (ECEAP) Site and provides the following for eligible families: ● Free preschool from 9:00-2:30 daily during the Fall, Winter, and Spring Quarters or, Free preschool all day Fall, Winter, Spring and summer ● Field Trips ● Developmental screenings ● Opportunity to participate in the Parent Policy Council ● A Family Support Specialist to assist in obtaining community resources ~ *Children must be 3 years old as of August 31st of the current school year to participate. Federal income guidelines are used to determine enrollment eligibility.*

**EHS**: The TCC Early Learning Center is an Early Head Start Site and provides the following for eligible families who enroll with a current DCYF Child Care Subsidy and have children 4 weeks-3 years old ●Year round full-day child care ● A Family Support Specialist to assist in obtaining community resources ● Developmental screenings ● Diapers and wipes provided while in care ●Opportunity to participate in the Parent Policy Council

**Late Pick-Up Fee:**

$1.00 per minute after close **(5:00 during COVID)** 5:30 p.m. for the first tardy; $2.00 per minute for the second tardy; $3.00 per minute for the third tardy. After three late pick-ups a discussion with the manager about tardiness.

**Returned Check Fee:**

TCC will charge their current rate.

**2021-2022 Important Dates**

**Fall Quarter 2021**

\*October 15th, Close Early 3:15 PD

\*November 11th, Veterans’ Day: Closed

\*November 19th, Close Early 3:15 PD

\*November 25th – 26th, Thanksgiving: Closed

\*December 17th, Close Early 3:15 PD

\*December 23rd - 24th, Vacation: Closed

\*December 31st, New Years’ Day Observed: Closed

**Summer Quarter 2021**

\*Fridays, all summer: Closed June 25th-Sept 3rd

\*July 5th, Independence Day Observed: Closed

\*July 15th, Close Early 3:15 PD

\*August 19th, Close Early 3:15 PD

\*September 6th, Labor Day: Closed

\*September 14th - 17th Closed for staff training and deep cleaning

**Winter Quarter 2022**

\*January 17th, Martin Luther King Jr. Day: Closed

\*January 21st, Close Early 3:15 PD

\*Feb 18th, Close Early 3:15 PD

\*February 21st, Presidents’ Day: Closed

\*March 25th, Close Early PD

**Spring Quarter 2022**

\*April 22nd, College Professional Dev. Day: Closed

\*May 20th, Close Early 3:15 PD

\*May 30th, Memorial Day: Closed

\*June 17th, Close Early 3:15 PD