****

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***E*arly *L*earning *C*enter**

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**2021-2022**

**Information for Student 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 a virtual orientation with the TCC ELC Staff. A prepaid, non-refundable, $100.00 registration fee is required before enrollment to reserve a spot for your child. (DCYF (DSHS)/ECEAP/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 approved classrooms. **(COVID 1 EHS and 3 ECEAP)**

**ECEAP:** The TCC Early Learning Center is an Early Childhood Education and Assistance Program (ECEAP) Site and provides the following for eligible 3-4 year old children and their families. Free “School Day” preschool from 9:00- 2:30pm daily during the Fall, Winter, and Spring Quarters or “Working Day” preschool from 7:30-5:30 **(COVID current hours 8:00-5:00)** daily, year round (depending on your qualifications/assessed needs), developmental screenings, opportunity to participate in the Parent Policy Council, a Family Support Specialist to assist in obtaining community resources.

**EHS-CCP**: The TCC Early Learning Center is an Early Head Start Site and provides the following for eligible families who enroll with a current DCFY Child Care Subsidy and have children 4 weeks-3 years old. Year round full-day child care with at least 6 hours a day attendance, a Family Support Specialist to assist in obtaining community resources, developmental screenings, opportunity to participate in the Parent Policy Council, diapers and wipes provided while in care.

**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 appropriate Doctor approval.

**Staff:** Our professional staff includes a Program Manager, Assistant Manager, Program Assistant, Family Support Specialist and Teachers trained in Early Childhood Education. Our 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. CPR/First aid is required for all full time employees.

**Pay on own billing:** Bills are generated each month. We will send your bill to Financial Services and they will post to your ctclink account. It is your responsibility to pay your bill fully before the end of the quarter. If you end the quarter with a balance owed you will have a “grade hold” placed on your registration records and on your financial aid. Your account information will also be sent to a “collections” agency. Your bill must be paid in full to have the “grade hold” lifted. Your child can not attend the next quarter if you have an outstanding balance.

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

**Hours Open:** 7:30 a.m. to 5:30 p.m. Monday – Friday. Please see the “Important Dates” section for ELC closures. The campus is open Monday – Thursday in the summer. The summer hours can vary each year due to the summer class schedule, this year our hours will be 7:00-5:30.

\**Late Pick-Up Fee:* $1.00 per minute, per child after close (5:30 p.m.) for the first tardy; $2.00 per minute, per child for the second tardy; $3.00 per minute, per child for the third tardy; after three we will discuss if you need to find alternate care. ***\*During COVID 19 our hours are limited to 8:00-5:00 daily, to minimize the teachers and children’s exposure time to each other. In addition, to limit extra staff in the building.\****

***TCC Students (10 credits or more) (Full time/all year) Daily Rate x days of the month***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Month*** | ***Days*** | Preschool $44.00(30 months – 6 years old) | Toddlers $50.00(12 months – 29 months) | Infants $59.00 (1 month-11 months) |
| ***July*** | ***16*** | ***704*** | ***800*** | ***944*** |
| ***August*** | ***18*** | ***792*** | ***900*** | ***1062*** |
| ***September*** | ***16*** | ***704*** | ***800*** | ***944*** |
| ***October*** | ***21*** | ***924*** | ***1050*** | ***1239*** |
| ***November*** | ***19*** | ***836*** | ***950*** | ***1121*** |
| ***December*** | ***20*** | ***880*** | ***1000*** | ***1180*** |
| ***January*** | ***20*** | ***880*** | ***1000*** | ***1180*** |
| ***February*** | ***19*** | ***836*** | ***950*** | ***1121*** |
| ***March*** | ***23*** | ***1012*** | ***1150*** | ***1357*** |
| ***April*** | ***20*** | ***880*** | ***1000*** | ***1180*** |
| ***May*** | ***21*** | ***924*** | ***1050*** | ***1239*** |
| ***June*** | ***21*** | ***924*** | ***1050*** | ***1229*** |

 ***ADV 19.5 858 975 1151***

***TCC Students (10 credits or more) (TCC class days only) Daily Rate x class days in the month***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Month*** | ***Days*** | Preschool $44.00(30 months – 6 years old) | Toddlers $50.00(12 months – 29 months) | Infants $59.00 (1 month-11 months) |
| ***July*** | ***16*** | ***704*** | ***800*** | ***944*** |
| ***August*** | ***8*** | ***352*** | ***400*** | ***472*** |
| ***September*** | ***9*** | ***396*** | ***450*** | ***531*** |
| ***October*** | ***21*** | ***924*** | ***1050*** | ***1239*** |
| ***November*** | ***18*** | ***792*** | ***900*** | ***1062*** |
| ***December*** | ***7*** | ***308*** | ***350*** | ***413*** |
| ***January*** | ***20*** | ***880*** | ***1000*** | ***1080*** |
| ***February*** | ***19*** | ***836*** | ***950*** | ***1121*** |
| ***March*** | ***18*** | ***792*** | ***900*** | ***1062*** |
| ***April*** | ***20*** | ***880*** | ***1000*** | ***1180*** |
| ***May*** | ***21*** | ***924*** | ***1050*** | ***1239*** |
| ***June*** | ***8/16*** | ***352/704*** | ***400/800*** | ***472/944*** |

 ***ADV 16 708 804 949***

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

If your child attends before 9 A.M. and/or after 2:30 P.M., a flat rate of $22.00 per day is charged. 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)**

**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.

**CCAMPIS:** If you are a student who receives a Pell Grant and takes college level classes, you can have up to $650.00 per month of your childcare bill paid for.

**2021-2022 Important Dates**

**Summer Quarter 2021**

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

\*June 24th, Classes begin

\*July 5th, Independence Day Observed: Closed

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

\*August 12th, TCC Classes end

\*August 16th – Sept 17th, no classes for school days only kids

\*September 6th Labor Day: Closed

\*September 10th Last day for kids going to Kindergarten

\*September 14th- 17th Closed PDD

**Fall Quarter 2021**

\*September 20th, Full Day ECEAP & TCC Classes begin

\*November 11th, Veterans’ Day: Closed

\*November 24th, closed if you pay for school days only kids

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

\*December 9th, TCC classes end

\*December 23rd- 24th Vacation/deep clean

\*December 31st New Year’s Holiday Observed: Closed

**Spring Quarter 2022**

\*March 28th, TCC Classes begin

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

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

\*May 30th, Memorial Day: Closed

\*June 10th, TCC Classes end, last day for school day only kids

\*June 10th, last day for ECEAP School day kids

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

**Winter Quarter 2022**

\*January 3rd, TCC Classes begin

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

\*February 21st, Presidents’ Day: Closed

\*March 18th, TCC Classes end

\*March 21st-25th, No classes for School days only kids