



2023-2024

Information for Student Parents

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Early Learning Center
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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 at Tacoma Community College. We believe developmental, cultural, and age-appropriate practices are the foundation for early childhood programming within relationship-based settings.

Qualification for Enrollment: Children must be between the ages of 1 year 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. Application must be filled out to be considered, "On the waiting list". See the ELC for an application.

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 guided by TCC ELC Staff. A prepaid, non-refundable, \$100.00 registration fee is required before enrollment to reserve a spot for your child. (DCYF, 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 childcare 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 two Early Head Start and four ECEAP approved classrooms.

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 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 12-35 months old. Year-round full day childcare 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.

HFL Class – TCC, is now again, requiring the HFL series for all students who have children enrollment at the ELC. This class will allow you as a parent to understand how we work with your child and why we teach them in the way we do, you will also earn college credit for it!

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. 1-year-olds eat extra snacks 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 Director, Assistant Director, 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 childcare 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 it 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 be asked to end enrollment at the ELC and will have to find care elsewhere. Your account information will also be sent to a collection's agency. Your bill must be paid in full to have the option to return.

DCYF billing: If you receive a DCYF 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 it to your ctclink account. Other charges you could incur are a late pick-up fee, if you arrive at the center after our closing time 5:30 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 and generally our Center hours are 7:00-5:30. Some programs may run different hours for start and finish times.

TCC Students (10 credits or more)

Full time/all year

TCC class days only

Month	Days	Preschool \$44.00 (30 months – 6 years old)	Toddlers \$50.00 (12 months – 29 months)	Days	Preschool \$44.00 (30 months – 6 years old)	Toddlers \$50.00 (12 months – 29 months)
July	16	704	800	16	704	800
August	18	792	900	11	484	550
September	17	748	850	5	220	250
October	22	968	1100	22	968	1100
November	19	836	950	18	792	900
December	20	880	1000	10	440	500
January	21	924	1050	20	880	1000
February	19	836	950	19	836	950
March	21	924	1050	16	704	800
April	21	924	1050	21	924	1050
May	22	968	1100	22	968	1100
June	18	792	900	10/14	440/616	500/700
ADV		858	975		690	785

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 rate of \$5.00 per hour is charged. The most your bill would be in a month is \$440.00.

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

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

Late Pick-Up Fee: \$1.00 per minute after close 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 is required.

Returned Checks: TCC will charge their own rate for returned checks.

New Info Coming Soon!

2023-2024 Important Dates

Summer Quarter 2023

- *Fridays, all summer: Closed June 30th – Sept 1st
- *June 26th, Classes begin
- *July 4th, Independence Day Observed: Closed
- *July 20th, Close Early 3:15 PD
- *August 17th, TCC Classes end- finals day
- *August 24th, Closed PDD
- *September 4th Labor Day: Closed
- *September 11th Last day for kids going to Kindergarten
- *September 18th-19th, Closed PDD

Fall Quarter 2023

- *September 25th, School Day ECEAP & TCC Classes begin
- *October 20th, Close Early 3:15 PD
- *November 10th, Veterans' Day Observed: Closed
- *November 17th, Close Early 3:15 PD
- *November 22nd, closed SD only & SD ECEAP
- *November 23rd-24th, Thanksgiving: Closed
- *December 14th, TCC classes end 12/14-1/2 no classes SD only kids & SD ECEAP
- *December 22nd, Close Early 3:15 PD
- *December 25th Holiday: Closed

Winter Quarter 2024

- *January 1st, New Year's Day: Closed
- *January 3rd, TCC Classes begin
- *January 15th, Martin Luther King Jr. Day: Closed
- *January 19th, Close Early 3:15 PD
- *February 9th, Campus Professional Dev. Day: Closed
- *February 19th, Presidents' Day: Closed
- *March 22nd, TCC Classes end
- *March 25th – March 29th, no school for TCC SD only kids & SD ECEAP
- *March 29th, Close Early 3:15 PD

Spring Quarter 2024

- *April 1st, TCC Classes begin
- *April 19th, Campus Professional Dev. Day: Closed
- *May 17th, Close Early 3:15 PD
- *May 27th, Memorial Day: Closed
- *June 14th, TCC Classes end, last day for SD only & SD ECEAP kids
- *June 19th, Juneteenth: Closed
- *June 21st, Close Early 3:15 PD
- *Summer Quarter 2024 tentative start date June 24, 2024*