

Information for Student Parents

Purpose: The purpose of the Early Learning Center is to provide a relationship-based, developmentally and culturally appropriate early childhood education program that meets the individual needs of children and families. We are committed to delivering high-quality care and education in a safe, nurturing environment where children can learn, play, and grow. Additionally, our school supports parents and caregivers in pursuing their educational and personal goals.

Enrollment Qualifications & Process: Our program enrolls children ages **1 to 5 years old** who are **not yet eligible for kindergarten**. All enrolled children attend on a **full-time basis**. Prior to their first day, families will participate in an orientation and have the opportunity to visit their child's classroom and meet the teaching staff. Children should be dropped off **no later than 10:00 a.m.** each day. If your child will arrive late due to an appointment, please notify us through the **brightwheel app** as early as possible. If you are interested in enrolling your child, please complete and submit an **application**. Applications are reviewed and placed on our waitlist in the order they are received.

Admission Policy

To enroll your child in the Early Learning Center, all required registration forms must be completed. This includes:

- A current immunization record
- A physical examination completed by a licensed health care provider
- Participation in an orientation conducted by TCC ELC staff

A **prepaid, non-refundable registration fee of \$100.00** is required to reserve a space for your child. Enrollment is not considered complete until all documentation and fees have been submitted.

Billing Policy

Monthly bills are generated and sent to Financial Services, where they will be posted to your **ctlink account**. It is your responsibility to ensure all charges are paid in full **before the end of each quarter**. Failure to do so may result in termination of enrollment at the Early Learning Center (ELC), and you will need to secure alternate child care. Accounts with outstanding balances may be sent to **collections**, and full payment is required before re-enrollment can be considered.

If you receive child care assistance through the **Department of Children, Youth, and Families (DCYF)**, you will be billed for the **monthly co-pay** assigned by DCYF. This co-pay will also be posted to your ctlink account by Financial Services.

In addition to tuition or co-pay charges, you may be billed for the following:

- **Late pick-up fee:** Applied if your child is picked up after our closing time of 5:30 p.m.
- **Non-signature fee:** Applied if you forget to sign your child in or out of the center.

It is important to regularly check your ctlink account and remain in good financial standing to continue enrollment at the ELC.

Our program is an equal opportunity provider. We participate in Early Childhood Education and Assistance Program (ECEAP) a state funded program and Early Head Start (EHS) and the Child and Adult Care Food Program (CACFP) federally funded programs. **Check for eligibility.**

Tuition Rates

Month	Days	TCC Students (10 credits or more) Full time/all year		TCC class days only		Staff	Community			
		Preschool \$67.00 (30 months – 6 years old)	Toddlers \$77.00 (12 months – 29 months)	Days	Preschool \$67.00 (30 months – 6 years old)	Toddlers \$77.00 (12 months – 29 months)	Preschool \$ (30 months – 6 years old)	Toddlers \$ (12 months – 29 months)	Preschool \$ (30 months – 6 years old)	Toddlers \$ (12 months – 29 months)
July	18	\$1206	\$1386	18	\$1206	\$1386	\$1590/Monthly	\$1820/Monthly	\$1740/Monthly	\$1970/Monthly
August	16	\$1072	\$1232	08	\$536	\$616				
September	16	\$1072	\$1232	07	\$469	\$539				
October	23	\$1541	\$1771	23	\$1541	\$1771				
November	17	\$1139	\$1309	16	\$1072	\$1232				
December	21	\$1407	\$1616	09	\$603	\$693				
January	19	\$1273	\$1463	19	\$1273	\$1463				
February	19	\$1273	\$1463	19	\$1273	\$1463				
March	22	\$1474	\$1694	15	\$1005	\$1155				
April	22	\$1474	\$1694	19	\$1273	\$1463				
May	20	\$1340	\$1540	20	\$1340	\$1540				
June	21	\$1407	\$1616	14	\$938	\$1087				

ECEAP School Day 9:00-3:00 daily

If your child attends the Early Learning Center **before 9:00 a.m. and/or after 3:00 p.m.**, a fee of **\$5.00 per hour** will be charged. The **maximum monthly charge** for extended care is **\$460.00**.

ECEAP Working Day Childcare coverage for full days.

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 Director is required.

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

2025-2026 Important Dates

Summer Quarter 2025

- *Fridays, all summer closed
- *July 7th, Classes begin
- *July 3rd & 4th, Holiday: Closed
- *July 16th, Early Closure @ 3:15
- *August 20th, Early Closure @ 3:15
- *August 27th, Last day of TCC summer classes
- *September 1st, Labor Day: Closed
- *September 8th Last day for Kindergarteners
- *September 15th-19th, Professional Development: Closed

Fall Quarter 2025

- *September 22nd, School Day ECEAP & TCC Fall classes begin
- *October 15th, Early Closure 3:15
- *November 11th, Holiday: Closed
- *November 19th, Early Closure 3:15
- *November 27th, closed SD only & SD ECEAP
- *November 27th-28th, Holiday: Closed
- *December 11th, Last day of TCC fall classes
- *December 17th, Early Closure 3:15
- *December 25th & 26th, Holiday: Closed

Winter Quarter 2026

- *January 1st & 2nd, Holiday: Closed
- *January 5th, First day of TCC winter classes
- *January 19th, Holiday: Closed
- *January 21st, Early Closure 3:15
- *February 16th, Holiday: Closed
- *February 26th, Early Closure 3:15
- *March 20th, Last day of TCC winter classes
- *March 25th, Early Closure 3:15

Spring Quarter 2026

- *April 6th, First day of TCC spring classes
- *April 22nd, Early Closure 3:15
- *May 20th, Early Closure 3:15
- *May 25th, Holiday: Closed
- *June 19th, Holiday: Closed
- *June 24th, Early closure 3:15
- *June 19th – August 29th, all summer: Closed Fridays