



**PARENT
INFORMATION
PACKET
2017-18**

The Learning Zone @ Southland is a Ministry of Southland Community Church

5800 W. Smith Valley Rd.

Greenwood, IN 46142

(317)883-8977

Service Times: Sunday mornings at 9:00 (Classic) and 11:00 (The Well)

Full programming for children is available in both services

Please visit and "like" our Facebook page at

www.facebook.com/thelearningzone.scc

PARENT INFORMATION Welcome to The Learning Zone at Southland! We are a Registered Childcare Ministry. We are so glad to meet you and your child(ren). We are privileged to have the opportunity to teach your little one(s) about Jesus and His love! Please feel free to contact our Director if you have any questions or comments at (317)883-8977.

OUR MISSION STATEMENT The purpose of The Learning Zone is to support families of the church and the community by teaching their children biblical values. We also strive to stimulate their minds through academic teaching, arts, crafts, music, Bible stories, and gym time. Our ultimate goal is to encourage each child to develop an awareness of God's love through Jesus Christ and to learn to give and accept love in a Christ-like manner. It is our desire that every family that comes through the doors of Southland Community Church may have their lives enhanced through the love of Christ, and that we may show them how to experience life as great as God intended it to be.

SIGN-IN INFORMATION Each day as you arrive at TLZ, please sign in. Also, leave a current emergency phone number where you can be reached. Please notify the Director of any new information for the day. Please be sure to fill out any special pick-up instructions.

HOURS OF OPERATION TLZ Preschool hours are 10:00 a.m. - 2:00 p.m., Tuesday through Thursday. We also offer childcare hours of 6:00 a.m. - 6:00 p.m., Monday through Friday. We offer part-time (3 days) or full-time (5 days) daycare options.

TUITION TLZ tuition is paid monthly on a pre-pay basis and is non-refundable. Payment is due on or before the 1st Thursday of each month. Please see the *Explanation of Fees* for information on late payment fees. Credits are not given for absences. Some months have 5 weeks and we do not charge for the extra week. Therefore, we do not pro-rate for the week we are closed between Christmas and New Year's. Your child may not attend additional days if he/she misses a normally scheduled day. Should you choose to un-enroll your child from The Learning Zone @ Southland, we will require a **2-week written notice**. (For more information please see the *Explanation of Fees*.)

REGISTRATION/HOLDING FEES A one-time \$100 per child registration fee is due upon enrollment for daycare and is non-refundable (subject to change periodically). Any child enrolling more than a month in advance of the start date will be required to pay the first month's tuition at time of enrollment. If the start date changes, a \$100 change fee will be charged. Should a parent un-enroll their child, and then decide to return to TLZ, a NEW registration fee will be required. Preschool registration is \$100 per year. Parents who wish to remove their children for the summer months will be charged a "holding" fee which will equal one month's tuition for those two months. Please see the *Explanation of Fees* for more information.

TAX DISCLAIMER The Learning Zone @ Southland is a qualifying dependent care program as defined by the U.S. Tax Code. As such, payments for daycare qualify as dependent care credits. Tuition for preschool does not qualify as charitable deductions, as a service is being provided for a fee. Receipts for tax purposes will be emailed quarterly.

WHAT TO BRING Please pack a lunch for your child. Sippy cups should be the type that have an attachable cover for the spout (Tommee Tippee). Please label and date all personal items (lunchbox, cups, blanket, etc) with child's name. Sleep items that remain here for the week need to be stored in a zippered bag such as a backpack or duffel bag. Lunches are refrigerated, but an ice pack is always a good idea, especially for summer picnics!

Infants: Diapers, change of clothes, pacifiers, sippy cups, formula, etc. Please include anything they might need for the day and label and date ALL bottles and lunches. Also label lunchboxes, pacifiers, etc.

Toddlers: diapers, change of clothes, pacifiers, sippy cups, and lunch items (finger foods work best for this age).

Preschoolers: backpack, lunch and **change of clothes**, including socks & shoes! PLEASE, no red or blue drinks or other items that may cause staining on our carpets. Please label and date all personal items, including blankets, etc., used for daycare. Daycare children's sleep items must be kept in a zippered bag (duffel bags or backpacks). Please label the bag with your child's name. We encourage as much outdoor play and exploration as possible to help develop gross motor skills and to burn off energy. Please dress your child(ren) appropriately for outdoor play year round. Please refrain from flip-flops, outfit you do not want to get dirty, and clothes that make moving/climbing difficult or dangerous.

CALENDARS Each month your child will receive a class calendar with dates, Bible verses and reminders of the events taking place that month.

SCHEDULES

Each class will have a daily schedule. This will help your child develop routine and structure. Each class will incorporate into its day: Free play, circle time, music, crafts, Bible, prayer, lunch and gym/playground

CURRICULUM

All classes consist of daily academic lessons, music, art, and gym. Character and social development are woven into all learning hours of the day. Values incorporated into each day's activities include: Good habits, moral standards, and respect for others. Music Enrichment is offered on Thursdays and Art Enrichment is offered on Fridays. On "Tasty Tuesday" your child will participating in "cooking" a yummy treat.

ILLNESS

If your child develops any of the following symptoms, we ask that he or she not attend class for 24 hours: Fever 99.6 or higher (must be fever-free 24 hours prior to returning to school), vomiting, diarrhea, or unexplained rash. Please note that we are unable to administer medications to children at any time without a doctor note. If it is determined your child has a communicable disease, such as Hand, Foot & Mouth Disease, we may ask that they have a doctor's release before returning to daycare.

The Learning Zone @ Southland reserves the right to deny attendance at our facility to a child who may be undergoing treatment for a communicable/infectious disease.

ALLERGIES

Please notify the Director and your child's teacher of any known allergies. Medication administration authorization forms, physician orders, and prescriptions are kept on premises at all times for children requiring Epinephrine injections.

LATE PICK-UP

Preschool children not picked up by 2:15 will be taken to the childcare room and you will be charged \$10 per each 15 minute time slot. This charge also applies to our Daycare Program (late fees after 6:15 p.m.) Please refer to the *Explanation of Fees* for details.

AUTHORIZED PICK UP

Only individuals noted by parents on the registration form will be allowed to pick a child up. Writing an authorized pick up person's name on the sign-in sheet will not be accepted. If you need someone to pick up your child who is NOT on the Authorized Pick Up Form, you must personally speak to the Director. Please note that picture ID will be required from anyone picking up a child other than the parent.

SCHOOL CLOSINGS AND CANCELLATIONS

Should The Learning Zone need to cancel school due to weather conditions, we will post it on our TLZ Facebook page (www.facebook.com/thelearningzone.scc) and on local TV stations under "The Learning Zone @ Southland."

DISCIPLINE POLICY

It is very important a child's development is nurtured through caring, patience, and understanding. However, our teachers may have to respond to your child's misbehavior. The Learning Zone has implemented specific guidelines for addressing unacceptable behavior. Please refer to our "Discipline/Guidance Policy" for details.

AGGRESSIVE BEHAVIOR

Aggressive behavior of any child is unacceptable. A child who exhibits aggressive behavior will be issued an "Aggressive Behavior" Form. If your child receives more than four Aggressive Behavior forms, we MAY ask you to remove him/her from TLZ for a period of time. The safety of all of our children and teachers is of utmost importance to us. If at any time you have any questions or concerns regarding a form you may receive, please contact our Director at (317)883-8977. We look forward to getting to know your family.

CONSISTENT SCHEDULES

The Learning Zone strives for consistency in all areas of our ministry. Consistent scheduling in our classes is a huge part of that. Therefore, please commit to part-time or full-time daycare at the beginning of the school year. Should you need to switch to full-time daycare mid-year, it will only be considered if there is availability. If you choose full-time daycare in August, you will be committing to that through the end of the school year. Please see the **Schedule Changes** section of the *Explanation of Fees* for details.

CONFLICT OF INTEREST

The Learning Zone requests that parents of children attending our facility not to solicit employees of The Learning Zone for childcare during our regular operating hours. Please see our "Conflict of Interest Policy" for more information.