



TENDER LOVING CARE Information Guide 2020-2021

**Location: 240 – 9^e Ave.
LaSalle (514) 895-4852**

**www.tlclasalle.org
info@tlclasalle.org**

Active Adventurers
(3 year olds)



Monday to Friday
mornings
9:00am to 12:00pm

Kinder Kids
(4 year olds)



Monday to Friday
afternoons
12:45pm to 4:00pm



CCS

One of the many programs supported by CCS
1857 Blvd. De Maisonneuve Ouest
Montreal, Quebec
H3H 1J9
Tel: 937-5351
www.ccs-montreal.org

Welcome to Tender Loving Care!

ABOUT TLC

TLC is a self-supporting center in participation with the Community Resource Department of Collective Community Services Inc. (CCS). The center is located in the borough of LaSalle, in space provided by LaSalle Community Comprehensive High School (LCCHS). TLC provides children with high quality preschool programs, but also offers parents a variety of services.

FOR CHILDREN

TLC provides two preschool programs:

- ***Active Adventurers*** for children aged 3 years old, Monday to Friday mornings
- ***Kinder Kids*** for children aged 4 years old, Monday to Friday afternoons.

FOR PARENTS

- A social support network of other parents.
- An opportunity to join the administration of our center.
- Workshops: parenting, self-growth, life management and more.
- Outings with your child's class.

GENERAL GUIDELINES:

1. AGE
Children entering the *Active Adventurers* group must be 3 by September 30th, 2020.
Children entering the *Kinder Kids* group must be 4 years of age by September 30th, 2020.
2. If your child is not fully toilet trained, the parent/caregiver must provide diapers/pull-ups and wipes.
3. Children cared for by a guardian or childcare providers are able to join the center provided the adult is prepared to participate in full.
4. Hours: *Active Adventurers* (3 year olds): Monday to Friday mornings from 9:00am to 12:00pm.
Kinder Kids (4 year olds): Monday to Friday afternoons from 12:45pm to 4:00pm. Please be punctual!
5. Calendar: September to June. There are breaks for Christmas, March Break and Easter holidays. There are also pedagogical days as determined by TLC's Board of Directors.
6. Smoking is not permitted in or around the school in accordance with the Quebec no-smoking laws.
7. Communicable Diseases: Please call an educator if your child comes down with something that could be contagious. Parents are encouraged to check for head lice on a weekly basis. Should your child have symptoms of fever, flu, etc. please keep them at home.

FEES:

- 1) There is a \$60 registration fee per child. This fee is non-refundable.
- 2) Fees are due the first week of class with **two options**:
 - a) Post-dated checks for the entire school year (Sept. to June) made out to 'TLC' (dated the 1st only)
 - b) Cash/check in advance to cover the entire school year
- 3) An additional fee (as determined by our financial institution) will be charged for all NSF checks returned.
- 4) Active Adventurers: \$230/month or \$2300/year
Kinder Kids: \$250/month or \$2500/per year
- 5) Late/Non-payment of Fees: A late payment not settled within 10 days could mean ceasing participation in the group.

Participation:

Regular attendance is encouraged. Children form friendships and adjust to the class routine more easily when they attend classes regularly. Kindly keep your children at home when they are too ill to participate or pose a risk to the other children. In the event that you choose to leave the program after the start of the school year, you must provide a one month written notice with the last day of attendance clearly stated. There is a two-month fee penalty (TLC will retain two post-dated checks) for the two months following the last day of attendance.

Probationary Period:

TLC reserves the right to request any child to cease participation in the program if they require specialized care that we are unable to provide or if their behaviour poses a danger to either the educators or their classmates.

Program:

TLC provides a place for children to grow and learn through play. Engaging and creative activities allow the children to explore their world as well as interact with others. We strive to bridge the gap between home and elementary school.

Emerging Autonomy:

- ❖ Activities that encourage independence
- ❖ Developing self-help skills

Social Skills:

- ❖ Emphasis on cooperative play
- ❖ Conflict-resolution exploration
- ❖ Identifying emotions & expressing them appropriately
- ❖ Manners and being polite
- ❖ Exploring empathy

Games & Exercise:

- ❖ Teach rules to playing games
- ❖ Importance of turn taking
- ❖ Emphasis on fair play
- ❖ Keeping fit & healthy

Structured Schedule:

- ❖ Indoor play
- ❖ Learning centers
- ❖ Circle time activities
- ❖ Large & small group times

Creativity:

- ❖ Experimenting with different art mediums
- ❖ Open-ended art activities

Literacy & Language Development:

- ❖ Daily story time
- ❖ Songs (repetitive in nature)
- ❖ Finger plays

Parental Involvement

Each member is required to serve on both of the general committees (maintenance & fundraising). Administrative committee positions are open to every parent. TLC's Board of Directors are elected each fall (during our Annual General Meeting) to act on behalf of all members and meets each month.

General Committees (all members)

Fundraising
Maintenance

Responsibilities:

Fundraising:

- Organizes/participates in fundraisers to the best of your ability.

Maintenance:

- Responsible for cleaning of the classroom and toys on a rotation basis. Teams of members rotate cleaning responsibilities weekly.
- Rotates the laundering of towels and art smocks
- Keeps a cleaning log
- Needs to find a replacement if unable to attend cleaning night
- Communicates need to purchase additional supplies as required

Administrative Committee:

(2 members)

Responsibilities:

Coordinators (one per group):

- Works closely together and in collaboration with the educators to ensure the smooth running of the center
- Ensures all rules and regulations are being respected
- Calls all members in their group in the event of school closures, important messages, etc.
- Relays information to their group members
- Attends Board Meetings

Board of Directors (6 parent members)

- Decision-making body which acts on behalf of all members
- Manages budget and organizes pre-planned group outings