



TENDER LOVING CARE Information Guide 2023-2024

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

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



**Monday to Friday 8:30am to 4:00pm
Bilingual preschool program
for 3 & 4 year olds**



**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 a high quality preschool program, but also offers parental involvement.

FOR CHILDREN

TLC provides an unique preschool program for children aged 3-5 year old.

- Learning-focused activities
- Small group size
- Bilingual environment
- Monthly rotation of learning center materials to stimulate and engage our students

FOR PARENTS

- A social support network of other parents.
- An opportunity to join the administration of our center.
- Outings with your child's class.

GENERAL GUIDELINES:

1. AGE
Children must be 3 years of age by September 30th, 2023
2. If your child is not fully toilet trained, the parent/caregiver must provide diapers/pull-ups and wipes.
3. Hours: Monday to Friday from 8:30am to 4:00pm. Please be punctual!
4. 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.
5. Smoking is not permitted in or around the school in accordance with the Quebec no-smoking laws.
6. 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 for September are due the first week of school, subsequent months are due on the 15th of each month.
- 3) Two modes of payment:
 - a) 10 post-dated cheques
 - b) Monthly E-transfers emailed to teacher@tlclasalle.org
- 4) An additional fee (as determined by our financial institution) will be charged for all NSF checks returned.
- 5) Cost: 35\$/ per day (651\$ per month)
- 6) 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 chose to leave the program after the start of the school year, you will not be reimbursed for the current month.

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
- ❖ Outdoor play

Structured Schedule:

- ❖ Free 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
- ❖ Lending library

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 (approximately 3-4 times per year)
- Needs to find a replacement if unable to attend cleaning night
- Communicates need to purchase additional supplies as required

Administrative Committee:

(1 members)

Responsibilities:

Coordinator:

- 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 parents in the event of school closures, important messages, etc.
- Relays information to parents from TLC's Board of Directors
- Attends Board Meetings

Board of Directors (6 parent members)

- Decision-making body which acts on behalf of all members
- Manages budget, plans & organizes fundraisers and helps choose group outings