

Parent Handbook



TIMBERLAKE AFTER SCHOOL **HANDBOOK**

Timberlake After School
4505 236th Ave. NE, Redmond, WA 98053
Parent Handbook

Mission & Philosophy:

Timberlake After School will always strive to provide the best possible environment for each and every child in our care. Our desire is to encourage growth in all areas of development, while allowing children the chance to discover their own personal niche wherever that may be, growing their self-esteem, self-worth and confidence along the way. We understand that the elementary school years are a wonderful opportunity to begin to bridge dependence with approaching independence as we strive to provide each child with the foundation they need to be successful in middle school, high school, and beyond.



We will always:

1. Provide a safe, caring, and enriching environment to motivate and encourage every child to explore areas of their own personal interests
2. Patiently provide homework assistance and support to every child
3. Encourage personal growth in all areas of development
4. Create supportive and caring relationships with children and their families
5. Encourage children to grow in awareness of the world around them and the God who loves them

Our Ministry:

As an outreach ministry of Timberlake Church we have the great honor of showing the love of Jesus to each and every child. We'll accomplish this through our actions and words and by living out the values we believe.

ESSENTIALS WE BELIEVE

ABOUT GOD

God is the Creator and Ruler of the Universe. He has eternally existed in three personalities: The Father, the Son and the Holy Spirit. These three are co-equal and are one God. *Genesis 1:1, 26, 27; Psalm 90:2, Matthew 28:19; 1Peter 1:2; 2 Corinthians 13:14*

ABOUT JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven and will return again to earth to reign as King of Kings and Lord of Lords. *Matthew 1:22-23; Isaiah 9:6; John 1:1-15; Hebrews 4:14-15, 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13*

ABOUT THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with the power for living, understanding of spiritual truth, and guidance in doing what is right. As Christians, we seek to live under His daily control. *2 Corinthians 3:17; John 16:7-13 & 14:16-17; Acts 1:8; 1 Corinthians 2:12 & 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18*

ABOUT THE BIBLE

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. *2 Timothy 3:16-17; 2 Peter 1:20-21; Psalm 12:6; 119:105, 160; Proverbs 30:5*

ABOUT HUMAN BEINGS

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". *Genesis 1:27; Psalm 8:3-6; Isaiah 52:6a; 59:1-2; Romans 3:23*

ABOUT SALVATION

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. *Romans 6:23; Ephesians 2:8-9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*

ABOUT ETERNITY

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life. Heaven and hell are real places of eternal existence. *John 3:16; 12:25, 14:2-3; 17-3; Romans 6:23; Revelation 20:15*

Our Program

ACADEMIC SUCCESS PROGRAM

We have an academically focused program because we take your student's education seriously! Our Academic Success Program was designed in order to help your child succeed and grow in confidence in their education. TAS teachers support students with time-management, study skills and homework. We conduct a daily homework check to help ensure not merely the accuracy and completion of your student's homework, but also to check for their comprehension of it as well. Students are noticed and celebrated for their strengths and lovingly encouraged in their weaknesses. Our aim is that they will grow in confidence and take ownership in their educational journey as young, growing students.

TUTORING PROGRAM

At Timberlake After School, we provide a unique opportunity for free tutoring for students who may need extra help with their homework, a specific concept or subject they are studying in school. Knowing that each student has unique educational needs, our highly qualified tutoring teachers will design an Individual Tutoring Plan (ITP) based upon observed needs by the student's parents, school teacher and TAS teachers. Students will typically be tutored twice a week in a 1:1 or 2:1 student to teacher ratio. Weekly updates in addition to work samples are sent to parents to keep open communication of progress and continued needs.

CLUBS

Clubs give children a chance to sharpen their academic and social skills through a variety of themed activities. Students have a blast engaging with their teachers and peers in the unique club of the day. Our clubs are well-rounded and a different club is offered every day of the week. We also alter clubs every month in order to give students an opportunity to explore a variety of academic subjects, active games, sports, art, music, cooking and more! Each of our clubs provides students a chance to be a part of a group and create a sense of ownership within TAS. Check out our monthly academic calendar to learn about our current club offerings!

VAN PICK-UP

We will pick up your child at his/her school every day they have been scheduled. Booster seats will be provided for those kids who don't yet meet the height or age requirements to sit in the car without a booster seat. We follow the state booster seat requirements that are as follows:

Washington's Child Restraint Law - Effective June 1, 2007, children less than 8 years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so.

SNACK

One daily afternoon snack will be provided to all kids at their arrival to TAS. Along with providing a healthy and nutritious snack, we believe in using any snack or lunch opportunity as a chance to practice using appropriate manners. A teacher will always be sitting with the kids interacting and using the time to create healthy, caring relationships with each child. All kids will be reminded to say please and thank you, use appropriate language while others are eating, and ask to be excused when they're done. We believe that, when instilled in young children, the ability to use good manners and interact well with others is a crucial aspect of healthy childhood development.

****Please note that we are a nut-free zone.**

Daily Schedule

Daily Schedule

3:00-3:30: *Pick up from School in Van*

3:15- 3:45: *Arrive at TAS, Free-Time*

3:45-4:05: *Snack Time*

4:05-4:55: *Homework & Tutoring*

5:00-5:30: *Clubs and Activities*

5:30-6:30: *Outside rotations & clean-up*

Full Day Schedule

8:00-9:30: *Arrival and Free Choice*

9:30-10:00- *Morning Snack*

10:00-10:30: *Activity #1*

10:30-12:00: *Activity #2 or leave for fieldtrip*

12:00-12:30: *Lunch*

12:30-1:00: *Quiet Time*

1:00-2:15: *Clubs*

2:15-3:30: *Outside Playtime/ Free Time*

3:30-4:00: *Snack and Announcements*

4:00-5:45: *Group Games*

5:45-6:30: *Clean Up; Free Choice Activities*

Lunch and Snacks

Snacks:

A daily snack will be provided to all children at their arrival to TAS. Water or 1% milk will be provided to drink and all snacks will be nutritious, balanced, and tasty!

Cleanliness:

Before sitting down to eat, all children and staff members must wash their hands. Staff members will always wear food service gloves when handling food.

Lunch (on public school closure days):

TAS will not provide school lunches on public school closure days. Please pack your child a healthy lunch. Suggestions include sandwiches, pasta, string cheese, fruit, and vegetables with dip, yogurt, raisins, cereal bars, hummus, applesauce or crackers. Staff will not be able to heat up or refrigerate food, so a cold pack in your child's lunch is required. Lunches are eaten in the classroom.

Please clearly label your child's lunch box with his/her full name.

Timberlake After School is acutely aware of the increase in food allergies over recent years. We are committed to vigilance in protecting students with food allergies. **We are a “nut free” facility. The following items are not permitted** on the premises or on a field trip:

- Peanuts
- Tree nuts (cashews, walnuts, almonds, macadamia nuts, etc.)
- Peanut butter (sandwiches, candy containing peanut butter, granola bars, cereal, crackers containing peanut butter, etc.)
- Nutella (contains hazelnuts)
- Baked goods containing nuts or any form of nuts. Please be aware that nuts also come in the form of a paste, oil/extract or flour.

Parents must read all ingredient statements on food and baking ingredient packaging BEFORE bringing anything into the classroom to ensure that no nuts are accidentally brought in. Your cooperation is greatly appreciated!

Parent Participation

We understand that if your child is in our care, it's likely that you're working and therefore unable to participate in our program. However, if you have a special skill or educational hobby that you would like

to share with the children, we simply ask that arrangements be made with a staff member so the afternoon schedule can be planned accordingly. Please make other arrangements for siblings while you are volunteering at TAS.

If you ever have any questions regarding your child's day, feel free to call our office to check in. We would be happy to touch base with your child for you to make sure they're doing well!

Clothes and Items from Home

Please be sure that your child is dressed appropriately for the weather conditions. The children do go outside every day, unless heavy rain prevents outdoor recess.

We ask that parents/guardians send an extra pair of clothes in their child's backpack in the morning in the event that a child dirties his/her clothes.

If your child is participating in a sports club please be sure they have the appropriate clothes and shoes so they may fully participate.

****Girls need to wear leggings, tights, or shorts underneath their skirts and dresses.**

Toys and electronics are not allowed to be brought from home to TAS. Toys consist of, but are not limited to:

- Dolls
- Stuffed Animals
- Playing Cards (Pokemon etc.)
- Figures
- Games
- IPODS/MP3 Player
- Game Boys

Cell Phones must stay in each child's backpack. If a parent or guardian needs to contact a child, they may call the office and be connected with the child, but children will not be permitted to talk on personal cell phones.

Tuition and Fee Schedule

Timberlake After School

School Year: *September 2016 – June 2017*

Registration Fee: \$150.00 (\$200.00 per family; non-refundable)
Activities Fee: \$85.00 per child (annual; non-refundable)
Tuition Deposit: 50% of first month's tuition is due with registration (half is non-refundable)

Included in Tuition:

- *One Daily Snack*
- *Homework Help/ Tutoring*
- *Wednesday Early Dismissal, Parent-Teacher Conference Days, LEAP Days, and most holidays that fall within your requested schedule*
- *Pick-Up from School in Timberlake Van*

*** Programs are available during Winter, Mid-Winter, and Spring Break for an additional fee.**

After School Program Tuition

5 days a week: \$489.00 monthly tuition

4 days a week: \$405.00 monthly tuition

3 days a week: \$329.00 monthly tuition

2 days a week: \$196.00 monthly tuition

1 day a week: \$115.00 monthly tuition

School Closure Days (All fees are *in addition* to monthly tuition)

Full Day School Closure	Half Day School Closure
\$65.00/day	\$55.00/day

Financial Agreement

1. Tuition Payments:

- A. Auto payment is run on the 1st of the month.
- B. A late fee of \$25.00 will automatically be applied after the 5th of the month if tuition is not paid in full. My child may not be accepted for care until the monthly tuition plus the late fee are paid in full.
- C. TAS cannot give credit for days your child is absent. As such, there is no reduction in tuition when your child misses a day due to vacation or illness.
- D. I understand there are a limited number of students who can attend TAS and insufficient notice of withdrawal may prevent TAS from enrolling another child. **Therefore, after providing written notice of intent to withdraw, I assume responsibility for one more month's (30 days) tuition.**
- E. Students who enroll or withdraw in the middle of a month may pay a prorated tuition fee, if the parents provide TAS with the proper written notice.
- F. Once your child is pre-registered for a full day TAS can not issue any refund for days missed due to absence or vacation
- G. The last day to withdraw before the end of the school year is May 1st. **If you withdraw after May 1st you will assume responsibility for tuition through the end of June.**

2. Late Pick Up Charges:

Students may be picked up from TAS at any point in the afternoon until 6:30pm. After 6:30pm, the parent/guardian is considered late and the following steps will be taken:

- A. The first time a parent/caregiver is late, a verbal warning is given.
- B. The second time a parent/caregiver is late, a written warning will be given.
- C. The third time a parent/caregiver is late, and for any incidences after that, the parent will be charged ten dollars (\$10.00) for every 5 minutes he/she is late.

We understand that unavoidable or emergency situations may occur on rare occasions, causing a parent to be delayed. The Director will assess emergency situations on a case-by-case basis in determining late-fee assessment.

3. NSF Checks or Payments:

There is a \$25.00 charge for all NSF checks or payments. In the unlikely event Timberlake After School (TAS) must seek collection of past due fees, I agree to reimburse TAS for reasonable collection fees and interest on past due amounts. I have read the Financial Agreement and accept the conditions as stated.

4. Late School Pick Up Notice

Here at TAS safety is a huge priority. In order for us to account for all children on the van we need to know if there is an absence by 10:00am the morning of. Any absence notice after 10:00am is considered late.

- D. The first time for late notice, a verbal warning is given.
- E. The second time, a written warning will be given.
- F. The third time, the parent will be charged ten dollars (\$10.00) per incident.

We understand that unavoidable or emergency situations may occur on rare occasions, causing a parent to be delayed. The Director will assess emergency situations on a case-by-case basis in determining late-fee assessment

5. Holding Fee

TAS will hold a child's spot in the program for up to one month. After one month the family assumes a holding fee of \$50. If the holding fee is not paid by the 5th of the second month then the child will be withdrawn from the TAS program.

Signature: _____

Date: _____

School Closure and Pick-up Procedures

School Holidays/Closures

- Dependent on enrollment, we intend to be open on all Lake Washington School District LEAP days, “In-Service” days, holidays (with the exception of those holidays listed below) and half days.
- See School Calendar for more details

School Holiday/Closure Drop-off Procedure

1. When dropping off your child on public school closure days please park your car and walk your child in. **Please DO NOT send your child into the building on their own.** Each child must be signed in with a parent/guardian signature.
2. Please encourage your child to use the bathroom and wash hands before you drop him/her off in the classroom.
3. Once you walk your child to his/her classroom a staff member will take over responsibility. No child will ever be left alone or unsupervised. With the exception of a scheduled volunteer time, please do not linger long in the classroom, as this is disruptive to the class.

Authorized Pick-Up People

1. Anyone authorized to pick up your child must be 18 years or older. We will not release a child to anyone under 18.
2. A TAS staff member will NOT release a child to anyone not previously authorized by the child’s parent or guardian **and** who does not have their ID with them as proof of their identity. We must have written or direct verbal authorization for anyone other than the parent/guardian to remove the child from our facility.
 - a. **We will ID every new pick up person.** Please be sure that anyone who comes to pick up your child has an ID on them. If not, we will not release your child to him/her.

Pick-Up Procedure

To retrieve your child at the end of the day, please park in parking lot spaces and come up to the door and ring the doorbell. A staff member will greet you at the door and assist you in retrieving your child. Please be sure to sign your child out. Because parents are able to pick up their child at any point in the afternoon, we are not able to bring children to the parent in the car. **When you pick up your child, please be sure to greet and receive a greeting back from a staff member so you will both know that you have safely picked up your child.**

Health Policies

Please contact the after school program office ([425-284-1027](tel:425-284-1027)) or afterschoolabsence@Timberlakechurch.com if your child does not need to be picked up from school due to illness, an appointment, or vacation by 10am the day of the absence or a late fee may apply. We appreciate as much prior notice as you are able to give.

To ensure a healthy and safe environment we will enforce the following:

All children, prior to admission, must have on file:

1. A completed medical report
2. A record of all required immunizations for ages 6-12

A daily health inspection is given upon arrival at TAS from school. Parents/guardians will be called to pick up their child if obvious symptoms are present.

Please notify us promptly if your child is diagnosed with a communicable disease.

Sick Child Policy: Your child will be sent home if symptoms of illness appear. The child will be isolated from other students and you will be contacted to pick him/her up from TAS *within 45 minutes*.

Children who are contagious must stay home, and all children MUST be 24 hours fever free without fever reducing medicine before returning to our care. TAS families will receive a notice of communicable diseases that are present at the program when applicable.

Keep your child home if he or she:

- Has a fever or had one during the last 24 hours
- Has a heavy nasal discharge (pay attention to the color of nasal drainage)
- Has a constant cough
- Is overly tired (rest may prevent a serious illness from developing)
- Has vomited or had diarrhea in the last 24 hours
- Has been exposed to any communicable disease and may be developing symptoms
- Has symptoms of a communicable disease (runny nose, sore throat, headache, abdominal pain, redness in or discharge from eyes, rash, and/or fever)
- Has lice; children who have lice may not return to our program until they are louse and nit (egg) free.

Minor Injury Reports

Most injuries or accidents are minor enough to be treated with soap and water and a bandage. Parents will be contacted immediately if an injury appears to require medical attention. Staff will record minor injuries on a “minor injury report” that are available to families to view.

Medical or Dental Emergency

In case of medical or dental emergency, we will make every attempt to contact a parent. If we cannot contact you and your child requires immediate medical assistance, we will do any or all of the following:

- Call 911
- Have the child taken to an emergency hospital accompanied by a staff member.

Medications

Both prescription and nonprescription medication will NOT be administered to any child unless an “Authorization to Administer Medication” form has been completed by a legal parent or guardian. All medication must:

- Come in the original container with an unaltered label
- Be dated and marked with the child’s name
- Be given in accordance with the label directions

We reserve the right to deny a request to administer medication. Our program shall have no responsibility for failure to provide requested medication or for adverse reactions caused by the administration of such prescription or nonprescription medication.

Medications that require an “Authorization to Administer Medication” include:

- Prescription medication
- Nonprescription medication (i.e. Tylenol, Ibuprofen)
- Eye drops
- Lotion
- Chapstick
- Sunscreen*

*Please note that we must have written consent from the child’s parent or guardian to administer sunscreen. Forms will be included in your New Family packet.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and current immunization history. These forms must be updated and kept current.

TAS asks that families provide an emergency kit for their enrolled child(ren). A list of supplies for each kit will be distributed at our “Meet the Staff” night or at the time of enrollment if enrolled after August 30th. If your child is on medication, please be sure we have a 3-day supply in the event of an emergency. The kit will be available to take home at the end of the school year.

Allergies

1. **All parents/guardians of Timberlake After School students are required to complete a statement of allergy form upon admission and it must be updated annually**, at the start of each school year. All parents/guardians are responsible for informing TAS immediately if new allergies develop and for following written school food allergy procedures for proper documentation. Fill out this form and turn it in even if your child does not have allergies. Write “None” and return it for your child’s file.
2. **The child’s physician must medically document all allergies** and TAS must receive a signed Medical Emergency Plan for Severe Allergic Reaction in writing from the child’s physician, prior to admission. The listed allergy, known side effects and a treatment plan must be included in this correspondence. Please arrange a time to review the treatment plan with a staff member. You will receive the required form from TAS in your “New Family Packet” after enrollment. A copy of this will be kept in the child’s file in the director’s office as well as in the child’s classroom.
3. **Parents or guardians of students with no known food allergies are required to complete a Statement of Allergy Form indicating that no known allergies are present.**
4. **Parents or guardians of students with known and medically documented food allergies are required to complete a Statement of Allergy Form for each known food allergy.**
Parents/guardians of these students should send in a zip lock bag full of appropriate clearly labeled snacks, to avoid the possibility of an allergic reaction to school-provided snacks. We occasionally provide 1% milk during snack time and a child with dairy intolerance or allergy will need to bring in an alternative beverage from home.

Medical Action Plans

To comply with state law and ensure safety preparedness on the first day of the program, each child with severe allergies must have a medical action plan, medications and doctor’s orders in his/her file **two weeks before their first day at TAS**. This time frame allows the TAS staff to process and disseminate the information properly, prior to the child’s first day.

Emergency & Safety Information

Playground/Outdoor Safety

To ensure safety on the playground:

1. Staff will actively supervise the children during outdoor and indoor playtime, and will maintain required staff/student ratios at all times.
2. We recommend closed-toe shoes and clothes without drawstrings around the neck. Athletic-type shoes are the best and will be required for children participating in any sports clinic or club.
3. No eating on the playground.
4. TAS's director and Timberlake's Facilities Manager will ensure that the playground is well maintained, always in complete compliance with county and state licensing requirements.

Field Trip Safety

In order for your child to leave our campus to go on a field trip, a field trip permission form is needed for each child signed by their legal parent/guardian. A permission form will be included in your "new family" packet. At least 2 weeks prior to a scheduled field trip, TAS will inform all parents of the opportunity.

In order to ensure safety while on field trips:

1. Booster seat laws will be followed while riding in vans
2. Staff will actively supervise the children and will maintain required staff/child ratios at all times.
3. Emergency information and medical action plans will accompany the children they belong to (staff will keep plans in a safe and secure spot). Each van will be equipped with a first aid kit.
4. Prior to the field trip, students will be taught appropriate and safe behaviors for going off campus.
5. Director or staff member leading the field trip will carry a cell phone: [\(425\)387-2988](tel:425387-2988).

Emergency Plans

TAS has specific procedures in place for the following environmental emergencies:

- Building Emergencies
- Severe Weather Conditions
- Threats of Violence
- Earthquakes

Note: We conduct monthly fire drills and quarterly earthquake drills.

All TAS staff knows the procedure for each of the environmental emergencies listed above.

Inclement Weather:

In the event of inclement weather, we will follow the Lake Washington School District Closure and Delay Policy. ***If the Lake Washington School District is CLOSED due to inclement weather, TAS will also be CLOSED.*** If schools are not closed but weather continues to worsen throughout the day, check your email for announcements regarding school closures. We will not leave children stranded at school, but may require children to be picked up immediately upon arrival at TAS.

Major Disaster:

In the event of an earthquake or other major disaster, phone contact with the school may be unavailable. Once you are safe, please begin immediately to come pick up your child. The TAS staff will remain on the premises until all students have been released to a parent, guardian, or other designated person. Please make sure we have your updated contact information on file.

TAS asks that families provide an emergency kit for their enrolled child(ren). A list of supplies for each kit will be distributed at our “Meet the Staff” night or at the time of enrollment if enrolled after August 30th. If your child is on medication, please be sure we have a 3-day supply in the event of an emergency. The kit will be available to take home at the end of the school year.

Discipline and Positive Guidance Techniques

TAS views discipline as a process of developing appropriate behaviors. Positive reinforcements for good behavior in a loving, supportive atmosphere promotes the child’s self-confidence and leads to increased desirable behaviors. Children are more likely to exhibit good behavior when they are provided hands-on learning experiences, physical activity as well as a period of quiet rest time, healthy food, and attentive staff members.

At the beginning of the year, staff and students will create simple, important rules and limits that will be implemented and designed to protect the child and the group. Staff will use positive language, focusing on what to “Do” rather than what “not to do” when redirecting inappropriate behavior. If a child is very disruptive, a brief time-out is used as an opportunity for the child to re-group, rather than as a punishment. The disciplinary goal is to redirect the child and emphasize cooperation. We make every effort to be fair, consistent, and age appropriate in our classroom management techniques.

Staff members are trained in the “Love and Logic” approach to behavior management. For more information please refer to their website: www.loveandlogic.com

At the discretion of the Director, a written report will be completed when a child is abusive to or causes

intentional injury to another child or staff member. The child's parent or guardian will be notified and suspension or expulsion may be considered.

In the event that the child is exhibiting behavior that poses a danger to other students or staff, the Director will require that the child be picked up from our program immediately that day.

Student Suspension and Expulsion Policy:

At the discretion of the Director or Supervisor, a written report may be completed when a child is abusive to or causes intentional injury to another child or staff member. A copy will be maintained in the child's file.

1. First report will be handled by giving written notice to parent and obtaining their signature.
2. Second report will include a verbal discussion either by a teacher or the Director with the parent in addition to the signed written notice.
3. Third report will be handled by the Director or Program Supervisor. A conference with the parent(s) will be held at which time the possibility of expulsion will be discussed.
4. Any further offense will be cause for suspension or expulsion at the Director's discretion.
5. AT ANY TIME a child can be IMMEDIATELY suspended or expelled at the discretion of the Director.

It is only on very rare occasions that a child's behavior may warrant the need to find a different program. Examples of such include:

- A child appears to be a danger to him/herself, other children or TAS staff.
- Medical, psychological or social service personnel visiting our program determine that continued care in our program could be harmful or not in the best interest of the child.
- Any other situation in which the accommodations required for a child's success and participation in school are beyond the scope of our program's offerings.

It is only on very rare occasions that a parent/guardian's actions or request may warrant the need to find a more suitable setting for their child. Examples of such instances include:

- The parent/guardian fails to acknowledge and/or abide by our program's policies.
- A parent/guardian demands special services that are not provided to other children and which TAS cannot reasonably deliver, including requests that are outside the philosophy of TAS.
- A parent/guardian is physically or verbally abusive to children, staff, or anyone at Timberlake Church.

While we seek to accommodate every student, there are times when we recognize that our partnership with a family is not a 'best fit' and **reserve the right to terminate a student's enrollment**. We will do our best to accommodate the family for an additional week so alternative arrangements may be made.

Child Abuse Reporting

Washington State Law requires that school staff immediately report to the Police or Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or exploitation. Licensors should also be informed. (WAC 170-151-420)

Depending on the recommendation of Child Protective Services, TAS staff may not be able to notify parents when the police or CPS have been called about possible abuse, neglect or exploitation. RCW 26.44.040 specifies what steps CPS may take during investigating an allegation. "The center staff is immune from civil or criminal liabilities if the report is made in good faith; that CPS has the right to interview children in the center and look at any center files; and that the center management can be charged with gross misdemeanor if management does not report a suspected case of child abuse."

Enrollment Information

Enrollment and Meet the Staff Night

Upon your decision to enroll your child, TAS requires a non-refundable registration fee along with the necessary paperwork completed. 50% of the first month's tuition is a non-refundable deposit. You can enroll through our online enrollment found on our website.

A "Meet the Staff Night" will be held in August. The purpose of this event is for the children to meet the van drivers in an effort to build confidence as they prepare for their first day in our program.

TAS will give at least one month's notice when a public school closure or early dismissal (other than Wednesday early dismissals) is coming so that parents/guardians may contact us with whether or not their child will need care on those days. **A request for care form must be turned in at least 2 weeks in advance with payment for the day(s).** This applies to holidays, school LEAP days and In-Service days, and school breaks.

Schedule Changes

Changes to your child's schedule should be requested in writing. Send requests to afterschoolabsences@timberlakechurch.com with as much advance notice as possible. These requests may be granted, depending on availability. A \$15.00 administrative fee is incurred per schedule change.

Attendance

Please contact us at afterschoolabsence@timberlakechurch.com by direct line at (425) 284-1028 if your child will be absent from public school and does NOT need to be picked up by TAS. Our van will not leave the public school unless every scheduled child is accounted for, and any unexpected delays will cause us to be late to pick up other children. We appreciate as much notice as possible if your child is going to be absent due to an illness, an appointment, or a vacation.

Extra Days

Extra days, in the event of a personal emergency, may be possible for an additional fee. All extra day requests must be made in writing AT LEAST 2 weeks in advance.

Required Admission Forms

1. Enrollment Form
2. Authorized Pick-Up List
3. Certificate of Immunization Status
4. Financial Agreement
5. Notice of Allergy
6. Consent for Emergency Treatment
7. Emergency Contact Form

Requested Forms

1. Field Trip Release Form
2. Family Directory Consent Form
3. Electronic Funds Transfer
4. Photo Release Form

Withdrawal

A one month written notice must be submitted to the TAS office for withdrawal or reduction in your child's schedule. Tuition will continue to be due throughout the one month notification period.

Non-discrimination Policy

Timberlake After School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the program. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

Please contact us with any questions:

Julia Erman, Director: (425) 284-1028

julia@timberlakechurch.com

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