

PARENT HANDBOOK

The Meeting Place
Preschool

The Meeting Place
Learning Center



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Learning Center



Cleveland, Ohio 44120

This document can be revised without notice.

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Welcome!

Welcome to The Meeting Place Preschool and Learning Center. We look forward to working with you and your family this year. Our goal is to meet the needs of our community.

In the Preschool that is by providing high quality education to 3 and 4 year olds. Preparing them for a successful school career and encouraging them for a lifelong love of learning.

In the Learning Center for older children this is to provide meaningful activities and interventions to support academic, emotional, social and spiritual growth.

Our programs are structured for your children.

Preschool

1. Give your child a quality preschool education
2. Share Bible stories and promote a love of Jesus and good citizenship
3. Identify those skill areas your child may need special help in
4. Offer individualized and small group tutoring to improve basic skills
5. Expose your child to a variety of educational enrichment activities and programs
6. Support your child's emotional and social growth

Learning Center

1. Encourage your child to develop and use effective study habits
2. Help your child complete their daily homework assignments
3. Identify those skill areas your child may need special help in
4. Offer individualized and small group tutoring to improve basic skills
5. Prepare your child for all in-school tests, reports and projects
6. Expose your child to a variety of educational enrichment activities and programs
7. Enhance your child's computer literacy
8. Support your child's emotional and social growth.

Open Door Policy

The Meeting Place Learning Center in Cleveland maintains an open door policy as it relates to all our programs for preschool or youth. We encourage parents and guardians to visit and participate at any time to see how your child is doing.

However, since COVID19 we encourage parents and guardians to make appointments to visit and participate so we can maintain appropriate social distancing and you can see how your child is doing. You may also call the preschool at 216-862-7408 or the youth program at 216-938-9400.

Mission Statement

Preschool

The Meeting Place Preschool aims to meet the needs of the community by providing high quality education to three and four year olds. Preparing them for a successful school career and encouraging a lifelong love of learning.

Learning Center

The Learning Center provides meaningful opportunities for learning, resulting in academic, emotional, social and spiritual growth in children and their families. Learning Center staff will work with parents, teachers, and other professionals to assess the needs of each child and to tailor a learning plan that is specific to that child.

Cooperation With Schools

In order for our staff to work effectively with your child, we will need your permission to work with your child's school. Periodically, we may need to talk with your child's teacher about his performance or progress in school. The conversations are necessary to ensure that our programming matches the expectations of the schools. Often, teachers will provide nececific work assignments they would like us to use, so that we may work more effectively with your child. This is extremely beneficial to your child and to our staff as well.

As each grading period ends, we will need a copy of your child's report card to see if our intervention has been beneficial to your child. If there are low grades we can immediately plan a strategy to help your child improve their grades.

Public Documents Posted

We have posted for public viewing the following items: State License, copy of rules, communicable disease chart, statement of parental access, names of persons in charge, current weekly menus, emergency plans for severe weather and fire, statement for visitors.

Vision

God has placed in our hearts a vision to touch the people of inner-city Cleveland, specifically the East Side. This once thriving urban area is now ravaged by unemployment, homelessness, crime, gangs, drugs and prostitution. We have a desire to love on the people, to share fellowship with them, offer them opportunity, and promote living a Christian life. Then raise up leaders and teach them to do the same.

Preschool

*People were also bringing babies to Jesus for him to place his hands on them. When the disciples saw this, they rebuked them. But Jesus called the **children** to him and said, "Let the little **children** come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it."* ~Luke 18:15-17

The Meeting Place Learning Center Preschool is committed to leveling the playing field for students in the inner city of Cleveland. The Preschool believes that students in the Buckeye neighborhood deserve the same opportunities and experiences as their suburban counterparts.

Mirroring a regular school schedule, the preschool aims to develop language arts skills to increase their readiness for Kindergarten. The students will be in this program 5 days a week for 26 weeks. The preschool will have quality teachers and support staff that will build the student's literacy throughout the school year. While education in the classroom is important, a major focus is to increase parental engagement in the learning process. The Preschool will host regular workshops for the parents to provide tools and support as they raise their young child.

Beside increasing Kindergarten readiness, the Preschool will also help develop the proper social-emotional skills needed to thrive in the grade school environment. The hope is to develop a lifelong love of learning.

Learning Center

If one of you says to them, "Go in peace; keep warm and well fed," but does nothing about their physical needs, what good is it? ~James 2:16

It is imperative for children to receive a good education and the opportunity to be empowered by being mentored or tutored one on one with an adult. Helping them see the value of their life and what they can add to their world around them.

The establishment of The Meeting Place Learning Center is an attempt to create a program that will strike at the root of the cycle of poverty – the lack of basic educational skills. Study has shown¹ that by starting early – in grades one through six – to foster an interest in school and learning among children, many of these risky behaviors (violence, drug abuse, teen pregnancy, etc.) can be averted and school attendance and performance can be improved. By intervening before the child is used to failing, he/she is more likely to succeed.

If a child doesn't fully grasp reading comprehension in the second grade, he/she will never fully grasp math story problems in the third grade or science problems in the fourth grade. It is a vicious cycle, which leaves the child feeling worthless. The "streets" hold more appeal because these children understand the streets better than they understand textbooks. In many early to change failure into success. This carries on to later grades.

It is our aim to reach these children before they are used to failing, and, as adults, become statistics of our social welfare programs. By sharing the love of Christ through educational empowerment, we give them valuable tools to avoid the traps of risky behavior.

¹ New York Times, March 15, 1999.

Goals and Objectives

Goals

Preschool

Academic Growth

Provide kindergarten readiness
Provide lifelong love of learning
Provide meaningful activities that promote reading, writing, and problem solving

Emotional Growth

Provide a positive atmosphere in which adults model Christian living
Help children to develop self-esteem, communication skills, and emotional maturity

Social Growth

Provide recreational activities that support team building and cooperation
Provide arts, crafts, music, drama, etc. to enhance social growth
Provide an example, through staff, for students to emulate

Spiritual Growth

Provide a caring, Christian environment in which children feel safe and loved
Take opportunities to teach spiritual values and biblical truths.

Learning Center

Academic Growth

Provide homework help and assistance
Provide tutoring in areas in which the child is deficient
Provide meaningful activities that promote reading, writing, and problem solving

Emotional Growth

Provide a positive atmosphere in which adults model Christian living
Help children to develop self-esteem, communication skills, and emotional maturity

Social Growth

Provide recreational activities that support team building and cooperation
Provide arts, crafts, music, drama, etc. to enhance social growth
Provide an example, through staff, for students to emulate

Spiritual Growth

Provide a caring, Christian environment in which children feel safe and loved
Provide a model, through staff, of Christ-like behavior
Take opportunities to teach spiritual values and biblical truths

Objectives

Preschool

Establish and nurture a partnership between the parents, children, and staff.
Create an individualized plan for the child, based on teacher conferences.
Provide recreation.
Help students to achieve computer skills by the end of the school year.
Help students achieve acceptable social skills by the end of the year.
Provide a safe and supervised environment for students.

Learning Center

Establish and nurture a partnership between the school, parents, children, and staff.
Create an individualized plan of study for the child, based on teacher conferences.
Provide recreation.
Raise students to have passing grades by the end of the school year.
Help students to complete daily homework.
Ensure students achieve computer skills by the end of the school year.
Help students achieve acceptable social skills by the end of the year.
Provide a safe and supervised environment for the students.

Preschool Curriculum and Activities

The Meeting Place Learning Center Preschool's will use *Creative Curriculum*, a Step Up approved curriculum. We are a play-based center and believe children learn through play. Children will be rotated through centers that encourage learning both academically and socially. We firmly believe a literacy rich environment fosters early reading skills and a lifelong love of learning.

All children participate in daily outdoor recreation and activities when the weather permits and the gymnasium if not. We prefer to go outside as long as the weather does not pose a safety risk to the children, because children's brains develop better in outdoor air. Children will work on large motor skills in these areas, throwing, jumping, balancing.

Outside Time

As part of our philosophy, and research, we find it important to have free play time outside. This helps children with imagination, large motor development and their health. We follow a chart by the national weather service for the amount of time we can safely be outside when it is really hot or cold. We provide extra hats, gloves, even boots if needed.

If your child needs to stay inside more than five days, we will need a doctors note to accommodate that request.

This chart on weather restrictions on outside time is posted in the main office. This URL may also be viewed:

<https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. All staff will pass a criminal history records check and have current CPR & First Aid certification. All will participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Child Abuse

We are required by law to report any suspected child abuse, child neglect, exploitation, or deprivation to the Department of Family and Children's Services.

Photographic Release

Please sign the photographic release form in this packet. This form gives us permission to use photography, slides, TV spots, video, newspaper, or radio spot of your child while with us at the Learning Center.

Field Trips & Outings

There may be times when your child has the opportunity to participate in a field trip. This could be to the local library or park. Preschool field trips are generally close enough to walk, while youth trips may use transportation, such as to a museum. A field trip form will be sent home to the parent, prior to any field trip informing you of the date and the nature of the trip. No child will be allowed to go on any field trip without the permission slip signed and returned by a parent/guardian.

Evaluation

Preschool

Teachers will use the Ages and Stages Questionnaires to evaluate students. This evaluation also has a parent aspect, which is so important because parents know their child best.

Parents or guardians will participate in parent teacher conferences in the fall and spring. Parents are strongly encouraged to participate in parent workshops/seminars.

Teachers will evaluate students using our gold assessment which matches our curriculum.

Teachers will keep a running portfolio with student work that will be reviewed at conferences.

Learning Center

Staff will review student's report cards and academic assessments with the student, parents, and teacher.

At the end of each report card period, and monthly throughout the reporting period, the staff will analyze the percentage of students receiving passing grades.

Daily count will be taken of students completing homework to verify that 100% are completing homework assignments.

Parents will participate in parent/student conferences, virtually or physically present.

Parents are strongly encouraged to participate in parent workshops/seminars.

Preschool Events Of The Day

This is a generalized plan of our schedule for the day, however, each day will look different. Check with your child's teacher for specific activities.

Welcome - morning work

Centers - dramatic play, writing, blocks, science, reading/listening, art,

Small group - projects, painting, small group lessons

Morning Snack

Circle time - calendar, days of the week, greeting one another

Large Muscle time (inside or outside)

Circle time - reading a book together, playing a game, or discussing a lesson

Lunch 12:00-12:30

Nap 12:30-2:30

Snack

Centers/Circle time

Clean up – The students will help with clean-up. The staff will greet the student's parents and discuss the student's progress and achievements for the day if time permits.

Dismissal – students will check out no later than 5:00 late fees start at 5:05 PM

****Preschool starts at 8:30 am and ends at 5:00 pm. All students need to arrive and depart within those times. No pickups are allowed from 12:30-2:30 because of naps.**

Youth Events Of The Day

This is a generalized plan of our schedule for the day, however, each day will look different. Check with your child's teacher for specific activities.

Welcome, snack, announcements and attendance.

Homework - The students show the staff members their homework and receive help, as needed to complete it. Students are expected to complete their own work. Parents are asked to emphasize the importance of homework completion to their children. In addition to completing homework, the students must study for any upcoming test.

Once the student successfully completes his/her homework, the student will have reading time and work on a computer or other planned activities to advance needed skills for the rest of the homework period.

Centers, Computers, Tutoring – The students will be divided into grade level teams. They will rotate between activities. The activities are defined as follows:

CENTERS – Includes academic enhancement work and creative arts (small motor development and stimulation of the imagination). At this time, the students work in a structured, independent environment.

COMPUTERS – Students receive computer instruction and interact with educational software. Their specific activity depends on their developmental needs.

TUTORING – this is an individualized tutoring program based upon prescriptions developed by the child's teachers.

Clean up – The students will help with clean-up. The staff will greet the student's parents and discuss the student's progress and achievements for the day.

Dismissal – students will check out and those needing a ride will be taken home. Parents who will be picking up their students must be at the Learning Center no later than 5:15.

****Learning Center starts at 2:00 pm and ends at 5:30 pm. All students need to arrive and depart within those times. After 5:30 every 15 min there will be a \$25 fee.**

Registration

IT IS MANDATORY THAT ALL STUDENTS HAVE ALL FORMS SIGNED AND ON FILE BEFORE THE CHILD CAN BE ADMITTED TO THE PROGRAM.

Preschool

1. Needed Forms include JFS 01234, 01305, routine field trip form and waiver of liability.
2. Rates:
 - a. 2.5-3 years old \$330.00 per week.
 - b. 3-4 years old \$300.00 per week, half day rates (25 hours or less per week) \$180.00 per week.
 - c. Tuesday/Thursday \$100 per week
 - d. Monday/Wednesday/Friday \$150.00 per week.

Learning Center

1. Admission to the program is made, after the enrollment application, parent/guardian agreement is signed. Confirmation for space available will be given on a first come first served basis.
2. Students **must** come on a consistent basis in order to be successful at the Learning Center and in school.
3. There is a \$45 administration fee to enroll your student in The Learning Center. This must be paid before your student is enrolled. There is no weekly charge.

Payment and Late Fees

The Learning Center accepts Visa, MasterCard, Discover, Checks, Cash, and Money Orders. You can also make a payment through our website. Payment is due on Monday of each week. If tuition is not paid by Tuesday at closing time, a \$10.00 late fee will be charged to your account on Wednesday and \$5.00 per day until paid. Children with a past due balance will not be allowed to attend the following Monday unless the past due balance is paid in full. No account will be held for more than one week. We do not carry balances. Payments may be paid bi-weekly or monthly as long as tuition is paid for in advance. If for any reason you decide to withdraw your child from our center, a two-week notice is required.

The parents or guardians of Preschool children who miss twenty (20) or more days in one half of a year (January 1 to June 30 or July 1 to December 31) will be required to pay the daily fees for those days that have been missed.

Hours of Operation

Monday-Friday on days when the Cleveland Municipal Schools are open.

The Preschool will be open from 8:00 AM - 5:00 PM.

The Learning Center will be open 2:00 PM to 5:30 PM.

Both will be close on CMSD snow days.

Pick up

A late charge of \$25.00 per child, per 15 minutes will be charged to all parents who do not have their children picked up by 5:00pm.

5:00 program ends

5:00-5:15 Grace period

After 5:15pm \$25.00 late fee applied every 15 min.

5:30 building closes

i.e. 5:40- \$25.00

*Late pick-up is not a program option. We end at 5:00, we understand that unexpected things may happen and provide parents with a grace period.

If a check is returned to us for any reason, a \$25.00 fee will automatically be charged to your account.

Release Of Your Student From The Meeting Place

The Learning Center has implemented an electronic system to take attendance and to sign out the student each day. For our student's safety, the system gives a time stamp upon arrival and dismissal, tracking attendance and time on the premises. It also designates who is permitted to pick up the student. It is the student's responsibility to check in and check out each day at our attendance station to ensure that the Learning Center has accurate records.

Staff will not release a child to a person other than the custodial parent or guardian without prior verbal notice or a written notice that is dated and signed by the custodial parent or guardian. A rare exception may be granted if the parent or guardian calls due to an emergency. This person designated for check out must know the pin to sign out. The child will not be released unless the person who is picking up the child has proper, complete, and current identification. Your child will not be released to any individual who is under the age of 18, or to any non-custodial parent or designated emergency pick up person who appears to be under the influence of alcohol or other drugs.

Policy for Drop Off and Pick-Up (Revised for COVID-19)

Preschool: Please make sure your child is at the center by 9:30 AM. All families and visitors will only have access to the front door of the facility or entry area. Only children and staff who are required for daily operations Anyand child to adult ratio will be allowed inside the building and classrooms.

Calendar and dates to know

A calendar of dates to remember along with vacation days when the school will be closed will be handed to each parent. **The learning center will be closed on any/all days that CMSD is closed, this includes snow days.**

Health Related Issues

The health and well-being of everyone involved in The Meeting Place Learning Center is of utmost importance. We ask that if your child shows any sign of illness during the day that he/she not come to school that day. We are unable to accept children with untreated cases of head lice.

It is imperative that the staff be able to reach responsible parents or guardians and/or emergency contacts at all times. It is vital that you keep the staff up to date on any address or phone number changes. A staff member will complete an incident report within 24 hrs. of an injury. A parent will receive a copy to sign. A copy of the report will be kept in the child's file.

Daily temperature checks and health screenings may be performed on all staff and children throughout the day.

Please do not enter the facility if you or your child is waiting for test results or has any of the symptoms shown in Table 1.

Parent Responsibility for Handling Absences

To ensure the safety of the child, it is necessary that you contact Learning Center when your child will be absent, or will not attend. *The schools will **not** notify the Learning Center if a child is absent.* Call the Director at 216-862-7308, no later than 9:00AM for Preschool and prior to noon for school age children on any day that any of the following situations arise:

1. Your child is ill (see Table 1) and will not be attending the program on that day.
2. There will be a late drop off and/or early pick-up for your child that day.
3. Your child will be absent due to vacation.
4. Your child is participating in other extracurricular activities.
5. Your child has been suspended or detained at school.

If a child exhibits any of the symptoms of Table 1, the parent, guardian, or previously designated emergency contact person will be expected to pick up the child as soon as possible. A child who is ill or is suspected of having a communicable disease will be separated from the group, but within the sight and hearing of an adult.

COVID 19. Two weeks after contracting
Fever of 101 or greater, until 24 hours symptom free without fever reducing medication.
Signs and symptoms of severe illness, including; lethargy; uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and or wheezing
Vomiting. The student can return after vomiting has been resolved for 24 hours or until a health care provider determines the course for vomiting is not contagious and the child is not in danger of dehydration
Persistent abdominal pain or intermittent pain associated with fever or other signs of symptoms of illness
Mouth sores with drooling, unless the health care provider determines that sores are not contagious.
Rash until a physician determines that these symptoms do not indicate a communicable disease.
Pink eye: until after treatment has been continued for 24 hours.
Head Lice: from the end of the day until after first treatment.
Scabies: until after full treatment has been completed.
Tuberculosis: until a health care provider states that the student is on appropriate therapy and can attend.
Hand Foot and Mouth: Sores have dried and crusted and there is no fever.
Strep throat: until 24 hours after initial antibiotic treatment and end of fever.
Chicken pox: until all sores have dried and crusted (usually 6 days)
Pertussis: until 5 days of appropriate antibiotic treatment has been completed.
Mumps: until 9 days after onset of symptoms.

Hepatitis A: until 1 week after onset of illness.
Measles: until 4 days after onset of rash.
Rubella: until 6 days after onset of rash.

Table 1. Symptoms and diseases that prevent attendance and times to return.

Anyone including all visitors, staff, and children that has any of the above symptoms will not be allowed to enter and/or stay. Staff conducting daily health screenings will use appropriate PPE, including a mask.

Staff are NOT Allowed to Administer ANY Medication.

The only exception is if a preschool student needs medication and staff have been trained in administration of the medication by a medical professional or parent/guardian.

If your child should become ill while at The Meeting Place Learning Center, the Director will first call the parent/guardian listed on the Emergency Medical Form. If they cannot be reached, the second choice person will be called. If no one can be reached, the child will be transported to the closest hospital at the Director's discretion.

Handwashing, Health & Safety

Staff and students are not currently required to wear masks. Wearing a mask is always an option if you feel it is necessary for your child.

All adults and children will follow proper hand hygiene guidance, washing hands frequently with soap and water.

Hand washing will be performed as follows:

- * upon arrival in classroom in the morning
- * before and after eating meals and snacks
- * after blowing noses, coughing, or sneezing or when in contact with body fluids
- * after toileting
- * after returning from outside play

All efforts will be made to reduce the number of children in each classroom and playground and to keep students a safe distance apart.

There will be no outside toys and stuffed animals allowed. Parents of preschoolers should only bring necessary items from home such as extra clothes and a blanket for nap.

Cleaning and Disinfecting

All surfaces and objects that are frequently touched such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, light switches, will be routinely cleaned, sanitized, and disinfected.

All toys and surfaces will be cleaned and sanitized at the end of the day. All toys that are put in a child's mouth will be put into a bucket until cleaned and sanitized.

COVID-19 Cases

Any parent, child, or staff member who has tested positive for COVID-19 or who has come in contact with someone who has tested positive for COVID-19 will be required to notify the center immediately. The family and/or staff member that tested positive and/or exposed to someone who has tested positive will not be allowed at the center for 2 weeks. The length can be extended by the administration if necessary.

In the event of a positive case of COVID-19, all staff and parents will be notified immediately. The center will close for a minimum of 2 days and up to 2 weeks for cleaning and disinfecting. All children and/or staff exposed will not be allowed to return for 2 weeks. Payment of half tuition will be required to hold all spots while the center is closed or your child is absent.

Remember to use extra precautions. Attending large gatherings and traveling increases the risks of contracting and/or spreading the disease. Please know that our center's number one priority is the safety of our children, staff, and parents. We have the right to ask anyone we choose to stay home for 14 days if we feel it is necessary.

Although we will take all the necessary precautions to keep everyone healthy and safe, there is always a chance that any child, staff, or family member could contract COVID-19 or any other illness. This is a chance we are all taking by leaving our homes. Please know that although we greatly care for each and every child, staff member, and family, we cannot be held responsible in the event that you or your child become ill.

Americans with Disabilities Act

TMPLC is committed to fair and equal treatment of individuals with disabilities under the Americans with Disabilities Act (ADA). Reasonable accommodations will be provided to individuals with disabilities to enable them to attend our program. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any private entity who owns, leases (or leases to), or operates a place of public accommodation.

Rules

All students deserve a safe, comfortable environment. All participants are expected to interact with fellow students and the preschool staff in a respectful manner. Each student must:

1. Respect the privacy and integrity of each person.
2. Respect the property of others.
3. Respect the privacy and quietness of those preschool students napping.
4. Respect others by not abusing them verbally or physically.

Students are not allowed to bring gum or food of any kind to the Learning Center unless authorized by the staff. Cell phones, iPods, tablets, toys, or other personal items must be left in the students backpack and/or cubby while they are on The Meeting Place Learning Center premises. We are not responsible if these items are lost or stolen.

A lunch will be served to preschool children and a nutritious snack will be served to school age youth at each meeting of the Learning Center. The menu varies daily. It remains our goal that all food is nutritious as well as tasty. Good table manners will be expected and will be taught to the children as necessary.

Verbal arguments and physical fighting will not be tolerated. This includes before, during, and after the program time, inside or outside the building and on the property.

Positive comments are a wonderful addition to our program. Strong negative comments or put downs as well as use of profane language is not acceptable at any time. The children are expected to do as the team leader asks, and not talk back to them. If this becomes a problem, we will contact the parent or guardian.

Preschool Biting Policy

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior it is important to remember it is also an unacceptable behavior in a school environment. Children bite for a variety of reasons. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at TMPLCP to prevent and stop biting. This is the process followed when a child bites.

1. The biting child is stopped and told, "Stop biting. Biting hurts," in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
2. The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the behavior, to avoid reinforcing the behavior.
3. Appropriate first aid will be provided to the child who was bitten.
4. Biting is always documented with an Incident report.

Discipline Policies

To maximize the enjoyment and learning experience of The Meeting Place Preschool program, we believe it is necessary to have a fair and consistent discipline policy. It is our desire that your child take advantage of all the programs and activities offered in the schedule. Appropriate, respectful behavior will help in making this possible. However, if there is a discipline problem, the following course of actions will be taken:

1. Redirecting (Preschool only): Giving the student something else to do
2. Verbal warning: Please stop _____, to keep having fun you need to _____.
3. Personal time out: No longer than 5 minutes exclusion from the group.
4. Reset system (Learning Center only): Reset slip is filled out, and given to the Director to be placed in child's file. The child must write what he/she did wrong and sign the form as well.
5. If the behavior continues: Call parent/guardian
6. Positive Behavior Plan: Meet with parent/guardian to create a plan.

Students may be **suspended** if behavior continues or is unsafe for others in the classroom.

The following is an incomplete list of disciplinary problems:

- Inappropriate language and or gestures
- Verbal threats
- Fighting
- Theft
- Property damage
- Unsafe behaviors for themselves or others - such as smoking

Expulsion

If the teachers and guardian have made a positive behavior plan and implemented it for 2 weeks and the teachers feel TMPLC cannot provide the services needed to help the student be successful, administrators may expel the student.

Disenrollment

If a guardian is behind on payments (see the payment section) TMPLC can disenroll a student.

If the student is absent for more than a week without a doctor's note, they will be disenrolled.

Those who have been disenrolled will need to meet with the Director in order to be re-enrolled.

Resolving problems

If parents, guardians or teachers have an issue that needs to be addressed, they should please speak directly to the person(s) involved. If that does not resolve the problem, please contact the administrator to set up a meeting with both parties.

Any child, who has been found on the premises, using drugs, alcohol, discovered carrying a weapon, or making a threat to either a student or staff member will be immediately dismissed and removed from the program. The police may be called and an official report will be filed.