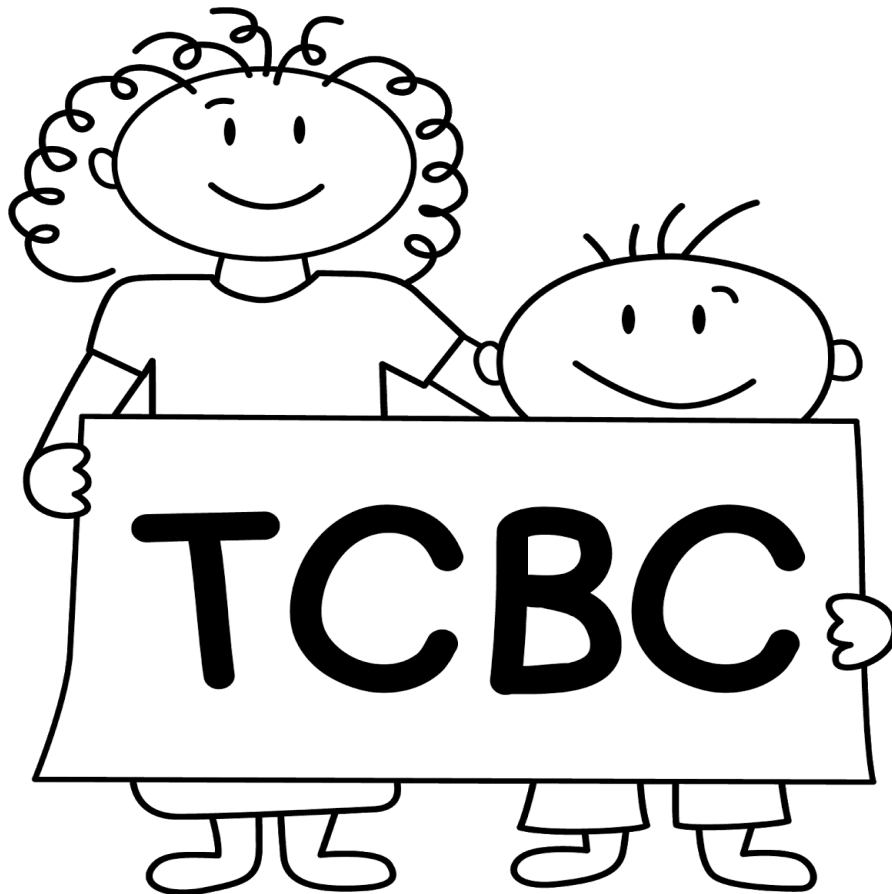


TCBC

Nurturing Families Since 1976

Parent Handbook



410-941-8139
www.tcbckids.org

Location/Contact Information

Location: Grace English Evangelical Lutheran Church
8601 Valleyfield Road
Lutherville, Maryland, 21093.

Phone: 410-941-8139

Website: www.tcbckids.org

Directions

From I-695: Take I-695 to Exit 25 (Charles Street). Go North on Charles Street to circle (1/10 mile). Make right onto Bellona Avenue and continue until your first stoplight (intersection of Bellona and Seminary Avenue). Make a left onto Seminary Avenue. Stay on Seminary Avenue until you reach Valleyfield Road. (You will go over train tracks and over I-83 North, approximately 1 mile). Make right onto Valleyfield Road. Go ¼ mile to Stop sign. Church is on the right immediately after stop sign.

From York Road: Take York Road to Seminary Ave. Go West on Seminary Avenue until you reach Valleyfield Road. (Past intersection of Bellona and Seminary Avenue, over train tracks and over I-83 North, approximately 1.4 mile). Make right onto Valleyfield Road. Go ¼ mile to stop sign. Church is on the right immediately after Stop sign.

From I-83: Take the Timonium Road exit and head West. Turn left onto Hunters Ridge Road. Turn left onto Valleyfield Road. Go through stop signs and Church is on your left.

From Falls Road: Take Falls Road to Seminary Avenue. Go East on Seminary Avenue until you reach Valleyfield Road (approximately 1.7 miles). Make left onto Valleyfield Road. Go ¼ mile to stop sign. Church is on the right immediately after stop sign.

General Information

History of the Co-op

The TCBC was founded in 1976 by a small group of graduate students for the Johns Hopkins University as a playgroup for their children. It was first called The Johns Hopkins Toddler Cooperative. The Co-op has no current affiliation with the University. In 2019, the name was changed to the Toddler Cooperative of Baltimore County. Since the Co-op's beginning, it has grown into a social and educational program serving some 100 families each year from all parts of the Baltimore metropolitan area.

TCBC is an educational cooperative that welcomes children ages 0 to 4 years without regard to race, color, religion or ethnic group. TCBC does not discriminate in its admission and educational policies or in the recruitment and hiring of staff and faculty. TCBC policy is stated on school documentation given to prospective students.

Location/Contact Information

Our location is Grace English Evangelical Lutheran Church at 8601 Valleyfield Road in Lutherville, Maryland, 21093. For direction or questions, please leave a message at 410-828-4461 or check our website, www.tcbckids.org

Parking

Parking is available at Grace English Evangelical Lutheran Church. Please do not park in the driveway or reserved spaces. If there are any other restrictions, the teachers will inform you.

Daily Schedule/Curriculum

Co-op classes are divided according to a child's age and meet once a week for two hours. The class size is limited to 10 children. An experienced early childhood education teacher is employed to assist in direction of the overall program and lead each session. The activities and daily schedule will differ depending on the age of the child, but all children will be involved in the most vital of all activities – play! Play for young children is both their work and their fun. It is one of the most important experiences in their intellectual and emotional development. The classroom is equipped with a variety of age appropriate materials including dolls, trucks, puzzles, kitchen equipment, musical instruments, painting, books, block play, and playdough. We have equipment to encourage large motor development and use of a wonderful playground with swings, slides, and climbing equipment.

Children's Supplies/Clothes

We use paints, glue, markers and other messy materials at the Co-op. Both you and your child will be in a state of potential mess, so dress accordingly. It may be a good idea to bring a change of clothes and, if applicable, diapers and wipes.

Co-op Operation

Parents are a vital part of the educational/social experience and have been since the Co-op was founded. Co-op members have an equal and necessary voice in managing the Co-op, and with everyone's help we anticipate a year of discovery, growth and fun. There is a volunteer Board that consists of a President, Registrar, Fundraiser, Treasurer, Secretary and the teachers. The Board meets every four to six weeks, or more often if needed.

While we have wonderful teachers who ensure the smooth running of each class, there are numerous other tasks to be accomplished throughout the year. A cooperative involves parental participation in every aspect of administration, finance, maintenance and teaching. This is where we look to Co-op members for their time, energy and expertise. Committees serve as the backbone of the Co-op: Fundraising, Special Events, and Class Coordinators. A chairperson and co-chairperson head each committee. Each class has a Class Coordinator whose duties include passing information from the Board to the class, explaining Co-op procedures to new members, ensuring that duty parents are present and on time each week, and preparing phone/email chains when necessary.

All Co-op members are required to help out by either serving on the Board, acting as a committee chair or co-chair, or serving on a committee. *Failure to participate in committee activities and responsibilities may result in responsive action by the Board, including but not limited to, forfeiture of priority in enrolling for subsequent semesters, or reassignment to a new committee.*

Duty Parents

In addition to committee participation, each parent/caregiver will be assigned to act as a Duty Parent on a rotating basis for his/her child's class. This might entail providing a snack for the children, assisting the teacher with preparation and classroom activities, and helping with set-up and clean up.

Snow Days

If Baltimore County schools open one hour late, morning classes will run 10:15-11:45 AM and afternoon classes are held as scheduled. If Baltimore County schools open two hours late, all morning classes will run 10:30-11:45 AM and afternoon classes are held as scheduled. If Baltimore County schools are closed, all classes are canceled and will not be made up or refunded.

Registration

Registration Guidelines

Registration for the following school year occurs on March 1 for Current Families, and March 15 for New Families. Registration occurs at this time to coincide with area preschools and accommodate parent decision-making, as well as to organize committees and class schedules in a timely manner. If you or a friend is interested in joining Co-op, please visit our website at www.tcbackids.org and click on the Registration tab. Registration is completed online. Classes are filled on a first come, first served basis, verified by the date and time registration is received through the online form. Due to the overwhelming positive response to the TCBC, this process is the fairest and most equitable when trying to accommodate families with various preferences and/or conflicts. Class placement and tuition fees notification will be distributed via email, along with pertinent forms to be completed and returned via mail.

Tuition and Fees

Because we are a non-profit, low revenue organization, we appreciate prompt payment of tuition, any special event fees and fundraising monies. Upon acceptance into the program, you will be asked to submit 50% of annual tuition to guarantee your child's placement. Payments are made by check or by credit card. The remaining 50% of tuition is due by July 15th. **A \$50 late fee will be assessed on July 16th, 2023 for any outstanding tuition payments.** Thank you for your cooperation and understanding.

Refund Policy

Tuition will be returned in full if your child is withdrawn before July 15th. Withdrawing between July 16th and July 31st will result in forfeiture of the tuition deposit (50% of total tuition). There will be no refunds after August 1st. Requests for withdrawals must be made in writing and sent to the VP of Registration (registrar@tcbackids.org).

Siblings

A maximum of 3 siblings may accompany Co-Op students. The three siblings permitted to attend will be determined on a first come, first serve basis, according to receipt of registration materials and payment.

6 months and under at the start of the semester: Free, with no class participation.

6-9 months at the start of the semester: 50% tuition with modified participation.

9 months+: Full tuition but may attend class on the same day as a sibling as long as it does not become a distraction to the learning of the other children.

These prices are grandfathered in for the school year if you register for the full year. If you register for each semester individually the prices will be based on the age of the child at the start of each semester.

Policies and Procedural Information

Consecutive Absenteeism

Due to the overwhelming and positive response to TCBC, our wait list is extensive. Therefore, it is the responsibility of parents to notify either the Class Coordinator or a Board member of any lengthy absence. If after a child misses five consecutive classes (barring any unforeseen circumstances—i.e. birth of a sibling, serious illness, etc.) and neither the Class Coordinator nor a Board member has been notified of extenuating circumstances, the Board will make every opportunity to contact the parents of that child. If no contact is made with those parents, the child's spot is forfeited to one of the many children on the class wait list.

Group Communications and Solicitations from Members

TCBC prohibits its members from individual marketing (either business or personal) in any way to TCBC members through use of TCBC class folders, classroom bulletin boards, e-mails to the TCBC email contact list, or TCBC social media pages (e.g., Facebook). Members may seek to use promotional space available on the TCBC website and blog for a small fee. Members seeking to advertise through TCBC may contact the Board President for information.

Further, TCBC prohibits unsolicited communications to any of its members through contact information obtained from TCBC materials, including but not limited to, member directories and class contact lists.

In addition, TCBC prohibits the distribution and/or dissemination of its member contact information, including TCBC email addresses and the TCBC member directory, to non-members.

Failure to adhere to these guidelines will result in action by the Board.

Use of Images

On occasion, the TCBC or its members take photographs or make an audio or videotape recording of participants involved in co-op activities. Student names, photos of students, audio or video recordings of students and/or student work may be published on official TCBC newsletters or web pages. Photographs may also be shared with TCBC-approved news media and organizations (such as *Baltimore's Child*) for advertisement purposes.

Personal information about children (such as student addresses, e-mail addresses and phone numbers) will not be published on any web page or disseminated to any organizations or media outlets under any circumstances. Class directories, which include student name, address and phone number are available should you choose to have your child included (noted at Registration). These directories are only disseminated to members of TCBC.

Please note that no permission is required for large group photos in which the students are not individually identified. Should you wish your child not be included or identified in photographic publications, please notify the President in writing.

Sick Policy

Please notify your teacher or the TCBC President to report any communicable illness. The TCBC President will notify parents that their children may have been exposed to a communicable illness and will provide the name and symptoms of the illness.

Parents and/or guardians are expected to keep sick children at home. If your child is not well enough to participate in daily activities and outdoor play, he or she should not come to co-op. The following explains our policy for temporary exclusion of sick children.

You are required to keep your child at home if he or she has:

- ï Temperature of 100 degrees or more (99 degrees under arm)
- ï Intestinal problems with diarrhea and/or vomiting
- ï Any type of undiagnosed or contagious rash
- ï Any type of communicable illness (i.e. chicken pox, measles, impetigo, pink eye, strep, etc.)
- ï Congestion or mucous discharge of the nose (excessive and green/yellow in color) or ears
- ï Discharge from the eyes (conjunctivitis, see above)

A child that exhibits any of the above symptoms may not return to school until he or she has been free of the symptoms for 24 hours (48 hours for diarrhea and/or vomiting). A child must be fever free without the aid of medication for at least 24 hours prior to his or her return to school. For contagious illnesses, children should be kept home until a doctor verifies that the period of contagion has passed.

If your child becomes ill while in co-op, please return home for the safety of all of our participating families.

Hand Washing

Proper hand washing procedures include rubbing hands vigorously with soap and warm, running water for at least 20 seconds, rinsing, turning off the water using a clean paper towel and drying hands with a clean paper towel. Children should wash hands prior to snack time after diapering or toileting. Parents must wash hands before preparing snack and after using the restroom or assisting a child with diapering and/or toileting.

Classroom Materials and Toys

Toys and equipment are regularly washed and sanitized for the health and safety of children, staff and families. If a child has put a toy in his or her mouth, or if an ill child has played with a particular toy, please use a cleaning wipe and clean the toy for use.

Outdoor Play Policy

Outdoor free play is an essential element of childhood development. Because of COVID we will spend most of each class playing outdoors in all seasons (even in light rain and snow!) **so please dress your child and yourself appropriately** (coats/hats/mittens/boots in winter and rain gear on rainy days)! Classes will only stay inside for gross motor play when the temperature is below 32 degrees or when there is lightning or thunder.

Discipline and Behavior Problems

TCBC recognizes that toddlers have not mastered the disciplinary control that one expects of older children. TCBC believes that limits are necessary to help children learn self-control and to enjoy the TCBC experience in a safe way. Reasonable limits teach children to choose their behaviors in a productive manner. In consideration of the child's development, as well as the experiences of other families, TCBC encourages caregivers to:

- * Be close by and attentive to your child and ready to intervene for safety.
- * Reinforce the positive behaviors of the child,
- * Listen carefully to the child as he or she expresses his or her feelings,
- * Model appropriate behaviors (actions, words, and participation in Circle Time), and
- * Provide logical, natural consequences (as described below)

When a child has engaged in aggressive or violent behavior, such as hitting, kicking, or biting of an adult or another child, we encourage caregivers to respond immediately to that behavior by: (1) verbal admonition of a first offense; (2) use of a "time-out" for a second offense; and (3) removal of the child for the remainder of the class day for a third offense.

Teachers have final discretion in determining whether a child may stay in class for the remainder of the class period.

Dismissal from the Program

If a member's actions are deemed to be detrimental to the purpose and philosophy of TCBC, or if a member has failed to adhere to the registration and tuition requirements of TCBC, such individual's right to continued membership shall be reviewed and decided upon by the Board of Directors.

Communication

Parent/Teacher Conferences

While we do not hold formal parent/teacher conferences during the year, the teachers are available to schedule a meeting at the parent's request. Please speak with your child's teacher should you wish to set up such a meeting.

Information/Communication from the Board and Teachers

In addition to a bulletin board inside the classroom, our website, Facebook, and e-mail, each Board member has a folder kept in a portable file in the classroom. Important information is communicated in writing and then placed in the appropriate folder, which are checked weekly while Co-op is in session.

Communicating Problems

If any problems arise, please feel free to contact your class coordinator, teacher, Director or a Board member. We want the Co-op experience to be a positive one for you and your child. Board emails are:

Director: director@tcbackids.org

President: president@tcbackids.org

Vice President: VP@tcbackids.org

Registration: registrar@tcbackids.org

Fundraising: fundraising@tcbackids.org

Treasurer: treasurer@tcbackids.org

Secretary: secretary@tcbackids.org

Teachers: Ms. Lindsay- lindsay@tcbackids.org

Ms. Jen - jen@tcbackids.org

COMMITTEE INFORMATION

All families in the Co-op help to run the organization by serving as Board members, Class Coordinators or on committees. The Board consists of a President, VP, Registrar, Fundraising, Treasurer, Secretary and the teachers. Each Board member acts as a liaison to each of the committees to help ensure smooth running of each of the committees. The board will help guide and support committee co-chairs as well as facilitate optimal communication between the committee and the board. Committee co-chairs are encouraged to reach out to anyone on the board at any time with all questions or concerns. A chairperson and co-chairperson head each committee. Committees are filled in the order in which requests are received. If you do not sign up for a committee, or choose the opt-out option during registration, you are expected to pay a fee of \$250 or contribute an item or service with a value of \$250 to the co-op. The payment of \$250 will cover your participation for the program if you choose not to volunteer on a committee.

To fulfill your cooperative requirement for our program, you must volunteer by completing at least 3 tasks for your committee. Examples of tasks are, but are not limited to, setting up or cleaning up for an event, donating items or food, volunteering during an event. Serving as a board member, committee chair, or a class coordinator fulfills your 3 tasks. A Task Board is posted outside of the classroom for parents to record their tasks once completed.

Please help our Co-op by participating as much as you can to your assigned committee!

Special Events

This committee is responsible for planning for, helping to run, and cleaning up after special events, such as BINGO, field trips, carnival, and the Spring Picnic/Ice Cream Social. It generally consists of 20-25 people including a chair and co-chair. The VP is the liaison for Special Events.

Fundraising

The Fundraising committee helps to organize and plan BINGO night. This includes securing a BINGO license, acquiring and assembling items for BINGO baskets, gathering supplies and equipment, helping to run different stations throughout the evening, and cleaning up after the event. The Fundraiser is the liaison for the fundraising committees.

Class Coordinator

One class coordinator is assigned for each class. This person is responsible for creating a Duty Parent and Snack Schedule (ex. Sign-up Genius), communicating information to class when necessary, setting up one out-of-class time meet-up, and collecting gift money for teachers at Christmas and End of Year. Class coordinators are responsible for checking in with teachers weekly to see if they need any assistance in class preparation (ie. Making playdough, cutting things out for a craft, or acquiring supplies). They inform parents of necessary announcements regarding field trips, fundraisers and any other pertinent information that is sent out weekly through the Eblast. It is suggested that the information be told to the parents during snack time when the teachers and the parents are all present. The class coordinator is responsible for setting up one out-of-class time meet up per year. This can be on a day TCBC is closed or a weekend. The purpose is to further class bonding. The Secretary is the liaison for class coordinators.

DUTY PARENT RESPONSIBILITIES

Each time your child's class meets, there will be two duties to assist the teacher with a variety of tasks. Your cooperation in taking your Duty Parent responsibilities seriously is greatly appreciated. Specific responsibilities are outlined below under *Classroom, and Snack*.

Classroom

Please arrive 5 minutes early before arrival for direction on what the teacher needs help with that day. This might involve setting up the water table, putting out age and theme appropriate toys and activities. Please remember to clean up the art during clean-up time. At the end of class please ensure the classroom is tidy. You may need to stay 10 minutes later to clean up.

Snack

Provides a healthy snack for the class. Prepackaged foods such as animal crackers, goldfish crackers, and pretzels as well as uncut fruit are examples of popular snacks. You are responsible for setting up the snack, then cleaning-up, including sweeping and/or vacuuming underneath the snack table. Please remove trash from the room and deposit it in the hall trash bin.

Important Notes

The teachers' request is that all parents/caregivers help to ensure that the toys and supplies are put back into proper places. This makes it easier to find things at a later date. If you do not know where something goes, please ask.

If you are unable to attend the Co-op on a day you are scheduled to be a Duty Parent, you are responsible for arranging for a substitute.

Snack Suggestions

This is a list of healthy snack ideas to bring to your class when you have "Snack Duty." You are asked to bring enough snack for the number of children in your class. All snacks must be prepackaged due to health concerns. You are welcome to bring enough snacks for parents to enjoy, too! If your snack will require plates or utensils, you will need to bring them. **For the safety of all children, it is a TCBC policy that no popcorn, no nuts, peanut butter, or products containing nuts or peanut butter be served as a snack.** In addition, on a class by class basis, Co-op members may need to address other food allergies.

- **Snack is only to be eaten at the designated snack table.**
- Parents need to clean their children's hands and faces after snack before they return to play.
- Please avoid snacks that contain raw honey or eggs when there are children in the class who are less than one year old.
- If possible, please bring the original packaging so that parents of children with food allergies can double check labels or call food manufacturers to assure that products are safe for their children.

The snack parent is responsible for:

1. Cleaning the tables before and after snack with the cleaner provided.
2. Sweeping and/or vacuuming the floor after snack time.
3. Emptying the trash.
4. Taking home any leftover snack.

Healthy Snack Suggestions

- All snacks need to be prepackaged and fruit uncut to reduce the chance of cross contamination
- Crackers (lower sodium or fat; lower trans fat): Graham Crackers, Oyster Crackers, Saltines, Goldfish crackers, Cheese crackers
- Cookies: Vanilla Wafers, Animal Crackers, Fig or Other Fruit Newtons
- Pudding, Yogurt (avoid those with artificial sweeteners), applesauce
- Dry Cereal (non-sugared, such as Kix, Chex, Crispix, Cheerios)
- Pretzels
- Mini Muffins
- Cheese sticks
- Fruit (fresh and uncut): peaches, oranges, berries, banana, pears, apples, grapes

Class Coordinator Responsibilities

1. Prepare Duty Parent Responsibility sheet for the class. To assist parents, please indicate the date and theme for each week and your classmates' contact information. Try to keep the schedule as equitable as possible (i.e. everyone has teacher's assistant, art and snack the same number of times). You may have a parent who has trouble arriving early or staying late. Use your judgment to make responsibilities fair while trying to accommodate parents who may have responsibilities with other children, work, etc. Suggest that parents sign up for snack duty on their child's birthday week so they can prepare a special snack in celebration of his/her birthday. Consider using online tools, such as www.signupgenius.com to facilitate communication.
2. Advise class members that they are responsible for finding a replacement if they cannot attend on their designated day.
3. Please send a weekly reminder via email to your class regarding the duties/theme for that week and any pertinent Co-op news (e.g., permission slip due dates).
4. At the beginning of the semester, discuss how your class would like to handle snack if any of the students have a food allergy. Note, the Co-op does have a no nut policy.
5. Make announcements as necessary during class. Announcements may be in your folder when you arrive at class or you may be contacted at home (i.e., phone or e-mail). It has been suggested by the teachers that the class coordinator make an announcement each week regarding who is responsible for what duty the following week.
6. Keep class folders organized (in the back bin of the classroom).
7. Discuss/coordinate idea of special "parties," and giving holiday and end of year gifts to your teacher.

If you have any questions or find that a member of your class is not completing their assigned tasks, please call or email the Registrar.

Reminder of Classroom Duties - Please emphasize to parents at first class.

Each time your child's class meets, there will be three duties to assist the teacher with a variety of tasks. Your cooperation in taking your Duty Parent responsibilities seriously is greatly appreciated. Specific responsibilities are outlined below under Classroom, Art, and Snack. (See the handbook for more detailed descriptions.)

Please review the handbook thoroughly and return this page to your teacher on the first day of class. If you have any questions don't hesitate to contact the board at director@tcckids.org at any time.

I have read this handbook and the policies pertaining to TCBC detailed within. I agree to participate in the co-op according to these policies.

Signature

Date

Parent's Name

Child's Name

Sick Policies: *Please initial next to each. Your initial states your understanding of our sick policies.*

TCBC encourages all of our members to consult with your pediatricians and follow their advisements regarding vaccination of your children.

Initial

Parents and/or guardians are expected to keep sick children at home. Children are welcome to return to class once they are symptom free for 24 hours (48 hours for vomiting/diarrhea)

Initial