



2023-2024

Information for Faculty, Staff, & Community Parents

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Early Learning Center
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Purpose: The purpose of the Early Learning Center is to provide a quality early childhood program that meets the needs of children and families while parents pursue an education. We believe developmental, cultural, and age-appropriate practices are the foundation for early childhood and children's programming within relationship-based settings.

Qualification for Enrollment: Children must be between the ages of 1 year and 5 years, not yet kindergarten eligible. Children are enrolled in the ELC regardless of race, color, creed, gender, ability, or national origin. Upon enrollment, families will have a full orientation and the opportunity to visit your child's classroom and meet the teachers. Spaces are enrolled as "full-time" status. Everyone is asked to be in the center no later than 10:00 daily.

Admission Policies: In order to enroll your child, you must complete all registration forms, including current immunization records, a physical exam by a health care professional, and an orientation at the TCC ELC. A prepaid, non-refundable, \$100.00 registration fee is required before enrollment to reserve a spot for your child. (DCYF, ECEAP, and EHS families do not need to pay this fee).

Licensing/Accreditation: The ELC is licensed through the Department of Children, Youth and Families (DCYF) serving Washington State. Through DCYF we are participating in Early Achievers, which is an early childcare and education rating system. We are also accredited through the National Accreditation Commission for the Association of Early Learning Leaders (NAC for AELL). We achieved our Accreditation Status in August 2015. Our center includes two Early Head Start and three ECEAP classrooms.

ECEAP: The TCC Early Learning Center is an Early Childhood Education and Assistance Program (ECEAP) Site and provides the following for eligible 3-4-year-old children and their families. Free "School Day" preschool from 9:00- 2:30pm daily during the Fall, Winter, and Spring Quarters or "Working Day" preschool from 7:30-5:30 daily, year-round (depending on your qualifications/assessed needs), developmental screenings, opportunity to participate in the Parent Policy Council, a Family Support Specialist to assist in obtaining community resources.

EHS-CCP: The TCC Early Learning Center is an Early Head Start Site and provides the following for eligible families who enroll with a current DCFY Child Care Subsidy and have children 12-35 months old. Year-round full day childcare with at least 6 hours a day attendance, a Family Support Specialist to assist in obtaining community resources, developmental screenings, opportunity to participate in the Parent Policy Council, diapers and wipes provided while in care.

Child and Adult Care Food Program (CACFP): The TCC Early Learning Center participates in the USDA CACFP to ensure nutritious meals are served to your child at no extra cost to you. We serve breakfast, lunch, and afternoon snack to all children. One-year-olds eat on demand throughout the day. Children with allergies will be provided with altered menus to accommodate food needs, with Dr. approval.

Staff: Our professional staff includes a Program Director, Assistant Director, Office Manager, Family Support Specialist and Teachers trained in Early Childhood Education. The teachers plan a developmentally appropriate curriculum that emphasizes positive interaction between adults and children. TCC Work Study students are employed as childcare assistants. Every adult working or volunteering in the ELC must successfully complete a Criminal Background Check and TB Test. A Food Handler's Card is required for those serving and/or making food. TCC recommends a COVID vaccination for all children, staff and college students.

To sign up on the Waiting List: Fill out a Waiting List form at the Early Learning Center, or online and indicate the quarter you will need care. If we cannot place your child in the quarter you requested, we will keep you on our waiting list until we do an email contact where we ask if you want to remain on the waiting list any longer. We will do this yearly or more often if needed.

Pay on own billing: Bills are generated monthly and sent to Financial Services for processing. You will receive a bill from Financial Services that you will pay by cash or check at the Cashiers' office or by credit card/debit card over our secure online payment link. Faculty/Staff can request a total of 10 days per year for vacation or sick leave, without being charged for those days, or you can choose to not attend for the summer and forgo the vacation days. It is your responsibility to pay your bill fully before the end of the quarter. Your child cannot attend the next quarter if you have an outstanding balance.

DCYF billing: If you receive a DCYF Child Care Subsidy, we will bill you the monthly co-pay that DCYF assigns you. Other charges you could incur are a late pick-up fee, if you arrive at the center after our closing time - 5:30 p.m. - and a \$25.00 non-signature fee, if you forget to sign your child in or out of the center.

Hours: 7:30 a.m. to 5:30 p.m. Monday – Friday Fall, Winter and Spring Quarters. Please see the "Important Dates" section for ELC closures. The campus is open Monday – Thursday in the summer and generally our Center hours are 7:00-5:30. Some of our programs may run different hours for start and finish times.

2022-2023 Monthly Tuition Fees

Staff/Faculty or TCC student (taking less than 10 credits)

Community (Full Time)

Toddlers (12 months – 29 months)	\$1320	Toddlers (12 months – 29 months)	\$1475
Preschool (30 months – 6 years old)	\$1210	Preschool (30 months – 6 years old)	\$1350

ECEAP School Day
(grant pays for service from 9:00-2:30 daily for eligible families)
 If your child attends before 9 A.M. and/or after 2:30 P.M., a rate of \$5.00 per hour is charged. The most your bill would be in a month is \$440.00.

ECEAP Working Day
(grant pays for services from open to close for eligible families)
CCAMPIS: If you are a college student who receives a Pell Grant and takes 100 level classes, you can have \$650.00 or more per month of your childcare bill paid for.

Late Pick-Up Fee: \$1.00 per minute after close 5:30 p.m. for the first tardy; \$2.00 per minute for the second tardy; \$3.00 per minute for the third tardy. After three late pick-ups a discussion with the manager is required.
Returned Checks: TCC will charge their own rate for returned checks.

New Info Coming Soon!

2023-2024 Important Dates

Summer Quarter 2023
 *Fridays, all summer: Closed June 30th – Sept 1st
 *June 26th, Classes begin
 *July 4th, Independence Day Observed: Closed
 *July 20th, Close Early 3:15 PD
 *August 17th, TCC Classes end- finals day
 *August 24th, Closed PDD
 *September 4th Labor Day: Closed
 *September 11th Last day for kids going to Kindergarten
 *September 18th-19th, Closed PDD

Fall Quarter 2023
 *September 25th, School Day ECEAP & TCC Classes begin
 *October 20th, Close Early 3:15 PD
 *November 10th, Veterans’ Day Observed: Closed
 *November 17th, Close Early 3:15 PD
 *November 22nd, closed SD only & SD ECEAP
 *November 23rd-24th, Thanksgiving: Closed
 *December 14th, TCC classes end 12/14-1/2 no classes SD only kids & SD ECEAP
 *December 22nd, Close Early 3:15 PD
 *December 25th Holiday: Closed

Winter Quarter 2024
 *January 1st, New Year’s Day: Closed
 *January 3rd, TCC Classes begin
 *January 15th, Martin Luther King Jr. Day: Closed
 *January 19th, Close Early 3:15 PD
 *February 9th, Campus Professional Dev. Day: Closed
 *February 19th, Presidents’ Day: Closed
 *March 22nd, TCC Classes end
 *March 25th – March 29th, no school for TCC SD only kids & SD ECEAP
 *March 29th, Close Early 3:15 PD

Spring Quarter 2024
 *April 1st, TCC Classes begin
 *April 19th, Campus Professional Dev. Day: Closed
 *May 17th, Close Early 3:15 PD
 *May 27th, Memorial Day: Closed
 *June 14th, TCC Classes end, last day for SD only & SD ECEAP kids
 *June 19th, Juneteenth: Closed
 *June 21st, Close Early 3:15 PD
 Summer Quarter 2024 tentative start date June 24, 2024