

# TMPM

# Parent Handbook



Tuloso-Midway Primary School  
3125 Deer Run  
Corpus Christi, Texas 78410  
361-903-6534



## **Mission Statement**

**Tuloso-Midway Independent School District educates every student to be a lifelong learner, a person of integrity, and a positive contributor to society.**

### **PURPOSE**

TMPM is an after school care program for Tuloso-Midway students in grades Kinder through 5. There is an allotted time for students in grades 1-5 to work on their school assignments. All students in the program may enjoy a light snack provided by our cafeteria and participate in a variety of planned activities.

### **Hours of Operation**

**Monday – Friday**

**3:00 – 6:00 p.m.**

# REGISTRATION

Each child **must be registered** (at child's campus) and **initial payment must be made prior** to the student's first day at TMPM.

## TMPM Fees

	1 <sup>st</sup> Child	2 <sup>nd</sup> Sibling	3 <sup>rd</sup> Sibling
Non Employee	\$95.00	\$160.00	\$195.00

- Payments are due by the 10<sup>th</sup> of every month. We accept credit/debit cards, cash, money orders or checks. (Please make checks payable to T-M Primary School, include driver's license # and student's full name must be on each check)
- Payments made after the 10<sup>th</sup> of each month will be assessed a \$10.00 late fee. Any outstanding balances remaining on the 15<sup>th</sup> of each month will result in the termination of services. Payments that are not kept current will result in student(s) being dropped from TMPM until all payments have been made.
- Late fees (beginning with \$1.00 a minute) will be charged for every minute a child is not picked up after 6:00 p.m. \*\*\* Each added occurrence will result in adding another \$1.00 per minute to the late fee. Ex: 2<sup>nd</sup> offense will be \$2.00 a minute, 3<sup>rd</sup> offense; \$3.00 a minute. After the 3<sup>rd</sup> late pickup, the student will be dismissed from the program.

## Policies and Procedures

Our ultimate goal is to provide a safe and positive after school program for your student(s). Please review the following policies and procedures with your student(s).

- There should be no talking while the staff is taking attendance. It is extremely important to have an accurate count of children in our care each day.
- Students may eat snacks during designated times. They may not share snacks. Candy/Gum is not permissible.
- Students are not allowed to leave any designated area without the permission of a staff member. Students need to ask permission before leaving the designated area (bathroom, drink, backpack, front desk, etc.).
- Students must cooperate with staff members at all times.
- Students must be courteous and respectful of staff, students and property. Students must exhibit appropriate behavior at all times. Inappropriate Behavior/Language will not be tolerated and may lead to suspension from the program.
- All students are expected to participate in activities unless parents have made a request by phone, e-mail or in writing.
- Students are asked not to bring toys/electronics to TMPM. (TMPM is not responsible for lost/stolen or broken items.)
- There will be a designated time each day for homework (except for Kinder). Students should be quiet and courteous to others during homework time. TMPM staff are not required to make sure all homework is finished and/or correct.
- Students will use technological equipment from time to time. (This includes computers, Smartboards, iPods and iPads.) TMPM will follow the same guidelines and rules used by the Primary campus concerning all technology equipment. Failure to abide by these rules will result in a student's privilege being revoked and they will no longer be able to use these items.
- Students are expected to share and take care of all the TMPM equipment. Students may not use any equipment or others items unless instructed. All items must be put away and areas cleaned before the students leave.
- All students are expected to inform any staff member of any concerns they are having with other students or staff members. We are not able to address concerns unless they are not brought to our attention.
- KINDERGARTEN students must provide an extra set of clothes/underwear to keep at TMPM at all times. (There will be a designated tub for these items)
- Failure to comply with these policies and procedures may result in disciplinary action or removal from TMPM.

## Discipline

1. If your student participates in inappropriate behavior, they will meet with a TMPM staff member and/or a principal to discuss their behavior/choices. You will be notified of their behavior by a TMPM staff member and/or an administrator. Consequences may include, but not limited to: time-out, removal from peers, reassignment to another group, and/or office referral.
2. For safety reasons, certain behaviors cannot be tolerated. These behaviors may result in **immediate suspension**. If the behavior continues after reinstatement, your student may be removed from the program.
3. **After 3 written discipline referrals, student will be dismissed from the TMPM program.**

## Pickup Procedures and Policies

To ensure the safety of your student(s) only authorized persons may pick up a student(s) from TMPM. The authorized person must come inside and sign out each student(s). Please make sure all authorized persons are listed on your student's form at the time of registration (You may add/delete information at any time). Unauthorized persons **may not** pick up any students unless a TMPM staff member or the office is notified by a parent. This person must show a driver's license prior to picking up a student(s). TMPM staff must be made aware of any current custody issues. (If there are custody orders from the court, a copy of court documents must be filed with student's registration.)

## Emergency Care

In case of accidental injury we will make every attempt to contact parents. If we are unable to reach a parent, we will call an ambulance if necessary. A TMPM staff member or principal will stay with the student until a parent arrives. Please make sure that you inform TMPM/TM Primary of any changes in phone numbers, emergency contacts and/or any pertinent information.

# TMPM Parent Handbook Acknowledgement

\*After reading the TMPM Parent Handbook, please sign and return this form to TMPM. Thank you!\*

\_\_\_\_\_ I have read and understand the policies and procedures of TMPM.

Students Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TM Staff Parents

TMPM is a free service to employees of the district, but we ask that employee children are picked up after their teaching/duty day ends.

TMPM is provided as a courtesy to employees, so that they can attend their afternoon meetings/planning while knowing that their child is being taken care of.

However, we ask that as soon as you are done with your campus obligations, that you pick up your child promptly after.

Thank you

Employee/Parent name: \_\_\_\_\_

Employee Campus \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_