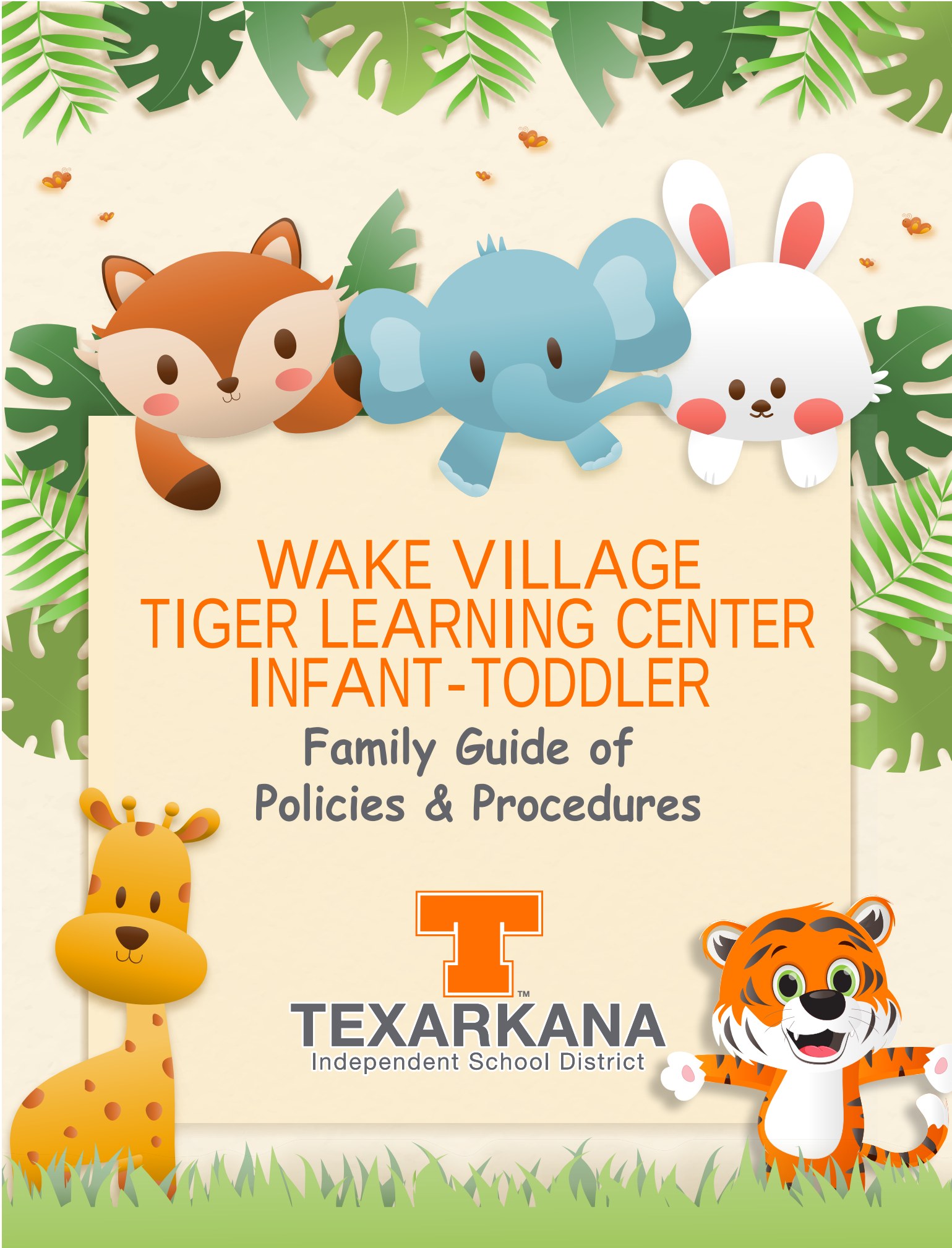




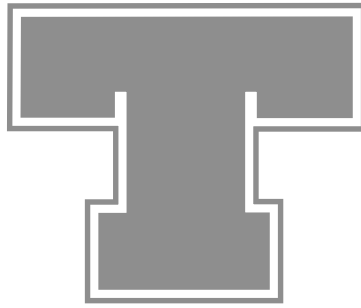
WAKE VILLAGE TIGER LEARNING CENTER INFANT-TODDLER

Family Guide of
Policies & Procedures



TEXARKANA
Independent School District





TEXARKANA ISD

Tiger Learning Center

INFANT AND TODDLER

2026-2027

FAMILY GUIDE

OF POLICIES & PROCEDURES

DIRECTORY OF INFORMATION

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Daisy Smith

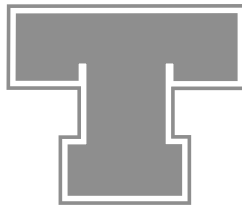
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TEXARKANA ISD

Tiger Learning Center

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TISD Tiger Learning Center Parent Handbook

Welcome to Tiger Learning Center

Welcome, and thank you for choosing Tiger Learning Center (TLC) for your child's care! We are honored that you have entrusted us with your child and are excited to welcome your family into the TLC community.

At Tiger Learning Center, we believe every child deserves a safe, nurturing, and engaging environment where they can learn, grow, and develop strong relationships. Our goal is to partner with families to provide quality care that supports each child's individual needs and helps them build confidence as lifelong learners.

Our Philosophy

At Tiger Learning Center, we understand that exploration, curiosity, and independence are essential building blocks for success. We believe children learn best when they feel safe, supported, and valued.

Through nurturing relationships, a caring environment, and respect for each child's unique personality and developmental needs, we provide opportunities for children to grow socially, emotionally, physically, and academically.

Our dedicated teachers support children as they move through each stage of development by encouraging independence, creativity, problem-solving, and a love for learning.

About This Handbook

This handbook serves as a guide to our program policies, procedures, and daily operations. Our policies may be updated periodically to ensure we continue providing safe, high-quality care and remain in compliance with state regulations.

Families will be notified of any changes by the TLC Supervisor or administration.

Your Child's First Day

We understand that a child's first day can bring many emotions for both children and families. Our TLC team is here to support you and your child through this transition.

Please share any routines, comfort strategies, or transition methods that work well for your child. We will make every effort to help your child feel secure, welcomed, and comfortable in their new classroom environment. The first few days may take time as your child adjusts to a new routine. We encourage families to arrive a little early and allow extra time for greetings, classroom introductions, and settling in.

Families are always welcome to call or email throughout the day to check on their child. We will also provide updates through the Brightwheel app regarding your child's day.

Learning Starts at Birth

The first years of life are a critical time for brain development and early learning. The curriculum at Tiger Learning Center is designed to provide meaningful experiences and interactions that build connections and support growth across all developmental areas.

Our teachers create learning opportunities that encourage children to explore, discover, communicate, and develop important skills through age-appropriate activities and relationships.

Infant Program Features

Our infant program provides a warm, responsive environment that supports each child's individual development and routine.

Infant program features include:

- Individualized activity plans based on each child's developmental needs
- Feeding and sleeping schedules based on each child's routine
- Safe sleep practices
- Small and large group activities that encourage curiosity and social development
- Support for physical, cognitive, social-emotional, and language development
- Age-appropriate toys, materials, and learning experiences
- Caregiver interactions that include reading, singing, nurturing, and guiding children

Toddler Program Features

Our toddler program encourages independence, exploration, and positive relationships while supporting each child's individual pace of development.

Toddler program features include:

- A variety of activities supporting cognitive, physical, social, and emotional development
- Child-directed play opportunities
- Small and large group activities that encourage communication and socialization
- A classroom environment designed to support the whole child
- Caregiver interactions that include reading, singing, nurturing, and guiding children

Program Hours

Monday–Friday

7:00 a.m. – 6:00 p.m.

Children must be picked up no later than **6:00 p.m.**

Morning Drop-Off Policy

To support consistency and allow children to fully participate in classroom activities, meals, and learning experiences, children should arrive no later than **9:00 a.m. each day.**

Children arriving after 9:00 a.m. will only be accepted for the following reasons:

Doctor appointments (documentation may be requested)

- Pre-approved family emergencies
- Other circumstances approved by the Director

If your child will be arriving late, please notify the center as soon as possible.

Consistent attendance and timely arrival help children establish routines and participate fully in their classroom experiences.

Please note: Children arriving after 9:00 a.m. without prior approval from the Director may not be accepted.

Arrival and Departure Procedures

For the safety and accountability of all children, families must follow the center's check-in and check-out procedures each day.

Parents/guardians are responsible for:

- Signing their child in and out using the Brightwheel app
- Ensuring attendance records are accurate each day
- Providing updated authorized pickup information when needed

Children will only be released to individuals listed on the child's authorized pickup form.

A government-issued photo ID may be required when staff members are unfamiliar with the person picking up the child.

If you experience issues with Brightwheel, please contact the center for assistance.

Holidays and Center Closures

Families will receive an annual calendar outlining:

- School holidays
- Professional development days
- Scheduled center closures
- Emergency closure procedures
- Inclement weather procedures

Tuition and Fees

Infants (6 weeks–17 months): \$195.00 per week

Toddlers (18 months–36 months): \$160.00 per week

Annual Registration Fee \$50.00

Tuition is due every Monday.

A \$5.00 late payment fee will be applied beginning Tuesday for unpaid balances.

Accounts must remain current to continue childcare services.

TISD employees please see supervisor for tuition.

School Breaks and Holidays

Families will not be charged tuition during scheduled school breaks (such as Thanksgiving Break, Christmas Break, Winter Break, and Spring Break) if they choose not to attend during those periods.

Families needing care during scheduled breaks must complete the required enrollment process and pay any applicable fees by the deadline provided.

Break care is limited and based on availability.

Parent Communication

Tiger Learning Center values strong partnerships with families. We provide multiple opportunities for communication regarding your child's development, daily experiences, and program activities.

Communication methods include:

- Brightwheel
- Email
- Phone calls
- Parent conferences
- Written notices

Brightwheel Communication Guidelines

Brightwheel is used for:

- Daily communication
- Classroom updates
- Check-in/check-out
- General messages regarding your child's care

If you have a concern, question, or issue that requires administrative attention, please email the TLC Supervisor directly rather than sending the message through Brightwheel.

Brightwheel messages may be visible to classroom staff, and we want to ensure concerns are handled privately, respectfully, and appropriately. We appreciate your partnership and ask that all communication remain respectful while allowing the leadership team the opportunity to address concerns promptly.

Parent Responsibilities

Parents agree to:

- Keep emergency contact information current
- Maintain updated immunization records as required by state regulations
- Provide updated vaccination records whenever additional vaccines are received
- Provide required documentation for any approved exemptions
- Pay tuition on time
- Notify the center when their child will be absent
- Pick children up on time
- Provide required supplies
- Treat staff members respectfully
- Follow all TLC policies and procedures
- Children may not attend the program if required immunization records are expired or missing unless a valid exemption is on file.

Important Information to Know

At Tiger Learning Center, we want every child to feel comfortable, safe, and prepared for a successful day. Families play an important role in helping us maintain a positive learning environment by providing necessary supplies and following program guidelines.

Toys From Home

We ask that personal toys remain at home unless they are specifically requested by your child's teacher or approved by the center.

Tiger Learning Center provides a variety of developmentally appropriate toys, materials, and activities for children to explore and enjoy. Keeping personal toys at home helps prevent lost items, disagreements between children, and distractions during classroom activities.

Items to Bring to Tiger Learning Center

All items brought to Tiger Learning Center must be clearly labeled with your child's first and last name.

This includes clothing, bottles, cups, lunch containers, car seats, blankets, and personal belongings.

Daily Supplies

Infants

Parents should provide:

- Bottles
- Formula or breast milk
- Baby food (if applicable)
- Diapers
- Wipes
- Diaper cream (with required authorization)
- Extra clothing
- Sleep sack (if used)

Toddlers

Parents should provide:

- Diapers or Pull-Ups (if needed)
- Wipes
- Extra clothing
- Closed-toe shoes
- Comfort item for nap time (optional)

Shoes and Clothing

Outdoor play is an important part of our daily routine and will take place as weather permits.

Children should wear comfortable clothing and shoes that allow them to safely run, climb, explore, and participate in activities.

The most appropriate school shoes are:

- Closed-toe shoes
- Closed-heel shoes
- Sneakers

Please label all personal clothing items, including:

- Jackets
- Coats
- Hats
- Gloves
- Sweaters
- Extra clothing

Children should always have an extra change of clothes available in case of spills, accidents, or weather-related needs.

Rest Time

Rest is an important part of a child's daily routine and supports healthy growth and development.

Toddlers and preschool children are provided with a daily rest period. Children are expected to rest quietly on their mats during this time.

Children who remain awake after approximately one hour will be provided with quiet activities such as:

- Books
- Puzzles
- Quiet table activities

Special comfort items may be used during rest time only, including:

- Blankets
- Pacifiers
- Soft toys
- Stuffed animals

Safe Sleep Policy

Tiger Learning Center follows safe sleep practices to reduce the risk of Sudden Infant Death Syndrome (SIDS) and promote a safe sleeping environment.

Our safe sleep practices include:

- Infants are placed on their backs to sleep unless written medical documentation from a physician states otherwise.
- Cribs remain free of blankets, pillows, stuffed animals, bumper pads, and other soft items.
- Each infant is assigned an individual crib.
- Staff conduct frequent visual checks while infants are sleeping.
- Infants who cannot independently roll over will always be placed on their backs to sleep unless a physician provides written instructions stating otherwise.

Infants follow an individualized rest schedule based on their developmental needs and family routine.

Infant Feeding

Parents of infants must provide prepared bottles of breast milk or formula.

All bottles must be:

- Clearly labeled with the child's first and last name
- Prepared according to feeding instructions provided by the family

A breastfeeding room is available for parents who choose to come to Tiger Learning Center to feed their infant. Please contact the center to make arrangements.

Feeding schedules will be created with families and adjusted as children grow and new foods are introduced.

Additional infant feeding procedures:

- Bottles will be warmed and temperature tested before feeding.
- Any remaining contents left in a bottle after feeding will be discarded.
- Solid foods must be placed in labeled containers with the child's full name and date.
- Food brought from home will be stored appropriately and prepared according to safety guidelines.

Toddler Meals and Snacks

Tiger Learning Center partners with the TISD Food Service Department to provide breakfast, lunch, and snacks that follow USDA meal patterns and nutritional guidelines.

Families are welcome to send a sack lunch and drink for their child if preferred.

Menus will be posted in classrooms and on parent information boards.

Children must arrive before **8:00 a.m.** to receive breakfast.

Children arriving after 8:00 a.m. should eat breakfast at home before arriving.

Children are encouraged to try a variety of foods and eat balanced meals; however, children will not be forced to eat.

Families may review daily reports to see information regarding their child's meals and food intake.

Peanut-Sensitive Environment

Tiger Learning Center is committed to providing a safe environment for all children.

Many children have severe food allergies, including peanut allergies. Families are asked to carefully review ingredient labels when sending food, treats, or special snacks.

Please be mindful of the possibility of severe allergic reactions and help us maintain a safe environment for every child.

Birthday Celebrations

Birthdays are special milestones, and we enjoy celebrating your child with their classmates.

Families wishing to celebrate a birthday at Tiger Learning Center must contact the center director in advance.

Birthday celebration guidelines:

- All food items must be store-bought and sealed.
- Food choices should consider classroom allergies and dietary needs.
- All celebrations must follow TLC guidelines.

We appreciate your partnership in making celebrations safe and enjoyable for everyone.

Toilet Training

Toilet training is an important developmental milestone that occurs at each child's own pace.

Tiger Learning Center will partner with families to support children as they learn:

- Proper bathroom routines
- Independence skills
- Handwashing practices

Accidents are a normal part of the learning process. Families should provide extra clothing during toilet training.

During the transition:

- Children may begin with training pants or Pull-Ups.
- Families and teachers will communicate regularly regarding progress.
- Children should not be rushed or pressured before they are developmentally ready.

Positive Guidance

Young children are learning how to communicate, solve problems, and understand appropriate behaviors.

Tiger Learning Center uses a positive guidance approach that focuses on:

- Teaching appropriate behaviors
- Encouraging problem-solving skills
- Helping children understand feelings
- Providing consistent expectations
- Supporting emotional development

We believe children learn best when adults provide patience, guidance, and positive reinforcement.

Families are encouraged to partner with teachers and administration to develop solutions when behavioral concerns arise.

For additional information regarding TLC Guidance and Discipline Policies, please refer to the full TLC Parent Handbook.

Biting Policy

Biting is a common behavior among young children, especially during early developmental stages when children are still learning communication skills and emotional regulation.

While biting can be concerning, Tiger Learning Center works diligently to understand the cause of the behavior and support children in developing appropriate ways to express their needs.

If your child bites or is bitten:

- Families will receive an incident report.
- The identity of both children involved will remain confidential.
- Teachers and administration will work with families to address concerns and develop strategies.

If repeated biting continues and preventative strategies are unsuccessful, and the behavior creates a safety concern for other children, dismissal from the program may be considered.

Illness and Temporary Exclusion Policy

To protect the health and safety of all children and staff, children showing signs of illness should remain home.

If a child becomes ill while at Tiger Learning Center, parents/guardians may be contacted and asked to pick up their child.

Children Must Be Excluded for:

- Fever
- A child must be excluded with:
- Oral temperature of 101°F or higher
- Ear (tympanic) temperature of 100°F or higher
- Armpit (axillary) temperature of 100°F or higher
- Forehead (infrared temporal) temperature of 100°F or higher

Other Reasons for Exclusion

Children may be sent home if they have:

- Vomiting (multiple episodes not related to a non-infectious cause)
- Diarrhea that is excessive or uncontrolled
- Unusual tiredness, lethargy, or difficulty participating
- Difficulty breathing or abnormal breathing
- Rash accompanied by fever
- Mouth sores with drooling
- Symptoms requiring more individual care than staff can provide while maintaining supervision of other children

Return to Care

Generally, children may return to Tiger Learning Center after they have been symptom-free for **24 hours without the use of fever-reducing medication.**

Additional documentation may be required depending on the illness or circumstances.

Medication Policy

Tiger Learning Center follows strict medication procedures to ensure medications are administered safely.

All medications must:

- Remain in the original container
- Include the child's full name
- Include the date brought to the center
- Be within the expiration date
- Only be given to the child for whom the medication is intended

Parent or guardian authorization must be provided before medication can be administered.

Authorization may be provided in written or electronic form.

Medication Documentation

When medication is administered, staff will document:

- Child's full name
- Name of medication
- Date and time medication was given
- Amount administered
- Full name of employee administering medication

Medication records will be maintained according to state requirements.

Security and Child Safety

Your child's safety is our highest priority.

To maintain a secure environment:

- Center doors remain locked at all times.
- Visitors and families will be greeted and verified by TLC staff.
- Children must be signed in and out according to center procedures.
- Children will only be released to authorized individuals listed on enrollment paperwork or approved through written or electronic notification.

Individuals picking up a child may be required to provide government-issued identification.

Children will not be released to anyone under the age of 18 unless they are the child's legal parent or guardian.

Custody and Visitation

If a legal custody order exists, families must provide Tiger Learning Center with a copy for our records.

Custody documents are kept confidential and used only to protect the safety and well-being of the child.

TLC staff cannot supervise visitation arrangements.

If a person has legal custody rights according to court documentation, staff must follow the legal order on file.

Families should discuss custody questions or concerns with the center director.

Babysitting Policy

Tiger Learning Center discourages employees from providing babysitting services for children enrolled in TLC programs.

This policy helps maintain professional boundaries between staff members and families.

Additional Parent Resources

The Tiger Learning Center Parent Handbook provides additional information regarding:

- Drop-off and pick-up procedures
- Field trips and transportation
- Parent involvement opportunities
- Parent conferences and progress updates
- General program information
- Nutrition education and procedures
- Medical policies and procedures
- Child guidance and discipline policies
- Preventing and responding to child abuse and neglect

Additional resources:

- Tiger Learning Center Parent Handbook
- TISD Tiger Learning Center website and FAQ resources



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