



Stay & Play Safely Club Policies and Procedures



Welcome to the Stay & Play Safely Club on the Tom Thumb Campus! Our goal is to create a safe, nurturing, and fun environment for every child. Please review the following policies and procedures, which help us maintain consistency and ensure each child's well-being. By enrolling your child, you agree to the following:

Children who attend any of the elementary schools in the Lakeland Central School District are eligible to attend our Stay & Play Safely Program. There is a limit of children we can accommodate, and this is on a first-come, first-served basis.

Program Requirements

- Minimum enrollment: **2 days per week**
- Priority enrollment for all current and previous **Tom Thumb & Dynamic Gymnastics families**
- To secure your spot:
 - Complete registration form
 - Submit \$75 deposit with registration form
 - Calendar schedule and payment for upcoming month. (Remember calendars and payments are always due by the 15th of the previous month—ex.-Sept. form and payment due by Aug. 15th)
 - Include a copy of your child's **medical & immunization records**
 - If your child receives support services at school and/or has an IEP, please provide us with a copy.

Transportation

- **Before School and After School Care:** Lakeland School District provides bus transportation **to and from elementary schools.**
- **Parents must submit a *Transportation Alternate Site form* to Lakeland's Transportation Department.** This can be found on Lakeland Central School District's website. Lakeland buses can *only* transport children who are officially registered with them for Tom Thumb Campus as an approved alternate pick-up or drop-off location.

Before School Care

Opens: 6:50 A.M.

Tuition:

- 1 Child — **\$10/day**
- 2 Children — **\$18/day** (20% discount for 2nd child)

After School Care

Pickup Time	1 Child	2 Children (20% off 2nd)
By 4:00 PM	\$13	\$23
By 4:30 PM	\$16	\$29
By 5:00 PM	\$20	\$36
By 5:30 PM	\$24	\$43
By 6:00 PM	\$30	\$54

Bad Weather

Early Dismissal:

- Children will still be bussed to the Tom Thumb Campus if scheduled— **please pick up ASAP** as the program will **close early.**
- Please make sure local emergency contact and pick-up information is current in case you are unavailable.

Delayed Openings (Lakeland): Tom Thumb only delays 1 hr

- Stay & Play opens at **7:50 A.M.**
- **Add \$13 additional per child** for each extra hour delay (2hr delay \$13 additional, 3hr delay \$26 additional.)

Delayed Opening Only Before Care

- If you will need Before School Care on delayed opening days **ONLY**, meaning you are usually an aftercare only family, you must **register in advance** for the “**Before School Care – Delayed Openings Only**” program. This helps us schedule appropriate staffing.
- Please be sure to also register the alternate pick-up site with Lakeland Transportation.
- Families registered for **Before School Care-Delayed Openings Only** may arrive **after 7:50 a.m.** for \$10 per child for a 1-hr delay, \$23 for a 2-hr delay, and \$36 for a 3-hr delay.

Payment Information

- **All credit card transactions incur a 2% processing fee**
- **Deposit:** \$75 (applied to June tuition)
- **No registration fee**
- **No refunds or credits** for absenteeism

Special Half-Day Program

For Lakeland scheduled half-days (11:45 A.M.–2:45 P.M.)

- **\$30 per child** + regular daily tuition
- **No sibling discount**
- **Lunch not provided, be sure to send your child with a lunch**
- **Children will go to Dynamic Gymnastics building to eat lunch and have tabletop play before returning to Tom Thumb for regular aftercare.**

Dynamic Gymnastics Discounts

For Stay & Play students attending a Dynamic Gymnastics class:

- **4:00 PM class:** \$10 per day on their gymnastic day
- **5:00 PM class:** \$15 per day on their gymnastic day
- **No sibling discount**

Health & Safety

- Stay & Play may administer OTC topical ointments w/proper signed parent authorization form.
- Stay & Play may administer Benadryl, EpiPen, and inhalers (*With a doctor’s signed medical form provided by Tom Thumb.*)
- Tom Thumb uses video surveillance for security purposes.
- All accidents/incidents are documented.

Attendance & Emergency Procedures

- Notify the program if your child will be absent.
- Parents will be notified for injuries requiring attention; in emergencies, an ambulance will be called, and a staff member will accompany the child. In the event a parent cannot be reached, course of action will be determined by staff member in charge.

Program Policies and General Information

- The director may request removal if:
 1. A child poses a threat to self or others
 2. Parent/child fails to follow program rules
 3. Required documentation is missing
 4. Financial obligations are unmet
- Tom Thumb sometimes uses group pictures of children (no names included) in our brochure, newsletters, social media and website.
- When your child begins our program, you and your child will receive our “Safety Rules of Conduct” which must be signed and returned to us.
- Anyone picking up your child needs to know the child’s 4-digit dismissal code. Child will not be dismissed to anyone unable to provide that code.
- Tom Thumb Campus closes promptly at 6PM. If you should arrive later than 6PM you will pay a late pick-up fee of \$25 for every 15-minute interval. If late pickups occur more than twice, a conference with one of our directors will be scheduled.
- Policies are reviewed annually and may be updated as needed. Parents will be notified in writing of any changes.