

## Spring 2024 playgroup guidelines:

### Drop-off/Pick-up:

- Location: Inside Prospect Park, by the 5th St. (drop off) and 3rd St. (pickup) entrances. Coordinates and a map for the drop-off and pickup locations are listed below.
- Drop off time: 9:00am (9:10am the latest)
- Pickup time: 1:00pm (1:10pm the latest)  
3:00pm (3:10pm the latest) - for extra hours

It is really important to be on time, as it's otherwise not only disruptive to our flow, but also depriving all the children that are on time of valuable time in the park. We will leave for our park location no later than 9:15am.

Timely pickup is equally important as some of the teachers have to get ready for our after school program, or may have other commitments; we will charge a late fee of \$ 25 per incident, if you repeatedly arrive after 1:10pm (3:10pm for extended hours). If you are not the one picking up your child, please let your babysitter or designated pickup person know to be there on time, or 5 minutes early.

**\*\* Important:** If you need to contact us in the morning of playgroup (to let us know you are running late or unable to send your child to playgroup), please text us; do not send an email - we are more likely to see the text notification right away, but will not be able to check emails; if we don't respond to a text message and you need to get in touch with us, please call us. If you try to contact us close to drop off time, we may already be in the park and may not be able to respond immediately as the reception by the park entrances is spotty. **\*\***

For the safety of your child, **please make sure there is a clear and verbal handover**, especially during pick-up times and please do not encourage your child to run towards you before we have reached the pick-up point. We also kindly ask you to let any authorized caregiver know not to meet us along the way back to the pick spot; it creates a lot of confusion. If you need to pick up your child earlier, please let us know and we will make arrangements with you.

If your child used a scooter to get to playgroup, *please take it with you after drop off*. Children should not bring any of their own toys to playgroup. We will not be able to carry scooters and/or toys with us into the park.

### What to wear:

It is really important that your child wears the right clothing for the right weather. For any normal day, please always pack the following:

- 2 sets of spare socks
- Spare pants and a spare t-shirt/shirt.
- Rain jacket if it's overcast that day.

For a day when rain is predicted, please have your child wear

- Waterproof shoes, or rain boots,
- Waterproof jacket and pants or a muddy-buddy.
- No umbrellas please!

Please always pack clothing that is warmer than you think you need for your child; layering is key - we can always remove clothing if it's too hot, but we won't have anything if it's too cold; all too often the weather turns quickly and the kids can get really cold if unprepared and drenched. If it rains and your child is not dressed properly we will have to call you to bring clothing or pick your child up.

Please mark your child's belongings (with marker, tape or tags) - water bottles, lunch boxes, backpacks, jackets, sweaters, hats, gloves, etc....

### Cancellation due to inclement weather:

We will do our best to send an email the evening before playgroup if we need to cancel the next day. There are times when on the evening before it's not quite clear what the next day will be like and on those occasions we will make a decision early in the morning and if we need to cancel we will send a text out to let you know.

### Make ups/Refunds:

Cancellations of playgroup (due to inclement weather, air quality issues, or a teacher's illness), while rare, do occasionally happen. If we do have to cancel playgroup, we will offer a make up day; we are unable to offer any refunds or credits for days missed due those above circumstances. Make ups need to be completed within the semester and cannot be carried over to any following semester or future playgroup.

There are no make ups, or refunds for playgroup days missed due to a child's travel or scheduling conflict. We will try to offer make ups for days missed due to a child's illness - solely at our discretion and only if there is space on an alternate day.

### Tuition & Payment:

A non-refundable deposit of 25% of the tuition is required at the point of registration; this deposit will be applied towards the last month's tuition of the semester. Once registered parents are responsible for the entire tuition for the semester. Please ensure that the days selected for your child are what you actually need; once registered you are committing to the entire semester.

Should your plans change and you need to cancel up to 45 days before playgroup starts, no further payment is required (the deposit is non-refundable).

Should your plans change and you need to cancel less than 45 days before playgroup starts, payment of the first installment (25% of the tuition not incl. deposit) is still required, unless a suitable replacement is found.

Should your plans change and you need to cancel at any time after the semester started, but before mid-term, the full tuition needs to be paid, unless a suitable replacement is found. Should your plans change and you need to cancel at any time after mid-term, the full tuition needs to be paid and we can no longer accept a suitable replacement.

Please note that finding a suitable replacement is solely the responsibility of a parent who needs to cancel, as is the communication and financial negotiation/transaction with that parent/family taking over a spot. The parent/family taking over your spot still needs to register with us (and pay a registration fee, if new) and their child must fit any of the requirements (age, etc.) as all other registered students.

Should your plans change and you need to reduce the amount of days you signed your child up for, you are responsible for payment regardless of your changes unless you find another parent willing to take over that day (either someone already enrolled if it's just one day, or a new parent looking for 2 days minimum if we have space for the 2nd day).

### Media:

Photographs and videos are an essential part of TOCA; they help document the work we do and are important for all parents, new, current, or past, to get an idea of our work, the environment the children are in and their daily activities. We therefore require your consent to post selected images on our website and social media accounts; we will never reveal any child's name or identity.

### Health:

Please, proactively check your child's temperature before leaving the house; children that have elevated temperature, or a runny nose, or cough, will not be allowed to participate that day. If your child is showing any symptoms of an oncoming illness, we will ask that you keep your child home that day and inform us accordingly.

*And please do not send your child to playgroup if there is a highly contagious virus, like a stomach bug, in your household.*

### Other notes:

Sunscreen and bug spray should be applied before children arrive for playgroup.

Please make sure your child goes to the bathroom right before going to playgroup.

For any children that are not potty trained, please pack diapers and wipes.

\*\*\* Important! - Please do a tick check as soon as your child gets home. \*\*\*

## Summary of guidelines:

Max. number of children per group: 10

Ratio of children per adult: 3-4

Drop off: 9:00am - no later than 9:10am

Pickup: 1:00pm - no later than 1:10pm

3:00pm - no later than 3:10pm for extended hours)

Please be on time.

Location: In the park by the 5th Street & PPW entrance near the Litchfield Villa for drop off; in the park by the 3rd Street entrance for pickup.

Things to bring: Water, snacks, lunch, hat, rain gear (weather dependent); 2nd set of dry clothes.

Things not to bring: Toys, scooters, umbrellas.

Clothing: according to weather and temperatures; err on the safe side for bad weather; with 30% chance of rain and up - pack rain gear.

Health: if your child has symptoms of illness, such as temperature, runny nose, cough, vomiting, diarrhea, or a rash: Keep child at home. Notify us.

Lunch: please prepare easy to eat items and pack them so they are easy to open and get.

Sunscreen & bug spray: please apply on child before drop off.

Scooters: cannot be left with the playgroup

Tick check: please do this every day you get home from the park.

Cancellation due to inclement weather: We will notify you via email the evening before or via text on the morning of playgroup if we need to cancel playgroup.

Cancellation policy & refunds: If we have to cancel playgroup due to inclement weather or a teacher's illness, we will offer a make up day. There are no refunds or credits for days missed due to a child's illness, travel or cancellations.

Makeups: Make ups for missed days due to a child's illness are possible solely at our discretion and only if there is space on an alternate day. Makeups cannot be carried over to another season of playgroup. No makeups for missed days due to travel or scheduling conflicts.

**\*\*\*Big note on weather:** The weather forecast has been extremely unreliable as of late; this fall a day that was supposed to have drizzle at most turned into one of the worst flooding events in the city. Please be proactive and pack at least some rain gear on a day that is overcast, even if there is no rain predicted. On a day where there is a chance of rain of 20%-30% proactively pack all rain gear.**\*\*\***

## Location:

### Drop-off

Google maps: [40°40'01.4"N 73°58'28.4"W](#)

From Prospect Park West at 5th Street enter the park we will on the lawn to the right of the driveway.

### Pickup

Google maps: [40°40'03.9"N 73°58'25.5"W](#)

From Prospect Park West at 3rd Street enter the park; we will by the triangle by the benches.

