

Summer 2024 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 play time. 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 extended hours, 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 TOCA (to let us know you are running late or unable to send your child that day), 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. **

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 the drop off spot, *please take it with you afterwards*. Children should not bring any of their own toys to TOCA. 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:

- Spare pants, t-shirt/shirt, and socks.
- Rain jacket if it's overcast that day.
- Sun/rain hat, or cap.

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; along with a warm layer and extra socks.
- No umbrellas please!

Please err on the safe side to pack rain gear and appropriate clothing; all too often the weather turns quickly and even in the summer 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.

One note on weather forecast: we have seen them to be pretty erratic; our take now is, that if there is a chance of rain of 30% and up you should have at least some rain gear packed.

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

Cancellation due to inclement weather:

We will do our best to send an email the evening before, 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 message out to let you know.

Make ups/Refunds:

Cancellation of TOCA (due to inclement weather, or a teacher's illness), while rare, does occasionally happen. If we do have to cancel, we will offer a make up day. Make up needs to be completed before the end of Summer 24 cannot be carried over to any following or future sessions.

If the cancellation was due to inclement weather and a make up was not possible before the end of Summer 24, we will refund 50% of the day missed. If the cancellation was due to an unforeseen circumstance on our end, such as a teacher's illness, and a make up was not possible before the end of Summer 24, we will refund 100% of the missed day.

There is no make up, or refund for TOCA day(s) missed due to a child's travel, illness or scheduling conflict.

Important note about refunds: Square, our payment gateway, no longer refunds processing fees, so in a situation where we would need to refund you part of the tuition, we are unable to refund the deducted processing fee. This does not apply to tuition payments made with Venmo, Zelle.

Tuition & Payment:

A non-refundable deposit (50%, 33%, or 25% depending on the tuition amount) is required at the point of registration, with the remaining balance due by May 1st, 2024, unless otherwise specified in the invoice for the balance.

Once registered, parents are responsible for the entire tuition for the Summer 24 session. *Please ensure that the days selected for your child are what you actually need.* Should you need to reduce the amount of days you signed up for, you can do so - one time - up to 60 days before Summer 24 starts (deadline 05/01/24); just keep in mind that the deposit is non-refundable; we will adjust the remaining balance, but cannot carry over any part of the deposit. Adding and/or changing days may be possible depending on available space.

Should your plans change and you need to cancel up to 60 days before Summer 24 starts (deadline 05/01/24), no further payment is required (the deposit is non-refundable). Should your plans change and you need to cancel less than 60 days before Summer 24 starts, or once the session has started, payment is required in full and no refunds (of deposit or remaining balance paid) can be given.

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 TOCA 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 TOCA.

Please make sure your child goes to the bathroom right before leaving the house.

Summary of guidelines:

Max. number of children per group: 10

Ratio of children per adult: 1:3 or 4 (2 teachers per group & 1-2 assistants)

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: 2 bottles of 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. Add separate snacks for extended hours.

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

Scooters: cannot be left with the TOCA

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 TOCA if we need to cancel.

Cancellation policy & refunds: If we have to cancel 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 TOCA. No makeups for missed days due to travel or scheduling conflicts.

**** To contact us during TOCA text us; do not send an email. If it's urgent call us. ****

*****Important! - Please do a tick check as soon as you get home.*****

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 be by the triangle by the benches.

