



CHILD CARE
CENTER

A place to learn and grow.



PHILOSOPHY

The Lakeshore Technical College Child Care Center provides a comprehensive child care program for children of Lakeshore students and staff who are ages two through six. The program focuses on the physical, social, emotional and intellectual development of young children. The center also serves as an educational model for Child Care Services program students.

It's much more than a babysitting service – it's a place for your child to learn and grow. While you're preparing for your new career, your child will have opportunities for creative expression, intellectual stimulation, large and small motor activities, and social interaction. The center provides structured activities in art, science, cooking, music, language, literature and problem solving.

Children must be brought to the center by a responsible adult.

SNACKS & LUNCHES

A morning and afternoon snack will be provided by the center. A lunch must be provided by the parent for those children remaining in the center over lunch break.

Noon Lunch Requirements



1 Protein
meat, poultry, fish, eggs, cooked dried peas or beans, cheese or peanut butter

2 Servings of vegetables

OR

1 Serving of vegetables	A N D	1 Serving of fruit
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2 Servings of cereal, whole grain or enriched bread

CLOTHES

Children need to have a complete change of clothing kept in their clothing box at the center in case of emergency.

NAP TIME

Children remaining for nap time will need to bring their own blanket, which will be sent home each weekend for washing.

INFORMATION & FORMS

A health form must be completed by your physician and returned to the center within 30 days of the child being enrolled. The completed form is required to comply with the state licensing code.

The LTC Child Care Handbook will be given to parents upon registration.

FEE & REFUND POLICIES

- A \$50 individual/\$70 family non-refundable registration fee is required at the time of registration. This is a one time fee.
- Each family must complete a contract indicating the number of hours your child will be at the center. You will be charged for all hours on your contract.
- Our program and licensing requirements require us to staff the center based on the number of children enrolled. Therefore, you will be charged when your child is not in the center on contracted days.
- In the event of a serious illness, you will not be charged after the fifth consecutive day missed. A doctor's excuse will be required upon returning to the center.
- Child care accounts must be prepaid. Payments must be made on the first day of attendance each week based on contracted hours. If payment is not received, child care will not be available until payment is made in full.
- A late fee will be charged for any child that is not picked up by 5:15 pm. You will be charged your half day rate for each 5 minutes after 5:15 pm.
- Drop-in care is available for \$6.00 per hour and you must pre-enroll your child. Prior to using drop-in care, you must call 920.693.1243 to verify there are openings that day. Payment must be made when the child is picked up for the day.
- All parents pay under the LTC Child Care Center fee schedule.
- There are no refunds; payments are based on contracted hours.

Staff/Community Pricing

	2 YEAR OLD	3 YEAR OLD	AGES 4 AND UP
Full Time Rate <small>(4 or 5 full days)</small>	\$220	\$210	\$200
Full Day Rate <small>(3 days or less, 5 hours or more)</small>	\$60	\$55	\$50
Half Day Rate <small>(Less than 5 hours, minimum of 2 half days)</small>	\$40	\$40	\$40

We will offer a 10% discount for more than one child, on the least expensive tuition for our staff and community members.
 The minimum schedule we will accommodate is 2 half days per week or one full day per week.

Student Pricing

	2 YEAR OLD	AGES 3 AND UP
Full Time Rate <small>(5 full days)</small>	\$180	\$170
Full Day Rate <small>(4 days or less, 5 hours or more)</small>	\$40	\$40
Half Day Rate <small>(Less than 5 hours, minimum of 2 half days)</small>	\$30	\$30

The minimum schedule we will accommodate is 2 half days per week or one full day per week.
 If you will have a fluctuating schedule, we ask that you provide the entire semester's schedule to us upon enrollment.

Hours

Monday-Friday, 7:15 AM - 5:15 PM

*For details about scheduling, contact Melissa Griffin
 at 920.693.1243 or melissa.griffin@gotoltc.edu.*

Activity Schedule

	2 & 3 YEAR OLDS	3-6 YEAR OLDS
7:15	Child Care Center Opens • Individualized Play	
7:30	Individualized Play	
8:55	Clean up • Bathroom • Songs	
9:00	Snack	
9:15	Group • Exercise	Individualized Play
9:30	Outdoor or Gym Time	Art • Centers
10:15	Outdoor or Gym Time	Art • Centers • Bathroom
10:30	Individualized Play	Group • Exercise
10:45	Art • Centers • Bathroom	Outdoor or Gym Time
11:30	Art • Centers	Outdoor or Gym Time
12:00	Lunch	
12:30	Bathroom • Quiet Time	
12:45	Nap & Rest Time	
2:45	Clean up • Bathroom • Exercise • Story	
3:00	Snack	
3:15	Individualized Play • Outdoor or Gym Time	
5:15	Child Care Center Closes	

3-year old child placement determined by center staff.

For more information, contact:

MELISSA GRIFFIN

Director/Teacher | 920.693.1243
melissa.griffin@gotoltc.edu



LAKESHORE TECHNICAL COLLEGE

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