Southeastern Technical College  
Early Childhood Care & Education Live Work Policy

General:
- All students are required to have a clear Criminal Records Check prior to participation in the Child Development Lab.

- All parents must sign an agreement to abide by all policies set forth by the Child Development Center. See Parent Policy Handbook.

Procedure for Enrolling Children:
- First priority for enrolling children into the Child Development Center is given to students enrolled in Southeastern Technical College.

- Second priority for enrolling children into the Child Development Center is given to children of faculty and staff at the College.

- Lastly, community children are accepted into the program.

- When the Child Development Center reaches capacity, children are placed on a waiting list in order of (1) by enrollment status and (2) by the child’s birth date.

Safety Precautions:
- Students are required to wear gloves and protective shields while performing diapering and toileting on children.

- No services can be rendered if there is any indication of an infectious disease (see Parent Policy Handbook).

- MSDS are available for all products used in custodial cleaning.

- Students are trained in blood borne/air borne pathogens to deal with any blood or infectious material.

- Bio-hazard bags are available for disposal of infectious material when needed.

- The Safety and Security Manual is available to all students.

- Instructors or instructor assistants are available at all times for any safety issues that may arise.

- All students are expected to follow all safety precautions at all times.

- Students follow all safety rules as set forth by TCSG, OSHA, EPA, the College, and DECAL.
Sanitation Requirements:
- Students are required to wash their hands before and after participation in lab.
- Students are responsible for the upkeep and cleanliness of the lab in addition to their regular activities to supplement the custodial staff.
- Students are trained in sanitation requirements in the event of contact with any blood or other body fluids.
- Instructors or instructor assistants are available at all times for any safety issues that may arise.
- Students follow all sanitation rules set forth by TCSG, OSHA, EPA, the College, and DECAL.

Charges for Services
- The weekly charge for care is $90 until June 30, 2012. After that date, the fee will be $95 per week for children in the Romper, Toddler, and Preschool classrooms. After School program will charge $50 per week.
- No reduction of fees will be made for children’s absences due to illness or other reasons on regularly scheduled class days. Reductions will be made for more than one child from the same family. The fee for subsequent siblings will be $80 until June 30, 2012. After that date, the fee will be $85 per week for children in the Romper, Toddler, and Preschool classrooms. There is no sibling fee for the After School program per child each week.
- There is a one time registration fee of $120 that is prorated based on the month the child enrolls is payable at the time the child begins at Southeastern Technical College Child Development Center. This registration fee covers the cost of holding the child’s spot during the transition time before he/she begins.
- Annual activity fees will be charged in July in the amount of $120 each time. This fee will help cover the cost of materials and supplies that are used throughout the year for art projects and activities in which your child may participate.
- The annual insurance fee is 30 cents per child and is due at the time the child starts and on July 1 of each year.
- The charge for After School care is $50 per child.
- The charge for Summer care is $95 per child.