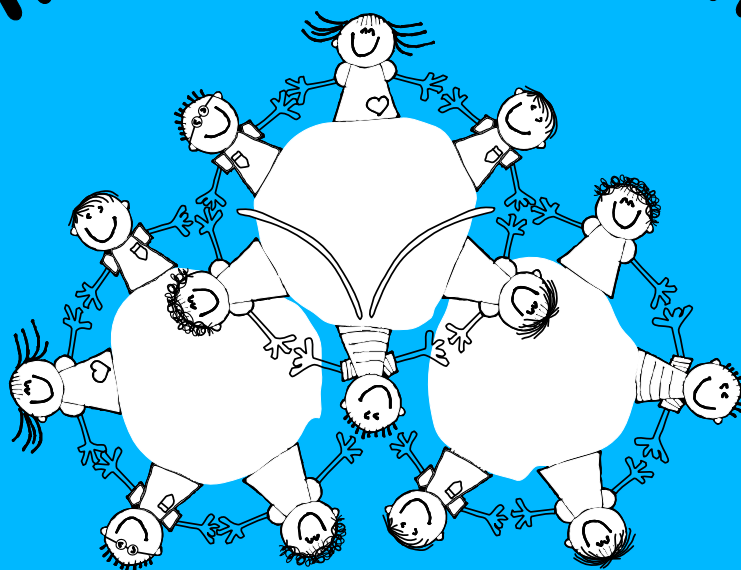


# Trinity Child Development Center



## Parent Handbook & Policy Manual

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[http://www.trinitybirmingham.com/kids/weekday\\_programs](http://www.trinitybirmingham.com/kids/weekday_programs)



## **Your Trinity Child Development Center (TCDC) Parent Handbook**

This Parent Handbook & Policy Manual is designed to acquaint you with TCDC's program and policies, and to offer suggestions for making your child's experience at TCDC a happy and positive part of his or her early childhood.

The policies of TCDC are set by the Director(s) and the TCDC Board of Directors for the benefit of each enrolled child and of the Center as a whole. The information and policies described in the manual are subject to change as needed, and revisions to the manual may occur. All such changes will be communicated through official notices. Revised information may supersede, modify or eliminate existing policies.

It is each parent or guardian's responsibility to read and comply with the policies contained in this manual and any revisions made to it. Please address any questions or concerns you may have about TCDC's policies first to the Director(s), then, if necessary, to the Board.

### **Our Mission Statement**

Our mission is to EMBRACE each child as a unique and special gift from God; to ENCOURAGE each child to grow emotionally, socially, physically, intellectually, and spiritually through thoughtfully designed curriculum, implemented by dedicated, qualified teachers and staff; and to INSTILL in each child a lifelong love of learning, rooted in a Christian environment, nurtured by a caring, committed staff and wholeheartedly supported by Trinity United Methodist Church.

### **Contact Information & Tax ID**

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Homewood, AL 35209

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Online forms: <http://www.trinitybirmingham.com/resources/forms/>

Tax ID Number: 63-0302180

## Table of Contents

	Page
Your TCDC Parent Handbook.....	1
Our Mission Statement .....	1
Contact Information & Tax ID .....	1
Welcome to TCDC .....	3
The History of TCDC .....	3
TCDC Philosophy .....	3
Fund Raising & Donations .....	4
Services Offered by TCDC .....	4
Registration for the Child Development Center .....	5
Enrollment Requirements .....	5
Withdrawal Policy .....	6
Payment of Tuition and Fees .....	6
Account Statements .....	8
Teachers and Staff .....	8
Licensing & Regulations .....	8
TCDC Curriculum .....	9
Child Assessment Policy .....	9
Chapel .....	9
Missions .....	9
Field Trips .....	10
Special Events .....	11
Birthdays .....	11
Guidance & Discipline Policy .....	11
Communication .....	12
Parent Involvement .....	14
Arrival & Departure Procedures .....	14
Carpool .....	16
Wellness Policies .....	17
Immunization Records .....	19
Medication Administration .....	19
Injuries & Emergency Medical Care .....	21
Food & Nutrition .....	21
Emergency Procedures .....	22
Nap Time .....	23
Toilet Training .....	24
Children's Files .....	24
Clothing & Personal Belongings .....	24
Personal Babysitting .....	25
Handling of Parent Concerns and Complaints .....	25
How You Can Help Your Child Benefit from TCDC.....	20
A Final Word .....	20

## **Welcome to TCDC!**

Trinity United Methodist Church established TCDC as a church ministry that seeks to serve the community in the spirit of Christ. The tuition and fees support the salaries of the teachers and the operating expenses of the program.

This ministry is an integral part of Trinity's overall program. Our Christian staff has a deep concern for the development of each child and for the well-being of the family of each child. Well-trained and dedicated teachers, enthusiastic and cooperative parents, and the committed support of Trinity United Methodist Church are the necessary ingredients for our outstanding program.

## **The History of TCDC**

Trinity has a long, rich history in pre-school Christian education. The weekday kindergarten program began in 1959 in a house adjacent to the church gym. From the humble beginnings of a single five-year-old kindergarten class, it has grown to encompass kindergarten for 3-, 4-, and 5-year-olds, and extended-care for children ages 12 months through 5 years.

Our program was known as Trinity Methodist Kindergarten until 1979 when it became Trinity Kindergarten and Day Care. The name Trinity Day School was adopted in 1995. In September 2002, the Oversight Committee voted to change the name to Trinity Child Development Center.

It is safe to estimate that over 2000 children have been nurtured at TCDC. Many alumni of the early kindergarten years remain active in Trinity, and many of their children and grandchildren are now second- or third-generation students.

It is with great humility and thanksgiving to God that Trinity United Methodist Church has been privileged to help so many young children grow in spirit and intellect as they have experienced God's love and grace through our programs.

## **TCDC Philosophy**

Mutual respect between parents and staff enables a partnership for the benefit of the child. The directors and staff invite you to ask questions, to review your child's progress, and to openly address all concerns. TCDC welcomes parental participation in all special activities.

The TCDC curriculum is self-developed to serve the needs of all of our students while allowing for individualized learning. We also utilize the Pinnacle faith-based curriculum, which brings a Bible focus to each classroom. We recognize that the physical, social, emotional, spiritual, and cognitive developments of each child are all important and interrelated. Learning experiences are organized in ways that encourage children to develop optimally in all areas with meaningful connections across these domains.

The classroom schedule reflects a balance between structure and choice, as well as active and quiet times. The staff works together to plan developmentally appropriate activities that are both fun and rewarding.

It is our strong belief that children learn best through active exploration. New experiences during playtime reshape, expand, and reorganize mental structures. Through play, a child can learn to deal with emotions, to interact with others, to resolve conflicts, and to gain a sense of competence. Play also develops a child's imagination and creativity.

It is our goal to provide a safe and nurturing Christian environment. We believe that children develop best when they feel safe, secure, and valued.

### **Fund Raising and Donations**

As a self-sustaining, nonprofit ministry, TCDC strives to keep tuition as low as possible while offering a high quality, enriching educational experience and a safe, loving, and stimulating environment to the children enrolled. We hold fundraisers each year in order to generate additional funds to help us make improvements to our Center. We encourage each family to participate in our fundraisers. Donations also may be made directly to TCDC, in lieu of or in addition to participation in a fundraiser. We are deeply grateful for your support!

### **Services Offered by TCDC**

TCDC offers both full time childcare ("extended-care") and a morning kindergarten program ("kindergarten-only"). Enrollment is based on the child's age on September 1<sup>st</sup>.

- ✓ Extended-care is offered for children ages 12 months through 5 years. Our center is open for extended-care on weekdays from 7:00 AM to 6:00 PM year-round, with the exception of closures for holidays and staff development. The contract year for Extended-Care is September 1-August 31.
- ✓ Our morning kindergarten program is for children ages three, four, and five years old. Kindergarten is offered on weekdays from 9:00 AM to 1:00 PM from September through May, and generally follows the Homewood school system in regard to holidays.
- ✓ Children enrolled in the kindergarten-only program may "drop-in" to attend the extended-care program in the early mornings, afternoons, and on days when TCDC is open for extended-care but kindergarten is not in session. The drop-in rate is \$8.00 per hour (or any part of an hour over 15 minutes), and the office should be contacted in advance to confirm that a spot is available for your child on the date and time you would like to use the drop-in service.
- ✓ TCDC also offers Summer Fun Camp on Mondays, Wednesdays, and Fridays from 9:00 AM to 1:00 PM for 6 weeks each summer. Children entering 3K-1<sup>st</sup> grade may attend. Enrollment for Summer Fun Camp takes place each April.
- ✓ Three-, four-, and five-year-old children enrolled in the extended-care program are automatically included in the morning kindergarten program during the school

year, and Summer Fun Camps during the summer, with no additional tuition required.

- ✓ Children enrolled in extended-care who have completed 3K, 4K, and 5K are automatically included in Trinity's Vacation Bible School each summer.

### **Registration for the Child Development Center**

Registration for each school year begins the preceding December. The annual registration fee is \$125.00. This fee is **non-refundable** and due at the time of registration. You must register your child each year. Registrations and waiting lists are not maintained from year-to-year.

There are limited numbers of spaces available in each classroom and registration is first come, first served. TCDC and Trinity's Parents' Day Out program (PDO) hold registration at the same time, and a child enrolled in either program is considered to be currently enrolled at Trinity.

Registration will progress in this order (please see the current year's calendar for exact dates):

Early December	Children of Trinity staff
Early December	Currently enrolled children who are re-enrolling in the same program (kindergarten-only or extended-care)
Mid December	Currently enrolled children who are changing programs, and all new siblings of currently enrolled children
Early January	Trinity members who are new to the program
Mid January	Community/Open registration

Student contracts will be mailed to all registered students for whom we have a place. All other children will remain on a waiting list and their parents will be notified. TCDC will not cash a check for the registration fee unless a place is available for that child.

Signed contracts and annual supply fees should be returned to the TCDC office by the deadline given. Your child's enrollment is not complete until both the signed contract and supply fee have been returned to the school.

### **Enrollment Requirements**

All required forms must be completed and returned to the directors, along with the registration and supply fees, prior to the child's first day of attendance. Please notify the office immediately and in writing of any changes to your child's record, such as a new address or phone number, a new person who may pick-up your child, or any food allergy or other health issue that arises which might affect your child while at TCDC.

#### **Forms to be returned include:**

1. Annual Registration Form (with Registration Fee)

2. Annual TCDC Enrollment Contract signed by both parents/guardians (with Activity/Supply Fee)
3. Preadmission Record
4. Blue Immunization Form (Completed by a Physician)
5. School Cast Parent Notification Form
6. Notarized DHR Affidavit

Children accepted for enrollment in TCDC are those who can profit from group experiences in this setting. TCDC reserves the right to remove any child from enrollment upon two weeks notice offered to the parents involved if: (a) the conduct of that student interferes with others and reasonable efforts by the staff have not resolved the situation; (b) the program provided by TCDC does not meet the social, emotional, mental, or physical needs of an individual child; (c) a child has greater care needs than can be provided for by the staff without compromising the health and safety of other children; or (d) a child's parents/guardians fail to comply with TCDC policies and procedures. Said withdrawal shall be based upon the sole and exclusive judgment of the TCDC Directors and the Board of Directors. In the rare case that this becomes necessary, the directors will try to assist parents in assessing the possible needs of the child and will offer suggestions for further evaluation.

#### **Withdrawal Policy**

Parents may withdraw their child from enrollment upon thirty-days advance written notice if (a) said child cannot continue attending for health reasons, (b) the family moves from Jefferson County, Alabama, or (c) in the view of the parents/guardians, the program provided by TCDC does not meet the social, emotional, mental, or physical needs of the child. A full month of tuition shall be due and owing if a child attends TCDC at any time during the successive month after delivery of a thirty-day notice. Tuition will not be prorated for a partial month's attendance if the date of withdrawal occurs mid-month.

Children enrolled in the extended-care program may **not** be withdrawn for the summer months only. A child who is withdrawn from the current year's enrollment is removed automatically from enrollment in the upcoming year, as well, if registration has already taken place.

Graduates of the four- or five-year-old extended-care program may terminate their contracts prior to the end of August in order to attend their new schools. Tuition cannot be prorated for a partial month's attendance. Parents must give 30-days advance written notice of withdrawal to the director(s) in order not to be responsible for the next month's tuition.

All prepaid tuition and fees are nonrefundable. Neither registration nor activity/supply fees will be refunded upon withdrawal.

#### **Payment of Tuition and Miscellaneous Fees**

The preferred method of payment is by check. Please make checks payable to "Trinity Child Development Center" or "TCDC". Please place payments in the tuition lock box

(small wooden ark) located outside of the directors' office. Be sure to include the name of your child in the memo section of the check.

The full month's tuition is due and payable regardless of the number of days the child is present. There is no reduction in tuition for holidays or absences. There is no prorating of tuition for a partial month's attendance, except in the case of a child who begins attending TCDC in the middle of a month.

TCDC offers a sibling discount to families with more than one child enrolled in the center. Each additional child in a family receives a 10% per month reduction in tuition [the discount applies to the lowest tuition rate(s)].

We prefer that payments designated for fees other than tuition (such as field trip fees, activity/supply fees, nap mats, etc.), be made separately from tuition payments. Please indicate the item or event that you are paying for and your child's name on the memo section of your check or on the envelope if you are paying in cash.

### **Payment Policies**

TCDC is a self-supporting, self-sustaining entity and, as such, cannot afford to accumulate delinquent revenues from student fees. The TCDC Board of Directors has set forth the following payment policies:

- ✓ Tuition is due on the first of the month.
- ✓ A \$25.00 late fee will be charged to all accounts not current by the close of business on the 15<sup>th</sup> of each month.
- ✓ If an account is still past due on the 22<sup>nd</sup>, parents/guardians must meet with the director to determine a payment plan.
- ✓ If an account is still not paid in full or a payment plan is not being adhered to by the end of the month, the child can no longer attend the TCDC program.
- ✓ The Board of Directors reserves the right to review any account and dismiss any student whose account is not in good standing. This ruling will be final.
- ✓ There is a \$25.00 fee charged for all returned checks. Trinity will not resubmit a returned check to the bank. Payment for that month (including the \$25.00 returned check fee, and \$15.00 late payment fee if applicable) must then be made by cash, cashier's check, or money order. After two returned checks in a year, personal checks will no longer be accepted.

### **Payment of Supply & Activity Fees:**

- ✓ Annual activity/supply fees are due with the child's signed enrollment contract.
- ✓ The fieldtrip fee for all 4- and 5-year-olds is due with September's tuition.
- ✓ The summer activity fee for children enrolled in extended-care is due June 1.
- ✓ All supply and activity fees are non-refundable.

### **Account Statements**

Account statements are provided for your personal records, for you to use as proof of payment for reimbursement by your employer's Flexible Spending/Cafeteria plans, and to let you know of any amount due for fees in addition to the monthly tuition (drop-in hours, etc.). Statements are provided by email.

### **Teachers and Staff**

The teachers and staff at TCDC are experienced professionals, trained to guide your child's development and education. TCDC hires teachers based on their education and their experience working with young children. Our 4K and 5K teachers are required to have a bachelor's degree in education. All of our teachers attend at least 15 hours of continuing education each year and work to meet personal professional development goals. To maintain that high level of professionalism, TCDC provides regular, ongoing training for all of our teachers. Please note that TCDC will close twice each year for professional development (see current calendar for specific dates).

Children are with familiar teachers all day. When a teacher must be absent, a substitute is chosen from a list of approved substitute teachers who have passed TCDC's screening process, including a background check. Many of our substitute teachers already work part time for TCDC or for Trinity's PDO or nursery programs. Every effort is made to use a substitute teacher that the children in a particular class are already familiar with, and to use the same substitute when a teacher is out for more than one day at a time.

Your child's teacher develops schedules and plans curriculum so that your child can benefit from a daily routine. The teachers and staff of TCDC invite you to attend special events and volunteer in your child's classroom whenever the possibility arises, so that you may see what wonderful learning experiences your child is offered. If you are not able to visit your child's classroom, conferences and regular correspondence with your child's teachers will enable you to evaluate your child's progress and education.

### **Licensing and Regulations**

As a ministry of Trinity United Methodist Church, TCDC operates under license-exempt status with the Department of Human Resources (DHR) of the State of Alabama. A parent or guardian of each child enrolled in TCDC must sign a notarized affidavit acknowledging that you have been notified that our program is exempt from DHR regulation. This should be done upon initial enrollment and each March in subsequent years of enrollment.

Although TCDC is exempt from licensing by DHR, our facility is inspected by the Jefferson County Department of Health and the Homewood Fire Department.

The Directors and each employee of TCDC are required under law to report any suspected child abuse, neglect, exploitation or deprivation to local police or to the Alabama Department of Human Resources.

## **TCDC Curriculum**

The TCDC curriculum is self-developed to serve the needs of all of our students while allowing for individualized learning. Teachers plan and implement a developmentally appropriate curriculum utilizing Pinnacle, a faith-based curriculum that brings a Bible focus to each classroom. Our curriculum promotes the cognitive, social, emotional, and spiritual development of your child, including the development of language skills, math and science skills, reading readiness, interest in music and art, self-help skills, problem-solving skills, and fine and gross motor skills.

Your child will participate in the following activities at TCDC:

1. Learning Center Activities (center time, daily)
2. Group Activities (large group and small group learning activities, daily)
3. Active Play (on the playground or in the gym, daily)
4. Music (in the classroom daily and weekly with the music teacher)
5. Creative Movement Activities (weekly)
6. Chapel/Bible Time (daily in the classroom, with weekly chapel service for 3K-5K)
7. One-on-One Time with Teacher (daily)
8. Formal art instruction (weekly, 4K and 5K only)

## **Child Assessment Policy**

TCDC uses the Ages & Stages Questionnaire<sup>3</sup> (ASQ3) to assess all children periodically throughout the year. The ASQ3 is a screening instrument, which is used to identify potential areas of concern related to a child's development. Three-, four-, and five-year-olds will also have curriculum-related assessments in the fall and the spring.

## **Chapel**

All 3-, 4-, and 5-year-old children participate in Chapel once a week. Chapel time includes a Bible story or lesson, singing, and prayer. Teachers take turns leading chapel, and occasional special chapels are led by one of Trinity's ministers. Younger children do not attend Chapel, but children of all ages have Bible verses and lessons incorporated into their classroom curriculum.

## **Missions**

The teachers and staff of TCDC believe that it is important to give children opportunities to engage in mission and outreach activities that will be relevant and meaningful to their lives and the lessons they are learning at school. Throughout the year, we will participate in outreach projects that help children share God's love with others. A typical schedule of our mission projects is as follows:

October – Trike-a-thon for St. Jude Children's Hospitals

November - Sharing our Thanksgiving Feast leftovers with the Firehouse Shelter

December - A Live Nativity to benefit Jessie's Place

February - Making Valentines to share God's love

March/April - Hop-a-Thon for MDA or Pennies for Patients with Leukemia

May - Campbell's Food Drive

July - Ishe Anesu, the annual Vacation Bible School mission

August - Pennies for Pets at the Humane Society

### Field Trips

Field trips for 4K and 5K students are primarily planned to correspond with the units of study and provide an opportunity for learning experiences outside of the classroom.

- ✓ A permission slip will be sent home before each field trip. Your child will not be included in the field trip if the signed permission slip has not been returned to TCDC in advance of the trip.
- ✓ Car/booster seats must be provided for children to attend a field trip. Your child may not borrow a seat from TCDC or ride in another child's seat. Please **clearly** label the **front** of the seat with your child's name.
- ✓ Field trip shirts will be provided. On field trip days, please send your child to school dressed in his/her official field trip shirt.
- ✓ It is important that we arrive at our destination at the scheduled times for our field trips. Therefore, children must arrive on time for departure from TCDC. If a child arrives late and the class has already left, written directions will be provided to parents so that they may bring their child to meet up with the class at the field trip location.
- ✓ No alternative care will be provided at TCDC for a child who does not participate in a scheduled field trip for his/her class.
- ✓ Transportation will be provided by staff and parents driving their personal cars or by approved drivers of church vans.
- ✓ Staff and parent volunteers accompanying the children will take all reasonable measures to insure the safety of all children on these field trips.
- ✓ Our staff urges parents to share some of these experiences with the children. During these trips, parents who volunteer to chaperone are expected to actively supervise the children. Chaperones should not bring their other children on these trips.
- ✓ All chaperones/drivers should attend a meeting at the beginning of the school year to review field trip procedures. At that time, they should present a current driver's license, proof of insurance, and the VIN# for the vehicle they will be driving on the field trip(s).
- ✓ There will be a field trip fee of \$35 for all four- and five-year-olds. There will be no additional fees for field trips during the year, and the first three parents from each classroom who volunteer to drive and chaperone will have their admission paid by TCDC. Chaperones should be able to transport at least three children.

### **Special Events**

Many special events occur at TCDC throughout the year. These include school-wide celebrations like the Thanksgiving Feast, holiday parties in your child's classroom, and visitors who enrich TCDC's curriculum. Please consult the annual TCDC calendar, as well as the monthly calendars provided by your child's teachers, to make sure your child does not miss any of our exciting special events! Many of these events offer opportunities for parent involvement as well, and we welcome and need your participation!

### **Birthdays**

Birthdays are special at TCDC! Each child's birthday is recognized in his or her classroom. If you wish to provide refreshments, please contact your child's teacher. **NO NUTS OR FOOD CONTAINING NUT PRODUCTS (SUCH AS PEANUT BUTTER), PLEASE.** Invitations to parties outside Trinity may be distributed here only if all the children in the class are included. If not all the children in a classroom are included, please use your directory to obtain the mailing addresses of the children receiving invitations.

### **Guidance & Discipline Policy**

TCDC uses positive discipline, based on modeling desirable behavior, and founded on God's love and a respect for the rights of others. Our teachers are trained in the use of "Love and Logic" for managing behavior in the classroom. Rules and limits are established at the beginning of the year so that the children will understand what is expected of them. Adult assistance and guidance is offered to help the children develop self-control as they grow physically and emotionally. Sometimes it may be necessary to separate a child from the other children, redirect their attention to another activity, or simply have a teacher move closer to an area to help control student behavior. For unacceptable behavior (biting, kicking, hitting, etc.), a time-out may be used briefly to calm a child.

Parents will be contacted concerning unacceptable behavior. Incident reports will be sent home if a child's actions result in injury to any child. If a behavior becomes a chronic problem, parents will receive a copy of TCDC's Aggressive Behavior Policy and a letter with helpful suggestions and information regarding the behavior. In accordance with the Aggressive Behavior Policy and the suggestions of the Child Study Team, repeated incidents of aggressive behavior may result in the child being sent home for the remainder of the day, and eventually with the recommendation that the child be removed from TCDC. Every effort will be made to enable your child to succeed at TCDC. The goal will be to eliminate the aggressive behavior with help from parents, teachers, and the Child Study Team. A copy of TCDC's Aggressive Behavior Policy is also available to any parent upon request.

In accordance with State Licensing requirements, "children will not be subjected to discipline which is severe, humiliating, or frightening. Discipline will not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited."

## Communication

The best assurance for your child's positive experience at TCDC is the close cooperation and understanding of parents and staff. Please stay in touch with us; we will do the same. If there are any changes at home (new baby, out-of-town guests, long illness, the loss of a loved one, loss of a pet, etc.) this can have an effect on your child at school. Please let us know by contacting your child's teachers or the directors. We want to be of any help we can.

We hope to keep the lines of communication open through the following avenues:

- ✓ TCDC Parent Handbook & Policy Manual
- ✓ TCDC website and blog ([www.trinitybirmingham.com/kids/weekday\\_programs](http://www.trinitybirmingham.com/kids/weekday_programs))
- ✓ Automated e-mail and phone alerts
- ✓ Bulletin Boards
- ✓ Posted Schedules/Notices
- ✓ Calendars
- ✓ Newsletters
- ✓ Informal Notes, phone calls, or email messages
- ✓ Daily reports for Toddlers and Young 3s
- ✓ Regular conversations between parents and teachers or directors
- ✓ Conferences with teachers or directors by appointment
- ✓ Student evaluations
- ✓ Parental Visits/Volunteering in the Classroom
- ✓ Tidings (Trinity United Methodist Church weekly newsletter)

**NOTE: A folder will be provided inside your child's TCDC tote bag. In addition to your child's schoolwork, important notes from your child's teachers and the TCDC directors will be sent home inside the folder. PLEASE CHECK YOUR CHILD'S FOLDER EACH DAY.**

- ✓ Messages for your child's teacher about changes to your child's usual routine (for example, being picked up earlier or later than usual) should be in writing. Place notes in the folder in your child's TCDC bag.
- ✓ In the event that you need to send a note to the TCDC office (for example, if you need to update your contact information or add someone to the list of people with permission to pick up your child), please be sure to date the note and to sign with your full signature. These notes are retained in your child's file.
- ✓ Teachers will provide parents with their preferred contact information (phone numbers and/or email address). Please do not hesitate to contact your child's teacher whenever you have any questions or concerns. Phone messages for your child's teacher also may be left in the TCDC office at any time.
- ✓ We would appreciate your limiting the length of your conversations with your child's teacher during instructional time. Teachers have scheduled breaks (such as during Music or Creative Movement) and are able to use a floater in their classrooms at other times in order to have meetings or phone conferences with parents during the day. Please arrange for conversations/meetings/phone calls at

such times, rather than stopping in to talk with your child's teachers during class time when the teachers need to devote their attention to the children in their care.

- ✓ Please do not expect kindergarten teachers to be able to speak with you at length during drop-off or pick-up times. All 3K, 4K, and 5K teachers have carpool responsibilities, and it is important to the safety of all our children that the teachers not be distracted. Again, our teachers value close communication with parents, but please do so by written notes or by arranging a time for a phone call or conference. Thank you!
- ✓ Please call or email the TCDC directors at any time, whenever you have a question, comment, or concern! While we will always have an "open-door" policy for meeting with parents, scheduled appointments are recommended in order to ensure that we are able to give your concerns our full attention. Parents are asked to notify the center by calling the office if their child is to be absent for any reason.
- ✓ All teachers will send home a monthly calendar highlighting the classroom activities planned for the month and containing reminders about upcoming special events or holidays.
- ✓ The teachers caring for Toddlers and Young Threes will provide a monthly classroom newsletter and daily written reports concerning each child's social behavior, sleeping, eating, and toileting habits.
- ✓ Teachers in the 3K, 4K, and 5K classrooms will provide weekly newsletters about their classroom curriculum and activities.
- ✓ Parent-teacher conferences are offered at least once per year. The teachers will schedule a time to meet with each child's parents. Parents are also welcome to request a conference with the teachers at any time during the year, especially if there is a concern. Please set up a mutually convenient time for phone conferences should a personal conference not be possible.

### **School Cast Automated Notification System**

- ✓ TCDC has contracted with School Cast to provide automated emails and phone calls to parents. We will use this service to notify you of weather-related closings or other center-wide emergencies, as well as to provide you with information about events at TCDC. Only the phone numbers and email addresses you provided on the School Cast form will be contacted.
- ✓ All families should provide at least one phone number or email address to receive both general announcements and emergency notifications, and may provide as many additional contacts as desired.
- ✓ Please ensure that you, or another adult designated on your child's Preadmission Record as an emergency contact with permission to pick-up your child at TCDC,

will be reachable at one of the phone numbers/email addresses you provided at all times while your child is at TCDC.

- ✓ Please promptly notify TCDC of any changes to your contact information.

### **Parent Involvement**

Parents are needed and valued as essential partners in the educational process. Parents are welcomed into the classroom as observers or participants. Teachers will seek parental involvement in many capacities, such as being resource persons within the classroom setting, accompanying classes on field trips, or assisting children and teachers with the various projects of the Center. We request and value your active involvement and want to do everything possible to achieve good communication between parents and teachers.

**Room Parents:** Each class has a volunteer room parent. The responsibility of a room parent is to coordinate class parties, teacher appreciation activities, and to help with special events. If you are willing to serve as the room parent for your child's class, please sign up at the annual parent orientation meeting or contact your child's teacher.

### **Arrival/Departure Procedures**

- ✓ **A parent or guardian (or a person designated on the child's Preadmission Record with permission to pick up the child) must sign the child in and out of TCDC each day. A computerized check-in station is located inside the security doors. A clipboard will be brought out to the carpool lane. Please sign your full name.**
- ✓ New parents as well as other authorized adults will be asked to furnish picture ID if they are not known to the staff. Please inform those authorized to pick up your child that they should expect to have their ID checked upon arrival at the Center.
- ✓ To benefit from the planned curriculum, all children should arrive at TCDC by 9:00 AM. If your child is enrolled in extended-care and will arrive after 9:30 AM, you must call the office before 9:30 to order a lunch for your child.
- ✓ Please notify the office or your child's teachers of changes to your usual drop-off or pick-up routine. We also request that you inform the office and the classroom teachers when someone other than a parent/guardian will be picking up or delivering their child.
- ✓ Please park behind the church on Manhattan, in the small parking lot on Seminole Drive, or in the carpool lane (*outside of carpool hours*) and walk into the building to sign your child in and take your child to his or her classroom. Please do not send your child into the building alone. During carpool, kindergarten-aged children may be signed-in and released to the carpool staff.

- ✓ During carpool hours (8:50-9:10 AM and 12:50-1:10 PM) there is NO PARKING allowed on the street on the church side of Seminole between Manhattan and the entrance to our building. Please be considerate about where you park when dropping-off or picking-up your child.
- ✓ When you leave your child, it is important to say, "Goodbye. I am going now, but I will be back." Do not just slip out of the door. It is also important not to linger. In our experience, this makes it harder for your child to part with you. Try to make your good-byes confident, cheerful, and brief. We want to ensure a smooth and happy morning farewell.
- ✓ If your child is upset at drop-off, please call the office later to check-in. We will be happy to let you know how your child is doing. Any time a child is upset and cannot be comforted for an extended period of time, parents will be contacted.
- ✓ Your child will only be released to adults who are listed on his or her Preadmission Record, and who show proper identification. Please keep a current list on file in the office of the names of people who may bring or pick up your child.
- ✓ We must have written authorization (including the date and your signature) to release your child to anyone other than those individuals listed on your child's Preadmission Record. Verbal messages cannot be accepted. PLEASE PLAN AHEAD AND LIST ANY FAMILY MEMBERS OR FRIENDS YOU MAY ASK TO PICK UP YOUR CHILD IN THE EVENT THAT YOU ARE UNABLE TO DO SO YOURSELF.
- ✓ Your child will not be released to another child. Please do not send older siblings into the building to pick up your child.
- ✓ The TCDC staff will not release a child to a person who is obviously impaired due to a medical condition, alcohol consumption, substance abuse, prescription drugs or other causes. In the event the parent or legal guardian appears to be impaired, one of the Directors will call persons designated on the Preadmission Record. We also reserve the right to withhold release of your child if authorization is in question.
- ✓ **Unless appropriate legal information is provided, both parents/guardians named on the Registration form or Preadmission Record are able to visit, bring, pick-up, and be contacted regarding their child.**
- ✓ Please be prompt in the afternoon. Parents should arrive by 5:45 PM to pick up their children and have enough time to collect their belongings and speak with their teachers. All persons should leave the building by 6:00 PM.
- ✓ If parents are late in picking up a child, a late fee of \$1.00 per minute after 6:00 PM will automatically be charged the first time a late pick-up occurs. The second and subsequent times parents pick up after 6:00 PM, the late fee will be \$5.00 per minute. After seven late pick-ups in one school year (September – August),

parents will be required to remove their child from enrollment in TCDC. Please remember that TCDC closes at 6:00 PM.

- ✓ Three-, four-, and five-year-old children may participate in carpool (please read guidelines below).

### **Carpool**

Carpool is provided for children ages three and older on days when kindergarten or camp is in session. During carpool hours (8:50-9:10 AM and 12:50-1:10 PM) there is NO PARKING allowed on the street on the church side of Seminole between Manhattan and the entrance to our building. This is our carpool lane.

### **SAFETY IS ALWAYS OUR TOP PRIORITY!**

#### **IF YOU CHOOSE TO PARTICIPATE IN CARPOOL, PLEASE OBSERVE THE FOLLOWING RULES:**

- ✓ The carpool line forms behind the church on Manhattan Street and on Seminole from Manhattan to the indented entrance to our building. Please do not pull into the carpool lane coming from the opposite direction (Oxmoor), or cut into the line by turning left from Manhattan onto Seminole.
- ✓ Line-up for morning carpool begins at 8:50 AM. A TCDC staff member will begin helping children from the cars to the building at 8:55 AM. Morning carpool ends at 9:10 AM.
- ✓ Line-up for afternoon carpool begins at 12:50 PM. A teacher or administrator will begin helping children into cars at 12:55 PM. Carpool ends at 1:10 PM.
- ✓ You will receive a carpool tag for your car at Orientation. Please place your child's car pool sign in your **front windshield** so that it is visible to the carpool staff.
- ✓ For the safety of all the children, during morning carpool please remain in your car and do not let your child out until you have put the car in park and a TCDC staff member has opened the door. If you must get out of your seat, you must turn your car off first.
- ✓ Each child must be signed in and out of TCDC each day. A clipboard will be brought to each car in the carpool lane so that children can be signed in and out.
- ✓ All children must arrive and depart buckled into an appropriate car seat or booster seat in compliance with state law. TCDC staff will not load a child into a car without a car seat or booster seat for that child.
- ✓ A teacher or administrator from TCDC will help your child into and out of your car and assist your child with buckling and unbuckling the car seat, if assistance is needed. If your child is old enough to buckle-up independently, please encourage him or her to do so quickly. TCDC staff should not be expected to enter your car.

- ✓ **You are responsible for overseeing the fastening of your child's safety restraints. Please be sure that your child is buckled correctly before pulling away.**
- ✓ If at any time you must get out of your seat to facilitate the buckling or unbuckling of your child, you must first put your car in park and turn the engine off.
- ✓ For your child's safety, he or she must enter and exit your car on the side of the curb, not in the street.
- ✓ Please do not pull around other families' cars in the carpool lane unless motioned to do so by a member of the TCDC staff: Wait for the line to advance.
- ✓ Please refrain from using your cell phone while your child is being loaded or unloaded in carpool.

**IF YOU CHOOSE NOT TO PARTICIPATE IN CARPOOL, PLEASE DO THE FOLLOWING:**

- ✓ If you will be in the building during carpool time, please DO NOT PARK in our carpool lane. Thank you for your cooperation.
- ✓ If you arrive during morning carpool, please park behind the building or in the small parking lot and walk your child into the building. Toddlers should be signed-in and taken directly to their classrooms. Kindergarten-aged children may be signed-in and left with the carpool staff.
- ✓ If you are picking up your child during afternoon carpool, please walk into the building, sign your child out, and your child will be brought to you at the security door.
- ✓ All carpool riders not picked up by 1:10 PM will be taken to the nap room. The drop-in fee will then apply.

**Wellness Policies**

Children who appear ill cannot be admitted to the Center. If a child becomes ill while at the Center, he or she will be separated from the group and the parents will be called to pick up their child immediately. Not only does this ensure speedy treatment for children who do not feel well, it also protects the health of other children and staff who may be at risk for catching contagious illnesses.

We are not staffed to supervise individual children. When we have a sick child in isolation, we are unavailable to attend to the rest of the children. Please make every effort to pick up your child within one hour of being contacted by TCDC staff.

In order to keep all our children as healthy as possible and to help prevent the spread of illness, disease, or infection, TCDC requires adherence to the following policies:

- ✓ Please notify TCDC if your child has a food allergy or any other health concerns that we should be aware of in order to best care for your child. Please provide a letter from your child's pediatrician documenting the allergy/health condition and either a Food Allergy Action Plan or an Inclusion Questionnaire, detailing specific steps we need to take at TCDC to keep your child safe at school.
- ✓ Your child's food allergy will be posted in his or her classroom(s) and in the office and kitchen, in order to insure that teachers and staff are aware of your child's allergy.
- ✓ Unless you specifically ask us in writing not to do so, any important health information, which you share with us, that might affect your child's care while at TCDC will also be provided to teachers and staff and/or posted in your child's classroom(s).
- ✓ Open wounds must be covered in order for your child to participate in a group setting.
- ✓ Children should not be sent to school if they have any symptoms of illness, including but not limited to: colds that are accompanied by fever, headaches, sore throat, or ear infections; fever of 100° or higher; contagious or undetermined rashes or spots; headache; upset stomach; unusual lethargy; irritability; persistent crying; difficulty breathing; diarrhea; vomiting; conjunctivitis (red, teary or crusted eyes); impetigo; strep throat; head lice; chicken pox; tuberculosis; discolored nasal discharge; flu or flu-induced cough.
- ✓ Please report any contagious illness or exposure to communicable diseases to the directors so that other parents can be alerted. Likewise, we will inform parents when their child has been exposed to a communicable disease at TCDC.

**A child will be excluded from TCDC if:**

- ✓ An injury, illness, or health condition prevents him/her from participating in regular program activities (such as going out to the playground).
- ✓ An illness, injury, or health condition results in greater care needs than can be provided for by the staff without compromising the health and safety of other children.
- ✓ The child has any contagious illness or condition-or has been exposed to a contagious illness or condition-and the Health Department recommends exclusion pending test results.
- ✓ Children may not return to school after diagnosis of a communicable disease until the doctor has released the child and/or all symptoms have disappeared. Please use common sense when bringing your child back to school after an illness. This will help us to protect your child and all the other children.

**A child may return to school:**

- ✓ 24 hours after being free from symptoms (fever, discolored nasal discharge, vomiting, diarrhea, etc.). Children should be free of symptoms-including fever-without medication for 24 hours before returning to school.
- ✓ 24 hours after antibiotic or other treatment has been initiated (for sinus infection, strep throat, etc.).
- ✓ After exam and approval for readmission is given by a physician (for rash, conjunctivitis, head lice-free of nits, etc.).
- ✓ After the 6<sup>th</sup> day of rash onset for chicken pox, or when all lesions have dried and crusted.

The overall health and well-being of all TCDC children and staff is of utmost importance, therefore, the Center reserves the right to refuse admittance due to illness.

Adapted from: Report of the Committee on Infectious Diseases, 22<sup>nd</sup> Edition, 1991, American Academy of Pediatrics

**Immunization Records**

The Alabama Department of Public Health requires that all children attending TCDC be adequately immunized and have an official record of immunization on file at the Center. All children must have an unexpired Alabama Certificate of Immunization ("blue form") on file before their first day of attendance. TCDC will monitor the expiration dates of immunization forms and will notify parents when the blue forms expire. The Health Department monitors compliance and has the discretion to send children home if they are attending with expired blue cards. Upon request, your child's blue card can be returned to you on your child's last day of attendance.

**Medication Administration**

In general, if a child is ill enough to require medication during the school day, then the child should be kept home. If a child is well enough to attend TCDC but must receive medication while in our care, then the staff can administer prescription or over-the-counter medication only if the following conditions are met:

- ✓ No medication or medical procedures (prescription or over-the-counter) shall be administered without a written, signed authorization, on the required Authorization for the Administration of Medication form (available at the Center), from the child's parent/guardian.
- ✓ The authorization form must be completed in full, which includes the time and date to be administered; dosage; storage instructions; and specific directions for administering the medication/medical procedure, such as give by mouth, apply to skin, inhale, place drops in eyes, etc.

- ✓ We can have NO open-ended medication directives, i.e. give as needed. The Center staff cannot be responsible for making medical decisions.
- ✓ An authorization form is valid for no more than seven days unless accompanied by a written physician's statement directing a longer course of treatment.
- ✓ Any prescription drug or over-the-counter drug sent to the Center must be in its original container and must be labeled with the child's name, name of the drug, and directions for administration.
- ✓ Prescription drugs shall have a pharmacy label or shall be accompanied by a physician's written instructions.
- ✓ Nonprescription medications are to be administered to a child by parent directive only when the dosage specifically matches the label recommendations for a child of that age. Such medications are to be administered according to the directions on the label.
- ✓ A doctor's note is required to administer over-the-counter medication that does not include dosage instructions for the child's age or weight. Should an over-the-counter medication not include the child's specific dosage, a written prescription by the pediatrician will be required detailing the dosage and schedule of administration.
- ✓ NO medication will be administered by TCDC staff if the label indicates that it should NOT be given to the child (for example, "do not administer to children less than two years of age").
- ✓ Medications and forms must be left in the office with the director(s) or given by the parent directly to the child's teacher(s). Medications are not to be left with the child or placed in the child's bag, cubby, or any place that might be in reach of a child.
- ✓ Medication and medical procedures are administered to the child by the teaching or office staff. The person administering the medication or medical procedure will note the time and date of administration on the authorization form.
- ✓ Forms will be kept in the child's file and made available to the parent/guardian on request.
- ✓ All medications will be stored in specific areas in the Center in a childproof cabinet or refrigerator inaccessible to children.
- ✓ Unless physician's instructions indicate otherwise, medication can only be given for a period not exceeding two weeks.
- ✓ In the case of a serious or complicated medical condition, the Center may request that parents administer medication or medical procedures. In such cases,

temporary withdrawal from the Center may be necessary until the child can safely participate in a group care situation.

### **Injuries and Emergency Medical Care**

TCDC teachers receive training in first aid and CPR. Should a minor injury occur at TCDC, teachers will take necessary action, including cleaning the injured area with soap and water, applying band-aids and/or applying ice, and providing comfort and TLC. TCDC teachers will not apply OTC products such as alcohol, hydrogen peroxide, or Neosporin. Parents will be notified of minor injuries when they receive an accident report at pick-up. Parents will be notified of significant but non-urgent injuries by telephone and will be given the written accident report at pick up.

In the event of a more serious injury, a teacher will render first aid and another staff person will inform the parent by telephone using the Preadmission Record on file in the office. The parent will generally be asked to come to the Center to transport the child to a physician's office or a medical facility if the parent or teacher feels that this is necessary. If neither parent can be contacted, a person designated by the parent on the Preadmission Record will be requested to fulfill this parental role.

In the event of an accident or illness requiring emergency attention, a child's parent(s) or guardian will be called immediately. We will call 911, and we will initiate transport to Children's Hospital or your designated hospital if the paramedics recommend the child be transported before you arrive. It is extremely important that you keep current emergency numbers and the name of your child's doctor on file at TCDC.

Preadmission Records authorize the Center and/or its designated employee(s) to secure and authorize any medical attention, treatment, and services as may be necessary for a child whose parents cannot be immediately contacted. Any qualified person providing such required medical attention, treatment, or services may accept such written consent as if given by the parent in person. The child's Preadmission Record will be sent with the person accompanying the child to a medical facility.

Parents are responsible for any and all medical expenses incurred for the treatment of their child's injury or illness by medical professionals, including the cost of treatment by paramedics and transportation by ambulance. In the event of an accident requiring medical attention, the parents' insurance will act as the primary coverage. Out of pocket medical expenses (i.e. deductibles) may be submitted for reimbursement through the Center's accidental insurance carrier.

### **Food and Nutrition**

- ✓ Please notify TCDC if your child has a food allergy. You must provide a letter from his/her pediatrician documenting the allergy and a completed Food Allergy Action Plan detailing any specific steps we need to take at TCDC to keep your child safe at school. If you have any questions or concerns about food allergies and your child, please call the TCDC office and speak with the director(s).

- ✓ TCDC does not provide breakfast. You may send breakfast for your child if your child arrives at school before 8:00 AM. Please send nutritious foods.
- ✓ All children present will be served a morning snack and an afternoon snack. Morning snack will be served between 9:00 and 10:00 AM, and afternoon snack will be served immediately after nap.
- ✓ Fridays will be Special Snack Days for three-, four-, and five-year-old children. The children in each kindergarten class will take turns bringing special curriculum-related snacks on Fridays. PLEASE DO NOT SEND ANY SNACKS THAT CONTAIN NUTS OR NUT PRODUCTS. TCDC IS A NUT-FREE CENTER.
- ✓ If your kindergarten-age child (3K, 4K, and 5K) has a food allergy other than peanuts, you will need to send a morning snack for your child each Friday.
- ✓ Kindergarten-only children should bring their lunches from home each day.
- ✓ Extended-care children will be served a hot lunch each day, or may choose to bring their lunch from home. If your child will be arriving after 9:30 AM and will be eating a school lunch, you must call and notify the office. Lunches will only be ordered for children who are present at 9:30 AM or whose parents have called to order a lunch. If your child arrives after 9:30 AM and no lunch has been ordered that day, please bring a lunch for your child when you drop him or her off at school.
- ✓ Lunch menus for extended-care children will be posted online at the beginning of each month. It is each parent's responsibility to review our lunch menu and send a replacement lunch with your child on days when we serve items that your child is unable to eat due to food allergies or dietary preferences.
- ✓ TCDC strives to provide lunches that will be both healthy and appealing to children. Please review the lunch menu with your child and encourage him or her to try a few bites of everything on the plate.
- ✓ Lunches brought from home should be packed in a lunch box or bag and include food, drink, and a cold pack each day. All food brought from home should be nutritious and ready to eat. Teachers are not able to leave the classrooms to heat or prepare food for the children's lunches.

### **Emergency Procedures**

TCDC will use the School Cast automated notification system to inform parents in the event that our center must close due to weather or of any other center-wide emergency.

- ✓ FIRE – TCDC holds regular fire drills, with designated primary and secondary exits.

- ✓ INTRUDER – Teachers will be notified if this occurs, and will begin lock down procedures. Various security measures are in place to prevent intruders, including video cameras that record everyone who enters and leaves TCDC and electronic security doors. Please do not share the code for our security doors; never write the code with the words “TCDC” or “Trinity Child Development Center”, etc.; do not hold our security doors open for anyone you do not know; and ensure that the security doors close and lock behind you when you are entering or leaving the center.
- ✓ LOSS OF POWER OR WATER - If water, power, heat in cold weather, or air conditioning in hot weather becomes temporarily unavailable, the center will endeavor to remain open if possible. However, we cannot compromise the health and safety of the children. Therefore, parents may be notified to come earlier than usual to pick up their children in the event of an extended outage.
- ✓ SEVERE WEATHER – TCDC has developed a plan for use in emergency weather conditions. We will continue usual indoor activities during "watch" and "severe thunderstorm warning" conditions. Should a "tornado warning" go into effect in Jefferson County, all persons will go to their designated interior room and remain there until the warning is lifted. If a warning is issued for the Homewood area specifically, teachers and children will move swiftly to the Trinity choir room (behind the Fellowship Hall and underneath the Sanctuary) and take shelter in the robeing rooms. If parents arrive at the Center during the warning, they must stay in the shelter areas. It is against the recommendations of the Emergency Management Agency for the Center to permit parents to pick up their children and leave the Center during a Tornado warning condition; therefore, all persons are strongly urged to remain in the Center shelter areas until the warning is lifted.
- ✓ INCLEMENT WEATHER/UNSCHEDULED CLOSINGS - TCDC follows the inclement weather policy of Homewood Schools. If Homewood Schools are closed, then TCDC will be closed. We will delay opening or close early if Homewood Schools delay their opening or close early. Please be alert to rapidly changing weather conditions and arrange to pick up your child as soon as possible if Homewood Schools close during the day. In the event of severe weather that occurs when Homewood Schools are closed (either after 3:00 PM or during holidays), the TCDC directors will make an independent decision about closure of TCDC.

### **Nap Time**

All children enrolled in extended-care and all kindergarten-only children who attend afternoon drop-in care take naps each day. Toddlers nap directly after lunch, and 3K, 4K & 5K students nap at 1:00 PM.

- ✓ Please refrain from bringing your child in during naptime. Children need time to establish a routine at school before they can/will go down for a nap. Latecomers frequently will awaken other children.

- ✓ Nap mats are required at naptime. If your child needs one, nap mats are available for purchase through TCDC for \$30.00.
- ✓ Your child may bring a lovey, blanket or stuffed animal from home for naptime. However, the center is not responsible for their maintenance or loss.
- ✓ Nap mats and all nap items must be taken home each Friday to be laundered.
- ✓ Please be sure to send a clean nap mat for your child every Monday (or as needed for drop-in care).

### **Toilet Training**

Sometime around the age of two, a child will show readiness and willingness in learning to use the toilet. Staff will begin this process at the parents' request assuming the child is developmentally ready. Parents and staff will work together in planning a successful approach to the toilet learning process. Children will not be punished for lapses in toilet training nor will they be coerced into toilet training if they are not showing developmental signs of being ready. Please discuss toilet training activities with your child's teachers.

It is expected that most children entering 3K will be toilet trained, and that successful toilet training will be accomplished prior to entering 4K. If you are concerned that your preschool-age child is not yet consistently using the toilet, please discuss your concerns with the directors and your child's teacher.

### **Children's Files**

Files are maintained in the TCDC office for each child enrolled. These files contain the child's registration, information forms, emergency forms, signed parental consent forms, certificate of immunization, assessment forms, anecdotal reports, and other records that may assist the teacher in working effectively with the family. A child's file is retained for at least three years from the date of last enrollment. Parents are welcome to review the file with the Center staff.

### **Clothing & Personal Belongings**

Children should wear washable, comfortable clothing each day. Please dress your child for a busy day of exploration and play!

- ✓ Clothing should be easy for your child to get on and off independently.
- ✓ Please choose clothing that will not require your child to be concerned about getting dirty during activities such as painting, outdoor play, and water or sand play.
- ✓ Tennis shoes are best for play and safety. Footwear such as flip-flops, sandals, cowboy boots, Crocs, etc., can be uncomfortable and dangerous and are NOT recommended.

- ✓ We encourage parents to send hats and sunglasses for their children to wear outside for sun protection.
- ✓ During the winter months, hats, caps, warm jackets, and gloves/mittens are necessary. Please remember to label these items. The children play outside every day that the weather permits, even on cold days.
- ✓ Each child should have two complete changes of clothing that are to be kept in the classroom. Please place each change of clothes in a separate gallon-sized Ziploc bag with your child's name written on the outside of each bag. When a change of clothes is necessary, the wet or dirty clothes will be sent home sealed in the Ziploc bag that you provided. Whenever this occurs, please send a new change of clothes in a new Ziploc bag. Please be sure your child has adequate changes of clothes at TCDC. Accidents happen, regardless of age.
- ✓ Clearly label all sippy cups, clothing, and personal belongings with your child's name.
- ✓ Please keep any items such as toys, purses, jewelry, money, gum, candy or other valuables at home. Such highly valued items are often difficult to keep up with, may get broken, and very hard to share. These items are not allowed at TCDC unless permitted for a special purpose and requested by the teacher.
- ✓ Teachers will do their best to keep up with children's belongings but cannot accept responsibility for loss or damage of personal possessions. Labeling of all personal belongings helps to avoid loss.
- ✓ There is a "Lost and Found" box located in the cabinet in the entrance area. If your child is missing something, please check the Lost and Found! Be sure to look for lost items in a timely manner. The Lost and Found box is periodically emptied, with the contents going to a local charity.

### **Personal Babysitting**

TCDC hires employees based on their education and expertise within a supervised and managed environment. TCDC cannot be held responsible or liable if parents choose to hire our employees for private childcare outside the scope of our employment. While parents may feel comfortable approaching their classroom teachers to baby-sit, it is suggested that your child's actual teachers not be asked as this may diminish the student/teacher relationship that has been established in the classroom. Center staff are allowed to transport children to or from the Center only if parents have designated them on the child's Preadmission Record.

### **Handling of Concerns and Complaints**

TCDC is committed to providing a high quality program that meets your child's and your family's needs. In case of concerns, please first discuss the situation with your child's teacher(s). While viewpoints on specific situations may vary, all staff members are expected to be responsive to parent concerns and willing to consider various

ways to meet the needs of all children and families. Please listen to the teacher's suggestions and respect her professional judgment, too. Remember that she must consider the needs of all the children in the class.

If a problem is not resolved by speaking with the teachers, please bring your concerns to the directors. Every effort will be made to achieve a resolution that is in the best interest of your child and family, as well as the other children in the classroom, the teachers, and the Center.

If meeting with the director(s) does not resolve the situation, Trinity's Minister of Christian Formation and TCDC Board member, Reverend Suzanne Pruitt, should be consulted (879-1737). The ultimate decision-making authority for TCDC is the TCDC Board of Directors. The Board of Directors is accountable to and reports annually to Trinity's Administrative Board and is under the guidance of the Minister of Christian Formation.

### **How You Can Help Your Child Benefit from TCDC**

- ✓ Encourage regular attendance except in case of illness.
- ✓ Be on time in the morning. We ask that ALL children be present by 9:00 AM so that they may benefit from this program. Children who arrive late WILL miss planned activities and learning experiences.
- ✓ Encourage your child's growing independence and desire to do things for him/herself.
- ✓ Take time to listen to your child's daily experiences and discuss them with honest interest.
- ✓ Review any notes or schoolwork in your child's folder each day.
- ✓ Teach your child to have a wholesome and friendly attitude toward all teachers and classmates.
- ✓ Please inform your child's teacher(s) of any out-of-the-ordinary situations that may affect your child such as family illness, moving, etc.
- ✓ Attend special events at TCDC such as Orientation, special programs, and parties.

### **A Final Word**

Please take an active interest in the TCDC Program. Enthusiastic and cooperative support from parents will help us do a better job!

Parents of the children enrolled in TCDC are invited to submit suggestions for improvement of the services at any time. Please contact the Directors in writing with these suggestions. Any questions concerning TCDC should be directed to the TCDC Directors at 879-1749.