

# TRINITY LEARNING MINISTRY

## PARENT & FAMILY HANDBOOK SIGNATURE PAGE

By signing this page, I acknowledge I have read in its entirety, the Trinity Learning Center Ministry Family Handbook, including:

### **Emergency Procedures and Severe Weather Emergency Plan p. 10**

1. In accordance with state Fire Marshall Regulations, a written emergency evacuation plan and maps are located in the TLC office and at the door of each classroom. All staff is oriented annually to procedures in the plan.
2. Arrangements have been made for any necessary evacuation off the property to Assembly of God Church, Kraft Funeral Home or Jacob's Chapel United Methodist Church, depending on the situation. In the event we must re-locate to one of these locations, parents will be notified at which location to pick up children by text alert, email and information will be posted on our website when possible.
3. Emergency maps are posted in each classroom we use that note location of fire extinguishers, fire alarms, meeting places outdoors, as well as primary and secondary routes out of the building.
4. An all school emergency evacuation drill is carried out each month, as well as monthly practice in each classroom for those classes not present for the all school drill.
5. Written emergency guidelines are reviewed annually with the staff and are available in each classroom.
6. In the event of severe weather while children are present at the preschool, teachers will re-locate their class to one of the safe areas in the building away from windows.
7. In the event that the program must dismiss early due to severe weather warnings, parents will be contacted by text alert and/or email; we will also post information on our website when possible.
8. Text alerts are used for emergency information. You must sign up at the beginning of each new school year to receive that year's alerts. Information will be given at parent meetings, in newsletters, and via email.

### **Discipline & Positive Guidance p. 10**

1. We use a positive behavior approach with children, including positive reinforcement and redirection to guide behavior.
2. "Time-out" from a play area for a brief period of time may be used in the event that talking with a child or redirecting play does not encourage appropriate behavior. We will discuss with parents any on-going behavior concern.
3. If a child is continually disruptive or physically/verbally abusive to another child or staff, enrollment may be cancelled.

### **Health p. 13**

1. A child who has shown significant symptoms of illness (e.g. vomiting, skin rash, diarrhea, any infection) or who has run an above normal temperature within the previous 24 hours should not attend school that day. Children may return when symptoms are gone and temperature is normal for 24 hrs without fever reducing medication.
2. If we know that a child has been exposed to a contagious disease at our program, we will notify parents whose children may have been exposed.
3. We ask that you notify us if your child has been exposed to or exhibits symptoms of a contagious disease/illness. If your child exhibits symptoms, he or she should not attend for the length of time prescribed by your doctor.
4. Children with a contagious condition that requires medicinal attention to clear up (e.g. lice infestation, pink eye, etc.), must bring written clearance from a physician or the health department to return to class.
5. If a child exhibits symptoms of illness, or has a temperature of 100 F or above or is seriously injured during the day, parents will be contacted to pick up child immediately. If parents cannot be reached, your emergency contacts will be called to pick up child immediately.
6. If a child sustains a minor injury during the day, we will treat the injury and notify the parents in writing and/or verbally at the end of the day.

### **Illness Policy p. 14**

1. If a child becomes ill while attending class, the parent will be contacted and asked to pick up the child immediately. If the parent cannot be reached, their emergency contacts will be called and asked to pick up the child immediately.
2. In the event that an ill child might harmfully expose other children, we will isolate the child away from other children until he/she can be picked up by family or emergency contact.

**Transportation of Children p. 19**

1. Pre-Kindergarten classes have several field trips planned during the school year.
2. Transportation to field trips is provided by parent volunteers.
3. Drivers must attend an orientation meeting for volunteers and present current driver's license and insurance card for the vehicle they are driving.
4. Parents who are not driving must sign a permission statement to allow their child to ride in a vehicle with another parent. All students must ride in a car seat or booster which displays the contact information for the child in the event of an emergency

**Transportation Policy – Summer Camp p. 19**

1. Parents will be notified prior to each field trip of destination, time of departure, and estimated time of arrival.
2. The church van is used to transport children to and from the field trip. If we cannot use the church van, a commercial transport service will be used.
3. A currently licensed commercial or chauffeur's license is required for the driver transporting summer camp students on the church van. The driver also follows all regulations of regular staff, including fingerprinting and drug testing.
4. Records of current insurance and registration are kept in the Trinity van log located outside of the church office.

I further acknowledge that I understand and agree to follow the policies set forth in this Handbook, and that I understand what is expected of me as a parent/guardian. I also understand that addendums may be added when necessary, and we will be notified of the changes in writing. I also understand that future questions regarding policies in the parent handbook may be directed to the Trinity Learning Ministry Director.

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Name of Child(ren)

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Date Signed



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Parent/Guardian Printed Name

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Date Signed

**CHILD CARE MINISTRY PARENTS' NOTICE  
TRINITY LEARNING MINISTRY**

Trinity United Methodist Church  
2796 Charlestown Rd, New Albany, IN 47150

I understand that this child care ministry is not licensed under the laws of Indiana. However, I understand that this child care ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the child care ministry.

Signature of Parent or Guardian \_\_\_\_\_

This notice does not absolve the child care ministry from liability for injury to a child while the child is at the child care ministry if the cause of the injury is negligence or intentional wrong doing on the part of the child care ministry or an employee of the child care ministry.

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