

TRINITY LEARNING CENTER
Policies and Procedures

2017 - 2018

Dear Parent/Guardian,

The following Policies and Procedures have been implemented to ensure the quality care that your child receives. They are guidelines for the caregivers, as well as for you, so that we can serve you and your child. Please read them carefully. You will then be asked to sign that you agree to comply with these guidelines. Please contact me as soon as any concerns arise.

For His children,

Julie Ross

Director of Childcare and Nursery Services
(909) 335-7333, x130

1. Children will be placed in classes based on their date of birth (following the same Dec. 3rd guideline used in TLC on Sundays) so that they will receive quality care, have access to age appropriate toys, and receive age appropriate teaching. Exceptions must be approved by Julie Ross, Childcare Director.
2. Each child must be signed-in in the check-in center by parent or guardian (or, for babies, in the nursery). Children may not be dropped-off or picked-up by an older sibling.
3. Please communicate to the teacher any pertinent information. Please inform the teacher of allergies, potty training, and any special needs your child may have.
4. Please label any personal items such as bottles, cups, etc. We welcome any security items including blankets, pacifiers, and dolls (please label, if possible). We strongly discourage bringing any other personal toys, as this can lead to unnecessary arguments, broken items, etc.
5. We are a “healthy facility” and ask that your child be free of a runny nose, cough, rash, vomiting, diarrhea, etc. for at least 24 hours before attending childcare. Child should also be fever free, without a fever reducing medication, for 24 hours. We realize that some symptoms appear “suddenly” and we will ask you to take your child home if this occurs. If your child has been diagnosed with allergies (chronic runny nose, cough, etc.) please let the Childcare Director know so that she can inform the caregivers.
6. We implement a positive discipline system. We will redirect and distract when appropriate. In the case of possible or actual harm to another child, the caregiver, or to himself, we use age appropriate time-outs.
7. In order to ensure the security of your child, he/she will only be released to an adult who has the appropriate security tag and/or pager.
8. Your child will not be released by the caregiver, to YOU, without the appropriate security tag and/or pager. We know these tags are easily misplaced. Please try to avoid putting the caregivers in the uncomfortable position of not releasing your child to you, by carefully caring for your security tag. In the event your tag is lost, the caregiver will send you to speak to the Director.

Thank you for your cooperation. This is going to be a GREAT year!

TRINITY LEARNING CENTER

Childcare Registration

2017 - 2018

I will be attending: _____ Wednesday Bible Study
_____ TMOM's _____ Monday Bible Study

Parent/Guardian's Name: _____

Address: _____

City/ZIP: _____ Email: _____

Home phone: _____ Cell phone: _____

Church we attend (if any): _____

CHILD #1:

Child's Name: _____ Date of Birth: _____

My child has the following allergies and/or special needs: _____

CHILD #2:

Child's Name: _____ Date of Birth: _____

My child has the following allergies and/or special needs: _____

CHILD #3:

Child's Name: _____ Date of Birth: _____

My child has the following allergies and/or special needs: _____

Please sign here to indicate you have read the TLC Childcare Policies and Procedures and that you agree to comply with the guidelines they set forth.

Parent/Guardian Signature

Date