



**Parent Handbook & Policy Manual  
2009-2010**

**1400 Oxmoor Road  
Birmingham, Alabama 35209  
(205) 879-1749 • phone  
(205) 868-9714 • fax**

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

## Your TCDC Handbook

This handbook is designed to acquaint you with the Trinity Child Development Center (TCDC) program and to offer suggestions for making your child's adjustment to school easier and more pleasant. After reading the handbook, please sign and return the TCDC Parent Handbook & Policy Manual Acknowledgement Form (page 27).

## 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

Mailing Address: TCDC  
1400 Oxmoor Road  
Homewood, AL 35209

Phone Number: (205) 879-1749

Fax Number: (205) 868-9714

Email addresses: Charlotte Ray, Director, [cray@trinity-umc.org](mailto:cray@trinity-umc.org)  
Kim Wood, Assistant Director, [kwood@trinity-umc.org](mailto:kwood@trinity-umc.org)

Blog address: [http://www.trinitybirmingham.com/kids/weekday\\_programs](http://www.trinitybirmingham.com/kids/weekday_programs)  
Online forms: <http://www.trinitybirmingham.com/resources/forms/>

## Tax ID Number

63-0302180

## Parent Handbook Table of Contents

	Page
Mission Statement .....	2
Contact Information.....	2
Welcome .....	4
History .....	4
Philosophy .....	5
Registration.....	6
Enrollment Requirements .....	6
Payment of Tuition and Miscellaneous Fees.....	7
Teachers and Staff .....	8
Curriculum.....	8
Field Trips.....	9
Discipline Policy.....	10
Clothing.....	11
Communication .....	12
Health Policies .....	13
Birthdays.....	15
Inclement Weather .....	15
How You Can Help Your Child.....	16
Kindergarten Program .....	17
Extended Care Program.....	19
Kindergarten Tuition .....	22
Extended Care Tuition.....	23
Kindergarten Calendar .....	24
Extended Care Calendar.....	25
A Final Word.....	26
Acknowledgement Form.....	27

## **Welcome to Trinity Child Development Center**

Trinity United Methodist Church established Trinity Child Development Center (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 total program. Our Christian staff has a deep concern for the total 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 one 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 are now second-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.

## Trinity Child Development Center Philosophy

A partnership for the benefit of the child incorporates mutual respect between parents and staff. The directors and staff invite you to ask questions, to review your child's progress, and to address all concerns. Trinity Child Development Center is open for parental participation in all special activities.

The TCDC curriculum is self-developed to best 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.

## Registration for the Child Development Center

Registration for each school year begins the preceding December. You must register your child each year. Registrations and waiting lists are not maintained from year-to-year. Registration for the 2010-2011 school year will progress in this order:

December 2, 2009	Currently enrolled children and siblings; Trinity staff
January 6, 2010	Trinity members
January 20, 2010	Public

## Child Development Center Enrollment Requirements

The registration fee is \$125.00. This fee is non-refundable and must be paid at the time of registration. All required forms must be completed and returned to the director along with the registration and supply fees prior to the child's first day of attendance.

Forms to be returned include:

1. Registration Form (and Registration Fee)
2. TCDC Contract (and Activity Fee)
3. Preadmission Record/DHR-CDC-739
4. Blue Immunization Form (Completed by a Physician)
5. Emergency Contact Information Form
6. School Cast Notification Form
7. TCDC Parent Handbook & Policy Manual Acknowledgement Form

Children accepted for enrollment in TCDC are those who can profit from group experiences in this setting. TCDC reserves the right to drop any child from enrollment upon two weeks notice offered to the parents involved. In the rare case that this becomes necessary, the director will try to assist parents in assessing the possible needs of the child and will offer suggestions for further evaluation.

**Parents may withdraw their child from enrollment upon request and are responsible for tuition for the current month. Tuition will not be prorated for partial month's attendance. Parents must give a written 30-day advance notice of withdrawal to the director in order not to be responsible for the next month's tuition.**

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

*(Tuition Rates are listed on pages 22-23.)*

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 policies:

- ✦ A \$15.00 late fee will be charged to all accounts not current by the close of business on the 15<sup>th</sup> of each month.
- ✦ Accounts still past due after 7 days will receive a letter requesting a meeting 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, upon proper notification, dismiss any student whose account is not in good standing. This ruling will be final.

The preferred method of payment is by check. Please make checks payable to **Trinity Child Development Center (TCDC)**. Please place all payments in the tuition lock box (small wooden ark) located outside of the Director's office. Be sure to include the name of your child and the time period the check covers in the memo section of the check. 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 fee) must then be made by cash, cashiers check, or money order.

There is no reduction in tuition for holidays or absences. A 10% discount on monthly tuition is given to the second child when a family has two or more children enrolled [the discount is on the lowest tuition rate(s)].

**There is no prorating of tuition for partial month's attendance, except in the case of a child who begins attending in the middle of a month.**

We prefer that payments designated for fees other than tuition (such as field trip fees, activity/supply fees, pictures, nappers, 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.

## Teachers and Staff

The teachers and staff at TCDC are experienced professionals, trained to guide your child's development and education. To maintain that high level of professionalism, TCDC provides regular, ongoing training for all our teachers. Please note that TCDC will close on occasion for professional development (see calendar on page 25 for specific dates/times).

Your child's teacher develops schedules so that your child can better benefit from a daily routine. Children are with familiar teachers all day. The teachers and staff of TCDC invite you to visit your child's class 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 conversations with your child's teachers will enable you to evaluate your child's progress and education.

The Directors and each employee of TCDC are required under law to report evidence of suspected child abuse or neglect and to record such evidence in the child's records.

## TCDC Curriculum

Teachers plan and implement a developmentally appropriate curriculum based on Pinnacle, a faith-based curriculum that brings a Bible focus to each classroom. Our curriculum promotes the social, emotional, and spiritual development of your child, as well as the development of language skills, math and science skills, reading readiness, interest in music and art, cognitive skills, self-help skills, problem-solving skills, and fine and gross motor skills.

Your child will participate in the following activities:

- 1) Learning Center Activities
- 2) Group Activities
- 3) Outdoor Play
- 4) Music
- 5) Creative Movement Activities
- 6) Chapel/Bible Time
- 7) One-on-One Time with Teacher
- 8) Spanish and Young Rembrandts art instruction (4K and 5K)

## Field Trips

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

- ‡ Our staff urges parents to share some of these experiences with the children. During these trips, parents are expected to take an active part in the supervision of the children. **Please do not bring younger siblings on these trips.**
- ‡ 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.
- ‡ **Car seats must also be provided** for children to attend a field trip. Please clearly label the front of the car seat with your child's name.
- ‡ Transportation will be provided by staff and parents driving their personal cars or by approved drivers of church vans. All drivers must present a current driver's license, proof of insurance, and the VIN# for the vehicle they will be driving on the field trip.
- ‡ Proper procedures to insure the safety of all children will be followed by the staff and parents accompanying the children on these field trips.
- ‡ There will be a field trip fee of \$30 for four- and five-year-olds. There will be no additional fees for field trips during the year, and the first 3 parents from each classroom who volunteer to drive/chaperone will have their admission paid by TCDC.
- ‡ **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 classes at the field trip location.

## 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. 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 in their physical and emotional growth. 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" chair may be used briefly to calm a child.

Parents will be contacted concerning unacceptable behavior, and incident reports will be sent home. 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 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."

## Clothing

- ↳ Children should wear washable, comfortable clothing each day.
- ↳ Clothing should be easy for the child to get on and off independently.
- ↳ Children involved in toilet training should not wear one-piece clothing.
- ↳ Please choose clothing that will not require the child to be concerned about getting dirty during activities such as painting, outdoor play, 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.**
- ↳ 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.
- ↳ Hats may be sent and worn outside for sun protection.
- ↳ Each child should have two complete changes of clothing that are to be kept at TCDC in the event they are needed. **Please place each change of clothes in a separate gallon-sized Ziploc bag with the 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 provided. Whenever this occurs, please send a new change of clothes in a new Ziploc bag.
- ↳ All clothing should be marked with the child's name.

## Communication

Communication between TCDC and the families we serve is most important. 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))
- ↳ Bulletin Boards
- ↳ Posted Schedules/Notices
- ↳ Calendars and Notes
- ↳ Newsletters
- ↳ 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)
- ↳ E-mail and phone alerts

**Please call the TCDC office at any time, whenever you have a question, comment, or concern!** While we will always have an "open-door" policy, scheduled appointments are recommended.

**Teachers have scheduled breaks (such as during Music or Creative Movement) and are also 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 the teachers during class time when they need to devote their attention to the children in their care.**

**Teachers will provide parents with their preferred contact information.**

**Please do not expect Kindergarten teachers to be able to speak with you at length during drop-off or pick-up times. All Kindergarten teachers have carpool responsibilities, and it is important to the safety of all our children that they not be distracted.**

NOTE: A large safety pin will be attached to your child's tote bag and important notes will be pinned to the bag. PLEASE LEAVE THE PIN ATTACHED TO THE TOTE.

## Health Policies

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

- ✦ **Each child must have a current Blue Immunization Form on file at all times.**
- ✦ **Please notify TCDC if your child has a food allergy or any other special health concerns.** Please provide a letter from his/her pediatrician documenting the allergy/health condition and, in the case of food allergies, a **Food Allergy Action Plan**, detailing any specific steps we need to take at TCDC to keep your child safe at school.
- ✦ **Medication will not be given at TCDC without a signed “Authorization for Administering Medication/Medical Procedures” form.** This includes both over-the-counter and prescription medication.
- ✦ **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 (yellow or green - not clear); flu or flu-induced cough.
- ✦ As required by DHR, parents will be notified to pick up their child immediately if signs of illness occur during the day.
- ✦ 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. This will help us to protect your child and all the other children.
- ✦ In the event of an accident or illness requiring emergency attention, a child's parent(s) or guardian will be called immediately. If we cannot reach you, we will call 911 and transport to Children's Hospital. It is extremely important that you keep current emergency numbers and the name of your child's doctor on file at TCDC. 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.

- ✦ Parents will be notified of minor injuries when they receive an accident report at pick-up. 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.
- ✦ **Please report any 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:**

- ✦ There is an injury or illness that prevents him/her from participating in regular program activities (such as going out to the playground).
- ✦ An illness or injury 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.

### **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 fever without Tylenol or other fever-reducing 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.

**TCDC 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

### **Birthdays**

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 your child's class are included.

### **Inclement Weather/Unscheduled Closings**

TCDC follows the inclement weather policy of Homewood Schools. If Homewood Schools are closed, TCDC will be closed. We will close early if Homewood Schools close early. Please be alert to rapidly changing weather conditions and make arrangements 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 p.m. or during holidays), the TCDC directors will make an independent decision about early closure of TCDC.

TCDC has contracted with School Cast to provide automated notification to parents in the event that TCDC must close due to weather or any other emergency situation. Only the phone numbers and email addresses you provided on the School Cast form will be contacted. Please ensure that you, or another adult designated 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.

## 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 a.m. so that they may benefit from this program.
- ↳ Encourage your child to do things for him/herself.
- ↳ Take time to listen to your child's daily experiences and discuss them with honest interest.
- ↳ Teach your child to have a wholesome and friendly attitude toward teachers and all classmates.
- ↳ 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.
- ↳ Keep any items such as toys, purses, jewelry, money, gum, or candy at home. These items are not allowed at TCDC unless permitted for a special purpose and requested by the teacher.

## Kindergarten Program

Our Kindergarten Program operates from 9:00 a.m. until 1:00 p.m. serving children ages 3, 4, and 5 as of September 1.

- ✦ Please dress your child for play and comfort.
- ✦ In order for your child to benefit from the complete day's schedule, it is imperative that he or she arrives no later than 9:00 a.m. each day.
- ✦ TCDC will provide tote bags for each child. No backpacks, please. Check your child's bag daily for notes and for your child's work. Please do not remove the safety pin from your child's tote bag.
- ✦ **Please send two complete changes of clothes to TCDC, including socks, underwear, shorts or long pants, and a top or shirt.** These clothes will remain at TCDC in your child's classroom in the event they are needed. All items should be labeled with your child's name. Please place each change of clothes in a separate gallon-size Ziploc bag and write your child's name 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 provided. **WHENEVER THIS OCCURS, PLEASE SEND A NEW CHANGE OF CLOTHES IN A NEW ZIPLOC BAG.**
- ✦ Carpool will be offered for the 2009-10 school year at the Seminole Drive entrance of our building. Carpool begins promptly at 8:55 a.m. and 12:55 p.m. and ends at 9:10 and 1:10, respectively. For the safety of the children, please remain in your car and do not let your child out until you have put the car in park or have turned your car off and a TCDC staff member has opened the door. If you must get out of your seat, you must turn your car off first. NOTE: **Safety is our top priority!**
- ✦ Our complete carpool policies can be downloaded from our website at: <http://www.trinitybirmingham.com/resources/forms>
- ✦ If you do not participate in carpool, you must walk in with your child in the mornings. **Please do not send your child in alone.**

- ✦ Please be prompt. All carpool riders not picked up by 1:10 p.m. will be taken to the nap room. The drop-in fee will then apply.
- ✦ Your child will not be released to anyone who is not listed on your preadmission or emergency contact forms, or who does not show proper identification. Please keep a current list on file in the office of names of people who may bring or pick up your child. We must have **written permission** to release your child to anyone other than those individuals listed on your Preadmission form or emergency contact form. **Verbal messages cannot be accepted, except in extreme emergencies.**
- ✦ Your child will not be released to another child. Please do not send older siblings into the building to pick up your child.
- ✦ **Please notify TCDC if your child has a food allergy.** Please provide a letter from his/her pediatrician documenting the allergy and a **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 Charlotte or Kim.
- ✦ TCDC provides a snack for your child each morning, Monday through Thursday. Fridays will be Special Snack Days for kindergarten 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 PEANUTS OR PEANUT PRODUCTS. TCDC IS A NUT-FREE CENTER.** Snack will be served between 9:15 and 10:00 a.m.
- ✦ If your child has a food allergy (other than peanuts) you will need to send a snack for your child each Friday.
- ✦ Kindergarten-only children should bring their lunches from home each day.
- ✦ TCDC offers drop-in care for Kindergarten children who occasionally need care before 9:00 a.m., after 1:00 p.m., or on Kindergarten holidays. The charge for drop-in care is \$5.00 per hour, or any part of an hour over 15 minutes. Please check with the TCDC office at least one day in advance of the date drop-in care is needed, to find out if space is available for your child.

## Extended Care Program

The full-day Extended Care Program serves children 12 months through 5K during the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday.

- ✦ Threes, Fours, and Fives enrolled in Extended Care are automatically included in the morning Kindergarten program during the school year and Summer Fun Camps during the summer. **Please review the kindergarten policies and kindergarten calendar as well as the extended care policies and extended care calendar.** No additional tuition is required.
- ✦ Please dress your child for play and comfort. Toddlers involved in toilet training should not wear one-piece clothing.
- ✦ In order for your child to benefit from the complete day's schedule, it is imperative that he or she arrives no later than 9:00 a.m. each day.
- ✦ TCDC will provide tote bags for each child. No backpacks, please. Check your child's bag daily for notes and for your child's work. Please do not remove the safety pin from your child's tote bag.
- ✦ **Please send two complete changes of clothes to TCDC, including socks, underwear, shorts or long pants, and a top or shirt.** These clothes will remain at TCDC in your child's classroom in the event they are needed. All items should be labeled with your child's name. Please place each change of clothes in a separate gallon-size Ziploc bag and write your child's name 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 provided. Whenever this occurs, please send a new change of clothes in a new Ziploc bag.
- ✦ For the safety of the children, please park in the small parking lot or carpool lane (*outside of carpool hours*) on Seminole Drive and walk into the building to drop your child off and pick your child up. Kindergarten-aged children may participate in carpool. Our complete carpool policies can be downloaded from our website at: <http://www.trinitybirmingham.com/resources/forms>
- ✦ **Parents must sign their child in and out each day.** Please sign your name instead of initials.

- ✦ You must walk in with your child. **Please do not send your child in alone.**
- ✦ Your child will only be released to adults who are listed on your preadmission or emergency contact forms and show proper identification. Please keep a current list on file in the office of names of people who may bring or pick up your child. We must have **written permission** to release your child to anyone other than those individuals listed on your Preadmission form or emergency contact form. **Verbal messages cannot be accepted, except in extreme emergencies.**
- ✦ Your child will not be released to another child. Please do not send older siblings into the building to pick up your child.
- ✦ **Parents should arrive by 5:45 p.m.** to pick up children and have enough time to collect their belongings and speak with their teachers. All persons should leave the building by 6:00 p.m.
- ✦ If parents are late in picking up a child, a late fee of \$1.00 per minute after 6:00 p.m. will automatically be charged the first time a late pick up occurs. The second and subsequent times parents pick up after 6:00 p.m., 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 p.m.
- ✦ Lunch menus will be posted online at the beginning of each month.
- ✦ **If your child will be arriving after 9:30 a.m. 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 a.m. or whose parents have called to order a lunch. If your child arrives after 9:30 a.m. and no lunch has been ordered that day, please bring a lunch for your child when you drop him or her off at school.
- ✦ **Please notify TCDC if your child has a food allergy.** Please provide a letter from his/her pediatrician documenting the allergy and a **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 Charlotte or Kim.

- ✦ It is your responsibility to review our lunch menu each month 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. If you must place your child's replacement lunch in our refrigerator, please clearly label each item with your child's name and the date.
- ✦ Your child will be served a morning snack, lunch, and afternoon snack. Kindergarten children will take turns bringing special curriculum-related snacks on Friday mornings. **PLEASE DO NOT SEND ANY SPECIAL SNACKS THAT CONTAIN PEANUTS OR PEANUT PRODUCTS.** TCDC IS A NUT-FREE CENTER. Morning snack will be served between 9:15 and 10:00 a.m.
- ✦ 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.
- ✦ TCDC does not provide breakfast. You may send breakfast for your child if your child arrives at school before 8:15 a.m. Please send nutritious foods. A special table will be designated for those eating breakfast.
- ✦ Nap mats are required at naptime and are available for purchase through the directors for \$30.00. In addition, your child may bring a blanket or stuffed animal from home for naptime. Please label each of these items with your child's name. These items must be taken home to be laundered each Friday and returned to school on Monday.
- ✦ The staff caring for Toddler Ones and Twos and Young Threes will provide daily written information concerning each child's social behavior, sleeping, eating, and toileting habits.

## Tuition Rate Sheet: Kindergarten-Only Program

Trinity Child Development Center's Kindergarten Program operates nine months of the year (September through May). Kindergarten hours are 9:00 a.m. to 1:00 p.m. Monthly Kindergarten Tuition Rates are as follows:

3K Class (3 days - Monday, Wednesday, Friday)	\$179.00/Month
3K Class (5 days per week)	\$255.00/Month
4K Class (5 days per week)	\$255.00/Month
5K Class (5 days per week)	\$255.00/Month

Children must be old enough for kindergarten by September 1.

**Registration Fee:** \$125.00

The registration fee is non-refundable and due at registration.

<b>Supply Fees:</b>	Three Day 3 Year Old Program	\$105.00
	Five Day 3 and 4 Year Old Programs	\$155.00
	Five Day 5 Year Old Program	\$175.00

Supply fees are non-refundable and due with the signed contract.

Drop-in rate (Applicable before 9:00 a.m. and after 1:00 p.m.): \$5.00/hour

The \$5.00 charge is for any part of an hour over 15 minutes.

Each additional child in a family is given a 10% per month reduction in tuition [the discount is applied to the lowest tuition rate(s)].

**Tuition Rate Sheet:**  
**Full Time Extended Care Program**

Trinity Child Development Center operates 52 weeks per year except for specific holidays. We open our doors at 7:00 a.m. every weekday, except holidays, and close at 6:00 p.m. Monthly Full-Time Tuition Rates (including hot lunch and two snacks) are as follows:

Toddler I (12-17 months of age by September 1)	\$719.00
Toddler II (18-23 months of age by September 1)	\$698.00
Young 3s (24-35 months of age by September 1)	\$676.00
3K (3 years of age by September 1)	\$654.00
4K (4 years of age by September 1)	\$654.00
5K (5 years of age by September 1)	\$654.00

A non-refundable registration fee of \$125.00 is required upon registration.

The non-refundable Annual Supply Fee, due with the signed contract, is \$155.00 for each child enrolled in the Toddler One through Four-Year-Old extended care programs and \$175.00 for each child enrolled in the Five-Year-Old extended care program.

The non-refundable Summer Activity Fee (due June 1) is \$35.00.

Each additional child in a family is given a 10% per month reduction in tuition [the discount is applied to the lowest tuition rate(s)].

## TCDC Kindergarten Calendar 2009-2010

September 1	Welcome to Kindergarten for 3K, 4K, and 5K Parent Orientation Meeting at 6:00 p.m.
September 2	First Full Day of Kindergarten
September 7	Labor Day/TCDC Closed
September 9	Blessings Chapel at 9:30 a.m.
October 12	Professional Development Day/No Kindergarten
October 14, 15	UAB Preschool Peepers Free Vision Screening
October 26, 27	Speech and Hearing Screening
October 30	Halloween Parade and Class Parties
November 11	Veteran's Day/TCDC Closed
November 17, 18	Teddy Bear Portraits/Individual Pictures
November 20	Thanksgiving Feast at 11:00 a.m.
November 23, 24	Teacher Workdays/No Kindergarten
November 25, 26, 27	Thanksgiving Holidays/TCDC Closed
December 4	Cookies with Santa
December 8	Kindergarten Christmas Music Program at 6:00 p.m.
December 17, 18	Christmas Class Parties
December 18	Last Day of Kindergarten Before Christmas Break
December 24, 25, 28	Christmas Holidays/TCDC Closed
January 1	New Year's Holiday/TCDC Closed
January 4	Kindergarten Resumes after the Holidays
January 18	MLK Day/No Kindergarten
January 25, 26, 28	Focus on Kidz/Individual Pictures
February 12	Valentine's Day Class Parties
February 15	Full Staff Professional Development Day/TCDC Closed
March 3, 4	Focus on Kidz/Class Pictures
March 15-19	Spring Break/No Kindergarten/TCDC Open
March 31, April 1	Easter Egg Hunts & Class Parties
April 2	Good Friday/ TCDC Closed
April 19-23	Teacher Appreciation Week
May 20	4K and 5K Graduation at 11:00 a.m.
May 21	Last Day of Kindergarten <b><u>Summer Fun Camps</u></b>
June 7	First Day of Summer Camp
July 5	Independence Day Holiday/TCDC Closed
July 16	Last Day of Summer Camp

## TCDC Extended Care Calendar 2009-2010

September 1	Welcome to Kindergarten for 3K, 4K, and 5K TCDC Parent Orientation Meeting at 6:00 p.m.
September 2	First Full Day of Kindergarten
September 7	Labor Day/TCDC Closed
September 9	Blessings Chapel at 9:30 a.m.
October 12	Professional Development Day/ No Kindergarten/TCDC Open
October 14, 15	UAB Preschool Peepers Free Vision Screening
October 26, 27	Speech and Hearing Screening
October 30	Halloween Parade and Class Parties
November 11	Veteran's Day/TCDC Closed
November 17, 18	Teddy Bear Portraits/Individual Pictures
November 20	Thanksgiving Feast at 11:00 a.m.
November 23, 24	Teacher Workdays/No Kindergarten/TCDC Open
November 25, 26, 27	Thanksgiving Holidays/TCDC Closed
December 4	Cookies with Santa
December 8	Kindergarten Christmas Music Program at 6:00 p.m.
December 17, 18	Christmas Class Parties
December 24, 25, 28	Christmas Holidays/TCDC Closed
December 31	New Year's Eve/TCDC Closes at 1:00 p.m.
January 1	New Year's Holiday/TCDC Closed
January 18	Martin Luther King, Jr. Holiday/TCDC Closed
January 25, 26, 28	Focus on Kidz/Individual Pictures
February 12	Valentine's Day Class Parties
February 15	Full Staff Professional Development Day/TCDC Closed
March 3, 4	Focus on Kidz/Class Pictures
March 15-19	Spring Break/No Kindergarten/TCDC Open
March 31, April 1	Easter Egg Hunts & Class Parties
April 2	Good Friday/TCDC Closed
April 19-23	Teacher Appreciation Week
May 20	4K and 5K Graduation at 11:00 a.m.
May 21	Last Day of Kindergarten
May 31	Memorial Day/TCDC Closed
July 5	Independence Day Holiday/TCDC Closed
August 23	Full Staff Professional Development Day/TCDC Closed

## 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 Trinity Child Development Center should be directed to the TCDC Directors at 879-1749.

The members of the Trinity Child Development Center Board of Directors 2009 are:

Norma Harmon, Chair\*

Lisa Hapgood\*

Tara Williams\*

Judy Allen

Allis Forrestall

Anne Summers

Shondra Whitt

Linda Whatley, Ex-officio

Suzanne Pruitt, Pastor, Ex-officio  
879-1737

\* These members will rotate off and new members will be nominated and elected by the congregation to serve as the class of 2011.

*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, Reverend Suzanne Pruitt.*

**2009-2010 TCDC Parent Handbook & Policy Manual**  
**Acknowledgement Form**

The Parent Handbook & Policy Manual describes important information about TCDC, and I understand that I should consult the Director regarding any questions not answered in the manual.

Since the information and policies described in the manual are subject to change as needed, I acknowledge that revisions to the manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. I also understand that only the TCDC Board has the ability to adopt revisions to the policies in this manual.

Furthermore, I acknowledge that I have received the manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it.

Child's Name: \_\_\_\_\_

Parent's Name (printed): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_