

The logo for Trinity Tots Mother's Day Out. It features the text "TRINITY ■ TOTS" in a bold, sans-serif font, with "TRINITY" in purple and "TOTS" in green, separated by a small blue square. Below this, the word "Mother's" is written in a large, orange, cursive script. Underneath "Mother's" is the text "DAY ■ OUT" in a bold, sans-serif font, with "DAY" in green and "OUT" in purple, separated by a small blue square. A vertical dashed blue line is positioned to the left of the text.

TRINITY ■ TOTS
Mother's
DAY ■ OUT

PARENT HANDBOOK

Please keep one copy per family.

Dear Parents & Guardians:

Welcome to Trinity Tots, a Mother's Day Out ministry of TRINITYalgood. We are so excited to have the opportunity to minister to you and your family through this program.

We look forward to a wonderful year full of discoveries and opportunities as we get to know you and your child. Our desire is to offer you and your family a program of excellence as we care for your child. We want to provide your family with the best program and facilities that we can offer so that your time away from your child is positive for everyone involved.

This handbook offers you information about our program's objectives and guidelines; please take time to read it carefully. We do welcome your suggestions on how our program could be improved. We want to walk with you through these precious infant and toddler years and be a support to you as best we can.

Thank you so much for sharing your child with us, we look forward to the time we will share in Trinity Tots!

Sincerely

Trinity Tots Staff

Mailing Address

Trinity Tots
TRINITYalgood
205 W. Wall Street
Algood, TN 38506

Contact Information

Church Office: 931.537.9830

(Leave a message for Trinity Tots staff on Tuesday or Thursdays: 8:30 am – 3 pm)

Fax Number: 931.537.3086

Email: mail@trinityalgood.com

Director's Information

Kay Sauceman

Cell Number: 931.510.9430

Email: kay.sauceman@gmail.com

I. Fees and Program Withdrawals

Registration Fee

A \$15 (non-refundable) registration fee is due at the time of enrollment per calendar year. This money is used to purchase supplies, snacks and toys.

Enrollment Deadline

Please submit your completed application at least one week prior to the first day you would like to enroll your child.

Tuition Fee

Fees are to be paid the first Tuesday of every **week** or on the first Tuesday of every **month**. Fees are to be paid regardless of attendance. (Our fees are based on enrollment, number of teachers, and materials needed for that enrollment.) We cannot make allowances for sickness or vacations.

Fees are as follows:

Infants (6 – 24 months)	\$21 per day/per child
Toddlers (24 months – Pre K)	\$16 per day/per child
One day per week (any age)	\$21 per day/per child

Please make checks payable to Trinity Assembly.

Families with multiple enrollees will receive a \$2 discount on the second child and a \$1 discount on every child thereafter. (Example: Toddler #1 is \$16 per day, toddler #2 is \$14 and toddler #3 is \$13.)

Late Payment Fee

If your payment is not received on the first Tuesday of every month there will be a \$10 late fee that you will need to pay on Thursday before your child can attend the program.

Late Pick-up Fee

Beginning at 2:35 pm, a late fee of \$1 per minute will be charged. We will use the clock in the Trinity Tots reception area to determine "official" time.

Withdrawals

We require a **two week notice** for program withdrawal or switching a child from a two day program to the one day program.

II. Program Schedule

Hours of Operation

Our program will operate on Tuesdays and Thursdays from 8:30 am – 2:30 pm. Children will not be received before 8:30 am.

Absences

Please notify us whenever your child is not going to be attending on a regularly scheduled day. Please see the Contact Information on page 3.

Holidays, Snow Days, and Closings

We follow the Putnam County School schedule in regards to closings.

We close on all major holidays and public school breaks. Note: If Putnam County Schools open one – two hours late then Trinity Tots will open one – two hours late. If the Putnam County School closes early please come and pick up your child immediately.

Special Days

Birthdays - If you desire to do something special for your child's birthday, please discuss it with the teacher ahead of time.

Field Trips - Our toddler class will have an opportunity to experience field trips. Ample notice will be given to parents and parents are welcome to attend the field trips.

Pictures - A photo studio will take individual and class pictures twice a year. Pictures will be available to purchase if you so choose to do so.

III. Policies

Discipline Policy

In order to maintain a positive and friendly learning environment, we have established basic rules and procedures for all children to follow.

At the first offense he or she will be given a verbal warning and the offense is discussed.

At the second offense during the same period, the child is again spoken to and then redirected to a different activity.

If the behavior does not improve, the child is separated from the group and given a "time out." (One minute per year of child's age.) Communication of child's timeout will be given to you on your daily note home.

Exclusion Policy

TRINITYalgood reserves the right to refuse admission, terminate enrollment or limit a child's participation at school for a child who threatens the safety, health or general well-being to themselves or others. There will be no refund of fees.

Child Abuse Reporting Policy

Any staff person, who has a reason to believe that a child enrolled has been abused, is required to report the suspected abuse to the director. The director is responsible to contact the Department of Children's Services, as mandated by the Child Protection Service Law.

Non – Discrimination Policy

Children will be accepted into the program without regard to race, color, religion, ancestry, national origin or sex.

Health Policy

We have established the following health policy in order to keep a safe and healthy environment for all the children:

Prescription Medications

In order for us to give any prescription medication to your child:

- Medication must be prescribed in the child's name
- Medication must be kept in the original container
- Parent must sign a form giving us permission to dispense the prescription (please see the director for this form).

Denying Care

TRINITYalgood reserves the right to deny care or request a parent to pick up a sick child. Children with the following illnesses within the past 24 hours will not be permitted to attend:

Fever	Vomiting	Diarrhea	Pink Eye
Measles	Mumps	Chicken Pox	Head/Body Lice
Any Communicable Diseases			

A child with a cough, sniffles, or mild cold will be allowed.

Sick Child Procedure

Prior arrangement should always be made to have an "Emergency Contact Person" in case the child must go home.

- Teacher will contact parent of emergency contact person.
- If no response is received within one hour, the director will assume responsibility and another contact is made to parent or emergency contact person.
- If contact is unsuccessful and deemed necessary, the child will be transported to the nearest emergency room for medical attention at the parent's expense.

IV. Pick Up and Drop Off Information

Entrance

Trinity Tots parents are to use the Main Street entrance into the Kidz Inc parking lot and park at the far left of the canopy. Follow the sidewalk going left till you see the Trinity Tots sign.

Helping Your Child Adjust

Explain to your child what to expect before school starts. **BE ENTHUSIASTIC!!** Kiss your child goodbye at the door and tell him you will see him at 2:30 pm and then leave. **PLEASE DO NOT STAY IN THE ROOM!**

Many young children will cry when they are left no matter their age. It is uncommon for a child to cry for an extended period (more than 10-15 minutes) or to resist becoming involved with other children who are happily playing. Relax and enjoy your day out! If you are needed we will be sure to call.

Permission Release

The Trinity Tots staff will only release your child to the adults authorized by you. It is your responsibility to notify the staff should you require someone other than yourself to pick up your child on a particular day. Photo identification (driver's license) is required from this individual prior to the release of your child.

Emergencies

Unfortunately, incidents do happen even in the most secure and safe areas. If your child experiences a minor injury, a TRINITYalgood Incident Report Forms will be completed. The Incident Report Form requires your knowledge and signature. Parent/Guardian will be given a copy and a copy will be kept in a file.

In case of a severe incident, you and/or emergency contact person will be contacted immediately. With your notification and instruction, 911 is notified and/or child is taken to the nearest emergency room for examination. The Incident Report Form will be filled out.

Additionally, it is very important that you keep all phone numbers and parental consent forms up-to-date.

V. For Your Information

Food

Breakfast – Please be sure your child has breakfast before they arrive at school.

Lunch – Please send your child's lunch including a drink and an ice pack each day. If you send hot dogs, grapes, or similar items, please slice them to avoid choking.

Please do not send:

- Nuts
- Carbonated Drinks
- Hard Candy

Snacks – We will provide a mid-morning and afternoon snack which consists of apple juice and crackers (goldfish or animal crackers.) Please send an extra sippy cup for your child to use during snack time.

Dress Code

Your child should dress comfortably in clothes that they can manage easily in the bathroom. Please remember we will use paint, glue, and will play outside. Please provide shoes that are comfortable to walk and good for play.

Naptime

All classes will have a naptime each day. Please provide a nap mat for children in the toddlers and above program. **Remember to label your child's mat!**

The following list is the items we ask you to bring the first day of school.

Please remember to label EVERYTHING!!

One per enrolled child:

- _____ Box of wipes
- _____ Box of facial tissues
- _____ Bottle of hand sanitizer
- _____ Complete change of clothes (seasonally appropriate and include socks)
- _____ Small blanket
- _____ Any special item used for nap

Infant Class:

- _____ Plastic bottles (already prepared)
- _____ Baby food (ready to eat and NO open jars)
- _____ Diapers
- _____ Pacifier (if used)
- _____ Specific feeding and napping instructions
- _____ Vaseline, Desitin, A & D, or powder, if used

Toddler Class:

- _____ Lunch (ready to eat with sippy cup)
- _____ 1 Nap Mat (labeled with your child's name)
- _____ Bottle (if used)
- _____ Training pants and/or diapers
- _____ Specific potty training instructions
- _____ Pacifier (if used)

Two Year Old:

- _____ Lunch (ready to eat with sippy cup)
- _____ 1 Nap Mat (labeled with your child's name)
- _____ Training pants and/or diapers
- _____ Specific potty training instructions
- _____ Pacifier (if used)

Three & Four Year Old:

- _____ Lunch (ready to eat with sippy cup)
- _____ 1 Nap Mat (labeled with your child's name)
- _____ Training pants and/or diapers
- _____ Specific potty training instructions