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Trinity Kids Preschool Philosophy

Trinity Baptist Church's Preschool is a program of care and education for children, eight weeks of age until entrance into Kindergarten. Trinity provides a Christian environment for children to learn and grow. The Preschool program is a part of the Children's Ministry of Trinity and a vital aspect of the outreach ministry of the church to the community. Trinity believes that based on Proverbs 22:6 our responsibility is to "Train a child in the way he should go, and when he is old he will not turn from it."

Fees and Registration Information

Required Fees for participation in TKP includes:

- Registration Fee - \$150.00 per school year or \$50.00 for Summer semester
Monthly Tuition - 1 day - \$185/ mo., 2 days - \$220/ mo., 3 days - \$250/ mo.,
4 days - \$275/mo.
- Curriculum and Supply Fees –Babies through Younger Toddlers - \$120,
Older Toddlers - \$140, 2's - \$175, 3's - \$230, 4's - \$240
- Summer Supply Fee- \$25 per child

Incidental, Optional or One-time fees for participation in TKP:

- Drop-in Fee - \$25/ registered only
- Late Payment Fee - add \$20.00 if bill is paid after the 20th of the month.
- Late Pick-up Fee - \$1.00 per minute after 2:05pm.

Detailed information on these fees is provided below.

Registration Fee

Registration materials are available at the Trinity Kids Preschool Welcome Center. All forms must be filled out and fees paid before entrance into the program is allowed. The Fall registration fee is \$150.00 for the first child and \$120.00 for each additional child. The Summer registration fee is \$50.00 for the first child and \$40 for each additional child. The registration fee is nonrefundable and holds the child's placement within the program. This fee helps cover the cost of copies, snacks, supplies, and other items needed to have a successful program.

Monthly Tuition

One day per week	\$185.00 per month
Two days per week	\$220.00 per month
Three days per week	\$250.00 per month
Four days per week	\$275.00 per month

\$25.00 discount for the second child.

\$15.00 discount for each additional child.

Curriculum and Supply Fee

A book and supply fee is charged for all children. Book and supply fees are non-refundable.

- Babies thru Younger Toddlers \$120.00
- Older Toddlers \$140.00
- Twos \$175.00
- Threes \$230.00
- Fours \$240.00

Classroom Supplies

TKP will purchase all supplies for the fall/spring and summer semesters.

Drop-In Fee

Children may attend TKP on days for which they are not registered only if a spot is available. Parents must contact the front office to check availability. Typically, it is not known until after 9:00am if a spot will be available that day. The drop-in rate is \$25 per day.

TKP Lunches

There will be no breakfasts or hot lunches provided. Parents will provide all meals for their children. Please pack meals that are easily opened by your child and do not require heating or refrigerating. Exceptions are made for baby bottles. See COVID-19 Addendum.

Nap Mats

TKP will provide nap mats that are easily sanitized. Napping children will need a small blanket and pillow that will fit inside the child's backpack. Please label these items with your child's name. These will be sent home daily for cleaning. See COVID-19 Addendum.

Billing & Payments

- *Payments should be labeled and placed in your child's folder or dropped in the payment basket on the registration desk.*
- Bills are sent home on the first Monday of each month.
- Please note your child's name on or with the payment to ensure accurate processing.
- Checks are to be made payable to Trinity Baptist Church.
- Payment is due by the 15th of each month.
- Any payment received after the 20th should include a \$20.00 late payment fee.

TKP is not responsible for lost payments. The monthly tuition is NOT pro-rated for partial months that TKP is in session (August, May or December) or for holidays, bad weather or child absences. Exceptions may be made if school closing is more than 2 (two) full calendar weeks because of natural disaster or health pandemic.

Attendance & Withdrawing from Trinity Kids Preschool

Children may attend TKP on the day(s) for which they are enrolled. If your child does not attend on his or her assigned day, their absence may not be made up on a different day.

The Director must receive a full two-week notice when withdrawing a child from the program; otherwise the tuition payment will be expected.

Two-Year-Old Center Based Learning Program

UPON ENTERING THE PROGRAM:

Every child should be able to perform simple tasks such as some counting, singing, and coloring. Each child should be able to sit still for short increments of time to learn and to rest. Every child should be starting the process of potty-training.

Two-Year-Old classes will use a center-based curriculum which will allow for more hands-on play and literacy-based activities. The main goals for these age groups will be social, emotional, and spiritual development. Two-Year-Old Classes will attend chapel once a week.

ABEKA Curriculum

Our program offers the ABEKA curriculum to children ages three and above. The ABEKA curriculum will coordinate with chapel that the Three and Four-Year-Old classes will attend weekly. Many basic concepts are taught and encouraged such as: self, others, the world, shapes, colors, numbers, letters, manners, etiquette, art, music, developmental skills, and reading skills. Activities are included that help children grow emotionally, mentally, physically, socially, and spiritually. The desire is for each preschooler to develop a positive self-image and be confident and eager to learn.

Three-Year-Old ABEKA Program

UPON ENTERING THE PROGRAM:

Every child should be able to perform simple tasks such as sitting in a chair or on a mat and to follow simple instructions such as cleaning up and walking in a line. Each child should be potty-trained, although a pull-up at nap time may be allowed. Every child should be able to recognize basic shapes and colors, able to sing the alphabet, and able to count 1-20.

Four-Year-Old ABEKA Program

UPON ENTERING THE PROGRAM:

Every child should be able to perform expected age appropriate tasks and to follow instructions given by the teachers. Each child must be potty-trained. Every child should be able to recognize basic shapes and colors, able to say the alphabet and recognize most letters, and able to count and recognize numbers 1-15. Each child should know how to sit appropriately in a chair and to walk quietly down the hall.

Early Learning Development Standards

Two-Year-Old Program

The structure of daily activities is carefully planned to encourage independence, self-confidence and group cooperation through large group, small group, and one-on-one participation in a variety of hands-on, interactive experiences. The activities will incorporate instruction and skill building. Listed below are some important development standards that the teachers will focus on with your child in the classroom.

1. Independence
2. Self-help skills
3. Social-emotional awareness
4. Colors
5. Shapes
6. Numbers 1-10 and counting objects to ten
7. Introduction to alphabet and beginning sounds A-Z
8. Oral language development
9. Following routines and procedures
10. Fine motor development

Three-Year-Old Program

The structure of daily activities is carefully planned to encourage independence, self-confidence and group cooperation through large group, small group, and one-on-one participation in a variety of hands-on, interactive experiences. The activities will incorporate instruction and skill building. Listed below are some important development standards that the teachers will focus on with your child in the classroom.

1. Independence
2. Self-help skills
3. Social-emotional awareness
4. Colors
5. Shapes
6. Numbers 1-20 and counting objects to twenty
7. Alphabet and Sounds A-Z
8. Oral language development
9. Following routines and procedures

10. Fine motor development
11. Handwriting

Four-Year-Old Program

The structure of daily activities is carefully planned to encourage independence, self-confidence and group cooperation through large group, small group, and one-on-one participation in a variety of hands-on, interactive experiences. The activities will incorporate instruction and skill building. These are some important development standards that the teachers will focus on with your child in the classroom:

1. Independence
2. Self-help skills
3. Social-emotional awareness
4. Colors
5. Shapes
6. Numbers 1-20 and counting objects to twenty
7. Alphabet and Sounds A-Z
8. Oral language development
9. Following routines and procedures
10. Fine motor development
11. Handwriting

Special Needs Children

Any child with special needs is welcome to attend Trinity Kids Preschool. Should any child with special needs require additional staffing, parents are responsible for providing this for their child.

Preschooler to Teacher Ratios

Babies	4:1	(8:2 per class)
Older Babies	4:1	(8:2 per class)
Younger Toddlers	4:1	(8:2 per class)
Older Toddlers	6:1	(12:2 per class)
Twos	8:1	(16:2 per class)
Threes	9:1	(18:2 per class)
Fours	10:1	(20:2 per class)

General Policies

Health and Hygiene

To provide a safe and healthy environment for all children, teachers will not admit a sick child into a classroom. Additionally, children who become ill while at TKP will be isolated in a safe,

secure, and caring environment until parents can pick-up the child. When a child becomes ill, parents will be notified immediately. For this reason, it is vital that the Director has current parent information. Please make it a priority to inform the Trinity Kids Preschool Director of any changes in your contact information.

Please keep your child at home if:

- Child has had a fever of 99.8°F or higher within the last 24 hours
- Child has had diarrhea or vomiting within the last 24 hours
- Child has been on an antibiotic less than 24 hours
- Child has green nasal discharge
- Child has a constant cough
- Child has symptoms of a communicable disease
- Child has pink eye
- Child has a draining rash
- Child has blisters indicative of Hand-Foot-and-Mouth. (Will be out for at least six days)
- Child has lice or nits
- Child must be kept indoors when weather permits outdoor activities
- Child is too irritable, too tired, or too ill to participate in normal activities

If your child has been exposed to or has contracted a contagious disease, please inform the Director immediately! If necessary, notifications will then be made to the parents of the other children that have been exposed.

Infectious Diseases:

May Return When:

Chicken pox & hand foot and mouth
 Diarrhea
 Fevers
 Lice
 Pinkeye

After all lesions are crusted
 When stool is firm
 Must be fever-free for 24 hours
 After medicated shampoo treatment
 On medication 24 hours and without
 redness or discharge

Rashes (unknown origin)
 Respiratory Syncytial Virus (RSV)

When rash has disappeared
 When cough and runny nose has stopped
 usually 5 to 7 days

Ringworm

After medication for 24 hours/ then area
 covered at TKP until gone

Strep throat
 Vomiting
 COVID-19

After medication for 24 hours
 After 24 hours of not vomiting
 See COVID-19 Addendum

Medication Policy

If any child requires medication during school hours, parents must complete a Medication Consent Form received from the Director. Medication will be administered by the Trinity Kids Office Staff. All prescriptions must be in the original container and properly labeled with the child's full name, date prescription was filled or expiration date, and legible instructions for administration. Non-prescription medication may be given with written consent only as to the dose, duration, and method specified by the manufacturer's label. A physician's authorization is needed for any non-prescription medication to be taken differently than indicated on the label. Any unused medication will be returned to the parent or properly disposed of.

Medical Emergency Policy

If a child requires emergency medical attention, 9-1-1 will be called immediately. After help is on the way, the child's parents or guardians will be contacted. Should immediate medical attention be required, the child will be taken to Lake Area Medical Hospital. Trinity Baptist Church will cover all expenses not covered by the child's primary insurance. Please ensure that TKP has a current copy of your child's insurance card.

Nursing Policy

Trinity Baptist Church has provided mothers with a comfortable environment in which to nurse their child. These rooms are furnished with all necessary furniture and supplies and are located on the preschool hall. Mothers will refrain from nursing their child in the presence of others.

Classroom Policies and Procedures

Teacher Evaluations

Each teacher is evaluated within the classroom setting periodically throughout each semester. These evaluations allow teachers the opportunity to grow and improve their teaching skills and techniques. Parents having questions or concerns pertaining to any teacher or classroom are to contact the Director immediately. Conferences between parents, teachers and the Director may be held when a situation deems it necessary. All conferences will take place with the Director present.

What to Bring & Not to Bring

- Please bring the following items labeled with the child's name:
- Diaper Bag with at least 4 disposable diapers, 2 sets of clothes, and any security item deemed necessary (babies through 2s who are not potty-trained)
- Backpack with 2 sets of clothes in case of an accident (twos through fours)
- Small blanket and pillow that fits inside the backpack and is brought daily (toddlers through fours)
- Any items requested by the teacher.

Please do not send toys or valuable possessions with children to school unless specified for a specific occasion. TKP will not be held responsible for these items.

Personal Toys Policy

Please DO NOT allow your child to bring personal toys to TKP. Toys brought will be picked up by the teachers at the start of the day and returned to the child at the end of the day.

Dress Policy

Children should come to Trinity Kids Preschool in comfortable play clothes (socks are **required** to play in the Kids Place). TKP is a part of Trinity Baptist Church; no obscene words or vulgar statements on a child's clothing will be tolerated. TKP reserves the right to send a child home due to inappropriate attire. Please label all your child's removeable clothing items, especially sweaters and jackets. **(Girls should wear bloomers or shorts under their dresses or skirts).**

Cry Policy

TKP teachers prefer the children in their classrooms to be happy all the time. If a child becomes upset and cries, teachers will comfort the child but still allow the child to cry for up to 45 minutes to an hour. If the child is inconsolable at the 1-hour mark, parents will be contacted.

Biting Policy

Most children are not repeat biters and generally only bite out of frustration. If biting is repeatedly an issue at home, then parents are asked (for the safety of other children) to make the child's teacher aware of this. Also, it is helpful to let the teacher know how biting is dealt with at home.

If biting is a repeated occurrence:

- Teachers will note each occurrence of biting, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
- Attempts will be consistently made to head off biting situations before they occur.
- Non-biting responses to situations will be taught and reinforced.
- Early transition of a child "stuck" in a biting behavior pattern will be considered only if it is developmentally appropriate.
- If it is deemed in the best interest of the child and other TKP children, the child will be dismissed from TKP enrollment for the duration of the biting stage.
- Parents will be notified before this action is taken.

Potty Policy

As per the ABEKA curriculum requirements, children enrolled in the Three or Four-Year-Old Programs must be potty trained before starting school. Children should be wearing underwear with very few accidents throughout the school day. Additionally, the child should be able to manage their potty time with minimal assistance from the teacher. Children wearing pull ups are not considered to be potty trained. Pull ups may only be used if needed during naptime.

Teachers will encourage and prompt your child to use the bathroom many times throughout the day and will assist only if needed. Clothing that can be easily undone or changed is also very helpful in setting your child up for success.

We understand that every child arrives at this milestone differently, therefore we have a 6-week grace period beginning with the first day of school for your child to demonstrate accomplishment of this goal. Following the 6-week grace period, if a child has not become potty trained, parents will be notified that their child will need to remain at home until achieving this goal.

Discipline Policy

To provide a positive learning environment for each preschooler, each classroom needs to establish positive rules and guidelines. Children are taught and encouraged to use good behavior and are often rewarded or praised when they demonstrate acceptable behavior.

When a child does not follow the class guidelines, he/she will be reminded of the rules first. If the reminder is ineffective, the child will be placed in time-out to think about and prepare for appropriate behavior. Time-out will be no longer than one minute per year of the child's life (for example, a 3-year-old will not be in time-out for more than 3 minutes). If the inappropriate behavior persists, the child will be taken to the Trinity Kids Preschool Director. At this point, the parent will be notified. Together, the Director, teachers and parents can work together to correct the behavior. If the Director continues to see that the problem is not being resolved, then the Director will make the decision to dismiss the child from the program.

Open and effective communication between parents and TKP staff is essential to providing quality childcare and instruction. When there are, circumstances occurring in the life of the child that could affect his or her behavior at school, please share those concerns with the teacher or TKP Director.

Meals:

Trinity Kids Preschool is no longer providing breakfast or lunch. Parents will provide all meals for their children; additionally, feed your children prior to dropping them off. We understand the inconvenience; please understand that this is one of the most practical ways to prevent the spreading of the virus.

- Pack meals that are easily opened by your child.
- Do not include foods that will need heating or refrigerating.

- Exceptions are made for baby bottles.

Classroom Procedures:

- All frequently touched surfaces including light switches, doorknobs, restrooms, faucets, counters, tables, chairs, gates, playground equipment and toys will be disinfected before the arrival of any students. They will also be disinfected periodically throughout the day and after dismissal of the last student.
- An enhanced thorough cleaning will be performed each evening in all areas of the school.
- Children and staff will wash their hands with soap and water before and after activities, snacks, meals, using the restroom, etc.
- Staff will have access to disposable gloves, wipes, anti-bacterial soap, and hand sanitizer. Each room will be stocked with a hospital grade disinfectant.
- No in-person tours will be given while students are present in the building.
- Classrooms will remain separated to reduce the number of children in one area. Access to indoor play areas will be limited to ensure there is time to disinfect the area between groups.
- Children will need to bring 2 changes of clothing. Backpacks, diaper bags, lunch bags, etc. need to be made of washable materials and washed and/or disinfected regularly.
- Napping children will need a blanket and pillow. These items must fit into the child's backpack and will be sent home daily for washing. Child's name should be written on the blanket and pillow.

Communication

Getting Information to Parents/ Guardians:

If it becomes necessary to update our procedures or close our program temporarily, we will notify families via email sent to the primary account holder's address. Please make sure that we have your current email address on file. Depending on the circumstances, Trinity Kids Preschool also uses phone calls and texting, as well as the Remind101 app to communicate with families.

Accident Reports

Accident reports will be filled out and submitted to the office regardless of how small the incident may seem. TKP office personnel will contact the parent to let them know what happened.

Conferences

Parent/Teacher/Director Conferences may be held when it is deemed necessary. All conferences will take place with the Director present. Parents should direct any teacher concerns, questions, or unreasonable expectations from teachers to the Director. Allowing the Director to handle these

situations provides a buffer for parents and teachers should an uncomfortable situation arise. Additionally, please do not contact teachers outside of TKP (social media, phone calls, emails, texts, personal messages, etc.) concerning events that took place during the day. Conversations concerning these events may be directed to TKP Director.

Grievances

All concerns will be brought directly to the attention of the Director in a private manner. If this has been done and a teacher believes that a concern was improperly addressed, or that further consideration is needed, the Children's Minister of Trinity Baptist Church will be notified by the teacher or parent in writing. The Children's Minister will consider the situation and either deal with the situation personally or schedule a meeting with the parties involved to work to achieve a resolution. All meetings with the Director or Children's Minister will be held at scheduled times to prevent distractions or interruptions.

Holiday Schedule and Policies

TKP School Calendar 2020-2021

Christmas Break	December 23-31, 2020 (closed)
Semester Begins	January 4, 2021
Martin Luther King Day	January 18, 2021 (closed)
Spring Break	February 16-17, 2021 (closed)
Easter Break	April 5, 2021 (closed)
Semester Ends	May 27, 2021 (Last Day of Spring Semester)

School Closures

Any decision to close Trinity Kids Preschool for weather or any other hazardous event will be determined by Trinity staff and TKP Director as needed. While CPSB closures will be a consideration, TKP will no longer follow CPSB closures exclusively.

Safety and Security

Child Protection Policy

For the safety of teachers and children, as well as for the peace of mind of parents, teachers will adhere to the following:

- Two-person Rule - Two workers must always be present in each classroom.
- Punishment involving physical pain is not ever appropriate. Any person witnessing a co-worker inappropriately disciplining a child should report the action to the TKP Director, Children's Minister or if neither are available, any other church minister.

- Trinity Kids Preschool employees follow that statutes set forth under Louisiana Law, Code Section §14:403 Criminal; Article 609 & 603 Children's Code.
- This law requires that any teacher or childcare provider report any suspected abuse immediately to the Calcasieu Parish Department of Child Protective Services.
- Failure to abide by this statute will result in the immediate dismissal of the employee from his or her position with Trinity Kids Preschool as well as being charged with a misdemeanor and up to \$500 fine and/or 6 months jail.
- To protect Trinity Kids Preschool and its employees, and to avoid making erroneous reports, decisions to involve CPS will be made by the consensus of at least three individuals who are employed by Trinity Baptist Church.

Fire Drills

Due to the size of Trinity Baptist Church, TKP is now required to conduct fire drills at least once per month. Teachers are aware that these will take place but are not told when they will happen. Any questions or concerns that parents may have with this policy must be directed to the TKP Director.

About TBC Core Values Statement

- There is only one Holy and Sovereign God of the universe and nothing is more important than Him. (*Isa. 45:5-6; Ex. 20:2-3; Heb. 3:3-4*)
- This being so, it is our hearts desire that every man, woman, and child everywhere have a relationship with God and that their relationship with Him is superior to all other relationships. (*Matt. 28:19-20; Matt. 22:37-40*)
- The only means to a relationship with God is by accepting Jesus as Savior and Lord through faith. (*John 14:6; 1 John 3:11; Acts 4:12; John 3:17-18*)
- After beginning a relationship with God our life's goal is to grow in our relationship with Him to the point that we love the things He loves and hate the things He hates and to live our lives accordingly. (*John 17:20-23; 1 John 4:7-8; 1 John 5:2-3*)
- God loves all people and so do we. God hates sin and the destruction sin brings to peoples' lives and so do we. (*John 3:16; Gen. 4:6-7; Luke 13:34-35*)
- Sin is any disobedience to God's will whether by actions, inaction, thought or attitude. (*Matt. 5:21-22; Matt. 5:27-28; Matt. 6:14-15; Matt. 19:16-21*) The means to growth in

our relationship with God is through frequent prayer to Him, Bible study about Him, worship of Him and obedience to Him. (*Eph. 6:18; Col. 3:16; Ps. 100:2-3; Deut. 12:32*)



Trinity Kids Preschool

COVID-19 ADDENDUM

Policies and Procedures for Parents and Students during all Phases of Lockdown

Health and Safety Plan:

The health and safety of your children, your families and our staff are our top priority. We pledge to do all we can to prevent the spread of any infectious disease within our program. To that end, we are continuing to implement the following protocols. Please read them carefully.

We will continue to operate within the guidelines of Louisiana Department of Education and Childcare Guidelines. In addition, we will follow any new CDC Health Protocols for increased health and safety. Staff members will wear a mask while children are not required to wear a mask.

To maintain the healthiest environment within our program, it is vital that children and staff who exhibit symptoms of illness should remain home. A health screening will take place daily on all individuals entering the facility regardless of the PHASE we are in.

Parents, if a child or adult within your child's class tests positive, the entire classroom will be cordoned off for 72 hours. The classroom will reopen the next day. This allows for a thoroughly cleaning and sanitization of the room. Those that have had close contact will be notified. Trinity Kids' will not release names of any persons that test positive, due to HIPPA regulations. Not every student will stay home and quarantine, only those that are identified to have had close contact with an infected individual. If a child begins to exhibit symptoms of illness, we will isolate the child in a safe, secure, and caring environment and notify the parent or guardian to pick-up the child within 30 minutes.

Should two or more individuals in the same class test positive or have symptoms of COVID-19, the classroom will close. All staff/students in that classroom will quarantine for 14 days, starting from 2 days prior to when the last symptomatic person was in the classroom.

NOTE: If your child has a chronic condition that mimics the COVID-19 symptoms, a note from the child's doctor to that effect is needed.

Symptoms that may require your child to stay home:

- Cough
- Shortness of breath
- Headache
- Colored nasal discharge

Two or more of these symptoms will require your child to stay home:

- Chills
- Muscle pain
- Sore Throat

Symptoms that require you to stay home are:

- Temperature of 99.8°F (Thermal reading)

- No fever reducing medication given within the last 24 hours
- New loss of taste or smell

PHASE 1 DROP OFF PROCEDURE:

- Masks are mandatory for parents and guardians during drop off.
- Parents will not enter the building.
- Staff members will greet families just outside the Trinity Kids entrance on the East side of the building during drop off. Staff members will ensure that all children are delivered safely to their classroom.

PHASE 1 PICK UP PROCEDURE:

- Masks are mandatory for parents and guardians during pick up.
- Parents will not enter the building.
- Staff members will confirm your security card and bring your children to you.

PHASE 2 & 3 DROP OFF PROCEDURE:

- Masks are mandatory for parents and guardians during drop off.
- Following a temperature check, parents and their children may enter the building for drop off.
- Check your child into Parent Pager and escort them to their classroom.

PHASE 2 & 3 PICK UP PROCEDURE:

- Masks are mandatory for parents and guardians during pick up.
- Following a temperature check, parents and their children may enter the building for pick up.
- Check child out of Parent Pager and present the checkout slip to the teacher in exchange for your child.

BEGINNING THE DAY AT TKP:

- When arriving at TKP please slowdown in the parking lot for everyone's safety.
- Check your child(ren) in using the Parent Pager system. The system will print out a check in slip for each child which must be presented by the parent or guardian directly to the child's teacher.
- Children may be dropped off beginning at 8:30am; prior to this time, teachers are preparing for the day and are not free to supervise children. If your child is going to be late, please call the TKP office and tell the Director.
- Beginning the second week of school, for children in the Two's, Threes and Four-year old classes, parents are asked to drop off their child and leave. School is an adjustment for

everyone, and it will be easier for children to build a trust in their teachers if parents are not hanging around. See Cry Policy.

- Routine is important for providing an environment that children feel secure in. ALL children regardless of age should be in his or her classroom before 8:45am.

ENDING THE DAY AT TKP:

- When leaving TKP please slowdown in the parking lot for everyone's safety.
- During PHASE 1, TKP staff will release a child once the orange security card has been confirmed.
- During PHASE 1, TKP staff are not allowed to release any child to any adult who does not have the orange security card, so please do not ask them to.
- During PHASE 2 or 3, children are to be checked out of the Parent Pager system and picked up from their classroom by 2:00 pm.
- During PHASE 2 or 3, teachers are not allowed to release any child to any adult who does not have a check out slip, so please do not ask them to.

NOTE: Late fees are \$1.00 per minute after 2:05 pm. If an early pick-up is needed, please inform the child's teachers in advance. This will allow teachers to have the child ready with minimal disturbance to the rest of the class.

Trinity Kids Preschool COVID-19 Acknowledgement and Disclosure

1. _____ I understand that during the COVID-19 public health emergency, I will not be permitted to enter the facility beyond the designated drop-off and pick-up area. I am aware that it is my responsibility to inform any other authorized pick-up person listed of these procedures.
2. _____ I understand that to enter the facility, my child must be free of COVID-19 symptoms. If, during the day, any of the previously stated symptoms appear, my child will be removed from the rest of the children to a designated area and I will be contacted. I am expected to pick-up my child within 30 minutes of having been notified.
3. _____ I understand that while many of these symptoms can also be related to non-COVID-19 issues, Trinity Kids Preschool must proceed with an abundance of caution during this pandemic. These symptoms typically appear 2-7 days after a person has been infected and must be taken seriously.
4. _____ I understand that should my child exhibit symptoms, they must be symptom free without any medications for 72 hours before returning to the facility and present a note from a pediatrician.
5. _____ I understand that my child's temperature will be taken twice per day.
6. _____ I understand that my child's hands will be washed before and after each activity and that hand sanitizer may also be used appropriately.
7. _____ I understand that my child's items such as a backpack, lunch bag and bottom of shoes may be disinfected when deemed appropriate.
8. _____ I agree to follow recommendations from the CDC to limit my child's exposure to COVID-19.
9. _____ I agree to immediately notify Trinity Kids Preschool if I become aware that my child or anyone in my immediate household has been exposed to a positive case of COVID-19 and will self-quarantine for 14 days.
10. _____ I understand that Trinity Kids Preschool will follow all CDC requirements and the Louisiana Department of Education guidelines to protect my child from exposure to COVID-19; however, I am also aware that no list of restrictions, guidelines or practices will remove 100% or the risk of exposure.

I understand that I play a crucial role in keeping everyone in the facility safe and in reducing the risk of exposure by following the practices outlined herein. I certify that I have read, understood, and agree to comply with all listed protocols.

Child's Name: _____ Parent's Name: _____

Parent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____