

Trinity Christian Academy



**1500 Airport Road
Oxford, Alabama 36203**

256-831-3333 x 192
Fax: 256-831-5895

Director: Bobbie J. Morris, M.Ed
Cell: 256-226-9960
B.morris10@rocketmail.com

Parent Handbook and Application for:
K2 and K3 Preschool Program

LIKE US ON FACEBOOK:

TRINITY CHRISTIAN ACADEMY PRESCHOOL

TRINITY CHRISTIAN ACADEMY

TRINITY CHRISTIAN ACADEMY PTO

- Inspire Growth and Learning
 - Instill Critical Thinking
 - Infuse a Biblical Worldview

Updated 10-1-18

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**** Summer Day Camp Applications Available the middle of March**

Statement of Philosophy

Trinity Christian Academy is founded upon the Bible, God's inerrant, inspired revelation. We believe in God's creation and revelation (John 14:6; John 1:1; Colossians 1:16, 17; John 17:17; Psalm 19:1; Romans 1:20). We believe children are a gift of God (Psalm 127:3-5). We believe that God has given the responsibility for educating children to the parents (Deuteronomy 6:6, 7). We believe that He permits the Christian school to exist within His will, and to act on behalf of the parents in educating their children. Education finds its purpose in the glory of God (I Corinthians 10:31). The redemption of the child, and the growth of the child should be toward Christ-likeness (II Peter 3:9; Romans 8:29; II Corinthians 3:18). Christian education should consider the whole child; cognitive, physical, spiritual, and social as defined in Luke 2:52. Christian education must consider the developmental growth of the child as confirmed in I Corinthians 13:11 and John 2:13. Christian education should include only those activities of which Christ can be center.

Confession of Faith

1. We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
2. We believe in the Trinity, God the Father, God the Son, and God the Holy Spirit. God exists as three distinct persons united as one.
3. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.
4. We believe that salvation is "by grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.
6. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
7. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

Respect and Compliance

As an enrolled student of Trinity Christian Academy, students and parents will be asked to refrain from public disagreement with the school staff or school policies. All concerns should be brought to the principal and/or administrator to work out a mutual understanding. This includes comments on social media sites. If an understanding cannot be reached, the parent has every right to withdraw the student and enroll them in an environment more conducive to the parent's goals for their child's education. Parents will be required to comply with school policy while their child is enrolled and all parties should conduct meetings and correspondence in a respectful manner. We encourage a Christ-centered spirit amongst our TCA family that is conducive to a positive school environment lending itself to the betterment of our students.

WELCOME:

The Early Morning Care program, Preschool program, Extended School Day program, and Summer Day Camp program are divisions of Trinity Christian Academy, which is a ministry of Trinity Baptist Church. The primary objective and purpose for these ministries is to create a partnership with parents through a well-rounded, nurturing atmosphere that ensures each child develops to their fullest potential socially, academically, and spiritually for God. We believe communication is the key ingredient to a successful parent/teacher relationship and will do our best to keep you informed and cultivate an open door policy for each family.

EARLY MORNING CARE (EMC):

- Early Morning Care opens at 6:00 am and is free of charge for all students enrolled at Trinity Christian Academy for grades K2-6th. Older students in grades 7-12 will be directed to the TCA cafeteria.
- Breakfast items may be eaten when brought from home **between 6 am—6:30 am**
- At 6:30 each morning, K2 and K3 students are taken to the playroom.
- At 7:15 each morning, K4-6th grade students are taken to the cafeteria.
- School policies and rules apply during Early Morning Care.

K2 AND K3 PRESCHOOL:

Two year old and three year old students will learn skills to enhance them academically, socially, spiritually, and physically using proven curriculum in a structured environment. This program runs August—May according to the school term calendar. Summer Day Camp is optional and registration begins in April for those choosing to attend. Bob Jones Curriculum is used in the classroom, along with a hands on Learning Lab to provide variety in learning.

- K2Ratio: 1 teacher per 8 students K3 Ratio: 1 teacher per 12 students
- Bible: Daily lesson or chapel service, Bible verses, pledges to the American flag, Christian flag, and Bible
- Academics: Phonics, Numbers, Shapes, Colors, Opposites, Language Development, Science, History, Health and Safety, Community Helpers, Art, STEAM, Beginning Spanish
- Motor Skill Activities (age appropriate)
- Character Development: Manners, Following direction, Self-Awareness, and Self-Control
- Daily Activities: Music, Games, Free Play, Puzzles, Poems, and Finger Plays
- Four program options: AM Half day: 6 am—11:45 am (am snack)
PM Half day: 12:15—5:30 pm (pm snack)
Three quarter day: 6 am—3:00 pm (am snack and lunch)
Full day: 6 am—5:30 pm (am snack, lunch, and pm snack)
- **New students are accepted at any time as long as there is an opening.**
- Registration for the next school year begins in March during re-enrollment month.

EXTENDED SCHOOL DAY (ESD):

- Extended school day begins at 3:00 pm Monday—Friday and ends at 5:30 pm
- Snack is provided during extended school day.
- Students will play either outside on the playground or inside in the Learning Lab from 3:30-4:30 pm dependent on weather conditions.
- At 5:00 the preschool students and K2-6th grades are combined to watch a movie until closing at 5:30 pm

SUMMER DAY CAMP:

- Summer Day Camp for two and three year old students is an extension of K2 and K3 preschool with the curriculum continuing as set throughout the school year.
- During the summer program, curriculum is continued on a four day basis with the fifth day being an off campus field trip to the area bounce house and lunch at an area restaurant before returning for nap.
- Applications are available the first week of April—acceptance is on a first-come basis
- A separate application, supply fee, and registration fee must be submitted
- Two weeks of vacation are allowed and not charged during the program.
- Summer Day Camp ends 2 days before the school year begins for staff training.

COMMUNICATION:

- The Trinity Christian Academy Preschool, Trinity Christian Academy, and Trinity Christian Academy PTO (Parent Teacher Organization) all have **Facebook pages**. Please like and follow these pages.
- **School Cast** texts will be sent to keep all parents and guardians informed of campus events and information.
- The preschool teachers and director will communicate with parents via our **Class DOJO app**. Please accept the request that will be sent to join your child's class. You will be given your child's class story that will include pictures and daily activities as well as your child's class report that displays earned badges for school success, icons for discipline, illness and accident alerts, and other pertinent memos to you from the teacher or preschool office.

ADDITIONAL FACTS AND INFORMATION:

- A locker will be assigned to all K2 and K3 students.
- Daily class work will come home via the class folder.
- There is a \$1.00 replacement fee for correspondence folders
- If a student will not be three by September first of the next year, that student will repeat the two year old program. This ensures that the state age guidelines follow suit for enrollment at the K5 level and the student is ready academically and socially to move up to through the remaining pre-kindergarten classes.
- Students must be three by September first and be potty-trained to start K3.
- All closings and delays due to weather will be announced on school cast, local news and radio, on our Facebook page, and on class DOJO.

ENROLLMENT

- Tour and meeting with the director
- Registration fee paid
- Book fee paid
- Classroom supply and activity fee paid or payment option chosen
- Forms submitted

Forms Needed:

- Valid Immunization Certificate
- Copy of Birth Certificate
- Copy of Social Security Card
- Alabama Affidavit must be notarized—notary on site for your convenience
- Completed TCA application with staff form
- State medical form—may fax to:256-831-5895

VACATION and CLOSINGS:

- Each student may have one week vacation of their choice and pay no tuition August—May.
- Preschool is closed the week of Christmas and no tuition will be collected for that week.
- Each student enrolled in Summer Day Camp will receive two weeks vacation of their choice and pay no tuition during those weeks. Our summer program ends 2 days before school begins for the next year to administer staff training.
- All other days the preschool is closed does not affect the weekly or monthly rate that is charged.
- A calendar of closing dates will be furnished.

TUITION:

- Two payment options are available—weekly or monthly.
- When paying weekly, tuition is due on Friday after care has been received. There is a one day grace period on Monday, with a late fee of 10.00 being added on Tuesday if tuition is not received.
- When paying monthly, please note the number of weeks within the month; payment is due by the 10th when paying monthly. A \$30.00 late fee will be charged the first time and \$50.00 late fee each subsequent time.
- If a student's account is past due 15 days, they will be taken off the school roster until the balance is current unless arrangements have been made with the director.
- A copy of the tuition ledger will be provided for the parent or guardian to track payments. Periodically this will be sent home to make sure the fees charged and payments received are accurate.

LATE PICK UP FEES:

- Students picked up after 5:30 p.m. for full day, 3:00 p.m. for three quarter day, 11:45 a.m. for half day AM, and 5:30 p.m. for half day PM will be charged a late fee.
- \$10.00 the first 15 minutes late
- \$20.00 when late 16 minutes to 30 minutes
- And at 31 minutes it will be \$20.00 plus a dollar per minute.

NSF FEES:

- An NSF fee of \$30.00 will be charged for returned checks or automatic drafts.
- The second time of occurrence a \$50.00 fee will be charged.
- Upon the third occurrence, only cash will be accepted for payment for the remainder of the school term.

DISCOUNTS:

- Military, First Responders, and Pastors will receive a discount of 20% for full or 3/4 day enrollment of preschool students.
- Special rates apply for multiple preschool enrollments in one family.
- Families with an academy student and preschool student will receive 10% off preschool tuition for full or three quarter day enrollments.

REFERRAL VOUCHERS:

- Referral vouchers are given when your name is listed as the referral and a student enrolls in the academy or preschool who is not in your immediate family.
- You will be notified if a voucher has been awarded to you (\$50.00 for preschool and \$25.00 for summer day camp).

WITHDRAWAL POLICY:

- If a student withdraws for any reason and does not return within 30 days, a new registration fee must be paid upon enrollment.
- Books will be given to the parent as long as all fees are current.
- All fees and tuition that have been prepaid will not be refunded and will be forfeited.

ORIENTATION:

- All students enrolled in the preschool program will be notified of the orientation date for the new school term. This is an important time for you to meet all of our staff and acquaint yourself with any policy or procedure changes for the upcoming school term. A school calendar will be available that evening.

NAPTIME:

- Cots are provided for nap time. We ask that parents send a cloth mat that has an attached blanket.
- A small animal may be brought from home for nap time, **but must stay at the preschool through out the week.**
- All mats and sleep animals are sent home at the end of the school week for laundering and should return the following school day.

TARDINESS:

- We encourage all preschoolers to **arrive by 7:30a.m. / class begins at 7:45 a.m.**

BATHROOM HABITS:

- We will do our best to help in the training process. Student readiness is different from one student to another, but all will be encouraged to participate during bathroom breaks.
- We help the students become independent and confident in caring for themselves in the bathroom. Please communicate with your child's teacher regarding any concerns or questions you may have in this area.
- Extra clothing will be requested on the student supply list. (One set will be kept upstairs and one in a zip lock bag downstairs.)
- All K2 students may use diapers or pullups that open on the sides.
- When potty-training first occurs, four outfits will be required).
- Students will be retained in the K2 class until they have mastered (1 accident in a month) potty-training.
- All K3 students will be expected to where underclothes and be out of pull-ups.

BODILY HARM POLICY:

- Kicking, Pinching, and Biting can be harmful to other children and staff, yet sometimes toddlers will go through an aggressive phase.
- Every student's safety is of utmost concern; therefore after a student has shown excessive bodily harm with no progress toward self-control, removal from our program will be taken into consideration.

SNACK and LUNCH TIME:

- During our two snack times, if snacks are brought from home, they must be portable, labeled in a baggy, and not need refrigeration or heating. ALL CONTAINERS MUST BE DISPOSABLE. Snacks are not saved.
- Water will be served at snack time.
- **All snacks should go in the class appropriate bin and have the name written clearly. Sharpie markers are provided.**
- Milk is provided with lunch when the cafeteria is open, otherwise juice will be provided.
- A cafeteria menu is posted in the lobby and will be sent home monthly.
- If you are providing your child's lunch, please put the lunchbox on the green bench for collection.

ACADEMIC PROGRESS:

- Students will receive a 9-week progress report.
- This is not a pass-fail type report, but actually shows the order of concepts taught and whether the child retained the information when tested.
- A non-verbal form may also be used when a student has knowledge, but is shy or not yet vocalizing well.

FUNDRAISERS:

- Weekly ice cream sale
- Campbell's Soup Label
- Box Tops for Education
- Two or three school wide campaigns are conducted through out the year and different groups of the student body (ie: seniors, juniors, SGA, sport teams) may send home fundraisers.

PERSONAL BELONGINGS:

- All clothing should be labeled.
- **No personal toys are allowed.**
- Besides nap items, all personal items should be taken home each evening.

CHAPEL SERVICES

- Students participate in chapel once per week in the church auditorium. Parents will be notified regarding which day chapel will be held. Most chapels are held on Thursday each week. Please note the dress code for chapel days; we will be unable to change clothing after chapel, so please send the children in play clothes that meet the guidelines.

DRESS CODE:

Girls:

- May wear modest short sets during warm weather as long as they come to the knee
- Dresses may be worn any time, but must be no shorter than the middle of the knee
- For modesty, shorts may need to be worn underneath dresses or skirts
- Pants are acceptable during cold weather, but must be loose fitting
- • Loose fitting sweat outfits are permitted
- All shirts must cover the stomach even when the arms are raised
- • No spaghetti style straps will be allowed—the shoulder must be covered
- No flip-flops or backless shoes are permitted during the school year
- • No tattoos or body piercing
- • No colorful hair dying will be allowed
- **CHAPEL DAYS: Dresses or skirt outfits required— nothing “dressy” please**

Boys:

- May wear modest short sets during warm weather as long as they come to the knee
- Pants are acceptable, but must be loose fitting
- T-shirts are acceptable as long as they are in good taste
- • Loose fitting sweat outfits are permitted
- Tennis type shoes should be worn – no dress “Sunday” shoes are allowed during the school year
- No flip-flops or backless shoes are permitted during the school year
- • Hair must be kept neat, trim, and off of the collar
- • No colorful hair dying will be allowed
- • No tattoos or body piercing
- **CHAPEL DAYS: Pants and collared shirts required— nothing “dressy” please**

STUDENT OF THE MONTH and MOST IMPROVED:

- Monthly (September– November and January – April) the staff will choose a student of the month and most improved student.
- These students will be recognized in class and announced on DOJO.

CLASS DOJO AND PRIZE BOX:

- Class DOJO will be used for class communication between the teacher/director and the parent
- Each child will participate in class DOJO for icon badges both positive and negative.
- When a child has a great day (90% or above) they will be able to get a prize from the prize box.
- Parents are encouraged to send in items to replenish the treasure box.
- Parents may track their child’s day through the class story and report on DOJO.
- Choose private messaging for the director or teacher when additional information must be exchanged.
- All billing reminders will be sent on DOJO.
- When enrolling you are agreeing to use DOJO for communication and be active in viewing the class story.

FIELD TRIPS:

- Preschool students take one field trip in the fall and one field trip in the spring.
- We also have a party for Christmas and Year End.
- Additional items or money may be requested at these times.
- If a parent does not want their student to participate in the activity, other arrangements must be made for that day's care.
- If a parent or guardian plans to attend, alternate care should be made for siblings.

DAILY HEALTH ISSUES:

- A Medical policy form is located on the lobby bulletin board and may be obtained when medication needs to be given at school.
- When a child has a temperature of 100 or above, has thrown up, or has diarrhea, the child will be taken to the preschool office until a parent arrives to take them home.
- When a child has one of the above, they should not return to school until free of symptoms (without medication) for 24 hours.

CUSTODY DOCUMENTATION:

- All parents who are divorced must provide legal documentation showing proof of legal custody, if the other parent is not allowed to pick up the child.
- All guardianship paper work regardless of reason should be kept in the student's school file.

INSURANCE:

- This is provided with each students registration fee.
- This is secondary coverage.
- See the academy office for more information should an accident occur.

SECURITY And STUDENT PICK UP:

- **Parents should sign in and sign out each student daily.**
- **Only** those listed on the staff application form will be allowed to pick up a student.
- Drivers License will be required if a staff member does not recognize the person picking up a student.

CHANGE OF INFORMATION: Please notify the office of any changes in the following:

- Phone Numbers – work, home, cell
- Address
- Pertinent family change
- Pick up information

CHILD ABUSE POLICY:

- While we at Trinity Christian Academy believe in the authority of the parents and their responsibility to educate and discipline their children, we are bound by law to report any suspected child abuse.
- Our first action in such case , when something is suspicious, will be to counsel with the parents about our suspicions and warn them about our responsibility under the law in an effort to find the source of any issues and keep the child from harm.
- The second suspected incident will result in an official report to the appropriate authorities and a notification to the parents of the action taken.

COMMUNICABLE DISEASES:

- While it is not the desire of Trinity Christian Academy to discriminate against any youngster, due to the current sinful practices of large sections of American society, it is recognized that certain life threatening diseases can afflict children.
- For those students who are innocently afflicted, Trinity Christian Academy and Preschool has great compassion and sympathy. Yet, we are faced with the challenge of providing a safe haven for those youngsters entrusted to our care by their loving parents.
- Our purpose is to protect our students from exposure to mortal illness as best we can. We recognize also that Trinity Christian Academy and Preschool, with its limited finances, is not equipped to physically care for the need of every ill student or students with a communicable disease.
- Therefore, because we are moved with deep sympathy for the sick child and the well child, it will be the policy of Trinity Christian Academy and Preschool to provide a Christian education for a child with a communicable disease only through our Home School Program.
- The concern is twofold; it is that other students not be infected or that the ill student not become infected with other diseases transmitted by fellow students or others within the school family.
- Children enrolled at Trinity Christian Academy and Preschool or who seek to enroll at Trinity Christian Academy and Preschool, who are diagnosed to be carrying any communicable or potentially lethal disease, shall be given the opportunity to enroll in the Home School Program.
- They will not be permitted to enroll in regular Trinity Christian Academy and Preschool classes until they have been medically diagnosed as no longer carrying the communicable disease.
- This policy is to apply to diseases such as, but not limited to and including: syphilis, gonorrhea, acquired immune-deficiency syndrome (AIDS), etc. (Current medical information published by the U.S. Centers for Disease Control indicated that the human T-lymphotrophic virus type III/lymphadenopathy—associated virus (HTLV-III.LAV) is believed to be the agent causing the Acquired Immune-Deficiency Syndrome (AIDS) in humans. The policies presented therein also apply to students known to be infected with the HTLV-III.LAV, or tested positive for the presence of antibodies to the AIDS virus.

SUPPLIES:

- Nap pad with attached blanket must be brought from home for use on a child's nap cot.
- Diapers/pull-ups will be requested as they are needed for each individual child in K2 that is not potty-trained.
- A classroom supply/activity fee will take care of all other supplies needed for the year (art, steam, cleaning items).



TRINITY CHRISTIAN ACADEMY PRESCHOOL Enrollment Application

A ministry of Trinity Baptist Church since 1970

Start Date: _____

Student's Legal Name: _____ Sex: M or F

Class: ___ K2 ___ K2 Repeat ___ K3 ___ K3 Repeat Birthday: _____ Program: ___ full day ___ 3/4 day ___ 1/2 day

Address _____ City _____ State _____ Zip _____

Email Address Frequently Checked: _____

Mother _____ Drivers License Number _____

Cell phone _____ Home phone _____ Work phone _____

Father _____ Drivers License Number _____

Cell phone _____ Home phone _____ Work phone _____

Emergency Contact other than parent _____ Phone _____

Allergies: _____

Treatment: _____

Doctor: _____ Preferred Hospital: _____

**** Parents who are divorced must provide a legal copy of documents if other parent is not allowed to take child from premises.****
The following persons may pick up my child if I am unable to do so.

Name _____ Relationship _____ phone _____

Name _____ Relationship _____ phone _____

Name _____ Relationship _____ phone _____

Name _____ Relationship _____ phone _____

Name of church family attends: _____

Family attends church: ___ weekly ___ monthly ___ occasionally ___ during special occasions Attends Sunday School? Yes or No

Child lives with: both parents mother father grandparents other relative or guardian

What child care center did your child previously attend? _____

On a scale from 1-5 please rate your child in the following areas: 1 compliant /does well 3 sometimes 5 non-compliant/is aggressive

Follows directions _____ Able to sit for 15 minutes and stay on task _____ Naps _____ Plays well with others _____ Potty trained _____

How did you hear about TCA Preschool? (please circle)

Friend _____ News Article Radio Flyer Website Business card/employee
please name for referral reward

Mother Signature: _____ Date _____

Father Signature: _____ Date _____

PARENT'S STATEMENT OF FINANCIAL OBLIGATION, SUPPORT OF SCHOOL POLICIES AND ARBITRATION AGREEMENT

Your annual registration fee is due upon receipt of your completed application for enrollment and is non-refundable. Your child will not be placed on the school roster until all fees and paperwork have been completed and reviewed by the preschool office.

I realize that preschool fees are paid weekly and due by Tuesday of the following week. These fees are due even if my child is not in attendance to ensure a space remains available for my child. One week of vacation credit is at my disposal between August—May of each school year with a notice to the office. Another week that I will not be charged is at Christmas when the preschool is closed from Christmas Eve through New Years Day. Enrollment in the Summer Day Camp program is at my discretion; an additional registration fee will be charged and application must be submitted.

I here by pledge to pay my financial obligation to Trinity Christian Academy Preschool as outlined in the handbook. It is also my understanding that if my child attends any part of a week, I am required to pay for the entire week, except the week allotted on my accounting sheet. I will follow the set payment schedule for that time. If my child is removed from the program, regardless of the situation or circumstance (withdrawal, expulsion, transfer) there will be no credit given toward the week. Accounts must be brought current with a zero balance to receive my child's books or other items.

I give permission for my child to take part in school activities and school-sponsored trips away from the school premises. I also give permission for my child's name and photograph to be used in yearbooks, newspaper articles, and advertisement for the school and its programs including the school's face book page.

I appreciate the standards of the school and agree to support all regulations of the school in the applicant's behalf and authorize the school to employ such discipline as is deemed wise and expedient for the training of my child.

I further agree to hold the school, preschool, and its agents harmless of any liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any sickness or injury to my child. Should legal action, for any reason, be taken against TCA or any employee or agent thereof, on my child's behalf and the school or its agents not be found at fault, I agree to pay the attorney's fees, court fees, damages or other costs that TCA or its agents should incur to defend itself against such action.

I also understand that my participation is needed in lending practical help and prayer support in a mutual effort to train my child. Because of this, I will endeavor to attend open house and planned parent-teacher conferences as requested, unless providentially hindered.

I understand the school reserves the right to dismiss any child or family who fails to comply with the established regulations and discipline or whose financial obligations remain unpaid.

I have read and understand the terms stated on this agreement form; and in the Trinity Christian Academy Student Handbook that is enclosed with this application. I agree to abide by the set forth policies, and any others that may be promulgated in the future.

The parties to this agreement will make every effort to live at peace and to resolve disputes in private. The parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation, and if necessary, legally binding arbitration. Judgment upon an arbitration decision may be sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. I agree with this approach to resolve disputes, which may arise with my association with Trinity Christian Academy and preschool.

As an enrolled student of Trinity Christian Academy, students and parents will be asked to refrain from public disagreement with the school staff or school policies. All concerns should be brought to the principal and/or administrator to work out a mutual understanding. This includes comments on social media sites. If an understanding cannot be reached, the parent has every right to withdraw the student and enroll them in an environment more conducive to the parent's goals for their child's education. Parents will be required to comply with school policy while their child is enrolled and all parties should conduct meetings and correspondence in a respectful manner. We encourage a Christ-centered spirit amongst our TCA family that is conducive to a positive school environment lending itself to the betterment of our students.

I understand and agree with the above stated policies.

Mother Signature: _____ Date _____
Father Signature: _____ Date _____

TRINITY CHRISTIAN ACADEMY DISCIPLINE POLICY for Preschool

Believing that discipline is necessary for the welfare of each student, as well as the entire school, teachers seek to maintain classroom behavior in a manner consistent with Biblical principles as set forth in the scriptures and stated in school policy. We are honored that you have asked our staff to assist you in training your child for Christian Leadership. Our total program is designed to develop the spiritual and academic qualities that characterize your child. To correct a child when his behavior is in violation of proper reasonable rules and procedures, when warranted (time out and missed activities have not corrected the behavioral issue), corporal discipline will be exercised under the following guidelines:

1. A parent/guardian or assigned person by the parent will be contacted to discuss the offense and discipline action taken. Parents will be contacted in the order they are listed below. If no one can be reached, signing this form UNDER OPTION ONE is considered agreement to discipline.
2. The offense will be clearly discussed with your child.
3. A staff member will discuss scriptural applications and what better choice could have been made.
4. Up to three strokes will be administered by a staff member using a simple, flat, wooden paddle. A staff witness will be present.
5. If the student refuses to submit to the paddling, a parent will be contacted to come to the school and administer the discipline.
6. After the appropriate disciplinary action has been taken, the staff member will pray with your child assuring them of their love and God's love with the hope for them to make better choices.
7. If the parent does not wish for the school staff to discipline their child, they may choose to come to the school and administer the corporal discipline themselves, or take the student for the day (see **OPTION 2**)

Trinity Christian Academy reserves the right to dismiss any student that becomes a detriment to the other students safety or ability to achieve in the classroom.

PLEASE CHOOSE AND SIGN ONLY ONE OPTION BELOW:

OPTION 1: We have read the above policy and agree to support the school in its policy of corporal discipline without reservation and personally pledge our support to this scriptural approach to discipline. We agree that corporal discipline may be administered to our child when deemed necessary.

Mother Signature: _____ Date _____
Father Signature: _____ Date _____

OPTION 2: We, have read the above policy and **DO NOT** wish corporal discipline to be administered to our child. We will be called, when warranted, to come and remove our child for the day(s) necessary, as determined by the administration, until the student is able to return to the classroom with the proper attitude. The return is pending administrative approval.

Mother Signature: _____ Date _____
Father Signature: _____ Date _____

Persons to contact to discuss misbehavior and discipline: (cell and daytime number please)

Name: _____ Phone: _____ / _____

Name: _____ Phone: _____ / _____

Name: _____ Phone: _____ / _____

TRINITY CHRISTIAN ACADEMY PRESCHOOL

STATEMENT FOR THE USE AND DISPENSING OF MEDICATIONS

Please be aware that the following items pertain to the Medication Policy for Trinity Christian Academy Preschool. Please read the policy carefully as you and your child will be expected to abide by its provisions when medication for your child is required while at Preschool or ESD. The forms are necessary for compliance with state and federal laws regarding the dispensing of all medicine.

No medications are kept in the preschool office or provided by any staff member except for syrup of Ipecac and Neosporin or Benadryl type creams.

Forms for dispensing medication are available in the lobby. One is also included on page 18 of this packet. Children are not allowed to keep any type of medication with them unless prescribed that way by a physician. A copy of that order must be turned in to the Preschool office.

In many instances, medication is not necessary during preschool hours. We encourage you to check with your child's physician to determine whether an at-preschool dosage of a particular medication is required.

All medications to be administered at Preschool or ESD, whether prescription or non-prescription, oral or topical, require the following:

1. A written authorization from the parent or guardian on a TCA medication form.
2. Non-prescription medications will be administered only to those children whose parent or guardian provides the medication for their use (this includes but is not limited to Tylenol, Benadryl, etc.)
3. All medications will be kept in a secure location and administered by designated personnel, except where other arrangements have been made in writing and expressly authorized with the director's approval.
4. All medications must be provided in the original container with complete manufacturer label or pharmacy label with the child's name and dosage/time listed.
5. All medications designated by the physician as controlled substances must be delivered to the preschool office by a parent or guardian.

In the case of prescription drugs, they must be in the original prescription container with the dosage printed on the label. Any change in medication or dosage requires a new pharmacy label.

Thank you for cooperating with us in our efforts to protect your child and ensure the proper administration of student medication safely and effectively.

I have read the above medication policy and agree to abide by its guidelines. I also understand that absolutely no medication of any kind will be given to my child unless I provide the medication and fill out the dispensing form located in the lobby and also in this packet.

Mother Signature: _____ Date _____
Father Signature: _____ Date _____

TCA Staff Information Form

Student Name _____ Date of Birth _____ Grade: _____

Address _____ City _____ State _____ Zip _____

Email: _____

Mother or Guardian: _____ Cell phone _____ Work phone _____

Father or Guardian: _____ Cell phone _____ Work phone _____

Emergency Contact other than parent _____ Phone _____

The following persons may pick up my child if I am unable to do so.

Name _____ Relationship _____ phone _____

Name _____ Relationship _____ phone _____

Name _____ Relationship _____ phone _____

Name _____ Relationship _____ phone _____

My discipline choice is: : _____ **option 1** school may discipline (will call to discuss offense) _____ **option 2** parent discipline only—will come to school if needed

Who, other than parents, may be contacted and make decisions on discipline if parents cannot be reached? _____

Relationship: _____ Phone: _____

Allergies and treatment:

_____ (attach list)

Does your child take any medications? Yes No If yes, fill out med, dosage, and reason: - attach list if necessary.

Insurance Information

Ins. Company _____ Insured _____ Policy # _____ Group# _____

Name and address of parent financially responsible for medical treatment: _____

Doctor: _____ Phone number _____

Hospital: _____ Dentist: _____

Should my child become ill or suffer an accident of any kind while he/she is in the care of staff, the staff shall undertake to contact me immediately. In the event the staff is unable to reach me immediately, the staff shall be authorized to secure and consent to such medical attention, treatment, and services for my child as deemed necessary by the trained medical personnel responding to the emergency. Any qualified person providing such medical attention, treatment, or service may accept such consent as if given by me in person. I agree to assume all financial responsibility in full for medical and transportation fees incurred.

Mother Signature: _____ Date _____

Father Signature: _____ Date _____

Form of Affidavit for Parent/Guardian
And for Church/School

STATE OF ALABAMA
COUNTY OF CALHOUN

Before me, a Notary Public in and for said State and County, appeared _____
(print guardian or parent's name here)

and is known to me, after being duly sworn or affirmed says as follows: the affiant is the parent or legal guardian of the minor
child _____ and that affiant has been notified prior to enrollment/re-enrollment by a
(print child's name here)

representative of Trinity Christian Academy Church/School that this church/school has filed notice with and is exempt under the
law from regulation by the Department of Human Resources.

Signature of Parent or Guardian

Sworn or affirmed to and subscribed before me this _____ day of _____ 20 ____.

Notary Public

commission expires _____

AFFIDAVIT MUST BE FILLED OUT AND SIGNED IN THE PRESENCE OF A NOTARY PUBLIC

(Rev.4/06)

Child's Medical Report

(This form may be used for household members younger than 19 years of age)

Child's Name: _____ **Date of Birth:** _____

Name of Child's Parent or Guardian: _____

Address: _____ **Telephone Number:** _____

In addition to a medical report or medical screening, a Certificate of Immunization (ADPH-F-IMM-50) is required for each child two months to five years of age and for five year olds who are not enrolled in private or public school.

History of Allergies: _____

I examined this child on (date) _____. I find him/her to be in good physical condition and free of contagious and infectious disease, except as noted below.

Signature of Physician, Physician's Assistant, Certified Nurse Practitioner

Date