



Child's Name _____

Acknowledgements

1. As a parent of a Trinity Lutheran Child Learning Center (TLCLC) student, I acknowledge that I have read and understand the contents of the TLCLC Parent handbook, and agree to abide by the policies outlined. I understand that I will be notified of any changes in policies and /or procedures and that I will take responsibility to maintain copies of these changes. Our handbook is located on our website at www.TLCLCkids.com. If a hard copy is needed, please notify the office.

2. In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Trinity Lutheran Child Learning Center may request notice at initial enrollment or any time thereafter of whether there are any children enrolled at our facility with an immunization exemption on file. Please direct requests to Annette Kiehne, TLCLC Director, and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at TLCLC with an immunization exemption on file.

3. I have read and understand that TLCLC is a peanut and tree nut free facility. I agree not to bring peanut or tree nuts into the school. I agree to do my part in keeping the classroom and school safer for all students. I acknowledge that any outside food brought in for a school event requires a TLCLC Outside Food Safety form and that all outside food must be checked in through the kitchen. Breakfast items brought from home must be consumed before your child enters the facility.

4. When my child is ill, I understand and agree that s/he may not be accepted for care or remain in care as outlined in the TLCLC Child Illness policy. Further, I understand that my child will not be re-admitted to TLCLC until s/he is fever-free for at least 24 hours without the use of fever reducing medication.

5. I agree to plan for continued communication with the teachers and staff of TLCLC regarding my child's development, behavior and individual needs. I understand this will include but not limited to two formal parent/teacher conferences, a closed Facebook class group, emails, phone calls, notes home, a TLCLC newsletter, bulletin boards and informal contact during drop off and pick up. In addition, I will be given information so I may contact my child's teacher if I have a concern or question.

6. I understand that TLCLC will provide the opportunity for annual health screenings as approved by the TLCLC Board of Early Childhood Education, for the purpose of monitoring student's overall health. Prior to the screenings, I understand I will have the opportunity to opt out if I do not want my child to be screened.

7. In an emergency, TLCLC will call 911. As parent/legal guardian, I give consent for my child(ren) or myself to receive first aid from facility staff and, if necessary, to be transported to receive emergency care. I understand that I will be responsible for all charges not covered by insurance.

8. I am aware that the publication "Licensing Rules for Child Care Centers in Missouri" can be viewed online at <https://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-62.pdf>. If a hard copy is needed, please notify the office.

9. I understand that I am responsible for updating the TLCLC office of any changes in contact or health information. I understand these changes are necessary to keep my child's information up-to-date.

10. I agree to notify TLCLC when my child will be picked up by someone on my Authorized List. Further, I agree to notify the TLCLC office in writing if someone not on the Authorized List is picking up my child and/or needs to be added. I understand that this person will need to provide a photo ID before my child will be released to their custody.

11. I acknowledge that my child's photo or a video of my child may be used for a TLCLC classroom closed Facebook group, a classroom bulletin board, internal publications, and live Facebook streaming for special school events.

**Please read and initial each box.
Continued on the back. →**

Acknowledgements

13. TLCLC aligns with Columbia Public Schools and will close if CPS announces a snow day closing. However, if conditions warrant, TLCLC may cancel the snow day and open if the decision can be made to open the school safely. If a snow day is cancelled, parents will be notified by email & text. TLCLC reserves the right to call a late start or early closing due to hazardous weather conditions. Parents will be notified by email & text of the new opening/closing time. This allows our staff to travel safely and assures enough teachers are on site to meet ratio requirements. There is not a refund of tuition if TLCLC is closed due to hazardous weather.

14. Per the TLCLC Parent Handbook, I understand that TLCLC closes and locks the doors of the facility at 5:30 p.m. I agree to pick up my child by 5:25 and leave the facility by 5:30 p.m. A late fee will be charged per the following guidelines:

- A. Receive verbal warnings during the first two week grace period of a TLCLC session (fall and summer).
- B. Receive a written warning. One written warning will be given for the summer time period June to August; one for the fall time period August to December; and one for the spring time period January to May. If more than 10 minutes late, there will be no written warning, and a fee of \$10 (per family) for every 5 minutes past 5:30 will be issued.
- C. Be charged a \$10 late fee (per family) for every 5 minutes I remain in the building past 5:30 at pick-up. Payment must be made within one week.
- D. A meeting will be scheduled with the TLCLC director after three late fees are assessed or for non-payment.
- E. Continued late incidents may result in termination of enrollment as determined by the Board of Early Childhood Education.

Permissions

15. I grant permission for the use of pictures and videos, which may be taken at TLCLC or on field trips, in which my child may appear, for educational and public relations/promotional purposes (eg. Publications, newspaper articles, posters, brochures, website, Facebook, etc.) I give permission for such use of recordings made of my child. Verbal and written identifiable information, such as my child's name, will not be given to any outlet without my expressed written permission. Identification of my child will be allowed solely by TLCLC staff in internal communications with class parents.

16. I grant permission for my child to participate in field trips with TLCLC under proper supervision. TLCLC will notify parents in advance when such trips are scheduled. I understand that if I do not want my child to participate in a field trip and TLCLC is unable to place the child in another classroom, the child will not be able to attend TLCLC during the hours of the field trip. Short, unscheduled walks outside; trips to the TLCLC library and garden; and trips to Trinity church and fellowship area may be taken without parent notification.

Please read and initial each box, then sign and date below.

Child's Name

Parent's Signature

Date