



Family Handbook

"Preparing Leaders for the Future"

Trinity Village Child Development Center

“Train up a child in the way he should go: and when he is old, he will not depart from it.” -
(Proverbs 22:6)

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We Enroll Families ... Not Just Students!

Welcome to Trinity Village Child Development Center

Thank you for choosing Trinity Village Child Development Center (TVCDC) as your early childhood learning program for your child. We appreciate the confidence you place in us to provide a caring, dynamic environment in which your child will grow and develop skills for a lifetime of learning.

Our commitment to you is to provide your child with challenging and inspiring academic experiences every day. Our staff is dedicated to ensuring your child receives opportunities to explore, investigate and discover new and exciting concepts about the world. We provide developmentally appropriate activities through the Abeka curriculum for each stage of learning. The curriculum focuses on activities that will build your child's social, emotional, physical, and intellectual growth and developmental abilities.

This guide will acquaint you with pertinent information, school policies and specific ways we will partner with you during the important early childhood years.

We know that attending a new school can be a big change for your child — and for you. Adjustment will vary depending on the age of your child and prior experiences in a classroom setting. Our professional teaching staff and school administrators are very experienced in welcoming new families and will work with you to make the process as seamless as possible.

Affiliation:

Trinity Village Child Development Center is a developmentally based program that caters to children ages 2 ½ years -12 years old. Our classrooms promote spiritual, social, and cognitive development. We endeavor to give our children variety and exposure to a world of learning beyond the classroom. Children enrolled in our child development center learn through play and exploration as well as a structured classroom setting. Trinity offers a nurturing, and safe atmosphere conducive for learning where students excel. All students enrolled attend indoor/outdoor field trips, participate in Art, Science, gym, chapel etc. weekly. The Abeka Curriculum is incorporated into our Academic schedule.

Mission Statement:

Trinity Village Child Development Center is an extension of both home and church in training children in the way they should go, by building Christian character. Trinity provides excellence in academics, a strong bible foundation, emphasis on good social / character development, enabling students to see themselves and others as God does.

Vision Statement:

The development of an academic curriculum that fosters the highest caliber of standards of education; a curriculum that focuses on:

- Supporting parental taught behavior.
- Excellence in Christian values, as well as Social and Communication skills.
- Cultural enrichment.
- Respect for those in authority.

It is the desire of Trinity Village Child Development Center to present to our community, nation, and ultimately the world, young men and young women who are superiorly equipped to function as leaders in today's world.

Purposes and Structure:

Spiritual and character training for the child are key components in preparation for lifelong learning. A successful academic experience is built upon this foundation. Therefore, the primary objective and purpose of Trinity Village Child Development Center is to train the student in the knowledge of God and the Christian way of life while providing an excellent education. Our curriculum is one that presents the highest caliber of standards for education and development of social skills, including:

- Use of phonics-based curriculum which promotes academic excellence.
- Developing social and communication abilities.
- Training for excellence in Christian values

- Support of and development in parentally taught behavior.
- Promoting respect for those in authority.
- Critical thinking skills / basic building blocks for learning.

This Christian Education Program is for children 2 years- 12 years of age. TVCDC is a family-centered ministry with a heart towards co-laboring with the parents of our students to provide a well-rounded and quality early childhood education for each child.

At Trinity Village Child Development Center, we assist each student in making a smooth transition up the developmental ladder. Our preschool program enables the two or three-year old child to make a wholesome adjustment in the parental separation process while developing early learning skills in a delightful environment. Our Junior Kindergarten (K-4) program prepares the child for direct entry into kindergarten. Our traditional teaching methods include a phonics-based reading program that enables our students to successfully complete and master all academic subjects. We are committed to the continued implementation of a program that will train and care for your child in a Christian enriched environment.

General Information

Hours of Operation:

Trinity Village Child Development Center opens Monday through Friday at 7:00 a.m. and closes at 6:00 p.m. Formal class instruction is from 9:00 a.m. until 3:00 p.m. Our 12-months program is year-round with open enrollment.

Drop Off Policy:

To uphold the integrity of the children's daily schedule, we request that children be dropped off at the center no later than 9:30 am. The Parent is required to notify the center before the cut off time of (10:00am) if there's a change in drop off time, we ask that drop off not occur after (10:00am) no exceptions, as this may be disruptive to lunch, nap and the group, as well as possibly be difficult for your child.

Supervision:

The Trinity Village Child Development Center staff always supervises students. Please do not leave your child unattended in the school or parking lot on any day.

Transportation:

Parents are responsible for transporting their child/ren to and from school. In the event of Field Trips, parents may be asked to assist us in transporting their students. For most events, the school's vans will be used.

Insurance:

Trinity village does have liability insurance.

Nutrition:

Our nutritional program is guided by the following goals:

- Menu meets the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) nutritional standards and state licensing rules and regulations.
- Food choices provide wholesome food selections.
- Mealtime is pleasant with conversation and food group discussions.
- Mealtime encourages family-style dining.

Children who eat table food are served snacks and lunches that follow the recommended daily dietary allowances. Please review our menu to ensure your child is not allergic to any food being served. If you discover a day when the menu contains foods your child is allergic to, please discuss this with the center Director.

We are a peanut-free school; therefore, no nuts, peanut butter or other foods containing peanuts are served or can be brought into the school. Family-style dining is advocated at our centers. Family-style dining is when teachers are encouraged to sit with the children and food is served in containers so children may serve themselves.

Food:

Meals are included in tuition, TVCDC do not substitute menu items. If a child has a food allergy we recommend sending in a nutritional packed lunch and or snack, please do not send food or drinks in a glass container. Outside food like McDonald's, Wendy's ect.... Are not allowed to be brought in for breakfast, lunch, or snack.

Uniforms:

Our Pre- K students wear uniforms Monday- Thursday. On Friday's children will be able to wear their regular clothing. Uniforms consist of light blue, navy blue or white polo shirt and khaki or navy-blue bottoms. On Wednesdays for chapel, we ask that boys wear ties/bowties and girls wear Khaki or navy-blue dresses/skirts.

Special Occasions:

Speak with your administrator about your child's birthday or other special occasions when you wish to provide a special snack and/or beverage. We encourage healthy treats, keeping in mind local health regulations governing what foods may be brought into our school. To protect the children in your child's classroom who have food allergies, you must coordinate your celebration with your administrator. TVCDC requires that food brought into a school must be store-bought NOT homemade. Check with your administrator for details.

Special Events:

Our school offers several events during the year to encourage families, children, and others to come together and join in the fun. These events may include open houses, special evening get-togethers, fall harvest fun as well as holiday celebrations. We encourage you to participate and connect with other parents whose children attend our school.

HEALTH PRACTICES

Precautions:

The health of everyone at TVCDC is very important to us. We adhere to the concept of universal precautions. This means our staff helps to teach your child the personal skills necessary to keep him or her healthy and helps to stop the spread of illness and disease. Children are taught to wash their hands after toileting, before and after meals, when coming in from outside and as needed.

Consistent hand washing is required of all staff members and of the student body. Proper hand washing procedures are posted at every sink in the building.

Clothing:

Clothing For the safety and comfort of your child, washable clothing, closed-toe, rubber-soled shoes are required at TVCDC. All children should bring at least one change of seasonally appropriate clothing, including socks in a labeled zip-locked bag. We ask that everything be labeled with your child's first and last name, including hats, jackets, mittens, swimsuits, and towels. We are not responsible for lost or damaged clothing.

Illness and Contagious Disease:

Parents are informed of any instance where their child may have been exposed to a contagious disease that affects children while at school. We contact the local health authorities if there is an outbreak or a reportable illness. A child who is suspected of having a contagious disease is isolated from other children until a family member can pick him or her up. Children who are absent because of a contagious disease may not return to school until the transmission period is over. In some instances, a doctor's note may be required. If your child has been exposed to a contagious disease, you must notify TVCDC within 24 hours.

Allergies:

The staff at TVCDC takes every precaution to make sure that children who have any kind of allergies are protected. Please inform the school administrator of any allergies your child may have on your enrollment forms. Allergy accommodations must be accompanied by a state-specific physician's statement. We are a tree-nut-free school; therefore, no nuts, peanut butter or other foods containing tree peanuts are served or can be brought into the school.

Medications:

To ensure proper dispensing of medications to your child, please give all medications to administrative staff members. They will see that it is stored and dispensed properly. As-needed medications will be administered only when documented signs and symptoms are present. Our administrative staff will provide you with a medication authorization form that must be completed and on file.

Label dosages are followed.

All medications must be in their original packaging and labeled with:

1. Child's first and last name
2. Medication name
3. Dosage
4. Frequency
5. Duration (e.g., number of days to be given)
6. Expiration date Prescription medication is only administered if the frequency required is more than two times a day.

Medication labeled "as needed" is administered only when accompanied by explicit instructions informing staff when medication is to be administered. Signs and symptoms to look for must be clear. A doctor's authorization is required for as needed and long-term medications. Our staff properly disposes of any medications left at the facility past the time allotment listed on the medical authorization. TVCDC follows all state-specific licensing rules and regulations regarding the administration of medications. Products must be in their original containers labeled with the child's first and last name. The manufacturer's instructions are followed.



Medical Records and Vaccinations:

To protect the health of all children and to satisfy childcare regulations, current medical information for each child is required prior to enrollment. The information required varies from state to state. Center management will provide you with the specific information required. Our staff will keep you informed when immunizations need to be updated. For more information, visit the Centers for Disease Control website at CDC.gov. Families requesting immunizations be waived for religious or philosophic reasons must submit their request for a waiver in writing using the appropriate state forms where applicable. If you choose not to have your child immunized, he or she may be sent home when there is any instance of contagious disease. Your child also may be excluded from some activities that could put him or her at risk.

Illness Policy Guidelines:

Children are excluded from activities if their symptoms or illness prevent them from participating in routine activities or pose an increased risk to the child or other children or adults with whom the child comes into contact. Please keep your child at home if he or she is not well enough to participate in normal activities.

A child may not come to school for 24 hours or will be sent home if he or she has a fever of 100.0 ° F or above and will not be allowed to return for 24 hours without a doctor's note and/ or if he or she has one of the following symptoms:

- Diarrhea (or loose stool with or without abdominal pains)
- Severe coughing, sore throat, productive cough, or trouble swallowing
- Difficult or rapid breathing
- Pain: any complaints of unexplained or undiagnosed pain
- Tears, redness of eyelids, watery or stringy discharge (conjunctivitis/pink eye)
- Unusual spots or rashes
- Headache and stiff neck
- Vomiting over one time is considered chronic!
- Severe itching of body or scalp
- Known or suspected communicable diseases.

If your child is suspected of developing a contagious disease, he or she will be isolated from the rest of the class until you arrive. You will be informed by telephone, email or by written report of any such occurrence. Our illness policy guidelines are not all inclusive of all childcare-related illnesses. TVCDC reserves the right to ask for a physician's statement if we suspect an illness could negatively affect other children and families.

Health and Safety Practices:

TVCDC maintains stringent health and safety practices. Our health and safety policies and practices are based on the National Health and Safety Standards; Guidelines for Early Care and Education; and the National Resource Center for Health and Safety in Childcare and Early Education. Staff members undergo a thorough screening and hiring process, including a state-required background check. Staff members who are certified in first aid, CPR, are always present in the center. A practicing physician must annually certify each staff member to be free from any disability that would prevent him or her from caring for children. Results of an annual TB skin test and/or chest X-ray must be provided also. All staff are required to have yearly training and observations.

Comprehensive health and safety checklists are completed, and routine fire and emergency drills are conducted on a regular basis. In addition, the center has an individual emergency response plan in place. If an emergency requires the center to evacuate and leave the premises, families can call or use Procure engage to receive information about the safety and location of their children.

Injury:

You will be informed by telephone, email, Internal App system or by written report upon pickup if your child is injured. In the event of a minor injury, trained staff will perform proper first aid care. You may want to consult with your family physician to determine whether the nature of the injury requires medical attention, vaccination, or any other care. If a serious injury has occurred, we call 911 and notify you immediately.

We use the emergency medical treatment form we have on file that authorizes us to act on your behalf if you cannot be reached, ensuring there is no delay in your child receiving treatment.

Confidentiality: We respect the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records, and information.

Suspected Child Abuse and Neglect: TVCDC employees are mandated reporters and are required by law to report any suspected child abuse or neglect to the proper authorities.

Parent Communication:

Parents receive daily communication reports via email. Families also receive news on the family board outside their child's classroom. It is important to note that TVCDC also maintains various social media sites which include TFLCOnline.org, Facebook and Instagram, and periodically communicates important messages to families through these mediums. For more information on TVCDC Social Media strategy and policies please speak with your school's director.

Open Communication:

TVCDC encourages open communication to address concerns about your child's experiences. Your administrator and assistant administrator are available to set a time to discuss issues or situations that may arise.

By keeping an open dialogue, we can discuss and resolve your specific concerns. Concerns that are brought to the attention of our home office will be documented.

POLICIES AND PROCEDURES

Enrollment:

TVCDC is an equal opportunity provider of childcare services. Applications for enrollment are accepted without regard to race, religion, gender, or national origin. We accept children with disabilities and special needs based on our ability to meet their needs and will make "reasonable accommodations" based on the recommendations of the child's healthcare provider and family.

Upon enrollment, we introduce your child to the assigned classroom and teachers. You should review this Family Guide so that any questions you might have may be answered prior to your child attending. We require that all enrollment forms be completed and turned in on or before your child's first day. Your child's health assessment, including immunization and medical records and proof of birth, must accompany the enrollment forms.

The nonrefundable registration fee and first week's tuition are due on or before your child's first day of attendance.

Individualized Education Plan:

When a family tours the school and states that their child has an IEP or when a currently enrolled family states that their child has an IEP, our Education Department will review the IEP. The Education Department will determine whether our program can support the findings, requirements, and recommendations of the IEP. It is our mission to accommodate all children. However, we realize there may be circumstances where accommodation cannot be provided. The needs of all children play a role in determining our decision.

Inclusion:

Children of all abilities are accepted into our program. Families interested in enrolling their child/children will be given equal opportunity for admission. Early childhood professionals employed by TVCDC use developmentally appropriate practices and consider the unique needs of all children during the planning process. Our staff will make every attempt to make modifications or adaptations whenever necessary to meet the needs of every child. Daily routines are flexible and ECE (Educational Credential Evaluators) will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications, and strategies into the classroom environment. Any adaptations will be reviewed with families and other professionals supporting the child.

Transition to New Classroom:

As your child continues to grow, the time will come for him or her to transition up into the next classroom. You will be notified and plans to transition your child will begin by allowing him or her time in the next classroom to become comfortable with the teacher, children, and routine.

Sign In/Out:

For the safety and security of every child, all children must be signed in and out by a parent or an individual who has been specifically authorized by you. (There's a place for this on our enrollment form.) All children should be escorted through the parking lot and to and from their classrooms every day. This gives you a chance to check your child's cubby and the family board for upcoming events as well as speak with the teacher for any additional information. Those who are authorized to pick up your child must present picture identification before the child is released to them. Older children (anyone under 18 years of age) may not sign themselves or their siblings in or out. If custody is an issue, please provide a copy of the notarized court order so we can follow the correct legal course of action. Failure to sign your child in and out daily will result in fee.

Tuition and Fees:

The tuition agreement (Schedule of Fees) given to you with the enrollment packet outlines the times and days of the week your child attends and the tuition charged. Tuition is due the first day of each week and a \$30 late fee is charged if payment is not made by the close of business on Tuesday.

Tuition for monthly payers is due by the first business day of the month. A \$30 late fee is charged if not paid by the close of the second business day of the month. In addition to late fees, services may be interrupted until payment in full is made. Families receiving state or federal funding are responsible for applicable charges as per agencies contract.

Drop-In Care:

TVCDC offers drop-in care to existing families with siblings or previously enrolled families. These families are subject to all TVCDC family policies and must have minimum state-required paperwork on file. Tuition must remain current so your child may continue to attend. Tuition will not be refunded or pro-rated. Enrolled children must have their full tuition paid whether absence is due to illness, holidays, or inclement weather. As your child transitions to a new classroom or there are changes to a schedule of attendance at the school, a revised tuition agreement must be completed.

All families are subject to annual tuition increases, usually in the summer and fall of each year. See tuition agreement for additional information regarding tuition and fees.

Late Pickup Charges:

When children are picked up outside of operating hours, a fee of \$10.00 per child, starting at 6:01pm then 1.00 per minute after, will be charged to your account. Please inform the school if you will be late; late pickups should be considered an unusual occurrence. Please allow enough time to arrive at the school to pick up your child and leave the school before closing time. Providers can charge a late fee after all authorized hours have been exhausted. If you are late, our staff and administrators are not permitted to remove your child from the school or transport him or her to another location.

Children left in our care after hours will be supervised as long as possible. We will contact all emergency contacts listed in your child's file. Child Protective Services (CPS) will be called if we are unable to reach you or an emergency contact after two hours. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's other parent, or an alternative person(s) authorized by the parent(s).
3. If the center is unable to make alternative arrangements, a staff member shall call Child Protective Services (CPS) to seek assistance in caring for the child.

Payment Methods:

Tuition and fees are paid using Procare Tuition Express with either ACH or debit/credit cards. Money orders are accepted only for registration and curriculum fee only. CASH is not accepted. When using a credit card, a 2.75 percent fee plus a 30-cent fee per transaction will be added to your total payment. Any NSF will result in a \$35 service charge and must be replaced immediately. Tuition payment methods will be restricted for repeat non-sufficient funds. Tuition is due the first day of the week, as Procare is generated and processed on Monday morning of each week and/or the first business day of each month. It is the responsibility of all families, both private pay and subsidy, to keep ACH, debit/credit cards and DSS swipe cards current always.

Discounts and Promotions:

Check with the school administrator to see if you qualify for a standard discount or a current offered for promotion at time of enrollment. All discounts and coupons must be presented at time of enrollment to qualify. Such discounts or promotions remain with the child through continuous, uninterrupted enrollment in the child's current class only.

Tax Information:

TVCDC provides end-of-year tax information for families that indicates how much was billed and how much was paid during the year. Please contact the Childcare office for this information.

Vacation:

Children are also eligible for a vacation credit, five consecutive days (\$75.00 tuition the week of your vacation) on the enrollment anniversary for each continuous year of attendance. This credit is to encourage families to spend time together. While using the vacation credit, your child may not attend the school. Additional vacation weeks are \$95.00 a week. Vacations do not need to be Monday through Friday; however, they must be five consecutive days, i.e., Thursday – Wednesday.

Holidays and Closings:

TVCDC is closed for all major holidays. School may close early on the day before a holiday. Families are informed by email and notices posted near the check-in computer. TVCDC's standard policy is to observe Friday as a holiday when a holiday falls on Saturday, and Monday when the holiday falls on Sunday. Exceptions may occur and will be announced in advance. TVCDC also understands that the professional development of our staff is extremely important to the quality of care we provide and the families we serve. Tuition is not refunded nor prorated for such closings. Please refer to office management for a copy of the calendar with school closing/holidays listed.

Inclement Weather and Emergency Closures:

Decisions to close a school are made by following the state and local restrictions in your area as well as in response to any other emergency that prohibits the safe operation of the school. In the event the school is closed or closing early, an emergency message will be sent to the family and the TFLC website will be updated. Based on the communication, please make arrangements to pick up your child. Children are safely cared for by staff members until every child is picked up. Tuition is not refunded or prorated during such closings. Following a closure, please check the website for subsequent updates.

Emergency Evacuation:

Should an emergency occur that requires evacuation of the school, you will be notified as soon as possible and asked to pick up your child. To prepare your child for such an event, evacuation drills are held regularly. If such a drill or emergency occurs while you are at the school, we request that you follow our procedures and evacuate the building immediately with the children. This helps reinforce proper responses for the children. The school administrator will give you specific information related to the evacuation, natural disaster, and lockdown emergency procedures.

Withdrawal: Should you need to withdraw your child, we require two weeks' written notice prior to your child's last day of attendance. Use the two-week notice form located at the back of this guide to inform us of your departure. Your account will continue to be billed for the weekly tuition until a two-week written notice is provided. Failure to pay your balance in full when withdrawing may result in the account being sent to collections.

Outside Employment of Staff:

TVCDC discourages its employees from making independent childcare arrangements with school families. TVCDC is not responsible for its employees away from the school and outside of their working hours and is not liable for their actions or omissions. You may be required to sign an acknowledgment and waiver to this effect.

Interruption of Service:

Should one of the following situations arise, TVCDC may suspend your child with or without a two-week notice:

- Failure to pay your child's tuition in full and on time.
- Verbal/physical abuse by you towards management/staff or your child to other children or staff.
- Your child bites another child.
- A child is unable to adjust to the program after a reasonable amount of time that includes a family conference with management and staff.
- Any family, parent or guardian who fails to follow campus policies or licensing requirements as imposed by the state's governing bodies.
- A parent/guardian who demands special treatment or services that are not provided to other families and cannot be reasonably provided by TVCDC.
- Any action on the part of a parent/guardian or child that requires law enforcement intervention to maintain a safe environment, such as physical or verbal abuse, or any potentially dangerous behavior.
- Noncompliance with immunization and exclusion due to illness. In instances where TVCDC decides it is in the best interest of the child to terminate enrollment, the child and the family's needs shall be considered along with referrals to other agencies or facilities when appropriate.

Transportation:

TVCDC offers transportation to and from a child's elementary school and field trips only with written parental permission. Drivers are trained in CPR/First Aid and all procedures for transporting children. Vehicles used for transportation meet the safety standards set by DMV and are kept in good condition. State statutes about safety belts and child restraints are followed. Children are required to adhere to safety control standards such as buckled seatbelts and always remaining seated.

We reserve the right to deny transportation service to children behaving in an unsafe manner during transport. When transporting, the safety of all children is our primary concern. TVCDC reserves the right to interrupt bus transportation to and from other schools during the school year and alter transportation routes as needed.

Family Code of Conduct:

TVCDC expects families to adhere to the following standards of behavior at our schools:

- Turn off your cell phones. Bringing your child to and from school is a time to be child-focused, not distracted.
- Watch your language. Use appropriate language while on school property. Foul language will not be tolerated and may lead to dismissal of your child.
- Be mindful of your behavior. Remember children are impressionable, and they are watching. If you have a concern, please conduct yourself properly and seek administrative assistance.
- Extend courtesy to others. Your child is eager and happy to see you. Take a moment and ask your child about his or her day. For younger children, read the daily communication sheets prepared for you about your child.
- Support our policy to discourage divulging TVCDC information through social networking sites such as Facebook or Twitter.
- Parents or visitors may not film, record, or post footage of any of our children with video, cameras, or phone equipment. This protects the safety and security of all our children and staff. Thank you for your support.

Nondiscrimination:

Trinity Village CDC does not discriminate based on race, gender, cultural heritage, national origin, marital status, religion, political beliefs, disability, or sexual orientation.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877 8339. In addition, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD 3027) found online at ASCR.USDA.gov/Complaint_Filing_Cust.html, at any USDA office, or write a letter addressed to USDA providing the same information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) Standard mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) Fax: 202-690-7442

NOTICE OF WITHDRAWAL FORM

I, _____ the parents/guardian of _____

_____ Hereby give Trinity Village Child Development Center (TVCDC) two- week notice from the date listed below to withdraw my child.

Today's Date: _____

Last day attending: _____

Return Date (if applicable): _____

Reason for leaving:

Failure to fill out and sign this form will result in continuous billing

I have been reminded that as stated in my signed contract, I am responsible for all fees associated with my account for two weeks from this date. _____ (initial)

I also understand that for my two-week notice to be valid, I must sign and date the form. This form also must be signed by an administrator of the program. I further understand that I am to keep a copy of this signed form in my records.

Parent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Acknowledgment and Agreement:

I have read Trinity Village Child Development Center Family Handbook and I agree to abide by the contents.

Child's First and Last Name

DOB/AGE

Parent/Guardian Signature

Date