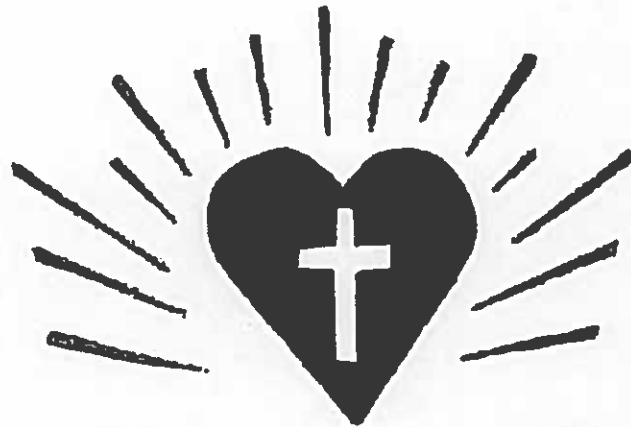


# Parent Handbook



Learning and Growing in the Love of Christ

## Trinity Episcopal Preschool

Academic Excellence and Christian Values

# In the Episcopal Tradition

Our mission is to provide a joyful learning environment for children that fosters academic excellence and grows faith that impacts the world for Christ.

## Hours of Operation

Trinity Episcopal Preschool offers a full-day program and a half-day program, Monday through Friday. Our hours are from 6:00 a.m. to 5:00 p.m. We follow the Natchitoches Parish School Calendar. Children may be dropped off as early as 7:30 and must be picked up no later than 5:15. For late pickup, there will be an additional charge of \$1 for each minute after 5:15.

## State Minimum Standards

We are currently pursuing accreditation by the National Association for the Education of Young Children. We are licensed through the Louisiana Department of Social Services. A representative from the Louisiana Department of Education visits our site each year. If during the year you have a need to file a complaint with the state, you may do so by calling the church office. A copy of the State Prekindergarten Program Guidelines as well as a copy of the Department of Social Services Minimum Standards for Class 1 licensing are available for viewing at the church office.

## Child Abuse

It is our responsibility to report any type of child abuse to the proper authorities. If a parent feels they need to file a report regarding child abuse or neglect, they may do so by calling the church office.

## Payment Policy

Tuition may be paid in advance for the total sum of \$4,750 for the full-day program or \$2,250 for the half-day program. Otherwise, monthly tuition will be auto-drafted from your bank account on the 5<sup>th</sup> day of each month beginning on August 5<sup>th</sup> with final payment due May 5<sup>th</sup>. If you choose to split tuition (half drawn at beginning and half at midmonth) or a midmonth rather than beginning of the month payment, full tuition for May is drawn at the beginning of May for everyone.

## Tuition

Tuition is \$225 from August through May for the half-day program or \$475 per month from August through May for the full-day program. Limited spaces are available for the half-day program. There is a non-refundable fee of \$200.00 due when the application is submitted. This payment also guarantees a place in the program.

## NSF Checks

If a check posted to your account is returned for any reason, we will charge a fee to recover the cost of bank fees.

### Tuition Adjustments/Withdrawal

In the event of illness of more than six weeks' duration or relocation away from the city of Natchitoches tuition adjustments will be made. If a child is withdrawn for any other reason one month's notice or tuition will be required.

The school reserves the right to request a child's withdrawal if he/she requires special attention not provided in the program or demands so much supervision that the whole group is unfavorably affected.

### Admission Requirements and Procedures

Enrollment is open to children ages 3 and 4 years. Children attending Trinity Episcopal Preschool should be daytime potty trained. Day-time potty trained means your child is in regular underwear and no pull-up.

Current students will be given the opportunity to renew their admission each October before registration is open to the public. The supply fee of \$200 secures the spot for the next year.

The Administrative Assistant will keep a waiting list in case an opening becomes available. Waiting lists are on a first come, first served basis. Registration forms are kept for the year applied for and are not held over.

For Admission to Trinity Episcopal Preschool, families must complete and turn in the following to the Director: Application including Supply Fee

- 2) Complete enrollment packet:
  - Registration Form,
  - Parent Child Questionnaire,
  - Medical Authorization Form,
  - Consent for Emergency Medical Treatment,
  - Receipt of Packet Form
- 3) Orientation with the Director/Administrative assistant

### Registration and Tuition Rates

Tuition:

Half-Day                                      \$225 per month/\$2250 per academic year

Full-Day                                        \$475 per month/\$4750 per academic year

Non-refundable Supply Fee:            \$200.00

Supply fee is non-refundable and is due before the child can begin the first day of school.

## Sign In and Release of Students

We suggest consistent attendance and prompt arrival at school, as these will make it easier for your children to part from you at the time when others are doing so. We find that it is sometimes hard for children to find a place<sup>11</sup> in a group of friends already busily playing. We ask that an adult ALWAYS escort children to the classroom. We cannot be responsible for accidents which may occur while children are arriving. Please be sure that we have seen your child or children enter the room and that we have recognized their presence before you leave. Parents are asked to sign in their child each morning at the classroom. This system allows us to safely know each child in attendance daily.

We expect that parents will be prompt about arriving to pick up children at the end of their day. It is frightening for children who are left after the others have gone home. If you know that you will be detained, call ahead so that we may inform your child about the late pick-up, and make arrangements for ourselves. Parents must provide the Director with a list of names and the telephone number of any persons allowed to pick up their child. Your child will NOT be released to anyone that is not on the list. If daycare personnel are picking up your child, please include them on your list or persons approved for pick up. Please be sure that the information is kept current. Notify us in writing if any change is necessary.

Children may be dropped off as early as 7:30 but not later than 8:00. This way your child does not miss chapel and morning snack. They must be picked up no later than 5:00. For late pickup, there will be an additional charge of \$1 for each minute after 5:00.

## Illness Policy and Medication

Our goal is to provide a healthy and safe environment for each child. In keeping with this goal, please observe the following procedures.

1. Children will not be admitted and/or will be sent home with a fever of 99.4 degrees or above.
2. Children will not be admitted back to the program until they are fever free for 24 hours without medication.
3. Children with diarrhea and vomiting will not be allowed in program until they have been free from illness for 24 hours.
4. Children with skin rashes, pink eye, chicken pox, colored discharge from eyes or nose will not be admitted.
5. Children with strep or bacterial infections will not be admitted back into the preschool unless they have been on antibiotics for at least 24 hours.
6. Children will be sent home if an illness or symptom of an illness prevents them from fully participating in the program or if the care needed is greater than the needs of the other children in the classroom.

7. Parents must pick up the child within 30 minutes of notification or have an approved friend or relative pick up the child in their place. If we cannot contact you, the child will be isolated and cared for until you come at pick-up time. If necessary, we will pursue the emergency numbers you have provided and, when, necessary, use the Emergency Room at the NATCHITOCHEs REGIONAL MEDICAL CENTER.
8. Medication will only be administered if the parent has signed an authorization form, and only in accordance with the directions on the label.

#### **Emergencies and Parent Notification**

In the event of an emergency of any kind, parents will be notified by phone. Parents will be notified at that time the nature of the emergency, and any change of pick-up time or schedule. In the case of medical emergency, parents will be notified of where their child has been taken. A staff member will accompany any child that is taken by ambulance and will stay with the child until their parents arrive.

#### **Appointments**

If you pick up your child during the school day to take them to an appointment such as doctor or dentist, they must stay home the rest of the day.

#### **Bad Weather Days**

In the event that the Natchitoches Parish schools shut down for bad weather, our Preschool will close as well. In the event that Natchitoches Parish schools have a delayed opening, we will do the same.

#### **Discipline and Guidance**

Discipline is based on an understanding of each child's individual needs and development. Procedures for behavior management are appropriate for 3 and 4-year-olds.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following: using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements; redirecting behavior using positive statements; and using brief, supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. In accordance with the State of Louisiana, the following types of discipline and guidance are strictly prohibited:

1. No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats.
2. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon any child.
3. Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves.
4. When a child is removed from the group for disciplinary reasons, the child shall never be out of sight of a staff member.

5. No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

### **Snacks and Lunch**

A mid-morning and afternoon snack is provided each day for your child

Lunch is provide everyday for your child

### **Special Events**

Some field trips will be scheduled throughout the year. We will notify parents before these trips and invite you to join us as drivers and helpers. Birthdays may be celebrated at school; however, no gifts may be exchanged.

### **Curriculum**

Trinity Episcopal Preschool is a developmentally appropriate childcare program designed to meet the needs of parents and young children. Its purpose is to provide a quality learning environment for children, allowing the most positive kinds of social, emotional, and cognitive growth to occur.

We believe that play is an essential element in a quality learning environment. It is self-motivating, and through involvement in a variety of play experiences, young children increase their ability to concentrate, persevere, and solve problems. These characteristics are necessary for success in mastering academic skills. Play is also an important life function. It is the foundation for children who will grow up to be active, decisive, and creative as they manage their affairs in society. It is often repetitious and through repetition children consolidate skills and integrate knowledge. Play requires mental and physical involvement and emphasizes process rather than product. It is the work and pleasure of childhood.

Our commitment to you is that we will strive to maintain a fun, educational, Christian environment for your children. With your support, we can provide the foundation for continued success in school.

### **Our School Day**

On the following page, you have a copy of the schedule that our 3- and 4-year-old classrooms will follow.

### **What To Bring on Your First Day**

Trinity Episcopal Preschool will provide a tote bag during our Open House. On the first day, we ask that you bring the following items in the bag: an extra change of clothes which includes a pair of socks, underwear, a weather appropriate shirt and shorts or pants. Please label each item individually and place them in a Ziploc bag with the child's name clearly labeled on the bag. Please dress your child in comfortable clothes.

We also ask that if your child is here with us for a full day, that you purchase a small nap mat. You can purchase them at Wal-Mart and several other local retailers. You should also bring a towel or small blanket. Please clearly label the nap mat and the towel or blanket with your

child's name. You will be responsible for picking up the towel or blanket every Friday and washing it over the weekend, to bring back to us the following Monday.

#### **Pets**

We do allow (on occasion) a child to bring his/her pet for share day. We ask that a parent accompany the child and that you arrange it ahead of time with your child's teacher.

#### **Field Trips**

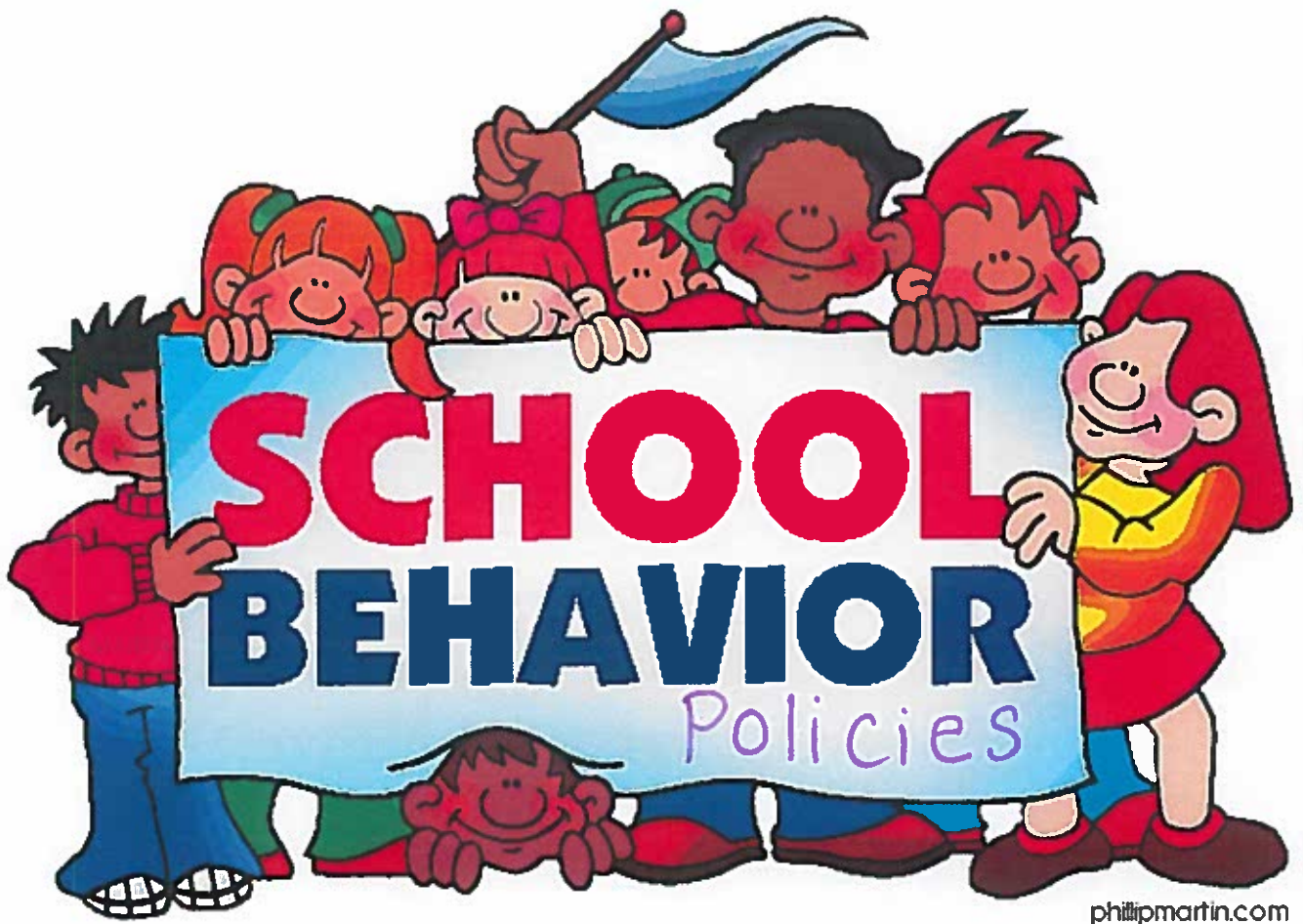
You will be signing a Parental Permission Form at the beginning of the year. However, we will have sign-up sheets for each trip. We encourage parent participation on all field trips and siblings, too.

#### **Birthdays and Celebrations**

Trinity feels that a child's birthday is a day to celebrate! Parents are welcome to provide celebration goodies for their child's class, which will be given at snack time. Please check with your child's teacher for suggestions and allergy alerts. Snack calendars are sent out at the first of every month. Birthdays are scheduled on or as close as is possible to the day. If you would like to bring a cake or cupcakes, please make arrangements with your child's teacher. If you need to change a day you are scheduled to bring snacks, please contact another parent or the teacher to make the necessary changes.

#### **Immunizations**

Please submit information about your child's immunizations. A record of all immunizations must be kept on file in the office.





## FIELD TRIPS

Classroom staff must have on file a signed statement by the parents giving permission for the child to go on field trips away from the centers.

For every field trip taken, the following precautions shall be adhered to:

- **ALL CHILDREN ARE UNDER THE DIRECT SUPERVISION OF STAFF AT ALL TIMES.**
  - Transportation arrangements conform to State Laws including seat belts and child restraints.
  - **NOTE:** For additional information regarding State Laws, contact the Office of Public Safety
  - At least two staff, one who may be the driver, will be in each vehicle unless the vehicle has a communication device and child/staff ratio is met in the vehicle
  - At least one staff in each vehicle will be currently certified in CPR and trained in Pediatric First Aid
  - The driver or attendant will not leave the children unattended in the vehicle at any time while transporting children
  - Each child will board or leave the vehicle from the curb side of the street and/or will be safely escorted across the street
  - Each child is delivered to a responsible person authorized in writing by the Parent
  - A designated staff will be present when the child is delivered to the center
  - The driver shall check the vehicle at the completion of each trip to ensure that no child is left in the vehicle and all children were picked up and dropped off at the correct location
  - The vehicles will be maintained in good repair
  - The use of tobacco in any form, use of alcohol and possession of illegal substances, firearms, pellet or BB guns (loaded or unloaded) while transporting children is prohibited in the vehicle
  - Children will not be transported in the back of a pickup truck
  - The number of individuals in a vehicle used to transport children will not exceed the manufacturer's recommended capacity
1. All drivers and vehicles will be covered by liability insurance as required in Louisiana Administrative Code; Title 48-5309.C.
  2. The driver will hold a valid, appropriate Louisiana Driver's License.
  3. Each driver or attendant will be provided with a current Master Transportation List including each child's name, pick up and drop off location, and name of the authorized person to whom the child may be released.
  4. The driver or attendant will maintain a Daily Attendance Record.
  5. The vehicle will have evidence of a current safety inspection.
  6. There will be first aid supplies in the vehicle.
  7. There will be information in each vehicle identifying the name of the Director, telephone number, and address of the center, for emergency situations.

## WATER ACTIVITIES

All Head Start centers will ensure that appropriate water safety devices are used as applicable when children are participating in water activities. Parent permission will be secured for water activities in two or more feet of water.

### CHILD ABUSE AND NEGLECT POLICY

#### 1509-A.1: Child Abuse and Neglect Policy

- a. As mandated reporters, all Head Start Staff shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS(1-855-452-5437);
- b. TEP staff shall not delay the reporting of suspected abuse or neglect to the child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and
- c. TEP does not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

**Mandated Reporters** are professionals who may work with children in the course of their professional duties and who consequently are required to report all suspected cases of child abuse and neglect. This includes any person who provides training or supervision of a child, such as public or private school teacher, teacher's aide, instructional aide, school principal, school staff member, social worker, probation officer, any other child care institution staff member, licensed or unlicensed day care provider, any individual who provides such services to a child, or any other person made a mandatory reporter under Children's Code article 603 or other applicable law.

#### INDICATORS OF ABUSE AND NEGLECT ARE:

1. Repeated injuries – bruises, welts, or burns.
2. Neglected appearance – left alone, badly nourished, inadequately clothed, and wandering at all hours.
3. Extreme changes in behavior – loss of appetite, overly anxious to please, withdrawal, school failure, aggressive or disruptive behavior, running away, or delinquent behavior.
4. Fear of a person – intensive dislike at being left somewhere with certain people.
5. Unusual interest in or knowledge of sexual matter – expressing affection in ways inappropriate for the age of the child.
6. Torn or stained underclothing.
7. Vaginal or rectal bleeding, pain, itching, swollen genitals, and/or vaginal discharge.
8. Failure to provide child with needed health services (immunizations, dental follow-up, medication, examinations, etc.)

## TEP Water Play Permission Form

I give my permission for my child to participate in water play activities. I understand that my child will be supervised at all times by TEP staff.

Childs Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TEP Water Play Permission Form

I give my permission for my child to participate in water play activities. I understand that my child will be supervised at all times by TEP staff.

Childs Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TEP Water Play Permission Form

I give my permission for my child to participate in water play activities. I understand that my child will be supervised at all times by TEP staff.

Childs Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TEP Water Play Permission Form

I give my permission for my child to participate in water play activities. I understand that my child will be supervised at all times by TEP staff.

Childs Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

such as a public or private school teacher, teacher's aide, instructional aide, school principal, school staff member, social worker, probation officer, any other child care institution staff member, licensed or unlicensed day care provider, any individual who provides such services to a child, or any other person made a mandatory reporter under Children's Code article 603 or other applicable law.

### **Behavior Management Policy**

#### **1509-A.8. a-b: Behavior Management Policy**

Head Start's behavior management policy prohibits children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Head Start does implement the SK's which is based on a Conscious Discipline approach developed by Becky Bailey which promotes self-regulation and self-awareness -characteristics that research has proven necessary for kindergarten readiness:

- Kind Hands
- Kind Feet
- Kind Mouth
- Kind Ears
- Kind Eyes

## **Critical Incident and Notification Policy**

**1103-A-E: All Head Start Program staff shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:**

1. death;
2. serious injury or illness that required medical attention;
3. reportable infectious diseases and conditions listed in LAC 51.II.105; and
4. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.

**B.** The parent shall be contacted immediately following any immediate notifications made under Subsection A.

**C.** The Licensing Division and other appropriate agencies (including Dallas Headquarters) shall be notified via email within 24 hours of the incident.

**D.** The Licensing Division shall be notified by written report within 24 hours of the incident or the next business day. This written notification shall be made on the Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form.

**E.** Reporting deadlines may be adjusted in the event of a natural catastrophe and/or disaster, as determined by the Department.

## **Child Abuse and Neglect Policy**

### **1509-A.1: Child Abuse and Neglect Policy**

**a.** As mandated reporters, all Head Start staff shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437);

**b.** Head Start staff shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and

**c.** Head Start does not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

**Mandated Reporters** are professionals who may work with children in the course of their professional duties and who consequently are required to report all suspected cases of child abuse and neglect. This includes any person who provides training or supervision of a child,

**Behavior Management**—the ongoing positive process of helping children develop inner control so that they can manage their own behavior in an appropriate and acceptable manner by using corrective action to change the inappropriate behavior.

**1509-A.8.c: Time Out**

- i. Time out shall not be used for children under age 2 (*although Head Start does not have children under age 2*).
- ii. A time out shall take place within sight of staff.
- iii. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.
- iv. For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

**Supervision Policy**

**1713-A&B&C: Supervision**

**A:** Children shall be supervised at ALL times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.

**B:** Children shall not be left alone in any room, (except the restroom as indicated in Subsection G), outdoors, or in vehicles, even momentarily, without staff present.

**C:** A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

**Health Services -Parental Notification Policy**

**1915-B.&C: Parent Notification**

**B. Reporting.** Incidents, injuries, accidents, illnesses, and unusual behavior shall be documented and reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence.

**C. Immediate Notification.** The parent shall be immediately notified in the following circumstances:

## Biting Policy for Staff

In the event a child is bitten by another person, the staff member needs to address the needs of the injury. If the skin is not broken, wash the area thoroughly and apply a cold compress. If the skin is broken, wash the area thoroughly with soap and water and apply a topical cream and band aid. In any event, the parent should be notified and a report written in the binder under injury.

## SCHOOL SUPPLIES

All typical school supplies such as pencils, paper, crayons, and rest mats are provided by Head Start. However, there are a few things your child should bring from home:

1. An extra set of clothing (Please update as weather warrants).
2. A large towel to cover up with at rest time.

## PLEASE DO NOT SEND THE FOLLOWING ITEMS TO THE CENTERS:

1. Toys
2. Pillows
3. Individual Food

Toys brought from home present special problems for children and the staff. Personal possessions are often difficult to share and may get broken. Toys that resemble weapons are **NOT** acceptable at the centers. If your child has a special toy, expensive toy, or a toy with many pieces, please keep it safely at home.

## PERSONAL ITEMS

Children need to wear clothing that they can manage independently with success in order to avoid bathroom accidents. We are very active (and sometimes messy) at school, so children should be dressed in easily washable clothing. All outer garments such as jackets or hats should be labeled with the child's first and last name for quick identification. Remember to always dress children appropriately for the weather.

## ELECTRONIC DEVICE POLICY

The Electronic Device policy provides guidelines that govern all activities involving electronic devices. Devices include but is not limited to television, movies, games, videos, computers, and hand held electronic devices. All staff shall adhere to the following limitations:

- Computer use that requires Internet access by children will to be equipped with monitoring or filtering software that limits children access to inappropriate websites, e-mail, and instant messaging.
- electronic device activities for children under age two are prohibited; and time allowed for electronic device activities for children ages two and above will not exceed two hours per day.
- All television, video, DVD, or other programming will be suitable for the youngest child present.
- Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, will not be permitted in the presence of children.
- "PG" programming or its television equivalent will not be shown to children under age five. "PG" programming will only be viewed by children age five and above and requires written parental authorization.



## PARENT PARTICIPATION

### Parent Involvement

.. Parents and center staff share common concerns for the commitment of each child's development, and communication and cooperation are essential. Communication should be ongoing so that parents and teachers get the opportunity to share their knowledge about the child's particular needs and special experiences.

Parents who have a child enrolled in the program are encouraged to visit the program anytime during the hours of operation. Through observation, parents can gain a deeper understanding of their child's engagement within the class setting and the program.

### Confidentiality

Children are a huge source of enjoyment and provide a constant supply of great stories. As you and your child attend Head Start, you will become familiar with other children and families and may desire to share stories about your child and his/her peers. Please maintain confidentiality of identity when discussing other children in the center. We also request that staff and parents' conversations outside the center do not identify children families to others. The program will maintain confidentiality of all children's records. Employees of the center will not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly, or indirectly, to any unauthorized person. **ALL RECORDS MUST BE KEPT IN LOCKED FILES. ONLY AUTHORIZED PERSONNEL WILL BE ALLOWED TO REVIEW RECORDS OF CHILDREN AND FAMILIES.**

### Photographing Children

The program shall obtain written consent from the parent prior to releasing any information or photographs from which their child might be identified. Authorized state and federal agencies do not require parental consent.

### Parent-Teacher Conferences

Two (2) formal parent-teacher conferences will be held during the school year. Parents may request a conference at a mutually agreeable time for all parties involved.

## Our Employees

Employees of Trinity Episcopal Preschool are required by the state to have a full background and criminal history check before they are hired. For the safety of all of our children, Trinity Episcopal Preschool also runs background checks on all employees of Trinity Episcopal Church. Each member of our staff will undergo Safeguarding God's Children Training required by the Episcopal Diocese of Western Louisiana.

Our team consists of individuals who love the Lord and feel a call to minister to young children through our Preschool program. Feel free to contact them at any time if you have questions or concerns.

The Executive Director of the Preschool is the Reverend Peggy Scott. She is an ordained priest and the interim priest in charge of Trinity Episcopal Church. Her presence and passion for Christian formation helps the preschool achieve its mission.

The vestry of Trinity Episcopal Church maintains oversight of the program.

All our teachers have experience teaching, a passion for the nurture of children, and are committed to providing a joyful learning experience for the children of Trinity Episcopal Preschool.

## Cares and Concerns

Trinity Episcopal Preschool wants to hear from you regarding your experience with our Preschool. In case of an emergency or concern, parents should call Mrs. Jamie at 318-471-8789. Email the Executive Director with concerns at [peggykingscott@gmail.com](mailto:peggykingscott@gmail.com). Parent conferences are encouraged and can be scheduled by contacting us.

I have read and agree to the rules and regulations as outlined in the Trinity Episcopal Preschool Parent Handbook.

X

\_\_\_\_\_  
Parent Signature and Date Signed

I have read and agree to the discipline and guidance boundaries set forth by the State of Louisiana and the sick policy as stated in the manual.

X

\_\_\_\_\_  
Parent Signature and Date Signed