

TLC Policies – Parents and Staff

2016

Please initial next to each policy and sign at the end. Detailed information regarding each of these policies is available in the Trinity Learning Center Parent Handbook, which is updated each summer prior to the new school year.

Free and Full Access. Free and full access is granted to parents of children enrolled at TLC without prior notice, unless there is a court order limiting parental access. This free access must not disrupt instructional activities and classroom routines. Identified biological parents will not be denied from picking up a child unless a court order prohibiting them is provided. If you are not married and the biological parent arrives to pick up the child and is not listed on the paperwork, that parent must provide proof (birth certificate with his name on it) before the child can be released.

Release of Children. It is the parent's responsibility to provide TLC with a current list of authorized individuals who may pick up their child. Photocopies of all authorized individuals will be kept in the child's file. Parents must inform TLC by written instruction (handwritten note, email, or fax) if a person other than an authorized individual is to pick up their child. In the event a parent, guardian, or other authorized individual attempts to pick up a child while intoxicated or obviously under the influence of drugs, TLC reserves the right to keep the child at the center until an authorized emergency contact can come to pick up the child or police are called to intervene.

ID Verification. Authorized pick-up people must show picture identification (i.e., driver's license, student ID, military ID), which will be photocopied and kept on file, prior to the child being released into their custody. In addition, the individual must be able to state the family code word, if applicable. TLC reserves the right to make the ultimate determination in the release of the child.

Administration of Medications. Written, signed, and dated parental consent is required prior to the administration of any prescription or over the counter medication or administration of special medical procedures. All medications shall be used only for the child for whom the medication is labeled. Medications shall not be given in excess of the recommended dose. Prescribed special medical procedures ordered for a specific child shall be written, signed, and dated by a physician or other legally authorized healthcare provider.

Storage of Medications. All medications shall be kept in their original labeled containers and have child protective caps. The child's first and last name shall be on all medications. All medications shall be stored in a separate locked container under proper conditions of sanitation, temperature, light, and moisture. Discontinued and expired medications shall not be used and shall be returned to the parent or disposed of in a safe manner.

Medication Log. For each medication that is administered by a staff person, a log shall be kept including the child's name, name of the medication, dosage, date, time, and name of person administering the medication. This information shall be logged immediately following the administration of the medication and a copy provided to the child's parent.

Medication Errors. Failure to administer a medication at the prescribed time, administering an incorrect dosage of medication, or administering the wrong medication shall be recorded in the child's record. The parent shall be immediately notified in writing of a medication error or a suspected adverse reaction to a medication.

Emergency Medical Treatment. In the event of an injury to your child or illness, every attempt will be made to contact the parent. The parent gives permission for first aid to be administered by TLC's certified staff. If the injury or illness requires emergency medical treatment, the parent hereby gives consent for said medical treatment by a qualified doctor and hereby releases from liability TLC and its staff of all liability expressed or implied which may result from such services. An ambulance will be called and Palmetto Health Children's Hospital will be the facility used. The lead teacher will accompany the child on the ambulance and take their individual file. The assistant teacher or hall monitor will maintain coverage of the classroom.

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Discipline. TLC does not administer corporal punishment. It is the policy of TLC to provide a loving atmosphere in which children can thrive. When a problem exists and a child needs to exercise more self-control, TLC will provide a choice of activities to fill the child's needs. If the problem persists, the child will be redirected to a "quiet time" activity with a supervising staff member to permit him or her to get their thoughts and feelings calmed. If the problem continues, the Director will confer with the parents to offer suggestions so that disciplinary practices are consistent at TLC and at home.

Confidentiality. Please refrain from discussing a child in his or her presence or the presence of others. All children's files are confidential and kept locked in the Director's office. The only people allowed to have access to the child's file are the Director, Assistant Director, Lead Teachers, DSS, and the child's parents, unless prevented by court order.

Tracking Children. Although teachers keep daily attendance records in the classroom, parents are required to sign their child in and out every day at the sign-in desk. Teachers keep attendance records in each classroom to take with them during field trips and evacuations and all other times of transition to and from the classroom. Written attendance is taken before, during, and after all transitions.

Evacuation Plan. In the event of a fire, tornado, or other threatening situation requiring evacuation from the TLC premises, parents will be notified immediately. Teachers will accompany children to the designated location with an emergency kit, attendance record, and parent contact information.

Field Trips. By sending your child to TLC on a day that a field trip is scheduled, you are giving TLC permission to allow your child to travel to and from the field trip, and to participate in all activities offered. Field trip plans will be published monthly in the parent newsletter, and information will be posted at the classroom door with a sign-up for chaperones, the type of transportation to be used, and departure and arrival times. Directions will be printed, kept on the bus, and can be available to parents upon request. A permission slip will be posted the week of the field trip and must be signed for your child to participate. Teachers keep attendance records in each classroom to take with them during field trips and evacuations and all other times of transition to and from the classroom. Written attendance is taken before, during, and after all transitions.

Children's emergency contact numbers and medications are will be taken on the field trip. If a child becomes ill during a trip, the assistant teacher will remain with the child until the parent is contacted and able to come to the location to pick up their child. The parent hereby release from all liability TLC, Trinity Episcopal Cathedral, and staff from any injuries received on the field trip. All field trips are considered an educational portion of our program. They are prepaid based on class enrollment and charged to your account. Refunds are not issued based on absences. It is the policy of TLC that only two-year-old children and above participate in field trips.

After School Transportation. Children registered for TLC's After School program are picked up from the designated bus line at their assigned schools. The driver will not leave until attendance for the day has been verified on a written tracking record. The driver will then add the children to the sign-in list at the parent desk and escort the children to their After-School Coordinator who will then mark them present on the TLC After School attendance/tracking record. If the Bus is disabled or the driver unable to drive, the children will be picked up by the Director or her designee in her Blue Ford Expedition which is insured, following all of the tracking procedures written above.

If a child is absent it the parent's responsibility to inform TLC before 1:00 pm on the specific day of absence.

Swimming. Children do not participate in swimming activities at TLC; however, parents of three-year-olds and above have the opportunity to sign their children up for swimming lessons at the Downtown YMCA for which we provide transportation.

Care for an Ill Child. TLC shall notify the parent to call a doctor or pick up their ill child when their child has a temperature, is vomiting, has diarrhea, or any other condition that is detrimental to the child's well-being and the health of other children. Children must be fever and symptom free for twenty-four hours before returning to school.

Photographs. Photographs are taken of the children and teachers engaged in multiple learning activities for the purposes of Portfolio collections, Newsletters, and the TLC Facebook page. They are not individually identified. Please let TLC know in writing by email if you would prefer that we avoid taking your child's picture.

I have read, understand, and agree to abide by these written policies as set forth in the South Carolina Department of Social Services' Regulations for Private and Public Child Care Centers (DSS 2953, June 2005). I understand that if any of these policies are changed, I will be notified of any and all changes. This is not a contract for employment.

Signature:

Date

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