



## **Tabernacle Learning Center for Preschoolers**

“...Jesus said, “Let the little children come to me,  
and do not hinder them, for the kingdom of heaven belongs  
to such as these.”  
Matthew 19: 14

### 2017-2018 **Parent Handbook**

TABERNACLE BAPTIST CHURCH  
8304 Leesville Road  
Raleigh, NC 27613  
(919) 781-4600 ext.33

Website: [www.tabernacle-raleigh.org](http://www.tabernacle-raleigh.org) and  
TLC for Preschoolers Facebook Page

Stephanie VanDerHyde, Director  
Tabernacle Learning Center for Preschoolers  
Tabernacle Baptist Church

Table of Contents

Mission and Philosophy.....3

Shared Goals and Value .....4

Policies and General Information .....5 - 12

Suggested Snack and Lunch Foods .....13 – 14

Other Information.....15

Discipline Policy ..... 16 - 17

Whose Child is This? Poem .....18

Volunteer Application.....19 - 20

Statement of Parent Agreement.....21

Tabernacle Baptist Church  
Tabernacle Learning Center for Preschoolers  
Mission and Philosophy

**Mission Statement**

The mission of our weekday morning program is to provide a happy, loving Christian atmosphere where children have an opportunity to socialize with other children and to learn about God, Jesus, and their world in a child initiated environment in an effort to fulfill Jesus' calling to "let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Our desire is to share the love of Jesus every day. TLC for Preschoolers is a ministry of Tabernacle Baptist Church.

Church Mission Statement

The mission of Tabernacle Baptist Church, under the leadership of the Holy Spirit, is to:

- Proclaim the Good News
- Nurture Christian growth
- Minister to others in Jesus' name

**Philosophy**

Tabernacle Learning Center for Preschoolers believes children learn best and are better prepared for future educational experiences if involved in a child initiated, learn through play environment. Children are introduced to Christian stories and activities to learn about God's world and how they are God's children. Children are introduced to other activities which allow them to explore their world, how it works, and how they fit into it.

## **Shared Goals and Values**

### **For Children:**

- Provide a happy, loving, and safe atmosphere so children can learn of Jesus' love while our Christian staff reflects a relationship with God.
- Provide opportunities for children to become aware of God, nature, family, friends, and good manners.
- Introduce new concepts and experiences through play and not solely teacher-directed activities.
- Learn about God's love and feel accepted by others for their individuality.
- Allow children to interact with others, improve their socialization skills, and learn to trust other children and adults.
- Provide age appropriate activities and allow for children to do their own "creations" without the teacher expecting things to be done perfectly.
- Allow children to explore their world and apply meaning that is useful for them.

### **For Parents:**

- To be a supportive ministry of families.
- To provide opportunities to work with the teachers and other parents who have common concerns for their children's interests and needs.
- To provide quality care for their children.

### **For the Community:**

- To contribute to the wholesome growth and development of future citizens of the community.
- To provide a means of outreach and to be an extension of God's love to local families.

## Policies and General Information

**Operating Hours:** Tabernacle Learning Center for Preschoolers hours are from 9:30 a.m. to 1:00 p.m. Monday, Tuesday, Wednesday, Thursday, and Friday.

**Session Dates:** TLC for Preschoolers begins September 5, 2017 and ends May 25, 2018.

**Arrival and Dismissal:** When driving in the parking lot of the preschool please refrain from using your cell phone. Please drive 15 miles an hour or less. Be proactive in keeping our children safe at all times. Teachers will receive children in their classrooms at 9:30 a.m. If you arrive earlier, wait outside until the director opens the door. It is important that your children be on time. When bringing your child into the building please refrain from being on your cell phone. The children should be brought to their classroom and picked up from their classroom. If you arrive after 9:30 a.m., you must first check in the preschool office with the director, who will then escort your child to his/her classroom. Please let the teacher know if you need to pick up your child early. Children are only released to parents/legal guardians or persons designated on the Emergency Care Information form. If someone **other than parents or legal guardians** will be picking up your child, the teachers require a **WRITTEN** note or you may call the preschool office and tell the Director who is picking your child up. The person must provide a driver's license so that the teachers can verify the parent's note. For the safety of your children, there are no exceptions to this policy.

**Late Pick-Ups:** It is the parent's responsibility to pick up their child at the designated dismissal time. Being late creates a lot of emotional stress and worry for your child. When a parent is late, children become apprehensive about being left behind or forgotten. The door to the preschool wing will be locked until 1:00 p.m. **Parents should promptly pick-up their children at 1:00 p.m. when the door is opened. There is a grace period until 1:05 p.m. After this time, a fee of \$10.00 per child will be charged to your account.** If, after a late fee is charged the parent/guardian continues to pick up late, the late fee may be increased and a meeting will be called with the director to discuss the situation. The late fee must be paid before the next day your child attends TLC for Preschoolers.

**Payment Policies:** Tuition is **due the first day of the month** unless otherwise posted. A late charge of \$10 will be applied every day tuition is late for each child enrolled. If your tuition is 30 days or more overdue your child will be dismissed from the program. The registration fee is due at the time of enrollment for each session. The last month's tuition is also collected in advance. Tuition and late fees are collected by the director and not by the teachers. The tuition box will be located across from the director's office. **Make your check payable to TLC for Preschoolers. Include your child's name on your payment.**

### **Monthly Tuition**

2 Day 2 year olds - \$205 per month

3 Day 3 year olds – \$260 per month

4 Day 4 year olds – \$305 per month

5 Day/Transitional - 4 year olds - \$365 per month

## **Policies and General Information**

**Withdrawal from school:** When a child withdraws from the program during a school year, a thirty day written notice is required. If a thirty-day notice is given and if the vacant slot is filled, the tuition will be prorated and refunded. If a thirty-day notice is not given, the tuition will not be refunded. The registration fee is not refundable for any reason.

**Dismissals:** TLC reserves the right to dismiss a child for non-payment or for reasons resulting from a child's physical condition or inability to adjust to group experiences. The preschool director will conference with the parents/guardian prior to dismissal.

**Absences:** Please call the preschool and leave a message on our voicemail if your child is absent for any reason. The number is 919-781-4600 ext. 33. If you know in advance that your child will be absent, please inform your child's teacher.

**Illnesses:** A child who has any symptoms of illness should be kept at home. Please keep children home for at least 24 hours after the following symptoms have ended.

1. Acute Cold/Upper Respiratory Infection
2. Fever
3. Diarrhea
4. Vomiting
5. Sore throat that has not been cleared by a physician
6. Pink eye or other contagious eye infections
7. Skin rash not been cleared by a physician
8. Croup or any bark-like cough
9. Any skin infection (boil, ringworm, impetigo, etc.)
10. Head Lice
11. Hand, Foot, Mouth Disease

Children who become sick at school will be taken to the program office and parents or their designated contacts will be called to pick up their child. This will help everyone stay healthy.

Always check with your child's teacher when your child is absent to see if you missed any important correspondence.

## **Policies and General Information**

### **School Delays and Closing: Any weather delay or closing will be posted on WRAL.**

The program usually follows the Wake County Public School for delays and closings. If Wake County has a one-hour delay, then the program will start at 10:30 a.m. and close at 1:00 p.m. If Wake County has a two-hour delay, then the program will start at 11:00 a.m. and close at 1:00 p.m. If Wake County is closed, the program will be closed. The first three school closings will not be made up. After the third closing, days missed due to inclement weather the TLC Committee will review whether or not to make up school days. Tuition will not be refunded since tuition payments are on an annual basis. If Wake County dismisses school early due to inclement weather, parents are expected to pick up their children at the earliest that Wake County Schools are closing. A program calendar listing holiday and vacation closings is provided separately to parents. Please note these dates carefully.

**Disaster Plan:** Please read the following information regarding unexpected crises at the school.

- **Fire:** Children are evacuated and contained on the playground.
- **Tornado:** Children are kept in the safest area at Tabernacle Baptist Church property, which includes the area before you enter the sanctuary where there are no windows.
- **School Lockdown:** As per sheriff's department recommendations, the following procedures will be implemented for school lockdown: Doors will be locked. Blinds will be closed. Children will be moved to inside area with no windows. No one will be permitted to enter or leave the building during school lockdown. All attempts will be made to send an emergency email or phone message explaining the circumstance. Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

\*\*Please do not call the school; so the phone must be available to emergency personnel.

**Emergency:** Should there be an emergency at school, all attempts will be made to send out an emergency email or phone message. It will be marked as an emergency with specific instructions to follow. For example: Please be advised TLC for Preschoolers is in a lockdown mode at the request of the sheriff's department. There is a hostage situation two blocks from school. We will notify you when the lockdown is lifted. Please stay tuned to your TV and radio, frequently check your email for notices from our director. Do not try to enter the building to pick up your children. We will notify you by whatever means is available to us when it is safe to do so. We ask those of you who have signed up for email to be alert during the course of each day just in case something should happen. For those of you who do not have email, we will try to contact you by phone.

## **Policies and General Information**

**Contagious Disease:** Please notify the teacher or program director immediately if your child has been diagnosed with a contagious disease. The teacher or program director will immediately notify parents when a child has been exposed to or contracts a contagious disease such as measles, chicken pox, etc. Sick children will be kept in the program office away from other children.

**Health and Safety:** Each child must provide proof of immunization by having a licensed physician fill out a health form prior to enrollment. If a child is behind in their immunizations, a written note from the doctor must accompany the health form. This must include a schedule of how the shots will be administered in order to be in compliance. If a child receives a DT rather than DTP shot, the doctor must provide a reason for the change. This information must be kept in the child's folder.

**Supervision:** Children are supervised at all times.

**Confidentiality:** Parents are asked to refrain from discussing their child or any other child in public. Please ask the teacher or director for a conference. The protection and confidentiality of each child and family is important to us.

**Child Abuse and Neglect:** If at any time the teacher, director, or other church employee reasonably suspects a child has been abused or neglected by the parent or guardian, it will be reported to the appropriate authorities.

**Criminal Background Checks:** Criminal background checks are performed on the director, lead teachers, assistant teachers and other staff that working with TLC for Preschoolers.

**Discipline:** No child will be subjected to any form of physical punishment or verbal abuse. We direct and redirect children by giving examples of appropriate behavior. Time out is used as a last resort. Our discipline policy is on pages 16 of this manual.

**Parking Lot:** The parking lot is busy during drop-off and pick-up time. The following policies are for the safety and security of your children.

Keep your children near you or hold their hand in the parking lot.

Do not leave children unattended in the car or leave your car running.

We strongly advise parents not to leave an unattended child who is less than nine years of age in a motor vehicle without being supervised by someone older than 14 years of age.

Be aware of little ones that might be around and proceed with caution. Drive very slowly in the parking lot. Do not park in the handicap designated areas of the parking lot unless you do have a handicap permit.



## **Policies and General Information**

**Biting Policy:** Biting is an unfortunate, but not unexpected behavior when young children are in a group care setting. There are several reasons why children may bite. Occasionally biting is a result of teething. Other times a bite may occur when a child is trying to express their feelings but does not yet have the ability to express those feelings with words. Children may also bite when frustrated or excited.

When a biting incident happens at TLC for preschoolers, we take it very seriously. We first address the child who was bitten. The area is washed thoroughly with soap and water. If the child will allow, we apply a cold compress to the area to reduce swelling. Should the skin become broken as a result of a bite or there are signs of infection (redness, swelling, tenderness, or warmth) we recommend you call or visit your child's pediatrician.

Next we work with the child who bit and attempt to teach the appropriate behavior. Our staff does express strong disapproval of biting which will include a time away from where the situation occurred. In addition, our staff works closely with the child and his/her parents to find out what may be the cause of this behavior. We also evaluate our program to see if we need to do something differently in the classroom.

After a biting incident occurs, we inform parents of both children the same day. The parents of the child who was bitten will receive a copy of our incident report to sign. We keep the incident reports in the director's office for reference should there be an on-going concern. We do not publicize the name of the child who bit and we ask parents honor this policy as well.

Should we have an ongoing problem, the teachers, director, and parents of the child who is biting will develop a written plan with specific strategies techniques, and timelines to work on the problem.

**Outside Play:** Children have recess at a scheduled time each day under direct supervision of their teachers. Each child is allowed to play on the age appropriate play structures at the preschool. Please remember to send a coat, hat, and gloves for your child in the winter. Unless the weather is colder than 32 degrees or it is raining, children from all classes will go outside. Children not enrolled in a program of TLC for preschoolers are not allowed on the playground during the program hours.

## Policies and General Information

**Snack:** Snack time is a social time for children.

- The children will bless their food before snack. During snack teachers will sit with the children and interact with them, assisting the children when necessary and working on table skills.
- Parents provide snacks for their child's class on an alternating basis. **Please do not misplace your snack schedule.**
- Nutrition is important. We request simple, healthy snacks such as: crackers, cheese, vegetable sticks, and fruit.
- Please send enough food for all children in your child's class.
- Do **Not** send peanuts, candy, or popcorn, as these present choking hazards and WILL NOT be served. *We no longer serve peanut butter due to severe allergies in some of our students.* We do not serve greasy items such as chips.
- Do not send juice or juice boxes, as we furnish water with each of our snacks.
- Label all snacks and containers with your child's name, your child's teacher, and class days.
- Cups and napkins are furnished by the preschool.

**BIRTHDAYS:** We love birthdays!

Please be considerate and sensitive to each child by not bringing birthday party invitations to school to be handed out unless everyone in the class has been invited. Parents are welcome to bring in a birthday snack in order to make the day even more special. Please ask the teacher in advance if there are any children with food allergies in the class. Younger children are more successful with cupcakes with no icing, mini muffins, or small finger foods. If you would like to honor your child's birthday by contributing a book to our library, his name, handprint and date given will be inscribed in the front of the book.

**Clothing:** *Each child must bring a change of clothing daily regardless of age.*

Diapers should be included for children who need them. Children should dress in comfortable play clothes including sneakers/sturdy shoes. **No flip flops or open-toed shoes please.** Shoes with smooth bottoms or flip-flops are dangerous when children are running and climbing. Please remove all drawstrings from your child's jacket (hood and waist) and clothing. This will help prevent injuries and choking incidents while playing. Label **all belongings** with your child's name (this includes diaper bags, book bags, Sippy cups, diapers, and clothing).

**Show and Tell Days:** Some classes may have show and tell days. We ask animals/pets not be used for show and tell days. Play guns and other weapons are not permitted at the program. Please refrain from allowing your children to bring in toys unless it is a show and tell day.

## **Policies and General Information**

**Field Trips:** Field trips may be scheduled for the program. All trips are scheduled and approved through the program director. Parents must complete the Medical Permission and Release form and sign the permission section of the field trip form before a child is permitted to take a field trip. Parents are needed to transport and supervise the children. All children must be in a child safety seat provided by the child's parents. No child will be permitted to ride in a car without approved safety seat. There are **NO EXCEPTIONS**. All planned field trips are in the parent calendar. You may choose to car pool with another parent if you would like to. You will need to do this on your own. There will be a field trip in October to one of our farms in the area and a field trip at the end of the year.

**Volunteers:** We encourage all parents to volunteer in their child's class, for field trips, etc. Your child's teacher will give you suggestions to best help their classroom. If you would like to substitute, contact the program's director.

**Room Mothers:** We believe parental involvement plays a crucial role in a child's school success. We ask parents volunteer as room mothers with the teachers to help in preparation of special events such as parties, field trips, and coordinating special supply needs. If you are interested in being a room mother, please contact your child's teacher.

**Visitors:** Visitors are welcome at any time. All preschool doors are locked from 9:45 AM to 1:00 PM. Please use the doorbell to gain entrance during these times. If your child is in a class, go directly to that class. If you are coming to observe another class, check in with the program director. People who are associated with the program, must call the office in advance and set up a time to observe a class. For your child's safety, we do not allow strangers wandering around the building.

**Pictures:** We will have the opportunity to have pictures made. Parents will receive a reminder letter. Our program does receive part of the proceeds from the purchase of the pictures.

**Chapel:** Chapel is held once a week at 10:30 a.m. for the two's, three's, and four's, and transitional four year olds and is conducted by the preschool Director. This is a planned time to foster knowledge and the love of God, through Jesus Christ in the children. It is our hope each child will experience an atmosphere of Christian love, understanding and acceptance. This is carried out through Bible stories, memory verses, and music.

## **Policies and General Information**

**Music, Movement & Spanish:** Music is held each week with a music teacher where through the use of movement, songs, and instruments they learn important skills. The children, ages two through four, participate in the Christmas and Mother's Day Musicals. As part of music, children will be exposed and introduced to basic Spanish. Children will work on basic words and phrases. Some songs and dances will be in Spanish as well.

**Discovery:** Discovery class is a class designed to expose children to their environment and basic concepts of science by using hands- on activities. The children will study the concepts of the human body, weather and seasons, animals, plants, liquids and colors, and measurements. Children, ages three through four participate in Discovery all year and beginning in January the two's will participate.

**Lunch:** Lunch is provided each day by the child's parents and shall include finger foods and a drink. Send food that does not need to be refrigerated or heated. Please use an ice pack for foods needing to be chilled. Whole grapes, nuts, and hotdogs **are not allowed**. A list of suggested foods for lunch is on pages 13 and 14. TLC is a **peanut-free preschool** so please check the ingredients labels on everything you send in for lunch or snacks. Please mark your child's lunch box with their name clearly on the front and on all containers within the lunch box.

**Book Orders:** We plan to order books from Scholastic this year. You will receive a packet of order forms to choose what books you would like to purchase for your child. Return your order to the appropriate person with your check made payable to Scholastic.

**Messages:** Parents are responsible for reading letter, notes and emails from your child's teacher and the director. They will be placed inside your child's book bag or emailed to the address given on your child's registration form. Please remember to look in your child's book bag each day and check your email.

**Allergies:** Please make sure we are aware of any allergies your child may have. TLC is a **peanut-free-preschool**. If a child has severe allergies, we may ask that certain foods not be brought into that particular classroom. Please check with your child's teacher for allergies in the classroom.

## Suggested Snacks and Lunch Foods

### Fruit:

Apples (cut into slices)  
Blueberries  
Oranges  
Pears  
Raisins  
Tangerines

Bananas  
Cantaloupe  
Peaches  
Pineapple  
Strawberries

These can be fresh, canned, dried, or pureed. If canned, make sure they are packed in light syrup or their own fruit juice. If using canned fruit please use the plastic containers and not those with the sharp pop-lids. Make sure the fruit is seed free and is cut into bite size pieces .

### Vegetables:

Broccoli or cauliflower flowerets  
Carrot and celery sticks for older children  
Cherry tomatoes (cut in half)  
Cucumber slices  
Pepper slices

Note: Carrot and celery sticks can be a choking hazard especially for younger children.

### Dairy Snacks:

Cheese cubes, slices, or string cheese  
Cottage Cheese  
Milk  
Pudding  
Yogurt (Plain or with Fruit)

Note: Please do not send Go-Gurt or other yogurt in tubes as it is harder for the younger children to control the contents.

## Suggested Snacks and Lunch Foods (continued)

### **Bread/Grain Snacks:**

Bagels, Flour or Corn Tortillas, Roll Up Sandwiches (cut in small bites)  
Muffins – Zucchini, Carrot, Blueberry, Banana  
Dry cereal – not sugar coated  
Pretzels  
Crackers – saltine, round, whole-grain, graham, Goldfish  
Trail Mix  
English Muffin  
Vanilla Wafers

### **Meats/Proteins:**

Meat roll-ups – any type of sandwich meat including bologna  
Tuna  
Chicken

### **Juices:**

Apple  
Grape  
Cranberry  
Orange  
Grapefruit  
Tomato

### **Notes:**

1. Please check with your child's teacher for any allergies in the classroom.
2. TLC is a **peanut-free preschool** so please check the ingredients label on everything you send in for lunch or snacks.

## **Other Information**

### **TLC for Preschoolers Committee:**

Tabernacle Baptist Church asks members of the church to serve on this committee who bring to the task experience in the following areas: child development, teaching, business and finance, counseling, social work, and church representation. Ex-officio members include the Church Children's Minister, and the Preschool Director. This committee meets monthly to maintain a level of communication between the church and preschool, and to help develop and maintain policies, procedures, and changes, as deemed necessary.

### **Grievances:**

If you have a grievance relating to the classroom you should notify your child's teacher. If the matter cannot be settled between teacher and parent then the parent should inform the Preschool Director. If the matter is still not resolved, you may speak with the Preschool Director's Supervisor. Any questions or concerns relating to policies, procedures, or financial issues should be discussed solely with the Preschool Director.

### **Curriculum:**

TLC for Preschooler uses the Wee Learn and New Beginnings curriculum from Lifeway for the two, three, four and Transitional program.

TLC believes in child-led teaching, our teachers are flexible with the curriculum and their lesson plans. The freedom to choose among many different activities is provided for each child. The teacher has created the environment and arranged the options for the child to choose from. This is not a "time off" period for the teacher. It is a wonderful opportunity to interact with the children, offer guidance when appropriate, and listen quietly. Additionally, the teacher will learn much about the child as he/she plays.

The TLC staff strives to build relationships with the children by helping them feel safe, feel loved, and accepted unconditionally, and also by giving them comfort and sympathy, while helping them come to terms with disappointments. TLC strives to be fair, firm and consistent in what is said and done. The ultimate goal is self-discipline for the child and consideration and appreciation of those around them. This, rather than academic knowledge, will be one of the most important preparations for kindergarten.

## Tabernacle Learning Center for Preschoolers **Discipline and Behavior Management Program**

Praise and positive reinforcement are effective methods for the behavior management of children. In an effort to encourage good self-concepts, problem-solving abilities, and self-discipline, we practice the following policies:

We

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO respect the child's needs, desires and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to the children on their level.
11. DO use short supervised periods of "time out".
12. DO stay consistent in our behavior management program.

We

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.



Tabernacle Baptist Church  
Tabernacle Learning Center for Preschoolers  
Discipline and Behavior Management Program

**“Time –Out”**

“Time-out” is the removal of a child for a short period of time-3 to 5 minutes – from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time-out” space-usually a chair- is located away from the classroom activity but within the teacher’s sight. During “time-out”, the child has a chance to think about the misbehavior, which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Adapted from and original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College.

## WHOSE CHILD IS THIS?

Author Unknown

“Whose child is this?” I asked one day  
Seeing a little one out at play  
“Mine”, said the parent with a tender smile  
“Mine to keep a little while  
To bathe his hands and comb his hair  
To tell him what he is to wear  
To prepare him that he may always be good  
And each day do the things he should.”

“Whose child is this?” I asked again  
As the door opened and someone came in  
“Mine”, said the teacher with  
the same tender smile  
“Mine, to keep just for a little while  
To teach him how to be gentle and kind  
To train and direct his dear little mind  
To help him live by every rule  
And get the best he can from school.”

“Whose child is this?” I asked once more  
Just as the little one entered the door  
“Ours”, said the parent and the  
teacher as they smiled  
And each took the hand of the little child,  
“Ours to love and train together  
Ours this blessed task forever.”

Volunteer Preschool Worker Registration Form

As a volunteer worker at Tabernacle Learning Center for Preschoolers, please complete the following form, to assist our preschool ministry in providing quality care.

Name \_\_\_\_\_

Maiden name \_\_\_\_\_

Address \_\_\_\_\_

Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_

How long at this address? \_\_\_\_\_

Last previous residence

Address \_\_\_\_\_

How long at this address? \_\_\_\_\_

Church Affiliation

Name of Church \_\_\_\_\_

Church Address \_\_\_\_\_

Previous Church \_\_\_\_\_

Address \_\_\_\_\_

Have you ever volunteered at your church? If so, explain.

\_\_\_\_\_

Please note any formal education you have received in childcare.

Have you ever been charged with or convicted of child abuse or child neglect?

Yes                       No

Have you ever been denied legal custody of your children in any legal proceedings, including divorce decrees or settlements?

Yes                       No      If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Volunteer Preschool Worker Registration Form Continued

Note any special training or experience: First Aid/CPR \_\_\_\_\_ Other \_\_\_\_\_

What health factors may affect your ability to function as a volunteer, or impact the children?

---

Provide the following on your medical insurance and physician.

Current Medical Insurer \_\_\_\_\_ Policy # \_\_\_\_\_

Family Physician: Name \_\_\_\_\_ Phone: \_\_\_\_\_

I agree that all of the above information is factual. I also agree to sign-in and out with the director each time I volunteer. \_\_\_\_\_ Date \_\_\_\_\_

I have read the TLC for Preschoolers Parent Handbook in its entirety and understand its contents. I understand the Parent Handbook is an expression of current policies and may be altered at any time at the discretion of TLC for Preschoolers. I sign this statement in agreement of TLC for Preschoolers policies.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

Upon signing this document, please return it to child's teacher by his/her first day of school.

Thank you,

In Christ love,

*Stephanie VanDerHyde*

Stephanie VanDerHyde  
TLC for Preschoolers Director