



Welcome to Parent's Day Out at Trinity Baptist Church

Thank you for choosing us to minister to your child and your family. Please review this packet of information and complete the forms enclosed. There is a checklist below of items included in the packet and a list of forms you need to submit for registering your child.

- ✓ **Registration Form**
- ✓ **Program Brochure**
- ✓ **Director Introduction Letter**
- ✓ **Emergency Card**
- ✓ **Allergy Alert Card**
- ✓ **School Calendar**
- ✓ **Photo Release**
- ✓ **Curriculum**

To be registered, you must return all forms listed above to our office, except the School Calendar, Brochure, Introduction letter, and Curriculum.

Please feel free to contact us at any time you have questions regarding the program or other church activities. We look forward to having your child in our program as they learn and experience the wonders of God's Love!!

Debbie Potter, Children's Pastor

**Kay Polanco, Parent's Day Out Director, kpolanco@trinitybaptist.org
319 E. Mulberry, San Antonio, Texas 78212, 210-738-7753**



Parent's Day Out at Trinity Baptist Church

Parent's Day Out is a Christian based academic program for toddlers and preschoolers. Trinity Baptist Church's PDO uses the WEE LEARN curriculum and is committed to better learning in a safe and secure Christian environment. Our mission for PDO is taken from Proverbs 22:6, "Train up a child in the way he should go and when he is old, he will not depart from it."

Our PDO program offers classes taught by loving and well qualified Christian teachers in a safe and secure environment. We offer many learning centers. Our students attend a chapel service with Christian music, a daily Bible story and share several group activities such as music, art class, and indoor/outdoor playground. All of our age groups have a low student to teacher ratio.

Blessings,

A handwritten signature in black ink that reads 'Kay Polanco'.

Kay Polanco,
Parent's Day Out Director



Parent's Day Out at
Trinity Baptist Church
Registration Form
2019-2020 School Year



Today's Date: _____

Please fill out this enrollment form completely. Accurate information is necessary so that we may place your child in the appropriate class and contact you with information regarding the upcoming school year. It is your responsibility to notify us immediately of any changes.

Child's Name: _____ Date of Birth: ___/___/___

Age as of Sept 1, 2019 _____

Father's Name: _____ Occupation: _____

Father's Work Phone: _____ Cell Phone: _____

Mother's Name: _____ Occupation: _____

Mother's Work Phone: _____ Cell Phone: _____

Address: _____ Zip: _____

Home Phone: _____

Email address: _____

Does your child suffer from any medical, physical, emotional or behavioral condition, which might affect his/her, safety or ability to participate in activities? Yes _____ No _____

If yes, please explain:

(Individual consideration shall be given for each request for enrollment of a special needs child. Acceptance of the child is to be considered a trial until it is fully established that the needs of the child can be met without loss to the whole group)

Is your child potty trained? Yes No

Can you tell us how you heard about us? _____

I understand that the registration fee is non-refundable. Should I choose to withdraw my child from the program or change my mind about enrolling my child after the registration fee is paid, I understand that my registration fee will not be returned to me.

Parent Signature: _____ Date: _____

Office Use Only:	Date registration fee paid: _____	Amount: _____
Check # _____	Cash _____	Info Entered into Computer: _____
Classroom: _____	Start Date: _____	
Notes: _____		

**Tuition is due the first school day of each month. Failure to pay the tuition within the first school week of each month may result in removing your child from their class in order to accommodate another child who is on our waiting list.

Parents Day Out ends at 2:00. There will be no late charge if your child is picked up from 2:00-2:10. After 2:10 until 2:15, there will be a \$15.00 charge for late pickup. There will be a \$1.00 per minute charge for every minute after 2:15.

Emergency Information Sheet

Person/Persons to call in case of emergency OR if parents cannot be reached:

1. Name: _____ Relation: _____

Contact Phone for the above person: _____

2. Name: _____ Relation: _____

Contact Phone for the above person: _____

I hereby authorize the Parent's Day Out director and its staff to allow my child to leave the facility ONLY with the following persons.

1. _____ Relation _____

2. _____ Relation _____

3. _____ Relation _____

4. _____ Relation _____

List any special problems your child may have, such as allergies, existing illness, etc.

A copy of your child's current shot record is required for admission to our program.

Authorization for Emergency Medical Attention:

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the Parent's Day Out Director and/or Trinity Baptist Church staff to obtain emergency medical treatment for my child.

Name of Primary Physician: _____ **Phone** _____

Address: _____

Parent/Guardian Signature _____ **Date** _____



Parent's Day Out

Photo Release Form

I understand that photographs, video and/or digital images (hereinafter "images"), may be taken of my minor child's participation in various activities while at Trinity Baptist Church's Parent's Day Out Program. I understand that no personal contact information will accompany any images. I understand that these images may be used in daily slide shows, web-site, photo albums, video yearbooks and other promotional materials and/or publications. I acknowledge below that I do consent to such images of my minor child's likeness being taken and do not request compensation for the use of my minor child's likeness.

Adult or legal guardian signature

OR

I do **NOT** consent to my minor child's images being used.

Adult or legal guardian signature

Allergy Card

(Please sign whether or not your child has an allergy. If none, please put N/A or none)

Child's Name: _____

ALLERGIES: _____

Special Instructions: _____

Parent: _____ Cell# _____



Trinity Baptist Church
School Calendar 2019-2020

August 27th- Teacher Training Day

August 29th -Family Open House

September 2019

**** Note: Tuition is due on September 3rd ****

3rd : Parent's Day Out Opening Day!!

October 2019

**** Note: Tuition is due on October 1st ****

31st: Fall Fun Parade: wear your costume!

November 2019

**** Note: Tuition is due on November 4th ****

25th-28th : Thanksgiving week – Facility Closed

December 2019

**** Note: Tuition is due on December 2nd ****

19th : Christmas program: December 10th
Last day of class - Christmas break begins

January 2020

**** Note: Tuition is due on January 6th ****

6th : First Day back after Christmas break

No school 20th -Martin Luther King Jr. birthday

Pajama Day January 28th

February 2020

**** Note: Tuition is due on February 3rd ****

10th : Rodeo Week- Dress up in your cowboy/girl duds

March 2020

**** Note: Tuition is due on March 2nd ****

9th-12th : Spring break – Facility Closed

17th - March Madness- dress as your favorite team

April 2020

****Note: Tuition is due on April 2nd ****

Easter Egg hunt- April 9th

Easter - April 12th

May 2020

****Note: Tuition is due on May 4th ****

End of the year party May 21st

21st : Last Day of Class – Summer break begins