

GUIDELINES FOR PARENTS/STUDENTS

Parent Commitment:

1. Be a member of HCCHS. Scholarships are available if needed, but you **MUST** be a member to participate.
2. Pay a non-refundable \$13 per child per year facility fee for Mt. Vernon Baptist Church. There is a \$26 maximum per family.
3. Attend a mandatory parent meeting at the beginning of the year or semester as indicated. Be “The Monitor” for at least 2 afternoons from 11:15-1:30 or 1:30-3:45, cleaning up (list provided) and ensuring children are safe and where they should be at all times. Once you sign up you are responsible for finding your replacement. Notify Betsy Mennona to sign up and if you make any changes.
4. Do not leave your children unattended. They must be in a class under the supervision of that class’s teacher, with you or another parent designated by you. They are not the responsibility of the Monitor. Children cannot be dropped off early. Children need to be directed from class to class, especially when they walk to Room 2201 for band.
5. Older children (4th grade and up) may be dropped off for their classes but they must be responsible to go to their classes directly and on time.
6. When you are waiting for your child you may stay in room 1105. If there are other rooms vacant you may check with the Monitor to see if you can stay there. Only parents who have children in class in the gym may be in the gym, working or talking **QUIETLY**, during classes. The volume level carries so much in that room, so be respectful of teacher and students.
7. Park in the back parking lot and use the entrance at the first floor covered area which opens to the welcome center where we will have important information posted and where you can find assistance from the Monitor. Do not use the main entrance upstairs. There is never a need for children or parents to be in that area.
8. Do not allow your children in the parking lot unattended. There are vehicles coming and going at all times. This is a safety issue for your child.
9. Pay your child’s teachers at the first of the month for that month. Whether your child shows up for class or not, you are still responsible to pay the teacher for the entire month, unless class is cancelled by the teacher or because of inclement weather. Please have your child arrive on time for classes.
10. Communicate with your child’s teacher as needed, letting them know if your child will be absent.
11. For safety reasons all children age 14 and below must be supervised by an adult on the playground. **FOOD** will be allowed **ONLY** on the playground.
12. Please do not leave dirty diapers in the trash cans, but take them with you when you leave.
13. No pets allowed

14. Pray for all aspects of TTEC and that we continue to find favor with Mt. Vernon to use their facility. Help recruit leaders and organize any activities, not already offered, that you desire for your children, to present to the TTEC committee.

Student Commitment:

1. Please come prepared for your activity, be respectful and obedient to your teacher. Be kind and encouraging to other children.
2. You may not be in the gym during classes unless a sibling is participating and your parent is with you.
3. There are 3 places you may be while at TTEC. 1). In your class room 2). In room 1105 with your parent or adult designated by your parent 3). At the playground with a parent if you are under 14. Those 15 and older may supervise younger children if you have been asked by a parent.
4. Please clean up after yourself if needed.
5. Food and drink will be allowed only outside.
6. Have fun!

Sick Policy:

For the protection of your child and the other children, parents are requested not to bring a child who appears to be ill. Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists:

- A. Fever-currently or within the previous 24 hours, (anything above 101.5 without having taken a fever reducing medication.
- B. Vomiting or diarrhea within the previous 24 hours.
- C. Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox or whooping cough.
- D. Cold symptoms (continuous cough, discolor of nasal discharge, sore throat).
- E. Croup and other respiratory infections.
- F. Any skin conditions: unexplained rash, boils, ringworm and impetigo.
- G. Pink eye or other eye infection.

Schedule:

We will begin the Thursday after Labor Day and end the Thursday before Thanksgiving. We will resume classes the first Thursday after New Year's Day and end the last Thursday in April. There will be 2 snow days in place for each semester. December 2 & 9 for Fall semester and May 5 & 12 for Spring semester.

On snow days the TTEC board will make a decision as soon as possible. We will try to send out an email by 9:30 am. NEVER CALL THE CHURCH to see whether TTEC is meeting.