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~Parent Handbook~

Children are a gift from the Lord; they are a real blessing.
-Psalm 127:3GNV

CHILDREN'S BILL OF RIGHTS



We, the faculty and staff of the Cornerstone Learning Academy, pledge to recognize and honor this Bill of Rights.

Every child in our program has the right to be respected as an individual with concern for his or her interests, handicaps, special talents, and individual style and pace of learning.

Every child has the right to a calm, warm, loving, and nurturing environment where physical attention (hugs and cuddling) is freely given so that a child feels valued and secure, and is thus able to develop positive self-esteem.

Every child has the right to personal attention, a relaxed atmosphere, and freedom of choice in his daily activities, which can only be provided in small classes.

Every child has the right to have all physical needs met, including the need for rest and relaxation throughout the day.

Every child has the right to a clear, safe environment in which to spend his/her day.

Every child has the right to experience a variety of activities throughout the day that help him or her develop a feeling of independence and confidence. These activities provide opportunities for creativity, exploration, learning, and development in language skills, gross and fine motor skills, cognitive skills, social skills, and emotional/psychological maturation.

Cornerstone Learning Academy was licensed by DSS of SC on January 2, 2015. The re-licensing process is repeated every two years and includes a visit from DHEC and the State Fire Marshal. Unannounced visits are conducted by DSS to ensure consistent adherence to state standards.

We offer :

- **Child Development Center** - Year-round childcare with programs for infants up to 4K (ages 6 weeks to 5 years), 7:00am until 6:00pm Monday through Friday.
- **After School Program** - Provides after school care for children 5K through 9th grade, from school dismissal until 6:00pm Monday through Friday.
- **Summer Camp** - Provides summer care for children 5K through 9th grade, 7:00am until 6:00pm Monday through Friday.

Mission Statement

Cornerstone Learning Academy seeks to effectively teach, care for, and nurture children in a safe and creative environment. This ministry strives to meet the children's needs for physical, intellectual, social, and Christian growth.

Vision Statement

This ministry seeks to provide an environment where children can cultivate a love for learning.

FACULTY AND STAFF

Our trained and qualified team is committed and dedicated to the needs and concerns of children. All of our teachers and assistants meet or exceed the educational requirements of the Department of Social Services Licensing Division.

HEALTH REQUIREMENTS FOR STAFF

As required by Department of Social Services, all staff members have undergone TB tests. The staff also has annual health assessments.

FOOD SERVICE

The ACADEMY provides nutritionally balanced meals and snacks for children daily beginning with breakfast from 8:30 am to 9:00 am; Lunch and afternoon snack. Our meals are prepared fresh daily.

Parents are responsible for identifying any food allergies or other food restrictions.

The ACADEMY will gladly make arrangements when notification is given. Children will be encouraged to try different foods, but not forced to eat them.

HOURS OF OPERATION

The CLA is open 12 months a year from 7:00am until 6:00pm, Monday through Friday. Extended Care is also available from 2:30p - 6:00pm for those not enrolled in our full-day program.

The After School Program operates during the school year from the time school dismisses until 6:00pm. It is NOT open on non-school days.

Summer Camp operates when school is out for the summer from 7:00pm until 6:00pm.

The calendar of school closings for the school year will be posted on the CLA bulletin board and is contained within this handbook.

ARRIVAL AND DEPARTURE

Upon arrival to the Center each morning, children must be walked to their classroom and signed in with the supervising staff member. Children are required by law to be under adult supervision at all times. Parental involvement in helping a child get settled with the staff member will help the child adjust quickly into the morning routine. Upon arrival each child will be given a health check by his/her teacher. This enables us to identify any health concerns that a child may have in a more efficient manner.

Upon departure from the Center, children must be signed out with the supervising staff member.

RELEASE OF CHILDREN POLICY

No child will be released to anyone not known to the Center without prior authorization from a parent/legal guardian. At the time of registration, the parent/legal guardian must provide the names of at least TWO OTHER ADULTS who have permission to pick up the child. Written, signed and dated authorization must be given in order for the child to be released to someone other than the parent/legal guardian, or anyone not listed on the original application as persons authorized to pick up the child. The parent/legal guardian is the only person who can authorize the Center to release the child to another individual. In all situations, anyone that a staff member has not seen, even if they are listed on the form will be asked to show a photo ID and are required to know the family code word.

We are required by DSS to have a copy of any legal document regarding special circumstances such as visitation/custody orders. *As long as no such document is on file, we are required to release children to either parent/legal guardian!*

If a parent arrives who is intoxicated or otherwise incapable of taking the child home safely, staff will offer to call an emergency contact or a taxi. If the parent refuses and leaves with the child, then law enforcement will be called and informed of a suspected impaired driver and the Department of Social Services will be contacted.

If a non-custodial parent attempts to claim the child without consent of the custodial parent, the child will not be released and the custodial parent will be immediately notified.

LATE ARRIVALS

A child coming in late to the program will be greeted by staff and signed in. As noted, breakfast service ends at 8:30 am. After this time, breakfast will not be available. The child will be integrated into current age appropriate activity. If the child enters the Center with outside food after 8:30 am, the parent is asked to remain with the child to supervise the meal, as instructional personnel will have transitioned to class.

PARENTS' RIGHT TO FREE AND FULL ACCESS

The Cornerstone Learning Academy shall permit the parent/guardian of a child free and full access to his or her child without prior notice *unless there is a court order limiting parental access*. Your free access must not disrupt instructional activities or classroom routines. Because we must think of your child and all of the children in the classroom, repetitive disruptions will be evaluated by the Director for action on a case by case basis.

Parent and Family Communication/Involvement Policy

The Cornerstone Learning Academy views itself as an extension of each child's family. We feel it is vital to communicate regularly with parents and involve parents/families in our CDC, After School and Summer Camp programs. We communicate and involve families in the program through monthly newsletters, parent meetings, parent information boards, and through our "open doors" policy. Parents are also invited to help in the activity rooms as special guest readers, parent helpers on field trips, and to help wash toys. Parents are always welcomed and encouraged to spend time in their child's room.

ABSENCES

Parents should contact the CLA by 8:30 am at (864) 582-2550 ext. 28 or the After School/Summer Camp programs at by 1:00pm (864)582-2550 ext.28 (elderandretarpley@gmail.com) whenever a child will not be attending on a scheduled day. There is a "no call" fee of \$10 for After School care if notification is not made. The Director should be notified if the child is ill. This keeps the staff abreast of illness that may occur at the school.

WITHDRAWAL

Two weeks written notice is required for all children for voluntary withdrawal, regardless of the reason. If two weeks notice is given, any additional tuition will be refunded within thirty days of the withdrawal less any outstanding charges.

INCLEMENT WEATHER

When there is a possibility that the Center will be closed due to inclement weather and/or some other unusual occurrence, parents should tune in to News Channels 4 or 7 regarding Center closing. You may also log on to wspa.com or wyff4.com where we will be listed under "closing & delays".

HOLIDAYS AND SCHOOL CLOSINGS

The CLA will observe the following holidays: *New Year's Eve, New Year's Day, Martin Luther King, Jr.'s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day*. The CLA will also close for three days in August for teachers' work day, staff meeting, and staff development (to include team planning, age-group planning, regulations up-date, and preparing classrooms).

Please see the CDC's year calendar for the actual dates that we will be closed.

After School Program is closed on days when there is no school.

Summer Camp is closed the week of July 4th.

TUITION AND ASSOCIATED CHARGES

Child Development Center:

- The Infant/Toddler full-day programs (7:00a-6p) tuition is \$110/week, with an annual non-refundable registration fee of \$50.

- The Preschool full-day programs (7:00a-6p) tuition is \$90/week, with an annual non-refundable registration fee of \$50.
- The Extended Care service (2:30p-6p) fee is \$50/week, with an annual non-refundable registration fee of \$50.

After School Program:

- After School (2:30p-6p) fee is \$50/week, with an annual non-refundable registration fee of \$25.

Summer Camp:

- Summer Camp (7:00-6p) fee is \$70/week, with an annual non-refundable registration fee of \$50.

During the contract period for the CLA, tuition is charged when the children attend **all or part of the week**. Each child will be given one free vacation week per school year (*after one year of enrollment*). The parent is responsible for notifying the Director in writing, **two weeks in advance**.

Tuition is due on Mondays of each week for attendance on the following week. The first week's tuition and the registration fee must be paid on or before the child's start date in order to keep you on the "week in advance" payment schedule. A late fee of \$10 will be charged for any tuition payments received thereafter. All accounts must have a zero balance by the Friday following a missed payment.

LATE PICK-UP

Parents who do not pick their children up on time will be charged \$10 for the first 5 minutes (or any portion thereof) that they are late after which they will be charged \$2.00 for each additional minute. After 15 minutes the charge will be \$5.00 per minute. These fees will be charged for every minute after the Center's closing time until they arrive at the Center, even if parents call the staff to let them know they will arrive late. It is important to call, however, because it is comforting for children and staff to know a parent is on the way. The number for the CLA is (864) 582-2550 ext. 28, After School/Summer Camp is (864) 582-2550 ext.28. If a child has not been picked up by 6:30 pm and no word or directions have been received from the parent or other authorized adult, a protective service worker and/or law enforcement officer will be notified to pick up the child.

*Late fees are due by the next week tuition payment.

SIBLING DISCOUNT

For families with 2 or more children (living in the same household with the same legal parents/guardians) there will be a 10% discount off tuition for each additional child. The registration fee will be \$25 for each additional child.

RETURNED CHECK FEE

A fee of \$35 will be charged for any check returned by the Center's bank. In the event that a check is returned, tuition must be paid in the form of money order for a period of six months.

THE CHILD DEVELOPMENT CENTER'S APPROACH TO CURRICULUM

The Center follows the **Creative Curriculum** approach for Infants, Toddlers, and Twos. It also follows the Creative Curriculum approach with older children.

The Creative Curriculum for Infants, Toddlers & Two Year Olds

Creative Curriculum teaches that good infant care is neither baby-sitting nor preschool. It is a special kind of care, characterized by respectful, responsive relationships. Infant/toddler caregiving emphasizes child-directed learning. Policies fundamental to this approach include: primary and individualized care, small groups, cultural responsiveness, and inclusion of children with special needs. This setting is critical in this approach. Creative Curriculum personnel design the environments at the Center to ensure safety, offer infants appropriate developmental challenges, and promote optimal health.

Creative Curriculum Approach to Preschool Education

Creative Curriculum is one of four developmentally appropriate approaches to curriculum recommended by the SC Department of Education and endorsed by FMU's Early Childhood Program. It is research-based, and the curriculum areas of social/emotional, physical, cognitive, and language development are well integrated. Creative Curriculum aligns with appropriate SC Learning Standards. It clearly defines the vital role of the teacher in connecting content, teaching, and learning for preschool children.

The five components of this preschool curriculum framework are:

- How Children Develop and Learn - what preschool children are like in terms of their social/emotional, physical, cognitive, and language development, and the characteristics and experiences that make each child unique.
- The Learning Environment- the structure of the classroom that makes it possible for teachers to teach and for children to learn. This includes how teachers set up and maintain interest areas in the classroom, establish schedules and routines, organize choice times and small- and large-group times, and create a classroom community in which children learn how to get along with others and solve problems peacefully.
- What Children Learn- the body of knowledge included in national and state standards for six content areas—literacy, math, science, social studies, the arts, and technology—and the process skills children use to learn that content.
- The Teacher's Role- how careful observations of children lead to a variety of instructional strategies to guide children's learning. A systematic approach to assessment enables teachers to learn about and plan for each child and the group.
- The Family's Role - the benefits of developing a partnership with every family and working together to support children's optimal development and learning. This includes getting to know families, welcoming and communicating with them regularly, partnering in children's learning, and responding to challenging situations.

Use of Passive Media

The use of passive media such as television, film, videotapes, and audiotapes is limited to developmentally appropriate programming. Use of this media is limited to occasional

extreme weather and is always used for no more than 30 minutes. In keeping with the American Academy of Pediatrics recommendation, the Center does not allow media/computer use for children 2 years old and younger.

SAFETY AND QUALITY

CHILD ACCIDENTS

It is the Center policy to plan carefully and supervise at all times in order to prevent accidents from occurring. If your child is injured at the Center, the primary caregiver or Center Director will administer first aid. If treatment by a doctor is needed, we will contact you. If your child has an accident or unusual occurrence during the day, you will be asked to sign an incident report when you pick him/her up that day. There will be times when we will call you after the incident/accident as opposed to waiting to notify you at the time of pick up. These reports are filled out by the caregiver and reviewed by the Director. The Director will make the decision to call you at the time of the incident.

CHILD ABUSE/NEGLECT

To prevent possible abuse, we require background clearances and reference checks on all staff. The staff also receives training in identification, reporting, and prevention of child abuse and neglect. South Carolina law requires that childcare providers report all cases of suspected child abuse or neglect to child protective services. Further, each child will be carefully monitored each morning for signs of unusual marks, bruises, etc. Normal bodily marks noted not to be serious, or of abusive nature, etc. will be notated and the parent will be advised of this notation.

POLICY REGARDING CONFLICTS

Cursing, fighting, racial epithet, bullying, sexual and other forms of harassment are not permitted. A warning followed by a conference and finally child dismissal will take place if inappropriate behavior continues to take place. However, behavior deemed extremely harmful may be cause for suspension or immediate dismissal, at the Director's discretion, and certainly if another child or staff is harmed. If parental misconduct occurs, the child will be dismissed immediately and authorities will be notified. This may include confronting staff in an intimidating manner, loud talking, etc. Thereafter, the parent will be prohibited from entering the Center property.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

The Center uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm, quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.



- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Provide appropriate words to help solve conflicts.

WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Withhold food as a form of punishment or use as a reward.
- Force or withhold physical activity, rest/sleep, or toileting as a punishment.
- Embarrass any child in front of others.
- Place children in isolation unsupervised.
- Restrain children through drugs or mechanical restraints.
- Allow discipline of a child by other children.
- Emotionally abuse, threaten, or otherwise belittle a child, his/her parents, families, or ethnic groups.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Cornerstone Learning Academy will inform the child's family and help them make contact with Baby Net for assessment and assistance.

CHILD TRACKING POLICY

Children are supervised by caregivers at all times and tracked by a written tracking form. The form accounts for the whereabouts of the children at all times as they are moved from one location to another such as field trips, other classrooms, playground, etc.

HEALTH POLICIES



The health of the children is very important to the staff at the Center. By monitoring each child's health status, teachers are able to maintain a better environment for the entire class. Children who are ill cannot be appropriately cared for in a child care setting. A child who is unable to participate in all school activities due to illness should not be in attendance. The Center staff understands that it may be difficult to make arrangements in the workplace to cover periods when a child may be too ill to attend the program. However, cooperation in keeping a child home when he/she is showing symptoms of illness will be greatly appreciated by the teaching staff and all the children who would normally be in contact with that child. By establishing and

maintaining a healthy environment, and reasonable health policies, all of our children will benefit.

PROCEDURES FOR ILLNESS

If a child demonstrates any symptoms listed below while attending the Center, the following policies are in place:

- ✓ The parent will be notified immediately and the child will be required to leave the Center. In the event that the parent cannot be contacted, the contact person designated on the emergency form will be contacted.

Symptoms include:

- Fever - 100 degrees or higher
- Severe Coughing - child gets red or blue in the face; child makes high-pitched croup or whooping cough sounds
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye - tears, redness of eyelid, followed by swelling and discharge of pus
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Crusty, bright yellow, dry or gummy areas of skin - possibly accompanied by fever
- Unusually dark, tea colored urine - especially with fever
- Grey or white stool
- Headache and stiff neck
- Vomiting
- Severe itching of body or scalp or scratching of scalp
- Diarrhea

We encourage parents who know that their children are ill to keep them at home, as their presence may be detrimental to themselves and the other children. Please do not dose your children before drop-off to mask an illness. Children who are sent home due to illness will not be readmitted to school until all signs of illness have been gone for 24 hours. The exception to this requirement would be that a licensed physician has indicated in writing that the child does not present a health threat to others and is able to participate in all school activities.

CONFIDENTIALITY POLICY

All Staff members are committed to maintaining the highest level of respect and confidentiality. Children and families have the right to expect that all information about their family will be kept confidential. A child's behavior and development will be discussed only with his or her teachers and parents. A parent does not have the right to know who injured their child (pushing, biting, etc.); they do, however, have a right to know the circumstances and how both children were cared for or disciplined.

Children's records are stored in secure file boxes and computer files at the Center. Only authorized personnel (the child's teacher/caregiver, the director(s), or director designee, an authorized employee of the Department of Social Services, or the child's parent or legal guardian) will be given access to the child's personal information.



MEDICATION POLICY

A written, signed, and dated parental consent form for **each** medication 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; and
- Prescribed special medical procedures ordered for a specific child shall be written, signed, and dated by a physician or other legally authorized healthcare provider.
- 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; and
- Discontinued and expire medications shall not be used and shall be returned to the parent or disposed of in a safe manner.
- For each medication that is administered by a staff person, a log shall be kept including the child's name, the 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(s)/guardian(s).
- Medication errors, e.g. 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; and
- The parent shall be immediately notified and notified in writing of a medication error or a suspected adverse reaction to medication.

ALLERGIES THAT MAY REQUIRE MEDICATION

If a child has an allergy which may require emergency medication, an authorization form with the physician's signature must be on file, and updated every six months. If it is determined that the child is in need of this emergency medication, a staff member will dispense and document this on the medication log. The parent would be notified by phone and it will then be determined if it is necessary for the child to be sent home.

PROCEDURES FOR MEDICAL EMERGENCIES

In case of a medical emergency in which emergency medical care and treatment is warranted, the following steps will be followed:

- The Center will call 911 Spartanburg County Emergency Services to come to the Center and the parent/guardian will immediately be called after that.
- If parents/guardians cannot be reached, the Center will attempt to reach the emergency contacts and then the physician listed on the Enrollment Form.
- If CPR or First Aid is necessary, trained staff will administer treatment until the ambulance arrives.
- First Responders will assess and determine whether the child needs to be taken to the nearest hospital (Spartanburg Medical Center) or parents' preferred hospital by ambulance.
- A staff person will accompany the child to the hospital and remain until a parent or guardian arrives.
- Emergency information, for the child will be taken with the child to the hospital or emergency room.

COMMUNICABLE DISEASES

For a list of contagious illnesses for which you will be required to keep your child home from childcare until the illness is no longer a danger to others, please visit the DHEC website (http://www.scdhec.gov/Health/docs/School%20and%20Childcare%20Exclusion_List.pdf)

The Director or designee will observe each child for signs and symptoms of illness. A child will be sent home if he/she is suspected of having a communicable disease that is infectious.

The 24-Hour "Symptom Free Rule"

The Center's policy requires that a child be free of symptoms of illness: fever, diarrhea, or vomiting for at least 24 hours before returning to the Center. Arrangements must be made for the child to leave the Center as soon as possible after the signs and symptoms are noticed and the child should remain in the isolation room with staff until leaving the Center. In the event that the child is exposed, the parent will receive written notification of exposure by the Director. In some instances, a physician's statement to readmit the child may be required. Knowledge of exposure to communicable illness must be reported to the Director or designee at the Center.

TRANSPORTATION

TRANSPORTATION/FIELD TRIP POLICY

Teachers will have emergency information with them. A first aid kit will be available. A cell phone will be provided for the teacher in order to communicate with the Director and other emergency personnel if needed. Face to name attendance will be taken before the bus leaves for the field trip and again after children load the bus to return. Children will not be left unattended.

Field trips will be announced at the onset of the month. Added-on trip notification will be promptly given to parents. No child will ever attend a field trip without prior parent knowledge. The parent may request that a child be excluded from a trip. The "blanket" field trip slip covers all Center trips. This form must be signed and on file for children to participate. Parents may volunteer to assist with a trip; however, all policies and procedures of the Center will be enforced and are inclusive of that parent's child. If the parent wishes to pay for and provide transportation for his/her child, then the parent can be held solely responsible for the child and can deviate from the group's procedures. However, in this case the child will not be considered the responsibility of the Center on the field trip.

PROCEDURES FOR LOST/MISSING CHILDREN

In the event that a child should somehow become missing from the group, an organized search of the immediate area will be conducted by the staff and the following steps will be taken:

- Law enforcement will be notified.
- Parents will be contacted immediately.
- Center Director will be advised.
- Center will notify the DSS immediately.
- A record of the incident will be maintained on file.

ADDITIONAL INFORMATION

PROCEDURES FOR EMERGENCIES & NATURAL DISASTERS

In the event of a natural disaster such as flood, hurricane, tornado, severe electrical storm, fire, earthquake, etc., the following steps will be taken:

- All children will be accounted for.
- Children will be moved to the safest possible location (see attached)
- Efforts will be made to keep the children calm.

- Emergency numbers will be used as soon as possible to notify parents of the child's well being.
- Children with disabilities (See Fire Evacuation Plan)

FIRE DRILL/EMERGENCY DRILL PROCEDURES

The Department of Social Services requires that fire drills be conducted at least once a month. The time of day may vary and will not be pre-announced. All fire alarms will be treated as the "real thing." All personnel will evacuate the building, including visitors, with the children.

DRESS/CLOTHING

Clothing needs to be comfortable enough for active play and free of complicated fasteners so that the child can move freely and get to the bathroom easily and independently. Clothing that is washable is best, as some activities such as painting might cause stain. During the time of the year that the weather is changeable, parents are encouraged to dress the children in layers so that heavier clothing can be removed easily. All clothing needs to be labeled with the child's full name.

For footwear, tennis shoes are encouraged as they are the most appropriate. Any shoe worn **MUST** be closed-toe.

If you find that items of clothing are missing, please inquire at the Director's office. Any unlabeled items may end up in our "lost and found" compartment.

If the Director determines that a child's clothing is inappropriate, parents will be notified.

PARENT INVOLVEMENT

Parents are encouraged to participate actively in the life of the Center. Note that participation on field trips and other activities is extremely beneficial to both parent and child. Regardless of your child's program your involvement is welcome.

COMPLAINT PROCEDURE

The Director serves as an employee of the Trustee Ministry of Cornerstone Baptist Church. The Director reports to a Board of Directors and works cooperatively on a day-to-day operation with the President of the Board.

Questions, concerns, etc. should be addressed to the Director, who is available, interested, and willing to respond to you. We ask that parents follow the process as follows:

- Advise the Director of a concern.
- Make an appointment for discussion.
- If the matter is not resolved to your satisfaction after speaking with the Director, the director will then advise the President of the Board of Directors.
- If the concern is still not satisfactorily addressed, the matter may be referred to the Chairperson of the Trustee Ministry.

Please note that a termination may be appealed by writing the President of the Board of Directors who will set up a meeting to include the Director, the Chairperson of the Trustee Ministry and the parent.