

STATEMENT OF BELIEFS

Because we are a ministry of Trinity Baptist Church, the Preschool Staff hold the same beliefs as the Church which sponsors us.

We believe ...

1. The Bible is the written Word of God. It is specially inspired by God and is, therefore, without error in the original manuscripts. The Bible is the final authority in the church in all that it affirms.
2. There is one living and true God, eternally existing in three persons; the Father, Son and Holy Spirit.
3. God is sovereign and reigns supreme in the universe and in the affairs of mankind.
4. Jesus Christ is deity; therefore He is to be worshipped and served.
5. Jesus Christ is the only Savior. He was sent from God the Father being born of a virgin and lived a perfect life. Christ died for our sins, rose physically from the dead, and will likewise physically return to earth to reign.
6. The Holy Spirit indwells every believer in Christ, and He is our abiding helper and guide. It is His work that convicts the world of sin and it is through Him that people are drawn to Christ.
7. Man is forgiven his sins and granted eternal life in a one-way personal faith in the Savior.
8. The Christian should live to the glory of God in word and in life-style. He is accountable to God for his actions and his possessions.
9. The mission of the Church is twofold: (1) to present the Gospel of Christ to the community and to the world, and (2) to teach the Work of God to people so that they might become mature disciples of Christ.
10. Jesus has instructed us to observe two ordinances:
Baptism – an act of identification to signify our death, burial and resurrection into Christ.
Communion – partaking symbolically of Jesus' body and shed blood.



Trinity Preschool
a ministry of Trinity Baptist Church

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trinity-preschool.org



Parent Handbook



Preschool Success

- Christian Education and Kindergarten Readiness
Ages 2 thru Kindergarten
- Child, Parent and School Working Together
- Celebrate our individual growth and development!

Trinity Preschool

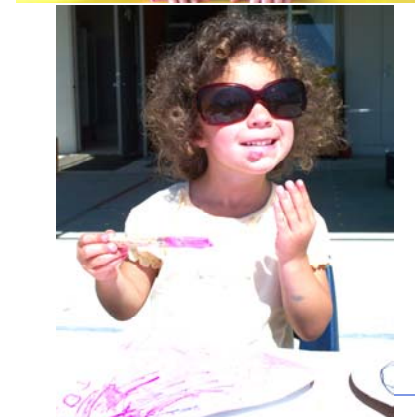
a ministry of Trinity Baptist Church

Dear Parent or Guardian,

We welcome you and your child to Trinity Preschool for the 2005-2006 school year. We consider it an honor and pleasure to have your child grow in Christ at Trinity Preschool. This Christian environment and quality early education program is dedicated to serve in guiding and instructing your child to his/her greatest potential.

This Parent Handbook will aid you to better understand the program your child will be enrolled in. This is intended as a reference in setting forth the purpose, goals, methods, activities and policies of Trinity Preschool under which the school and you, as parents or guardians mutually agree to work. The handbook will benefit your child's experience when the parents and school work together to guide, build and strengthen your child's developmental growth cognitively and spiritually through God's love.

We look forward to establishing a strong relationship with you and your family throughout your child's enrollment in the program. We rejoice in the opportunity to share God's Word, gifts and blessings throughout the year with your child!



Photographs and Children's Art Work

As seen on the cover and throughout this handbook, the students will be photographed and may be digitally video recorded during their school time to document their experiences at Trinity Preschool. The photographs will also be used for their personal journal books, CD/DVD slideshows and useful for parent/teacher communication. Some of these photos and digital documentation may be used for educational training, study of quality outcomes and/or school promotion. We require each student enrolled to have his/her parent or guardian sign the Authorization and Release form. This green colored form is included in the enrollment packet.

On a regular basis, the children's art may be displayed at local galleries and businesses. Some of the art and/or drawings may also be used for educational training purposes and/or publicity. Please contact the Director with any concerns.

Trinity Preschool reserves the right to revise this Parent Handbook during the school year by giving parents written notice before such changes take effect.. In most cases this will take place in the form of the Newsletters and/or Daily Dry Erase Board.

— Always read the Announcements on the Dry Erase Board in the Fireside Room!

— Always read your Newsletters!

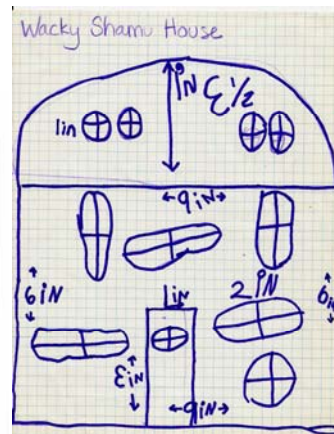
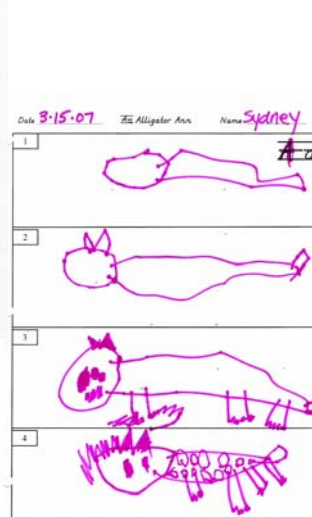


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Our Philosophy and Goals

Trinity Preschool is a ministry of Trinity Baptist Church. Christian values are taught through music, stories, school projects and examples of Christian living.

Trinity Preschool recognizes that it is important to provide experiences to help a child develop in all areas of growth: cognitively, socially, emotionally and physically as well as spiritually. Our staff members are not only fully certified teachers, but are also loving, creative and dedicated to plan activities that stimulate your child to grow in each of these developmental areas according to his or her individual abilities and needs.



Children are encouraged to explore their environment, think creatively and make their own decisions in a Christian manner. Teachers guide and enhance this process through materials and activities.

Any form of discipline or punishment that violates a child's personal rights shall not be permitted. Trinity Preschool does not administer any form of corporal punishment to any child for any reason. Our approach is to have our mistakes become opportunities to learn from and to look to God's forgiveness through Christ. Natural and logical consequences are implemented while guiding the child to be aware of appropriate actions, communication and behavior.

The guidelines of positive discipline and natural/logical consequences that we practice are to model clear open communication, a vital ingredient to any disciplinary concern. A "problem" situation can be turned into a constructive learning experience where we model that positive reinforcement with sensitivity, compassion and safety for each child. This is essential at all times.

Cognitive Development Goals

- To help the child develop feelings of motivation, competence and satisfaction in the mastery of new skills.
- To stimulate the child's curiosity and imagination, to contribute to his/her development of concepts and expression of ideas.
- To encourage the child to gain a deeper understanding, greater awareness and appreciation of the natural world.

Parent Visits

Parents may visit the school without advance notice at any time during our normal hours of operation, 7:30 – 5:00 p.m. Access to our facility can be denied when behavior of the visitor poses a threat to the health and/or safety of the children, or to a non-custodial parent/guardian when requested in writing by the custodial parent/guardian.

Parking and Drop off at school—**VERY IMPORTANT**

Trinity Baptist Church will have various church meetings throughout the day and the congregation uses the parking lot closest to the school. If you have arrived after the children have been taken down to the classrooms, you need to walk your child to the classroom after signing him/her in. Important Rule: **Never leave your car running in the parking lot unattended nor with children unattended!**

School & Gate Entrances

Please be sure to escort your child into the classroom, and NOT allow him/her to run ahead of you into the parking lot. **The play yard gate latches must remain closed at all times.**

Emergency Cell Telephone #, Plan & Evacuation

The school's phone has a single line answering machine, if the line is busy you will not be able to leave a message. If you have an emergency and can not reach us by the school's landline you may leave a message on our EMERGENCY CELL PHONE # **805-680-9158.**

If our school has to relocate in an emergency situation such as a fire, we will go to La Colina Junior High School, 4025 Foothill Rd., Santa Barbara, 967-4506. We will meet in the grass area near the parking lot. This designated relocation site is only if our property needs to be evacuated. You will be called and asked to pick up your child as soon as possible.

In case of a major evacuation of a larger area (not just our property), for reasons such as a toxic spill, major fire, or earthquake, we will follow instructions from the emergency crews (Fire Department, Red Cross, Police, Highway Patrol, etc.) The staff at Trinity Preschool will remain with your children in this emergency situation. You will need to call the American Red Cross, or listen to the emergency radio station to find out our exact evacuation location.

Birthdays

In order to respect the diet preferences and practices of individual families, the school has discontinued the birthday cake and sweet treats manner of celebrating. The birthday child will be celebrated by his/her classroom teacher and peers by singing a special birthday song and will be given a birthday crown to wear. You may bring a special book for the classroom's library dedicated in honor of your child that we will read to the class on that day.

Sharing at School— "*Christian Soldier of the Day*"

(Toddler class does not participate in this daily activity)

Toys are not permitted at school. Teachers will conduct a student sharing opportunity that will be outlined on a monthly calendar of your child's classroom schedule information. The sharing opportunities will focus primarily on learning more about the individual child, his family, his likes and dislikes, experiences from nature and general ways to learn more about each other.

The school cannot be responsible for items and valuables that are lost or damaged. Please take this into consideration when choosing with your child the sharing item to be brought to school. One sharing item is permitted per Christian Soldier day.

PARENTS please do not send your child to school with small items that has choking potential. Often children will misplace items brought from home and younger siblings visiting maybe prone to putting them in their mouths.

Water Play

During very hot days, the children will have multiple opportunities with water play outdoors. When they become entirely wet, we will have the child change into their stored extra clothing and shoes. Please be sure to monitor throughout the seasons of the school year extra clothing for fit and weather. Often we find that the extra clothing has been stored for months and no longer fits or that it is designed for the use of the current weather. Shoes are required to be worn at school for safety purposes at all times.

Volunteering

Trinity Preschool does not provide insurance coverage in the event of accidents for parents who volunteer their services to do errands or fundraising jobs and activities.

- To expose the child to a basic educational program of pre-literacy skills, mathematical concepts, science, social studies, music, art and dramatic play. These concepts are incorporated into both structured and non-structured times on a daily basis.

Emotional Development Goals

- To facilitate the child developing a sense of self-discipline and impulse control.
- To provide an environment that will foster a child's sense of security.
- To guide the child to attain social skills that fosters and develops self-confidence.
- To guide the child to develop ownership of his/her learning challenges and responsibilities.

Social Development Goals

- To encourage the child to be involved in active and passive play, both independently and in-group interactions.



- To assist the child with peer and adult relationships through the various daily program experiences in the classroom and during outdoor play activities.
- To assist the child in the following: names of others, self expression, impulse control, social skills, following directions, group participation, sharing and waiting for turns, physical and nonphysical respect for others, appropriate ways to communicate, providing opportunities to try new things and to develop their own creativity.

Physical Development Goals

- To encourage the development of fine and gross motor skills.
- To guide the child in acquiring awareness of hygiene, health and safety habits.



Spiritual Development Goals

- To guide the child in developing an awareness of who God is, that Jesus is God's Son and that God loves each person.
- To encourage the child to love God and others.
- To guide the child to develop the ability to pray out loud with the group or alone.
- To guide the child to learn the meaning of Christian holidays.
- To guide the child to become familiar with Bible stories and verses.
- To guide the child to understand that he/she can have a relationship with God because of Jesus Christ. (Please refer to our "Statement of Beliefs" on the back cover.)

Toddler Program

In addition to the above stated developmental goals, the emphasis of this specific program with additional staff is to better assist children ages 2 thru 3 years old as they master their own personal toileting needs independently.

- We will familiarize the children with "bathrooming routines" such as hand washing, flushing toilets and attending to hygiene practices of "bathrooming routines".
- Our goal is that each child master toileting needs independently.

It is the decision of the Teacher as to when a child is ready to transition into a preschool classroom and not solely based upon the child becoming toilet trained. When the teacher recommends the child is ready to move to the next classroom, you will be asked to consider the option if an opening is available.

Parent/Teacher Conferences

Parent/teacher conferences are held twice during the school year. We believe that communication between parents and teachers will enhance each child's school experience. Appointments may be made at any time to discuss problems or concerns. Afternoon childcare will not be available during the weeks of scheduled conferences. *Please do not bring your child to the conference in order that we may fully focus on discussing your child's growth and development.*



Medicine

Medicine will only be dispensed with a doctor's permission slip and parent's permission slip. Medicine must be in its original container with the child's name on it and accompanied by an accurate measuring cup or spoon. Medicine is given between 12:00 and 12:30 p.m. daily. A medicine sign-up sheet is kept in the Fireside Room.

Injury/Accident/Incident Reports

Scrapes and cuts will be washed with water only – no medicine or creams will be applied (per state licensing regulations). Band-Aids will be used if necessary. Bumps will be washed with cold water and ice will be applied. All Accident/Incident reports will be put in your mailboxes.

Mailboxes

Every parent has a mailbox at the Sign-in counter. You can expect to find newsletters, accident/incident reports and school or church announcements. We will not allow birthday invitations in the mailboxes unless every child in the class is invited to the party. The children are very perceptive, and vocal about parties. Often birthday party discussions are used as a means to exclude or manipulate other children. We strongly discourage such ways of interaction. Children's feelings are hurt when it is evident they have not been included in the birthday celebration event. We suggest that you place a note into the mailboxes of the parents you wish to have contact you regarding personal arrangements of play dates and/or parties.

Chapel/Classroom Bible Time

Chapel is held once a week in either the Worship Center or our Fireside Room. Bible stories, object lessons, puppets and songs are used to teach good morals and values during the Chapel as well as in the classroom. Classroom Prayer and Bible Time is a part of the everyday curriculum. Periodically, Chapel will be led by one of the Pastors of Trinity Baptist Church or other qualified individual.

Dress Code

The preschool will provide each child with one school T-shirt to be worn on "T.T. Day" (Tuesday and Friday's) and at school event days. Additional shirts may be purchased for \$7.00 each.

Children naturally role play what they have seen, some children are not able to distinguish action hero motives and the violence that is used. School must be a safe place for children at all times. We discourage children wearing any action hero marketing clothing or shoes as we have witnessed children acting in aggressive actions or behaviors that result in harm to themselves or their peers.

Health

State Regulations require that children are sent home if they display any signs of illnesses (fever, coughing, running nose or colored mucus nose, glazed or pink eyes, etc.). Parents must be prepared to take the child home and/or pick the child up immediately if the teacher or Director determines they have signs of illness. When a child is not well enough to be outside, he/she is not well enough to be at school.

Please inform the school when your child is out of school due to illness by 9:00 a.m. When a child is ill with a communicable disease, the parent/guardian must report such to the school immediately.*

***When a child is sent home with a fever, they may not return to school for 24 hours after the fever breaks.**

A child at school who begins to display any of the following signs will be sent home: temperature of 100 degrees or higher, complains of a sore throat, diarrhea, vomiting, rash, eye irritation, infectious disease, coughing, running nose with unclear mucus discharge, neck pain, headache, seizure, unusually confused, change in behavior such as listlessness or agitation, not able or willing to participate in regular classroom activities. Parents will be notified first and will be expected to pick up the child.

Emergency Information

Up to date emergency information must be kept in every child's file; current residential, business, cell and emergency telephone numbers including the telephone numbers of the child's physician and dentist are required.

The First Weeks at School

The first two weeks of school are considered orientation weeks. The classroom is set up very simply so that children can work independently with minimal help from the teachers. The teachers and children begin to build a basic sense of trust and confidence in one another as they establish their working relationships in the structured and unstructured schedule of the classroom.

Some children will feel comfortable right away while others may find their new classroom experience overwhelming. They may prefer to engage in solitary activities in the classroom setting. We will begin to engage the child to be active participants in the group. As the child begins to build relationships through the daily scheduled classroom activities, he/she will become more secure in the new environment, and he/she will naturally want to participate. It is not uncommon for this process to take several weeks. If a child is feeling a great deal of anxiety, please notify the teachers so that a teamwork approach can make the transition a positive one and ensure a successful adjustment.

During the first month that your child is in school the teachers begin to assess the child's readiness of the goals set for the classrooms' age group. In some cases the teachers may observe a child to be better suited in another classroom. If this is the case we will contact the parents and set up a meeting time to discuss the observations and best placement for your child.

Separation Anxiety

Separating from the parents/guardians may be difficult for some children during the first days of school, particularly if it is the child's first time to be at school without the parent/guardian. While it is less disruptive to "separate" outside before class begins, parents are invited to stay for a short period of time for if they feel the need to ease their child through this transition. Our experience tells us that once you say goodbye to your child, it is best to follow through.

If there are any concerns or questions about a child's adjustment in the class, please do not hesitate to discuss it with the teacher or Director.

Licensing

We are licensed under the State of California Department of Social Services and the California Department of Education, Lic#421700402, to accept children ages 2 through 6 years old.

Admissions Requirements

An initial interview/tour will be held with the parents/guardians. The Director and the Staff work together in making decisions of which classroom your child will best grow and develop. During the first few weeks of attendance, your child will be observed to ensure the proper classroom placement.

The admission of the child will be dependent on the following information forms returned and on file and are aware of policies:

- Application is completed and returned
- Registration Fee and Materials Fee paid in full
- Signed Tuition Agreement
- "Acknowledgement" form completed
- Current month's tuition (No pro-rations are given if started in the middle of the month)
- Photo Authorization and Release form
- Are aware of the "No Sugar treats" policy at school

All required licensing forms must be completed:

Identification & Emergency Information Form – Parents/guardians are responsible for informing the school of changes in address or emergency information. It is very important to be current at all times.

Physician's Report Form – Signed by the Physician and includes the Immunization documentation signed and/or stamped by the physician's office.

Child's Pre-Admission Health History Form

Parent's Report Form

Consent to Treatment Form – Medical Release Form

California School Immunization Record Form –

3 polio, 4DPT, 1 MMR, 1 Hib on or after 1st birthday, 3 Hep B, 1 Varicella, signed by the physician. Negative TB test result.

Nap Time

State regulations require that all children must rest for a minimum of one and a half hours each day. Each child uses a mat and a sheet provided by the school. The sheets are laundered bi-weekly. Naptime usually is from 1:15 to 3:15 p.m., although some children awake sooner and are given quiet activities to participate in.

Parents provide a small child sized blanket (thick quilts and comforters are discouraged), a small 7"x 7" pillow and optional small stuffy cuddly that will be stored in a napping bag. Storage size space is small. Parents must bring these items home bi-weekly for laundering.

GENERAL INFORMATION

Clothing and Shoes - "Independence" is the key!

Every child must have an entire change of clothing including shoes and socks to be stored in the child's cubbie in his/her classroom. It is your responsibility to have an extra change of clothing at all times. All children's clothing needs to be labeled with permanent marker.

"No worries clothing" - This means children have a tendency to accidentally mark or paint their clothing, and some parents become upset over this. At unannounced times, the teachers may select a project that will require permanent type paints and/or markers. It is best to send your child to school in what we call **"No worries clothing"** so that he/she may fully enjoy painting and creative activities. Each day the children use **SHARPIE** permanent markers for their journal book's daily drawing.

All clothing worn to school needs to be independently manageable by the child. Overalls, jumpsuits, bodysuits, fancy belts with belt buckles, snaps, and tight pants are difficult for the children to manage quickly when rushing off to the bathroom. Pants and/or shorts with **elastic waistbands** are most recommended. Shoes that remain on children's feet are required to be worn at school at all times. We recommend Velcro fastening closures and discourage tie laces. Boots or party dress shoes with slick soles are discouraged.

The children enrolled in the toddler program are required to only have elastic waistbands and only re-attachable (Velcro) pull-ups are permitted. Toddler pull-up changes are conducted by having the child remain in a "standing up" position. This helps the child to independently participate, rather than the passive changing table approach. Parents are responsible for making sure that their child's pull-ups with wipes are in constant supply

THE SCHOOL DAY

Hours of Operation/Absences/Appointments

Trinity Preschool is open between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday, 12 months a year (including Summer Session), with the exception of holidays and scheduled closures (please refer to the current School Calendar). It is in the best interests of your child's potential benefit from the program to arrive on time. Children must be signed in by 8:30 a.m. Arriving at school later than 8:30 a.m. becomes disruptive to the program activities and creates uncomfortable interruptions to ALL. Please notify the Director if your child is going to be late because of appointments, etc.

Sign-in and Sign-out

Every child must have an **ADULT** (18 years or older) accompany him/her into the school; the adult must sign his/her full legal signature next to the child's name on the Sign-in/Sign-out daily record sheet. Adults must walk the child into the classroom, no child is permitted to be using the stairs down to the classroom without adult escort and supervision. Please make contact with the staff on duty when you take your child/children (play dates/carpools).

Children will not be released to ANYONE OTHER THAN THEIR PARENTS unless the person's name appears on the child's emergency form. A permission form **must** be filled out by the parent and signed.

Snacks/Lunch/No Sugar Policy

Nutritious snacks and water are served in the morning and after nap. No sugary juices or drinks are served.

Children will need to come to school with a packed lunch to be eaten at 12:00 p.m. We ask that parents consider sending child-sized portions of the main food groups and eliminate the deserts other than natural fruits. We recommend bottled water.

Juice packs are discouraged as children have the tendency to drink the entire contents and become too full to eat their lunches. Children will not be permitted to eat cookies, soda and candy while at school. This information should be shared with all of those who are responsible for preparing your child's school lunch (i.e., parents, relatives, baby-sitters, etc.)

If your child is allergic to any foods, please be sure to indicate this information on the Health History form.

Child Abuse Statement & Parent's Rights Form must be read, then sign a statement that it was read. Return the signed sections of the forms.

FINANCIAL POLICIES

Registration/Materials Fee

The yearly Registration is \$75.00 and Materials Fee is \$75.00, each paid at the initial time of enrollment to insure your child's name on the enrollment list. If/when all available spaces have been completely filled, your child will then be placed on the waiting list. When a space becomes available, you will be contacted. Fees are not refundable.

Tuition/Payments/Delinquent Accounts

Tuition payments are due the first of the month payable to Trinity Preschool. Tuition is based on a ten-month school year; please refer to the tuition schedule that came with the registration packet and on your tuition contract. Annual Tuition may be paid in full at any time.

Cash payments are not accepted. Please obtain a money order if you would like to pay cash.

The director **MUST** approve any change in your child's schedule in advance.

Extra Days or Extra Hours will be provided only when the Teacher/Child ratios can be maintained. Please fill out the form at the sign-in area (Fireside Room) in advance so the Director may determine if requested days/hours are available. The extra services rates can be found in the Fireside Room.

Tuition payments are to be received by the first of the month. Payments are to be placed in the slot of the black metal locked box located in the Fireside Room.

If your check is received after the first of the month, you will be charged \$25.00.

Returned Checks – Tuition checks returned by the bank because of the insufficient funds, or for any other reason, the amount of the check plus a fee of \$20.00 must be repaid to the school. Any unpaid bill at the end of the month will constitute termination of our agreement and your child will be dismissed from the program.

Late Pick Up

Children enrolled in the school program **must** be picked up by 12:30 p.m., pick up after that time is a \$5.00 charge, after 1 p.m. the parent will be charge for a full afternoon care fee of \$40.00. If you need to bring a half-day student for extra hours not regularly scheduled, arrangements must be made in advance and approved by the Director. Please use the Extra Hours form located on the sign-in/out counter must be completed.

Full time students not picked up by 5:00 p.m. will pay a late fee of \$1.00 per each minute you are late to defray the cost of the staff members required to stay on overtime due to late pickup. A late pick up acknowledgement form must be signed stating the time you arrived for pick up and will billed for. We are not licensed or insured to be open after 5:00 p.m. Paying a late fee is not an option. If you are late in picking up your child more that three times, your child may be dismissed from the program.

Parent Participation

In order to maintain a quality early childhood education program while keeping tuition rates reasonable, the school is dependent upon parents to help raise funds by participating in annual fund raising activities. We also ask parents to help in two school work days per year. These work days generally involve cleanup and beautification projects. Additionally, parent participation builds a sense of community, encourages new friendships and serves as a positive role model for the children.

We also invite parents with special talents to share them with the children in the classroom. If you are interested, please speak to the Director to make arrangements.



Holidays



Please refer to the school calendar you received in your enrollment packet. Generally, Trinity Preschool is closed for the following holidays:

- Labor Day
- Teacher In-Service Days
- Teacher Professional Conferences
- Christmas/New Year Break
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Teacher/Parent Conferences – Fall & Spring all children must be picked up at noon for the week conferences are held.

In the event that the holiday falls on the weekend, the holiday will be observed the following day when many businesses and schools are closed.

The school usually provides an additional 10 week long Summer Program. The schedule and tuition rates are announced in late spring. Summer Program tuition is paid in full at sign up time by June 1st.

Withdrawal from School

In the event of early withdrawal from the program, tuition payments are not refundable and a 30-day written notice of early withdrawal is required. No reduction, refund or credit of tuition is made for early withdrawals or absences due to illnesses, vacations or other personal reasons.

Any decrease of service use adjustments and/or changes to your original Tuition Contract approved by the Director will involve a charge of \$50.00 paid upon the approval.