

# Policies and Regulations Guide

Patricia Pascucci, Founder/Director | 1-833-Ms-Trish (1-833-678-7474) | contact@misstrish.net | misstrish.net | courses.misstrish.net



# Policies and Regulations Guide

# **Table of Contents**

\*All of the Categories Listed Below Include the Policies, Regulations, and Guidelines for the Listed Topic Area\*

Welcome	Page 3
Mission Statement	Page 3
Family Centered Philosophy	Page 3
Wellness Policy	Page 4
Supervision Policy for Children's Programs	Page 4
Child Release Policy for Children's Programs	Page 5
Discipline Policy for Children's Programs	Page 5
Illness Policy	Page 6
Accidents and Emergencies Policy	Page 7
Safety Policy for Children's Programs	Page 8
Technology Policy	Page 9
Bathroom Policy for Children's Programs	Page 9
Photography and Marketing Policy	Page 9
CDA Training Program/Course Policy	Page 10
Online Courses/Trainings Policy	Page 11
Privacy/Copyright Policy	Page 12
Inclement Weather Policy	Page 13
Hours of Operation and Holiday Policy	Page 13
Contact Policy	Page 13
Scheduling and Late Policy	Page 14
Termination of Services Policy	Page 14
Fees Policy	Page 15
Course/Program Cancellation Policy	Page 17
Choice of Law/Jurisdiction Clause	Page 17
Proprietary Materials and Intellectual Property Rights	Page 17
Anti-Discrimination Policy	Page 17

#### Welcome

Welcome to Miss Trish's Wellness Teachings and Techniques! We pride ourselves on helping parents and preschool facilities create a healthy and positive basis for the children in their lives. We also take great pride in helping parents and teachers establish skillsets to further enhance their own personal and teaching habits.

At Miss Trish's Wellness Teachings and Techniques, we are proud to offer one of a kind schedule friendly programs that facilitate children, parents, and preschools. Whether it be developing positive habits for children, parent coaching, or simple room organization techniques, one of our many programs can help all involved establish habits in the present that will create a basis for a bright future.

With the help of our certified and trained staff, you can feel comfortable knowing that you are working in conjunction with experienced professionals who are eager to help provide a positive foundation of wellness for your future.

#### **Mission Statement**

Miss Trish's Wellness Teachings and Techniques is dedicated to helping parents, teachers, and preschool facilities create a healthy and positive basis for the children in their lives.

Our mission is to provide programs that develop a healthy and educational foundation for children and teachers in a schedule friendly manner.

At Miss Trish's Wellness Teachings and Techniques, we are dedicated and committed to providing teachers, families, and preschools with the utmost care, professionalism, and individualized assistance.

# Family Centered Philosophy

Our philosophy at Miss Trish's Wellness Teachings and Techniques is to provide family centered programs that focus on building positive foundations.

We strive to continue to develop new programs and enhance ones already transpiring in order to provide you with the best possible family focused assistance.

## **Wellness Policy**

Miss Trish's Wellness Teachings and Techniques provides wellness programs for children, parents, and preschools. Through various activities and coaching sessions, our staff can help you improve your family dynamic and/or classroom setting. However, Miss Trish's Wellness Teachings and Techniques and its affiliated staff members do not offer any counseling services. Miss Trish's Wellness Teachings and Techniques will provide referrals for professional help services as deemed necessary.

To ensure the well-being of all staff members and participants, if a participant threatens to harm themselves or others, commit a crime, or is believed to carry out an act of imminent serious violence against themselves or others, emergency personnel will be immediately notified (911). If there is an intended victim, authorities will be notified of the intended victim. Parents of children under the age of 18 will be notified.

If there is reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, it is required by State law to report such allegations to the Division's Office of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously. Any and all suspected and/or reported child abuse, domestic violence, and/or neglect of children, elderly, or disabled persons will be reported to the appropriate authorities.

## **Supervision Policy for Children's Programs**

For any children's program that takes place on-site, the children will be supervised at all times by a staff member. NJ state staff to child ratios will be maintained for all children's programs. Children who take part in our programs at preschool centers/schools will be moved from their classroom to the designated on-site program area by a staff member. If a child needs to use the restroom during a program's session, the child will be brought to the restroom under supervision by a staff member of Miss Trish's Wellness Teachings and Techniques or the on-site facility.

For children enrolled in our Children's Fitness & Nutrition Program, a parent/guardian must be on site at the time of the child's initial fitness and nutrition assessment and remain with the child and staff member for the

duration of the assessment. The date and time will be decided upon by the staff member and parent/guardian.

For children enrolled in any of our on-site programs, children above the age of 12 will be allowed to walk to and use the restroom alone.

For all on-site programs that do not take place at a preschool center/school, a parent/guardian must be on-site at all times and remain at the same location as the child and staff member. If a parent/guardian is unable to remain on-site with their child, the parent/guardian must sign a Parent Waiver Release Form provided by Miss Trish's Wellness Teachings and Techniques and the waiver must be approved by the Director at least 24 hours in advance of the session. Approval is at the discretion of the Director.

## Child Release Policy for Children's Programs

Children will only be released to their designated classroom (if the program is on-site at a preschool/school), parent(s)/guardian(s), and/or emergency contact(s) on the registration form. If a parent/guardian and/or emergency contact does not arrive within an hour of the program's end time and the program is not at an on-site preschool/school, the Director will call the Division of Youth and Family Services 24-hour Child Abuse Hotline (800) 792-8610 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the parent(s) is/are able to pick-up the child.

If a parent/guardian wishes to have their child released to an individual who is not listed as an emergency contact on the Registration Form or drive themselves (age 17+), the parent/guardian must complete a Parent Waiver Release Form provided by Miss Trish's Wellness Teachings and Techniques that must be approved by the Director at least 24 hours in advance of the session. Approval is at the discretion of the Director.

# Discipline Policy for Children's Programs

In regard to our on-site children's programs, we understand that children may display improper behaviors while partaking in our on-site programs. Under no circumstances will a staff member ever use any form of physical discipline or abusive language. Since many of our on-site programs for children focus on developing positive behaviors and communication skills, the children will be given alternative behaviors and words to use when displaying improper actions.

On the rare occasion that a child exhibits extreme improper behaviors, a trained staff member will place the child in an age appropriate "time-out" (one minute per year of age) (5 minute maximum time-out) and follow the given procedure:

- 1. The child will be removed from the activity in a respectful manner.
- The child will be asked to sit in an area that is easily seen by a staff member.
- The child will be informed of the reason that they are being placed in a time-out.
- 4. The child will remain in the time-out (one minute per year of age) (maximum of five minutes) until the time has concluded.
- At the conclusion of the time out, a staff member will get down to the child's level and discuss the child's behavior, feelings, and positive alternative actions and words.

# **Illness Policy**

To help minimize the spread of illnesses, any child or adult who displays the following symptoms in any on-site program session will be unable to participate in the day's scheduled activities:

- Severe pain or discomfort
- Infected, untreated skin patches
- Acute diarrhea
- Difficult or rapid breathing
- Acute vomiting
- Skin lesions that are weeping or bleeding

- Elevated temperature of 101.5°F
- Swollen joints
- Sore throat or severe coughing
- Visibly enlarged lymph nodes
- Yellow eyes with discharge
- Blood in urine

# Children's Programs

If the on-site session occurs at a preschool, the child will be brought back to their classroom by a staff member and the child's teachers will be informed of the child's symptoms. If any of the above signs of illness occur at an on-site location other than a preschool, the scheduled session will immediately cease and the parent/guardian will be informed that the child needs to be picked up within an hour if the parent/guardian is not on site or taken home immediately.

#### All Programs

If you or your child contacts any of the excludable communicable diseases below, you must inform the Director immediately. You or your child will not be allowed to participate in any of our on-site programs until a doctor's note has been received stating that there is no risk to others, yourself, or your child. All CDC guidelines must be followed accordingly for each illness/virus.

#### Respiratory Illnesses

- Chicken Pox
- Measles
- Hemophilus Influenza
- Meningococcus
- Mumps
- Strep Throat
- Tuberculosis
- Whooping Cough

#### Contact Illnesses

- Impetigo
- Lice
- Scabies
- Shingles
- Coronavirus (Covid-19)

## Gastro-Intestinal Illnesses

- Campylobacter
- Escherichia coli
- Giardia Lamblia
- Hepatitis A
- Salmonella
- Shigella

# **Accidents and Emergencies Policy**

In the case of a minor injury that occurs to a child in any of our programs during an on-site session, an Accident Report Form will be filled out and provided to the parent/guardian to be signed and then returned to a staff member of Miss Trish's Wellness Teachings and Techniques. If a child is unable to continue the program session due to a minor injury, the child will be provided with a calming activity and remain in a visible area of a staff member until the session has concluded, the child has been returned to their classroom, or a parent/guardian has picked up the child.

In the case of a serious injury or illness of a child where the parent/guardian is not on the premises, the session will immediately cease and the child will be attended to. The parent will then be contacted and notified. If a parent/guardian cannot be reached, an emergency contact will be notified. A staff member will remain with your child until a parent/guardian or emergency contact arrives.

If a medical emergency should occur during a session, whether with a child or adult participant, the director and/or staff member is authorized to call 911. Once medical personnel arrives and the participant is tended to, the parent and/or emergency contact will be notified. The director and/or staff member is not required to remain with the participant once medical personnel has arrived.

In the rare event that there is an evacuation, emergency disaster, or lockdown during an on-site session with children, the session will immediately cease and all staff will follow the procedures and protocol of the on-site location. The safety of the children will be attended to first and then parents/guardians and/or emergency contacts will be notified of the event by a staff member or the Director as quickly as possible.

In the rare event that there is an evacuation, emergency disaster, or lockdown during an on-site session with an adult (18 and older), the session will immediately cease to continue and all staff and participants will follow the procedures and protocol of the on-site location.

If an evacuation, staff or participant emergency, weather emergency, or emergency disaster should occur during any online/phone program sessions, the session will immediately cease.

Miss Trish's Wellness Teachings and Techniques and/or any of its affiliated staff members are not held liable or responsible for any accidents, injuries, emergencies, or other damages that may occur.

# Safety Policy for Children's Programs

To help ensure the safety of all the children who participate in our on-site programs, we do not allow outside toys or objects to be brought into any of our sessions unless previously instructed to by a staff member or the Director (ex: laptop, writing utensil). Staff members and/or the Director are not responsible for the damage or loss of any items and/or clothing.

Children who participate in any of our on-site programs must also wear sneakers and active-wear. Any child who is not wearing sneakers or active-wear will be unable to partake in the scheduled session for that day. Children are not allowed to wear jewelry in any of our on-site programs as it is a choking hazard. If a child arrives to an on-site program wearing jewelry, a staff member will ask the parent to remove the jewelry or, if a parent/guardian is not on-site, will place the jewelry in a plastic bag and give it to the child's teacher.

## Proper Attire for Safety Purposes

- Sneakers
- Active-Wear
  - Sweat Pants
  - T-Shirt
  - Sweatshirt
  - Sweat Pants
  - Stretch Pants
  - Clothing That May Become Worn/Stained
- No Jewelry

# **Technology Policy**

To ensure that all participants of our online/phone programs are comfortable and that the Privacy Policy is maintained, all online/phone sessions must occur in a quiet and secure space.

If an online/phone program session is disrupted due to various circumstances, including, but not limited to, outside interruptions, internet connection issues, voice connection issues, and/or other circumstances, the program session will cease to continue.

# **Bathroom Policy for Children's Programs**

Prior to the start of any on-site program, children should be encouraged to use the restroom by their teacher or parent/guardian. If a child under the age of 12 needs to use the restroom during a session, the child will be brought to the bathroom by a staff member of Miss Trish's Wellness Teachings and Techniques or the on-site location.

Any child who is age 12 or above will be allowed to walk to and use the restroom alone.

# Photography and Marketing Policy

Any child or adult who participates in any program with Miss Trish's Wellness Teachings and Techniques is subject to being photographed by a staff member for marketing purposes only. Photographs will be used in a positive manner to promote Miss Trish's Wellness Teachings and Techniques. Photographs will be

used for social media, website, brochures, and other marketing purposes. Any program participant is subject to having their scholarship award and assignments used as examples and for marketing purposes through social media, websites, brochures, and other marketing purposes. All comments and ratings submitted in course surveys are also subject to being used for marketing purposes.

## **CDA Training Program/Course Policy**

All participants of the CDA training program must meet the eligibility requirements of the Council for Professional Recognition, CDA Council, CDA Program, and any and all scholarship providers. These requirements can be located on the Council for Professional Recognition's, CDA Program's and scholarship providers' websites.

For the CDA Training Program, participants will be given access to an online course upon payment, registration, and completion of required forms. This course includes 120 hours of online training that must be completed by the registered participant by the given deadline in order to receive a Certificate of Completion. The course includes various required readings, assignments, and assessment activities that will require passing scores. All assignments must be completed and required passing scores must be achieved on all assessments in order to complete the 120 hours of online training and earn a Certificate of Completion. Those who do not receive passing scores on coursework may be required to schedule online tutoring sessions with one of our certified instructors.

Prior to and during participation in the CDA program, it is required for the participants to complete all required documents and ensure that all the information is correct. It is also required that all participants ensure all online information is correct, including, but not limited to, that of their Online Course account, scholarship provider account, CDA Council account, CDA Program account, and all other scholarship forums' information. It is the responsibility of the candidate to continue to update their online accounts and course documentation as needed. It is not the responsibility of Miss Trish's Wellness Teachings and Techniques to ensure that the participants' information is correct. Miss Trish's Wellness Teachings and Techniques, its owner/director, and any affiliated staff members are not responsible and cannot be held liable for any wrong information located on any documents, online accounts, and/or scholarship applications affiliated with the CDA Program, NJCCIS, CDA Council, scholarship providers, and any and all other applicable forums.

It is also the responsibility of the participants to maintain eligibility status with the Council for Professional Recognition, CDA Program, and scholarship program(s) throughout one's enrollment in the CDA program. Failure to do so will result in discontinuation of the course.

While Miss Trish's Wellness Teachings and Techniques will provide 120 hours of online training and assist with the CDA process, we are not responsible for final CDA certifications and/or requirements. Failure to meet the expectations and requirements of the CDA Training Program and the Council for Professional Recognition will result in discontinuation of the course and/or not earning one's CDA certification.

Enrollment in the CDA Training Program requires contact throughout the process between the CDA student, Trainer, and Miss Trish's Wellness Teachings and Techniques. Contact will me made via email, phone text messages, and/or phone calls to the CDA student. Early Childhood facility Directors of CDA students may be notified of any scholarship awards, missing information, and the CDA Program status of students. However, it is the responsibility of the CDA student to communicate with us. Failure to maintain communication and meet the course requirements throughout the program will result in program dismissal.

All coursework is to be completed by the course end date. Failure to complete the course by the course end date may result in failure to earn the hours of training and dismissal from the CDA Program or course. Any requested course extensions may result in additional charges towards the purchase of uncompleted coursework.

Payment information and further information for the program will be provided by Miss Trish's Wellness Teachings and Techniques upon contact. For payment assistance, there are scholarships and payment plans available to help with the payment process. All participants will be provided with information on these scholarships. Candidates are also encouraged to seek out their own scholarship opportunities for payment assistance.

# **Online Courses/Trainings Policy**

At Miss Trish's Wellness Teachings and Techniques, we provide available online courses and trainings. All online courses and trainings are under copyright and follow the guidelines of all policies in this Policies and Regulations Guide, including but not limited to: Accidents and Emergencies Policy, Technology Policy, Photography and Marketing Policy, CDA Training Program/Course Policy,

Privacy Policy, Inclement Weather Policy, Termination of Services Policy, Termination of Services Policy, and Fees Policy.

# **Privacy/Copyright Policy**

All programs, content, and materials within Miss Trish's Wellness Teachings and Techniques are under copyright and are not to be sold, shared, solicited, copied, or reproduced.

Any program that uses voice call, video chat, or any other form of facial or voice communication is not allowed to be recorded by any program participants or third parties.

Program participants and/or third parties are not allowed to photograph or record any on-site, online, or voice call sessions.

Any emailed form of communication is not allowed to be shared with others.

Any written or verbal tips, techniques, strategies, notices, forms, online classes, or other guides provided by Miss Trish's Wellness Teachings and Techniques are not to be sold, shared, or used for other purposes other than the ones designated in the Program Guide.

All materials prepared and/or presented by Miss Trish's Wellness Teachings and Techniques are copyrighted and may not be reproduced or used outside of Miss Trish's Wellness Teachings and Techniques. Enrollment in any program does not constitute a license.

Any persons found to record, share, sell, or solicit information that has been created by Miss Trish's Wellness Teachings and Techniques is subject to suit by Miss Trish's Wellness Teachings and Techniques.

All information, tips, and techniques provided by Miss Trish's Wellness Teachings and Techniques and all affiliated staff members, whether written or verbal, is to remain confidential.

Participants under the age of 18 are subject to having their information shared with a parent/guardian. CDA Program participants and teachers involved in any programs are subject to having their program/course status, any scholarship award notifications, and/or other information pertaining to their program/course shared with their Director and/or Administrative Staff at their place of employment.

Miss Trish's Wellness Teachings and Techniques will not share your contact information with any third parties unless you are under the age of 18 and/or enrolled in the CDA Program or a program/course pertaining to teachers.

# **Inclement Weather Policy**

If inclement weather should occur that prevents an on-site program session from taking place, the facility, participants, and/or the children's parents/guardians will be notified within one hour of the session's start time. The session may or may not be rescheduled based on the availability of staff members and/or the availability of space available at the on-site facility.

In the rare occasion that inclement weather should prevent an online or voice call program session from taking place, the participants and/or the child's parent/guardian will be notified within one hour of the session's start time. If the inclement weather prohibits prior notification of a cancelled session, an email or phone call will be provided as soon as possible. The session may or may not be rescheduled based on the availability of staff members. Inclement weather does not validate non-completion of CDA Training Program requirements.

# **Hours of Operation and Holiday Policy**

Miss Trish's Wellness Teachings and Techniques will operate during the listed times and days located on the website. These times and days are subject to change. We will be closed on all federal holidays and may be closed on numerous religious holidays. No program sessions will take place on scheduled holidays and closings unless deemed otherwise by the Director. Emails and phone calls will not be reviewed or returned outside the hours of operation.

# Contact Policy

Miss Trish's Wellness Teachings and Techniques finds it important to respond to all parent, teacher, and student inquiries. However, we also value the importance of time spent participating in activities outside of work and education. Therefore, all emails, text messages, and phone calls will be responded to as soon as possible, but may take up to two weeks for a response due to extenuating circumstances. Any documents sent for review may take up to thirty days to review.

We also value all members and want to ensure information is provided to all parents, schools, teachers, and CDA students. You may be contacted by email, phone messages, and/or phone calls. It is imperative that you respond to requests, as it may impact your program. Failure to respond to Miss Trish's Wellness Teachings and Techniques will result in program dismissal.

## Scheduling and Late Policy

All scheduling of individual and/or group program session date(s), time(s), designated forms of contact, and/or location(s) will be agreed upon by the Director, staff member(s), and participant(s)/Preschool/School Director/Principal. Schedule date(s), time(s), designated form(s) of contact, and/or location(s) cannot be changed or modified without the agreeance of the Director.

If for any reason a participant (adult or child) cannot partake in an online chat, voice call, or on-site program session, the participant or child's parent/guardian must notify the Director within or before 24 hours of the session start time in order to be considered for rescheduling. The session will then be rescheduled at the discretion of the Director based on staff and program availability. If staff and program availability are not available, the session will not be rescheduled.

Any session that is cancelled by the participant after 24 hours from the session start date will not be considered for rescheduling.

If a participant is more than ten minutes late to their scheduled program session, the session will be cancelled and rescheduling of the session will be at the discretion of the Director.

If the Director or any staff members cannot fulfill the scheduled on-site, voice call, and/or online session for whatever reason, the program session will be rescheduled for a later date at the availability of the staff member and/or on-site facility. If an agreement of time, location, and/or availability cannot be made between the staff member, participant, and/or facility, the program session will not be rescheduled.

# Termination of Services Policy

While Miss Trish's Wellness Teachings and Techniques will do its best to ensure all participants have a positive experience, there may be times where services must be terminated. The Director has the right to discontinue services at any time for any reason. Below are the reasons services will be terminated:

- 1. Non-payment of fees and/or program costs
- 2. Multiple session cancellations and/or rescheduling
- 3. Multiple late arrivals/late pick-ups to on-site sessions and/or scheduled phone/video calls
- 4. Failure to show to a scheduled on-site/phone/video session without contacting the Director to possibly reschedule
- 5. Failure to complete and submit required forms
- 6. Failure to complete program requirements and/or follow guidelines
- 7. Failure to complete coursework/training by the provided deadline
- 8. Violation of this Policies and Regulations Guide
- 9. Participant has violated the Privacy/Copyright Policy
- 10. Failure for program participant(s) and/or the parent/guardian of program participant(s) to maintain contact with Miss Trish's Wellness Teachings and Techniques
- 11. Participant/Parent/Director/Administrator threatens physical violence, intimidates a staff member or other participants, causes distress, or physically/verbally abuses a staff member or other participants
- 12. Extreme inappropriate behavior displayed by a participant, parent, or Director/Administrator that causes injury to self, others, or creates a disruptive, stressful, and/or volatile environment and/or situation.
- 13. Participant verbally threatens to harm self or others and/or commit a crime\*
- 14. Participant is a danger to themselves and others\*
- 15. Participant is in need of a referral for professional help services\*

# **Fees Policy**

Adjustments and pro-rated registration costs and fees are not applicable for illness, injury, vacations, inclement weather cancellations, emergency cancellations, participant cancellations, staff cancellations, ceased sessions, termination of services/sessions, and/or holidays. All fees and registration costs once paid are non-refundable unless required by the participant's scholarship agency (for applicable scholarship recipients only), which is only refundable prior to the course/program start date. All fees and registration costs are non-refundable for scholarship recipients on or after the course/program start date.

All registration costs are due in full at the time of registration prior to the program start date unless otherwise noted. Registration and program costs must be paid

<sup>\*</sup> See Wellness Policy

in full at least one week prior to the start date of the program unless a payment plan is agreed upon. Failure to pay in full will result in a termination of services and will void program participation. Any payments accepted after the enrollment period of program start date will be at the discretion of the Director. All participants are responsible for any fees and/or costs of program additives, materials, applications, assessments, certifications, and all other potential incurred expenses relating to the applicable program.

All program costs, rates, and fees are subject to change at the conclusion of any completed program

## Forms of Payment Accepted

- Cash
- Certified Check made out to Miss Trish's Wellness Teachings and Techniques
- Credit Card payment accepted through INTUIT Secured Payment System.
  A link and invoice will be sent directly to the participant.
- Scholarships (When Applicable)

Participants in any program, training, or course are able to withdraw free of charge or liability within 14 days of the course start date. Once a course, training, or program is scheduled to begin within 14 days, any user who requests to withdraw will be liable for any payments owed or scholarships received. Payments already received will not be reimbursed. There will be no refunds or withdrawals allowed within 14 days of the course, training, or program start date. Any exceptions are at the discretion of the Owner/Director and/or scholarship funding regulations. All regulations regarding scholarship funding received by any participants will be followed. Full refunds will be provided only if there is a course/program cancellation. Full refunds for course/program cancellations will be received within 60 days of the course/program cancellation date unless required sooner from a participant's scholarship agency as noted in the agency's requirements and guidelines.

All refunds will be sent in check format and mailed to the address the participant provided on the Registration Form unless otherwise noted. All scholarship recipient refunds will be sent directly to the scholarship agency via the scholarship program's required refunding policy, deadline, and format. Scholarship agencies and participants will be notified via email that a refund is being transmitted. Scholarship recipients will be notified that a refund has been provided to the scholarship agency upon remitted refund.

# **Course/Program Cancellation Policy**

In the event of a course/program cancellation, a full refund of any payment(s) made will be provided. Full refunds of any payment(s) made will be provided within 60 days of the course/program cancellation date. See the Fees Policy for full details.

Registered program participants will be notified via the email address provided on the Registration Form of any course/program cancellations.

# Choice of Law/Jurisdiction Clause

In the event of a dispute arising out of this agreement, the parties agree to submit themselves to the exclusive jurisdiction of New Jersey courts and that New Jersey law will govern this agreement.

# **Proprietary Materials and Intellectual Property Rights**

Any/all materials are the sole property of Miss Trish's Wellness Teachings & Techniques, including but not limited to coursework, quizzes, tests, illustrations, or any/all materials utilized within this course, advertising, brochures, website, or any/all media center means, etc... No outside authorization will be granted.

Any materials used from outside sources has granted Miss Trish's Wellness Teachings and Techniques permission to use the materials for the educational purposes only.

All instructors, working for either Miss Trish's Wellness Teachings and Techniques or independent contractors, will divulge their interests in any products, instruments, devices, or materials that may be included in the training.

# **Anti-Discrimination Policy**

Miss Trish's Wellness Teachings & Techniques does not discriminate on the basis of race, creed, ethnic origin, or chosen gender identification. We encourage and promote an inclusive working and learning environment based on the principals that we are all equal under the provisions of the law. It is our policy of zero tolerance of any violation of this policy, and any violation will result in immediate termination or expulsion from our employment, courses, trainings, or services.