

Parent Handbook

2023 - 2024



Our Mission

Trinity Preschool opened in 1980 with the mission of meeting the needs of young children in the Lapel area and surrounding communities. Trinity Preschool has remained focused on developing the whole child, with age appropriate learning experiences to meet each child's spiritual, cognitive, emotional, and physical needs. We encourage responsibility, independence, and creativity in a loving environment.

Our Philosophy

The philosophy of our Preschool is that all children are a gift from God and are created in His image. Early childhood education should be a time of fun, warmth, security, exploring, and discovery. Our Staff strives to nurture and encourage these qualities in our students. Trinity Preschool incorporates a combination of teacher-directed and child-directed learning experiences. We believe it is important to prepare our students academically for the area public/private schools and spiritually for everyday living. Children are

given daily opportunities to choose from a variety of activities: puzzles, painting, games, pretend play, blocks, books, and much more. They are teacher-directed to participate in science, math, social studies, and reading readiness lessons. Weekly chapel, music, and physical education experiences are also provided. Field trips are an exciting part of early childhood learning and are planned approximately once per month.

Our Staff

Our teachers are loving, dedicated, and experienced. Each member of our staff is a qualified and competent person who loves children and will strive to provide an exceptional educational experience for the students. Our Staff works as a team and coordinates with one another to provide unique and effective learning experiences. Photographic documentation is on-going to provide parents with a clear picture of their child's progress. We have a reputation of developing close relationships with our students and their families. We communicate through daily contact, monthly

newsletters and calendars, the Trinity Preschool Facebook page, and the church website www.trinity-tlc.com.

School Pictures

School pictures will be taken of our students, teachers, and classes by A&E Photography. You will have the opportunity to purchase individual prints and a class photo. Payment and order forms are due on Picture Day. You are not obligated to purchase any pictures and the Preschool does not make money from your order.

Inclement Weather

Delays & Closings: Since our school is located in the Frankton/Lapel school district, we put our confidence in their assessment of road conditions and need for school closings. Watch any of the local TV channels for Frankton/Lapel school closings/delays. We will post on our Facebook

page, send an email, and update our voicemail when there is a delay or closing. If Frankton/Lapel schools close due to weather Trinity Preschool will be closed. Make-up days will be scheduled if your child's class misses more than 3 days due to weather closings.

In the event of a two-hour delay, all classes will meet from 9:30 a.m. - noon. Occasionally there are fog delays, so be sure to check the news stations and/or Facebook page on foggy days. In the rare occasion Frankton/Lapel schools close early due to snow or other emergency, Trinity Preschool will also close, and parents will be notified to pick up their child.

We do not make price adjustments for vacations, illness, or snow days, and/or weather-related closings. Possible make-up days, missed due to weather, will be decided on by the Preschool Board of Directors.

Please understand our top priority is the safety of our students, families, and staff, so the decision to delay/close is not an easy one.

Health and Medication

Please do not send your child to school when he/she is sick and/or running a fever. All of our families count on us to provide a healthy environment. If your child appears to have any of the symptoms listed below, please keep him/her home:

- Fever or has had a fever during the last 24 hours
- Upset stomach or vomiting within last 24 hours
- Symptoms of a communicable disease—runny nose, diarrhea, reddened eyes, sore throat, headaches, stomach pain, and/or fever
- COVID-19 Trinity Preschool will not contact trace. Families are responsible for notifying the school.
- Fever threshold 100.0 degrees.

Your child should be fever free and diarrhea free for 24 hours before returning to school.

*Please refer to the Trinity Preschool Stay Home Send Home Guidelines

Lice: If your child is sent home due to lice please do not send him/her back to school until all nits and traces of lice are gone. We regret that your child will have to miss a few days of school but do not want to risk sharing lice with the rest of our students.

Medication: Teachers are not permitted to give medicine at school except in life-threatening emergencies (ex: epi-pen prescribed by your child's doctor for allergic reaction). Please give your child any needed medications before or after school.

Health Screenings: Trinity Preschool may host screenings for vision, speech, or hearing. Information and consent forms will be sent home prior to all

health screenings. Without a signed consent form, children will not participate in any health screenings.

Visitation and Observation

You are always welcome to observe and may visit your child's class at any time. Please let your child's teacher and Director know.

Registration and Enrollment

Trinity United Methodist Church members, current Preschool families and alumni of Trinity Preschool may register for the next school year beginning January 9th. Open registration for the community begins February 1st. A non-refundable Registration Fee of \$110 per child is required at the time of enrollment. The Registration Fee includes school/cleaning supplies for the year and a Trinity Preschool t-shirt.

Class Requirements

2-year-old class: Your child must be 2 years old on or before August 1st. If your child is working on toilet training, we can sit them on the toilet to achieve success. Please provide disposable training diapers, wipes, and a change of clothes in your child's backpack. The 2-year-old class has a ratio of 1 teacher per 6 students.

3-year-old class: Your child must be 3 years old on or before August 1st. Students are expected to be toilet trained. The 3-year-old class has a ratio of 1 teacher per 8 students.

Pre-K class: Your child must be 4 years old on or before August 1st. Pre-K is for children who plan to go to Kindergarten the following school year. Children will work on developing skills needed for a successful transition to Kindergarten. The Pre-K class has a ratio of 1 teacher per 9 students.

Full Day Program: Full Day students may arrive any time after

8:00 a.m. Full Day students will attend their morning preschool class, then stay to eat lunch, enjoy extra playtime with friends, and participate in games and crafts. Students provide their own lunch and drink. Full Day students should be picked up by 4:00 p.m.

School Attire

Play is an integral part of our curriculum. Please dress your child in washable play clothes. We paint, glue, cook, experiment, play games and participate in a lot of other messy activities. We also take walks and/or go outside for fresh air and to explore our world. Please make sure your child has proper outdoor clothing (jacket, gloves, & hat) and comfortable walking shoes while at school.

School Backpack

Please bring a backpack and water bottle to school every day. Make sure your child's items are labeled. Your child's backpack should be large enough to hold the following items:

- Change of clothes in a zip lock bag
- Teacher Communications (newsletters, field trip forms, etc.)
- Crafts and completed schoolwork
- Change of clothes in a zip-lock bag
- Mittens and hats when appropriate
- Diapers and wipes if needed

Accidents sometimes happen so we ask that you always have a change of clothing in a zip-lock bag in your child's backpack.

Please include disposable training diapers and wipes if your child is not toilet trained.

Remember to change the bagged outfit as your child grows and/or the season changes.

Toys and Personal Belongings

Toys of any kind are not allowed at school, unless requested by the teacher. Please help us keep toys, money, play jewelry, candy, and gum at home. The teachers have plenty of activities planned for the children and items from home can become a distraction. Occasionally, a child becomes attached to certain toys from school and wants to take it home. Please help us by returning any items that belong to the school that you find in backpacks and pockets.

Payment

We accept cash and checks. Checks should be made payable to Trinity Preschool and can be placed in the silver payment box on the Preschool Resource Table in the church lobby or black lockbox outside Door 4. A \$15 charge will be placed on your account for any returned check. Place cash payments in an envelope with your

child's name on the front. Payments can be mailed to church P.O. Box. A carbon copy receipt will be sent home once payment is received and email receipt will be sent after payment is processed

Hours of Operation

Full Days: Monday - Thursday	8:00
a.m. - 4:00 p.m.	
Half Days: Friday	8:30
a.m. - 11:30 a.m.	

A late fee of \$1 per minute will be charged if your child is picked up after closing time. Please be on time to pick your child up.

Arrival and Dismissal

We ask that you walk your child to their classroom each morning. Please help them hang up their belongings and drop them off at the classroom door. A teacher will be there to greet each student. We ask parents not to enter the classroom during morning drop-off. At dismissal, please text 765-734-0986 to alert teachers you're here for pick-up, students will be brought to the sidewalk by the parking lot. Be sure the person picking up your child is on your child's Emergency Card. Children will not be released to anyone that is not listed on the Emergency Card. You may make changes to the Emergency Card at any time during the school year.

Door Security

For the safety of our students and staff, all outside doors remain locked during school hours. The doors closest to the parking lot will be unlocked for morning arrival, 8:00 am - 8:30 am. If you are

arriving for morning drop-off at any other time than stated above you will need to ring the doorbell and someone will greet you. If we do not recognize visitors, you may need to show a photo ID in the church office before proceeding to the classrooms. We want our students and staff to stay safe.

Tuition

Preschool Tuition: Tuition is due on Monday of each week. The first tuition payment is due on the first day of school. A Tuition Payment Schedule is provided to each family. Tuition may be paid ahead but a Late Fee of \$10.00 will be charged if the weekly tuition payment becomes over 2 weeks behind. Each family is required to sign a tuition agreement outlining our tuition payment policies. Please contact the Director if you are unable to pay your child's tuition on time. There are funds available to help with special financial situations.

Tuition Fees

Updated Tuition Fees are located on our website
<https://www.trinity-tlc.com/tuition-tps>.

Discount: Families with 2 or more students enrolled will receive a 10% discount on the lowest tuition for each additional child.

Tuition Assistance Fund: Scholarship tuition assistance is available for families that qualify. Applications are available in the church lobby. Decisions will be made by the Trinity Preschool Board of Directors, based on family income, and the funds available.

Absences and Tardiness: Please contact your child's teacher, if your child will miss school for any reason. Try to arrive at school on time. Your child knows when he/she is late and this can cause anxiety and the feeling of missing out.

Field Trips

Field trips are planned throughout the year to enable enrichment and greater community understanding. Our selections are determined through curriculum and students' interest. Some of the field trips may cost a minimal fee. Parental permission is required for all field trips. Field trip forms will be sent home for each individual field trip, except when walking to the local park or library. We ask that your child wears their Trinity Preschool shirt for field trips. Parents and caregivers are always welcome to attend field trips. The preschool is unable to provide transportation for field trips. If you are unable to chaperone your child on the field trip please use the class roster as a resource to secure a ride with another family.

Parent Volunteers

Our school cannot grow and prosper without your help. Please let your child's teacher know if you would like to help with any of these needs or

have other talents/gifts you can share with the Preschool.

Birthdays

The recognition of your child's birthday by teachers and friends help to make it a special day. We will celebrate your child's birthday by singing and providing a birthday hat or crown. You may provide a special snack during snack time that day, if you wish. Please talk to your child's teacher about bringing special treats in.

Snacks

Snacks are provided by our Preschool families. A classroom snack schedule will be created and sent home the first week of school. We ask each child to bring snacks and drinks for all the children in his/her class during their assigned weeks. Please do not bring peanuts or products containing nuts for the safety of children with peanut allergies.

You will be notified if there are additional allergies in the classroom. Students will need a water bottle each day of school (half and full day students). Parents do not need to provide drinks for snacks.

Full Day Students

Full Day students provide their own lunch and drink. An afternoon snack is provided by the Preschool, around 2:30 pm. Students are welcome to bring a blanket and/or pillow for afternoon rest time.

A cot is provided for your child's use during this quiet time. Blankets will be sent home on Fridays to be washed and returned on Mondays. Please do not send stuffed animals, toys, or pacifiers.

Parent/Teacher Conferences

We conduct two phone Parent/Teacher Conferences each year. The first conference will

take place in late fall after we've had a chance to get to know your child. The second conference will be in late spring, a few weeks prior to the end of the school year. The teachers will prepare an Assessment for the purpose of sharing observations and documenting the development of each child. A portfolio is built to show your child's work throughout the school year. Conference times will be scheduled during school hours or early afternoon. Sign-up sheets will be sent home to find out the best meeting time for your family. If the need arises, additional conferences may be requested at any time during the school year.

Discipline Policy

Trinity Preschool believes that part of the responsibility of the school is to help children learn appropriate social behavior. When a

problem arises, the teachers rely on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Our goal is to encourage children to talk things out, to work together, to make good choices and to care for themselves, their peers, and their community. Our methods of discipline are re-direction, logical consequences, and use of Thinking Time. Teachers will redirect the child's attention, offering a different age-appropriate activity than the one with which they are struggling. "Thinking Time" is a renewal time rather than a punishment. It is to enable the child to relax and become calm while gathering control over their feelings before resuming activities.

When a child experiences a particularly challenging time, we encourage parents and teachers to work together and develop

appropriate strategies. We take this very seriously and will be sure to communicate all issues to you. It is important to establish positive behavior patterns in the early years of childhood.

Social Media Policy

Any staff member, student and/or family member, board member, or volunteer found to be posting remarks or comments that breach confidentiality, bring Trinity Preschool into disrepute, or that are deemed to be of a detrimental nature to the preschool or employees may face disciplinary action. Said action is at the discretion of the Trinity Preschool Board of Directors, including but not limited to exclusion from Trinity Preschool events. Any comments considered inappropriate should be reported to the Director of Trinity Preschool.