

Trinity Preschool

PARENT HANDBOOK *2021-2022*

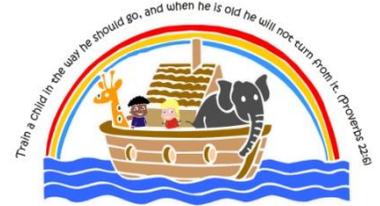
Trinity Preschool
1809 North Main Street
Anderson, South Carolina 29621
864-224-9082
864-224-2532 (fax)

Kathryn Bariou – Preschool Director
trinityumcpreschool@gmail.com

864-224-2531 Trinity United Methodist Church

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Trinity Preschool

Welcome to...

Trinity United Methodist Preschool

The 2021-2022 school year is our fifty-fifth year of existence. Trinity Preschool began in the fall of 1966 as Trinity Kindergarten. There was at one time a proposal to go all day, but the decision was made to remain a half-day kindergarten – a decision that, to this day, is something that many parents seek for their children. In 1997, MOMs (Morning out for Moms) began as a one-day program and became a two-day program in 1999.

In 2000, Trinity Kindergarten became Trinity Preschool as we sadly discontinued our kindergarten class. Trinity offered a combined five-day and three-day-a-week three year-old class, but split it offering a separate three year-old class for each number of days. A second four year-old class was also added. Over the years, Trinity Preschool has almost doubled in size and staff. If we had more space, we could easily add more classes.

The teachers at Trinity Preschool are extremely qualified and experienced professionals dedicated to loving your children and sharing with them a love for learning. This is not a job for them, but a ministry. The staff will respond to the needs of each individual child. Your children will be more than prepared academically and socially for kindergarten. They will be developmentally ready to continue their learning. They will also hear and know the Word of God and begin to understand its application even at a young age. Centers with manipulatives, individual expression through free play, basic skill development, music, responsibilities, teamwork, respect, recognition, encouragement, parent involvement, etc., are an important part of a child's experience at Trinity.

Mission Statement

Learning at Trinity Preschool takes place in a warm, friendly, and relaxed Christian setting. Our program provides a balance between free play and teacher directed learning activities. Free play is a valuable learning tool and an enjoyable approach to discovery. Through informal interaction with the staff and other children, your child will learn kindness, consideration of others, and sharing, and experience the love of Christ. Developmentally appropriate activities incorporated into every school day help students master age related skills listed in our preschool curriculum guidelines booklet.

Policies

The policies outlined in this handbook have been determined by Trinity United Methodist Church's Preschool Board for the health and safety of the children and staff, and for the smooth operation of our Preschool.

All of our Preschool staff members are bound by their contracts to observe these policies. If any parent has a question or concern about any of our policies, we invite you to contact a member of the Preschool Board. The Preschool Staff does not have authority to change policy without the approval of the Preschool Board. We appreciate cooperation from all parents and others associated with the children.

Safe Sanctuary

Trinity Preschool, as a ministry of Trinity United Methodist Church, operates under the umbrella of the church's Safe Sanctuary best practices. Trinity Preschool has additional practices to address the specific needs of the weekday preschool. We are an open door preschool but the safety of students and staff is of utmost importance.

Trinity UMC Preschool Parent Handbook



Beginning of the Year

Please note that there are separate drop-ins for students 2-4 and our Toddler class at the start of the school year.

Parent Night

For parents of students 2-4 only, **not** children in the Toddler program. We ask that children do not attend the Parent Night, if possible.

Preschool Drop-in Day

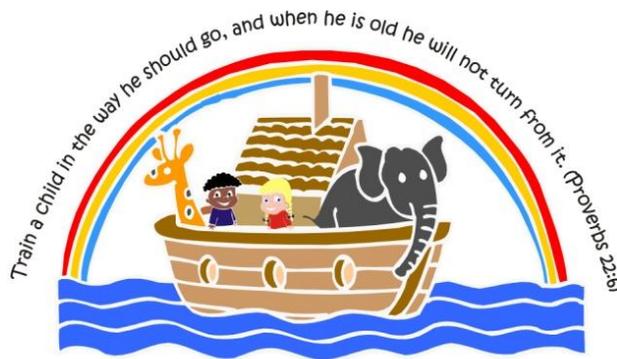
For parents and children in the Preschool program. Parents remain with their children during this drop-in from 8:15 am – 10:15 am on Tuesday,. **In the two year old class**, 5 & 3 day-a-week children and parents will come from 8:15 am – 9:15 am and the 2-day-a-week children and parents will come from 9:15 am – 10:15 am. This helps the children get acclimated to their classroom and teachers.

All preschool children with their parents come to the drop-in on Tuesday (**includes** the three-day three-year old class).

Classes on Wednesday and Thursday are from 8:15am to 10:15am. Friday classes attend from 8:15am – 11:15am.

Toddler Class Meet & Play

Toddler Meet and play will be from 8:15am to 10:15am, for toddlers and their parents. Parents and children meet at 8:15am in Room 106 with the Preschool Director and teachers. Parents are welcome to stay for the remainder of the time as the children become familiar with their room and teachers.



Trinity Preschool

Operating Hours

Preschool operating hours are from 8:15am to 11:15am. Children may begin to arrive at 8:15am and should be in their classrooms by 8:30am. They may be picked up between 11:15am to 11:30am.

Students who are not in their classes on time miss instruction and activities designed to help them learn. Missing these activities may result in student not receiving all the instruction they need.

Children become anxious and concerned when their ride does not come on time. Preschool teachers and staff have jobs to finish and are free to leave when they have prepared their classrooms for the next day. This is not possible if children are not picked up on time. **A late fee for pick-up begins at 11:30am. The fee is \$1.00 for every minute late.** This fee should be paid as soon as possible. All students who have not been picked up on time will be in the director's office. Please park, come inside, and pick up your child. A late pick-up fee notice will be sent home the next day.

If it is necessary to enter the building during preschool hours, please note that all doors in the preschool area are locked from 8:30am to 11:15am. During that time, please enter at the church main office door that is on the left side of the courtyard. We ask that you stop by the main office and sign in. The secretary will then unlock the door leading to the rest of the building.

Enrollment Eligibility

Age: We use the September 1 deadline established by the South Carolina public school system. i.e., a child must be 2 years-old on/before Sept. 1 to enroll in the 2 year-old class.

Your child will be enrolled in Trinity Preschool after the following is completed:

1. An admission form is completed and the \$60 member or \$75 non-member non-refundable registration fee is paid in full.
2. An emergency medical form is completed and signed by the parent or legal guardian.
3. A state certificate of immunization, due within 30 days of the start of preschool.

Arrival, Departure and Parking

Arrival

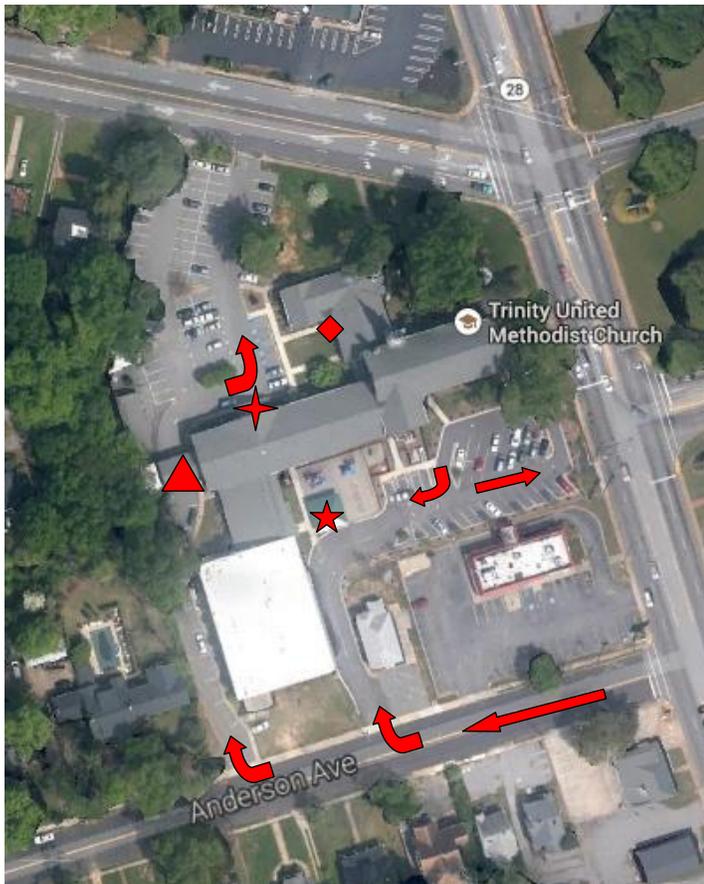
Children are not to enter classrooms before 8:15am. Before this time, the teachers are busy making last minute preparations to ensure a good day for your child. Enter the church drive-thru from Anderson Avenue and exit onto North Avenue.

Students will enter the doorway located under the covered drive-thru where staff members will be located each morning at 8:15am to open the car door. The classroom teachers will be at the doors to watch for the students. We urge you to allow your child to enter the building alone and go to his/her room, after he/she has become familiar with preschool.

Teachers are responsible for opening car doors for children in the drop-off line and seeing that they get into the building. When in line for drop-off, do not let your child out of your car until a staff member is there to assist them; we do not want any child to fall while getting out of the car or step in between cars that are in line.

It would be helpful for our staff if the parents have your children practice at home getting in and out of the car with their book bags.

Follow the pattern below for arrivals and departures.



- | | |
|---|--|
| ★ | Preschool Entrance |
| ▲ | Portico – Drop-off
2s & 4s Pick-up
Rainy Day Pick-up for all |
| ★ | 3s Pick-up, Lunch Bunch Pick-up |
| ◆ | Church Office |

In case of rain, all children will be picked up from under the portico.

Parking

If you need to come inside for any reason, please park in a lined parking space and **NOT IN THE DRIVEWAY!** The drive-thru is for drop-off and pick-up **ONLY**. The blue handicapped-marked spaces are for handicapped use only. Also, please do not park in front of Asbury Hall (the small building to the rear of the church), the trash dumpster, or church buses.

Departure

When **PICKING UP** your child, parents of two year-olds and four year-olds enter from Anderson Avenue and form two lines going under the portico. Parents picking up 2s, please stay in the right lane. If you have a three year old, enter from Anderson Avenue and pull into the parking lot, circle around and pull to the gate at the fenced playground. Please remain in your car: the teacher will put your child in the car and buckle him/her into the car seat.

Car Seats

At pick-up time, teachers are responsible for placing children in an appropriate car seat **as determined by South Carolina state law**. If there is not an appropriate car seat in the car, parents must pull out of line, park their car, and come inside to get their child.

If a parent leaves a car seat at the Preschool for a different person who is picking up their child at departure time, that person must come in, get the car seat, and secure it in his/her car. That person may then come in and get the child or get in the car line to pick up the child. **Teachers will not secure car seats in vehicles**. This is the responsibility of the parent or person picking up the child. **Trinity Preschool asks that all parents provide the appropriate car seat for their child(ren) and will not place a child in a car without one.**

Car Tags

Each class has a different color tag to be attached to a car's visor or placed in the right front window so that teachers can recognize the child you are coming to pick up at departure time. Please place your car tags on the passenger side dash; this helps us know you and your child.

Cell Phones

For the safety of your child and the ability to communicate with staff, **please do not talk on cell phones during drop-off and pick-up**. If you are on the phone during these times, please move on through the line, park your car, and bring your child in or come in to get them.

Church Events

We will try to notify you in advance when luncheons or funerals occur. We do remind Trinity members to be considerate of not parking in the drive-thru lane during drop-off and pick-up times. Please return the favor by watching for families or elderly trying to park and enter the building for one of these events. Especially do not park in the handicapped spaces – they are reserved for handicapped and elderly to use.

Toddler Class

Toddler Class Mission Statement

The Mission of the Toddler class is to provide a loving, Christian environment where children will be exposed to some early preschool skills such as shapes and colors. Children will also be introduced to Bible stories and other stories, music, and arts and crafts. Children have the opportunity to interact with other toddlers during play and will begin to adjust to time away from Mom and Dad in a caring, early learning environment.

Arrival & Departure for Toddlers

We ask that you park your car and walk in to drop off and pick up your child. Please use the Preschool door that faces the main parking lot and North Avenue. This is the entrance closest to our Toddler room (Room 106). We ask that you do not park directly in front of that entrance. A Toddler teacher will greet you in the lobby outside the infant nursery and take your child to their classroom.

Backpack Request for the Toddler Class

Please send the following items each day in a backpack labeled with your child's name.

Several diapers (labeled)	diaper rash cream	change of clothes
comfort item, if necessary	sippy cup (filled with juice or water and labeled)	
appropriate seasonal attire (jackets, coats, hats, etc.)		

Communication

Alternate Pick-up

There may be times when your child goes home with someone different than they normally do. We ask that you notify your child's teacher of these plans. If it is necessary for your child to be occasionally picked up by another party, please send a written note (not a verbal message via your child) to your child's teacher ahead of time or notify the director in case of unexpected change in plans.

Bookbags, Newsletters, Messages

Bookbags should be labeled with the child's first and last name. They are used to transport papers, newsletters, and crafts. **Please check your child's bookbag each day.** We provide a take-home folder for each child to help communicate with parents; folders may come home daily or weekly depending on the teacher.

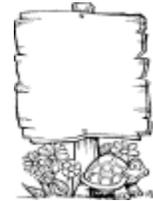
Each month a calendar and newsletter will be sent home. It will inform you of the activities planned for the upcoming month. If you have any message for the teachers or director, please put it in writing. Verbal messages should not be brought in by the children.

Conferences

Since the welfare and growth of your child is our mutual concern, we welcome conferences with parents or observations in the preschool rooms. Although these are not required, you may request a conference or the opportunity to observe the class, if desired.

Message Board

A message board is posted at arrival & departure the day before special events, deadlines, half-days or days off as a reminder to our preschool families for their convenience.



Phone Lines and Offices

Preschool staff share the same phone number, 864-224-9082, and e-mail: trinityumcpreschool@gmail.com. Feel free to use either of these for communication with the Preschool. We also share the church's fax if you need to contact us that way, 864-224-2532.

Please understand that we may be busy with the children and away from the office on some mornings. If you call, please leave a message. We will return your message as soon as possible.

The Preschool Office is the director's office. The Preschool's adjunct staff will share an office located in Room 22A. This office is outside the sanctuary. It is understood that there will be occasions for them to do some work in the director's office as is necessary.



Distribution of Materials/Handouts

Occasionally we send home information about upcoming events in our area. We distribute this information to inform you of events and services offered in the community. It is understood that neither Trinity Preschool nor Trinity United Methodist Church is sponsoring, endorsing, or recommending the information being distributed and the response to it is solely the choice of the preschool families. Examples of such information are Christian school flyers, special events, YMCA events, dental info requests, etc. All information disbursed by Trinity Preschool must be approved by Trinity's Director of Discipleship Ministries or the Preschool Board.

Inclement Weather Policy



In the event of bad weather (snow, ice, etc.), please watch Channel 4 WYFF News, News Channel 7 WSPA or Fox Carolina Channel 12.

If Anderson School District #5 is closed, Trinity Preschool is closed.

If they have a **one-hour delay**, so will we. Doors will open at 9:15 am and we will dismiss at 11:15-11:30 am.

If Anderson School District #5 has a **two-hour delay**, we will **not have** school that day.

PLEASE NOTE there is a Trinity Preschool in Greenville, so be sure to look for Trinity Preschool in Anderson.

At times we experience power outages which can result in no heat, non-working phone and voice mail system. This may result in school being cancelled



Curriculum



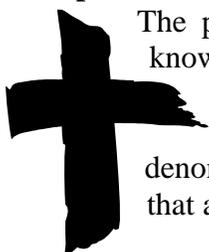
All classes use Zoo Phonics for our Early Literacy Curriculum.

2 Year-Old Curriculum: Frog Street Press program. It introduces a color, shape and number each month with a variety of activities such as painting, crafts, artworks, stories, music, and games relating to the current theme/season/holiday. Our other focus is on learning to “play” and interact with our “friends” on an individual and/or group basis. This is a very important part of our program.

3 Year-Old Curriculum: "High Reach Learning Series" & Frog Street Press programs. They introduce a color, number, and shape each month. Traditional preschool learning themes are also implemented in our monthly curriculum. Learning is made fun and exciting through a variety of activities such as painting, singing, special crafts, games, storytelling and children's literature. A focus on Christian education, ideals and virtues are also included daily.

4 Year-Old Curriculum: Our classroom curriculum is based on different curricula, pulling together the best ideas that suit our preschool students. Each week’s lessons will be based on the alphabet letter and unit theme of the week, using morning activity time, circle time, and centers as modes of learning. All students will participate in major activities, artwork, and special projects, but each class may also have separate minor projects.

Chapel



The purpose of each weekly Chapel service is to help the children form a strong foundation of knowledge of the Bible through music and interactive activities. We use the Hands-on Bible Curriculum by Group for Chapel. Following each weekly chapel session, each class will have an individually scheduled follow up lesson to reinforce the chapel story. As different denominations are present in the preschool, the main goal for chapel is to teach stories and scripture that aid in building a strong foundation of knowledge of the Bible.

Music

Each week students participate in a music time where we make a joyful noise unto the Lord. We learn both religious and age appropriate songs. Students sing, play instruments, and ultimately present these songs to friends and family during Preschool Sunday and the Spring Program.

Motor Skills

Trinity Preschool uses “Ready Bodies, Learning Minds” Motor Lab curriculum to improve the motor skills of our students.

Discipline

Guidance Techniques

- The guidance policy at Trinity is designed to foster a positive self-concept.
- Encouraging good behavior helps to discourage unacceptable behavior.
- Consistency, re-directing, time away, and positive reinforcement are techniques used by the teachers and staff.
- Rules and guidelines are explained simply and geared toward the appropriate age level of the class.
- Children are encouraged to make decisions requiring them to be accountable for their own behavior.

- This technique is to motivate children to make responsible choices.
- Snacks will never be withheld as a means of discipline.
- Children will never be disciplined for toileting accidents.
- Physical discipline (shaking, slapping, hitting) will NEVER be used.
- Children will never be humiliated by being yelled at, belittled, or embarrassed.
- Each child’s health and safety must be insured, therefore, certain rules need to be followed.
- Our policy calls for:
 - Redirection and re-focus to a more acceptable activity.
 - Time-out or “thinking chair” to remove the child from the group, giving the teacher an opportunity to discuss the matter with the child, and the child an opportunity to think about his/her choices.
 - “Thinking chair” in the Director’s office when a child has lost control and cannot correct the behavior in the present environment, or when the child has already had several time outs in the classroom that day.
 - Sending a child home early when above methods do not work, or when biting or intentional spitting occur.
- The Preschool Board reserves the right to ask for the withdrawal of any child who requires special attention not provided in the program or who demands so much supervision that the whole class is unfavorably affected.

Biting

The Preschool determines biting to be when a child has physically bit down on a child, whether skin has or has not been broken. Consequences for biting will vary depending upon the age level. Repeated biting may result in sending the child home. A conference between parent, teacher, and director will be required before the child may return to school. As is the case with any severe behavior problems that do not improve within a reasonable time, a child who continues to bite will not be permitted to return to preschool.

Spitting

There are several kinds of spitting, and although occasionally a child will tell his/her teacher that another child “spit” at them, it is usually spitting that was not done with malice. This situation will be dealt with by correcting the child and explaining why this is not acceptable behavior. However, if a child spits at another child intentionally (i.e., from the throat, disrespectful spitting) or repeatedly, then that child will be sent home and the procedure will be followed as mentioned above for biting.

Hitting, Kicking & Other Acts of Aggression

Although we do not approve of either hitting or kicking, sometimes in the course of normal play children get carried away in their games and movements and accidental hitting/kicking occurs. We will use distraction and refocusing techniques for this. When a child is hitting or kicking as an act of aggression, even if the child feels this was justified, we will use the “time out” technique and subsequent procedure as outlined above for biting if the behavior continues.

Knocking Things Over, Inappropriate Language, or “Bathroom Talk”, Disruptiveness, Etc.

Issues such as knocking things over, inappropriate language (or “bathroom talk”), and disruptiveness will be dealt with on a per case basis. Frequency of behavior and other circumstances will determine the discipline. Stickers, hand stamps, happy grams, and other things can give children incentive toward better behavior.

In any event, please check your child's bookbag daily for notes from your teacher. We will be handling all discipline issues on a per child basis. More serious matters may indicate the need for a phone call after school from the teacher. In any case, we will communicate these issues with you as they occur. **In addition, parents should keep us informed if there are some changes in a child's life or routine that might change his/her behavior at school. Temporary upsets at home may be the reason for sudden changes in behavior, and we will always try to be sensitive to those things.**



Financial Information

Method of Payment

- **Do not send cash or checks in your child's bookbag**
- Place in locked tuition box outside the director's office (the lady bug)
- Place in locked box at drop-off
- Pay online through Tuition Express
- Pay with Credit or Debit card in the Preschool Office
- Checks may be mailed to 1809 N. Main St. (allow 1 week for mail delivery to avoid late fees)
- Drop off at the church office

All checks should be made payable to Trinity UMC Preschool with your child's name on it. Tuition envelopes will be sent home the last week of the month and we ask that you please place checks in these envelopes before turning them into the office. Should a check be returned for any reason, a \$15.00 service charge will be assessed. A receipt will be issued for payments upon request.

If, at any time, a parent has difficulty making a payment for monthly fees or tuition, please contact Kathryn Bariou, Preschool Director, in the Preschool Office (224-9082).

Preschool Tuition & Registration Fees

The Preschool monthly tuition is listed on the chart below. Tuition is due at the first of every month, starting September 1.

Fees for the 2021-2022 School Year

Trinity UMC Member Rates					
	Registration Fee	Monthly Rate	Military Discount	3 Month Payment	Yearly Tuition
Toddler	\$30	\$145	\$126	\$420	\$1,260
Two Day Students	\$60	\$145	\$126	\$420	\$1,260
Three Day Students	\$60	\$170	\$148	\$495	\$1,485
Five Day Students	\$60	\$195	\$170	\$570	\$1,710

Non - Member Rates					
	Registration Fee	Monthly Rate	Military Discount	3 Month Payment	Yearly Tuition
Toddler	\$40	\$145	\$126	\$420	\$1,260
Two Day Students	\$75	\$170	\$148	\$495	\$1,485
Three Day Students	\$75	\$195	\$170	\$570	\$1,710
Five Day Students	\$75	\$225	\$196	\$660	\$1,980

Preschool - Tuition Discount

Tuition - Advance Payment Discount

If tuition is paid in advance quarterly (3 months each in September, December, and March), a discount of \$5.00 per month will be granted. No refund will be made on the current month's tuition if a child withdraws during the month, but a refund may be obtained for those who have paid in advance for the remaining pre-paid months with a 30-day written notice prior to withdrawal of child. With the exception of the registration fee, money for the next school year cannot be accepted before August 1.

Tuition - Additional Sibling Discount

For a family with 2 or more children enrolled, only one registration fee will be paid and the family qualifies for a \$5 per month discount for the second (and third) child. If families with 2 or more children wish to pay for 3 or more months at a time, the discount is \$15.

Tuition – Military Discount

For families where one parent is actively serving in any branch of the armed services, a 15% discount may be applied to tuition.

Families may take advantage of one discount only.

Preschool - Scholarship

Trinity Preschool has a limited amount of funds to assist families with tuition for classes age 2-4 on a case-by-case basis. An application for scholarship assistance must be completed and presented to the Preschool Board for review. This application is available from the Preschool office and is to be returned to the Preschool Director. All applications will be kept confidential. Scholarship requests are good for the current year and must be re-applied for each year, if needed. Scholarships are offered with the intent of children attending on a regular basis. If attendance is not consistent, the scholarship may be revoked.

Preschool - Tuition Due Date and Late Fee

Tuition for Preschool is due on the first of each month for nine months from September through May. Tuition rates are set for the year and divided into 9 equal payments. Tuition is late after the tenth of each month and a late fee of \$15.00 will be applied. There will be no refunds for absences nor are registration fees refundable after August 1. Tuition is not discounted for holidays, professional days, or inclement weather days.

Tuition - Delinquent

Delinquent tuition will be investigated by the Preschool Director and/or Director of Discipleship Ministries under the guidance of the Preschool Board as to surrounding circumstances. It will be considered carefully, since each situation is unique, before any action is taken and the final decision will be left to the considered opinion of the Preschool Board. The following steps will be followed if tuition is delinquent.

- Tuition not paid by the grace period is considered delinquent.
- After the grace period deadline, the late fee will be added and both it and the tuition will be due.
- Delinquent tuition over 3 month past due may result in the child forfeiting their space in the preschool.
- If the child is enrolled for the following school year, payment for the delinquent tuition plus late fee must be paid before the child attends class.
- The delinquent tuition statement may be turned over small claims court.
- An extra month's tuition may have to be paid in advance as a deposit in the future.
- The child's work will be retained by the preschool until all fees are paid.

Tuition - Insufficient Funds

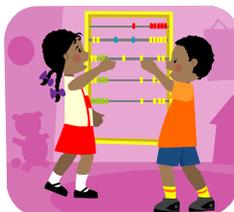
If a check is returned for insufficient funds, the greater of either a \$25 check return fee or the fee assessed by the bank will be charged. After two insufficient fund checks, tuition must be paid by cash or money order. If a check has to be re-deposited after being returned for insufficient funds after the tenth of the month, it is considered late and charges will be assessed.

Tuition - Pro-rated

Tuition is expected to be paid for the full month even for a child enrolling after Preschool opens, unless he/she enters after the fifteenth day of the month. In this event, one-half of the month's tuition will be required.

Tuition - Absenteeism

Tuition must be paid for the amount of time absent if for some reason a child wishes to drop out of the program for a specified amount of time and then return, otherwise the child's place cannot be held.



Health & Safety

Health & Illness Policy

All children enrolled in Trinity Preschool must show the appropriate immunization record meeting required immunizations of the state of South Carolina (or another state). Consideration may be given to those with a medical exemption form issued by South Carolina DHEC.

We can allow only well children to attend school for the protection of all children and staff. Please keep your child at home if he/she is ill. Symptoms that are cause for keeping your child at home are:

- | | | | | |
|-----------------------------------|--------------|-----------------------|---------|----------------|
| constant coughing | flushed skin | skin eruptions | earache | conjunctivitis |
| vomiting/ diarrhea | fever | heavy nasal discharge | | |
| symptoms of communicable diseases | | | | |

Please notify the school at once if your child does have a communicable disease.

Children sent to school are expected to be able to play and be active participants in classroom activities. Please do not send your child to school if he/she “must remain quiet and still.”

When a child becomes ill, we will isolate and care for him/her until a parent or emergency contact comes. Parents or those listed as emergency contacts **are expected to respond immediately** when receiving the call that their child has become ill or injured.

COVID: Trinity Preschool reserves the right to re-instate our COVID procedures if guidance from the CDC or SC Conference of the UMC recommend that we do so. This **may** mean that masks will required and parent access to the building is limited.

Readmission Criteria

The following is a list of common childhood illnesses. We will adhere to these guidelines as they have been set forth by a pediatrician’s reference book.

CONDITION	READMISSION CRITERIA
Chicken Pox	Return when all blisters have crusted minimum of 7 days from day of outbreak.
Common Cold	When free of fever and drainage runs clear
Conjunctivitis (pink eye)	Forty-eight hours after drops were begun
Fever	When free of fever for twenty-four hours without Tylenol/Motrin
Head Lice	Twenty-four hours after medicated shampoo treatment has been given and head is free and clear. .
Viral Gastroenteritis	When vomiting/diarrhea has resolved & child has done neither for twenty-four hours
Flu	When free of fever for twenty-four hours without Tylenol

Strep Throat Twenty-four hours after antibiotic was begun

Unexplained Rash Will require a “return to school statement by the treating physician”

Please contact the school if there are any questions on these illnesses or others not listed. Trinity Preschool reserves the right to examine each situation on a case-by-case basis, and may require a statement by the treating physician. You will be called to pick up your child if any of these conditions are noted while your child is at school.

Seizures: Parents should notify director and teachers if their children have seizures. Should a child have a seizure, staff will immediately call 911, then parents.

Lice: Trinity Preschool reserves the right to check all children for the possibility of lice for the benefit of his/her class and the school.

If a staff member believes there is the possibility that a child has lice, the child will be sent home along with a handbook on how to treat it.

1. The child must be checked and treated with the appropriate medications.
2. The child must wait a full twenty-four hours after the treatment before returning to school.
3. Upon return to school, the child will be checked daily in the office before going to his/her classroom for 2 weeks.
4. A second treatment is necessary on the seventh day to destroy remaining nits that have hatched.

If a staff member, substitute, or volunteer has lice, he or she is subject to the same guidelines. Any parent with concerns about these policies shall discuss them with the director. All staff will direct parents to talk with the director. The administrative order for dealing with issues is:

1. Preschool Director
2. Staff Representative to the Preschool Board
3. Director of Family Ministries

Clothing

Think of your child’s comfort---provide simple clothing free of complicated fastenings. Think of the messy activities and provide washable clothing. Think of the playground and provide sturdy clothing. Provide him/her with suitable clothing for the weather. Put labels on all outer garments including hats, gloves, boots, and bookbags so children and teachers can identify their items. We ask that all students keep an extra set of clothing with their names on them in their bookbags or with the teacher. Please keep in mind when dressing a child for preschool, that easily accessible clothes are best. If they are in tights or overalls, it takes more time for the staff to assist the child and time spent getting to and from the restroom takes time away from their other activities.

Rubber soled sneakers are preferred We ask that your child not wear sandals or flip-flops as children can remove them easily when outdoors or trip easily, or cowboy boots and other similar styled shoes, as they can present a danger when climbing outdoors.

Medicine Policy

If a child develops symptoms of illness or in case of an accident, emergency first aid will be given and the parent will be notified to pick him/her up immediately. If he/she cannot be reached, persons on the emergency contact list will be called. It will be our policy to refrain from dispensing any internal medicine to a child with the exception of an allergic reaction or asthma attack. If Benadryl or Zyrtec is required, please provide a dosing cup. Other ongoing medical issues will be handled on a case by case basis.

Epi Pens

Two Epi Pens should be placed in a clear Ziploc bag and labeled with the name of the child and detailed instructions for use. Epi Pens will be carried on all field trips for students who require them.

Potty Training

We are happy to assist with potty training in our preschool program. However, we ask that toddlers be actively training (means that they are asking to use the restroom) **before** wearing pull-ups. Also, **before** wearing cloth underwear, each child must be able to stay dry throughout the day. We understand that anyone may have an accident, but accidents should be rare. If the child is having more accidents than success on the potty, we will need him/her to return to a pull-up and try underwear later.

Children not potty-trained should have at least three diapers and a change of clothing in their bookbag. Children wearing pull-ups should have at least three pull-ups in their bookbag. Unless there is an underlying medical issue, all students should be potty trained before starting the fours. If this is the case, parents will need to speak directly with the director. Three year-old children should be actively potty training.

Special Occasions

Preschool Sunday

Each year Trinity UMC invites the preschool to join them for a special Sunday service. The Preschool will share with Trinity UMC some of the special things that we are doing and then our students will sing a few songs. After church, we are invited to join the congregation in the Pumpkin Patch for a picnic. Preschool Sunday will be in January.

Birthdays

Birthdays are important occasions for children. If you will send a special snack and birthday napkins on your child's birthday, we will create a party (**no** gifts, flowers, balloon deliveries, or goodie bags, please). Children with summer, weekend, or holiday birthdays may select a day of their parent's choice to celebrate their birthdays. We suggest the ½ birthday – the day when your child will be 3½, for example.



Book Fairs

Trinity Preschool receives free books and other classroom supplies from both the book fair. The amount of books received is determined by the amount of books that are sold. We appreciate all who have bought books in the past and thank you for helping us add to our library.

Snacks

When sending snacks we ask that you **do not** send any tree nut or peanut products, please. Always check with your child's teacher for other food allergies that children may have before bringing snacks.



Recommended snacks are: popcorn, mini-muffins (no nuts please), pretzels, goldfish, cookie/fruit/granola bars, sliced fruit, fruit snacks, cereal (lower sugar or mix), milk & cereal bars, crackers, cheese, graham crackers/sticks, vanilla wafers, raw veggies/dip, yogurt or pudding.

Field Trips

Children of preschool age acquire most of their knowledge from things that they see and do, rather than from things that are told to them. For this reason, we try to give the opportunity for our four year-olds to learn more of their world by going on special trips. Our toddler, two, and three year-olds will visit the Trinity UMC Pumpkin Patch, Critter Keeper and Journey Marketplace.

When leaving campus for a field trip, students will ride in the church buses or with their parent or guardian. Due to insurance regulations, students are not allowed to ride with other parents in personal vehicles. Parents who attend field trips must have an emergency contact number on file that will be carried along on the trip. Please check monthly calendars for dates and times of field trips. Early arrival may be necessary for some of these trips.

Parents who are chaperoning field trips, those responsible for another child other than their own, must submit to a background check.

Drivers are not permitted to talk on cell phones while transporting students for the Preschool.

Siblings of Trinity Preschool children are not permitted to attend off campus field trips for safety and liability reasons. Parents' attention must be focused on the children assigned to them for the field trip while traveling to and from and during the trip.

Lunch Bunch

Trinity offers an extra hour twice a week. Lunch Bunch is offered on Wednesdays and Thursdays from 11:15am-12:15pm for preschool students. Sign-up for the coming month will occur at the end of month. Sign-up must be done in advance; no phone calls the day to ask for a child to stay. We have a limit of **20** students and sign-up is first come, first serve. Payment is expected in advance and children will provide their own lunch. Children may attend only on days that they attend preschool. **Due to state regulations all students must be picked up by 12:15.** The standard late fee of \$1 per minute late will apply and if a child is picked up late more than 2 times, they will no longer be allowed to attend Lunch Bunch. The cost for Lunch Bunch is \$5 per day. Lunch Bunch begins the second week of September and ends the last week of April. **Due to the risk of allergic reactions please do not send any nut or peanut products to Lunch Bunch.**

Pictures

Promotional Pictures

Trinity United Methodist Church may use photographs, digital pictures, and videos taken of preschool children for promotional publication, i.e. newsletters, brochures, mailings, website, slide shows, promotional video, etc. Requests by parents for exclusion of their child in promotional publications of any type must be submitted in writing. Pictures taken by family and friends of students at various preschool events are for private use only and may not be used in outside publications for any reason (commercials, political flyers, civic mailings, etc.) without the express written consent of the Preschool and the parents of the children in the pictures. We also ask that parents be mindful of the privacy of others when posting pictures on the internet, and ask permission of a child's parent before posting a picture of their child.

Children's Pictures

Trinity Preschool will have individual photos made of students in the fall and spring. Parents may opt for individual pictures of their children and/or pictures with other siblings who are attending Trinity Preschool. It generally takes two or three days to take pictures of all the children. Class Pictures are taken in the spring.

Preschool Board

Trinity Preschool is administered by our Preschool Board.

On it serve:

- Director of the Preschool
- TUMC's Director of Discipleship Ministries
- A representative from the TUMC Children's Ministry Team
- A representative from the TUMC Trustee Ministry Team
- A representative from TUMC's Staff/Parish Team
- A parent representative (not on staff)
- A Preschool staff member representative
- Two or more persons of educational expertise or experience



Members of the board are available at any time to talk with staff or parents about concerns, suggestions, issues, and praises of our preschool. You may contact the board by phone, in writing, or in person. Comments may be placed in the tuition box outside the director's office. Please put all written notices in an envelope and address them to the Preschool Board. These will be given to the Preschool Director who will forward them to the board prior to or at their next meeting depending on the urgency of the matter. To talk with a board member, call the church office at 224-2531. You may speak with Carolyn Brashear, Director of Discipleship Ministries or she will put you in contact with another board member.

The Preschool Board has two scheduled meetings a year – one in the fall to determine fees, tuition, salaries, registration, etc., and one in the spring to deal with any staff vacancies, budget and any other issues. Inevitably we meet several other times as different matters arise and to interview and hire preschool staff. Trinity UMC's staff/parish committee hires the preschool director; the board hires the remaining staff.

NOTE: The Preschool Board reserves the right to change policy based on the circumstances that arise within any given year.



Registration

Registration for upcoming school year takes place the first week in February. Registration begins at 8:00am. **Anticipated dates are:**

In-House and TUMC Members Monday, March 7, 2022

Public Wednesday, March 9, 2022



Registration fees and tuition for the coming year will be announced prior to the registration dates. **All registration is on a first come, first served basis with priority given to children in the following order: 1) In-House students; 2) Trinity Members; 3) In-House siblings; and 4) Public.** Trinity members receive priority on all waiting lists. In-House refers to those **currently enrolled** in the program. Siblings are guaranteed a space only if space permits and the space may not be their first choice (ex. 1, 2, 3, or 5 day).

Preschool staff will assign children to their classes. We cannot acknowledge requests for specific teachers.

It is vital to understand that Trinity Preschool is a not-for-profit ministry. Preschool tuition, and registration fees provide staff salaries; CPR training; staff development; classroom/playground equipment upkeep/replacement; art, craft, & nursery supplies (except those requested on supply lists provided by each class); educational resources/subscriptions; special event supplies; medical supplies; gym activity equipment; storage containers; construction paper; liquid glue; laminating film; copier lease/paper; printer cartridges; postage/envelopes; cups/napkins/paper towels; printing of pictures; office/bulletin board supplies; posters/poster-board; take-home folders; binders for artwork; masking/scotch tape; childcare for staff meetings and Bible studies; die cut patterns; scholarships; etc.

Waiting List Procedures

At registration, a new waiting list for the next year begins when all spaces are filled. When space becomes available, the director calls the first person on the list. When called, persons **have one week to respond.** **AFTER ONE WEEK**, the next person on the list is called. Spaces may become available in the summer because of families moving or a job transfer. **After July 15, persons have four days to respond.**

Withdrawal from the Preschool

If withdrawing from the school, the parent must speak to the director and complete the withdrawal form. All of the child's artwork, classwork, etc., is to be held in the office until this process is completed.

If withdrawing prior to August 1, a statement must be given in writing in order to receive a refund of the registration fee.

Enrollment Application Forms

Information may change after registration. At any time, please notify the preschool director of any changes as soon as possible.

Trinity T-Shirts

Trinity Preschool offers t-shirts and car magnets with our logo on it. We ask that these be worn on field trips and special occasions (for example: St. Jude's Trike-a-thon). Shirts and Magnets may be purchased during Parent Night. Feel free to use Trinity shirts year after year and hand them down to siblings.

Trinity Preschool Staff Members

All staff at Trinity have been screened through a background check and have been trained in Adult and Child CPR, First Aid and the use of AED units.

Substitute Staff

Substitutes

Substitutes are a vital part of Trinity Preschool. Parents are invited to apply to be hired as a substitute as needed.

Requirements:

- Completion of the application form (available from the director).
- Availability and willingness to be called at 7:00am.
- Permission for a background check.
- Submission of both home and cell phone numbers.
- Ability to receive and follow instructions.

Responsibilities include arriving by 8:15am; checking with lead teacher about the day's responsibilities; following the lead of the teacher, not taking over the class; remaining with the children at all times. Substitutes may not serve in their child's class or talk on cell phone during preschool hours.

Safe Sanctuary Best Practices:

Trinity Preschool is a Safe Sanctuary Preschool. All staff including substitutes have been cleared following a background check and have read and agreed in writing to abide by the Best Practices. These are available upon request. Parents who attend Trinity Preschool functions are asked to abide by the following practices:

- ◆ I will keep an open line of sight and open line of hearing between myself and any students other than my own.
- ◆ I will stay in group setting with any student other than my own.
- ◆ I understand that any communication with Trinity staff may include the director.

Teacher/Student Ratio

Classes have two teachers – one lead and one assistant. Each class is limited in size:

Toddlers	ten children per day
2 year-olds	twelve children per day
3 year-olds	sixteen children in the five and three day classes
4 year-olds	eighteen five-day children