



WELCOME TO TRINITY EPISCOPAL PRESCHOOL

Trinity Episcopal Preschool opened under the name Trinity Episcopal Children's Center in September, 1997 in the newly renovated P. Kingsley Smith Education Center. Our preschool is owned and operated by the Vestry of Trinity Church as an extension of its outreach and educational ministries to children and families in Towson and surrounding areas. Our preschool offers a Christian based education program to children ages two through pre-kindergarten.

This handbook is designed to inform you of the policies and procedures of our school. Please contact the office with any questions you may have via telephone (410) 823-3589 or e-mail the Director at director@tecckids.org.

We hope that you love your time here at Trinity and have an excellent educational experience!☺

Mission Statement

Trinity Episcopal Preschool is a preschool that strives to create an atmosphere where each child can develop a love of God, a sense of self-worth, and respect for others. As an Episcopal school, we draw on the traditions and participate in the worship of the Episcopal Church, while honoring and respecting other religious traditions. Trinity Church and the Preschool seek to create a strong educational foundation through nurturing each child's sense of wonder, instilling a love of learning and building a Christ-centered community of educators, parents and children. Our school is open to children from all racial, cultural and religious backgrounds.

Educational Philosophy

Trinity Episcopal Preschool creates a positive and nurturing environment for children to grow and learn. Through the nurturing of each child's individual gifts from God, children are helped to develop socially and cognitively at their own natural pace. Trinity believes in a gently structured educational program which provides children with a balance of cognitive activity, group and individual activities, free exploration, and positive social interactions to address the needs of the whole child.

Governance

Trinity Episcopal Preschool is owned and operated by the Vestry of Trinity Church. A Trinity Preschool Board serves, by delegation of the Vestry, as the governing body of the school. The Preschool Board is comprised of members of the School and the Church communities. The Board meets once each month. A yearly roster of membership will be provided to parents. Parents are encouraged to contact Board members with ideas or concerns.

Licensing and Affiliations

Trinity Episcopal Preschool is licensed by the State of Maryland Department of Human Resources Child Care Administration. The Center is inspected annually by Child Care Administration and the Fire Department.

Trinity is a member in good standing of National Association of Episcopal Schools and of the Mid-Atlantic Episcopal Schools Association.

Admission and Reenrollment Procedure

Trinity offers admission to all children regardless of race, ethnic background, religion, or national origin. Trinity is a faith-based preschool in the Christian tradition of the Episcopal Church. It is expected that all children respectfully participate in the Christian aspects of our program. (For example, when a prayer is being said before lunch, children are not required to say the words, but they should sit quietly and be respectful of those who are.)

Children must be at least two years of age to attend Trinity. Before enrolling, all parents and prospective children must meet with the Director and have a tour of the facility to ensure that the program offered best meets the needs of the children. Trinity has an open enrollment policy; if a vacancy exists, a child may enter the program at any time during the year.

Reenrollment for existing students takes place the first week of February. Existing Trinity students are the first to be given this enrollment opportunity. An existing student in the program for two-year-olds is guaranteed a place in the Trinity program for threes on his or her present schedule. If, after the reenrollment process is complete, there are spaces available with alternative schedules, the reenrolling students would have the first option to make a selection from those availabilities. An existing student in the three-year-old program would automatically move to a 5-day schedule for the Pre-Kindergarten program. In order to hold an existing child's spot for the following year, the reenrollment contract must be submitted by the required application deadline, and all outstanding tuition be paid in full.

Once a new school year has begun, new student applications for the following school year may be accepted, and those families will automatically be placed on a waiting list. New waitlisted families will not be notified of availability until after existing families, siblings, and church members have had an opportunity to enroll. New families will be informed of their enrollment status by mid- February.

Application Documents

All new and existing families are required to submit a sign contract and a deposit of one month's tuition before the student can enroll at Trinity. **The following forms (available on the Trinity Preschool website) must be completed and submitted before a student may enter any program at Trinity:**

1. Enrollment Contract (each year)
2. Emergency Card (initialed annually)
3. Health Inventory, including any addenda
4. Immunization Record (updated as needed)
5. All About Me Form (updated annually)
6. Tear-off card from Child Care Administration booklet
7. Walking Permission Slip
8. Photo/Video Release Form
9. Parent Handbook Receipt Form

Schedules, Placements, and Hours of Operation

Trinity Episcopal Preschool is open Monday – Friday, 7:30 AM to 5:30 PM. Children in the two-year-old program may be enrolled on a five-day schedule, a two-day (Tuesday and Thursday) or a three-day (Monday, Wednesday, and Friday) schedule. These programs may be morning only, ending at 12:30 pm or full day, ending at 5:30 pm. The Threes Program is a 5 day half day or full day program. The Pre-Kindergarten program is a five-day program, full day program.

It is important for all children to arrive by 8:45 AM so teachers can introduce the subject of the day, without interruption. At 9:00 a.m. children gather in the multipurpose room for morning opening and return to their classrooms by 9:15 a.m. to continue their academic day. **Please call the Trinity office (410-823-3589) to report an absence or lateness or e-mail the Director.** If a child does not attend school for two consecutive weeks without any communication from the parents, the child will be considered to have withdrawn from the program.

Additional Days and Schedule Changes

Scheduled days may not be substituted due to absence, illness, holidays, vacation, school closure, or for any other reason. If a total schedule change is desired, and if there is room in the Trinity enrollment, a 1 week notice is required. An additional day of attendance may occasionally be arranged, providing space exists, in consultation with the Director. A fee of \$50 will be charged for the extra day.

Withdrawal

Withdrawal after the February 15st deposit has been paid and before the first day of school will result in a forfeit of the deposit. After the school year has begun, a 30 day written notice will result in a prorated tuition refund. With less than a thirty day notice, one month's tuition will be charged.

Summer Camp Enrollment

In April of each year, a separate summer camp contract for the summer program is offered. Children may enroll for 2 day, 3 day or 5 day options for any of the camp sessions. There are 4 (2 week) camp sessions offered each year, each with its own theme.

Parents who sign a fall contract for the new school year do not need to attend Trinity in the summer to keep their Fall placement. Any parent wanting to withdraw their children from a camp sessions for which they have already registered must put their request in writing to the Director one week in advance. **Camp tuition is due in full by July 1, 2017 or in two installments, one July 1st and one due August 1st.**

Gradual Entry Program for New Students

The gradual entry program is for every two-year-old entering Trinity for the first time, whether for summer or the academic year. The first day of attendance will be from the child's regular drop-off time until 10:30 AM. For the remainder of the week, the pick-up time is established between the Lead Teacher and parents, depending on how well the child is adjusting.

Tuition

One of the benefits of a child's attending Trinity is the school's ability to accommodate a variety of different scheduling options. Each option has its own figure for tuition. A complete chart of tuitions is available on the Trinity Preschool website, www.trinitypreschooltowson.org. In addition to the varying tuitions there exists a variety of payment plans. Tuition is billed in 10 monthly installments for the school year beginning with the September invoicing and continuing through June invoicing. Summer camp tuition is a separate billing schedule. **A child is considered fully enrolled when the contract and a deposit of one month's tuition of the desired schedule has been received.** The tuition deposit is applied to the child's last month of attendance at Trinity. There is a 10% discount for the lesser of sibling tuitions.

Late Payments and Non-Payments

After the 15th of the month, tuition payments are considered late and subject to a 5% late fee. If a tuition check is returned, the expectation is that it will be covered immediately along with any bank fees or service charges made to Trinity. **After one month of non-payment of tuition, without communication with the Director, withdrawal of the child will be required, and the account may be turned over to a collection agency.**

Financial Assistance

If a financial situation changes during the year which precludes making scheduled payments, please contact the Director as soon as possible to explore available options. Financial aid will not be awarded to students who have a balance from the previous year.

Drop-Off and Pick-Up

Children may be dropped off as early as 7:30 AM. It is **essential that all children arrive by 8:45** to begin the preschool morning program without interruption. At the beginning of each school year, a *Carpool Procedures* information sheet is distributed to parents. **Whether arriving through the carpool drop-off line between 8:00 and 8:30 AM, or being escorted into the building before 8:00 or after 8:30, every child must be checked in with a member of the Trinity staff by an accompanying adult.**

It is requested that pick-up not interrupt rest period (12:30-3:00 p.m.).

For children attending the Full Day Program afternoon pick-up is from 3:00 to 5:30 PM. **Each child must be collected by an adult, either from inside the building or from the playground. Siblings should not be sent in to claim children.** Parents may authorize adults other than themselves to pick-up children by naming approved individuals on the Emergency Card in the office. Written notice from the parent must be provided for any other person to collect a child. The adult authorized to pick up the child must initial the sign our chart next to the child's name.

Late Pick-Up (after 5:30 pm)

Children must be picked-up and be out of the Trinity Preschool door by 5:30 pm. Late fees are charged to compensate the faculty for their time. **Late fees are to be paid directly to the supervising faculty,** in cash or by check, by the morning of the next day the child attends school. **The late fee for any pick up after 5:30 p.m. is \$1.75/minute.**

If a child remains at the center later than 6:30 PM without any communication from the parents, the police will be notified to pick-up the child.

Parent Supervision of Children: Parents are responsible to supervise their children the entire time they are on the premises. Children may not be permitted to run down the hallways or run/play in the classroom or any of the common areas (Memorial Hall, Multipurpose Room) without supervision. **Parents may not leave children or animals unattended in the car while they run into to either pick up a child or drop a child off. Babies in portable car seats should be left unattended in the building.**

Snacks and Meals

Trinity serves a morning and an afternoon snack, with juice or milk provided. Milk is also provided at lunch time. If, for dietary reasons, a child needs to eat something different for snack than what is being provided, it can be sent to school with the child's lunch. Parents may not send candy to school to replace the snack provided by the school. There are no microwaves available to heat items. All lunches must be kept in the refrigerator. If you want to send something warm for lunch, it may be left in the cubby in a thermos.

Allergies

If a child has food allergies or dietary restrictions, an *ALLERGY ALERT* form must be completed and placed on file in the office. A doctor's directive is required for severe allergies. This directive will give permission for

the administration of medication and give directions for doing so. **All allergy information must be updated every year and all medications must be current and properly identified.**

Discipline Policy

One goal of early childhood education is the gradual acquisition of social skills and self-control. Children can be helped to acquire these skills through encouragement and positive reinforcement on the part of adults and through careful classroom management by the teacher. Trinity's approach to discipline is based on the work of Dr. Thomas W. Phelan, *1-2-3 Magic*. Techniques of distraction and redirection are employed, as is the practice of "time-out."

If antisocial or dangerous behavior continues, the child engaging in this behavior is taken to the Director's office. Often a discussion with the Director and teacher at this juncture can effectively redirect behavior. If the Director or teacher thinks it necessary, a note describing the behavior will be provided to the parents. If incidents of antisocial or dangerous behavior persist, a conference with parents will be required. If several such conferences do not produce safe and appropriate behavior, the child may have to be removed from Trinity Preschool. Every effort, including the approved inclusion of outside consultants, will be pursued to avoid removal of a child from Trinity's program.

Illness and Minor Injuries

State law requires that **if a child has a fever, is vomiting, or has diarrhea, he/she must be symptom-free for 24 hours before returning to school.** This is for the child's protection and for the protection of the school community. If a child is absent for three or more days, a note describing the child's illness must be received before the child can return to school. **If a child is sent home early for being sick, they must remain at home the next day.**

Trinity personnel may not administer any medications (including sunscreen and diaper rash cream) to any child without a completed **medication form**. This form is available in the office.

If a child becomes sick while at school, parents are notified of the symptoms. **A child may not remain at school with a fever of 100 or higher, with symptoms of vomiting, diarrhea, or lethargy or crankiness which inhibit the participation of normal school activities.** If any of these symptoms appear, a call is made to the child's parent to pick-up the child. It is expected that the sick child will be collected within an hour of the notifying phone call.

If a child has a minor injury, the teacher will administer first aid and inform the parent by means of a written accident report.

In compliance with Childcare Administration regulations, if a child is severely ill or injured, a Trinity teacher or the Director will call 911 for an ambulance. Then the parent will be called, and first aid will be administered until the arrival of the paramedics. **Please make sure that your contact information is updated and all phone numbers listed are in working order on the emergency cards.**

Toilet Training

All children must be toilet trained and able to use the bathroom independently by the time they enter into the 3 year old program at Trinity.

Supplies for School

Each child:	change of clothing, kept in cubby at all times, season-appropriate
Diaper child:	supply of diapers & wipes, pull-ups
Potty training:	extra underpants, socks, changes of clothes
Full-day child:	cot sheet (crib size works well), blanket (no comforters), pillow, stuffed animal if desired Bedding is taken home for laundering the last day of each week.
1 box of tissues:	This becomes a box shared with the class.
1 box of wipes:	This becomes a box shared with the class.

Please label every item with the child's first and last name. Check periodically to see what needs to be replaced.

Outdoor Play

The children play outside every day that weather permits, including in the snow. Teachers will assist with hats, mittens, warm jackets and boots. Items which pose a danger when climbing, such as long flowing scarves and hooded sweatshirts with drawstrings, should be avoided. If a child is wearing a scarf on the playground it will be tucked inside the coat. We suggest that girls who wear dresses or skirts should wear shorts underneath.

Dress up shoes without a heel buckle are not allowed. Closed-toe, rubber-soled shoes are best. We also encourage parents to make sure that children are not wearing shoes that are too big which may allow them to step out of the shoes.

We do follow the Maryland Childcare Weather Code for Safety. We do not take children outside when it is 90 degrees or above (Cold Yellow) in the summer or 32 degrees or below in the winter.

Communication

Each child has a mail pouch outside the classroom door. Please check this pouch every attendance day. **Mail pouches must be cleaned out on Friday.** The weekly e-mail, The Paw, goes out by email from the Director. A hard copy is also put in your child's mail pouch each Monday. **Please read The Paw each week since you will be responsible to know the information that is in there.** This letter lists current events and important parent information. Every teacher sends out a monthly newsletter that highlights material that will be covered in class during the month. Teachers also use the white board located next to their classroom door to list material covered each day.

Progress reports concerning the development and progress of your child/children will be sent out twice a year during the school year (November 1st and March 1st). We have one scheduled teacher/parent conference in March. Parents may schedule a conference at any time during the year if they have concerns.

Parent Involvement

We welcome parents' involvement in our school! Parents may always schedule a time to come in and read to the children, etc. Each class has a Class Parent who helps with class parties and teacher-appreciation activities. Parents are also invited to help volunteer to help with our Welcome Picnic, Halloween Parade, Thanksgiving Feast, Breakfast with Santa and Easter Egg Hunt each year.

A child's birthday may be celebrated at school by the contribution of a snack or treat. This must be coordinated with the classroom teacher, as certain allergies sometimes exist. Invitations to private parties may be distributed at school if the entire class is invited.

Security

The main entrance to Trinity Episcopal Preschool is always locked. The security code is given only to parents of enrolled children and to teachers. **Please do not reveal this code to anyone else or allow an unfamiliar person to enter the building.** The doorbell is an alternative form of entry. The playground is surrounded by a fence with two gates. The gates are locked with combination locks. The teachers have the combination to the locks are responsible for making sure they are relocked if they are opened for an activity.

A fire exit, which can only be opened from the inside, is located at the end of the hall on each floor. (Fire drills are conducted each month as required by the state.) The door to the playground is open when there is a class on the playground. Other times it remains locked. The Preschool can be accessed through the entrance to the Trinity Church Parish House by notifying the Parish Administrator through an intercom system.

Snow/Emergency Closings

Trinity Episcopal Preschool makes decisions about weather-related closing independent of Baltimore County and Baltimore City. Trinity realizes that it serves working parents; closings, therefore, are as infrequent as possible. **All school delays and closings will be posted on WBAL website no later than 6:30 a.m.** If we close early due to weather or an emergency, we will post the notice on WBAL and then have teachers call parents to pick up their children.

PARENT HANDBOOK RECEIPT FORM

Please take time and read the Parent Handbook. Sign the form below indicating that you have read the material. The receipt should be submitted by the time the child begins school.

Parent

and

_____ Parent

I(We) have read and agree to abide by all the information contained in the Trinity Episcopal Preschool's Handbook. We (I) understand that this handbook is an extension of the Enrollment Contract we (I) have signed.

Child's name

Class

Date