

Welcome to Trinity Episcopal Preschool

2018-19 School Year

It is hard to believe that summer is almost over and that school is ready to start! We are extremely excited for this new school year with a wonderful staff and curriculum for our little tigers! You will receive a welcome letter from your child's new teacher and a class supply list mid-August. I have enclosed a few quick reminders for the first day of school.

Summer Camp at Trinity will end on Friday August 10, 2018. We are closed the week of August 13, 2018 for maintenance and cleaning of the building.

School will open at 7:30 a.m. on Monday, August 20, 2018 for the new school year. There will be a "Meet and Greet" for parents sponsored by the vestry of Trinity Church. Just a chance to have coffee and a snack and chat with other parents and church members. Try to stop by after you drop off your child.

I want to personally thank you for allowing us the honor and privilege of teaching your children! We are so thrilled that you are a part of this journey with us this year and cannot wait to see all of our new and returning families on August 20, 2018! Please do not hesitate to contact me with any question or concerns prior to the start of school. I may be reached by phone at (410) 823-3589 or via e-mail at director@tecckids.org.

Have a wonderful and relaxing rest of the summer!

Director Search

The search for a new director has begun. Interviews will be held during the week of August 20 and we plan for the new director to start early in September.

School Schedule

First Week: Two year old students who are new to the school will have gradual entry on the first day of school with a 10:30 a.m. pick up time. School will open at 7:30 a.m. on the first day, Monday, August 20, 2018, and it is a full school day for returning twos, threes and Pre-K. After the first day of school, the two's parents may set up the gradual entry schedule with their teacher for that first week until they get adjusted.

Student Paperwork

Parents are responsible to turn in all student paperwork to the preschool office by the first day of school. Students may not attend Trinity Preschool until their files are complete. All student paperwork can be downloaded from our website under the "forms" drop down box. New students will need to complete all student forms; returning families will need to update only their "All About Me" forms and update immunizations as they are administered.

<https://trinitypreschooltowson.org/preschool-admissions/forms/>

If your child has an ISFP, IEP, or other individual plan, we ask that you share the plan with us so we may better support your child in their early intervention goals. If your child has a specialist who will come to the school, please let us know the intervention schedule.

Emergency Cards

The State of Maryland Office of Childcare has updated the emergency card. The new Emergency Card is downloadable on the website under the "forms" drop down box. Returning families must make sure their current card is updated and initialed for 2018.

Tuition

The first tuition payment is due September 1. There is also an annual activities fee of \$100 per child which covers enrichment activities such as Spanish, Music and Art.

Carpool

Carpool will begin the second week of school. Ms. Shelley will run carpool, Monday through Friday, from 8:00 a.m. to 8:30 a.m. Please enter off of Allegheny Avenue and exit on Joppa Road. Please read the carpool procedure.

Specials

All school specials (such as music, Spanish, chapel, and science) will begin the second week of school. Teachers will post an updated schedule outside of their classrooms indicating what day of the week special fall.

Basketball, Soccer, Dance, and Piano Lessons

Basketball, Soccer and Piano Lessons are available to your child throughout the school year. Soccer is open to ages two through four and Piano, Dance and Basketball for ages three and four. These are paid programs that happen during the school day and parents can sign up for 6 to 8 week sessions. Sign-up sheets for these programs will be made available to parents.

Back to School Night

Back to School Night will be scheduled in September. It is mandatory that at least one parent attend Back to School Night. Watch for the notice in a future newsletter.

School Calendar

The 2018-19 School Calendar is attached. Please mark all important dates on your personal calendars now. Parents are responsible to follow the school calendar (which is posted online as well) for all scheduled school events and holiday closings.

Snow Policy

Trinity Episcopal Preschool makes our own weather delay and closing announcements and they are posted on WBAL's website, the Facebook page, and through The Paw.

The Paw

The Paw is our parent e-mail newsletter that is sent out with school updates and announcements. Please make sure to update your current e-mail address at Back to School Night so that you can go on the mailing list. Parents are responsible for all information that is posted in The Paw.

Lunches

Please pack a cold lunch for your little one each day. If you want to send something hot, you may pack it in a thermos. We will provide a morning snack and an afternoon snack each day. We are not "peanut free", but avoid peanut products in our snacks. I do post a student allergy list so please be sure to check it on Back to School night if your child has allergies. **Ms Anni and Ms Lorraine's younger twos class is a nut-free zone. Please do not pack peanut and nut products for your younger two year old.**

Sign Out Sheet

Your child must be signed out every day at pick up as mandated by the Office of Childcare. Please remember to sign out your child each day on the clipboard in the front lobby.

Pick Up Time

Pick up time is at 5:30 p.m. at the latest. Our late fee is \$1.75/minute for every minute you are late. Please be sure to call the school phone at (410) 823-3589 if you will be late to pick up your child.

Water Bottle

Please send your child in with a water bottle each day. It should be labelled with their name.

Labels on Clothing and Lunch Boxes

Please make sure to label all items of clothing (hats, coats, etc.) that your child brings into school. All lunches boxes must be labelled as well.

Naptime Items/Extra Clothing

If your child is staying for our full day program, please be sure to bring in a pillow, crib sheet, blanket and stuffed animal. These items will go home each week on Friday to be laundered. Parents are responsible for taking home the bedding each week. Please be sure to keep a spare set of clothing (shirt, pants, shoes , socks and underwear) in your child's cubby at all times.