



## **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 Trinity Episcopal Church as an extension of its outreach and educational ministries to children and families in Towson and the surrounding areas. Our preschool offers a Christian-based education program to children ages two through pre-kindergarten. This handbook is designed to inform families of school policies and procedures. Please contact the office with any questions you may have via telephone (410) 823-3589 or e-mail the Preschool Director at [director@teckids.org](mailto:director@teckids.org). We hope that your family loves your time here at Trinity Episcopal Preschool and that your child has an excellent educational experience!

### **Mission Statement**

Trinity Episcopal Preschool 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 preschool, we draw on the traditions and participate in the worship of the Episcopal Church, while honoring and respecting other religious traditions. Trinity Episcopal Church and Preschool work 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.

### **Philosophy Statement**

Trinity Episcopal Preschool creates a positive and nurturing environment for children of all abilities 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. The preschool allows for a balance of child-initiated and teacher-led activities to give children structure while also encouraging independence and learning through play. Classroom activities reflect the interests of the individual students while also incorporating the student's primary languages and cultural backgrounds, while additionally introducing children to other languages and cultures. Trinity Episcopal Preschool welcomes students of all backgrounds and does not discriminate based on religion, gender, culture, race, health, or ability.

### **Governance**

Trinity Episcopal Preschool is owned and operated by the Vestry of Trinity Episcopal Church. The Trinity Episcopal Preschool Board of Directors serves, by delegation of the Vestry, as the governing body of the school. The preschool board is comprised of members of the school and church communities. The Board of Directors meets bimonthly. An annual roster of board members 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 Maryland State Department of Education, Office of Child Care. The Center is inspected annually by the Office of Child Care and the Fire Department. Trinity Episcopal Preschool is a member in good standing of the National Association of Episcopal Schools and of the Mid-Atlantic Episcopal Schools Association.

### **Admission and Enrollment Procedure**

Trinity Episcopal Preschool offers admission to all children regardless of race, ethnic background, religion, or national origin. We are 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.) 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. Children must be at least two years of age to attend.

Re-enrollment for existing students takes place in early February. Existing students are given enrollment priority. In order to hold an existing child's spot for the following year, the re-enrollment contract must be submitted by the **priority student deadline on February 17, 2021**, and all outstanding tuition and late fees must be paid in full. After the priority student deadline, new student applications for the following school year may be accepted, and those families will automatically be placed on a waiting list. Wait-listed families will not be notified of availability until after existing families and siblings have had an opportunity to enroll. These families will be informed of their enrollment status by the end of February 2020. In order to enroll, a family must submit an Enrollment Application and a one-month tuition deposit. Families re-enrolling do not need to pay an additional deposit if they have already paid one. Deposits are kept in escrow and will go towards a child's last month of preschool tuition. Families who donated their deposit during the Challenge Grant in April 2020 do not need to pay a new deposit to hold their child's space.

### **Children with Disabilities or Special Health Care Needs**

Children with disabilities or special health care needs are included in our program if at all possible. If a child enrolled in our program is suspected of having any developmental delays or special needs, the Director and classroom teacher will speak with the parents and will make a recommendation and/or referral based on what has been observed. The expectation is that parents will partner together with the school in order to meet the needs of the child and help the child succeed in our program; in certain cases, this may mean being evaluated for developmental, behavioral or other needs. So long as it is possible and reasonable, the preschool will work together with parents in order to provide the most inclusive environment for each child. After exhausting all other options, if it is determined that Trinity Episcopal Preschool cannot accommodate the needs of a child, the family will be given reasonable notice to find alternate care. We will work together with a family in any reasonable way to help find alternate childcare arrangements.

We work in partnership with outside agencies such as Abilities Network and Infants and Toddlers Program of Baltimore County and Baltimore County Public Schools to meet the needs of our students. We welcome specialists to come into the school and work with identified children as needed. If your child has an IFSP (Individualized Family Service Plan) or an IEP (Individualized Education Program), we request that you share the document with us so that we may better support your child in his/her progress. Our teachers utilize the information you and your specialists provide to inform their lesson planning and classroom activities so that each child may progress at his/her individual rate.

Trinity Episcopal Preschool does require all children to be fully vaccinated before enrolling and attending, unless there is a documented medical reason for not vaccinating or for a delay.

### **Application Documents**

All new and existing families are required to submit a signed contract and a deposit of one month's tuition before the student can enroll at Trinity. The following forms (available on the Trinity Episcopal 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 Part 1 and 2
4. Lead Test Certificate
5. Immunization Record (updated as needed)
6. All About Me Form (updated annually)
7. Tear-off card from Child Care Administration booklet
8. Walking Permission Slip
9. Photo/Video Release Form
10. Parent Handbook Receipt Form

### **Schedules, Placements, and Hours of Operation**

Trinity Episcopal Preschool is open Monday – Friday, 8:00am to 4:30pm. Children in the two-year-old or three-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. Part-time spots are limited. The Pre-Kindergarten program is a five-day program. We currently implement a carpool line for drop-off and pick-up times; each class will be assigned a time to drop off and pick up to avoid extended delays. It is important for all children to arrive by 8:30 am so teachers can introduce the subject of the day without interruption. 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 and the deposit will be forfeited.

### **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 a spot is available, a 30-day change notice is required, and tuition will be adjusted accordingly. An additional day of attendance may occasionally be arranged, providing space exists, in consultation with the Director. A fee of \$70 will be charged for extra days.

### **Withdrawal**

Withdrawal after the re-enrollment or enrollment deposit has been paid and before the child's 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 and/or deposit refund. With less than a 30-day notice, the deposit will be forfeited. There are withdrawal forms available in the preschool office which must be filled out and approved before withdrawing your child.

### **Summer Sessions Enrollment**



Summer session offerings will be dependent upon enrollment. In early spring of each year, a separate contract for the summer weeks is offered. Students must attend on a full-time basis and may choose from camp sessions which are five days a week. Summer session dates and themes are available on our website. Any parent wanting to withdraw their children from a summer session for which they have already registered, but have not yet paid, must put their request in writing to the Director four weeks in advance. Summer session tuition is due in full by June 1<sup>st</sup> or in two installments, one June 1<sup>st</sup> and one due July 1<sup>st</sup>. Once paid, camp tuition is nonrefundable. Parents who sign a fall contract for the new school year do not need to attend in the summer to keep their fall placement.

### **Gradual Entry Program for New Students**

The gradual entry program is for every two-year-old entering Trinity Episcopal Preschool for the first time, whether for summer or for 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. Children in the three-year-old class are encouraged to also participate in gradual entry if they have not attended preschool before, or if their parents feel they may benefit from a slower adjustment to school.

### **Tuition**

Tuition varies based on the age of the student and the number of days attending. A complete chart of tuition is available on the Trinity Preschool website, [www.trinitypreschooltowson.org](http://www.trinitypreschooltowson.org). There are several payment plans available. Tuition can be paid in monthly installments, semi-annually, or in one payment. The enrollment contract starts on September 1, 2021 and goes through June 30, 2022; summer sessions are not included. Please be advised that the payments are the same amount each month regardless of school closings, delays, absences, vacations, and so on.

Summer session tuition has a separate billing schedule. A child is considered fully enrolled when the contract and a deposit of one month's tuition for the desired schedule has been received. The tuition deposit is applied to the child's last month of preschool attendance. There is a \$50 discount for the lesser of sibling tuition.

### **Annual activity fee**

There is a \$100 activity fee collected with the September tuition for each child. This covers the cost of enrichment activities such as Spanish, Music, and Art, along with certain events throughout the school year. Field trip fees are not included in this fee. Additions such as Soccer Shots, Dynasty Dance, snowball truck visits, and certain other activities are optional and are billed separately. Summer sessions may include an additional activity fee based upon planned activities such as special visitors and events. Families will be notified at least 30 days in advance if there will be a separate summer activity fee.

### **Late Payments and Non-Payments**

Payments made after the **fifth (5th) day of the month** are subject to a 5% late fee. Returned checks are subject to a \$50 fee. If no tuition payment is made by the 14th of the month, without discussion with the director, your child will be considered withdrawn and may not continue attending. Your account may be turned over to a collection agency at this time. Deposits will not be refunded in the event of non-payment.

### **Financial Assistance**

Financial assistance is limited, need-based and is awarded annually to qualifying families who apply during enrollment or re-enrollment time. If a financial situation changes during the year which precludes making scheduled payments, please contact the Director as soon as possible to explore payment plan options. Financial assistance will not be awarded to students who have a balance from the previous year. Families are required to apply for the Child Care Scholarship through the State of Maryland, in addition to filling out the Trinity Preschool financial assistance application. Please be advised that financial assistance is limited and may cover a small portion of a child's preschool tuition. No awards from will cover the full amount of tuition. Financial assistance awards are only distributed as long as the family receiving the award is enrolled at Trinity Episcopal Preschool; if the family withdraws, the financial assistance award will go back into the financial assistance fund to be available for other eligible families.

Official documentation and proof of income is required to apply for financial assistance (such as tax returns). The application must also be accompanied by a letter from the Child Care Scholarship office with their decision on an award or a denial. If official documentation is not submitted, the application will be rejected. Financial assistance applications will be reviewed in the order they are received, and decisions will be communicated to families via email in a timely manner.

### **Force Majeure Policy and Tuition**

The school's duties and obligations under the enrollment contract shall be suspended immediately, with or without notice, during all periods that the School is closed because of force majeure events including, but not limited to, any fire; act of God; hurricane; war; governmental action; act of terrorism; epidemic; pandemic; or any other event beyond the school's control. This also includes if the school needs to close for 14 days, or longer, due to a COVID occurrence.

If such an event occurs, the school's duties and obligations in the contract and handbook will be postponed until such time as the school, in its sole discretion, may safely reopen. In the event that the school cannot reopen due to an event under this clause, the school is under no obligation to refund any portion of the tuition paid. Monthly tuition payments will continue to be due until a child is withdrawn from the preschool; families can withdraw a child with a 30-day written notice. Families will be responsible for the 30 days of tuition during the notice period and cannot be guaranteed a spot for their child when the school may safely open. If a 30-day written notice is not given during a Force Majeure event, the tuition deposit will be forfeited and a new deposit will need to be paid upon re-enrollment.

### **Drop-Off and Pick-Up**

Children may be dropped off as early as 8:00 AM. All families are assigned a drop-off and pick-up time and participate in a mandatory carpool line. It is essential that all children arrive by their designated carpool time to begin the preschool morning program without interruption. Each family should enter the Trinity lot using the Allegheny driveway entrance and pull in front of the building. Members of the Trinity staff will be waiting at the entrance to do a symptoms and temperature screening. Due to an MSDE requirement, parents are not permitted into the building during drop-off/pick up times. Parents are responsible for sharing this procedure with any other adult who may be picking up. The carpool drop-off procedure will be longer than typical as we have to check temperatures and symptoms; we ask for patience as we work through this together. You will initial your child in at drop off to keep records of who dropped off each day for contact tracing purposes.

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 in advance for any other person to collect a child. The adult authorized to pick up the child must initial the sign out chart next to the child's name, and they must bring their identification. We will check IDs of all unfamiliar adults picking up and their information must match the info on the child's emergency card. Parents, teachers and children are required to wear masks during drop off and pick up times.

### **Late Pick-Up (after 4:30 PM)**

Children must be picked-up and be out of the Trinity Preschool door by 4:30 pm. Late fees are charged to compensate the faculty for their time. Late fees are to be paid directly to the office, in cash or by check, by the morning of the next day the child attends school. The late fee for any pickup after 4:30 PM is **\$2/minute**. If a child remains at the center later than 5:30 PM without any communication from the parents, the police will be notified to pick-up the child. If a family continues to pick up their child late on a regular basis, the family will be asked to meet and come up with an action plan in order to avoid termination of care. If the action plan is not followed and the family continues to pick up their children after 4:30 pm, Trinity Preschool reserves the right to discontinue care.

### **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 play in the parking lot, 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 not be left unattended in the building.

### **Snacks and Meals**

The preschool serves a morning and an afternoon snack, with water 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. Establishing good health and nutrition habits are crucial during the preschool years. Faculty members will monitor lunches to ensure meals are nutritious and balanced, and the preschool will supplement meals as needed to ensure nutrition guidelines are met. Parents may not send candy to replace the snack provided by the school.

Faculty members are available to help children with unpacking their lunches and to assist with opening items. It is expected that children can feed themselves independently, based upon age and development. 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. Only teachers with the Medication Administration training are authorized to give medications. All allergy information must be updated every year and all medications must be non-expired and properly identified and labeled. Medications must be in the original packaging with the pharmacy label and the child's name on the label. If a medication form is incomplete, or if the guidelines for medication are not met, we will not be able to administer the medication. The Director will check all medications and the paperwork to ensure everything is accurate and complete before a child is able to stay for their first day of school.

## **Curriculum**

Teachers in the two-and-three-year-old classes are guided by the objectives in the MSDE Healthy Beginnings curriculum. Pre-K teachers follow the Creative Curriculum while lesson planning. Two-year-old classrooms focus on personal/social, cognitive, language and physical development. In the three-year-old and Pre-K classes, teachers plan lessons based around personal/social development, language and literacy, mathematics, scientific thinking, social studies, physical well-being and motor development, health, and fine arts.

Teachers plan weekly developmentally appropriate lessons based around themes to meet the individual developmental needs of each child in their class, while ensuring that state standards are followed. Because Trinity offers small class sizes, teachers can get to know their students on an individual level and can plan their curriculum based around state objectives, individual student needs, and student interests. Student and classroom observations also help teachers plan their lessons and themes. Lesson plans are submitted weekly for approval by the Director.

While planning lessons, teachers keep in mind the developmental and cultural backgrounds of their students, along with any students who may have an IEP (Individualized Education Program) or IFSP (Individualized Family Service Plan). Lessons will be modified as needed to meet any developmental, physical, emotional, social, or other specialized needs of the students.

## **Classrooms and Daily Schedule**

Classes are kept in cohorts and students are with the same teachers and children each day, both in the classrooms and on the playground. There is a floating teacher available to assist with bathroom times, cleaning, carpool, and substituting within classrooms when needed. Students are socially distanced within the classroom as much as possible.

Each day is planned according to the classroom daily schedule. Schedules are posted outside of each room and are individualized to the class. During the day, the children will have ample time for child-led activities, whole and small group activities, and transitions. Teachers will give children signals before transition time to allow students to prepare for the activity change (timers, verbal reminders, visual cues like lights switched off, etc.). Throughout the day literacy and language opportunities are built into the schedule. All classrooms have a library area for students to access during free play, students have the option to read books before nap, and teachers have story time each afternoon.

## **Learning Materials**

Each classroom has an array of developmentally appropriate learning materials for use by the children during free play and centers. Materials are carefully selected to encourage appropriate and independent use by children in that age group. All materials are clean, safe, and are selected based on age group, interests, and developmental level. Materials are placed on child-sized shelving, so they are always within reach. All shelves and baskets are labeled with both a written and pictorial label so children can independently find items and materials. All toys and other learning materials are rotated as needed in order to keep children's interests and to allow different types of play. Due to COVID regulations, learning materials in use are easily sanitized and each child will have their own items to play with in order to minimize the possible sharing of germs. Materials are adapted to meet each child's needs and development. Teachers also observe students and keep in mind any specialized needs of their students,

along with any possible IEP or IFSP objectives, while selecting materials and will ensure materials for all children are accessible and appropriate.

### **Cleaning and Sanitization**

Toys are cleaned and sanitized daily. Bathrooms are sanitized between each child and between each class. The playground is cleaned in between each class. High-touch surfaces (doorknobs, light switches, etc.) are sanitized daily.

### **Observations and Assessments**

Teachers informally observe children daily to identify areas of development which are strengths and areas where children need extra assistance. Teachers will do formal observations of children twice per year and as needed, and formal observations may also be done if there are behavioral and/or developmental concerns.

Progress reports concerning the development and progress of your child/children will be sent out in the fall. We have two scheduled teacher/parent conferences, one in November and one in March; conferences may be in-person, phone or via Zoom, depending on COVID restrictions at the time. Conference sign-up sheets will be displayed two weeks before conference day. Parents may schedule a conference at any time during the year if they have concerns.

### **Community Resources and Referrals**

The overall goal at Trinity Episcopal Preschool is for every child to be successful and for all their needs to be met. Our faculty values the opportunity to work alongside families in order to help every child succeed. At times, there may be concerns about a child's development or behavior. If there is any concern in these areas, a parent conference will be scheduled to discuss what is seen at school and what is seen at home. If deemed appropriate, children may be referred to outside community resources in order to help that child get additional services if needed. The preschool works closely with resources such as Abilities Network, Infants and Toddlers and Child Find and will help in any way possible if a child is recommended to be evaluated. There is a community resource board in the Trinity lobby which has detailed information on how to contact community agencies in order to have your child evaluated; this board is updated at least quarterly and whenever new information is released. The director can also provide information on community resources and what steps to take to get your child evaluated.

### **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, including large group, small group, and individual activities in which children may choose their activity. At the beginning of each school year, classrooms will create a Rules List generated by students; this list will include rules based upon the age group and level of students (two-year-old classes may have 2-3 rules, while Pre-K class rules may be more detailed). This gives ownership of the rules to the children, and teachers will create a visual list of these rules in order to remind students throughout the year. Techniques of distraction and redirection are used when appropriate, as is the practice of giving choices to children to help empower each child and encourage independence. If all other strategies are unsuccessful, teachers will use the discipline strategy based on the work of Dr. Thomas W. Phelan, 1-2-3 Magic. If a child continues to have difficulty after given multiple opportunities to discontinue an undesired behavior, the

child will be gently asked to take a break in order to gain control over their emotions and actions. Each classroom has a “Safe Spot” or “Cozy Corner” where children can take a few minutes away from the group to calm down.

If taking a break does not help and 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; otherwise, any instances of difficult behaviors will be verbally shared with parents. In the event of severe or dangerous behavior, the parent(s) may be contacted to pick their child up for the day. 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 family may be asked to find an alternate school for their child that may better meet their needs. Every effort, including the approved inclusion of outside consultants, will be pursued to avoid removal of a child from Trinity’s program.

### **Screen Time Policy**

Technology has become an integrated part of our culture, and in early childhood education we understand both its value and limitations. Technology is used with the purpose of expanding and enhancing the curriculum and learning in the classroom; for example, Pre-K students may watch a short video clip of an actual volcano erupting before building their own volcanoes with baking soda and vinegar. All technology used will be directly related to the curriculum. We believe in limiting technology in the classrooms and allowing children in our preschool more time for enriching hands-on learning connections and experiences.

**Illness Policy and Procedures: Updated 7/1/2020**

If at home your child shows any COVID illness symptoms such as fever, coughing, sore throat, diarrhea, vomiting, rash, headache, runny nose, fatigue, muscle pain, chills, loss of taste or smell, please contact the Preschool Director immediately. Please do not bring your child to school if your child is experiencing any of the symptoms listed or if they are sick with other symptoms. If at school a student exhibits any COVID symptoms or becomes ill, they will be isolated until a parent picks them up within the hour. The Preschool Director will contact the Baltimore County Department of Health and MSDE Office of Childcare, and they will decide the course of action. On these occasions, the school may be ordered to close until the child is cleared by a doctor, or until they get a negative COVID-19 test. The decision to close certain classrooms or the school due to COVID is made by the Health Department, NOT by the preschool.

Due to the COVID pandemic, many of our illness policies and procedures have been updated. The following policies are required by MSDE and will be followed during the COVID pandemic:

- Each child and teacher's temperature are checked before entering the building daily. A symptom check (visual and verbal) is performed on each person before being allowed to enter.
- Any child showing symptoms of COVID-19 is not permitted to attend school until seen by a doctor and must have a doctor's note to safely return. If the doctor orders a COVID test, the Baltimore County Health Department and the MSDE Office of Childcare will be notified and we will follow their guidance. Both offices have stated that in cases like this, if the symptoms developed within a 48-hour window of being in school, we may be asked to close until the test results are received. COVID test results have recently been received within a 1-2 day timeframe. The person getting tested must remain at home until the results come back.
- If a child or faculty member is diagnosed with COVID-19, they are required to stay home for at least 14 days. All Trinity families are immediately informed of a positive COVID case and the confidentiality of the individual is maintained. The preschool will close for at least 1 day for thorough cleaning, and Trinity will work with Baltimore County Health Department and MSDE Office of Childcare to determine the length of closure (possibly up to 14 days). Anyone who had close, prolonged contact with the diagnosed person will be notified and will need to quarantine at home for up to 14 days or as recommended by the health department.
- Handwashing is done frequently during the day, including at morning drop-off; before and after classroom free play; after bathroom use; before meals and snacks; before and after outside play; and before pick-up.
- Hand sanitizer is readily available for teachers.

Trinity personnel may not administer any medications (including sunscreen and diaper rash cream) to any child without a completed medication form. Prescription and over-the-counter medications must have a Medication Administration form signed by the child's physician. Sunscreen, diaper cream, and bug spray must also have a Medication Administration form but do not require the physician's authorization. This form is available in the office and on the school website.

**Mask Policy**

Children are required to wear a mask at all times except during lunch/snack time, outdoor play, and nap time. Teachers are required to wear face coverings at all times while in the building. Children are required to bring at least two extra masks daily to be kept with extra clothing to be used if their mask gets dirty or wet. Parents are required to wear masks during drop-off and pick-up times.

### **Minor Injuries**

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 the 3-year-old program at Trinity.

### **Supplies for School**

At the start of each school year, a School Supply list will be sent to each family. These items will typically include items such as crayons, markers, etc. which will be kept in the student's cubby in their art box. School Supply lists may differ based on class or age group.

Additionally, each child should bring:

- small water bottle to be kept in cubby, refilled each day
- change of clothing, kept in cubby at all times, season-appropriate; kept in a small non-plastic bag
- cot sheet (crib size works well)
- small blanket (no comforters)
- pillow, and/or stuffed animal if desired
- 1 box of tissues: This becomes a box shared with the class
- 1 box of wipes: This becomes a box shared with the class

Bedding is taken home for laundering the last day of each week; please label every item with the child's first and last name. Check periodically to see what needs to be replaced.

Diapered child: supply of diapers & wipes, pull-ups

Potty training: extra underpants, socks, changes of clothes

### **Outdoor Play**

The children play outside every day that weather permits, including in the snow and, if possible, rain. 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 children who wear dresses or skirts should wear shorts underneath for comfort while climbing. Closed-toe, rubber-soled shoes are required for safety reasons. We also encourage parents to make sure that children are not wearing shoes that are too big, which may make them trip or step out of the shoes. We follow the Maryland Childcare Weather Code for Safety which outlines a modified outdoor schedule during Code Yellow or Code Orange Days. We do not go outside on Code Red days; instead students get large motor playtime with bikes and cars in Memorial Hall. Playground equipment is cleaned between classes.

### **Communication**



The weekly e-mail, The Paw, goes out by email from the Director. Please read The Paw each week since you will be responsible to know the information that is in there. This email lists current events and important parent information. A newsletter and menu will go out every month, listing school events and reminders. Every teacher also sends out a monthly newsletter that highlights material that will be covered in class during the month. Teachers will communicate weekly email and will correspond with parents primarily through email as needed.

### **Parent Involvement**

Even though we currently cannot allow parents into the school building, we encourage and welcome parent involvement! Each class has a Class Parent selected at the start of the school year who helps with class parties and other school activities. Trinity has an active Parent's Group to assist with event planning; the Parent's Group meets one evening per month via Zoom. Parents are also invited to help plan our Halloween Parade, Thanksgiving Feast, Breakfast with Santa, Spring Fling, Easter Egg Hunt, Teacher Appreciation Week, and Pre-K Graduation 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.

### **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 and are responsible for making sure they are re-locked 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 Episcopal Church Parish House by notifying the Parish Administrator through an intercom system. Both the front door, Trinity Parish House and playground are monitored by a video security system.

### **Child or Family Member Travel**

Until further notice, families must promptly notify the preschool in the event that a child or any member of the child's household(s) have, or will be, traveling out of the state or country. The preschool will follow all guidelines and recommendations from MSDE and the state government in regards to quarantine based on nonessential travel. Trinity Episcopal Preschool may also require a negative COVID test before returning to preschool. We encourage families to discuss contemplated travel with the preschool administration prior to finalizing their travel plans.

### **Snow/Emergency Closings**

Trinity Episcopal Preschool follows Baltimore County Public Schools for all weather-related and emergency school closings and delays. All school closings and delays will be posted on the WBAL website no later than 6:30 AM. We also send out text alerts, emails and update the school's Facebook page with closing and delay information. If we close early due to weather or an emergency, we will text families, post the notice on WBAL, and then have teachers call parents to pick up their children.

### **Child Abuse and Neglect**



As part of the teacher orientation process, each faculty member receives training on child abuse and neglect. Please be advised that every member of the Trinity faculty and community is a mandated reporter. If child abuse or neglect is suspected, we are required by law to report this to the proper authorities. If you are concerned about child abuse, neglect or violence in your home or someone else's home, you are strongly encouraged to meet with the Director to share your concerns and to get assistance on how to make a report with Child Protective Services.

### **Parent Conduct and Responsibility**

It is expected that parents and other adults picking up children will follow general guidelines while on the premises of Trinity Episcopal Preschool and Church. It is expected that parents refrain from using inappropriate language; refrain from smoking, drinking or using controlled substances; and always use a professional and respectful tone when speaking with the faculty, other parents and children. Any parents who engage in abusive, disrespectful or inappropriate behavior, in either words or actions, will not be permitted on the property of Trinity. In extreme cases, a family may be asked to find alternate care based upon inappropriate parent conduct. This is for the safety of the preschool and church community.

While parents may not agree with every decision made by the school, in most cases, the parent and the school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the school community. In such cases, both the parent and/or the school should consider whether another school would be a better match for the family.



**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.

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.

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Parent Signature Date

Child's (Children's) Name(s):  
\_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_