



## **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 mid-February. Existing students are given enrollment priority. 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 25, 2022**, 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 2022. 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.

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

Children with disabilities or special health care needs are included in our program if 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 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 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 collaborate 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 or Brightwheel) must be completed and submitted before a student may enter any program at Trinity:

1. Enrollment Contract (each year)
2. Emergency Card
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
11. Seizure Form
12. Medication Forms (Sunscreen)
13. Allergy 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 a week schedule, a two-day (Tuesday and Thursday) or a three-day (Monday, Wednesday, and Friday) schedule. Part-time spots are limited. The Pre-K 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**

In early spring of each year, a separate contract for the summer weeks is offered. Students must attend on a full-time weekly basis and may choose from a variety of themed sessions. 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**. **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. \*Reserve camp sessions no later than April 1, 2022 with a \$200 deposit\*

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

The gradual entry program is for every two-year-old entering Trinity Episcopal Preschool for the first time and is optional. Most children adapt to the new routine quickly and the period for gradual entry is one to two days.

### **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). Tuition can be paid in monthly installments. A 10-month, school year contract starts on September 1, 2022 and goes until June 30, 2023, with 10 equal payments due the first of every month. Summer sessions are not included in the 10-month contract. Please be advised that tuition is the same amount each month regardless of school closings, delays, absences, vacations, and so on. 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. We will continue to offer the sibling discount of \$50/month for full-time students and \$25/month for part-time students. This discount applies to one or more siblings, but not the first student enrolled.

### **Annual activity fee**

There is a \$150 activity fee collected September 1, 2022 for each child. This covers the cost of enrichment activities such as Chapel, 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, aftercare, 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 day of the month** are subject to a \$50 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 will cover the full amount of tuition. Financial assistance awards are only distributed if 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.

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

- Parents are not permitted into the building during drop-off/pick up times. All families are assigned a drop-off and pick-up time and participate in a mandatory carpool line. Parents are responsible for sharing this procedure with any other adult who may be picking up. The carpool drop-off procedure will be a little longer than pick-up because we must check temperatures.
- You will use Brightwheel to check your child in and out for us to keep records of who dropped off and picked up daily.
- The quantity of belongings brought to school each day are limited (two or three changes of clothes left in cubbies, rest time items, snacks, and lunch). There is no show- and-tell days for the time being.
- 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 and remain in their car.

Parents may authorize adults other than themselves to pick-up children by naming approved individuals on the Emergency Card. 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 sign out on Brightwheel. We will check IDs of all unfamiliar adults picking up and their information must match the info on the child's emergency card.

We have established carpool times to help with the flow of traffic. Since teachers remain in their classrooms and the front door is not monitored outside of carpool time late drop off or early pick up is only for doctor's appointments or emergencies. Please make sure you notify the Director as soon as possible if you have an appointment or an emergency.

### **Morning Drop off (after 8:30am) or 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 will be added to your Brightwheel account. **The late fee for any pickup after 4:30 PM is \$2/minute. Any late arrivals after 8:30am will incur a late fee of \$2/minute and will be added to your Brightwheel bill.** If a child remains at the center later than 5:00 PM without any communication from the parents or unable to reach emergency contacts, 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 produce an action plan 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.

### **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.

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. **We are a Tree Nut and Peanut free school!**

### **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. Trinity offers small class sizes allowing the teachers 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.

### **Daily Schedule**

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 to keep children's interests and to allow diverse types of play. 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 IEP or IFSP objectives, while selecting materials and will ensure materials for all children are accessible and appropriate. Toys are cleaned daily immediately after use.

### **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 one scheduled teacher/parent conference in March, this will be discussed during Back-to-School Night in the fall. Conference signup 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 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 to have your child evaluated; this board is updated at least quarterly and whenever current 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 Expectations of Behaviors 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 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 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 now 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 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 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. Per Trinity policy, if a child is sent home early for being sick, they must remain at home the next day. 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 doctor’s clearance note must be received before the child can return to school. Preschool 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 on Brightwheel or on the school website.

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, 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 accurate, and all phone numbers listed are in working order on the emergency cards.

### **Mask Policy**

Children are required to wear a mask always except during lunch/snack time, outdoor play, and nap time. Teachers are required to always wear face coverings while in the building. Children are required to bring at least three 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.

### **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, always kept in cubby, 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
- Three spare masks
- One box of tissues: This becomes a box shared with the class
- One 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. 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. The times we would not go outside the students get large motor playtime with bikes and cars in Memorial Hall.

### **Communication (Brightwheel)**

We use the Brightwheel app, a technological tool to share photos, provide real-time reports to the parents, send school notices, track attendance, complete COVID screening questions, and generate paperless bills. Brightwheel streamlines our school management and allows parents to connect with their child's teachers by having a complete picture of their daily experiences within their classroom. It can be accessed through most technological devices. Each family will get an account and only the parents have access which secures the student's information.

### **Parent Involvement**

We welcome parent involvement! Each class has a class representative selected at the start of the school year who assists with class parties and other school activities. The preschool has an active Parent's Committee which meets monthly to assist with event planning. All parents are welcome and encouraged to attend. Parents are also invited to volunteer to help with our Halloween Parade, Thanksgiving Feast, Easter Egg Hunt, Teacher Appreciation Week, and Pre-K Graduation each year. Parents and other family members are invited to read during Read Across America Week, to visit during Special Friends Day, and American Education Week. A child's birthday may be celebrated at school by the contribution of a snack or treat. Always coordinate this with the classroom teacher, as certain allergies exist. We are a tree nut and peanut free school.

### **Security**

The main entrance to Trinity Episcopal Preschool is always locked. 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 outdoor activities. 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 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 if 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 regarding 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 makes decisions about weather-related closing independent of Baltimore County and Baltimore City. All school delays and closings will be posted on Brightwheel no later than 5:30am. Any early dismissals will also be posted on Brightwheel.

### **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. All policies and procedures are nonnegotiable. Please sign the form below indicating that you have read and agreed to the policies and procedures outlined in this handbook. This Receipt Form should be signed by both parents/guardians if possible and 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.

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Parent 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

Student(s) Name(s): \_\_\_\_\_

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

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