



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. Trinity 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@teptowson.org.

Mission Statement

Trinity Episcopal Preschool's mission is to strengthen families by creating a strong educational foundation for preschool students, instilling a love of learning, and building a Christ-centered community of educators, parents, and children. 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 Preschool welcomes students of all backgrounds and does not discriminate based on religion, gender, culture, race, health, or ability.

Philosophy Statement

Trinity Episcopal Church and Preschool work together to provide a nurturing atmosphere where each child can thrive socially and cognitively to learn 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.

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 monthly. An annual roster of board members is available 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 Childcare and the Fire Department.



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 families are encouraged to tour the facility to ensure that the program best meets the needs of the child. 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.

Enrollment For Current Students And Their Siblings Current students are given enrollment priority. To re-enroll and reserve a students' spot for the Sept. 2024 to June 2025 school year, a new FY25 enrollment contract must be filled out, and if a tuition deposit wasn't made when the student initially enrolled, a deposit is required for re-enrollment. For students re-enrolling, an additional tuition deposit is not needed if they have already paid one; their deposit will roll-over to the new school year. Siblings do not have to pay an additional deposit. The FY25 Contract along with the tuition deposit must be turned in by the **priority student deadline on January 22, 2024**. Prior to confirmation of a spot for the new school year, all outstanding tuition and late fees must be paid in full.

Enrollment for New Students After the priority student deadline, new student applications for the FY25 school year will be accepted if a spot is available. New families will be placed on a wait list if a spot is not available. The school could open up an additional classroom when there are enough students on the wait list to warrant a new class. Wait-listed families will be notified of availability after existing families and siblings have confirmed their enrollments and once a spot is available. If a spot is offered, the family will have 2 days to submit their tuition deposit, enrollment contract and any other documents requested. New families will be informed of their enrollment status by the end of January 2024. ***To enroll, a family must submit an Enrollment Contract, a signed Parent Handbook Receipt Form, and a tuition deposit of \$1,000 for full-time students or \$500 for part-time students.*** Deposits are kept in escrow and will be applied to 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 when possible. If a child enrolled in our program is suspected of having 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. If it is possible and



reasonable, the preschool will work 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.

Trinity works in partnership with outside agencies such as Abilities Network, 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 as required by the State of Maryland before enrolling and attending unless there is a documented medical reason for not vaccinating. Vaccination for COVID-19 is optional.

Enrollment Documents

All new and existing families are required to submit a signed Enrollment Contract, Parent Handbook Receipt Form, and to pay a tuition deposit to enroll at Trinity. The following forms (available on the Trinity Episcopal Preschool website or Brightwheel) must be completed and submitted before a student is admitted to any class at Trinity:

- 1. FY24 Enrollment Contract (required at time of enrollment)**
- 2. Parent Handbook Receipt Form (required at time of enrollment)**
3. Early/After Care Enrollment Form (if needed)
4. Emergency Card
5. Health Inventory Part 1 and 2
6. Lead Test Certificate
7. Immunization Record (updated as needed)
8. All About Me Form (updated annually)
9. Guide to Regulated Child signed form
10. Walking Permission Slip
11. Photo/Video Release Form
12. Seizure Form
13. Topical Medication Forms (required to apply sunscreen to your child)
14. Allergy Form
15. Asthma Form



Schedules, Placements, and Hours of Operation

Trinity Episcopal Preschool offers full day preschool open Monday-Friday, 8:00am to 4:30pm with an option for Early Care (7:30-8am) or After Care (4:30-5:30pm). Students enrolling in the Two-year-old Program have the option to attend full-time (Monday through Friday), part-time two days a week (Tuesday and Thursday) or part-time three days a week (Monday, Wednesday, and Friday). Part-time spots are limited. The schedules for The Three-year-old and Pre-K Programs are full-time Monday through Friday. A carpool line is used for drop-off and pick-up daily; each class is assigned a time to drop off and pick up to avoid extended delays. Arriving by 8:30 am is critical so teachers and students can begin the day without interruption. Please send a message in the Brightwheel App or email the Director to report an absence or lateness.

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 different schedule is desired, and 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 if it is available in consultation with the Director. A fee of \$75 will be charged for extra days.

Withdrawal

Withdrawal before the end of the first month of school (Sept. 30, 2024) after accepting a spot and paying the tuition deposit will result in both a forfeiture of the deposit and a fee of the 1st month of tuition. After September 3rd, to withdraw a student, parents are required to give 30 days' written notice and to fill out a withdrawal form which can be obtained from the Director. If 30 days' written notice is provided after the 1st month of school, tuition deposits will be returned or applied to the last month of a student's tuition. If 30 days' written notice of withdrawal is not received, the tuition deposit will be forfeited.

Summer Program Enrollment (July and August 2024)

Summer Sessions are on a weekly basis and are only full-time (Monday through Friday). There are no part-time options in summer. Families may pick and choose the weeks they need care on the Summer Enrollment Contract. Summer session dates and themes will be posted on Trinity's website by February 1st. 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 30 days in advance. **Summer session tuition is nonrefundable.**

****Parents who sign a school year contract (Sept. 2023 – June 2024) do not need to attend in the summer to keep their fall placement and families who register their children for summer weeks do not need to be enrolled during the school year.***



Tuition

Tuition is \$1,350/month for full-time students, \$675/month for Tues/Thurs 2s, \$1010/month for Mon/Wed/Fri 2s, and \$390/week for summer sessions. A complete chart of tuition rates is available on the Trinity Preschool website, www.trinitypreschooltowson.org. The enrollment contract term is from September 2024 to June 2025, and tuition is to be paid in monthly installments with payments **due on the first of each month** prior to service. Please take note that tuition is the same amount each month, and is never pro-rated due to school closings, delays, absences, vacations, or illness, etc. Tuition can be paid through the Brightwheel App, by check, money order, through your bank's BillPay, or in cash. Brightwheel charges a fee of 2.95% for credit card payments, and an ACH fee of .6% with a maximum ACH fee of \$2 per transaction.

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 received by the 14th of the month, without discussion with the Director, the student will be considered withdrawn and may not continue attending. After 30 days of nonpayment, the account may be turned over to a collection agency. Tuition deposits are not refunded in the event of non-payment.

Sibling Discount

A sibling discount of \$50/month for full-time students and \$25/month for part-time students is offered for the 2nd child enrolled and each additional child. This discount applies to one or more siblings, but not to the first student enrolled.

Annual Activity Fee

There is a \$150 activity fee for full-time students and a \$100 fee for part-time students collected with your first month of tuition. This fee covers the cost of special classes and activities such as Chapel, Music, Spanish, Art, holiday events, family activities, the Art Show, and class parties. Field trip fees are not included in this fee. Additional charges will be assessed for students and their family members to attend field trips and other special events. Optional activities and services that incur an additional fee include Soccer Shots, Dynasty Dance, snowball truck visits in summer, Early Care, and After Care.

Financial Assistance

Financial assistance is limited, need-based and is awarded annually to qualifying families who apply during the enrollment or re-enrollment period. 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 Childcare Scholarship available 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 only a small portion of a child's



preschool tuition (usually less than 10%). No awards will cover the full amount of tuition. A financial assistance grant is credited to your tuition monthly and is only applied to your child's account if the family receiving the award stays enrolled at Trinity Episcopal Preschool; if the family withdraws, the financial assistance award will go 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 discouraged from entering the building during drop-off/pick up times. Families are assigned a drop-off and pick-up time and participate in a mandatory carpool line, unless walking to school. Parents are responsible for sharing this procedure with any other adult who may be picking up.
- For safety purposes, students must be checked in and checked out daily by an adult authorized by the family. Brightwheel is the app used to digitally check your child in and out of school. This provides an attendance record as well as a log of who drops off and picks 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, and lunch).

Parents may authorize adults other than themselves to pick up their child 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 staggered carpool times to streamline the drop off and pick up experience and 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 and your child's teacher as soon as possible if you have an appointment, emergency, or need an alternative drop off or pick up time based on your work schedule.



Morning Drop off (after 8:30am) or Late Pick-Up (after 4:30 PM)

Children must be picked up from school daily by 4:30pm unless enrolled in After Care. Late fees are charged to compensate for the overtime pay for the faculty's time. Late pick-up 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 also incur a late fee of \$2/minute.** If a child remains at Trinity later than 5:30 PM without any communication from the parents and the staff are 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 with a school administrator to create a corrective action plan to avoid being late in the future. If the action plan is not followed and the family continues to pick up their children after 4:30 pm, or after their scheduled After Care pick-up time of 5:30pm, Trinity Preschool reserves the right to terminate the enrollment contract and discontinue care. The tuition deposit will not be refunded in this case, but families will be given notice before care is disrupted.

Snacks and Meals

The preschool serves a morning and an afternoon snack, with water or milk available. Milk is also available at lunchtime. If, for dietary reasons, a child needs to eat something different from the snack being provided, it can be sent to school with the child's lunch or kept in their cubby.

Establishing good health and nutrition habits are crucial during the preschool years. We also encourage lunches to include foods that are healthy, with various food groups and appropriate portion sizes.

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 sending something warm in 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 for the 2s and 3s Program are guided by the objectives in the MSDE Healthy Beginnings curriculum. Teachers also 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, motor development, independence, health, and fine arts.

Teachers plan weekly 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 (12-14 Students per classroom), enabling the teachers to know their students on an individual level and to 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 monthly for approval by the Director. Teachers provide a weekly class report as well as daily details of class activities and photos through the Brightwheel App. When 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 are 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 an individualized classroom schedule that is posted in each class. The schedule provides time for whole and small group activities, child-led activities, and transitions. Students are given signals before transitions allowing them to prepare for the activity change (timers, verbal reminders, and visual cues). Literacy and language opportunities are an integral part of the day. A library area is set up in each class. Students access the library during free play, have the option to read books before nap, and teachers lead story time daily.

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 in and out as needed to maintain student interest and to allow diverse types of play. Materials are adapted to meet each child's needs and are developmentally appropriate. 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 and sanitized daily.



Observations and Assessments

Teachers informally observe children daily to identify areas of development which are strengths and areas where children need extra support. 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 focusing on the development and progress of your student will be sent out in Fall and Spring. We have one scheduled teacher/parent conference per year. Additional conferences can be arranged when necessary to address parent, teacher, or student 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 to help every child thrive. 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 observed at school and what is observed at home. If deemed appropriate, children may be referred to outside community resources to help that child receive additional services. The preschool works closely with resources such as Abilities Network, Baltimore County Infants and Toddlers, and Child Find and will help in any way possible if a child is recommended to be evaluated. 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 being 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 walked to the Director's office. Once removed from the potentially dangerous situation, a discussion



with the Director and teacher often effectively redirects the 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.

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.

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 without the use of medication 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. **Please make sure you keep your child home if they are ill.** 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. A Medication Administration Form must be signed by the child's physician for the staff to administer any prescription or over-the-counter medications. This form must also be filled out but does not require the physician's authorization in order for teachers to administer sunscreen, diaper cream, or bug spray. 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.

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, glue sticks, etc. which will be used communally. School Supply lists may differ based on class or age group.

Additionally, each child should bring a:

- small water bottle to be kept in cubby, refilled each day
- fork, spoon and napkin in their lunch box
- change of clothing, always kept in cubby, season-appropriate; kept in a small shoe box container
- cot sheet (crib size)
- **small** blanket (no comforters)
- **small** pillow, and/or stuffed animal if desired
- Five boxes of tissues to be shared with the class
- One box of wipes to be shared with the class
- Two masks in case of illness

Bedding is sent home with your child for laundering on 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: ample 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. We request that parents make sure that children's shoes are not too big, which may cause them to 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. When classes are not able to go outside, students get an extended playtime indoors 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 health screening questions, generate paperless bills, and receive tuition payments. Brightwheel streamlines our school management, enhances family communication with the teachers, and gives families a glimpse of their child's daily activities and interactions within the classroom. The app can be accessed on most technological devices. Each family will get an account, and only the parents or those they have authorized have access, which secures the student's privacy.

Parent Involvement

We welcome parent involvement! Each class has a class two representatives selected at the start of the school year who assist with class parties and other school activities. The preschool has an active Parent Committee that 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 Thanksgiving Feast, Easter Egg Hunt, Fundraising, Teacher Appreciation Week, Art Show and Pre-K Graduation each year. Parents and other family members are invited to read to the class during Read Across America Week, and 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 6 foot 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 from the school to the playground is open only 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.

Snow/Emergency Closings

Trinity Episcopal Preschool makes decisions about weather-related closing independent of Baltimore County and Baltimore City but often follows the direction of Baltimore County Public Schools. 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, vaping, 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 entire 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 with your enrollment contract.

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

Parent 1 Signature

Date

Parent 2 Signature

Date

Student(s) Name(s): _____