



2018-2019 Parent Handbook

Trinity Preschool
900 Blythe St.
Hendersonville, NC 28791
828-696-4110
preschool@trinitypresnc.org

WELCOME TO TRINITY PRESCHOOL

We are honored to have you as part of our Trinity Preschool family! We are looking forward to building long lasting relationships with each family member as we work together for the benefit of each child that we serve. Together we can provide your child with the best possible foundation for developmental and academic success for years to come. We strive to offer a quality program that recognizes each child for his/her unique abilities and potential. Please take the time to read the Trinity Preschool Parent Handbook so you can acquaint yourself with our program as well as our policies and procedures.

If you have any questions or concerns as you read through the handbook, please feel free to contact the preschool Director.

MISSION

We will provide a safe and nurturing Christian learning environment where children will have meaningful play-based learning opportunities with emphasis on developing the "whole child". Activities and lessons will encourage language, motor, cognitive, social, emotional, and spiritual growth of each child.

SCHOOL SCHEDULE

Trinity Preschool is a half-day program that operates on a 9-month academic calendar. Our school year runs from September through May.

*Student Hours: 8:30 a.m. -11:30 a.m.

*Early Drop Off- 7:30 a.m. - 8:30 a.m. (**\$2 per day per child and we request that you pre-register if possible.**)

We follow the Henderson County traditional school calendar for all holidays and breaks. We make every effort to coordinate required teacher workdays with the HCPS calendar; however, we do not close for all HCPS scheduled workdays.

INCLEMENT WEATHER POLICY

We will operate according to the Henderson County Public Schools' schedule for weather related closings and delays. If Henderson County Public Schools are closed or operate on a delayed schedule due to inclement weather, Trinity Preschool will also be closed or delayed. Please see our delayed schedule below. *Early Drop-Off is not available on delayed start days.*

***1-Hour Delay** - 9:30am -11:30am

***2-Hour Delay** - 10:00am -12:00noon

***3 Hour Delay** - **Closed**

We will make every effort to inform you of weather-related early dismissals, closings, and delays through WLOS Channel 13 and our Facebook page.

CURRICULUM

Trinity Preschool's curriculum is a weekly, individualized, theme-based curriculum which engages children actively in the learning process, provides a variety of developmentally appropriate learning experiences, and encourages children to pursue their own interests in the context of life in the world. Themes are posted in the classroom.

SUPPLIES & FEES

On the first day of school or at open house, we ask that each child donate the following items if possible:

- 1 box Kleenex
- 2 boxes of zip-lock bags – one sandwich size, and one gallon size
- 1 box baby wipes
- 1 roll of paper towels.

***Diapers and wipes are required** for all children who are not potty trained. Please keep an adequate supply in your child's bag or leave a supply labeled with your child's name in his/her classroom.

PARENT/TEACHER CONFERENCES

Teachers will schedule two conferences per year (fall and spring) to discuss your child's observed development and progress. The fall conference will focus on the goals for the year, and the spring conference will reflect on growth over the course of the year. The staff is always available should you have a concern.

PARENT INVOLVEMENT/OPPORTUNITIES

Trinity Preschool has an open-door policy. You are welcome to visit the preschool anytime. We encourage all parents to become involved in their child's education but we also understand that many working parents have limited time for volunteering. We always have opportunities for each family to donate food for special occasions, assist with our annual yard sale, facilitate community helpers' week, and assist with field day and other school functions.

Everyone working with the children must undergo Trinity's Risk Assessment Program for the safety of our children. Please ask your teacher or director for details on this program if you will be working at the Preschool with our students.

SNACKS

The preschool does NOT provide snacks. A healthy snack is to be sent with your child each day. No candy, gum or soda please. We ask that you do not send snacks that will need to be heated. Please be mindful of foods that pose a choking hazard. Please cut the food appropriately. Juice boxes work great with little ones. *****If a child has a food allergy in any class, children will be asked not to send that food item.*****

NEWSLETTERS

A newsletter will be sent home with your child each month. Please read it carefully for upcoming events and important information. If you would like to add information to the newsletter, please see the Director during the third week of each month.

TOYS FROM HOME

We ask that children not bring any possessions or treasures from home unless the teacher has scheduled a "Show and Tell" activity.

BIRTHDAYS

We will be happy to celebrate your child's birthday. Please plan the celebration with your child's teacher. Special snacks are welcome but must be store bought.

SCHOOL PHOTOGRAPHY

Teddy Bear Portraits will be at Trinity Preschool in the fall and spring to take pictures of the students. Parents will be notified of the date and time.

LICENSE & ACCREDITATION

Trinity Preschool is considered a G.S. 110 program; church exempt and not licensed by N.C. law.

CLOTHING

Every child should wear clothing that they can pull up and down by themselves. We encourage self-sufficiency for bathroom use. Belts, overalls, and extra buttons are discouraged.

Shoes must be worn at all times. Please make sure your child's shoes are the appropriate size, not easily removed by your child, and don't fall off during play. Closed-toe shoes seem to work best for play.

PLEASE label all items including hats, gloves, boots, coats, sweaters, backpacks, lunchboxes, and drink cups. We cannot be responsible for unmarked items.

Children play outside every day except on extremely cold (below 32 deg.) or wet days. Please make sure your child is dressed for cold weather play.

Each child should have a full change of season appropriate clothing stored in the classroom.

HEALTH POLICIES & PROCEDURES

SICK CHILD / ILLNESS POLICY

Children must not attend Trinity Preschool if they have any of the following symptoms.

Watery, inflamed or crusty eyes

Fever 100.5

Unusual irritability

Cold with Fever

Deep cough

Inflamed nostrils / heavy nasal discharge (yellow or green discharge)

Vomiting or diarrhea

Rash, sores, flushed appearance, clamminess, pallor or other unusual skin condition

Contagious diseases (strep throat, flu, pink-eye, stomach virus, lice, etc.)

If symptoms arise at school, a parent or caregiver will be notified to pick the child up. An ill child will be separated from others and given appropriate care until a parent/guardian arrives.

Children may return to school 24 hours after he/she is symptom and fever free without the use of fever reducing medication. Parents will be notified when a child has been exposed to a communicable disease within the center; therefore, it is important to notify the Director if your child is diagnosed with a communicable/easily spread illness.

MEDICATION POLICY

Under normal conditions, Trinity Preschool staff does not administer medications to children since the children are only in Preschool for three hours per day. It should be satisfactory for parents to administer medications before or after school hours. Only in extreme circumstances, such as severe allergic reactions, are staff to be given written permission by parents to administer medications (epi pen, insect repellent). Medications will be kept under lock and out of reach of children. If your child has a chronic medical problem that requires the use of emergency medication (breathing attacks, allergies, etc.), please see the Director to establish a plan of action.

RECORDING & REPORTING ACCIDENTS

All accidents will be recorded and a copy of the report will be sent home with the child. If serious injury is noted or suspected, a parent will be called.

CHILD HEALTH RECORDS

Upon yearly enrollment, each child must submit a physical form completed by his/her doctor. Immunization records must also be current and on file. If for any reason you have chosen not to immunize your child, we must have a signed statement from your physician.

HAND-WASHING POLICY

All staff and volunteers wash their hands with liquid soap and water at appropriate times.

Children are taught good hand washing procedures which are modeled by staff. Toddlers will have their hands washed and preschoolers will be carefully supervised.

DISCIPLINE POLICY

It is our goal, to be consistent, to anticipate a problem, and to let aggressive or disruptive children know that they are loved even when their actions are unacceptable.

Discipline Guidelines

1. Teachers will create a positive and safe environment with minimum opportunity for unexpected or challenging behavior.
2. Teachers will model appropriate behavior.
3. Teachers will set realistic expectations for the age and development of the children in their care.
4. Disciplinary measures will be stated positively:
 1. Verbal Warning
 2. Redirection
 3. Quiet Time
5. Staff will meet with parents regarding extreme behavior concerns.

All children new to Trinity will be cared for on a 2-week trial period beginning on the child's first actual day of Preschool. During that time, the parent or Trinity Preschool may terminate enrollment with a 24-hour notice. After the trial period, a one-month notice is required by either party to terminate services.

However, Trinity Preschool reserves the right to give written notice of suspension or immediate termination where there are extreme, documented circumstances that affect the wellbeing of the children in attendance or Trinity Preschool staff or volunteers or when children or parents do not abide by the rules set forth by Trinity Preschool and Trinity Presbyterian Church.

FINANCIAL POLICIES & PROCEDURES

REGISTRATION FEE

A non-refundable registration fee of \$65.00 is due when a child is registered.

TUITION PROCEDURES

Tuition is due the first day of each month. Please pay promptly. All checks should be made payable to ***Trinity Presbyterian Church***.

In the event of financial hardship, please see the Director. Trinity church members offer limited monthly scholarships to qualified families.

ARRIVAL/DEPARTURE POLICY & PROCEDURES

Please communicate these directives to anyone authorized to pick-up your child:

For safety and security reasons, all outside doors of the Preschool are locked when school is in session. The main Preschool entrance is the only door used for entering and exiting the Preschool during Preschool hours. Please wait in the foyer until the Preschool staff opens the Preschool main entrance door.

For emergency purposes, *all visitors* are asked to sign-in on the Sign-In/Sign-out log so we know who is in the building.

DROP-OFF POLICY & PROCEDURES

All parents are required to park and walk their child to his/her classroom. Teachers will be at the classroom door to greet you. *For safety reasons, parents are asked not to enter the classroom.* Parents will sign their child in using the attendance form located at their child's classroom door.

Teachers will begin receiving children at 8:30. Please do not bring your child to his/her classroom before 8:30. Children must never be left unattended.

Should you need to bring your child before 8:30, please refer to our early drop off policy.

Please be sure your child eats breakfast before coming to school.

PICK-UP POLICY & PROCEDURES

Children will be dismissed from their classrooms. Parents are again asked not to enter the classroom. Parents will sign their child out on the attendance sheet located outside the classroom. Children will be dismissed only to those persons previously authorized on the registration form. All changes must be given in writing to the teacher and/or Director. Please inform the teachers of planned absences. **Children should be picked up promptly at 11:30** from the classroom.

ADDITIONAL POLICIES & PROCEDURES

OUTSIDE THE BUILDING

Do not leave children/siblings alone anywhere on the Preschool/Church property. Please closely supervise your child in the parking lot.

INSIDE THE PRESCHOOL

Staff does not allow children to run in the Preschool hallways. This is a safety rule that children follow during the school day. In order for you to be consistent with Preschool safety, we ask that you follow the same guidelines when dropping off and picking up your child.

EMERGENCY DRILLS

The director conducts monthly fire drills with the staff and children. A Tornado drill is conducted in the spring. Lockdown procedures are in place and will be practiced in an appropriate manner with the children. Please see the Director if you have any questions about any of the drills.

POTTY TRAINING POLICY

We are more than happy to assist with potty training in the 2-year old class if the child is potty training at home as well. Children in the 3-year old class must be potty trained.

GRIEVANCE POLICY

Problems and grievances should be discussed with the child's teacher first. Please be advised that all child-related information may only be shared with the parents or legal guardians. If the parents/guardians are not satisfied with the teacher's decision, the parents/guardians may contact the Director. If the issue cannot be resolved with the Director, the final step is a review by the Trinity Preschool's Advisory Board.

TRINITY PRESCHOOL
ACKNOWLEDGEMENT OF POLICIES & PROCEDURES
2018-2019

I, _____ the parent/guardian of _____, acknowledge that I have received, read and understand the following policies and procedures of Trinity Preschool:

Parent Handbook

Health Policies & Procedures

Discipline Policy

Financial Policies & Procedures

Arrival & Departure Policies & Procedures

Additional Policies & Procedures

Parent/Guardian Signature

Date