

TRINITY EPISCOPAL PRESCHOOL



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2021-22 PARENT HANDBOOK

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TRINITY EPISCOPAL PRESCHOOL

PARENT'S HANDBOOK

MISSION STATEMENT:

Trinity Episcopal Preschool seeks to provide a Biblically based, Christ-centered education to children in their most formative years. Each child is seen as unique and made in the image of God.

Trinity Episcopal Preschool strives to provide a clean, safe, nurturing, and developmentally appropriate learning environment. We offer a quality educational curriculum that assists the spiritual, social, emotional, physical, and intellectual growth of all children.

We support and recognize the parents as the primary educators of their children, and desire to partner with them to provide a strong, spiritual foundation to “train up a child in the way he should go.” (Proverbs 22:6).

STATEMENT OF SERVICES:

Trinity Episcopal Preschool offers quality care for children in 2-Year-Old, PreK 3, and PreK 4 programs. All children must be of that age by September 1st of the year of enrollment. Our daily activities and programs consist of a flexible schedule that has been created to provide diversity and challenge each child in every age group. We offer a structured program in each age-appropriate class. Our activities include daily Bible time, character building, free play and exploration in centers, school readiness skills, arts and crafts, music, story time and outdoor play.

SCHOOL HOURS AND OTHER CLOSURES:

Trinity Episcopal Preschool is open Monday through Friday 7:30AM-5:30PM during the school year. We follow the Public Schools' calendar for all major holidays. Regardless of closure, monthly tuition rates will remain the same. Camps **may** be available based upon need during Thanksgiving, Christmas, spring, and summer breaks, for an additional fee.

In accordance with state training requirements, Trinity Episcopal Preschool will be closed a minimum of two days during the year for teacher in-service training. This will typically be taken one day in the spring and one day in the fall. You will be charged at the regular rate for the weeks in which these days fall.

STATE LICENSING:

We understand the importance of maintaining strict compliance with the state licensing regulations to ensure a quality environment for your children. Trinity Episcopal Preschool complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

ADMISSION:

Enrollment in our program is open to all families in our community. We operate on a non-discriminatory basis. Only the child's parent or legal guardian may enroll a child (proof of custody is required). Trinity Episcopal Preschool must be informed of any custody situation in advance and will request that the proper paperwork be in the child's file. All application forms provided to you upon enrollment must be completed before your child may attend Trinity Episcopal Preschool. All requested personal information is kept confidential. **Parents are required** to update all emergency data as needed, including address, home, cell, work numbers, and the names of individuals authorized to pick up their child. Current medical/physical forms and immunization information

must be submitted to the preschool upon enrollment; all immunizations must be current. Parents are required to comply with all state regulations and Preschool policies as set forth in this Parent’s Handbook.

Parents wishing to enroll their children at Trinity Episcopal Preschool are encouraged to set up an appointment with the preschool office to come and tour the center and meet the Director. Tours are scheduled at the parent’s convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 9:00 AM and 11:00 AM. Monday through Thursday. During the informal tour, parents are given an opportunity to ask any questions concerning policies and procedures and visit our classrooms and facilities.

NON-DISCRIMINATION POLICY:

Trinity Episcopal Preschool is committed to admitting and welcoming students of any race, color, national, and ethnic origin.

SPECIAL NEEDS:

Trinity Episcopal Preschool does not have special education teachers and/or staff. If your child has special needs, please contact the director for a confidential discussion regarding your child.

INFORMATION CHANGES:

Parents are to notify Trinity Episcopal Preschool of any changes in cell or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. It is required that all changes of phone numbers, places of employment, residence changes, or changes in pick-up information be turned into the office immediately. Please give the Director and the child’s teacher written notice of the change as soon as possible.

TUITION AND FEES:

2021-22 TUITION:

A non-refundable registration fee of \$100 is due at time of enrollment.

	<u>Weekly</u>	<u>Monthly</u>	<u>Annually</u>
9:00-12:00 PM	\$110.00	\$440.00	\$4,400.00
9:00-3:00 PM	\$130.00	\$520.00	\$5,200.00
9:00-5:30 PM	\$155.00	\$620.00	\$6,200.00
Before Care:			
7:30-8:45 AM	\$25.00	\$100.00	\$1,000.00

Additional services *with advance approval:*

- Before Care: \$10 per day
- Extended Care: \$10 per hour

SCHOLARSHIPS AVAILABLE:

Trinity Episcopal Preschool utilizes SMART AID, an independent, third-party financial aid service to review and advise upon financial aid/scholarship needs. Detailed information is provided upon request after registration of the student.

REGISTRATION FEE:

There is an annual registration fee that is due at the time of enrollment or re-enrollment at Trinity Episcopal Preschool. This fee is non-refundable.

LATE PICK-UP FEE:

A late fee of \$10/child will be added to the student's account when a child is checked out five or more minutes beyond the scheduled pick-up time. This fee is non-negotiable and is the responsibility of all clients. Parents and individuals picking up children are required to call ahead if they feel they are going to be more than five minutes late. **If you know you are running a few minutes late, call to let us know.*

Trinity Preschool closes promptly at 5:30 PM. There will be a \$5.00 per minute fee added to your account if pick-up takes place after 5:30 PM. This fee is non-negotiable and is the responsibility of all clients. Parents and individuals picking up children are required to call ahead if they feel they are going to be more than five minutes late. **If you know you are running a few minutes late, call to let us know.*

PAYMENT POLICIES AND PROCEDURES:

It is our philosophy that clients are paying for their child's spot in our preschool for the school year. This is not based upon attendance, but rather on securing your child's spot regardless of the child's attendance habits. Our fee structure is based upon an annual fee. As a courtesy to our preschool families, we allow a complimentary monthly payment plan (interest free) as stated in the financial agreement signed by parents prior to the student's start of school. This agreement may be adjusted as needed, with a two-week notice of intent to change services. This is permitted at the discretion of the Preschool Director based on space availability. Financial Agreements are updated annually. A monthly statement from brightwheel will be sent out one week prior to the 15th due date of each month. Add-on fees may occur for children who need additional services such as before or aftercare. *All fees including monthly tuition, camp, before and after care are due regardless of sickness, vacation, holiday breaks, weather related closings, state and local mandated closings, or any unforeseen circumstance that Trinity deems unsafe for our children, staff, and families.*

Monthly tuition is due in-full each month. If payment is not paid by the end of the month, your child will be unable to attend classes until payment arrangements have been made with the Director. If a missed payment persists, enrollment may be suspended or ended.

Trinity Episcopal Preschool has elected to partner with brightwheel as our billing and payment vendor. It is a service which gives parents 24/7 online account access, tuition and fees invoicing, payment processing and customer care. You will receive information inviting you to enroll on your Trinity brightwheel account. All payments will be due by the 15th of each month so please plan accordingly to ensure your payment will not arrive late. If payment is late, a \$30 late fee will be added to your account. No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. Clients may pay the preschool directly by cash, check, cashier's check, or money order payable to: **Trinity Episcopal Preschool** or using the brightwheel payment methods.

REFUNDS AND COLLECTIONS:

The registration and monthly tuition fees are non-refundable. Tuition that is paid in advance, in full will be prorated and refunded with two-week written notice. Trinity Episcopal Preschool may seek collection of fees due including a two-week termination fee if applicable.

VACATIONS, ABSENCES, DISMISSAL AND NOTICE:

Vacations and illnesses will be charged at a regular monthly rate. We request that all absences be reported to the office prior to, or the day of, the absence. We require a two-week written notice prior to your child leaving the center. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Failure to notify Trinity Episcopal Preschool will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. Trinity Episcopal Preschool reserves the right to require the disenrollment of a child according to our “Discipline Policy” and/or the “Behavior Intervention Policy.” Trinity Episcopal Preschool also reserves the right to require the disenrollment of any child whose parent/guardian has developed an uncooperative, aggressive, dissatisfied, or antagonistic demeanor towards the center, its policies, or its staff.

WITHDRAWAL:

Trinity Episcopal Preschool requires a two-week written notice when withdrawing your child. Fees for two weeks will be added unless a two-week written notice has been given prior to the child leaving the preschool. There is no partial refund if your child is withdrawn before the end of the month. If you wish to re-enroll your child in the future, he/she will be placed on a waiting list and a registration fee will be applied.

Trinity Episcopal Preschool reserves the right to withdraw a child for reasons of continued discipline confrontations, inability to adjust, lack of cooperation, jeopardizing the safety and well-being of other children and/or staff, or delinquency and non-payment of fees.

DISMISSAL:

If Trinity Episcopal Preschool elects, all services may immediately be terminated. Termination of services may include, but is not limited, to immediate dismissal of a child from its facility.

CAMPS - SUMMER AND HOLIDAY:

Camp programs **may** be offered during holiday breaks and the summer months for all enrolled students based on need. If there is need, an additional camp fee will be charged separate from tuition. Camps are built around weekly themes including art projects, music, water fun, sports, stories, cooking, etc.

KEY FOBs:

Each family will be issued a key fob to access the main preschool gate. Only those people who pick-up and drop-off on a regular basis are permitted to have a key fob. If you are enrolled in Before Care, your key fob will open the gate beginning at 7:30 AM. Otherwise, your key fob will open the gate starting at 8:45 AM. If you arrive after 5:30 PM, your key fob will not open the gate. You must call/text the aftercare worker and she will let you in.

****If the approved pick-up person does NOT have a key fob and arrives AFTER 4 pm, the aftercare worker must be notified to have someone open the gate.**

The first key fob is at no charge. Additional key fobs are issued upon request at \$10 each. Replacement for lost key fobs will be billed at \$10 each incident. Please notify the church office right away if you have lost your key fob so it may be deactivated.

Key fobs are to be returned upon withdrawal, graduation, or termination of your child’s enrollment. Key fobs not returned will be billed at \$10 each.

CHECKING IN AND OUT WITH BRIGHTWHEEL:

Each family will be required to download the brightwheel app and create a brightwheel account. Within this account, each parent and approved person to pick-up and drop-off the students will be assigned a PIN#. This PIN will be used to check the students in and out. It is the parents/guardians' responsibility to make sure their child is signed in and out each day. **It is imperative that the person dropping off and picking up checks the child in and out via brightwheel.** This is our tracking system to show who the child arrived with and who the child was released to and at what time. This is not the staff's responsibility. In addition to the self-check-in/out station, each classroom has an iPad with brightwheel available for checking in/out or you may use your phone/app.

The parents/guardians must advise the school if someone new is picking up their child. No person will be allowed to enter the preschool area and pick up a child without parent/guardian approval and school notice.

DROP-OFF & PICK-UP PROCEDURES / PERMISSION

A brightwheel station will be set up inside of the main preschool gate for self-check-in and check-out.

- Parent/guardian will be asked screening questions upon arrival through brightwheel.
- Staff will greet families outside of the classroom door to collect child and items needed.
- Children will be picked up at the classroom for dismissal.

BEFORE CARE DROP-OFF (7:30-8:44 AM):

Those families who are registered for before care - their key fob will open the main gate starting at 7:30 AM. Children will not be permitted in the preschool prior to 7:30 AM. If your child arrives to before care prior to 8:45AM, you will need to accompany him/her to the before care classroom *after signing them in via brightwheel at the self-check-in station.* If you arrive after 8:45, proceed to your child's regular classroom.

**** NOTE: There are no "drop-ins" to before care.** A one-time before care request must be pre-approved by the Director. Upon approval, a \$10 fee will be charged to the family's account.

REGULAR START TIME (9:00 AM) - DROP-OFF PROCEDURE

For regular drop-off, key fobs will open the main gate starting at 8:45 AM. The parent/guardian is required to walk the student to his/her classroom *after signing-in via brightwheel at the self-check-in station.*

12:00 PM PICK-UP:

For noon dismissal, use your key fob to access the preschool and meet your child at his/her classroom. *You will check your child out via brightwheel at the self-check-out station.*

3:00 PM PICK-UP:

For 3:00 PM dismissal, use your key fob to access the preschool and meet your child at his/her classroom. *You will check your child out via brightwheel at the self-check-out station.*

3:00-5:30 AFTERCARE PICK-UP:

For aftercare dismissal, use your key fob to access the preschool and meet your child at the aftercare classroom. *You will check your child out via brightwheel at the self-check-out station.* If you arrive after 5:30 PM, your key fob will not open the gate. You must call/text the aftercare worker and she will let you in.

PICK-UP PERMISSION AND EMERGENCY CONTACTS:

All people, including parents/guardians, who have permission to pick up a student **must** be listed on the Pick-Up and Emergency Contact form in brightwheel and provide a photo ID when picking up a student for the first time. In an emergency, parents may call the preschool and give verbal approval of an alternate individual; however, this is strongly discouraged. Anyone not recognized by sight will be asked for a picture ID and confirmed by the parent/guardian before allowed entrance into the preschool. It is the parent's responsibility to notify the office and update their brightwheel account whenever necessary. This list is updated annually by the parent in brightwheel.

If there is a legal custody situation, the preschool must have a copy of the documents on file and the school will abide by the court decision.

We ask that someone listed on the Pick-Up and Emergency Contact Form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Trinity Episcopal Preschool has determined needs to go home.

When picking-up your child during the school day, you must check-in, at the church office and show ID. You will then gain access to the classroom to pick up your child.

UNABLE TO CONFIRM AUTHORIZATION OF PERSON PICKING-UP:

If an unauthorized person attempts to pick up a student, Trinity will contact the parent/guardian to confirm permission. If the parents/guardians are unreachable, staff will contact the Emergency Contact for verification. The child will NOT be released to the individual unless permission is granted. Once verified and the identification (driver's license) matches the name given, the child will be released.

If there has been no contact with the parent/guardian to receive authorization by the time the preschool closes at 5:30 PM, the Preschool staff in charge will stay with the child until 5:45 PM. At that time, the Vero Beach Police Dept. will be notified that the parent/guardian is not reachable, and we will not release the child to anyone not authorized by the parent/guardian.

VISITING TRINITY EPISCOPAL PRESCHOOL:

Parents and guardians are welcome to visit your child at school with prior approval. For the safety of all children and staff, we ask all visitors to check in at the church office and receive a visitor's badge before going to your child's room. Persons not listed on the "Pick-Up Permission" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. The custody challenges of our current society demand that we follow strict guidelines in this regard. *Please see Raptor Visitor Management System below for detailed information about checking-in during school hours.*

VOLUNTEERS:

Approved volunteers are welcome at Trinity Episcopal Preschool. All visitors and volunteers must check in at the front office. There they will be given an ID badge to wear during their time on campus. *Please see Raptor Visitor Management System below for detailed information about checking-in during school hours.*

RAPTOR VISITOR MANAGEMENT SYSTEM:

Trinity Episcopal Church and Preschool uses the Raptor Visitor Management System to strengthen campus safety for students, faculty, and staff. The Raptor system allows us to screen visitors, contractors, and volunteers on Trinity campus and provides us with a safe environment for everyone on campus.

Each day, everyone will be required to enter through the Trinity Episcopal office building. All visitors will be asked to present an ID such as a driver's license, which can either be scanned or manually entered into the system. If a parent or guardian does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name and birthdate into the Raptor system. You only need to present ID one time and your information stays in the system. However, you must sign in, in the office each visit to receive an ID badge to wear while on campus.

The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. *The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency.* Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

The safety of our students is our highest priority, and the Raptor visitor management system allows us to quickly identify those who may present a danger to our students.

HEALTH AND MEDICAL:

MEDICAL INFORMATION, HISTORY & CONSENTS:

Medical forms are to have been completed upon admission into the program and must be maintained current. It is important to have accurate and up-to-date information about your child's health as well as doctor's information and health insurance in the case of an emergency and provides you consent to call an ambulance or your child's doctor/dentist if he/she needs emergency care.

IMMUNIZATION & PHYSICAL REQUIREMENTS:

All children enrolled must have their immunization and physical records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations.

MEDICATION:

No medication will be given by the child-care personnel. The only exception being the need of an Epi-pen or inhaler as emergency medical medications. These exceptions will be pre-arranged between the parent/guardian and the preschool Director. A Medicine Form must be filled out by the parent/guardian to an EpiPen or inhaler. This form is available in the preschool office.

Trinity Episcopal Preschool staff will **not** give non-prescription medication brought in by the parent/guardian.

ALLERGIES:

If your child has any known food and/or non-food allergies, please be sure to complete the Food and Non-Food Allergy Notification form in brightwheel **prior** to attending school. We will then highlight and alert our staff to be on guard of his/her allergy. Please keep teachers and the director up to date when new allergies are discovered.

If a child has been diagnosed with a **SEVERE** food allergy- including dairy, peanuts, tree nuts, etc., the classroom will be free of these foods. To ensure your child is protected in these classes, specific allergens will be banned, and parents will not be permitted to send the specified foods in lunchboxes. "BANNED FOODS"

will not be served during lunch or snack times. Such vigilance is necessary to prevent cross contamination and accidental contact with these certain foods. Handwashing and sanitizing of tables will occur regularly.

LICE:

In the event of a lice outbreak, parents will be notified via email. The child with lice will be sent home immediately. The child will need to be treated and then rechecked prior to admission back to school. If there is an outbreak at home, please notify the school as soon as possible so that we can assess each child.

ILLNESS:

These guidelines are for the welfare of all children. To provide a safe and healthy environment, we rely on our parents to monitor their children with these guidelines in mind:

Please keep your child at home if they:

- Run a fever of 100°F or above
- Have any colored discharge from the nose, eyes, or ears
- Diarrhea or Vomiting
- Have symptoms of possible communicable disease
- Severe cough

While at school, if the child becomes ill with one of the following, he/she will be isolated, and the parent will be contacted to pick up the child immediately:

- Fever of 100.4* or above
- Two diarrheas within a day
- Rash or Lice
- Vomiting-one time
- Suspected pink eye
- Colored discharge from the nose, eyes, or ears
- Any other sign or symptoms of illness

If a child needs to be sent home and his or her parents are unreachable, we will call the emergency contacts listed on the pick-up list.

No discounts are given for days missed due to illness.

COVID-19 GUIDELINES:

Due to the uncertainty of the virus, this document is subject to change at any time. Updates will be provided, as necessary. Trinity Episcopal Preschool guidelines are based upon recommendations from the CDC, FL Dept. of Health, and FL Dept. of Children and Families.

Upon arrival, all children and staff will be screened for any *observable* illness, including cough or respiratory distress, or fever.

As published by the Florida Dept. of Health, the following are noted as symptoms of Covid-19:

Fever (100.4 or higher)

Cough

Shortness of breath or difficulty breathing

Chills

Vomiting or diarrhea

New loss of taste or smell

Sore throat

Muscle or body aches
Fatigue
Headache
Congestion or runny nose

A copy of Trinity Preschool's Covid-19 Guidelines is available upon request.

GUIDELINES: WHEN A CHILD CAN RETURN AFTER ILLNESS

The following guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior the guidelines listed:

- **FEVER FREE:** Must be fever free for 24 hours except for an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.
- **VOMIT FREE:** Must not have vomited for 24 hours.
- **UNCONTROLLED DIARRHEA:** Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference).
- **INFLUENZA VIRUS (FLU):** Not to return until his/her temperature has been normal and has been **sign and symptom free** for a period of 24 hours.
- **CONJUNCTIVITIS (PINK EYE):** 24 hours after documented treatment for conjunctivitis has begun.
- **MOUTH SORES:** Must have a doctor's note stating that the child is non-infectious.
- **RASH:** With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
- **INFESTATIONS (HEAD LICE, SCABIES, etc.):** Cannot return until 24 hours after appropriate treatment has begun, must be checked by the director before re-entering.
- **TUBERCULOSIS:** Must have a doctor's note stating that the child is non-infectious.
- **IMPETIGO:** Cannot return until 48 hours after treatment has begun.
- **STEP THROAT:** 24 hours after documented treatment has been initiated.
- **VARICELLA (CHICKEN POX):** Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
- **SHINGLES:** Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
- **WHOOPING COUGH:** Cannot return until 5 days of appropriate treatment has been started.
- **MUMPS:** Cannot return until 9 days after onset of swelling of glands near the ear.
- **HEPATITIS A:** Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
- **MEASLES:** Cannot return until 6 days after the rash appears.
- **RUBELLA:** Cannot return until 6 days after the rash appears.
- **RINGWORM:** Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.

CURRICULUM:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children and to foster individual growth through opportunities for exploration. We use the following in our curriculum: ABC Jesus Loves Me, Play to Learn, Pockets of Preschool, Conscious Discipline. Ninety percent of brain growth occurs from zero to five years old. We incorporate current trends in Early Childhood and School Age Education, and then structure this curriculum to meet the needs of most of the children in the group.

Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

The preschool curriculum will cover the following areas. Each area will be age-developmentally appropriate for each class (2-Year-Old, PreK 3, PreK 4).

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense
- Basic addition and subtraction

Visual Arts

- Attention to visual detail
- Creating art
- Examining/discussing art

Orientation in Time and Space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is shown below. A daily schedule will be posted in each child's classroom.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Mealtime: Children will be supervised as they eat.

Rest Time: Children are given the opportunity to nap or rest each day. They may bring a small blanket or favorite naptime item if they will rest and not play with it.

QUIET TIME:

Children under five years of age need adequate quiet time and/or rest, as a part of their daily routine. Since children are constantly engaged in stimulating activity, we require that everyone rest on cots after lunch.

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children PreK 4 and younger. All children will receive quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

- Bedding (sheets & cots) is made of washable materials.
- Cots are labeled for each child.
- The children's naptime cots will be spaced out as much as possible.
- Cots are cleaned on a regular basis.
- Each child's bedding is kept separate and is stored in individually labeled bags.
- Sheets & blankets will be sent home on Friday to be cleaned and returned on Monday.
- Other than the child's blanket, no other bedding from home is allowed.
- If it is necessary for a child to have a small stuffed animal to help him/her sleep, it must fit into a zip-lock bag, labeled with the child's name.

TOYS:

Trinity Episcopal Preschool has a wide variety of toys, games, and other resources to offer children during center time. Personal toys are not permitted in the center, as they can cause disputes, break, or become lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Trinity Episcopal Preschool is not responsible for stolen, lost, or broken toys/clothing.

****Do not bring toy guns, war toys, or other toys of destruction to school.**

MEALS AND SNACKS:

Parents are responsible for providing a **nutritious and healthy snack (and lunch)** for their child each day. Snacks are to be brought in a separate brown or Ziploc bag labeled with your child's name on it. Each child will be encouraged to eat what they bring and not share with the other children. Lunch boxes are encouraged if your child is staying for lunch. Please label and include an ice pack.

We are not permitted to heat lunch items. To keep a lunch item warm, please consider putting food in a thermos. Please alert our staff of any *food allergies* or food restrictions as we desire to accommodate and respect individual preferences. From time to time, extra snack items and or party foods may be brought in; however, if any child has allergies, we will inform his or her parent of time/day. Parents may send in something special that their child may enjoy.

BEHAVIOR AND DISCIPLINE:

BEHAVIOR INTERVENTION/ DISCIPLINE POLICY

It is our desire at Trinity Episcopal Preschool to come alongside parents in cultivating loving, godly, self-disciplined children.

The purpose of our corrective discipline process is that through loving, guidance and mutual respect, self-discipline and godly character will develop in your child. With that in mind, teachers' responses to negative or inappropriate behaviors may include the following elements as necessary and appropriate: positive reinforcement, redirection, conflict resolution, limit setting and time-outs. Children need boundaries to feel secure about themselves and their environment. Incorporating this Discipline Policy will help equip staff members to maintain an organized and well-managed classroom.

At Trinity Episcopal Preschool we strive to develop a positive relationship between the teacher and the child. We believe that if an interesting and challenging program is offered, with clear and well-defined expectations, children will learn respect for themselves and others, helping minimize disciplinary problems.

If inappropriate behavior does occur, we begin with redirection and a positive approach. We will pray with your child and will discuss what God's Word tells us about that behavior. According to licensing rules for child-care centers in the state of FLORIDA:

(12) CHILD DISCIPLINE: (a) Minimum standards for child discipline practices shall ensure that age-appropriate, constructive disciplinary practices are used for children in care. Such standards shall include at least the following requirements:

The following are considered unacceptable behavior:

- Running in the classroom
- Leaving the area or group without permission
- Becoming disruptive
- Removing shoes or other articles of clothing
- Throwing toys, rocks, sand
- Using toys and materials inappropriately
- Abusive, or inappropriate language
- Arguing with staff/other children
- Lack of Cooperation
- Behavior determined by the director as unacceptable
- Aggressive behavior
- Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1). Redirection-** Encourage child's good behavior and/or redirect his or her activity.
- 2). "Calm Down Corner" or "think time" within their area**
 - A) If a problem still exists, the child is then removed from the situation.
 - B) One minute per year of age and no more than three minutes after the child has regained control or composure.
 - C) "Calm Down Corner" or "think time" shall be defined as an area away from the group or activity yet within their area.
 - D) The child will be allowed to return to the group as soon as possible.
 - E) The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
 - F) If redirection and "calm down"/"think time" periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.
 - G) The teacher will try to help the child identify his/her unacceptable behavior and discuss possible alternatives.
- 3). "Calm Down Corner" or "think time" away from the group**
 - A) If the child continues in the inappropriate behavior
 - B) And/or the "time out"/"think time" within the area becomes either inappropriate or ineffective
- 4). Behavior Report (Note will be sent home through brightwheel)**
 - A) If the child's behavior continues to be inappropriate
 - B) OR the severity denotes an un-resolved problem
 - C) Children who exhibit explosive or noncompliant behavior at school on a regular basis will need an intervention
- 5). Behavior Intervention Meeting**
 - A) If the child's behavior continues to be inappropriate, a behavior intervention meeting will take place.
 - B) Those in attendance will be the parents, the child's lead teacher, and the Director.
 - C) This may be called by any of the individuals listed above
- 6). Sending a child home**
 - A) When the child becomes out of control
 - B) And/or when the child fails to respond to the measures taken by the Trinity Episcopal Preschool Team
 - C) This is at the discretion of the Director(s)
- 7). Termination of services**
 - A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare or it is excessively disruptive to the class or teacher.
Termination may be effective immediately after consulting the Director and notifying the Rector.
 - B) The parent or guardian will be notified.
 - C) Trinity Episcopal Preschool considers this to be a last means measure and would not resort to such unless the child's behavior significantly and directly impacts the physical or mental health, safety or well-being of one or more of the other children or staff members and, that threat cannot be eliminated.

In addition to the above, Trinity Episcopal Preschool will use three methods to track behavior and communicate with parents.

- 1). **Daily Report** – This is a daily parent/school communication tool that is not a written “Behavior Report”. If the teacher deems necessary, a copy will be kept on file.
- 2). **The “Behavior” Report**- This is an “Incident Form”. The original is filed in the child’s file and the copy is given to the parent. These are pre-approved by the Director.
- 3). **Observation Form** – This is Trinity Episcopal Preschool’s documentation of observed inappropriate or challenging behavior. This form may be completed as necessary by a teacher, assistant teacher and/or the director and are used solely to track behavior patterns. When completed, the form is submitted to the student’s lead teacher and then to the director for filing within the student’s records.

Trinity Episcopal Preschool expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue working with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere.

BITING:

Biting is a natural developmental stage that many children experience during the early childhood years. It is usually a temporary condition that is most common when children are two years old.

Toddlers may bite other toddlers for many different reasons. A child may be teething or overly tired and frustrated or may even be experimenting/trying to attain attention of staff or peers. Toddlers have poor verbal skills and are impulsive without a well-developed system of self-control. Sometimes biting occurs for no apparent reason. Teachers will encourage the children to “use their words” if they become angry or frustrated. Additionally, staff members will always maintain close and constant supervision of the children- particularly those who demonstrate a predisposition for biting.

THE THREE (3) STEP BITING POLICY:

Step 1

If a child is bitten for a first or second time: The teacher will remove the child and comfort the victim. The teacher will use a stern voice to let the child know that his or her actions are not okay. The teacher will assess the reason biting occurred and follow necessary steps to prevent any future incident.

An accident/incident report will be filled out and given to both the parents of the child who was bitten, and the child who has bit another student. Trinity Episcopal Preschool will take every step to keep confidentiality of all children.

Step 2

If a child is bitten for the third time: The teacher will follow step one and inform administration about this being the third time it has happened. Parents, teacher, and administration will have a conference to assess possible reasons the child may be biting. A plan will be put in place addressing actions that will be followed at school and at home to help the child and to avoid future incidents. A conference will be scheduled to view the child’s progress.

Step 3

If the behavior continues without improvement, parents, administration, and his or her teacher will meet again to follow up. This may lead to the child being withdrawn from the school.

We make every effort to help the child who is biting. If after these three steps we have not succeeded, we ask the parents to seek alternative care for their child.

TOILET TRAINING:

Children who attend PreK 3 and PreK 4 are **required** to be completely toilet-trained prior to admission.

Toilet Training usually begins around 2 years of age. It is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent positive encouragement from adults and parents/family at home. At Trinity Episcopal Preschool, the two-year-old teacher(s) will also work with your child if he/she shows an interest in toilet training.

When children are interested in beginning toilet training, parents should agree with his or her readiness and be willing to work at home. Toilet training begins at home. When the child is consistently successful at home for 2 weeks, the parents/guardians should contact their child's teacher to request a Potty-Training Agreement which asks parents to sign and agree in partnering together on potty training. This plan is a commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training. This contract will be kept on file.

Each child will begin at a different time and progress at a different rate. The staff will be in communication on your child's progress. The Directors and teachers are available as a resource to answer any questions about your child's toilet training progress at Trinity Episcopal Preschool. Several complete changes of clothes should be kept on hand during this process.

DRESS CODE

EVERYDAY WEAR:

Trinity Episcopal Preschool children are required to wear school uniforms. You will have three different colored t-shirts to choose from that bare our Preschool Logo.

Boys are to wear the t-shirts with elastic-waist shorts (**no zippers/buttons/snaps**).

Girls are to wear the t-shirts with elastic-waist shorts or skorts (**no zippers/buttons/snaps**).

The shorts and skorts do not need to be purchased at the uniform store.

“CHAPEL DAY” DRESS CODE:

The days when students go to Chapel, the students are to wear the following:

Boys are to wear a polo shirt that has our logo patch on it and khaki or navy dress shorts.

Girls are to wear a polo shirt that has our logo patch on it and a khaki, navy skort, or jumper.

WINTER WEAR:

When the weather is cooler/cold, School Uniforms of Vero Beach sells a moisture-wicking jacket, long sleeve t-shirts, and a school sweater. You may purchase navy, grey, or black leggings or warm-up pants elsewhere. Children may also wear a solid colored, long sleeved t-shirt under their uniform shirt.

**** PLEASE NOTE:** It is required that parents bring one set of extra uniform clothes for their children in case of a spill or accident. Trinity Episcopal Preschool may have an extra set of clothes

available but may not have the appropriate size available for each child. Teachers will inform parents if their child comes home in our preschool clothes. Please wash the clothes and return them within one week along with an extra set from home. **It is strongly suggested that all clothing, brought or worn to the preschool, have the child's name on them (inside tags).**

For your convenience, all uniform/logo items may be purchased at:

School Uniforms of Vero Beach
(Behind 7-11 at 12th & Old Dixie)
1094 12th St., Vero Beach, 32960 772-563-0777
uniformapparel.com

PARENT/GUARDIAN INVOLVEMENT:

We encourage all parents/guardians to be involved in their child's activities. We believe that parental participation is key to any successful child-care program. At Trinity Episcopal Preschool, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

BIRTHDAY CELEBRATIONS:

Birthdays are special days for children. If you wish to celebrate your child's birthday at Trinity Episcopal Preschool, please make early arrangements with your child's teacher to ensure that all children (including those with allergies) are included. ***If providing a special snack for your child's birthday, the treat must be store-bought and sealed.*** Hard or chewy candy and balloons are not permitted on the property as they pose a choking risk. If you wish to send home party invitations through the school, we ask that **ALL** children in the class be included.

PHOTOS AND MEDIA:

PORTRAITS AND PICTURES:

Photos will be taken of your child throughout the school year by the teacher. We also have a professional photographer come in to take individual and class photos. From time to time a professional company comes to video or take photos for our website and/or social media. A Photo and Media Consent form is to be completed on brightwheel prior to the first day of school.

COMMUNICATION:

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We aim to keep you informed concerning your child's day and overall development through several means

- Real-time communication in brightwheel.
 - Messages, photos, and videos are shared throughout the day.
- Parent Newsletters to keep you informed as to the overall program
- Private Facebook Group- updated with current information about Trinity Episcopal Preschool
- Daily written communication in the form of "Daily Report" forms, "Incident/Accident" forms, and classroom memos will be placed in the child's daily take-home folder from time to time.
- Parent/Teacher meetings once each year
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

VERBAL COMMUNICATION:

We try to be communicative during drop-off and pick-up times; however, this is not a good time for extended conversations since staff and teachers have responsibilities for all the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent most of the day with him/her. This is because many children spend 10 hours a day at preschool and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule teachers who are responsible for most of the classroom development for much of the day. We suggest that you contact your child's "lead" teacher to obtain detailed information on your child's general growth and development. You may send a brightwheel message to see how your child's day is going or contact your child's teacher for more detailed conversation. There is always a member of management available for you to talk to in person or on the phone.

We are all on the same team and are excited to be able to partner with you and your child to help them grow into whom God has created them to be!

ACCIDENT / INCIDENT REPORTS:

Safety is a top priority at Trinity Episcopal Preschool; yet there are times when a child will have an accident/incident with another child. If the accident/incident requires "more than a hug, kiss and a prayer," our teachers will complete a report, detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described. A copy of the accident report signed by the teacher in charge at the time of the accident will be provided. Parents will be asked to sign a copy provided at pick-up time the same day. This system is aimed at ensuring communication at all levels. If your child happens to be injured by another child, we ask that you please respect the other child's privacy by not asking staff to reveal his or her name. This not only puts our staff in an awkward situation but could also create dissension between our families.

Trinity Episcopal Preschool will handle all behavior problems in a professional and appropriate way.

OUR STAFF:

At Trinity Episcopal Preschool, our goal is to provide nurturing, quality care in a highly interactive learning environment and our staff is an integral part of providing this environment. Trinity Episcopal Preschool staff have been qualified on the following basis:

- A detailed interview and screening process with relevant educational background.
- Approval by the state of Florida through a background analysis that cross references state and federal criminal records, as well as child abuse reporting records to ensure each employee has a background that is clear.
- Fulfillment of state CPR and first aid requirements fulfilled.
- Ten hours of in-service training every year.

We believe firmly in training and continuing education for all our employees and staff. Each employee has qualified themselves to work with your children by attending specific training classes, often college-level courses, to learn about early education and the needs of children. We emphasize training and encourage our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

CHILD ABUSE REPORTING POLICY:

The State of Florida requires that Trinity Episcopal Preschool, and all members of childcare institutions, be alert and report all suspected cases of child abuse and neglect to appropriate authorities.

At Trinity Episcopal Preschool our staff are mandatory reporters of child abuse. All incidents, or suspected incidents will be turned over directly to Child Protective Services for investigation. We are not allowed to do our own investigation, but rather required by law to report anything of a suspicious nature. It is advised that parent/guardians make the staff aware of any lingering bruising, or other visible injury, to minimize suspicion of possible child abuse or endangerment.

PARENT COMPLAINT AND GRIEVANCE POLICY / THE “MATTHEW 18” METHOD:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” *Matthew 18: 15-16 NIV*

Should a parent have a complaint, grievance, or question, the parent should first bring the complaint, grievance, or question to the teacher’s attention. If the teacher is not able to provide a solution, or if the parent is dissatisfied with the teacher’s solution, the parent may contact the Director.

Trinity Episcopal Preschool operates on the basis that parents have the right to:

- Be treated fairly and respectfully by teachers, staff, and administration.
- Have personal records kept private and made available only to authorized users.
- Have questions and/or concerns addressed promptly.

If there is any parental concern of a breach of that policy parents/guardians may advise the Trinity Episcopal Preschool director or the Rector, of any grievance in writing.