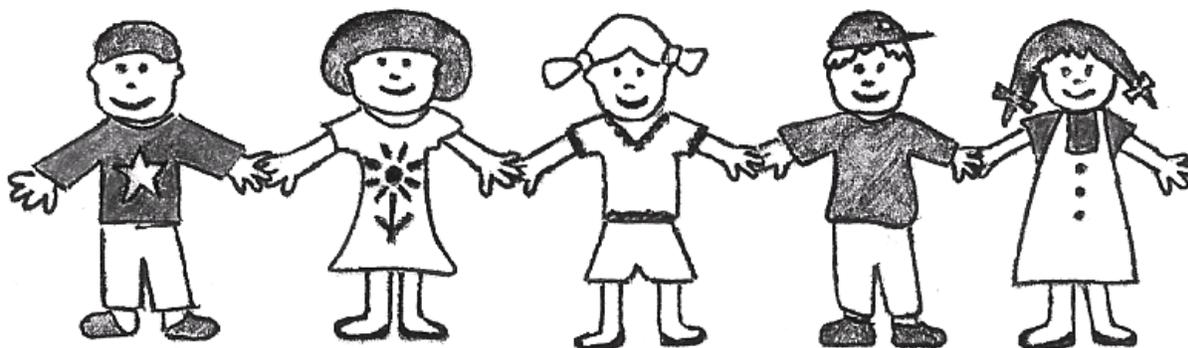
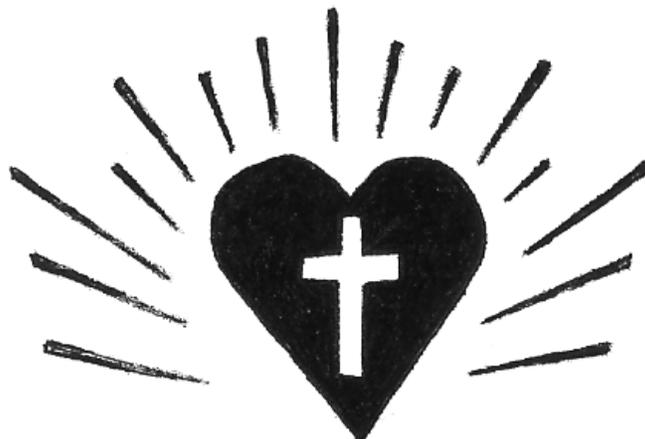


# Parent Handbook



Learning and Growing in the Love of Christ

## Trinity Episcopal Preschool

Academic Excellence and Christian Values  
in the Episcopal Tradition

Our mission is to provide a joyful learning environment for children that fosters academic excellence and grows faith that impacts the world for Christ.

### **Hours of Operation**

Trinity Episcopal Preschool offers a full-day program and a half-day program, Monday through Friday. Our hours are from 8:00 a.m. to 5:00 p.m. We follow the Natchitoches Parish School Calendar. Children may be dropped off as early as 7:30 and must be picked up no later than 5:15. For late pickup, there will be an additional charge of \$1 for each minute after 5:15.

### **State Minimum Standards**

We are currently pursuing accreditation by the National Association for the Education of Young Children. We are licensed through the Louisiana Department of Social Services. A representative from the Louisiana Department of Education visits our site each year. If during the year you have a need to file a complaint with the state you may do so by calling the church office. A copy of the State Prekindergarten Program Guidelines as well as a copy of the Department of Social Services Minimum Standards for Class B licensing are available for viewing at the church office.

### **Child Abuse**

It is our responsibility to report any type of child abuse to the proper authorities. If a parent feels they need to file a report regarding child abuse or neglect, they may do so by calling the church office.

### **Payment Policy**

Tuition may be paid in advance for the total sum of \$4,500 for the full-day program or \$2,000 for the half-day program. Otherwise, monthly tuition will be auto-drafted from your bank account on the 5<sup>th</sup> day of each month beginning on August 5<sup>th</sup> with final payment due May 5<sup>th</sup>.

### **Tuition**

Tuition is \$200 from August through May for the half-day program or \$450 per month from August through May for the full-day program. Limited spaces are available for the half-day program. There is a non-refundable fee of \$200.00 due when the application is submitted. This payment also guarantees a place in the program.

### **NSF Checks**

If a check posted to your account is returned for any reason, we will charge a fee to recover the cost of bank fees.

### **Tuition Adjustments/Withdrawal**

In the event of illness of more than six weeks' duration or relocation away from the city of Natchitoches tuition adjustments will be made. If a child is withdrawn for any other reason one

month's notice or tuition will be required.

The school reserves the right to request a child's withdrawal if he/she requires special attention not provided in the program, or demands so much supervision that the whole group is unfavorably affected.

### **Admission Requirements and Procedures**

Enrollment is open to children ages 3 and 4 years. Children attending Trinity Episcopal Preschool should be daytime potty trained.

Current students will be given the opportunity to renew their admission each October before registration is open to the public. The supply fee of \$150 secures the spot for the next year.

The Administrative Assistant will keep a waiting list in case an opening becomes available. Waiting lists are on a first come, first served basis. Registration forms are kept for the year applied for and are not held over.

For Admission to Trinity Episcopal Preschool, families must complete and turn in the following to the Director:

- 1) Application including Supply Fee
- 2) Complete enrollment packet:
  - Registration Form,
  - Physician's Report, (Parents opting not to have child immunized must give written statement to that effect)
  - Parent Child Questionnaire,
  - Medical Authorization Form,
  - Consent for Emergency Medical Treatment,
  - Receipt of Packet Form
- 3) Orientation with the Director/Administrative assistant

### **Registration and Tuition Rates**

Tuition:

Half-Day	\$200 per month/\$2000 per academic year
Full-Day	\$450 per month/\$4500 per academic year

Non-refundable Supply Fee:           \$200.00

Supply fee is non-refundable and is due before the child can begin the first day of school.

### **Sign In and Release of Students**

We suggest consistent attendance and prompt arrival at school, as these will make it easier for your children to part from you at the time when others are doing so. We find that it is sometimes hard for children to "find a place" in a group of friends already busily playing.

We ask that an adult ALWAYS escort children to the classroom. We cannot be responsible for accidents which may occur while children are arriving. Please be sure that we have seen your child or children enter the room and that we have recognized their presence before you leave. Parents are asked to sign in their child each morning at the classroom. This system allows us to safely know each child in attendance on a daily basis.

We expect that parents will be prompt about arriving to pick up children at the end of their day. It is frightening for children who are left after the others have gone home. If you know that you will be detained, call ahead so that we may inform your child about the late pick-up, and make arrangements for ourselves. Parents must provide the Director with a list of names and the telephone number of any persons allowed to pick up their child. **Your child will NOT be released to anyone that is not on the list.** If daycare personnel are picking up your child, please include them on your list of persons approved for pick up. Please be sure that the information is kept current. Notify us in writing if any change is necessary.

Children may be dropped off as early as 7:30 and must be picked up no later than 5:15. For children dropped off before 7:30. For late pickup, there will be an additional charge of \$1 for each minute after 5:15.

### **Illness Policy and Medication**

Our goal is to provide a healthy and safe environment for each child. In keeping with this goal, please observe the following procedures.

1. Children will not be admitted and/or will be sent home with a fever of 99.4 degrees or above.
2. Children will not be admitted back to the program until they are fever free for 24 hours without medication.
3. Children with diarrhea and vomiting will not be allowed in program until they have been free from illness for 24 hours.
4. Children with skin rashes, pink eye, chicken pox, colored discharge from eyes or nose will not be admitted.
5. Children with strep or bacterial infections will not be admitted back into the Preschool unless they have been on antibiotics for at least 24 hours.
6. Children will be sent home if an illness or symptom of an illness prevents them from fully participating in the program or if the care needed is greater than the needs of the other children in the classroom.
7. Parents must pick up the child within 30 minutes of notification, or have an approved friend or relative pick up the child in their place. If we cannot contact you, the child will be isolated and cared for until you come at pick-up time. If necessary, we will pursue the emergency numbers you have provided and, when, necessary, use the Emergency Room at the NATCHITOCHE REGIONAL MEDICAL CENTER.
8. Medication will only be administered if the parent has signed an authorization form, and only in accordance with the directions on the label.

### **Emergencies and Parent Notification**

In the event of an emergency of any kind, parents will be notified by phone. Parents will be notified at that time the nature of the emergency, and any change of pick up time or schedule. In the case of medical emergency, parents will be notified of where their child has been taken. A staff member will accompany any child that is taken by ambulance, and will stay with the child until their parents arrive.

### **Bad Weather Days**

In the event that the Natchitoches Parish schools shut down for bad weather, our Preschool will close as well. In the event that Natchitoches Parish schools have a delayed opening, we will do the same.

### **Discipline and Guidance**

Discipline is based on an understanding of each child's individual needs and development. Procedures for behavior management are appropriate for 3 and 4-year-olds.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following: using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements; redirecting behavior using positive statements; and using brief, supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. In accordance with the State of Louisiana, the following types of discipline and guidance are strictly prohibited:

1. No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats;
2. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon any child;
3. Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves;
4. When a child is removed from the group for disciplinary reasons, the child shall never be out of sight of a staff member;
5. No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

### **Snacks**

A mid-morning snack is provided each day by the children. Snack calendars are sent out each month. Please provide a healthy snack for your child's class and include a beverage (juice or milk, for example). Some parents have used this as a special time to let the children share in the responsibility of preparation. Snack day is a very important time for each child, as she/he is the teacher's special helper for the day. (This means being allowed to hand out napkins and cups, sweep, water plants, and be first in line to go outside.)

**Special Events**

Some field trips will be scheduled throughout the year. We will notify parents before these trips and invite you to join us as drivers and helpers. Birthdays may be celebrated at school however; no gifts may be exchanged.

**Curriculum**

Trinity Episcopal Preschool is a developmentally appropriate child care program designed to meet the needs of parents and young children. Its purpose is to provide a quality learning environment for children, allowing the most positive kinds of social, emotional, and cognitive growth to occur.

We believe that play is an essential element in a quality learning environment. It is self-motivating, and through involvement in a variety of play experiences, young children increase their ability to concentrate, persevere, and solve problems. These characteristics are necessary for success in mastering academic skills. Play is also an important life function. It is the foundation for children who will grow up to be active, decisive, and creative as they manage their affairs in society. It is often repetitious and through repetition children consolidate skills and integrate knowledge. Play requires mental and physical involvement and emphasizes process rather than product. It is the work and pleasure of childhood.

Our commitment to you is that we will strive to maintain a fun, educational, Christian environment for your children. With your support, we can provide the foundation for continued success in school.

**Our School Day**

On the following page, you have a copy of the schedule that our 3 and 4 year old classrooms will follow.

## **Our School Day at Trinity**

8:00 to 8:30 a.m.	Gather with friends and play in the Parish Hall
8:30 to 8:50 a.m.	Chapel and music and movement
8:50 to 9:00 a.m.	Dismiss to class and potty time
9:15 to 9:30 a.m.	Snacks
9:30 to 10:00 a.m.	Circle Time A group
10:00 to 10:20 a.m.	Circle Time B group
10:20 to 11:15 a.m.	Structured play time and art projects
11:15 to 11:30 a.m.	Story time and summation of morning activities
11:30 to 11:55 a.m.	Playground and dismissal for part time friends
11:50	Chef of the Day sets table and puts out milk
11:55 to 12:10 p.m.	Lay down mats/potty time/wash for lunch
12:10 to 12:30 p.m.	Lunch
12:30 p.m.	Winding down/wash up and prepare for nap
12:45 - 2:15 p.m.	Rest/nap time
2:15 to 2:30 p.m.	Wake up/ put up mats/potty
2:30 to 2:45 p.m.	Snacks
2:45 - 4:15 p.m.	Separate into 3 groups - alternate play areas
4:14 - 4:30 p.m.	Review the day, story time
4:45 - 5:00 p.m.	Clean up and prepare to go home

Please pick up your children no later than 5:15 p.m.

### **What To Bring On Your First Day**

Trinity Episcopal Preschool will provide a tote bag during our Open House. On the first day, we ask that you bring the following items in the bag: an extra change of clothes which includes a pair of socks, underwear, a weather appropriate shirt and shorts or pants. Please label each item individually, and place them in a Ziploc bag with the child's name clearly labeled on the bag. Please dress your child in comfortable clothes.

We also ask that if your child is here with us for a full day, that you purchase a small nap mat. You can purchase them at Wal-Mart and several other local retailers. You should also bring a towel or small blanket. Please clearly label the nap mat and the towel or blanket with your child's name. You will be responsible for picking up the towel or blanket every Friday and washing it over the weekend, to bring back to us the following Monday.

Share days are on Mondays. We encourage the children to bring one small toy that they do not mind sharing with their classmates. If we are studying a particular unit, it is always fun if a child could bring something pertaining to that unit. The units will be announced in our weekly newsletter which will be in your child's tote bag on Fridays. Please do not let your child bring toys to school on other days as it might confuse them.

### **Pets**

We do allow (on occasion) a child to bring his/her pet for share day. We ask that a parent accompany the child and that you arrange it ahead of time with your child's teacher.

### **Field Trips**

You will be signing a Parental Permission Form at the beginning of the year. However, we will have sign-up sheets for each trip. We encourage parent participation on all field trips and siblings, too.

### **Book Orders**

We order from Scholastic Books a few times a year. The school receives free books depending on the size of the order. We will send out information in your child's tote bag two weeks prior to ordering.

### **Birthdays and Celebrations**

Trinity feels that a child's birthday is a day to celebrate! Parents are welcome to provide celebration goodies for their child's class, which will be given at snack time. Please check with your child's teacher for suggestions and allergy alerts. Snack calendars are sent out at the first

of every month. Birthdays are scheduled on or as close as is possible to the day. If you would like to bring a cake or cupcakes, please make arrangements with your child's teacher. If you need to change a day you are scheduled to bring snacks, please contact another parent or the teacher to make the necessary changes.

### **Immunizations**

Please submit information about your child's immunizations. A record of all immunizations must be kept on file in the office.

### **Our Employees**

Employees of Trinity Episcopal Preschool are required by the state to have a full background and criminal history check before they are hired. A panel consisting of the Preschool Board Chairperson, the Rector and one church member will interview candidates. For the safety of all of our children, Trinity Episcopal Preschool also runs background checks on all employees of Trinity Episcopal Church. Each member of our staff will undergo Safeguarding God's Children Training required by the Episcopal Diocese of Western Louisiana.

### **Our Team**

Our team consists of individuals who love the Lord and feel a call to minister to young children through our Preschool program. Feel free to contact them at any time if you have questions or concerns. Here is more information about the team.

The Executive Director of the Preschool is the Reverend Suzanne Wolfenbarger. She is an ordained priest and the rector of Trinity Episcopal Church. Her presence and passion for Christian formation helps the preschool achieve its mission.

The school is governed by a 5 member board chaired by Dr. Cathy Seymour, Ed.D. All policy and tuition changes are approved by the board before they are submitted to The Reverend Wolfenbarger for final approval.

The vestry of Trinity Episcopal Church maintains oversight of the program.

All of our teachers have experience teaching, a passion for the nurture of children, and are committed to providing a joyful learning experience for the children of Trinity Episcopal Preschool.

**Cares and Concerns**

Trinity Episcopal Preschool wants to hear from you regarding your experience with our Preschool. We prefer that parents call us directly at 318-352-3113, or email the Executive Director with concerns at [revsuzanne@trinityparish.info](mailto:revsuzanne@trinityparish.info). Parent conferences are encouraged and can be scheduled by contacting us.

I have read and agree to the rules and regulations as outlined in the Trinity Episcopal Preschool Parent Handbook.

X \_\_\_\_\_  
Parent Signature and Date Signed

I have read and agree to the discipline and guidance boundaries set forth by the State of Louisiana and the sick policy as stated in the manual.

X \_\_\_\_\_  
Parent Signature and Date Signed