

Family Handbook



Trinity Christian Preschool

A ministry of Trinity Baptist Church

Revised 02/28/2017

Preface

The purpose of this handbook is to provide a standard of behavior for every family/student attending Trinity Christian Preschool. We recognize that this handbook is silent on some issues that may arise. In the event of differences of interpretation, TCPS administration will render decisions that are fair and in the best interest of both the student and the school.

The rules of conduct are not intended to produce a group of stereotyped individuals, and it is fully recognized that spiritual growth is never the result of superimposed rules.

Some of the regulations and practices are necessary for the smooth and efficient operation of the school. Others are guidelines to Christian conduct, the building of character, the forming of good habits, and the rounding of our student's education.

Please accept this handbook in the spirit in which it is intended. While teachers and administrators are charged with the responsibility of enforcing rules, students/families with legitimate and appropriately phrased questions may seek interpretations from the proper sources. The administration stands ready to discuss specific problems or to offer assistance in any way.

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Introduction

Welcome to Trinity Christian Preschool — the place where academic excellence and Christianity merge, while developing the individual gifts of each student; spiritually, academically, physically, and socially. This handbook has been prepared in order that you may know and better understand our school system.

Trinity Christian Preschool, without apology, proclaims that Jesus Christ is Lord. He alone is the way of salvation. We also believe the Bible to be the inspired, infallible Word of God, and as such, it is the standard for our day-to-day lives. A curriculum that acknowledges and honors God and our teachers who are dedicated to the Lord and this ministry, are what make our school distinctively Christian.

Trinity Christian Preschool offers high academic and distinctively Christian standards in order to help each student reach his or her God-given potential. Trinity Christian Preschool strives toward a high standard of behavior. The underlying philosophy of Trinity boldly strives to equip the student through sound biblical principles, an aggressive academic program, and practical leadership skills.

Our curriculum is designed for traditional classroom teaching and primarily uses material from A Beka Book Publications and Discipleland Bible Curriculum.

The questions concerning moral issues will not be sidestepped. Developing Christian values is vital if young people are to grow into godly leaders. In each grade level, therefore, the moral issues of matters are discussed along with the subject itself. Education is of little value if the student is morally ignorant. Dress codes, personal habits, and leisure-time activities are part of the overall program in developing Christian character through moral and spiritual training. Our goal is not only to provide a strong academic program, but also to teach students how to live to the glory of God. (I Corinthians 3: 10)

We are striving to teach young people to become the salt of the earth. It is our hope that in whatever direction the Lord leads your child in his future; he will be able to effectively live for Christ.

Our Program

Trinity Christian Preschool provides a program of classes for children 18 months of age through age 4. Age groupings are generally based on the child's age as of **September 1st** of each year. Each member of the teaching staff is an experienced teacher who possesses the expertise, understanding, and love essential in teaching young children. All teachers receive a minimum of 15 hours of state approved professional development annually, in order to remain alert to the ever-changing needs of today's family and in accordance with the state-licensing department. All of our teachers are certified in CPR and First Aid. Our teachers believe that children are a gift from God that you have entrusted to our care. We will love and care for your child as though he/she were one of our own, for he/she is a child of God.

Mission and Vision Statements

The mission of Trinity Christian Preschool is to assist Christian families in equipping students to develop their individual gifts; spiritually, academically, physically and socially, and to do so in a manner that brings honor and glory to God.

Trinity's vision is to see our graduates walking with Christ in their homes, workplaces, churches, and communities for the duration of their lives.

Our Curriculum

At Trinity Christian Preschool, we understand that children thrive in a child-centered, nurturing, and safe environment. Each child is unique, and God has gifted children with natural curiosity, creativity, and a sense of wonder. These characteristics help the children to learn as they explore, experiment, create, and discover through structured daily lessons and play. At TCS, students grow and mature as we partner together to lay a strong foundation for lifelong learning.

The A Beka Curriculum and Discipleland Bible Curriculum are used in the 18 months- 2 (Toddler), Preschool 2's, Preschool 3's, and 4's (Junior Kindergarten) year old classrooms.

The A Beka Curriculum is a comprehensive, Biblically based, and developmentally appropriate academic curriculum, which has been proven throughout the years to lay the fundamental skills needed, while effectively building a solid foundation in Christ. The curriculum is appropriately designed to the age groups and to the stage of development of each child. We believe that a child absorbs his concept of God from people, things, and experiences that are a part of his/her environment. Thus, a love and appreciation for God, Jesus Christ, and the things of God has made are stressed through appropriate activities. The A Beka Curriculum is designed to help the child develop in all facets of his life... physically, mentally, emotionally, socially, and spiritually.

Along with learning the basic skills needed for reading, writing, and arithmetic, TCS Preschool students will learn about the world around them through creative exploration and play. With A Beka's fun approach to learning, our Junior Kindergarteners are effective readers before they graduate to our Senior Kindergarten! Children will explore relational skills, music, science, language, art and much more. Play encourages divergent thinking, and helps to create a storehouse of memories that will be beneficial to them as they learn to become successful adults. Our Junior Kindergarteners are well-prepared spiritually with Biblical truths; academically, with strong phonics and math skills; socially, through classmate interaction and dramatic play; and physically, through motor skill activities.

Pairing with our A Beka Curriculum, TCS Preschool uses the **Discipleland Bible Curriculum** for Bible lessons. Discipleland effectively delivers daily engaging and interactive Bible lessons, discussion topics, reinforcement activities, and much more. Discipleland lays the foundations for understanding stories and lessons from the Bible, while making them applicable to daily life, teaching our students think from a Biblical worldview, display Christlike character, and faithful conduct that honors God.

TCS Preschool students flourish in an environment where home, church, and school partner together to "Train your child up in the way he should go, and when he is old, he will not depart from it." (Proverbs 22:6)

Christian Philosophy of Education

Foundation

Trinity Christian Preschool (TCPS), as a ministry of Trinity Baptist Church, strongly adheres to the belief that all truth is God's Truth. Therefore, we believe God the Father must be recognized as the Creator and organizer of the universe (Gen. 1:1). The Bible, the divinely inspired Word of God, must be recognized as the absolute authority (John 1:1, II Tim. 3:16). With this foundation, all instruction will lead the student to God and His Truth (Prov. 3:5-6).

Our Goal

TCPS firmly believes that man is made in God's image, yet he is blessed with distinctive personalities, talents, and gifts. Our goal is for the students to come to know Christ as Lord and Savior and to discover God's purpose for their lives while recognizing and developing their unique, God-given attributes. Luke 2:52 states, "And Jesus increased in wisdom and stature, and in favor with God and man." Therefore, it is our greatest desire that students accept His saving grace and grow spiritually, intellectually, morally, socially, and physically.

Assistance to Parents

The Bible clearly sets forth a mandate for parents in Proverbs 22:6 stating, "Train up a child in the way he should go; and when he is old, he will not depart from it." Consequently, Trinity Christian School, at the parent's request, seeks to serve Christ by assisting parents in providing their children a quality Christian education. TCPS believes the parents, church, and school should operate as a cohesive force laying the foundation upon which the best Christian education may be taught to children. Such cooperation creates spiritually vital families, which are the foundation of our school, our churches, our community, and our nation.

Integration of Faith and Learning

Integration of biblical faith and learning is the primary function of the teacher. The school employs born-again administrators, faculty, and staff who serve as role models in their Christian walk and professional lives. The Bible, the inspired, infallible Word of God, not only provides the blueprint for Christian education but also provides parents and the Christian school with the principles to be taught. The school endeavors to select the best curriculum available from primarily Christian publishers in order to reach its goal. This college preparatory curriculum incorporates a traditional, well-balanced core of essential subjects taught from a biblical

worldview. The entire education process is planned to weave God's truth into practical Christian living (Prov. 3:5-6). It is our desire to teach children the skills to be productive citizens and to provide a platform for academic excellence, competitive sports, fine arts, and extra-curricular activities. Most importantly, we desire to foster the students' relationship with Jesus Christ and encourage attributes that reflect His character.

Doctrinal Position

1. We believe the Bible is the inspired and only infallible, authoritative Word of God. It has God for its author, salvation for its end, and truth, without any mixture or error, for its matter. (II Timothy 3:16-17 and II Peter 1:20-21)
2. We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe Jesus is the Christ, the eternal Son of God. He was born of a virgin and lived a sinless life. He died on the cross for the sin of man and was boldly resurrected on the third day. (John 1:1-4, John 14:9, Colossians 1:15-17, II Corinthians 5:21, John 11:45, I Peter 2:24, John 20:20-29, Mark 16:19, Revelation 20:1-9)
4. We believe the Holy Spirit is the third person of the Trinity. He exalts Christ. He convicts of sin and calls all men to the Savior. He enlightens and empowers the believer and church. (John 16:7-11, John 3:5, I Corinthians 6:19, John 14:26, John 16:13)
5. We believe salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer.
6. We believe baptism is the immersion of a believer in water in the name of the Father, Son, and Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior. We believe the Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine memorialize the death of the Redeemer and anticipate His Second Coming. (Matt. 3:13-17, 26:26-30, 8:19-20, Mark 1:9-11, 14:22-26, Luke 3:21-22, 22:19-20, John 3:23, Acts 2:41-42, 8:35-39, 16:30-33, Romans 6:3-5, I Corinthians 10:6 and 21, Colossians 2:16, 3:16, Revelation 1:10)
7. We believe that a church of Jesus Christ is a local body of baptized believers, associated together in one place to preach the Gospel, to keep the ordinances, and to represent the interests of Christ's kingdom in the world.
8. We believe all true believers endure to the end. Those whom God has accepted in Christ and sanctified by His Spirit will never fall away from the state of grace but shall persevere to the end. We believe in the resurrection of the saved and the lost, the one to everlasting life, and the other to everlasting damnation. (John 5:28-29, I Thessalonians

4:13-17, Revelation 20:19).

General Information

Grievance Policy

The TCS grievance policy is written in the spirit of Romans 12:18 which reads, “If it is possible, as far as it depends on you, live at peace with everyone.” The TCS community must work together to effectively train the children God has entrusted to us. We can do this best by maintaining peaceful and respectful communications and relationships. Please follow the steps given below in expressing your concerns. We ask that you exercise humility and confidentiality throughout the process, as will all staff members.

If your child is in preschool, please take your concern to your child’s teacher. If resolution is not reached, the teacher will arrange a meeting with you, the teacher, and the Preschool Director (Mrs. Hollensworth). If resolution is still not reached, the Preschool Director will arrange a meeting for you with her and the Head of School.

Admission

The objective of the admissions procedure is to identify and to admit those students who should be enrolled in Trinity Christian Preschool. Trinity Christian Preschool exist to assist Christian families in equipping their student to develop their individual gifts, academically, spiritually, physically, and socially, and to do so in a manner that brings glory to God.

In harmony with our purpose of assisting Christian families with the education and nurture of their children, Trinity Christian Preschool desire that families carefully consider its mission before seeking enrollment.

Admission for currently enrolled students is secured for the upcoming school year until the publicized registration date. Following the published date, all student applications are considered in the order received by TCPS. It is the responsibility of the currently enrolled family to obtain registration information. Currently enrolled families complete and return all requirements to the Admission Office for registration. All requirements must be met by the due dates set forth by TCPS in order for a student to attend school.

Admission to Trinity Christian Preschool is an application process for new families. The parent/guardian completes an online application for enrollment. After the family has completed this step, an appointment is scheduled for them to meet with administration. Shortly after the administration interview, TCPS will notify the applicant of the student’s admission status. The administration interview is for newly applying families, though TCPS reserves the right to interview returning families.

Trinity Christian Preschool admits students of any race, color, national and ethnic origin to all of

the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Parents of students must understand the mission of Trinity Christian Preschool. One parent, preferably both, must be a born-again Christian living under the Lordship of Jesus Christ, participating in active fellowship, being disciples in a Bible believing church, and growing spiritually which is evidenced by regular church attendance and involvement in ministry. An acceptable pastor recommendation form is required for enrollment. Furthermore, both parents must attend the admissions interview conducted by the TCPS Administration.

Students who have had prior discipline problems at another school are not eligible for enrollment or attendance at Trinity Christian Preschool.

Application Requirements

Toddlers- Junior Kindergarten

- Toddler applicant must be 18 months old by September 1.
- Preschool applicant must be three by September 1.
- Preschool applicant must be potty trained.
- Junior Kindergarten applicant must be four by September 1.
- At least one parent of applicant must be a Christian and must be actively involved in a local church.
- Applicant must have a satisfactory conduct record.
- Birth certificate, immunization records, and child custody papers if applicable.
- Applicant must have satisfactory recommendations from current preschool director and teacher.
- Parents/Guardians must interview with the director.

Following Acceptance to TCPS

Upon acceptance, the family finalizes financial arrangements according to the selected payment option on the financial agreement. These final arrangements are made in the Financial Office. All requirements must be met by the due dates set forth by TCPS in order for a student to attend TCPS.

Ratios

Toddler (18 months- 2 years) - 8:1 (eight students with one teacher)
Preschool 2's (24-36 months) - 8:1 (eight students with one teacher)
Preschool 3's (36-48 months) - 12:1 (twelve students with one teacher)
Junior Kindergarten (4 years) - 15:1 (fifteen students with one teacher)

Advancement and Retention Policy

Kindergarten (K4/K5)

Careful evaluations are made of our kindergarten students pertaining to their maturity and skill accomplishments before advancement to K5 or 1st grade.

Financial Policies

School Fees

Registration fee (non-refundable) is due upon registration. The book rental and curriculum fee (when applicable) is due by June 20th. Yearbooks are purchased separately.

Tuition is due by one of the following methods:

1. Pay in full by July 20th to receive a discount.
2. Ten month payment plan (August-May, registering by June 20th)

The first tuition payment is due by August 10th. This amount is nonrefundable and nontransferable should the student cancel enrollment for any reason. If the August 20th deadline is not met, the student's reservation will not be held to make room for those on waiting lists. All payments are due by the 10th of each month.

If tuition payments are two months in arrears, students may not attend class or be given any schoolwork. If the account is not paid in full by May 10th of the enrolled school year, students will not be admitted into class and no school work will be given, including exams.

TCPS cannot cash personal checks or two party checks for students or parents.

Extended Care

Extended care is available for students Toddlers-6th grade only. TCS does not charge a fee for morning care between 7:30am-8:00am; however, a fee is charged for the afternoon extended care program. The fee for afternoon extended care is \$15.00 per day or \$150.00 per month maximum per child. The extended care charge begins 15 minutes after school dismissal. No exceptions.

Extended care charges for the month are billed after the end of every month and due according to the financial agreement. Extended care privileges are removed if the fee is not paid in full in a timely manner.

The extended care service concludes promptly at 5:30 pm. Those who have not been picked up by 5:30 pm are charged \$1.00 for every minute after 5:30 pm. This rate is customary to daycare charges in our area. Those who arrive after 5:30 pm more than three times in a nine-week period

will no longer be allowed to use the extended care service.

Returned Checks

All checks that are returned because of insufficient funds will automatically be re-deposited once. If the check is returned a second time, the issuer will be asked to redeem the returned check with either cash or money order. Checks or drafts returned by the bank are subject to a late fee and any fees that are charged to the school by the bank. The due dates as set forth by TCPS regarding registration, tuition, books, and extended care are still in effect. Families who have two checks returned will no longer be able to pay by check, only cash or money order. Habitual abuse of returned checks or late payments will necessitate a conference with school administration and possible dismissal from TCPS.

Operation

- The Preschool is open from 7:30 a.m. until 3:00 p.m. Monday-Friday during the school year. Junior Kindergarten (Warrior Bldg.) will dismiss at 3:00 p.m. A summer program is available for families enrolled for the school year.
- All Junior Kindergarten students must be signed into their classroom **by 8:15a.m.** Students arriving after 8:15a.m. must go to the main school entrance, sign their child in at the school office, and receive a tardy slip from the main office. Parents will then return their child to the Warrior Building, give their tardy slip to their child's teacher and sign them into their classroom.
- All Toddler and Preschool students must be signed into their classroom **by 9:00a.m.** If your child will not be in their classroom by 9:00a.m., please call the main school office to inform them, as well as let them know if your child will need a lunch tray.
- Lunch trays will not be available to order after 9:15 a.m.
- To make sure each child is given the attention he or she needs, TCS adheres to all state guidelines in student: teacher ratios: Junior Kinder – 15:1, Preschool – 12:1, and Toddler – 8:1.
- Half-day students will be dismissed at 11:30 a.m. At dismissal time, please wait in the hallway until your child's teacher dismisses your child to you.
- **Any child still waiting for his/her parent after the 11:30 a.m. dismissal time will be returned to a classroom until picked up. A \$10 late fee will be charged.**
- Parents are responsible for their child(ren) once received from staff at dismissal. This includes the child's behavior/safety.
- The school has an early dismissal day each month which allows our teachers an afternoon for chapel and staff meetings. On early dismissal days, extended care charges begin 15 minutes after the early dismissal time for preschool only. (K-6th dismiss at a later time with extended care charges beginning 15 minutes after dismissal).
- All preschool children are to be taken to their rooms by the **parent** upon arrival and signed in. Please be sure the teacher sees you when you bring your child. Our staff cannot be responsible for children whose parents do not abide by this policy.

- Consistent and prompt attendance is requested. Junior Kindergarten (K4) class begins at 8:00a.m., and students should be signed in no later than 8:15a.m. Toddler and Preschool (K2 and K3) class begins at 8:15a.m., and students should be signed in no later than 9:00a.m. Please notify the school of absences and illness.
- If your child leaves early during the school day, they will only be released when signed out by an authorized parent/guardian or those authorized persons listed in your child's records.
- No child is to arrive during naptime 11:45-1:45 (for Toddlers), 12:00-2:00 (for Preschool), 1:00-2:30 (for Junior Kindergarten), as it is a disruption to the other children. Department of Human Services requires centers to include naptime in their daily schedule of at least 1 hour but no more than 2 hours per day.
- All children are to be picked up and signed out each day by the parent or an adult from the written pick-up list. Children can be released to older siblings only if 13 years of age or older.
- Children can be dismissed **only** to those persons whose names appear on enrollment forms. *Permanent changes* to this form must be done in writing in the school office by the **parent**. If an emergency presents itself and an adult other than on the pick-up list is to collect the child, the parent can contact the school by phone and relay the name of the alternative person. A picture I.D. will be required of that person if they are not on the pick-up list. Staff members may also ask for I.D. until becoming familiar with you and your child.
- The preschool has no legal authority to refuse either parent the right to have custody of their child unless this is **court ordered** and the **preschool has a copy of this judgment**. It is requested that non-custodial parents arrange visitation pick-up/return around non-school hours.
- Messages are to be given to teachers rather than calling them away from their class to the phone. Please call the school office when you need to leave a message for your child's teacher. You can also communicate with teachers through email.
- **Holidays** for the preschool will follow Trinity Christian School's calendar.
- When Trinity Christian School declares a closing due to **Inclement Weather** (snow, ice) the Preschool will close as well. All **emergency school closings** will be announced on available local media outlets and www.trinitywarriors.org, and other mediums available.
- Simple **birthday parties** with refreshments (cookies/juice box) are permissible if arrangements are made with the teacher in advance. Invitations to parties will be distributed **ONLY** if there is one for each child (this eliminates hurt feelings!) Please check with your child's teacher regarding food allergies before sending treats/refreshments. All refreshments must be purchased from a commercial facility. For safety purposes, nothing prepared from home is allowed.
- Periodic Parent/Teacher conferences will be held to help parents understand their child and our program better. It is best **NOT** to discuss problems concerning your child in front of him/her. We do not allow children to attend conferences. Conferences are best held during previously arranged times and not at the beginning/end of the day. The teacher's first responsibility is to her class!

- Informal Parent Visits (Open Door Policy)- Parents are always welcome and encouraged to drop in for informal visits with or without invitations. Please arrange these during non-napping hours.

Parent Involvement

Trinity Christian School desires for parents to be involved in the educational process of our students. The administration and faculty oversee school programs and projects that promote TCS and education. We encourage parents to assist the school with the planned events. Parents who visit the school campus or serve as chaperones on field trips are asked to conform to the same code of conduct and standard of dress as required of students.

School Holidays and Gift Deliveries

Because of our Biblical view concerning particular holidays, the following guidelines are in effect:

1. During the Christmas season, our emphasis will be completely on the birth of Christ and the Biblical account of the Christmas story.
2. During the Easter season, our emphasis is completely on the death, burial, and resurrection of Christ.
3. Halloween is not observed as a holiday at TCS.
4. In order to minimize classroom disruptions and security issues, school deliveries such as flowers, gifts, food, balloons, baskets, etc. will be kept in the Main Office until dismissal bell.

Unattended Children

Children not enrolled at TCS must be under CLOSE SUPERVISION and kept quiet by parents or guardians at all times while on school grounds. Children will not be allowed to have free access to school facilities while school is in progress. Children not enrolled at TCS are not allowed to attend school field trips as a general rule; however, arrangements may be made with the teacher in charge but are permitted only at the discretion of the teacher. Parents having gained prior approval through the teacher for the child to attend the field trip must assume all responsibility for the child during the field trip. Final approval is at the discretion of the administration and faculty member.

Naptime

Each child will need a 2" nap mat in accordance with Licensing. They will also need either 2 large beach towels, or a sheet and full blanket. These should be in a large (15"x 15") Ziploc bag. All items should be labeled. No toys are allowed at naptime except for a small stuffed animal. All items are sent home on Friday to wash and be brought back on Monday. We do not require

students to sleep but they are required to rest for the entire time, according to ADHS minimum licensing requirement 400.3.

Potty Training

In the 2 year old program the teacher will work with your child on potty training. It is the parents' responsibility to provide wipes and diapers/pull-ups. All items should be labeled. Potty training 2's will need training pants/pull-ups.

Children must be out of diapers and completely potty trained to enter the 3 year old program. We do not have the facilities or supplies required to change children in these classrooms. We realize an occasional accident will occur. Accidents by definition are unusual incidents and should only happen infrequently. For this reason, an extra set of clothes should be kept in your child's backpack (including underwear and socks). These clothes should be changed as the seasons change. In the event that an accident does occur and your child doesn't have extra clothes, then you will be called.

Potty-trained children

- No longer wear diapers (disposable or cloth) or disposable underwear (Pull-Ups)
- Can tell the teacher when they need to go to the bathroom
- Can attend to their hygiene. (Four-year-olds are expected to independently wipe themselves, flush the toilet and wash their hands with soap). A teacher will assist when needed. This is a procedure that protects all concerned.

Lunch Program

Students may buy a lunch at school every day or bring their lunch. If they bring their lunch, at a minimum, it should include:

1. 8oz. of milk (this can be purchased at school)
2. 1 slice of a bread
3. 1 oz of a meat
4. 2 ¼ cup servings of fruit or vegetable

State regulations require that we supplement lunches with additional food that do not meet the above requirements. Items supplemented will be charged to your account.

Lunch deliveries from an outside food establishment are not allowed at any grade level. Parents may bring food they have pre-purchased for their student at the student's designated lunch period. Lunches are billed monthly.

Parents who wish to order a lunch tray for themselves must arrange through their child's teacher by 8:30 am. The teacher issues a lunch count at the beginning of each day to the office in order for the cafeteria to prepare enough food for every lunch period.

Backpack

A change of clothes (including underwear and socks) should be in your child's backpack at all times. All clothing needs to be marked with the child's name. The Preschool cannot be responsible for items that are not clearly labeled with your child's name. Lost and found items are generally brought to the Preschool Office.

Outdoor Play

We have two playgrounds: one for children two and three years old and another for children four years and older. We do not go outdoors if the temperature is below 40 degrees or over 95 degrees.

Licensing mandates at least 1 hour of outside play per day as weather permits. Children should be brought to school in clothing and shoes that will enable them to play on the playground, free from fear of getting dirty. Please do not dress your child in his/her "Sunday best!" Comfortable, washable play clothes are requested for children enrolled in K2 and K3. Tennis shoes and shoes that tie are preferred.

Boots, flip-flops, Crocs and open-toed shoes are advised against. Preschoolers are very active and still learning to maneuver in their environment. They need good sturdy footwear to enable them to run and play without fear of tripping or falling. No child is allowed to stay in the office or with another class during this time. If a child has been ill and needs to be kept indoors, it is requested that the child be kept at home until he is able to participate in all of the activities of the program.

Junior Kindergarten Dress Code

Junior Kindergarten students will follow the same dress code guidelines as the students in the Warrior Building. They are as follows:

Trinity Christian School requires standardized dress. TCPS approaches standardized dress with the Word of God as its foundation and the best interest of all students in mind while allowing freedom to express individual tastes. Our desire is for the dress code to reflect the heart of our Savior as we desire to train our students to walk in humility, godliness, and modesty. Therefore, we hope to train our students to be disciples of our Lord Jesus and representing Him well in and through the way they dress.

The Bible commands the Christian to do "All to the glory of God," I Corinthians 10:31. Trinity Christian has committed to follow this command and to teach students to follow it as well. This command refers to the fact that God is either honored or dishonored by everything we do or fail to do. The command holds Christians to certain expectations. In dress, God is either honored or dishonored by the way we present ourselves. The Christian is to have regard for things that are "pure...of good report...of virtue...and praise" (Philippians 4:8). These commands have a

practical application to the dress and grooming of students. God is glorified when dress and hairstyles are appropriate for the occasion and free from distracting or offensive peculiarities or extremes. While parents are responsible for teaching biblical principles to their children, TCPS serves as an assistant in training their children.

The cooperation of students, parents, and teachers is necessary in maintaining the standards of the dress code. It is very important that the code is accepted fully and is enforced consistently. (It is especially important to be mindful of this when school clothes are purchased.) Enforcing the dress code is not the sole responsibility of the school – parents are expected to cooperate with the school in monitoring their child’s daily attire. Please ask administration if you are unsure of a particular item before purchasing.

If, in the opinion of the administration, the attire is immodest or inappropriate, corrective action will be taken. In most cases clothing that is inappropriate will result in the student being sent home with an unexcused absence. Extreme fads will not be allowed. (We will not specifically mention these fads because they change from year to year; however, it must be understood that hair, clothes, or jewelry styles that are clearly identified with certain segments of the culture are not the appearance Trinity desires to project.)

In promoting fairness to all students, all dress code violations will be addressed. Violations of the standardized dress code are addressed in the disciplinary policies.

Standardized Dress

The dress code applies at school or any TCPS school function unless otherwise directed by administration. Final discretion of any policy lies with the administration of TCPS. Dress code is subject to change as circumstances arise.

Guys

Guys may not wear earrings, body piercing, or tattoos. Make-up or nail polish is not allowed for guys. Haircuts must be neatly groomed, and the length must not completely cover the ear or touch the collar or eyebrow. Extreme hairstyles (coloring, etc.) are not permitted. Sideburns may not extend below the earlobe. One verbal warning will be given for hair policy violation. Students have until the beginning of school the following day to be in compliance. At this point, a parent will be called to take the student for a haircut. The student will not be allowed to return to class until his hair meets code. Guys should be clean-shaven. Disposable razors will be on hand in the Dean’s office for facial hair violators. Visibility of boxers and underwear is a dress code violation and will be treated as such. Students will not be allowed to return to class until they are able to change clothes. Junior and seniors are not allowed to drive themselves home to change.

Girls

Make-up, jewelry, and accessories should be modest, neither excessive nor distracting. Only

ONE earring per ear is allowed. Body piercing and tattoos are not allowed. Clothing must be modest and not tight fitting according to administration. Visibility of the midsection is a dress code violation and will be treated as such. The student will be immediately sent to the office to change your clothes or parents called to bring appropriate clothing. Students will not be allowed to return to class until they are able to change clothes. Juniors and seniors are not allowed to drive themselves home to change.

Shirts

Shirts and blouses must have a collar and may be long or short sleeve. The style may be button up or polo type. Any color or pattern is acceptable, as long as it is not a distraction or designed in such a way that it draws unnecessary attention to the person wearing it. All logos should be no larger than the size of a quarter, and there should be no writing or additional graphics on the shirt or blouse. All undershirts must be a solid color with no designs or writing on it, and must be tucked in. Shirts and blouses should not be tight-fitting according to administration.

Slacks, Jeans, Shorts, Skirts, Capri pants, and Dresses

Allowable colors are navy blue, khaki, grey and black. Shorts and shirts must be no shorter than two inches above the top of the kneecap while standing. Jeans, carpenter pants, and cargo pants may be worn. Attire may not be frayed or cut on the bottoms. No holes or extreme fading, fraying, or thinned areas anywhere on the pant/short/shirt will be allowed. Attire should not be tight fitting according to administration standards. Leggings may only be worn with shirts/dresses of the above approved length. Athletic style pants/shorts should only be worn during PE classes.

Belts

Students are not required to wear belts as long as they are modestly dressed, their pants are not falling down or dragging on the floor, and none of their under garments are showing.

Outerwear

Heavy coats (any color) worn to school must hang in the classroom or locker for the day. Students may wear any solid-colored jacket or sweater while inside the building, as long as the items do not contain any graphics, designs, or writing. All logos should be no larger than the size of a quarter. Standardized dress must be worn under the outerwear. Pullover hoodies are not permitted except for the TCS pullover or hoodie which is sold in the early fall through the school.

Shoes

All shoes, excluding flip-flops, may be worn. Tennis shoes are permitted. Shoes should not be distracting to the eye. Students must wear appropriate shoes for physical education.

Hats

Hats are not to be worn inside the building.

Student Attendance at School Events as a Spectator

Students in attendance at school events as a spectator, such as basketball and baseball games, should follow the fit and modesty guidelines of TCPS. As an example, tank tops, short shorts, or tight fitting clothing should not be worn to these school sponsored events.

Spirit Day

Spirit Day will be every Friday regardless of the schedule. Students may wear a TCS approved spirit shirt. School sponsored spirit shirts must be approved through the office. Homemade shirts are not allowed. TCS spirit shirts must meet the following color guideline.

TCS spirit apparel/products of any organization must be approved by the spirit committee before being produced to ensure quality, consistency, mission, and adherence to guidelines. The spirit committee consists of the Athletic Director, Head of Academics and Student Life, Business Manager, and a member of the English department.

TCS spirit products must meet the following color guidelines:

Navy, orange, and white are the official school colors of TCS. Navy is the primary color. Navy dominates all aspects associated with Trinity Christian. Any seal or symbol that portrays our school contains elements of navy. It must always present in designs in some form or fashion. Orange and white are the secondary colors of Trinity Christian. These colors can be used in Warrior logo, but navy must be obviously present. The secondary colors cannot stand-alone. For the sake of diversity, navy, orange, white and gray may serve as a base color apparel. For example, a navy and orange logo may be placed on a white shirt. Gray should not be used in any design or logo, but can be the background for the logo. Any other colors may not be used in any school-affiliated products. When in doubt, seek approval from the Head of School. Purchases made without approval and/or that do not meet the color guideline will be responsibility of the individual and not the school.

Students not wearing a spirit shirt should wear regular school attire.

Dressy Dress Code – Can only be worn on designated days

Girls: Girls may wear dresses or skirts and blouses of any color and of modest design. The following will not be permitted: halter top/spaghetti strap dresses, backless, strapless, tight fitting, plunging neckline, cleavage, or sheer clothing. No writing is permitted on the clothing. Dresses and skirts must be no more than two inches above the knee. Dressy slacks and palazzo pants may be also worn of any color. Leggings may not be worn as pants, only with a dress of approved length.

Guys: Button up collared shirt (must be tucked in), dress slacks, tie optional, belt and dress

shoes. No writing on the clothing.

Policies and Guidelines

Parent Conferences and School Visits

In the interest of the education and safety of students, all parents and visitors should leave the building by 8:00am. If parents wish to visit a class, they must have prior approval of the administration. If parents enter the building for any reason, they must enter the designated entrance, and sign in through the office. To insure a safe environment, TCPS must be aware at all times those who enter the building.

Parents who need to confer with their child's teacher are asked to contact the school office and to schedule an appointment with the teacher during a designated conference period, preferably one to two days prior to the visit. Parents may also contact the teacher directly through the teacher's e-mail address. Email addresses are listed at www.trinitywarriors.org.

Students who wish to shadow a student enrolled at Trinity Christian Preschool may do so only at the invitation and with permission of the administration.

Parent Involvement

Trinity Christian Preschool desire parents to be involved in the educational process of our students. The administration and faculty oversee school programs and projects that promote TCPS and education. We encourage parents to assist the school with the planned events. Parents who visit the school campus or serve as chaperones on field trips are asked to conform to the same code of conduct and modesty guidelines as required of students.

School Holidays and Gift Deliveries

Because of our Biblical view concerning particular holidays, the following guidelines are in effect:

1. During the Christmas season, our emphasis will be completely on the birth of Christ and the Biblical account of the Christmas story.
2. During the Easter season, our emphasis is completely on the death, burial, and resurrection of Christ.
3. Halloween is not observed as a holiday at TCPS.
4. In order to minimize classroom disruptions and security issues, school deliveries such as flowers, gifts, food, balloons, baskets, etc. will be kept in the Central Office until

dismissal bell.

Unattended Children

Children not enrolled at TCPS must be under CLOSE SUPERVISION and kept quiet by parents or guardians at all times while on school grounds. Children will not be allowed to have free access to school facilities while school is in progress. Children not enrolled at TCPS are not allowed to attend school field trips as a general rule; however, arrangements may be made with the teacher in charge but are permitted only at the discretion of the teacher. Parents having gained prior approval through the teacher for the child to attend the field trip must assume all responsibility for the child during the field trip. Final approval is at the discretion of the administration and faculty member.

Lunch Program

Lunch deliveries from an outside food establishment are not allowed at any grade level. Parents may bring food they have pre-purchased for their student at the student's designated lunch period. Lunches are billed monthly.

Parents who wish to order a lunch tray for themselves must arrange through their child's teacher by 8:30 am. The teacher issues a lunch count at the beginning of each day to the office in order for the cafeteria to prepare enough food for every lunch period.

Health, Illness, Accidents

We can accept only healthy children. WE ARE DEPENDING ON YOU TO HELP US MAINTAIN THIS POLICY. All children will be visually observed daily on arrival at the school for injury or symptoms of possible illness. Symptoms such as a cold with fever, severe cough, skin eruptions, sore throat, fever of 100 degrees, vomiting or diarrhea will necessitate our sending your child home.

If a child becomes sick during the school day, they will be taken to the school nurse and given appropriate care until a parent/guardian arrives. The school shall also notify parents/guardians of a suspected communicable disease exposure. The parent/guardian shall notify the school of the child's possible exposure to a communicable disease.

A sick child who is sent home, cannot return to school for **24 hours** after he/she is free of all symptoms. This is for the protection of your child as well as the other children. Readmission of a child recovered from a communicable disease, including head lice, a severe skin rash, or pinkeye, or disability will be upon approval by the school nurse and possibly a doctor's written statement.

In case of accident or sudden illness the school shall give appropriate first aid to an injured child. The school will also immediately try to contact the parent, the child's physician and persons

listed on the enrollment form. A parent/guardian shall be contacted if it is the judgment of the school staff that immediate medical attention is necessary. If it is further the judgment of the school staff that the injury is an emergency, paramedics shall be summoned and the parent/guardian notified. For less serious injuries, parents will be notified when they pick up their child. This could include minor cuts, scratches, bumps, and bites from other children requiring minor first aid treatment by employees. Students should be free of fever and symptoms of nausea, vomiting, and/or diarrhea for at least 24 hours before returning to school after an illness.

Children can attend the school when on medication but must be healthy enough to take part in all areas of their program. Over-the-counter medication and prescription medication that needs to be administered will **REQUIRE a MARF (Medication Administration Release Form) completed by your child's physician.** These forms may be obtained in the nurse's office. All medication should be brought to the nurse's office no later than 8:15am before the student reports to class. ***Medications cannot be left in backpacks.*** **Any student caught with medication in his possession faces possible suspension or expulsion.** All medication will be kept in the nurse's office and must be in the original container. Refrigeration for medication is available.

The laws of the State of Arkansas and the Department of Human Services require the following immunizations for all children enrolled in preschool.

DPT/DTAP	Polio	Hepatitis B
Measles, Mumps, Rubella (MMR)	Hib	Varicella
Pneumococcal		

To complete the admission procedures, each child's parent must provide an up to date record of all immunizations. The school nurse will notify the parents when a child is due immunizations. **The parent will have one month to obtain these immunizations and return verification of the immunizations in writing to the school nurse.** Failure to comply by the deadline may require dismissal from the school. Changes in a child's physical condition must be reported in writing. Parents must notify the school if a child's physician changes.

Each child must have an emergency treatment authorization on file in the office giving physician, the parents' work numbers as well as persons who may be called if parents are unreachable.

Emergency School Closings

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions in regard to school evacuations, closures, or modified operations:

- *Immediate evaluation-* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.....Our first place of evacuation would be to the baseball field area. Our second options, if necessary, would be to evacuate to the area near the

maintenance shop.

- *In-house sheltering*- Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. If this is the case, we will evacuate to the Worship Center located in the middle-area of our facility.
- *Evacuation of Premises*- Complete evacuation of our facility may become necessary if there is a danger to our area. In this case, we are prepared to evacuate students to alternate locations as warranted. If we are directed to evacuate to the west, students will relocate to the backside of Trinity Heights Subdivision, which is adjacent to the fire station on Trinity Blvd. If we are directed to evacuate to the north, students will relocate to the parking area of Pearson Eye Institute on Sugarhill Rd. If we are directed by emergency services to evacuate to the east or to the south, they will inform us of where we will be relocated.
- *Modified Operation*- Modified operation may include cancellations, postponements, or rescheduling of normal activities. These actions are normally taken in the event of a winter storm, facility issues, or utility disruptions.

Information regarding school evacuations, modified operations, or closing will be announced on the radio stations KKYR, KOOL, as well as television stations, KSLA, KTLA, and KTBS. We will also contact by email, if possible. Our relocation destinations will be posted on the front door of the main school entrance in the event we were to be evacuated. We ask that parents not call our main school phone number during emergency. The school will contact or advise you by radio, television

Chain of Command (Matthew 18 Principle)

Any problems relating to the student handbook should be properly addressed (See Matthew 18 principle in the General Information section). The first step is a conference with the staff member. Should additional steps be needed, a conference should be scheduled with the Principal, then the Head of School, and finally a meeting with the school board.

Parent-Teacher Conferences

The school is an extension of the Christian home. Trinity Christian Preschool recognize the importance of the home and school working together to insure the spiritual and academic growth of the child. We encourage parents to call the school to arrange for parent-teacher conferences whenever the parents feel it necessary or whenever the need of the student could be met by such a conference. For all conference purposes, follow the chain of command. Teachers may be contacted directly via their Trinity e-mail address. E-mail addresses are listed at www.trinitywarriors.org.

School Sponsored Trips

We expect to have field trips throughout the year. Before each field trip, students must have a permission slip signed by a parent or guardian. Students choosing not to attend a class field trip will be counted as absent, and should be kept home from school. The same standards of conduct

and dress code that are required of students at school are also required on school-sponsored activities. Preschool Spirit shirts are required on all field trips.

Parent Chaperones

There are times during the year when parents may be asked to serve as chaperones. When parents serve as chaperones, the school requires parents to dress modestly and to follow the same standards of conduct as required of students.

Student Likeness

TCPS may place student photos and information on the school's website and other media related instruments without parental permission.

School Name and Logo

The school name and logo may not be used without the written permission of administration.

Note: TCPS reserves the right to search anything brought on school property.

TCPS Behavior Philosophy

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, TCS adheres to the following philosophies:

- The responsibility and authority to discipline comes from God (Ephesians 6:1-4). A teacher stands in Loco Parentis, that is, in the parent's stead. He or she has the same God-given authority the parents have.
- Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is sentimentality (Proverbs 3:11-12).

Discipline Policies

The school seeks to instill the following characteristics in our students:

- Cheerful obedience to authority
- Responsibility in doing assigned tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness of person and property

- Truthfulness and honesty in work and life
- Respect for property that belongs to others

The goal of our discipline is to direct students toward acceptable behavior that helps develop self-control and to maintain the order necessary to accomplish the academic and social growth we desire. We do not see discipline as punishment but rather as correction. Students may be corrected for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or classmates.
2. Actions that could possibly cause physical or emotional harm to the child or classmates.
3. Actions in direct violation of a well-explained school or classroom rule.
4. Willful disrespect toward the teacher.
5. Use of profane or unwholesome language.

The teacher, through a verbal reminder, will handle most “correction” by restricting the child’s freedom or privileges. Parents will be notified if continued problems exist. In cases where a problem persists and there is no behavior change, a child will be sent to see the acting Director. Parents will be notified if the child is sent to the office. Students who consistently fail to respond to efforts of correction may be dismissed. Such care is taken to insure that correction is handled properly and without anger. We do not expect perfection from our students but reasonable cooperation. The ADHS prohibits spanking or physical punishment at the school. Food is also never withheld from a child for misbehaviors.

Your child will receive a weekly calendar that has their conduct noted on it every day. **Parents should initial the calendar every day and send it back each day to let the teacher know that the parent has seen it.** It is our desire to make communication easier and to let you know how you can best assist us in giving your children the best learning environment possible. Please know that before you are called, your child has been given every opportunity to cooperate with the teacher.

Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at Trinity Christian Preschool is our primary concern. Our biting policy addresses the actions the staff will take if a biting incident occurs and the consequences if the issue is not resolved.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control.

Sometimes biting occurs for no apparent reason. Trinity Christian Preschool teachers are trained in dealing with these common, yet serious, incidents and will encourage the children to "use their words" if they become angry or frustrated. We will always maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at Trinity Christian Preschool:

- The biting will be interrupted with a firm "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed by our TCS School Nurse and cleansed with soap and water.
- The child who bit will be spoken to on their level in a loving, but firm manner. We will explain that "You can not bite your friends because it hurts them. We do not hurt our friends." The child's parents will be called to come pick the child up for the day.
- The parents of both children will be notified of the biting incident. The child who bit will be sent home for the rest of the school day. Appropriate forms will be filled out (Incident Report). *Note: If a bite requires medical treatment, the licensing consultant must be contacted by the next business day. See Child Care Requirements Licensing Guidelines Section 1101 (4)- General Health Requirements.* Confidentiality of all children involved will be maintained.

When your child has bitten another:

1. Classroom staff will work together with parents and try to reach the cause as to deter future biting- charting location, other students, attempted bites, time, other behaviors, staff present, and circumstances. Staff will "shadow" children who indicate a tendency to bite, to head off biting situations before they occur. As a class, teachers will teach verbal and non-verbal non-biting responses to situations and reinforce appropriate behavior.
2. After a second biting incident, teachers will meet with parents to go over a written behavior improvement plan. They will discuss our biting policy and prepare them for the possibility of dismissal. We will work closely with the child, in hopes to guide them quickly past the stage.
3. After a third biting incident, the student will be terminated from Trinity Christian Preschool if deemed in the best interest of the child, TCS Preschool, and the other children. Re-enrollment for the child into TCS Preschool may be considered six months after the termination.

Student Incompatibility

The Trinity Christian School System is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Students who have had prior discipline problems at TCPS or another school are not eligible for enrollment in or attendance at Trinity Christian Preschool.

Parent School Agreement

Parents are expected to support and uphold Trinity Christian Preschool's policies. Without this

cooperation and confirmation from the parents, a double standard exists between the home and school that is counterproductive to the student's development and school's effectiveness. If at any time misunderstandings develop between the school and the home, it becomes the obligation of both to resolve these in a Biblical fashion; that of going directly to the parties involved for clarification and explanation. The school confesses that although all teachers are chosen for their Christian character and commitment, this does not make them immune from error. All suggestions and comments from parents will be examined fully, and are welcomed and encouraged for the overall strengthening of the school.

Chain of Command (Matthew 18 Principle)

Any problems relating to the student handbook should be properly addressed (See Matthew 18 principle in the General Information section). The first step is a conference with the staff member. Should additional steps be needed, a conference should be scheduled with the principal, then the Head of School, and finally a meeting with the school board.

Any parent who openly demonstrates to students or other parents a lack of support for Trinity Christian Preschool's policies is undermining the school's positive intent and thereby hindering its effectiveness. The school agrees to work closely with the parents in the education of the child(ren). This includes provision of competent teachers, a full and developmentally appropriate curriculum, regular reporting, proper student supervision and communication with the home. In full cooperation with the school, parents are expected to attend conferences and actively support planned activities knowing that parental participation is critical to the health and well being of the school and the child.

The teacher will provide a list of classroom rules and consequences at the beginning of the year.

Separation from the parent

Whenever a child begins school, it can be an exciting, but difficult period for the young child. The child may appear eager in the beginning, but many suddenly realize you will not be there and balk at your desire to leave. Developmentally, separation anxiety is normal and is to be treated lovingly yet as a matter of fact. Most children have little difficulty adjusting to school if a few suggestions are followed:

1. Allow the child to accompany you on your initial visits to preschool
2. Once the parent decides to leave, he/she needs to hug the child and say that it is time for the parent to leave. It is important that the parent do so, without temptation of staying if the child begins to cry.
3. It is desirable that parents not stand at the door or window with an expectation that the child will cry. The child will feel this apprehension and respond as the parent fears. Sometimes it is helpful if a non-parent brings the child to school if difficulty continues with separation.
4. Generally, young children adapt to a new program within 10 school days (2 weeks if attending a five-day program, longer if the child attends only part-time).

5. Parents need to be aware that the child may need extra time or more physical contact in the form of hugs and kisses during the first days of a new routine.
6. Prolonging a goodbye gives the child reason to think they should be upset.

Suspension Policy

A child may be suspended from the program for repetitive behavior that is not age-appropriate and/or harmful to the other children or the staff (such as **biting, scratching, hitting, spitting, head-butting, etc.**). The staff will, at all times, try to work with the child and the family to stop the behavior. Parents/Guardians will be notified in writing, through an Behavior/Accident Report, when these incidents occur, and may possibly be called to pick up the child. If the behavior reoccurs, the child may be subject to dismissal from the school.

Mandates on Reporting Child Abuse

All staff of Trinity Christian Preschool are required by law to report any suspicion of child abuse including physical, emotional or sexual abuse or neglect.

Policy Changes

Parents will be notified in writing of any changes to our operational policies. State licensing standards require that parents sign a statement that they have received any change in policies.

Termination of the Enrollment Agreement

This agreement shall be terminated if any one or more of the following occur:

1. The school year has come to an end.
2. Serious illness of the child preventing attendance.
3. The child's account is allowed to become delinquent.
4. Failure of the parent/guardian to honor the obligations listed in this Agreement or in any rules, regulations, or manuals provided by the school.
5. The school determines that it is unable to meet the needs of the child.
6. The school determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.
7. Failure of the child's parent/guardian to cooperate with the center is serious enough to warrant termination.

Procedure

In exercising the school's discretion, the school may require the parents/guardians to attend conferences with the school personnel regarding the matters that potentially warrant termination of the agreement. Termination of the enrollment agreement does not exempt the parent/guardian from financial obligations stated in the financial agreement.