



# TRINITY CHRISTIAN PRESCHOOL

**EARLY EDUCATION + BIBLICAL FOUNDATION**

Dear Parents/Guardians:

Thank you for choosing Trinity Christian Preschool. It is a privilege and an honor to serve you and your child(ren). The entire Trinity Christian Preschool staff is committed to providing a safe and loving environment where your child(ren) can grow, develop, and learn. As a ministry of Trinity Church, Trinity Christian Preschool is a Christ-centered program. We are eager to share the love of Jesus Christ through daily academics, weekly chapel, play, crafts, and much more. As we partner with you to minister to your child(ren), please do not hesitate to contact us if there is anything we can do to help you.

In His Service,

TCPS Executive Team

[TCPS@trinitychurch.org](mailto:TCPS@trinitychurch.org)

## Table of Contents

<b>GREETINGS</b> .....	<b>4</b>
<b>MISSION STATEMENT</b> .....	<b>4</b>
<b>ADMISSIONS</b> .....	<b>4</b>
ENROLLMENT PROCEDURES.....	4
PLACEMENT.....	5
NON-DISCRIMINATORY POLICY .....	5
POLICY UPDATES & REVISIONS.....	5
MINIMUM STANDARDS FOR CHILD-CARE CENTERS.....	5
ACCREDITATION .....	6
<b>FINANCIAL RESPONSIBILITIES</b> .....	<b>7</b>
TUITION AND FEES.....	7
SUPPLIES .....	8
<b>GENERAL</b> .....	<b>9</b>
HOURS OF OPERATION .....	9
APPOINTMENTS .....	9
ABSENCES .....	10
HOLIDAYS .....	10
INCLEMENT WEATHER.....	10
PERSONAL BELONGINGS.....	10
OUTDOOR PLAY .....	10
SUNSCREEN/BUG SPRAY .....	10
BIRTHDAYS .....	10
CURRICULUM.....	11
ACCOMADATIONS .....	11
POTTY TRAINING .....	11
DRESS CODE .....	11
CLASSROOM ASSIGNMENTS.....	12
DAILY SCHEDULE.....	12
CRYING AND EMOTIONAL SUPPORT .....	12
NAP TIME .....	12
<b>CONDUCT</b> .....	<b>14</b>
DISCIPLINE & GUIDANCE POLICY .....	14
SPECIFIC BEHAVIOR POLICY .....	15
CLASS RULES .....	16
BEHAVIOR/COMMUNICATION/CALM CORNER .....	16
<b>PARENT/GUARDIAN INVOLVEMENT</b> .....	<b>16</b>
PARENT/GUARDIAN RESPONSIBILITIES .....	16
PARENT/GURADIAN COMMUNICATION/NOTIFICATIONS.....	17
PARENT CONCERNS AND RESOLUTION POLICY .....	17
PARENT/GUARDIAN CODE OF CONDUCT .....	18
INFORMATION CHANGE .....	18
CUSTODY SITUATIONS .....	19
WITHDRAWAL/EXPULSION FROM PROGRAMS.....	19
CONFIDENTIALITY.....	19

<b>MEDICAL.....</b>	<b>19</b>
ILLNESS AND EXCLUSION POLICY.....	19
GENERAL EXCLUSION GUIDELINES .....	19
CONDITIONS THAT REQUIRE EXCLUSION .....	20
COMMUNICABLE DISEASE INFORMATION.....	20
RETURN TO CARE REQUIREMENTS .....	21
CONDITIONS THAT DO NOT REQUIRE EXCLUSION .....	21
WELL CHECKS.....	21
MEDICATION.....	21
ALLERGIES .....	22
IMMUNIZATION REQUIREMENTS.....	22
<b>DIGITAL POLICY .....</b>	<b>22</b>
PHOTOGRAPHS/VIDEOS .....	22
SOCIAL NETWORKING WEBSITES .....	23
<b>SCHOOL SAFETY POLICIES .....</b>	<b>23</b>
SIGN-IN/SIGN-OUT .....	23
VISITORS .....	23
RELEASE OF CHILDREN .....	23
OPEN DOOR POLICY .....	24
PROCEDURES FOR HANDLING EMERGENCIES .....	24
MANDATORY REPORTING .....	25
GANG FREE ZONE .....	25
CAMERAS .....	25
WAIVER.....	25
<b>MEDICAL RELEASE .....</b>	<b>26</b>
<b>PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT.....</b>	<b>26</b>

## **GREETINGS**

Trinity Christian Preschool is a licensed and accredited private preschool that is owned and operated by Trinity Church of Cedar Hill, TX. It is our goal to offer a positive and safe learning environment for your child to develop. This parent handbook is here to assist and inform you of our policies and procedures so that you can plan and partner with us to meet your child's needs. Please be aware that these policies are subject to change as our administration deems it necessary. Any changes will be provided to parents/guardians and staff promptly.

We are honored that you have chosen to join our TCPS family. We look forward to working with your child(ren) to grow and develop physically, socially, emotionally, creatively, and intellectually. We believe that this will happen when students are provided with a safe and loving faith-based environment, and with teachers who are dedicated to enriching children's lives spiritually.

## **MISSION STATEMENT**

We seek to build a solid foundation of academic success in a Christ-centered environment. From classrooms with great teachers and curriculum, to chapels where kids will worship and learn truths from God's word, your child(ren) will thrive here at Trinity Christian Preschool.

## **ADMISSIONS**

### **ENROLLMENT PROCEDURES**

Step one: We ask that you read the student/parent handbook. This resource will give you important information on school policy, procedures, and expectations for students and parents/guardians. *Please read over each section thoroughly to ensure we are the right fit for your family.*

Step two: Schedule a tour. We are excited to meet you and your family and learn about your educational goals and needs for your child(ren).

Step three: Schedule a family meeting. (Tour and family meeting can be scheduled together if requested) During this time, we can answer any questions you may have and determine if we are the right fit for your family. All children must be able to follow verbal instructions, have achieved CDC'S Milestones [www.cdc.gov/ncbddd/actearly/milestones/index.html](http://www.cdc.gov/ncbddd/actearly/milestones/index.html) according to their age, have had their birthday by September 1st of the respective school year and PreK3-Kindergarten must be fully potty trained.

Your child will also be tested to ensure placement to the correct level and if accepted, will be observed for a 45-day to a 90-day period. At any time, we reserve the right to re-evaluate and discuss further placement of your child(ren). PreK3-Kindergarten uses the Abeka curriculum which is advanced and fast-paced, our program may not be the best fit for every child. We encourage families to consider their child's readiness and learning style when enrolling.

Step four: The application is available online at [www.trinitychristianpk.com](http://www.trinitychristianpk.com). Please note there is a non-refundable \$75 application fee for each application submitted. Upon acceptance, all enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Enrollment form – application
- Signed Health Form from Doctor
- Immunizations or Notarized Affidavit
- Tuition Agreement
- Discipline & Guidance Policy
- Custody Paperwork (if applicable)
- Emergency Action Plan (Allergy plan)
- Signed Handbook Acknowledgement
- Any other forms needed

#### PLACEMENT

Enrollment and admission for a specific school year does not guarantee placement for the next school year. We review academics, social and emotional development, behavior, tardies and absences, teacher recommendations as well as parent/guardian involvement and tuition payment history. At any time, we reserve the right to re-evaluate and discuss further placement of your child(ren). PreK3-Kindergarten uses the Abeka curriculum which is advanced and fast-paced, our program may not be the best fit for every child. We encourage families to consider their child's readiness and learning style when enrolling and when planning for the following school year.

#### NON-DISCRIMINATORY POLICY

TCPS makes no distinction in its employment decisions, student admissions, and/or operating policies regarding an individual's gender, race, color, or national and ethnic origin. Admissions are contingent upon available space, philosophy, and the willingness of the family to abide by school guidelines.

#### POLICY UPDATES & REVISIONS

At TCPS, we strive to provide the safest and most supportive environment for all children. To do this, we may update or revise our policies and handbook at any time. Families will be notified of important changes, and we encourage parents/guardians to review updates as they are shared. Continuing enrollment indicates parents/guardians understanding and acceptance of our current policies.

#### MINIMUM STANDARDS FOR CHILD-CARE CENTERS

Trinity Christian Preschool is licensed and regulated by the Texas Department of Health and Human Services Child-care and follows the Texas Minimum Standards for Child-care Centers. If you have a need to file a complaint with the State, you may do so by calling 800-582-6036.

Parents can find a copy of the State Guidelines and Minimum Standards at <https://www.hhs.texas.gov/providers/protective-services-providers/child-care->

[regulation/minimum-standards](#). For more information contact the local state licensing authority, The Child Care Regulations Office, 8700 North Stemmons Freeway Suite 104, Dallas, TX 75247 or by phone 214-583-4253.

Parents are welcome to view our compliance history with Child-care licensing at [www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp) Employees are required to uphold the regulations and standards always issued by the Texas Department of Health and Human Services Child-care Minimum Standards. These regulations/standards are included as Part of the Parent Handbook as if they were written herein, and it's the responsibility of the parent to read, understand and follow these regulations.

#### ACCREDITATION

Trinity Christian Preschool is accredited through ACTS. Accreditation requirements identify educational and spiritual criteria which establish high expectations for Christian schools. ACTS standards are recognized by Regional Accrediting Agencies and are designed to meet or exceed the standards for those accrediting associations. ACTS Standards are recognized by NCPSA (National Council for Private Schools Accreditation) and state agencies of non-public education (TEPSAC, OPSAC, FAANS and VCPE).

## FINANCIAL RESPONSIBILITIES

### TUITION AND FEES

You have the option to pay in full or bi-weekly.

#### **PreK3 – Kinder Tuition & Fees**

	Amount	Due
Non-Refundable Registration Fee	\$75	June 5th
Summer in Full	\$864	June 5th
Summer Bi-weekly Option	\$288	June 5th
	\$288	June 19th
	\$288	July 3rd

#### **Infant – 35mo Tuition & Fees**

	Amount	Due
Non-Refundable Registration Fee	\$75	June 5th
Summer in Full	\$1,032	June 5th
<b>OR</b> Summer Bi-Weekly Option	\$344	June 5th
	\$344	June 19th
	\$344	July 3rd
	\$344	July 3rd

**All tuition and fees are non-refundable, including in cases of absences, holidays, illness, communicable diseases, or school closures. Tuition is due whether your child attends no days or all five days in a given week. Tuition is calculated as a full summer rate (6 weeks- we do not do daily/weekly rates) which supports the cost of staff, operations, and programs throughout the summer months. This structure ensures we can provide consistent care, quality staffing, and reliable programming for all children, regardless of attendance, holidays or unforeseen closures.**

Any debit discrepancies will be reviewed and, if necessary, a credit will be applied to your account—**refunds will not be issued.**

If your account does not reflect a zero balance, including in cases of partial payment, for any reason (insufficient funds, wrong account information, etc.) a \$20 late fee will be applied. **Accounts reflecting a balance in the amount of \$300 or more will result in suspension in attendance until the balance is paid in full.**

#### **Failure to keep your account current may result in:**

- Late fees
- Suspension in Attendance (tuition, late fees, and any invoiced amounts will continue to accrue during this time)
- Account deactivation

- Dismissal from the program
- Referral to a third-party collections agency
- Possible reporting as theft of services under Texas law

Records will not be released when there is an outstanding balance remaining on an account.

Payments are accepted by cash, check, or credit card. A \$25 fee will be charged for any declined payment or returned check. Multiple occurrences may result in termination from the program. If a card is placed on file, any unpaid balance may be drafted by TCPS without further notice. Tuition rates are subject to change. In the event of a rate adjustment, a 30-day written notice will be provided to all parents/guardians.

### SUPPLIES

The following will be what parents/guardians need to purchase/supply:

#### **PreK3-Kinder**

- A roll up nap mat for rest time daily
- A two-inch-thick mat
- If your child prefers a small pillow and/or a stuffed animal/doll for resting. Please be sure to provide one daily.
- Refillable spill proof water bottle daily
- Snack and lunch daily

***Please mark all items such as roll up mats, thick mats, backpacks, lunchboxes, water bottles and jackets clearly with your child's name.***

#### **6MONTHS-17MONTHS**

##### **DAILY**

- 4-5 Pre-Made labeled bottles with lid
- Labeled and Dated Baby Food
- Labeled bibs if applicable
- Labeled pacifier – no strings or animals attached
- 6-8 Labeled diapers
- Wipes only if your child requires a specific or sensitive wipe - labeled
- We do not apply cream or powder when diapering
- 3 changes of clothing at all times in a zip-lock bag labeled
- Seasonally appropriate outerwear and shoes (coats, hats, sweaters, etc.)
- Sleep sack for sleep or footed onesie – we do not use pillows or blankets during nap time for 6-11months
- Roll up nap mat – labeled

##### **MONTHLY**

- Updated infant sleep form and infant feeding schedule for ages 6 months – 11 months

### 18MONTHS-23MONTHS

#### DAILY

- No Pacifiers or Bottles are Allowed
- 6-8 Labeled Velcro Pull-ups (Velcro side-opening only)
- 3 changes of clothing at all times in a zip-lock bag labeled
- Seasonally appropriate outerwear and shoes (coats, hats, sweaters, etc.)
- Refillable spillproof water bottle
- Snacks/lunch
- Roll up nap mat – labeled

### 24MONTHS-35MONTHS

#### DAILY

- 5 to 6 Velcro pull-ups with initials on each pull-up
- Complete change of clothes (shirts, pants, socks, and shoes)
- Seasonally appropriate outerwear and shoes (coats, hats, sweaters, etc.)
- Refillable spillproof water bottle
- Snacks/lunch
- Roll up nap mat – labeled

**Please LABEL all Clothing, Personal Items, Diapers, Pull-Ups, with Your Child's First Name and Last Initial.**

### GENERAL

**TCPS Contact Information: 214-762-7786 main phone – [TCPS@trinitychurch.org](mailto:TCPS@trinitychurch.org) - email**

#### HOURS OF OPERATION

TCPS Summer Hours - **Monday-Thursday 8:30am – 3:30pm.**

**On-time Drop Off: 8:30am – 8:50am.** You are required to come inside and sign your child(ren) in for the day. Please park only in the far-right lane or in a parking spot. Leave the left lanes open for passing.

**Dismissal:** Please pick up your child between **3:10pm-3:30pm.** You are required to come inside and sign your child(ren) out for the day. Authorized pick-ups must have ID ready to show inside. Please park only in the far-right lane or in a parking spot. Leave the left lanes open for passing.

**Late Pick Up:** Any child remaining **after 3:30pm** will be billed:

- 1st-2nd offense: \$1 per minute
- 3rd offense+: \$5 per minute

**There is no Aftercare during the Summer.**

#### APPOINTMENTS

We understand that appointments are needed during the summer months. We ask that children arrive no later than 11am for the day.

## ABSENCES

TCPS does not offer credit for any time that your child is absent for any reason. If your child will be absent from school, we ask that you notify the front office by or before 8:00am each day.

## HOLIDAYS

Holidays: A holiday schedule will be posted to advise families which holidays TCPS will be closed during the summer months. There will be no refund or credit against the days the school is closed for holidays, tuition is still due during this time. See Tuition Policy.

## INCLEMENT WEATHER

If Cedar Hill ISD is closed for inclement weather, we will also be closed. You will be notified through ProCare Parent App. Aftercare will be closed on days TCPS is closed for inclement weather. There will be no refund or credit against the days the school is closed for inclement weather, tuition is still due during this time. See Tuition Policy.

## PERSONAL BELONGINGS

We use washable crayons, markers, and paint during art time, but the children's clothing may get stained from just being kids! TCPS is not responsible for stained or torn clothing. No toys are allowed to be brought to school unless the teacher has announced a special activity. **Jewelry is NOT allowed** at school for safety reasons. Necklaces, bracelets, rings, etc. can pose choking hazards or may be lost or broken. TCPS is not responsible for lost, missing, or broken items brought from home including but not limited to, backpacks, water bottles, lunchboxes, thermos, etc.

## OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Children may not wear flip-flops due to the danger these shoes may cause on the playground. On days with extreme heat or cold, children will have an indoor recess. Please do not request that your child stay indoors. Per the Texas Department of Health and Human Services, children too sick to go outside should not be at school. **For the safety of children, closed toed shoes are highly recommended. Children may not wear flip flops due to the danger these shoes may cause on the playground.**

## SUNSCREEN/BUG SPRAY

It is the policy of TCPS that we will not apply any type of sunscreen or bug spray to your child. If you feel your child needs to be protected from mosquitos and other insects by repellent, or needs sunscreen, please apply before coming to school.

## BIRTHDAYS

Most children enjoy celebrating special events with their preschool friends. Please arrange with the teacher 48 hours in advance. We suggest non-food items; however, if you choose food, we ask you only bring commercially packaged foods that have ingredient labels to address any food allergy issues.

## CURRICULUM

TCPS uses the Abeka curriculum <https://www.abeka.com/> as our primary curriculum for PreK2-Kindergarten. This curriculum is Bible-based and has been successful in preparing children for entering Kindergarten. 12months - PreK2 uses ABC Jesus Loves Me curriculum. 6months – 17months use Frog Street Infant Curriculum. PreK3-Kindergarten uses the Abeka curriculum which is advanced and fast-paced, our program may not be the best fit for every child. We encourage families to consider their child’s readiness and learning style when enrolling and when planning for the following school year. We reserve the right to add, modify and/or change curriculums at any time.

## ACCOMADATIONS

Our teachers are not specially trained to provide individualized accommodations or therapeutic support for children with speech delays, learning disabilities, or significant behavioral support needs.

*All children* must be able to follow verbal instructions, have achieved CDC’S Milestones according to their age and have had their birthday by September 1st of the respective school year.

## POTTY TRAINING

All children in PreK3, K4 and Kindergarten must be potty trained. That includes wearing underwear, being able to wipe themselves as needed, as well as pulling up or pulling down their pants on their own. We realize that “accidents” will happen. “Accidents” are unusual incidents and should only happen infrequently. Please pack an extra change of clothing.

## DRESS CODE

There is no uniform required during the summer. Please make sure shirts cover the midriff and shorts are fingertip length. Girls must wear shorts under skirts and dresses. All shoes/sandals must be closed-toed and with a backstrap. Parents/guardians will be required to change their child if dress code is not followed.

## **Please pack an extra change of clothes for the day.**

### Tiny Tigers Dress Code (6MONTHS-23MONTHS)

- Please dress your children in play clothes that are appropriate for the season.
- We use washable crayons, markers, and paint, when possible, but clothing may get stained.
- Always have an extra change of clothes (shirt, pants, underwear, socks, shoes) in their backpack.
- Children are required to always have at least one seasonably and size appropriate complete change of clothing at preschool, including shoes and socks.
- Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present challenges for children in relation to toileting.

- Velcro tennis shoes (no laces), or closed-toe sandals with heel strap (Per fire code, all shoes must be close-toed and non-tie)
- All clothing must be clearly labeled including hats, gloves, scarves, boots, coats, and sweaters.

### CLASSROOM ASSIGNMENTS

Classroom assignments are based on each individual child's chronological age, developmental age, social and emotional age, and physical age.

### DAILY SCHEDULE

TCPS 12months-PreK2 classrooms follow a daily schedule designed specifically to meet the children's developmental, academic, social, emotional, and personal needs. All schedules are contingent on the children's needs and may vary daily. Our 6months-11months classrooms follow a daily schedule, however, schedules are contingent on the infants needs and may vary daily.

### CRYING AND EMOTIONAL SUPPORT

Crying is a normal and developmentally appropriate way children communicate their needs, and it is always responded to with care. Teachers provide prompt, age-appropriate comfort and emotional support, including reassurance, soothing strategies, and meeting physical needs.

Infants are held, comforted, and never left unattended. If a child experiences **30 minutes of continuous, non-stop crying, after reasonable comfort measures have been attempted**, administration will be notified and parents/guardians will be contacted. The child **may be required to be picked up for the day, unless otherwise determined by administration**. This policy helps ensure the emotional well-being of the child and a calm, nurturing environment for all.

We value partnership with families and encourage parents to share comfort strategies or changes that may affect their child's adjustment.

### NAP TIME

Nap time is from **1:00–2:50 p.m.** each day and is limited to two hours. Supervised rest periods are provided for all children who attend six or more hours daily, and for others who show a need for rest.

Parents must provide a 2-inch-thick nap mat and it will remain at TCPS. Roll-up mats should be brought to school daily. Any bedding used will be sent home each day for cleaning.

To maintain a peaceful environment, please avoid picking up your child during nap time unless there is an emergency or scheduled appointment, as it disrupts the entire classroom.

### Infant Nap Policy (6–11 months)

Nap schedules for infants are based on individual needs. TCPS follows Infant Sleep Safety Guidelines from the *Child Care Minimum Standards* and the *Consumer Product Safety Commission (CPSC)*:

- Infants are always placed on their backs to sleep.
- No items (blankets, toys, or stuffed animals) are allowed in cribs.
- Sleep positioners are not permitted unless prescribed by a healthcare professional, accompanied by an Infant Sleep Exception Form.
- All cribs meet CPSC safety standards, and documentation is available in the front office.
- Pacifiers are allowed, but no straps or attached stuffed animals are permitted.

### SNACKS/LUNCH

All food must be provided by the parent/guardian.

- **Snack:** 8:35–8:50 a.m.     **Lunch:** 12:00–12:30 p.m.
- TCPS does not provide breakfast, snacks, or lunch, and cannot heat or refrigerate food.
- Pack lunches in a lunchbox and snacks in a labeled container or baggie.
- Infants (6–17 months): All bottles must be labeled and prefilled with formula or breastmilk. Baby food must be labeled and dated.

Children should receive at least  $\frac{1}{3}$  of their daily nutrition while in our care. Licensing requires us to monitor food, and we encourage healthy, low-sugar choices. Only **milk or water** are permitted, no soda or juices. Please send a **refillable, spill-proof water bottle** (flip straw preferred).

Encourage independence by sending items your child can open and eat easily. Cut fruit or hot dogs appropriately and include utensils if needed. Teachers promote healthy eating but do not force children to eat; **uneaten food will be returned home.**

### MISSING LUNCH POLICY

Late lunches should be provided by 11:45am to ensure students are ready to eat on schedule. Children who do not have a lunch by this time will be provided a café lunch, and a \$5.00 fee will be applied to the family's account. Any lunch brought or delivered **after the 11:45am** will not be served during the school day and will be sent home with the child at dismissal. These policies help maintain a consistent classroom routine and ensure all children are cared for during mealtime. Repeated late lunch deliveries may result in a conversation with administration to ensure consistent routines for all children.

### LUNCH VISITATION

Please notify us in advance of any lunch visitors. Only individuals listed on the Parent/Guardian or Authorized Pick-Up sections may visit, unless written permission is given. For custody situations, arrangements must follow this rule. Lunch visits will take place in the rotunda.

Lunch visitors must arrive no later than 11:45 am. The same expectations regarding late lunches apply to visitor arrival times. To maintain classroom routines, children will not be released to visitors after 12:05 p.m.

### BREASTFEEDING

Breastfeeding mothers are welcome to breast feed their child(ren) or provide breast milk for their child while they are in our care. We have a quiet and private nursing room available.

## **CONDUCT**

### DISCIPLINE & GUIDANCE POLICY

TCPS and staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are:

- Praise and encouragement of good behavior and choices
- Reminding a child of behavior expectations daily
- Using clear and positive statements
- Redirecting behaviors

Disobedience of rules will result in age-appropriate disciplinary actions including, but not limited to, one of the following:

- Redirection
- Verbal reprimand
- Loss of privilege
- Parental contact made
- Sent home for the day
- Expulsion

TCPS reserves the right to expel a child from the program for any of the following, but not limited to:

- Behavioral issues that put other children's safety at risk.
- Continual disruption to classroom environment
- Delinquency in payment of tuition and fees
- Parent/Guardians or Authorized Pick-up persons behavior
- Inability to meet child's needs
- Disregards for Program Policies
- Students not following dress code requirements
- Any other reasons that cause health and safety risks to the facility or children.

Parents/Guardians will be notified if disciplinary measures beyond loss of privilege are administered. Disciplinary actions are fully at the discretion of administration and are on a case-by-case basis. In the case of a child needing to be sent home for the day, it is the parent/guardian responsibility to pick up the child within the hour. If a parent/guardian is unavailable we will contact an authorized pick up. Failure to have someone promptly pick up the child may result in suspension or termination from the program.

Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency with all parties involved is the best way to handle these issues.

*TCPS reserves the right to suspend, expel or terminate care for a child(ren), for discipline problems at any time. If a child persists in behavior which is detrimental to other children or disruptive to the program, that family may be dismissed from TCPS with same day notice. Documentation will be made of such instances and parent/guardian signatures may be required. In such cases, signatures do not state agreement only knowledge of receipt of documentation.*

#### SPECIFIC BEHAVIOR POLICY

Biting, pushing, hitting and spitting is not an unexpected behavior for toddlers and children. Some children and many toddlers communicate through these behavior. However, these behaviors can be harmful to other children and to staff. This specific behavior policy has been developed with these ideas in mind. As a preschool, we understand that these behaviors can be a part of a preschool setting. Our goal is to help identify what is causing these behaviors and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children and staff that are on the receiving end. If an incident occurs, both parents/guardians of each child will be contacted. Names of the children are not shared with either parent.

When Specific Incidents Occur:

Our staff strongly disapproves of these behaviors. The staff's job is to keep the children safe and help a child that has expressed such behavior learn different more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was on the receiving end:

- First aid is given if applicable. The area is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
- Parents/guardians are notified.
- The "Incident Report" form is filled out documenting the incident.

For the child that was the offender:

- The teacher will firmly tell the child, "We do not \_\_\_\_\_ others."
- The child will discuss with a teacher how the other child may feel and what other ways there are to deal with their frustration.
- The parents/guardians are notified. The "Incident Report" is filled out documenting the incident.

Moving forward:

The child will be shadowed to help prevent any other incidents. The child will be observed by the teachers to determine what is causing the child to react in such a way. The child will be given positive attention and approval for positive behavior.

If these behaviors continue:

- 2 times in a 1-hour period, the child will be required to be picked up from preschool for the remainder of the day.

- 2 times in a one-week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the incident leaves a significant mark, or the child spits on/at another, a conference will be held with the parents to discuss the child’s behavior and how the behavior may be modified.
- If the child *again* exhibits any of these behaviors in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the incident leaves a significant mark, or the child spits on/at another, the child will be asked to take a one week break from the school. Tuition will still be due for that week.
- If the child *again* exhibits any of these behaviors in a one-week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, or the child spits on/at another, the parents will be asked to make other preschool arrangements.

If a child has been through the first two steps and then goes 3 weeks (15 days of school attendance) without an incident, we will go back to the first step.

*At any time, we reserve the right to forfeit the steps above and to suspend, expel or terminate care for a child(ren), for discipline problems at any time. If a child persists in behavior which is detrimental to other children or disruptive to the program, that family may be dismissed from TCPS with same day notice. See Discipline and Guidance Policy for more information.*

### CLASS RULES

To best support our students, each class follows age-appropriate rules designed for their developmental level. Teachers will communicate classroom rules with parents and are happy to discuss them when needed.

### BEHAVIOR/COMMUNICATION/CALM CORNER

ProCare is used often for behavior communication as well. You may get a “Note” in the app explaining any behavior that may have occurred and depending on the severity of the issue, a phone call may be made.

Inside each classroom, there is a calming/safe corner where the child may choose to take a break to gather themselves if needed. TCPS does use positive re-enforcement, re-direction, and on occasion a time-out (one minute per child’s age) if needed. Please see the Discipline Policy section included in this handbook for more details.

## **PARENT/GUARDIAN INVOLVEMENT**

### PARENT/GUARDIAN RESPONSIBILITIES

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Sign up for ProCare Parent App and be attentive to notes and messages sent by staff.

- Read the notices and information left for you in your child's folder and on ProCare.
- Please be aware of the scheduled mealtimes and snack times and make sure your child arrives in time to be included in those meals/snacks.
- Please do not allow your child to bring gum or candy to the classroom.
- Periodically check on your child's supply of extra clothing. Please take-home soiled clothing promptly.

### PARENT/GURADIAN COMMUNICATION/NOTIFICATIONS

We believe that communication with parents/guardians is essential and we provide multiple ways of communication. Listed below are ways that we may communicate:

- ProCare Parent App
- Text/call office phone
- Via email
- Written memos placed in your child's folder
- Verbal communication with the child's teachers – documentation will be made by the teacher to note what was communicated.

In some situations, parents/guardians may be asked to sign documents acknowledging that communication has taken place.

### PARENT CONCERNS AND RESOLUTION POLICY

We desire to maintain a Christ-centered school community rooted in grace, respect, and open communication. When concerns arise, we ask families to follow the process below in a spirit of prayer, unity, and partnership, guided by biblical principles (Matthew 18:15–17).

#### Expectations Before Proceeding

Before bringing a concern forward, parents/guardians are asked to:

- Pray about the situation, seeking wisdom, clarity, and a spirit of understanding.
- Approach concerns with the goal of resolution and reconciliation, not criticism.
- Communicate respectfully and directly with the appropriate person.
- Refrain from gossip, social media discussion, or sharing concerns with other families.
- Trust that the school desires what is best for each child and the school community as a whole.

#### Resolution Process

##### Step 1: Direct Conversation

Parents/Guardians should first address concerns directly with the teacher or staff member involved, many issues can be resolved through open and respectful communication.

##### Step 2: Administration Support

If the concern is not resolved after speaking with the teacher or staff member,

parents/guardians may request a meeting with administration to seek further guidance and resolution.

### Step 3: Written Concern

If the matter remains unresolved, parents may be asked to submit the concern in writing, outlining the issue and the steps already taken.

### Step 4: Final Review

Administration will review the concern and respond within a reasonable timeframe. Decisions made at this level are considered final.

We believe that addressing concerns in a prayerful, orderly, and biblical manner strengthens our school community and honors Christ. We appreciate our families' partnership in maintaining a respectful and unified environment.

### PARENT/GUARDIAN CODE OF CONDUCT

Please understand that we are in a place of worship, and young children are present in our building. We expect parents and guardians to uphold the same high standard of conduct that we require of our students.

Guidelines include:

- Wear appropriate clothing during drop-off and pick-up times.
- Smoking on the property, use of profane language, and disruptive or aggressive behavior from parents, guardians, or authorized pickup persons is strictly prohibited.

Consequences:

- Such behaviors may result in termination of care. TCPS reserves the right to terminate care for any parent, guardian, or authorized pickup person at any time for such behaviors, including but not limited to the examples listed above.
- Documentation of these incidents will be made, and signatures from the parent or guardian may be requested. These signatures acknowledge receipt of the documentation but do not indicate agreement.

Additional Statement:

- TCPS is a privately owned and operated facility and reserves the right to refuse service at any time to anyone for any reason.

### INFORMATION CHANGE

Parents are to update in ProCare any changes in home, work or cell phone numbers and addresses. This is for your safety so that we may reach you in an emergency. We require that someone listed on the Pick-Up list of each child be available within an hours' notice to come and pick up a sick child or a child that TCPS has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned in or updated immediately via ProCare.

## CUSTODY SITUATIONS

TCPS prefers NOT to get involved with custody disputes. TCPS will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. That said, all enrollment forms must be completed with both parents/guardians' information. A copy of a child's birth certificate may be requested at the Director's discretion. If a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, TCPS has the right to terminate care.

## WITHDRAWAL/EXPULSION FROM PROGRAMS

Fourteen (14) day written notice IS REQUIRED for withdrawing a child from TCPS. If a family fails to give a fourteen-day notice, TCPS has a right to draft the remaining weeks from the family's bank account, savings account, or credit card upon leaving. TCPS has a right to refuse service to any family for any reason. If a child is terminated by management from TCPS, TCPS reserves the right to waive the 2 weeks' notice and terminate effective immediately.

## CONFIDENTIALITY

While your child is enrolled in our program, parents/guardians may come across confidential information about our program, our staff, and sometimes other children. All information received from TCPS must always remain confidential. Breaching confidentiality may lead to disenrollment.

## **MEDICAL**

### ILLNESS AND EXCLUSION POLICY

At TCPS, we are a well-childcare facility. Children who are ill should remain at home to protect the health and safety of all students and staff.

If a child becomes sick while in care:

- Parents/guardians will be notified immediately.
- The child will be cared for in a separate area, when possible, with close supervision.
- Parents/guardians must pick up the child within 1 hour of notification. If unavailable, the emergency contact will be called.
- In severe cases, or if timely pickup is not possible, the school may call emergency services at the parent's expense.

### GENERAL EXCLUSION GUIDELINES

Children will be excluded for:

- Fever: 100°F or higher. Must be fever-free for 24 hours without medication before returning. The 24-hour period begins once the temperature is taken at school.
- Vomiting: 2 or more episodes within 48 hours. Must be symptom-free for 24 hours before returning.

- Diarrhea: 2 or more loose stools or uncontained incidents. Must be symptom-free for 24 hours without medication before returning.
- Persistent or severe symptoms: including unusual lethargy, abnormal breathing, uncontrollable coughing, or persistent crying.
- Undiagnosed rash: may return only with physician clearance.
- Any illness that prevents participation in classroom or outdoor activities or requires more care than staff can provide.

### CONDITIONS THAT REQUIRE EXCLUSION

Children must stay home until cleared by a physician and approved by TCPS Administration. Administration has the final authority regarding return to care.

#### Bacterial & Viral Infections:

- Strep throat, Scarlet Fever, Tonsillitis – 24 hours *after* antibiotics begin.
- Impetigo, Ear infection, Ringworm (if not covered), Mononucleosis – 24 hours *after* treatment begins, with doctor clearance if required.
- Chickenpox – 5 days *after* rash appears *or* until all lesions are crusted over.
- Measles, Mumps, Rubella, Pertussis (Whooping Cough), Meningitis, Tuberculosis – Must be cleared by the local health department.
- COVID-19 (any variant) – May return 48 hours *after* treatment begins, fever-free, with doctor clearance.
- Influenza (Flu) – May return 48 hours *after* treatment begins, fever-free, with doctor clearance.
- RSV – Physician clearance required.

#### Gastrointestinal & Parasitic Infections

- E. coli, Salmonella, Campylobacter, Cryptosporidiosis, Shigella – Must be cleared by the local health department/physician.
- Hepatitis A – Must be cleared by a physician.
- Pinworm, Ringworm, Scabies, Lice – 48 hours after treatment. Nit-free, checked by staff before return. Required to retreat in 7 days to make sure all lice/eggs are gone.

#### Skin & Eye Conditions

- Conjunctivitis (Pink Eye) – May return 24 hours after treatment *and* symptoms resolve.
- Hand-Foot-and-Mouth Disease – Must remain home at least 5 days from onset of illness, be fever-free, sores scabbed over, and no longer drooling before return.
- Unexplained rash with open sores – Must be healed or cleared by a physician.

### COMMUNICABLE DISEASE INFORMATION

- Parents will be notified of confirmed contagious illnesses in the center, while maintaining confidentiality.

- Some illnesses must be reported to public health authorities per Texas Minimum Standards.
- Siblings or family members of a child with a communicable illness will also be sent home and must follow the same return-to-school guidelines.

### RETURN TO CARE REQUIREMENTS

To return after exclusion, a child must:

- Be symptom-free for the required timeframe above (fever-free for at least 24 hours without medication, and other symptoms resolved).
- Provide a physician's note that includes:
  - Diagnosis
  - Confirmation the child is no longer contagious
  - The date the child may return to group care
- Receive final clearance from TCPS Administration before re-entry.

A medical note does not guarantee immediate return; TCPS administration makes the final determination.

Please note: In some cases where Texas does not set a specific exclusion period, TCPS has chosen stricter timeframes to provide additional protection for all children and staff.

### CONDITIONS THAT DO NOT REQUIRE EXCLUSION

Children may remain in care if they:

- Have clear, watery eye discharge with no redness, pus, or fever.
- Have a rash but no fever or behavioral changes (with doctor clearance).
- Have clear nasal discharge (yellow/green discharge may require exclusion).

### WELL CHECKS

Each morning, TCPS staff will conduct a visual health check at drop-off. Staff are trained to observe for any unusual signs, sounds, or odors that could indicate illness. If a concern is identified, it will be shared with parents/guardians immediately. Parents/Guardians are asked to inform staff of any overnight health issues or accidents so that the child can be monitored more closely throughout the day.

- Ongoing Checks: Staff will continue to observe children for any health concerns throughout the day.
- Documentation: Any health concerns will be documented in ProCare for accurate tracking and follow-up.

### MEDICATION

TCPS does not administer medication to children. You may want to inform your physician that your child is in a full-day program and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer-acting medications. Limiting the medications that are dispensed away from home prevents medication errors.

If oral medication needs to be administered at school, parents/guardians will be asked to come and administer it to the child and then wait for 15 minutes to ensure there is no reaction before leaving the child in the care of TCPS. Parents/guardians will also be asked to log with the school the medicine is given and dosage. Do not leave medication in your child's backpack. This is a safety risk for your child and other students in the school.

TCPS can administer nebulizer treatments to children if needed. Parents/Guardians must sign in the medication and nebulizer machine to the office daily with instructions and times to be given. The prescription information must be turned into the office, in the original box, and must include the child's name, prescription name, date of expiration, and dose to be given. Our staff is not trained to know when a child needs a nebulizer treatment.

TCPS must have an Emergency Action Plan on file if your child has Asthma.  
For children with severe allergies requiring an Epi-Pen or medical treatment we will require an Emergency Action Plan from your child's doctor outlining what the allergy is and how to handle it if exposed to an allergen.

#### ALLERGIES

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to upload all documentation in ProCare. This allows us to alert our staff to be on guard of their allergy. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies, you will need to upload all documentation in ProCare. A doctor's note is required for a child to remain inside due to allergies. **All documentation must be updated annually.**

Health forms must be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and current immunization history. It is the parent/guardian's responsibility to keep these updated and kept current.

#### IMMUNIZATION REQUIREMENTS

Immunization records must be current for all children enrolled in TCPS. A copy must always be in the child's file. It is the parent's/guardian's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations, or state forms of exemption, may lead to disenrollment. A notarized affidavit must be on file for children enrolled that have not received immunizations due to a personal belief or illness. The affidavit must be renewed every two years. If TCPS is penalized or fined for non-compliance of immunization cards due to a parent/guardian's neglect, that fine will be passed on to the parent/guardian responsible, including an additional \$50 administration fee.

### **DIGITAL POLICY**

#### PHOTOGRAPHS/VIDEOS

TCPS believes in the benefit of using real-life pictures and/or videos in our educational program. From time to time, we will be taking photos/videos of students during their activities within the

premises. The photos will be used for bulletin boards, marketing, or advertising, and/or marketing updates posted via the Facebook page, Instagram, our website, and/or within the walls of the preschool premises.

By signing the handbook below, you grant and authorize TCPS the right to take, edit, copy, publish, distribute and make use of any and all pictures or videos taken of your child(ren) to be used in and/or for legally promotional materials and digital communications. This authorization shall continue indefinitely, unless you otherwise revoke said authorization in writing. You understand and agree that these materials shall become the property of TCPS and will not be returned.

#### SOCIAL NETWORKING WEBSITES

TCPS staff are prohibited from participating in social networking with parents/guardians and children while enrolled/employed. This includes, but is not limited to, Facebook, Twitter, Instagram, or any other site.

### **SCHOOL SAFETY POLICIES**

#### SIGN-IN/SIGN-OUT

Parents/Guardians need to personally escort their child(ren) inside the building.

**Parents/Guardians MUST sign their child(ren) in and out daily.** Due to liability, we will not sign your child in when they enter the building, nor will we sign them out at the end of the day. Parents/guardians will be required to use the iPads or sign-in/sign-out sheet daily. **Repeated failure to sign-in or sign-out may result in a meeting with administration to review procedures and ensure compliance.**

#### VISITORS

Parents/Guardians are welcome to visit the center any time during the day to observe their child without prior approval but MUST check in with the front office before entering the classroom area. No one is allowed behind the double doors without prior approval. Those doors remain locked and only staff members are given access.

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through a screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening requirements.

#### RELEASE OF CHILDREN

If a parent/guardian is unable to pick up their child, they may authorize another legal adult to pick up. Children in the preschool will not be released to a minor, without prior parent authorization on file. **Authorized adults must be listed in ProCare and use their exclusive ProCare identification pin, as well as present a picture ID.** They may also be required to fill out

the sign-out form for safety and liability purposes. Parents/guardians please do not give your exclusive pin number out.

#### OPEN DOOR POLICY

Parents are welcome to visit the classroom under our open-door policy. To maintain a positive learning environment, we ask that visits be scheduled in advance and that classroom routines and confidentiality are respected. Persons not listed on the "Parent/Guardian" section or the "Authorized Pick-up" section, will not be allowed to visit your child. In a custody situation, please note that this rule applies and plan accordingly. NOTE: Nap time is very important, and we do not want to disrupt or have visitors during that time.

#### PROCEDURES FOR HANDLING EMERGENCIES

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental/guardian notification will be documented and reported to parents/guardians when the child is picked up at the end of the day. In case of medical injury or illness requiring immediate professional care (emergency), staff will call 911. As appropriate, staff will administer CPR or first aid measures. Parents/guardians will be notified immediately. If parents/guardians are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency. If a child ingests or encounters a poisonous substance, the staff will contact the Poison Control Center at 1.800.222.1222.

#### EMERGENCY PREPAREDNESS PLAN

Trinity Christian Preschool performs fire drills monthly, severe weather and sheltering in place/lockdown drills quarterly. Emergency routes are posted in each classroom. Emergency Preparedness Plans for tornado/bad weather, accidents, illness, explosions, fire, bomb threats, off-site evacuations and lock-down procedures are also available in the preschool office for parents to preview at any time. Each staff member has reviewed each of these plans yearly during staff orientations.

Trinity Christian Preschool is equipped with a fire sprinkler system and required inspections are performed annually.

In the event of an emergency evacuation, all TCPS staff will follow the emergency preparedness plan. All staff and children will remain away from the building until the threat of danger has passed or cleared by local authorities. If TCPS needs to evacuate, the staff will evacuate children to The Children's Building or across the church parking lot to the NAB Building. Children will walk with the class or be pushed in cribs with staff on the sidewalk to the Children's Building or NAB. Children will remain at this location until parents have been contacted by the preschool staff to pick up their children. All staff carry parent/guardian contact information and the daily sign-in documentation for each child.

Communication with parents/guardians and authorities will be made by cell phones and texting via the Parent ProCare app or through Trinity Church Clearstream System. Parents can call the main Trinity Church number 972-291-2501 to get more information during an emergency.

#### MANDATORY REPORTING

The State of Texas requires that TCPS and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities, any and all suspected cases of abuse to a child. [Texas Family Code Section 261.101 (a)]

TCPS and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that parents/guardians make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment. The hotline number is 800-252-5400.

#### GANG FREE ZONE

All child-care centers are required to designate a gang-free zone that is within 1000 feet of the center. Gang activity within this area is prohibited. Gang related or criminal activities or engaging in organized criminal activity within 1000 feet of the preschool is a violation of the law and is therefore subject to increased penalty. The goal of the zone is to deter certain types of criminal activity in areas where children gather.

#### CAMERAS

TCPS has closed-circuit cameras in all classrooms. The privacy of the children is very important to us. For this reason, the cameras are not available to parents/guardians or over the internet. This policy is intended to make you aware that you are being recorded at all times.

#### WAIVER

If TCPS fails to require that you comply with any term of this Agreement, then TCPS will not be deemed to have waived its right to demand compliance and TCPS may later require that you comply with such terms after notifying you that it will require compliance. We, at TCPS, know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in education and childcare. We believe that excellent early childhood development is the foundation for a bright future for our children at TCPS.

### MEDICAL RELEASE

I hereby certify that my child(ren) is/are in good physical condition and do/does not suffer from any disability that prevents or limits his/her participation in all activities conducted by TCPS. I acknowledge that TCPS will not assume any responsibility or liability for personal injury or damages caused by the injury. In the event TCPS is unable to reach a parent, guardian or any emergency contact, I hereby give permission for my child(ren) to be transported to the nearest hospital for treatment in case of an accident or emergency. I hereby further authorize(s) any of the staff or employees to provide for, approve and authorize health care at the hospital. I acknowledge that I will be responsible for all fees/bills associated with such circumstances.

Printed Name of Parent/Guardian \_\_\_\_\_

Child(ren) Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian Handbook Acknowledgement

I have been given a copy of "TCPS Summer Parent/Guardian Handbook."

I have read the "TCPS Summer Parent/Guardian Handbook."

I understand the policies outlined in " TCPS Summer Parent/Guardian Handbook."

I have been given the opportunity to ask questions about the policies outlined.

I agree to abide by the policies outlined in " TCPS Summer Parent/Guardian Handbook."

Printed Name of Parent/Guardian \_\_\_\_\_

Childs Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Director Signature \_\_\_\_\_