

*Trinity Christian Schools*

*Preschool Family Handbook*

*2009-2010*

## *Preface*

The purpose of this handbook is to provide a standard of behavior for every family/student attending Trinity Christian Schools. We recognize that this handbook is silent on some issues that may arise. In the event of differences of interpretation, TCS 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, teachers who are dedicated to the Lord and this ministry, and many people who pray 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, practical leadership skills, and a variety of Christ-like activities.

Our curriculum is designed for traditional classroom teaching and primarily uses material from A Beka Book Publications and Bob Jones University Press. It is the intent of Trinity Christian Preschool to help the student develop proper habits of study with a planned and varied program.

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 2 years of age through 4 year olds. The director holds a Bachelor's degree in Elementary Education and has many years of experience working with children. The assistant director has many years of experience working with preschoolers. Also, the director has been a mother of seven preschoolers and now has five grandchildren who are or have been preschoolers. The assistant director has had three preschoolers. This experience helps them as they work together with you because they have been where you are with your preschooler. Each member of the teaching staff is an experienced teacher who possesses the expertise and understanding essential in teaching young children as well as the basic love for little children. All teachers receive a minimum of 10 hours of in-

service training annually in order to remain alert to the ever-changing needs of today's family and in accordance with the state-licensing department. Many of our teachers are certified in CPR. 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 they are a child of God. Children are our only business...they come first in our hearts and dedication.

### ***Our Mission Statement***

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

### ***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 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.

### ***Our Curriculum***

The curriculum is appropriately designed to the age groups and to the stage of development of each child. Since children learn best through hands-on activities, lessons are built around play and experiential learning. 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, Christ, and the things of God has made are stressed through appropriate activities. Curriculum is designed to help the child develop in all facets of his life... physically, mentally, emotionally, socially, and spiritually.

Our curriculum is designed for traditional classroom teaching and primarily uses material from A Beka Book Publications and Bob Jones University Press. All learning programs begin at 8:15 a.m. and it is difficult to make up work with a tardy child while moving on to a new subject matter with the group. The daily schedule for each class must have flexibility. However, there is a routine of activities that will normally be followed. Balanced daily schedules of active and quiet activities are planned. Activity times, snack, lunch, nap, outside play, etc. are planned to be at the same time daily.

Age groupings are generally based on the child's age as of **August 1<sup>st</sup>** of each year. Groupings are flexible and a child may be moved from one group to another to meet certain needs.

## *Christian Philosophy of Education*

### **Foundation**

Trinity Christian Preschool, 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 Preschool, 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.

### *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***

### **Matthew 18 Principle**

We encourage the use of the Matthew 18 Principle in handling disagreements. If a student, parent, or teacher is offended by the words or actions of another, as a Christian brother, they should first go to the person through which the offense came and share this with him as stated in Matthew 18:15. If after consulting together and praying for mutual understanding there is no reconciliation, then they should agree to go together and council with the appropriate administrator. Should additional steps be needed, a conference should be scheduled with the superintendent, and then a meeting with the school board. Administration will refer the individual back if the first step is not taken.

### **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's 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 publicized 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 families new to TCPS. The parent/guardian obtains the registration packet for enrollment and returns the required forms along with the registration fee to the Administrative Office. After the family has completed this step, an appointment is scheduled for them to meet with the 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-administrated 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. Furthermore, both parents must attend the admissions interview conducted by the TCPS Administration.

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

### **Application Requirements**

- Completed Registration Packet
- Birth Certificate
- Updated Immunization Records
- Registration Fee/Tuition (paid in advance)
- TCS reserves the right to move students who lack maturity or academic progress

### **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.

## ***Financial Policies***

### ***School Fees***

Registration fee (non-refundable) is due upon registration. The book rental and curriculum fee 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. Eleven month payment plan (July-May, registering by June 20th)

*The first tuition payment is due by July 20<sup>th</sup>. This amount is nonrefundable and nontransferable should the student cancel enrollment for any reason. If the July 20<sup>th</sup> deadline is not met, the student's reservation will be canceled to make room for those on waiting lists. All payments are due by the 20<sup>th</sup> 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 20<sup>th</sup> 2010, students will not be admitted into class.

**TCS cannot cash personal checks or two party checks for students or parents.**

### ***Extended Care***

Extended care is available for students K2-6<sup>th</sup> 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 \$9.00 per day or \$90.00 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 5:30pm. Those who have not been picked up by 5:30pm are charged \$1.00 for every minute after 5:30pm. This rate is customary to daycare charges in our area. Those who arrive after 5:30pm 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 redeposited 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 TCS regarding registration, tuition, books, and optional services are still in effect. Habitual abuse of returned checks or late payments will necessitate a conference with school administration and possible dismissal from TCS.

### ***Operation***

- The Preschool is open from 7:30 a.m. until 3:00 p.m. Monday-Friday during the school year. K4 (Warrior Bldg.) will dismiss at 3:05 p.m. A summer program is available for families enrolled for the school year.

- 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 last Friday (school day) of each month, school will dismiss at **12:30**, allowing our teachers an afternoon for Chapel and staff meetings. Extended care will begin at 12:45 p.m.
- All preschool children are to be taken to their rooms by the **parent** upon arrival and signed in. Please be sure the employee 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. If your child is brought to school late (after 8:30) the parent must bring the child to the office, not directly to the classroom. The director, assistant director or aide will walk your child to class. This will limit class disruptions. Notify the school of absences and illness.
- If your child leaves early during the school day, they will only be released when signed out in the main office by the person taking the child. You must obtain a sign-out slip from the office to present to your child's teacher.
- No child is to arrive during naptime (12:00-2:00 for K2 & K3), 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. Contacting your child's teacher by texting or calling their cell phone is prohibited. Call the school office when you need to leave a message for your child's teacher.
- **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.
- 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!)
- 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 Schools desire 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 Central 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 2 large beach towels. They may also bring a small pillow. 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 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.

## ***Lunch Program***

Students may buy a lunch at school everyday 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. ½ 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.

## ***Discipline***

### ***Discipline 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 calendar that has their conduct grade on it everyday. **Parents should initial the calendar everyday 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.

### ***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 superintendent, 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.

### ***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.

### *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 prohibited.** 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.

### *K4 Dress Code*

**K4** 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. TCS 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.

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, TCS serves as an assistant in training their children. Therefore, parents are asked to conform to these same standards regarding dress and to require their children to conform as well, on or off TCS campus.

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 students being sent home to change clothes. 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 (K4 – 6th Grade)***

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

#### ***Boys***

Boys may not wear earrings, body piercing, or tattoos. Make-up or nail polish is not allowed for boys. 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.

#### ***Girls***

Make-up, jewelry, and accessories should be modest, neither excessive nor distracting. Only ONE earring per ear is allowed, and it must be in the ear lobe. Body piercing and tattoos are not allowed. Modesty shorts should be worn under all skirts.

#### ***Shirts***

Shirts and blouses are not required to be tucked in at all times, until the 2<sup>nd</sup> grade. For all grades, shirts and blouses must have a collar and may be long or short sleeve. The style may be button up, button down, or polo type. Any **solid** color is permitted and any logos should be small. All undershirts must be a solid color. The collar (ringer) of the undershirt must be round and the same color as the undershirt.

#### ***Slacks, Shorts, Skirts, & Capri pants***

Colors are navy blue or khaki. Shorts, skirts, & Capri’s may be denim material. Shorts must be no shorter than two inches above the top of the kneecap while standing. Slacks, pants, shorts, & Capri’s may not be frayed or cut on the bottoms. No holes or extreme fading will be allowed.

#### ***Jeans***

Jeans, carpenter pants, and cargo pants may be worn. No bell-bottoms, low rise, or stretch pants. Jeans may not be frayed or cut on the bottoms. Jeans with holes or extreme fading will not be allowed.

### ***Outerwear***

Heavy coats (any color) worn to school must hang in the classroom for the day. If wearing a jacket in the building it must be a solid navy color. (No denim) The navy TCS pullover or zip down hoodie sold early fall through the school may also be worn in the building. Small logos are permitted. Standardized dress must be worn under the outerwear.

### ***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 t-shirts must meet the following color guideline.

*Navy, orange, and white are the official school colors of Trinity Christian Schools. 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 be 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 logos, but navy must be obviously present. The secondary colors cannot stand-alone. For the sake of diversity, navy, white, and gray may serve as a base color of apparel. For example, a navy and orange logo may be placed on a white shirt. Orange is **excluded** as a base color due to it being a primary color of another local school. 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 superintendent. Purchases made without approval and/or that do not meet the color guidelines will be the responsibility of the individual and not the school.*

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

## ***Health, Illness and 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 or disability will be upon approval by the school nurse.

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.

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.** 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

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.

### ***Suspension Policy***

A child may be suspended from the program for behavior that is not age-appropriate and/or harmful to the other children or the staff (such as **biting, scratching, hitting, spitting, etc.**). The staff will at all times try to work with the child and the family to stop the behavior. Prior to suspension, the director will notify the parent in writing with an incident report on the first and second occurrences when the child is picked up. If the behavior occurs a third time, an incident report will be completed and the parent will be contacted 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.

### ***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.