

# Trinity Christian School



2022-2023  
Preschool  
Family Handbook

## ***Preface***

The purpose of this handbook is to provide a standard of behavior for every family/student attending Trinity Christian School (TCS) Preschool. We recognize that this handbook is silent on some issues that may arise. In the event of differences of interpretation, TCS Preschool 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 TCS 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.*

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

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

*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. (1 Corinthians 3: 1 0)*

*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.*

## **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 bodily 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 that God created mankind in His own image. We believe that God created two genders, male and female. God's creation of gender is thus part of God's good design for mankind. Furthermore, we believe God's good design is for all sexual expression and relationship to be within a monogamous marriage union between one man and one woman. We believe that mankind is fallen and has inherited a sin nature after the order of Adam. We believe that the fallenness of mankind necessitates salvation, a restored relationship with God and ability to walk obediently to Him, accomplished and given only by the grace of God in Jesus. We believe that because all people are created in the image of God and that Christ died for all people, every person possesses inherent worth and is worthy of respect and Christian love. (Gen. 1:26-30, 2:15-25, Matt. 19:5, John 3:16-17, Rom. 1:19-32, 3:10-18, 23, 6:23, I Cor. 1:21-31)
  6. 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.
  7. 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)
  8. 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.
  9. 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).

## ***Mission and Vision Statements***

God has established Trinity Christian School for the purpose of discipling students through Bible-based and Christ-centered education. Our vision, mission, core values, distinctions, and profile of a graduate make up the heart of the operating constitution for Trinity Christian School, and these collectively will guide all of our policies, practices, and procedures. Our desire is that every student, family, staff member, and board member actively participate in developing a culture at Trinity Christian School, which prepares

our students to be lifelong disciples - who are focused on fulfilling the Great Commission (from Matthew 28:18-20) by intentionally investing in making other disciples who will also follow our Lord Jesus Christ.

### **Vision Statement**

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

### **Mission Statement**

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

### **School Verse**

“Be strong, and let us fight bravely for our people and the cities of our God. The LORD will do what is good in His sight” (II Samuel 10:12).

## ***Christian Philosophy of Education***

### **Foundation**

Trinity Christian School (TCS), 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**

TCS 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 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, TCS, at the parent's request, seeks to serve Christ by assisting parents in providing their children a quality education. TCS believes the parents, church, and school should operate as a cohesive force laying the foundation upon which the best Christian education may be taught to children. Such cooperation creates spiritually vital families which are the foundation of our school, our churches, our community, and our nation.

### **Integration of Faith and Learning**

Integration of biblical faith and learning is the primary function of the teacher. The school employs born-again administrators, faculty, and staff who serve as role models in their Christian walk and professional lives. The Bible, the inspired, infallible Word of God, not only provides the blueprint for Christian education but also provides parents and the Christian school with the principles to be taught. The school endeavors to select the best curriculum available from 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

extracurricular activities. Most importantly, we desire to foster the students' relationship with Jesus Christ and encourage attributes that reflect His character.

## **Our Preschool Program**

TCS Preschool serves as a partner to Christian parents and is intentional in its pursuit of developing a foundational biblical worldview in the lives of their young children. Our weekday program provides classes for children 2 years of age through age 4. Age groupings are based on the child's age as of **August 1<sup>st</sup>** of each school year.

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

### ***Our Preschool Staff***

All preschool teachers and support staff are professing born-again followers of Christ and agree, under contract with TCS, to live in such a way that honors God. They undergo regular background checks as required by licensing requirements of ADHS (Arkansas Department of Human Services). Preschool teachers receive a minimum of 15 hours of state approved professional development annually, in order to remain alert to the ever-changing needs of today's family and to remain in accordance with the state-licensing requirements.

Our teachers believe children are a gift from God which you have entrusted to our care as your partner in their raising and training. TCS preschool teachers and support staff love, care for and guide children as though they were one of their own. They stand on the truth that every child is a blessing from God and has great value.

### ***Our Preschool Curriculum***

The A Beka Curriculum is used in all of our preschool classrooms. The PK2 and PK3 curriculum serves as the main building block to the success of our junior kindergarten (PK4) class and beyond.

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

Along with learning the basic skills needed for reading, writing, and arithmetic, TCS Preschool students will learn about the world around them through creative exploration and play. With A Beka's fun approach to learning, our junior kindergarteners (PK4) are effective readers before they graduate to our senior kindergarten level! Preschool children will explore relational skills, music, science, language, art and more. Our junior kindergarteners (PK4) are well-prepared spiritually with Biblical truths; academically, with strong phonics and math skills; socially, through classmate interaction and dramatic

play; and physically, through appropriate motor skill activities.

A Beka Bible Curriculum effectively delivers daily engaging and interactive Bible lessons. A Beka Bible Curriculum lays the foundations for understanding stories and lessons from the Bible, while also using scripture memory as a gateway to making God's Word useful to daily life.

## **General Information**

### ***Preschool Admissions***

The objective of the admissions/enrollment procedure is to identify and admit those students who should be enrolled in TCS Preschool. In harmony with our purpose of assisting Christian families with the education and nurture of their children, TCS Preschool desires that families carefully consider the mission of TCS before seeking enrollment.

Tours of TCS are arranged beforehand through the school office and given to those who desire to obtain more detailed information about the school/preschool program. Choosing an educational partner for your child(ren) is very important and we encourage families to conduct a thorough observation of their academic and spiritual partnering options. We are delighted that you have chosen us as your partner in raising and training your child.

### **New Preschool Student: Admission/Enrollment Process**

- ***First step; Submit an online student application*** through the school website [www.trinitywarriors.org](http://www.trinitywarriors.org)
- ***Second step; Email (or fax) a copy of student birth certificate and immunization records*** (must be received prior to the family interview)
- ***Third step - Family interview & conference with the financial coordinator. (45 minutes)***  
***Once the application is received by TCS, the office will contact the family*** of the prospective student in order to schedule a ***family interview***. At least one parent and the preschool child(ren) seeking enrollment must attend. After briefly meeting with the preschool director, the family will also meet with the financial coordinator where they will pay the registration fee and make tuition payment arrangements, if admission is granted.
- ***New PK4*** students must have completed the enrollment process by the Tuesday after Labor Day of the current school year in order to attend TCS Preschool. The next option for PK4 students to enter TCS enrollment is at the end of the semester. (unless a family is relocating to our area)  
*These deadline dates do not apply to PK2 and PK3 children.*

### **Returning Preschool Student: Admission/Enrollment Process**

- Returning TCS students will be billed February 1st, of the current school year, for the **upcoming** school year registration fee and this fee will be due by February 10th (this re-enrollment registration charge will be in addition to February tuition).
- Returning families complete and submit a "re-enrollment packet" required by TCS through their FACTS family portal. All requirements must be met by the due dates set forth by TCS in order for a student to officially re-enroll.
- March 1st, open registration/enrollment begins for new students for the upcoming school year.

Admission for currently enrolled students is secured for the upcoming school year until the publicized ***re-enrollment registration date deadline***. Following the published ***re-enrollment registration date deadline***, registration for the upcoming school year opens to **all** student applications received and are considered in the order received by TCS. It is the responsibility of the currently enrolled family to obtain



re-enrollment registration information.

Parents of students must understand the mission of TCS Preschool. At least one parent must be a born-again Christian living under the Lordship of Jesus Christ, participating in active fellowship, being disciplined in a Bible believing church, and growing spiritually which is evidenced by regular church attendance and involvement in ministry.

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

## **Student Application Requirements**

Toddlers through Junior Kindergarten(PK4)

- Two year old applicants must be two-years-old by August 1.
- Preschool age 3 applicants must be three-years-old by August 1.
- Preschool age 3 applicants must be potty trained.
- Junior Kindergarten(4yr. old) applicants must be age four by August 1.
- At least one parent of the applicant must be a Christian and must be actively involved in a local church.
- Birth certificate, immunization records, and child custody papers, if applicable, must be submitted to TCS.
- Applicants applying from a former preschool must have satisfactory recommendations from that former preschool director and/or teacher.
- Students who have had prior discipline problems at another preschool risk not being eligible for enrollment or attendance at TCS Preschool. Enrollment is at the discretion of TCS.

## **Teacher/Student Classroom Ratios**

Two Year Old Class (PK2) - 8:1 (eight students with one teacher)

Preschool 3's Class (PK3) - 12:1 (twelve students with one teacher)

Junior Kindergarten Class (PK4) - 15:1 (fifteen students with one teacher)

## ***Advancement and Retention Recommendations***

Retention recommendations are at the discretion of the TCS Preschool. Near the conclusion of the school year, preschool teachers communicate advancement or retention recommendations to the parents of their preschool students.

## **Kindergarten (Junior Kindergarten PK4/Sr. Kindergarten K5)**

Careful evaluations are made of our Jr. Kindergarten(PK4) students pertaining to their maturity and academic accomplishments before recommending advancement to Sr. Kindergarten.

## **Financial Policies**

### **School Fees**

TCS operates within a yearly budget. Tuition and fees are set and collected yearly and according to the needs of the school.

A registration fee (non-refundable) is due upon the date of the family interview and is a recurring yearly fee. The registration fee for the re-enrolling family is at a lesser rate until the deadline date. The tuition rates can be located on our school website at [www.trinitywarriors.org](http://www.trinitywarriors.org). An activity fee of \$150.00 is billed every June 1st and due by June 10th.

The financial and enrollment coordinator will assist in setting up a *FACTS* tuition management account. This will allow you to set up a monthly payment which can be automatically withdrawn from your bank account. The meeting with the financial coordinator is scheduled to take place immediately following the new family's interview.

Tuition is due by one of the following methods:

1. Payment in full by June 10th to receive a discount.
2. Ten month Preschool payment plan (August-May) and due on the 10th of every month.

The first preschool tuition payment of the school year is due by August 10<sup>th</sup>. *This amount is nonrefundable and nontransferable should the student cancel enrollment for any reason. TCS Preschool families are financially responsible for the semester their child attends no matter the length of their attendance.*

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 10<sup>th</sup> of the enrolled school year, students will not be admitted into class.

### **Returned Checks**

All checks that are returned because of insufficient funds will automatically be re-deposited once. If the check is returned a second time, the issuer will be asked to redeem the returned check with either cash or money order. Checks (or drafts) returned by the bank are subject to a late fee and \$35.00 return check fee. The due dates as set forth by TCS regarding registration, tuition, and extended care are still in effect. Families who have two checks returned will no longer be able to pay by check and limited to only cash or money order. Habitual abuse of returned checks or late payments will necessitate a conference with school administration and possible dismissal from TCS.

## **Preschool Operations**

### ***Arrival***

The preschool is open from 7:20 a.m. until 3:00 p.m. Monday-Friday during the school year and according to the school calendar. Junior Kindergarten students (PK4) must be signed in by 8:00am. PK2 and PK3 students are asked to be present by 8:20am. After 8:20am the family will need to come in through the main school office doors.

Preschool children must be signed into the care of TCS every day upon arrival by a parent/guardian per licensing requirements.

Preschool students are not permitted to arrive for the school day any later than 10:00a.m. unless in the event of a pre-arranged appointment. Parents are responsible for connecting their child to the preschool teacher/staff. Preschool staff cannot be responsible for children whose parents do not abide by this policy.

### ***Dismissal***

TCS Preschool dismisses daily and promptly at 11:45am for half day attending students and at 3:00pm for full day attending students. Parents are responsible for their child(ren) once received from staff at dismissal. This includes the child's behavior and safety while on our campus.

Parents picking up half day students are asked to wait in the hallway until the preschool teacher brings the child to the classroom door. Habitual late arrivals for "half-day pick-up" risk being eligible to attend the half day attendance option. There is no extended care for half day attending students.

Extended care charges are applied 16 minutes after dismissal for those attending the full day option.

Children can be dismissed **only** to those persons whose names appear on enrollment forms. A picture I.D. will be required. *Permanent changes* to this form must be done in writing in the school office by the **parent/legal guardian**.

The preschool has no legal authority to refuse either parent the right to have custody of their child unless there is a **court order** and the **preschool has a copy of this judgment**.

### ***Early Dismissal Days***

The school occasionally has early dismissal days which allow our teachers an afternoon for chapel, staff meetings or parent conferences. On these early dismissal days, extended care charges begin 16 minutes after the early dismissal time for preschool. (K-5th grades dismiss at a later time and will have extended care charges which begin 16 minutes after their dismissal time). There are some early dismissal days in which extended care is not offered.

### ***Extended Care Services***

Extended care services are available 16 minutes after dismissal to students preschool through 5th grade. Extended care options conclude at 5:30pm. Extended care students must be signed out by a parent/guardian and their name must appear on the child's authorized pick up list. Services are billed at the end of each month and due on the 10th in addition to the tuition amount.

Extended care charges can be viewed on the tuition schedule. Students who have not been picked up by 5:30pm will be charged \$1.00 per minute until the child is picked up. Extended care services are a privilege and may be revoked in the event of repeated tardiness.

### ***Lunch Program***

*There are no cafeteria services provided at this time.*

Preschool students bring their lunch daily and the lunch must meet ADHS guidelines.

Their lunch, at a minimum, should include;

1. 8oz. of milk (school provides milk and water at no charge) juice is charged to your account in the event of a milk allergy. Preschoolers can drink what you send in their lunch box in addition to the milk we serve.
2. 1 slice of a bread

3. 1 oz of a meat
4. 2 ¼ cup servings of fruit or vegetable

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

Anything charged to your child's lunch account is billed monthly and for the previous month.

## **Parent Involvement**

Trinity Christian School desires for parents to be involved in the educational process of our students. The administration and faculty oversee school programs and projects that promote TCS and education. We encourage parents to assist the school with 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. (*changes may occur at times during the school year due to infectious disease concerns*)

## **Parent Conferences and School Visits**

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

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

Simple **birthday parties** with refreshments are permissible at school *if arrangements are made with the teacher a week in advance*. Invitations to parties which are held outside of the school day will be distributed ONLY if there is one for each child (this eliminates hurt feelings!) Please check with your child's teacher regarding food allergies before ordering or sending treats/refreshments. *All treats/refreshments must be purchased from the Health Dept. approved kitchens and shall be transported as per Health Dept. requirements. The food shall be in a commercially packaged container. For safety purposes, nothing prepared from home is allowed. COVID precautions change and may apply.*

## **School Holidays and Gift Deliveries** (*Changes may occur at times during the school year due to infectious disease concerns*)

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 Trinity Christian School (TCS).

4. In order to minimize classroom disruptions and security issues, school deliveries such as flowers, gifts, food, balloons, baskets, etc. will be kept in the Main Office until dismissal. (*Changes may occur at times during the school year due to infectious disease concerns*)

## **Unattended Children**

Children not enrolled with 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 with 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 members.

## **Outdoor Play**

Play encourages divergent thinking, and helps to create a storehouse of memories that will be beneficial to children as they learn to become successful adults. TCS has two playgrounds: one for children ages two and three years old and another for children four years and older. We do not recess outdoors when weather temperatures are too extreme. We follow licensing guidance regarding outdoor play and appropriate temperatures.

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 PK2 and PK3. Tennis shoes or shoes that velcro/clasp/tie are preferred.

Boots, flip-flops, Crocs and open-toed shoes are not advised. 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 outdoor recess or activity. 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.

## **Naptime**

Each child will need a 2" nap mat in accordance with licensing. They will also need 2 large beach towels. These towels should be in a large ziploc bag. All items should be labeled. No toys are allowed at naptime. All items are sent home on Friday to be laundered and be brought back on Monday. We do not require students to sleep but they are required to rest for the entire time, according to ADHS minimum licensing requirement 400.3.

## **Potty Training**

The PK2 teacher will work with you and your child on potty training skills. It is the parents' responsibility to provide wipes/diapers/pull-ups/extra clothing. All items should be labeled. Potty training 2's will need training pants/pull-ups.

**Children must be out of diapers/pull-ups 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 at all times (including underwear and socks). These extra 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 contacted.

#### 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 restroom
- Can attend to their hygiene. (Four-year-olds are expected to independently clean themselves, flush the toilet and wash their hands with soap).

#### **Backpack**

A change of clothes (including underwear and socks) is required to be in your child's backpack at all times. We can more easily avoid a child becoming embarrassed if we can quickly change them into their extra clothing. Soiled clothing will be bagged and returned in the child's backpack for laundering. All clothing should be marked with the child's name. TCS Preschool cannot be responsible for items that are not clearly labeled with your child's name. ***Lost and found items are generally submitted to the Main School Office.***

#### **School Communications**

TCS distributes ***weekly online newsletters*** as the primary means of school communications to parents and the general public. The newsletters communicate current events in the life of the school community, announcements, and upcoming events.

***Classroom communications*** are conducted on an optional classroom bloomz application which is set up through the classroom teacher upon request by parents/guardians only. Parents/guardians are issued a code which can be used and shared with family members in order to view their child's activities in the classroom. This classroom communication becomes active at the beginning of the school year and concludes at the end of every school year.

***Periodic Parent/Teacher conferences*** will be held in order to promote good communication between parents, school, and the child's development and progression. It is best NOT to discuss concerns regarding 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 arrival or dismissal where others are present. The teacher's first responsibility is to her class!

*The yearly school calendar* provides communication regarding school holidays, closure dates, parent/teacher conference dates, along with upper school grading periods. The school calendar can be located on the school website. TCS Preschool follows the same holiday closures as the upper grades.

## **Grievance Policy**

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

If your child attends a preschool class and an issue or concern arises which involves your child, please take your concern to your child’s preschool teacher, honestly share your concern and try to obtain understanding/agreement. If a satisfactory explanation or path forward is not obtained and a resolution is not reached, the teacher will arrange a meeting with you, themselves, and the preschool director. If a resolution is still not obtained, the preschool director will arrange a meeting between the parent and the head of school. Lastly, if the preschool parent has not received satisfaction, the head of school will direct the parent to the pathway of the school board hearing their concern. The final discretion lies with TCS administration.

## **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 their immediate supervisor (Principal, Head of School) and then lastly, a meeting with the school board.

## **Behavioral Philosophy**

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:

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

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

## ***Behavioral Guidance***

TCS preschool behavior guidance is explained and agreed to by the parent/guardian prior to acceptance into the TCS school system. The teacher will provide/communicate a list of classroom rules and consequences at the beginning of the school year. The teacher, through a verbal reminder, will handle most "correction" by bringing the child's misbehavior to their attention. If the misbehavior continues the teacher will move towards the approved classroom behavior card system and/or restricting the child's freedom or privileges. Parents will be notified if continued problems exist. In cases where a behavior problem persists and there is no behavior change, a child will be sent to visit the acting director. Parents will be notified if the child is sent to the director's office. Students who consistently fail to respond to efforts of correction may be dismissed. Such care is taken to ensure 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 monthly calendar inserted into their daily folder which will have their conduct for the day recorded on it. **The monthly calendar is property of TCS Preschool** and will be removed at the end of every month by the classroom teacher for our records. *Those desiring a copy of their child's monthly calendar may request one from their child's teacher.* **Parents should initial their child's calendar at the end of every day and send it back to school the next morning for the purpose of making the teacher aware that the parent has viewed it.** It is our desire to exercise good communication between the home and school partnership as we make every effort to raise up a child in the way he/she should go. Please know, before you are called by the preschool regarding discipline issues, your child has been given every opportunity to cooperate with the teacher.

## **Biting Policy**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition which is most common between thirteen and twenty-four months of age. The safety of the children at Trinity Christian Preschool is our primary concern. Our biting policy addresses the actions the staff will take if a biting incident occurs and the consequences if the issue is not resolved. Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his/her peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. Trinity Christian Preschool teachers are trained in dealing with these common, yet serious, incidents. Preschool staff will encourage the children to "use their words" if they become angry or frustrated. Close and constant supervision of children will always be maintained.

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

- The biting will be interrupted with a firm "No...we don't bite people. We use our teeth for chewing food!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will calmly remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed by our TCS School Nurse and cleansed with soap and water.
- The child who bit will be spoken to on their level in a loving, but firm manner. We will explain that "You cannot bite your friends because it hurts them. We do not hurt our friends. We are kind to our friends. God gave us teeth to chew our food and He also says He wants us to be kind to friends." The biting child's parents will be called to come pick up the "biter" for the day.



- The parents of both children will be notified of the biting incident and written documentation will be made on a triple copy form separately for both sets of parents affected. The names of the children involved cannot be used in any communications to parents. TCS Preschool can only communicate/document what happened. The child who did the biting will be sent home for the rest of the school day. Appropriate forms will be completed (Incident Report). *Note: If a bite requires medical treatment, the licensing consultant must be contacted by the next business day. See Child Care Requirements Licensing Guidelines Section 1101 (4)- General Health Requirements. Confidentiality of all children involved will be maintained.*

When your child has bitten another:

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

### ***Suspension Policy***

A child may be suspended from the preschool program for repetitive behavior that is not age-appropriate and/or harmful to the other children or the staff (such as **biting, scratching, hitting, spitting, head-butting, inappropriate language etc...**). The staff will do their best to develop a behavior plan with the parents and work with the child and family to stop the inappropriate behavior. Parents/Guardians will be notified in writing, through an Behavior/Accident Report, when inappropriate behavior incidents occur. It is possible that the parent could be contacted to pick up the child from preschool. If the inappropriate behavior reoccurs and all efforts to guide the child to appropriate behavior have been exhausted, the child may be subject to dismissal from the preschool. Final discretion of suspension lies with TCS administration.

### **Student Incompatibility**

Trinity Christian School is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. TCS reserves the right to review student compatibility and/or revoke enrollment for any student who has had prior discipline problems at TCS or another school or whose actions do not align with our doctrinal position.

### **Separation Anxiety**

Whenever a child is introduced to a new setting, it can be an exciting but difficult period for the young child. The child may appear eager in the beginning, but it is not uncommon for children to suddenly realize you will not be there with them 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 “*it is time for me to leave and I will be back later to pick you up.*” It is important that the parent do so, without giving in to the 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.
7. Please reassure the child that you will be returning to pick them up and then leave in order for the classroom teacher to get the child redirected with an activity. The parent will be contacted if the child’s anxiety does not go away.

### ***Summer Care Program***

Summer care/summer camp is offered to preschool students (PK2,PK3,PK4) every summer. Summer care is available to Sr. Kindergarten through 5th grade students, according to participation/enrollment.

TCS preschool parents who elect for their currently enrolled children to attend TCS during the summer months must register for the summer care program by April 1st, in order to avoid a summer care registration fee.

After April 1st, **ALL** summer care registrants are required to pay a summer care registration fee of \$75.00/child. (June charges for preschool summer care attendance + any June extended care charges will be billed July 1st. July summer care charges + any July extended care charges will be billed August 1st, **in addition to** August tuition for the school year). Weekly and monthly attendance options are available for summer care/camp.

### **Emergency School Closings**

When TCS declares a closing due to **Inclement Weather** (snow, ice) the preschool division will close as well. All **emergency school closings** will be announced on available local media outlets and [www.trinitywarriors.org](http://www.trinitywarriors.org), and other mediums available.

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

**Modified Operation-** Modified operation may include an early dismissal, cancellations,

postponements, or rescheduling of normal activities. These actions are normally taken in the event of a winter storm, facility issues, utility disruptions or communicable disease issues.

Information regarding school evacuations, modified operations, or closing will be announced by school email, “REMIND” app, and the “BLOOMZ” app for preschool parents. Our relocation destinations will be posted on the front door of the main school entrance in the event we were to be evacuated. We ask that parents not call our main school phone number during an emergency. The school will contact or advise preschool - 12th grade parents by email or “REMIND, and on “BLOOMZ” for preschool parents.

### **Junior Kindergarten Dress Code (PK4 Students)**

**Junior Kindergarten** students (PK4) follow the same dress code guidelines as the senior kindergarten through 12th grade students. They are as follows:

#### **Shoes**

Shoes should be clean and appropriate for their purposes (such as for PE, recess, and other activities), and should not be distracting. Shoes/sneakers with rollers are not permitted.

#### **Seasonal Coats and Jackets**

Heavy winter coats and outdoor jackets may be of any color or design but may not be worn inside the building (they may be stored in the classroom for elementary students and lockers for junior high and high school students).

#### **Outerwear**

Students may wear a TCS hoodie, light warm-up pullover, quarter-zip, or jackets. Students may wear any solid colored hoodie, light warm-up pullover, quarter-zip, or jacket as long as the logo is less than a half-dollar in size. If a student chooses to take off the outerwear while in school, they must have an appropriate shirt underneath.

#### **Shirts**

Students may wear any TCS shirt any day of the week. Friday will be designated as spirit day so students are encouraged to wear TCS shirts on that day. Students may also wear shirts/blouses other than their TCS shirts. Non-TCS shirts/blouses of any solid color or small pattern are acceptable as long as it is not a distraction or designed in such a way that it draws unnecessary attention to the person wearing it. All logos should be no larger than the size of a half-dollar, and there should be no writing or additional graphics on the shirt or blouse. Students may however wear shirts that have scriptural references. No sleeveless top, halters, crop tops, tank tops, spaghetti straps, tube tops, or tops that bear the midriff, show cleavage, or show the underarm area may be worn.

### **Pants**

Students may wear slacks, jeans, shorts, or skirts. No holes or extreme fading, or thinned areas anywhere on the pants/short/skirt will be allowed. Any attire that allows skin to be seen above fingertip length is prohibited. This includes holes in pants and other clothing. Shorts and skirts must be fingertip length or longer. Leggings are not permitted to be worn as pants. Boxers/underwear should not be visible above the waist of the pants.

### **Miscellaneous**

- No pajamas are allowed.
- Jewelry and accessories should be modest; neither excessive or distracting. Girls may wear up to two earrings per ear. Boys may not wear earrings.
- No body piercings (including nose rings).
- Makeup should be modest; neither excessive or distracting. Boys may not wear makeup or nail polish.
- No tattoos (including hand-drawn with markers).
- Hair must be neatly groomed, and extreme hairstyles (unnatural coloring, spikes, mohawks, etc.) are not permitted. For boys, the length should not completely cover the ear or touch the collar or eyebrow, and sideburns may not extend below the earlobe. Boys' facial hair must be neatly groomed.
- Hats, bandanas, and sunglasses are not to be worn inside the building.
- Hoodies are not to be pulled over the head while inside the building.

### **Student Attendance at School Events as a Spectator**

Students in attendance at school events as a spectator will follow the dress code guidelines.

### **Spirit Day**

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

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

TCS spirit products must meet the following color guidelines:

Navy, orange, and white are the official school colors of TCS. Navy is the primary color. The Navy dominates all aspects associated with Trinity Christian. Any seal or symbol that portrays our school contains elements of navy blue. 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 the Warrior logo, but the navy must be obviously present. The secondary colors cannot stand-alone. For the sake of diversity, navy, orange, white and gray may serve as a base color apparel. For example, a navy and orange logo may

be placed on a white shirt. Gray should not be used in any design or logo, but can be the background for the logo. Any other colors may not be used in any school-affiliated products. When in doubt, seek approval from the Head of School. Purchases made without approval and/or that do not meet the color guideline will be the responsibility of the individual and not the school. Students not wearing a spirit shirt should wear regular school attire.

### **Student Likeness**

TCS Preschool occasionally places student photos and information on the school's website and other media related instruments without parental permission. Notification of this is issued on the TCS online student application along with a required consent.

### **School Name and Logo**

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

### **Health, Illness, Accidents**

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

If a child becomes sick during the school day, the classroom teacher will notify the school nurse and the nurse will remove the sick child and perform an assessment. If it appears that the child must go home the nurse will contact the parent/guardian to come pick their child up from school. 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. Re-admission of a child recovered from a communicable disease, including head lice, a severe skin rash, or pinkeye, or disability will be upon approval by the school nurse and possibly a doctor's written statement.

*It is the responsibility of the parent/guardian to notify the school of all absences.*

### **Exclusion and Re-admission Criteria for Specific Communicable Diseases/Illnesses**

**Students with suspected communicable illnesses that are transmittable in a school environment shall demonstrate respect for other students and staff by NOT attending school while they are capable of transmitting their condition to others. Depending on the specific disease/illness, the school nurse will advise when a student may safely return to school.**

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

Children can attend 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 which 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 8:00am before the student reports to class. ***Medications cannot be left in backpacks. Any student caught with medication in his possession faces possible suspension or expulsion.*** All medication will be kept in the nurse's office and must be in its original container. Refrigeration for medication is available.

### **Medical Information**

- Immunizations and Exemptions
  - Each child must have a current record of all immunizations, or current exemption, on file with TCS when **admitted**. An exemption with the Arkansas Department of Health **MUST** be submitted at the beginning of **each** school year for renewal in order to remain enrolled at TCS if exemption is desired.
  - Parents will be notified when immunizations are due. Proof of immunization must be returned to the school nurse within one month of notification. Failure to comply may result in dismissal from school until your child becomes up to date or an exemption is received.
  - A child enrolled at TCS having an immunization exemption may be dismissed from school at the discretion of the school nurse during an outbreak of the disease for which the child is not vaccinated. The child may not return to school until the outbreak has been resolved.
- Physician and Emergency Contact Information
  - Each child must have a current Primary Care Physician (PCP), PCP phone number, PCP address, name and number of individuals to contact in the case of an emergency, and authorization to treat on file with TCS. Parents must immediately notify the school of any changes that have been made.

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
- Hepatitis A
- Measles, Mumps, Rubella (MMR)
- Hib
- Varicella
- Pneumococcal

To complete the admission procedures, each child's parent must provide an up to date record of all

immunizations. The school nurse will notify the parents when a child is due specific 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 the physician the parents' work numbers as well as persons who may be called if parents are unreachable.

### **Parent School Agreement**

Parents are expected to support and uphold the policies of TCS Preschool. Without this cooperation and confirmation from the parents, a double standard exists between the home and school which is counterproductive to the student's development and school's effectiveness. If at any time misunderstandings develop between school and home, it becomes the obligation of both to resolve these in a Biblical fashion; which means 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. (Any problematic issues or concerns should be properly addressed according to the Matthew 18 principle which can be found in the General Information section of this handbook).

Any parent who openly demonstrates a lack of support for TCS Preschool's policies to students or other parents 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 their child(ren). This includes provision of competent teachers, developmentally appropriate curriculum, regular reporting, proper student supervision and communications. 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 of the school/child.

### ***Termination of the Enrollment Agreement***

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

1. The school year has come to an end.
2. The child's account is allowed to become delinquent.
3. Failure of the child's parent/guardian to honor the obligations listed in this agreement or in any rules, regulations, or manuals provided by the school.
4. Failure of the child's parent/guardian to cooperate with the child care center is serious enough to warrant dismissal.

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 dismissal and/or termination of the agreement. Termination of the enrollment agreement does not exempt the parent/guardian from financial obligations stated in the financial agreement.

### ***Mandates on Reporting Child Abuse***

All staff of TCS Preschool are required by law to report any suspicion of child abuse including physical, emotional, sexual abuse or neglect. TCS staff members must also comply with law enforcement and ADHS(Arkansas Department of Human Services) on any child investigations conducted.

**Note: TCS Preschool reserves the right to search anything brought onto school property.**

### ***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.