



2023-2024

FAMILY HANDBOOK

Preschool



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. (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.

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, **academically**, 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 1st** 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.

Teacher/Student Classroom Ratios

Two Year Old Class (PK2) - 8:1 (under age 2 1/2 yrs. old - eight students to one teacher)

Preschool 3's Class (PK3) - 12:1 (2 ½ yrs. old to under age 4 - twelve students with one teacher)

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

Advancement and Retention Recommendations

Retention recommendations are at the discretion of 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 and promotion to Kindergarten)

Careful consideration is made in regard to our PK4 students and their advancement to kindergarten. These considerations are made with a student's maturity and academic accomplishments in mind by the preschool teacher. In the event of a retention recommendation, the preschool teacher will communicate the recommendation to the student's parent/guardian. These are recommendations only and at the parent's discretion however, if there were extenuating circumstances of some sort, the discretion would lie with TCS administration.

Preschool Student Application Requirements

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.

Toddlers through Junior Kindergarten(PK4)

- Two year old applicants must be two-years-old by August 1st of the school year.
- Preschool age 3 applicants must be three-years-old by August 1st of the school year.
- Preschool age 3 applicants must be potty trained prior to entering the PK3 class.
- Junior Kindergarten (PK4, 4yr. old) applicants must be age four by August 1st of the school year..
- At least one parent must be a born-again Christian living under the Lordship of Jesus Christ, participating in active fellowship, being discipled in a Bible believing church, and growing spiritually which is evidenced by regular church attendance and involvement in ministry.
- Birth certificate, immunization records, and child custody papers, if applicable, must be submitted to TCS upon application.

- 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.
- *Grades K-12 have enrollment date deadlines for each semester. These **enrollment deadline dates do not apply to the preschool age children.***

General Enrollment Information

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.

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.

Tours of TCS are encouraged prior to the submission of a student application and can be arranged through the school office at 870-779-1009 or at admissions@trinitywarriors.org. The tour is a great resource to prospective families in obtaining 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 spiritual and academic partnering options. We are delighted that you have chosen to consider us as your partner in raising and training your child. You will find helpful information below which explains our enrollment process once a family decides to pursue enrollment at TCS Preschool.

NEW Preschool Student: Enrollment Process

Step One: Submit an online student application through the school website at www.trinitywarriors.org

Side Note: This online student application will only take approximately 20 minutes to complete if you have all the required information on-hand. (*child's ss#, name, physical address & phone # of child's physician, names and phone numbers of those you want to place on the authorized pick up list, and names/mg's/dosage of any routine medications for the child*)

Step Two: After submitting the online student application, **upload, email or fax** a copy of the following **required** documents to TCS. These documents must be received before a preschool family interview can be scheduled.

(fax # 870-772-1258 or email: admissions@trinitywarriors.org)

- Child's birth certificate
- Child's immunization records
- Child custody papers, if applicable
- Previous preschool records, if applicable

Step Three: Family Interview & Conference

TCS will contact the applying family and schedule a family interview after the student application has been received and required documents have been issued to TCS. The interview consists of both parents of the child, the child, and the preschool director. If acceptance is granted, the interview is followed by a conference with the financial coordinator in

which tuition payment arrangements will be explained and arranged at this conference. The registration fee will be due at the time of this conference as well. The approximate length of time for both the interview and the conference afterwards is 45 minutes. Please view the tuition schedule for information regarding fees and due dates ahead of your scheduled interview/conference.

Final Step: After the conference with the Financial & Enrollment Coordinator, an emailed enrollment packet will be sent to the applying family from TCS. This is the final step to enrollment. **This enrollment packet must be completed before TCS enrollment is considered complete and secured.**

RETURNING Preschool Student: Enrollment Process

TCS begins planning for the upcoming school year every January. Currently enrolled TCS families are given the opportunity to re-enroll for the upcoming school year in February of the current school year in order for administration to continue with planning. The administration plans and hires with the re-enrollment commitments in mind. Therefore, in February, we ask families to make or communicate their commitment to TCS for the upcoming school year.

Step One: Returning TCS preschool student accounts will be billed February 1st, of the current school year, for the upcoming school year registration fee and at a lesser rate. This re-enrollment registration fee is due by February 10th. *(This re-enrollment registration fee will be billed and due in addition to regular monthly tuition and any other January charges such as, but not limited to, cafeteria charges and extended care charges).* After the February re-enrollment date deadline, the registration fee increases to that of a newly applying family. Open enrollment to the public begins March 1st.

Step Two: Returning families should complete and submit their emailed “re-enrollment packet” required by TCS through their FACTS family portal **and pay their next year’s registration fee.** The re-enrollment packet must be completed and submitted in February in order for the student to have secured placement for the upcoming school year. Open enrollment for NEW students begins March 1st. All requirements must be met by the due dates set forth by TCS in order for a returning student to officially re-enroll. **Once the re-enrollment packet has been completed and submitted, along with the registration fee for the upcoming school year by the deadline set forth by TCS, the child’s re-enrollment is secured.** Please view the tuition schedule for information regarding fees and due dates. Please also submit any updated child custody papers at this time, if applicable.

Following the published *re-enrollment registration date deadline*, registration for the upcoming school year opens to all student applications received and will be considered in the order received by TCS. It is the responsibility of the currently enrolled family to obtain re-enrollment registration information from TCS.

Enrollment Financial Opportunities for NEW and Returning Students!

Indexed Tuition:

TCS understands that christian parents desire for their children to have a biblically sound education but sometimes find it difficult to attain due to varying financial circumstances. TCS has taken steps to assist parents with tuition finances by partnering with a third party administrator, *FACTS Management*. *FACTS* has a process by which they determine a “tuition discount recommendation” for the applying family. *FACTS* has designed their own application process and formula to determine their “tuition discount recommendation” to TCS. *FACTS Management charges a fee for their services which is paid by the applying family to FACTS during their application process.* Using a third party administrator means that TCS never has to see a families financial information.

TCS will determine the amount in which tuition will be discounted but is under no obligation to offer or extend the recommended tuition discount to the applying student/family. Discretion lies with TCS as they have a yearly budget to consider.

Generally, recommended tuition discounts do not exceed \$1,500.00 and will be awarded/communicated by TCS soon after being notified by FACTS. It is the responsibility of the applying family or the current recipient to obtain information regarding indexed tuition. Indexed tuition must be solicited through FACTS each school year, if desired. Indexed tuition does not carry over to the next school year.

STEPS TO APPLY WITH FACTS for indexed tuition:

- a) TCS student must first complete the enrollment process with TCS.
- b) The family of the student must apply through FACTS to receive a tuition discount recommendation.
- c) Once the family has completed the process with FACTS, their tuition recommendation will be sent to TCS by FACTS. TCS will then make a decision based upon their budget and contact the applicant of the results of the discounted amount, if any.

Arkansas LEARNS ACT: If you are an Arkansas resident with questions regarding the qualifications and/or the application process for funds, please contact the office of School Choice and Parent Empowerment (Darrell.smith@ade.arkansas.gov) as TCS is not part of the eligibility or application process.

TCS Referral Incentives: TCS offers an incentive to currently enrolled families! If a NEW family to TCS completes the enrollment process, gains acceptance, and begins school with TCS, the referring family listed on the NEW student's application will receive a \$100 visa gift card.

Financial Obligations

TCS families are financially responsible for the semester their child attends no matter the length of their attendance. If tuition payments become delinquent it is the responsibility of the TCS family to contact the Financial Enrollment Coordinator immediately as student attendance eligibility can become affected. If tuition payments become two months in arrears, students may not attend class or be given schoolwork. All student accounts must be in good standing (paid in full) by May 10th at the end of the enrolled school year.

All checks or auto drafts which are returned because of insufficient funds will be automatically be re-deposited or re-drafted once. If the check or auto draft is returned a second time, the issuer will be asked to redeem the returned check/auto draft 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 or two auto drafts re-submitted will no longer be able to pay by check or draft and limited to only cash or money order. Habitual abuse of returned checks/drafts or late payments will necessitate a conference with school administration and possible dismissal from TCS.

Financial Policies

Trinity Christian School operates within a yearly budget funded by tuition, registration fees, and an activity fee. Grants are sometimes awarded but are a rare opportunity and with no guarantee of being awarded.

TCS operates by faith in the Lord but also with the expectation that our families will honor their commitments to TCS which have been previously arranged and agreed upon. Tuition and fees are set yearly according to the needs of the school but with household budgets also in mind.

School Tuition and Fees

A **registration fee** (non-refundable) is due upon the date of the family interview and is a recurring yearly fee. The registration fee for a new family is a lesser amount than that of a re-enrolling family. The registration fee is a lesser rate for re-enrolling families **until** the re-enrollment registration deadline date.

Tuition payment arrangements are agreed upon and scheduled during the enrollment process. Tuition rates and other fees can be located on our school website at www.trinitywarriors.org. or on the tuition fee schedule at the back of this handbook. Also view the “enrollment or re-enrollment” sections of this handbook for more information re: tuition and fees.

Tuition payments are arranged upon enrollment but you can expect to be given the option of;

- a) Paying in full for the school year by June 10th at a discounted rate
- b) Paying in full for the semester by June 10th to receive a discounted rate
- c) 10 month auto drafted payment arrangements (billed August 1st thr May 1st - due by the 10th)
- d) 12 month auto draft payment arrangements (billed June 1st thr May 1st - due by the 10th)
- e) Payments by cash, check, card (using a card carries a 3.9% fee)

An **activity fee** is billed to all student accounts every June 1st and due by June 10th, along with any other charges which may become due on the account (from the month before and/or the month of June)
For example, a family will receive their emailed June statement which has the potential to include “May” cafeteria charges, “May” extended care charges, “activity fee, “June” Summer Camp, if applicable, and “June” tuition payment for the upcoming school year. View the tuition and fee schedule at the back of this handbook for more information along with the enrollment section of this handbook.

Extended care fees are billed 1 month in arrears according to the amount of days the service is used. Extended care charges are \$11.00 /day or \$110.00 per month whichever is least. The charge for extended care begins 16 minutes after a student’s dismissal time.

Lunch fees are billed one month in arrears according to the amount of cafeteria charges. (\$6.00/tray-\$3.00 chicken fries)

Lunch Program

A cafeteria tray option will be available daily with a tray cost and billed to families. All proceeds from Friday lunch orders will benefit approved TCS student life activities.

Chicken fries will also be sold daily & separately as a “supplemental option” to a student’s lunch from home.

The lunch menu will be published every Friday in the weekly TCS Newsletter.

ALL lunch charges will be billed on student accounts one month in arrears.

Preschool students may elect to bring their lunch daily. If so, 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 to preschool students) juice is charged to your account in the event of a milk allergy. Preschoolers may 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.

Preschool Daily Operations

Preschool 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. PK4 families are asked to use the inside traffic lane under the east covered entrance.** PK4 parents are asked to remain in their car and allow the PK4 teacher to remove the child from the car and gain an authorized signature.

PK2 and PK3 students are asked to **be present by 8:20am. After 8:20am** the family will need to enter through the main school office doors which are located at the backside of the main building. PK2 and PK3 parents are asked to park in the east parking lot area and walk their child inside and sign them into our care. **In the event of inclement weather conditions,** PK2 & PK3 parents may use the inside preschool lane of the east entrance to park and quickly take their child to class. For safety reasons, **NO cell phone usage is allowed in the campus car line(s).**

Preschool children must be signed into the care of TCS every day upon arrival by a parent/guardian/authorized person and signed out by the parent/guardian/authorized person 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.

Preschool 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. Children must be signed out by a parent/guardian or authorized designee which appears on the student's authorized pick up list. **The east inside lane is for PK4 student pick up and PK2 & PK3 are asked to park and walk in to obtain their child. In the event of inclement weather conditions,** PK2 & PK3 parents may use the inside preschool lane of the east entrance to park and quickly obtain their child from class.

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 staff do not plan for care beyond 5:30pm. The student's account will be billed \$1 per minute the child is in TCS care beyond 5:30pm. Extended care services are a privilege and may be revoked in the event of repeated tardiness.

Extended care students must be signed out by a parent/guardian or an authorized designee and their name must appear on the child's authorized pick up list. Picture I.D. is required until the leader or substitute leader comes to recognize the authorized person picking up the child.

Extended care services are billed at the end of each month and due on the 10th in addition to tuition and any other charges due.

Extended care rates can be viewed on the tuition schedule at the back of this handbook or at www.trinitywarriors.org

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. **For security purposes, TCS requires that parents/visitors allow the TCS office staff to unlock the doors for anyone who is desiring to gain entry. Though it is common courtesy to hold the door open for those who are entering the same door, we ask that you please refrain from holding the door open for others to enter.**

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 or their classroom Bloomz.

Simple **birthday recognition** with refreshments is permissible at school *if arrangements are made with the teacher a week in advance*. **Birthday recognition** is typically done in the cafeteria at the conclusion of the birthday child's class lunch meal.

Invitations to parties which are held outside of the school day will be distributed by the child's teacher 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. Infectious disease precautions sometimes 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.

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 use a cot provided by TCS and in accordance with licensing. They will need 2 large beach towels. These towels should be kept in a large 2 gal labeled ziploc bag. All items should be labeled. No toys are allowed at naptime. Beach towels 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. Parents/guardians who do not send nap towels with their children on Mondays will be asked to retrieve them from home before nap time begins. TCS does not keep extra towels on hand.

Potty Training

The PK2 teacher will work with you and your child on potty training skills as requested by the parent. 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 in order 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 at having an accident if we can quickly change them into their extra clothing. Soiled clothing will be properly 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 a ***weekly online newsletter*** as the primary means of school communications to parents and the general public. These newsletters communicate current events in the life of the school community, important 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.

Student folders are used as a **daily communication tool** between home and school. We ask that parents check their child's folder immediately after picking their child up from preschool as their conduct for the day will be marked on the their class calendar. A daily signature on the child's calendar is required and viewed as part of a parent's support. The

calendar is property of the school and will be replaced with a new calendar by the teacher at the end of the month. A copy of the monthly calendar can be requested of the teacher, if desired.

Periodic Parent/Teacher conferences will be held in order to promote good communication between parents, school, and the child's development and progression. Routine parent conferences are held twice a school year. One conference will be held in the fall and another in the spring. These conferences will be initiated by your child's teacher. It is best NOT to discuss concerns regarding your child in front of him/her therefore, we do not allow children to attend conferences. Conferences are best held during previously arranged times. TCS preschool discourages conferences with a child's teacher at arrival or dismissal where others are present as the teacher's first responsibility is to her class. TCS preschool welcomes the opportunity of conferencing with parents/guardians regarding their concerns for their child. We encourage parents to schedule an in-person conference, zoom conference, or phone conference during the teacher's conference period anytime they have a concern re: their child.

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 or at the back of this handbook. TCS Preschool follows the same holiday closures as the upper grades.

Conflict Resolution Policy

Throughout the course of the school year conflict will arise. Trinity Christian School will seek to engage conflict in a manner that provides both resolution and reconciliation. We are blessed to have God's Word to guide us in this process.

The basis of our conflict resolution process springs from the structure found in Matthew 18. The Matthew 18 model leads us to seek remedies to conflict in the relationships that are closest to the issue and then to move through progressive steps that include others until resolution is achieved.

Additionally, Matthew 5 instructs believers to seek resolution to conflict no matter who is perceived to be at fault.

Finally, Philippians 4:1–9 instructs in the reconciliation process between two beloved Christians, and we discover some amazing attitudes to adopt while resolving conflict that allow those involved in the issue to have a stronger, more effective relationship after the issue is resolved.

“Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things” (v.8).

Guided by the aforementioned thoughts, TCS has adopted the following steps for conflict resolution:

1. When a conflict arises between two members of the TCS community the two parties should meet and seek to resolve the specific conflict. Members of the TCS community include parents, guardians, students, and TCS staff.
2. If resolution is not achieved through step one, a third-party intermediary should be employed to assist in achieving resolution and reconciliation.
3. Should steps one and two fail to achieve a satisfactory resolution the matter should be submitted in writing to the appropriate member of the TCS administrative team. The administrator involved will review all relevant facts and documents related to the issue and conduct a conference with those involved within 5 school days of receipt of all relevant and requested documentation.

4. After step three, if resolution has not been achieved, the issue will be referred to the Head of School/Superintendent in writing. The Head of School may utilize but is not limited to the following alternatives:
 - a. Review and issue a final judgment that is consistent with the school's policies
 - b. Creating a sub-committee to review and issue a final judgment that is consistent with the school's policies.
 - c. Refer to the matter to the Trinity Christian School Board of Directors.
5. As a final step, only after steps 1-4 have been utilized, the involved parties may submit to the Head of School a written request to be placed on the Trinity Christian School Board meeting agenda. The Head of School will present the request to the President of the school's board of directors. The school board president will submit written notice of the granting or denial of the request within five school days to the Head of School and the requesting party.

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 staff will take if a biting incident occurs along with 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 by school email in addition to the student calendar and separately for both sets of parents affected. The names of the children involved will not 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. (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 the location, other students, attempted bites, time, other behaviors, staff present, and the circumstances. Staff will "shadow" children who indicate a tendency to bite in order 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 biting 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 preschool. Final discretion of suspension lies with TCS administration.

Student Incompatibility

Student incompatibility with TCS Preschool can become possible for several reasons and not necessarily the fault of any one person or program. There are times we discover that we are just not adequately equipped for every child's individual needs. If this situation arises, TCS Preschool will inform the family of their concerns regarding the child and work to develop a plan of action forward that meets both the needs of the child as well as the needs of others.

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 Camp Program

Summer camp is offered to preschool students (PK2, PK3, PK4) every summer to those who desire to register/enroll. All PK2 students who wish to attend summer camp must have turned age 2 by August 1st of the current school year in order to attend summer camp.

Summer camp is also available to Sr. Kindergarten through 5th grade students. The summer camp enrollment interest and commitments are considered in the decision to provide summer camp for this older age group. **TCS parents who elect for their currently enrolled children to attend TCS during the summer months must register for the summer camp program by April 1st, in order to avoid a summer care/camp registration fee. After April 1st, ALL** summer camp registrants are required to pay a summer camp registration fee of \$100.00/child. ALL **NEW** students enrolling into summer camp pay the \$100.00 summer camp registration fee regardless of the registration date deadline.

TCS summer camp is available to those outside the current TCS enrollment. All unenrolled TCS applicants for summer camp must follow the enrollment process of the "NEW student enrollment" section found in this handbook in order to attend TCS Summer Camp.

Summer camp participants adhere to the same dress code as required during the school year.

Emergency School Closings

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use protective actions in regard to school evacuations, closures, or modified operations. Modified operation may include cancellations, postponement, or rescheduling of normal activities. These actions are normally taken in the event of a winter storm, facility issues, or utility disruptions. Dismissal procedures during an emergency will be handled by administration once a dismissal station has been put in place.

Information regarding school evacuations, modified operations, or closings will be announced on our website and social media as well as thorough email and classroom communications apps such as Remind and Bloomz. We ask that parents not call our main school phone number during an emergency. The school will contact or advise you by email or phone.

Junior Kindergarten Dress Code (*PK4 Students Only*)

Our approach to the TCS dress code is to try to create that balance where students feel they have the freedom to express their individual tastes while learning to walk in love toward others and our Savior. To work within this balance, our dress and presentation:

- Should not be offensive to one another and to God;
- Should not result in causing others to envy or stumble; and,
- Should not be done as to draw unnecessary attention to oneself.

We ask for the full cooperation of students, parents, and teachers in maintaining the standards of the dress code. Please ask administration if you are unsure of a particular item before purchasing. Infractions of the standardized dress code are addressed in the disciplinary policies. Dress code is subject to change as circumstances arise, and we will communicate those changes effectively and in a timely manner to both the

parents and 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 K5-5th grade students and lockers for 6th-12th grade 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 no larger than the size of a half-dollar. **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 other shirts/blouses. 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 or sweatpants 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).
- **Girls-Hair must be neatly groomed, and extreme hairstyles (unnatural coloring, spikes, mohawks, etc.) are not permitted.**

- Boys-Hair must be neatly groomed, and extreme hairstyles (unnatural coloring, spikes, mohawks, etc.) are not permitted. The length should not completely cover the ear or touch the collar or eyebrow, and sideburns may not extend below the earlobe. Styling hair in a manner that gathers long hair on the top of the head is also not allowed. Facial hair must be neatly groomed.
- Hats, bandanas, and sunglasses are not to be worn inside the building.
- The hood of 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.

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 100.4 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 has been sent home cannot return to school until **24 hours** after he/she is free of all symptoms (after 24 hrs. without the use of fever reducing medications). 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.

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.

Statement of Cooperation

Honor Code · Parent Communication & Support · Discipline · Family Handbook · Faith · Support · Non-discrimination · Trips and Activities · Release of Liability · Student's Likeness · Internet Use

All students and their parents are required to sign the following statement of cooperation at the time of initial registration. By signing, you and your family are indicating your commitment to support the standards set forth by Trinity Christian School. **There are no addendums to this form/agreement.**

I/We understand the education of our child is a joint venture of family and school. When concerns or questions arise, I/we will take our opinions, concerns and comments about the school's programs or employees to the appropriate party as outlined in the grievance policy. Discussions with my children or other parents that are critical of the school or its programs/employees are not appropriate and only lead to divisiveness. Those who engage in insulting or abusive behavior or display a conspicuously uncooperative or destructive attitude toward the school or its programs/employees, including on social media, will not be tolerated and their actions will lead to the cancellation of the student's contract.

I/We understand that Trinity Christian School takes an open stand for the Lord Jesus Christ and encourages students to grow in their walk with Him. Trinity is a community of individuals committed to a love of God and one another. I/We realize that the standards set forth by Trinity Christian School have been established for our best interest and the best interest of the entire school community. Therefore, I/we understand that if I/we violate any of the standards set forth by TCS, I/we bring disciplinary actions upon ourselves. I/We agree to follow the discipline policy as set forth by Trinity Christian School and hereby agree to authorize TCS to administer such discipline, as is wise and expedient for our child. I/We further agree to cooperate with TCS by administering discipline at home as needed.

Trinity Christian School system admits students of any race, color, or national and ethnic origin to all 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.

I/We have read the [Baptist Faith and Message](#), the non-discriminatory acceptance policy above, and this Family Handbook in its entirety. I/We agree to support the mission, philosophy, statement of faith, and standards set forth by Trinity Christian Schools. I/We agree to the policies and procedures set forth in the Technology and Athletic portions of this handbook. I/We understand that if the student violates the rules, disciplinary measures may follow.

I/We grant permission for my student to attend all school sponsored trips and activities throughout each school year unless I/we request in writing, non-participation in an event. I/We also understand that signing this application releases Trinity Christian School and its staff /chaperones from any liability due to accident or injury. I/We give

permission for my child to use the internet. I/We also understand that my child's likeness may be photographed, videotaped, or recorded by the school in the course of the school activities. I/We give consent for the school to use my child's likeness and information in promotional and/or advertising materials, including the internet.

All new students are accepted on a trial basis for the first grading period, and the school reserves the right to transfer students to the grade level at which they are actually performing. The school also reserves the right to release students on the basis of poor conduct.

In the event of an emergency, I give TCS permission to transport my child to an alternate location.

This statement of cooperation shall remain in effect for this school year and the subsequent school years that the student attends Trinity Christian School (TCS).

This statement of cooperation must be signed prior to enrollment.

Student Name (Printed): _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____



TRINITY CHRISTIAN SCHOOL 2023-2024 CALENDAR

IMPORTANT DATES

July 3-7	School Office Closed
August 7-15	Staff Development Days
August 14	Warrior Welcome Back
August 16	First Day for Students/Half Day
September 4	Labor Day-No School
September 29	K-12 Virtual Day/PK Regular Day
October 9	Columbus Day-No School
October 13	Q1 Ends
October 16	Q2 Begins
October 19	Fall P/T Conferences/Half Day
October 20	K-12 Virtual Day/PK Regular Day
November 20-24	Thanksgiving Break-No School
December 15	Q2 Ends/Half Day
December 18-29	Christmas Break-No School
January 1-2	Christmas Break-No School
January 3	Staff Development Day
January 4	Q3 Begins
January 15	MLK Jr. Day-No School
February 16-19	Winter Break-No School
March 1	K-12 Virtual Day/PK Regular Day
March 8	Q3 Ends
March 11	Q4 Begins
March 18-22	Spring Break-No School
March 28	Spring P/T Conferences/Half Day
March 29	Good Friday-No School
April 19	K-12 Virtual Day/PK Regular Day
April 29-30	Standardized Testing
May 1-2	Standardized Testing
May 17	Last Day for Students/Half Day
May 20-21	Staff Development Days

JULY							AUGUST							SEPTEMBER							OCTOBER																	
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT											
						1			1	2	3	4	5							1	2											1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14											
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21											
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28											
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31																	
30	31																																					

NOVEMBER							DECEMBER							JANUARY							FEBRUARY								
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
			1	2	3	4					1	2			1	2	3	4	5	6						1	2	3	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29							
							31																						

MARCH							APRIL							MAY							JUNE								
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
					1	2			1	2	3	4	5	6				1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	20	21	22	23	24	25	26
31														30															



Tuition & Fee Schedule 2023-2024

Enrollment Fees: New Student Application Fee *	Due with application \$25.00
Activity Fee for all students :	\$150.00
New Student Registration Fee*	Due with acceptance (See amount)
below) Toddlers, Preschool, Jr. Kindergarten	\$250 (\$500 max per family)
Senior Kindergarten-12th Grade	\$300 (\$600 max. per family)
family) Late Fee Registration after June 1st (Preschool)	\$300 (\$600 max. per family)
family)	
Late Fee Registration after June 1st (K-12th)	\$350 (\$700 max. per family)
Returning Student Registration Fee- Enrolled by February 28th.	
Toddler, Preschool, Jr. Kindergarten	\$200 (\$400 max. per family)
Senior Kindergarten- 12th Grade	\$250 (\$500 max per family)
Re-enroll after February 28th.	
Toddler, Preschool, Jr. Kindergarten	\$250 (\$500 max. per family)
Senior Kindergarten- 12th Grade	\$350 (\$700 max per family)

Grade Level	10-Month Yearly Tuition	10-month Payment Begins August 1st	Optional Fee Based Services Billed Monthly:
Toddlers (2 years old by August 1st)			Extended Care (Toddlers-5th Grade) \$11.00 per day or \$110.00 per month, whichever is least. Begins 16 minutes after school dismissal and extends until 5:30 pm.
5 Day (Full Day - M-F) 7:20 am-3:00 pm	\$4,850	\$500	
2nd Child +	\$4,430	\$458	
5 Day (Half Day - M-F) 7:20 am-11:45 am	\$3,350	\$350	
2nd Child +	\$3,090	\$324	
3 Day (Full Day - MWF) 7:20 am-3:00 pm	\$3,350	\$350	
2nd Child +	\$2,920	\$307	
3 Day (Half Day - MWF) 7:20 am-11:45 am	\$2,350	\$250	
2nd Child +	\$2,080	\$223	
2 Day (Full Day - T/Th) 7:20 am-3:00 pm	\$2,350	\$250	
2nd Child +	\$1,930	\$208	
2 Day (Half Day - T/Th) 7:20 am-11:45 am	\$1,850	\$200	Notes: **Application and Registration fees are non-refundable or transferable** Annual amounts shown indicate a \$150.00 discount, Tuition is due by the 10th of each month.
2nd Child +	\$1,560	\$171	
Preschool (3 years old by August 1st)			
5 Day (Full Day - M-F) 7:20 am-3:00 pm	\$4,850	\$500	
2nd Child +	\$4,430	\$458	
5 Day (Half Day - M-F) 7:20 am-11:45 am	\$3,350	\$350	
2nd Child +	\$3,090	\$324	
3 Day (Full Day - MWF) 7:20 am-3:00 pm	\$3,350	\$350	
2nd Child +	\$2,920	\$307	
3 Day (Half Day - MWF) 7:20-11:45 am	\$2,350	\$250	
2nd Child +	\$2,080	\$223	
Junior Kindergarten (4 years old by August 1st)			
5 Day (Full Day M-F) 7:20 am-3:00 pm	\$4,850	\$500	
2nd Child +	\$4,430	\$458	
5 Day (Half Day M-F) 7:20 am-11:45 am	\$3,550	\$370	
2nd Child +	\$3,150	\$330	
Grade Level			Indexed Tuition- Returning families must apply by April 13th. New families may apply for indexed tuition upon enrollment. Indexed Tuition is not available to Toddler-Junior Kindergarten unless the parent also has a child enrolled in Junior Kindergarten or above.
Elementary (Grades K-5th)			
1st Child	\$7200.00	\$612.50	
2nd Child +	\$5950.00	\$508.33	
Middle School (Grades 6th-8th)			
1st Child	\$7416.00	\$630.50	
2nd Child +	\$6243.00	\$532.75	
High School (Grades 9th-12th)			
1st Child	\$7737.00	\$657.25	
2nd Child +	\$6564.00	\$559.50	

Revised 1/23