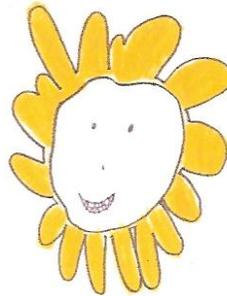
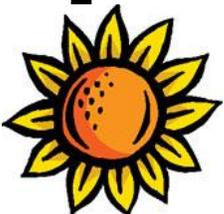


Trinity Preschool & Pre-K

A Place Where
Children
Learn to
Love
Learning



Parent Handbook 2013 - 2014





Welcome to Trinity Preschool and Pre-K

September 2013

Dear Parents:

We want to personally welcome you and your child(ren) to Trinity School. Thank you for allowing us to educate your child. The Preschool and Pre-K year is a great adventure away from home, a year of wonderment and discovery. We join you as partners to share in this magical experience.

This informational booklet has been prepared to assist you and your child in making the happiest and best possible adjustment to the Trinity Preschool, Pre-K and Pre-K+ programs. The aim of our program is to provide a solid foundation for your child's education. It is designed to help develop a positive self-concept in an environment that encourages growth and champion's success. Preschool, Pre-K and Pre-K+ students work both independently and cooperatively in groups. The program provides nurturing opportunities for spiritual, social, and emotional development; builds faith based concepts; promotes religious and moral values; fosters language development; promotes physical and mental growth.

We invite you to visit our web site at www.trinityschoolmd.org to explore the PARENTS pages and information about important events during the year and volunteering opportunities. Parent involvement is an essential part of the Trinity experience. All parents and teachers are members of the Home and School Association. Parents help with class activities and participate by accompanying their children on field trips. Others become involved in our fundraising efforts.

We look forward to sharing a wonderful school experience with you and your child. Please feel free to call us at any time if you have questions.

Sincerely,

Sister Catherine Phelps, SND
Principal

INTRODUCTION

The Preschool, Pre-Kindergarten and Pre-K+ programs will provide children the opportunity to explore, observe, and experiment. The learning environment encourages a preschooler to ask questions, make conclusions, and develop independence. Large group activities, small group activities, and center activities will stimulate a child's cognitive, social, emotional, and physical growth. Throughout the school year the children will develop skills while learning about themes meaningful to their lives. In our program, we continuously meet the developmental needs of the children as they acquire skills and face new challenges throughout the year. We do not move children based on their birthdays, we advance children with their developmental needs.

MISSION OF TRINITY SCHOOL

Trinity is a Catholic, independent, pre-K, primary and middle school sponsored by the Sisters of Notre Dame de Namur. We are faithful to the charism of the Sisters of Notre Dame de Namur. We educate children for life. The faculty instills in their students a love of learning in a caring, Christian community. Students' God-given gifts are cultivated so they become responsible leaders motivated by a strong faith and animated by a spirit of service.

PHILOSOPHY OF TRINITY SCHOOL

Trinity School is an independent, Catholic Pre-K, Primary and Middle School, a place where children learn to love learning. The primary purpose of Trinity's education is to maintain a program that challenges the students in a Christian environment. The uniqueness of each person is recognized, accepted and respected. The teachers encourage each individual to achieve to his or her fullest capacity in a caring environment through a personalized approach to teaching. Religious values form the center of the program. Proclaiming the Gospel, creating Christian community, coming together in prayer and service to others are integral to religious instruction. Trinity is committed to nurturing self-respect, self discipline, self-direction and acceptance of moral responsibility for one's actions. Skills in leadership, decision-making, and conflict resolution are taught. Trinity strives to be a community of peacemakers.

Trinity offers a strong academic curriculum with expanding and enriching programs in all disciplines. The primary focus of the program is to teach children to learn how to learn. Instruction centers on skill-building across the various disciplines including: reading and writing skills, computation, problem solving, the scientific method, technology skills, critical thinking, historical and geographical inquiry, study skills and creative expression.

The school strives to maintain a student population that is enriched by economic, cultural, and ethnic diversity. Trinity seeks to prepare students to interact in a diverse society and to assume responsibility for community development through service and out-reach programs. By learning how to sacrifice for others and to share resources with the needy, the children are taught to be responsible citizens in a global society. Trinity is a family-centered school. Parents and teachers form a partnership, working together to achieve the best for the children. Opportunities for growth and involvement in the school are made available to the entire family throughout the Trinity experience.

Every aspect of the Trinity philosophy nurtures the total child, emotionally, spiritually, physically, and academically. The fostering of a positive self-image encourages every child to accomplish his or her unique God-given mission.

HISTORY OF TRINITY SCHOOL

The property on which the school stands was given to John Talbot in 1732 as a land grant from Lord Baltimore. For almost one hundred and seventy-five years individual families lived on this property and farmed the land. In 1906 the Mt. Calvary Episcopal School for Boys in Baltimore City bought the property and relocated the school changing its name to the Donaldson School for Boys. As a result of financial losses caused by the Great Depression, the school was forced to close. The Sisters of Notre Dame de Namur purchased one hundred and eighty acres of property and the original buildings in 1934 for forty thousand dollars and authorized the opening of a junior high and high school for girls. In 1941 the Sisters opened the elementary

school known as the Julie Billiart Country Day School named after the foundress of the Sisters. These students were housed in St. Margaret's Hall and in the present cafeteria, one of the original cottages of the Donaldson School.

In 1958 the name of the school was changed to Trinity Lower School. Four additions were successfully made to the original cottages of the Donaldson School to complete the Primary School building as it stands today. In June, 1972, the girls' high was closed and the high school building was leased to the elementary school. This building was designated as the Middle School. When the high school called Trinity Preparatory School closed, the primary and middle schools became officially known as Trinity School and were subsequently incorporated. Since 1972, the school population increased from 245 to 390.

In the spring of 2001 the Trinity School Board of Trustees purchased the school buildings and forty-eight acre campus from the Sisters of Notre Dame de Namur. An Affiliation Plan is maintained with the Sisters that ensures the long-standing relationship that Trinity has always had with the Sisters of Notre Dame de Namur and the preservation of its mission and philosophy. A new Middle School equipped with state of the art Media Center and Science Lab was opened in September, 2002. During the summer of 2004 the kindergarten, partially housed in a cottage almost one hundred years old, was razed and a new facility was built. Renovations to the building attached to the kindergarten were also completed. Trinity's Strategic Plan was updated in 2008 and extends to 2012—a place where children learn to love learning.

Trinity's first preschool for three and four-year olds opened in September 2009.

MISSION STATEMENT OF THE SISTERS OF NOTRE DAME DE NAMUR

Sisters of Notre Dame,
Women with hearts as wide
As the world,
Make known God's goodness
And love of the poor through
A Gospel way of life,
Community and prayer.
Continuing a strong
Educational tradition,
We take our stand
With poor people, especially
Women and children,
In the most abandoned places.
Each of us commits
Her one and only life
To work with others to create
Justice and peace for all.

NON-DISCRIMINATORY POLICY

The philosophy of Trinity School is based on the Christian Social Principles of the Gospel Message to love and to respect the rights of all people. Trinity school does not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of its educational policies, scholarships, athletics and other school programs.

STAFF

All of our staff are carefully chosen based on the special qualities, experience and talents that they have to offer to the children in our program. We also believe that it is important for our teaching staff to be dedicated learners themselves, and we provide numerous opportunities for continuing education and professional development throughout the year. All of our teachers go through an interview process with the Director and our current teaching staff. They spend time in a classroom for a working interview as well. We do check references and perform thorough background checks for all staff. They are also CPR and First Aid trained. We offer continuing professional development in the form of training, conferences, mentoring and classes. Lead teachers meet the MD licensing requirement and often exceed the necessary qualifications. All have taken formal early childhood education classes, and many hold degrees in early childhood education or a

related field. They are also well acquainted with Catholic values and traditions. Assistant teachers also exceed basic requirements. Most of our assistant teachers are degreed and others have early childhood education training and/or several years of experience working in an early childhood setting.

Substitute teachers are interviewed by the Director and must provide references, as required for all other staff. They are also required to spend a day at school with us for a working interview. The Director compiles an approved sub list. When one team member in a classroom is absent, the other staff member assumes the role of leading the class for that day. Our policy is that two teachers from the same classroom may not take leave at the same time; however, sometimes an emergency situation arises where that may happen. When a long-term substitute teacher is needed, the Director will fill that position with an interim teacher. Our staff is truly committed to working in partnership with you and your child to provide the highest quality early childhood experience.

COMMUNICATION

At Trinity School, we pride ourselves on open communication. We feel that it is extremely important to be in close contact with parents in regard to your child's day. Since drop-off and pick-up can be rushed and busy times for children, parents and staff, we encourage you to set up a phone conference or a personal conference time with the classroom teacher, if you would like to have more than a few moments to chat. We also ask that you share with us information that may be affecting your child in school so that we can best understand and assist. Examples include health issues or a change at home, such as the passing of a family member, a family visit or a new sibling.

No question is too small. Please feel free to call with any of your questions or concerns. Barbara Law, the director, can be reached at (410) 455-9825 or TED@trinityschoolmd.org. You are also welcome to stop by the office at any time to talk.

STAFF EMAIL AND CONTACT INFORMATION

Trinity School
4985 Ilchester Road
Ellicott City, Maryland 21043
410.744.1524 Main school number
410.455.9825 Preschool and TED office
Tax ID Number: 52-0936008

Barbara Law, Director, Preschool and TED (Trinity Extended Day) Programs
410.455.9825 TED@trinityschoolmd.org

Teachers and Teacher Assistants

Tara Archer, Teacher, Butterflies Classroom tarcher@trinityschoolmd.org	410.455.5243
Jennifer Connell, Teacher, Turtles Classroom jconnell@trinityschoolmd.org	443.498.5094
Susan Finn, Teacher Assistant, Turtle Classroom sfinn@trinityschoolmd.org	443.498.5094
Sharon Foell, Preschool Aide and Substitute	410.498.5096
Sam Gladhill, Preschool Aide and Substitute	410.498.5096
Ann O'Malley, Teacher, Sunflower Classroom aomalley@trinityschoolmd.org	443.498.5084
Megan Powers, Teacher, Tigers Classroom	410.498.5096

mpowers@trinityschoolmd.org

Cecilia Redmond, Spanish Teacher credmond@trinityschoolmd.org	443.498.5084	
Allison Lawrence-Robinson, Teacher Assistant, Sunflower Classroom arobinson@trinityschoolmd.org	443.498.5084	
Kathy Sibol, Teacher Assistant, Tiger Classroom ksibol@trinityschoolmd.org	410.498.5096	
Carolyn Wider, Pre-K+ Teacher Assistant, Butterflies Classroom cwider@trinityschoolmd.org	410.455.5243	
PRESCHOOL OFFICE	410.455.9825	
MAIN OFFICE	410.744.1524	
ADMISSIONS	410.498.5040	
FINANCE OFFICE	410.747.5559	
DEVELOPMENT OFFICE	410.744.1226	
HEALTH ROOM	410.744.1082	
TRINITY EXTENDED DAY	410.455.9825	
ABSENTEE PHONE LINE	410.498.5099	
TRINITY SCHOOL FAX	Business Office Admin Office	410.744.3617 410.744.1225
DENNIS UNIFORMS	410.869.4682	
TRINITY WEB SITE	www.trinityschoolmd.org	

CURRICULUM

DEVELOPMENTAL OBJECTIVES

Introduces pre-academic skills and exposes children to letter sounds, numbers, the alphabet, shapes, and colors. Examples of pre-academic skills are number concepts, such as one to one correspondence and counting meaningful objects. Aspects of language arts are presented through exposure to stories, poetry and provision of a print-rich environment.

COGNITIVE GROWTH

To develop a positive attitude toward learning:

- To be successful in learning activities
- To make discoveries
- To take risks
- To continue with tasks after making a mistake

To enhance learning skills:

- To ask questions
- To use perceptual motor skills such as figure/ground discrimination, part whole discrimination,

- and configuration
- To explore and investigate something new in the environment
- To recall experiences

To expand logical thinking skills:

- To identify similarities and differences among objects (shapes, colors, texture, sizes)
- To sort objects according to common characteristics (i.e. things that look alike, things that belong together)
- To identify common characteristics of objects or events
- To arrange events in a sequence (i.e. what happened first, second, and last)
- To recognize patterns and be able to repeat them
- To explain simple cause and effect relationships on the basis of concrete experiences
- To identify solutions to problems

To acquire concepts and information leading to a better understanding of the immediate world:

- To demonstrate an understanding of time concept (sequence of the day's activities, yesterday, today and tomorrow)
- To identify and use the names of objects and things in the environment (i.e. plants, animals, people)
- To make comparisons (i.e. more/less, tall/short, large/small)
- To identify and use words to describe the characteristics of objects (i.e. colors, sizes, shapes)
- To identify the roles people play in society (i.e. family, doctors)
- To identify where objects exist in space (i.e. below, inside, under)
- To use numbers in correct sequence
- To match one to one when counting

To expand on verbal communication skills:

- To listen to a story and explain what happened
- To recall words in a song or finger play
- To identify word order and sentence patterns
- To follow one and two step directions
- To use words to explain ideas or feelings
- To talk with other children during daily activities
- To participate in group discussions

To acquire beginning written communication skills:

- To make increasingly representational drawings
- To move from scribbling to using some letters and numbers
- To recognize written names
- To print one's name

SOCIAL/ EMOTIONAL/ PHYSICAL GROWTH

To experience a sense of self-esteem:

- To identify oneself as a member of a specific family and cultural group
- To demonstrate confidence in growing abilities
- To demonstrate increasing independence

To exhibit a positive attitude toward life:

- To demonstrate interest and enthusiasm in classroom activities
- To try new activities
- To demonstrate trust in adults
- To be able to separate from parents with ease
- To participate in routine activities easily

To demonstrate pro-social behavior:

- To develop friendships with adults and children
- To identify and appreciate differences
- To accept some responsibility for maintaining the classroom environment
- To help others in need

- To respect the rights of others

To enhance large muscle skills:

- To use large muscle skills with confidence
- To walk up and down steps
- To run with increasing control over direction and speed
- To jump over objects or from objects without falling
- To use large muscles for balance (i.e. walk on tiptoe, balance on one foot)
- To catch a ball or bean bag
- To throw an object in the intended direction
- To climb up or down equipment without falling

To enhance and refine small muscle skills:

- To use small muscle skills with confidence
- To coordinate eye and hand movement (i.e. assemble puzzle pieces, string beads, use scissors)
- To use small muscles to complete tasks (i.e. build with blocks, place pegs in pegboards)
- To use small muscles for self-help skills (i.e. pour without spilling, use eating utensils, zip and button)
- To manipulate objects with increasing control
- To use writing and drawing tools with increasing control and intention

To use all senses to increase physical capabilities:

- To identify similarities and differences in sounds
- To identify how things are visually alike and different
- To identify foods by taste
- To identify how things smell
- To balance with increasing skill
- To respond to rhythm
- To use directionality
- To refine eye-hand coordination

GOALS FOR THE YEAR

We work on being consistent with everything we do, and we follow through with all of our rules in the classroom (sitting down, raising hands, listening to one another, and we use words - not hands - to communicate to our friends). Our curriculum based on Thematic Units is set up to help each child grow socially, emotionally, physically and cognitively in an environment where he/she is having fun and learning at the same time.

The main objective of the preschool program is to enhance the children's social skills and self-image. In order to be successful learners, cooperation, turn-taking, and problem-solving skills must be developed. In addition, it is important for young children to feel confident in their ability to make choices, initiate a learning encounter, ask questions, and utilize their knowledge. Activities and lessons are designed to insure a developmentally appropriate, child-centered program. Although the curriculum is teacher-prepared, it is responsive to the children's interests, needs, and levels of development. Some themes and units arise from the children's academic interests and inquiries. We recognize that children learn primarily through play and meaningful experiences. Therefore, structured activities are coupled with free exploration at various "centers." Everyday the children have the opportunity to choose in which centers they will participate.

Daily Time Schedule:

Sessions: Monday - Friday; Monday, Wednesday, Friday; or Tuesday and Thursday

Pre-K+:	8:20am - 3:20 pm
Full Day Preschool:	8:45 am - 3:00 pm
½ day sessions:	8:45 am - 1:00 pm

ABSENCES

School is a wonderful opportunity for your child to build their skills and establish new relationships with other children and adults. These relationships thrive when your child is consistently in school. In the event that

your child will miss a day or more of school, please contact the **Absentee Phone Line at 443.498.5099** by 8:00 am so that we can notify the teachers.

ACCIDENTS

Although it may be unsettling to find a bump, bruise, or scrape on your child, minor accidents may occur in the course of a child's busy day. Most minor injuries may be tended by the teacher and a little tender loving care.

Trinity School has two part-time nurses who are available during the school day between 8:20 a.m. to 3:30 pm. School personnel or the nurse may administer minor first aid. In the event of an emergency, we will immediately call for the necessary medical assistance and then contact the parents and/or persons indicated on the child's emergency record. Unless it is a serious injury, children usually get up and walk away and continue what they were doing. You will receive Ouch Report for all injuries that occur and require treatment. Often a phone call will be made to advise the parents of injuries or other situations.

AGGRESSIVE BEHAVIOR

Aggressive behavior of any kind will not be tolerated. When a child hurts another child, we will first attend to the child that has been hurt and then speak with the other child. In the case of an injury where we must apply first aid, we will call the parents of both children. A written incident report will also be sent home. Should an unusual incident occur, we will also complete a written incident report for the family and our files. When possible, we will talk to the parent/guardian(s) in person or by phone as well.

BEHAVIOR

Preschoolers are able to understand and remember rules but are just beginning to work out problems for themselves. They are also able to understand that there may be consequences as a result of their actions. Preschoolers will discuss rules of the classroom with the teacher and will be gently guided to develop problem solving skills. They will work with the teacher to solve a problem. When a problem arises the teacher may also redirect the child's energies to a more productive activity if he/she is misbehaving. Should a child "harm" another child he/she will have be seated "away" (outside the circle) from the larger group where the child will be redirected and review the class rules with the teacher. Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, and setting clear limits for the benefits and safety of all children. If a persistent problem occurs, parents will be notified. Behavior will not be tolerated that is harmful to the student, harmful to other students or disruptive of the class routine.

We also utilize a system of five basic classroom rules called "Strive for Five" to maintain classroom order. The tenants are:

1. Listen and follow directions
2. Keep self to self
3. Walk indoors quietly
4. Be responsible for self and belongings
5. Communicate politely at all times

The Preschool will make every effort to work with parents of children having difficulties. However, the Preschool must also serve and protect all children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of others may require the following actions:

- Initial consultation

The Director may require the parent(s) of any child who attends Preschool to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches toward solving the problem.

- Second consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent.

- Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the preschool indefinitely. The Director may immediately suspend a child at any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called from work at anytime the child exhibits uncontrollable behavior that cannot be modified by the preschool staff. A parent may be asked to take the child home immediately. Suspensions for the Preschool may vary from a few hours to an indefinite period of time.

BITING

As with any behavior, how biting is dealt with depends upon the ages of the children involved, the reason for the biting (if it can be determined), frequency of the biting and many other specific circumstances. General guidelines for biting include:

- Helping the bitten child feel better or providing appropriate first aid, if warranted.
- Completing an *Incident* report for the parent of the bitten child.
- Discussing the situation with the biter's parent.

Depending on the ages and circumstances involved, additional actions might include:

- Discussing a better solution with all children involved.
- Separation of involved children.
- Ensuring that the environment provides enough challenging activities.
- Carefully observing the involved child to identify precipitating events and prevent recurrences.
- Maintaining a log to track when the behavior occurs.
- Conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc.

Just as any other behavior issue regarding a child is confidential, the name of the child that has bitten is also confidential, in order to ensure the privacy of the child and family and prevent bias from others enrolled in the center. We will keep you informed as to what steps are being taken and if bites are from the same or a different child. Informative handouts are given to parents regarding biting. ***Children who bite three times in the same day will be sent home.***

BIRTHDAY CELEBRATIONS

Birthdays are very special moments for our children. At Trinity School we love to recognize each one of our children on their special day. If you choose to send in a birthday snack, please notify the teacher at least 2-5 days in advance to avoid conflicts in schedules. Please provide a store bought (simple) snack that can be handled by small hands. **Many children are on special dietary requirements or restrictions due to food allergies.** Please ask your child's teachers if there are any children with special food restrictions and allergies. The treat may be brownies, cookies, rice krispy squares, fresh fruit, jello, etc. We ask that sheet cakes be avoided. **Please do not send in goodie bags.**

CENTERS

Center time is a learning time for the children. It is their time to create, discover, explore, interact with their peers, and just have fun. The centers reinforce the theme/unit and academic skills that are the main focus at that time. Centers include: dramatic play, painting, reading corner, listening center, sensory table (sand/water), markers, puzzles, blocks, duplos, playdough, beads, pattern blocks, and art projects, games, sorting, and cooking. The children must be in a center. We only open certain centers in the morning and afternoon. Although it may look like children are just playing throughout the day, please remember that the children are learning through their play.

CHILD ABUSE AND NEGLECT

The Preschool staff is required by law to report any suspected child abuse or neglect to the proper authorities.

Staff members will not release any child to a parent who is suspected of having alcohol on their breath. Staff members will notify Child Protective Services and local authorities. The safety and well-being of the children is our main concern.

CIRCLE TIME

If we are in circle time when you arrive in the morning, please bring your child to the circle and have him/her sit and join us. If you need to talk to any of the teachers, please leave a note on the counter, speak to the director, call the office and leave a message or call the classroom. It is hard for your child's teacher to talk to you in the morning. We need to be with the children so we can plan our day.

COMMUNICATION

In the event that a parent or guardian should have a concern or an issue, Trinity's preschool policy is to handle these concerns promptly and directly. Parents who have concerns or issues should first arrange a conference with their child's teacher. Please send a note to the teacher requesting a conference. The teacher will contact parents to set up a meeting at a time that is convenient for them. Parents should not come to the preschool classroom before or after school and attempt to have a conference with the teacher at that time. The teacher's primary responsibility is to monitor the students during these times.

Internet Communication Website

Visit our website at www.trinityschoolmd.org. This website includes much of the information outlined in this handbook as well as the weekly newsletter, admissions information, the school calendar, Home School Association updates, staff and Board pages and upcoming events. This information is updated virtually on a daily basis. We encourage you to access the website regularly.

Email

Email is an easy way to stay connected. You will also receive the Newsy Notes, information and notification of important items via e-mail. Feel free to use this method of communication with your child's teachers and other school staff as needed. Staff are encouraged to respond to emails within a 24 hour period during the school week.

Addressing Your Questions

Though it is our desire to make your experience at Trinity School an enjoyable one, we realize there will be times when questions or concerns arise. We encourage you to use the following procedures as your guide.

- Begin with your child's teacher for concerns relating to classroom situations.

At times, it may seem easier and more expedient to go right to the Director with an issue, but we feel it is important for teaching staff to have the opportunity to address your concerns first, whenever possible.

- If you feel your needs have not been met, please contact the Preschool Director.
- If you feel your needs have not been met after seeing the teacher and Director, feel free to request a conversation with Sister Catherine, Trinity Principal.

CONFERENCE

The preschool will follow Trinity School parent conference day schedule for the school year. Conferences for preschoolers will be available (but not required). Topics discussed at the conference will include the child's overall adjustment to the school and his or her developmental growth emotionally, socially, academically, and creatively. If you have concerns or questions about how your child is developing in preschool, you are welcome to sign up for a conference. If at any time you wish to meet with your child's teacher, we will schedule a special conference.

DISMISSAL FROM PROGRAM

In certain circumstances, it may be necessary for the Administrator to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Abuse of other children, staff or property

- Disruptive or dangerous behavior
- The center's inability to meet the child's needs

A child who does not have the required forms on file and/or does not have the required immunizations may not attend school until all forms are received or may be dismissed from the program.

FIELD TRIPS

The Preschool, Pre-K and Pre-K+ students will take field trips. The first trip is to a pumpkin farm in the fall and the second will be determined by your child's teacher. ALL parents are encouraged and welcomed to join us for the farm field trip. In-house "Field Trips" also include campus visits by the fire department, a dentist, a doctor, Howard County library, and other cultural assemblies.

HEALTH

Two part-time pediatric registered nurses staff the Trinity School health room. The primary goal is the promotion of health and well being of the Trinity School community. Trinity School adheres to the policies and procedures of the Maryland Department of Health. Before each child enters school, an immunization and health inventory form **MUST** be on file in the nurse's office. This will assure that the school is apprised of special medical circumstances such as allergies, diabetes, seizures or other health factors of which the nurse should be aware. Any time a student's health changes an update should be provided to the school nurse.

HEALTH ROOM

- Direct line to the nurse is **410-744-1082**.
- A nurse is available from 8:20 a.m. to 3:30 p.m. daily.
- The Health Room is located above the cafeteria in the Primary School.
- **If your child has any or some of the following conditions, DO NOT SEND to school: fever (temp 100 or higher), reddened eyes with discharge, sore throat with swollen glands or pus in back of throat, vomiting, diarrhea, runny nose with green discharge, or undiagnosed rash.**
- If a child is too sick to remain in school, the parent will be notified immediately. Parents are asked to have sick child picked up within one hour.
- In cases of emergency when a child needs to be taken to the hospital, he/she will be taken to Howard County Hospital unless parents indicate otherwise on the emergency card.
- If an injury to the head or other serious injury occurs, the nurse will call the parent or send home a report.
- **Parents should not send a child who is ill to school in the morning. A child must be fever free for 24 hours (without fever reducing medication) before returning to school, no vomiting or diarrhea for 24 hours and, if prescribed, must be on antibiotics for 24 hours before returning to school.**
- If your child is absent for any health reason or diagnosed with a communicable disease, a written note must be sent to the nurse on child's return to school.
- A doctor's written note is needed for student to be excused from PE class. If your child returns to school with a cast, splint, crutches, etc., please notify the nurse so she may provide follow up care.
- If your child needs medication in school, please refer to the **Medication section** of this book.
- A public health nurse is assigned to Trinity School by the Department of Health. The public health nurse keeps Trinity informed of services and requirements and visits the school periodically to check health records.

HEALTH FORMS

Each child is required to have a physical examination by his or her doctor before entering school. A health form must be completed in full or a note of explanation from the doctor is required **BY STATE LAW**. No child will be permitted to begin preschool until this health form has been completed and turned in. For those children whose medical forms expire during the school year, a new exam will be required (date of physical is used to determine this). By state law, children may not remain in school if their medicals have expired. All students entering Preschool or any students new to the school are required to complete the following forms. These forms must be turned in prior to the start of the

School year:

- Immunization Record (State form DHMH 896) - signed by physician Health Inventory - part I signed by parent; part II signed by physician

TRINITY HEALTH UPDATE

The following two forms should be filled out on an as needed basis:

- Medication Authorization/Order Form - if student will require any medication, including over the counter medication, during school hours. This form needs to be signed by the physician and parent.
- Allergy Action Plan - for life threatening allergies, signed by physician and parent. **Emergency cards (2) per family will be required on a yearly basis.**

MEDICATION

If medication administration is necessary during school hours for your child, please request the Trinity School Medication Packet that includes the necessary forms. Forms will be required at the start of each school year. It is required that the first dose of a medication must be given at home with the exception of an EpiPen. Most Antibiotics can be given effectively 2 or 3 times a day outside of school hours.

In order for any medication to be given in school, including over the counter medications, we require the following:

School Medication Authorization Physician Order-complete with a Physician and Parent signature. This form should be in before school starts. Parents must supply new form each time there is a change to original order on file.

- Medication must be in original container (including inhalers) or duplicate container with a prescription label on it. Please make sure correct Name, Dose, Frequency, and Date is on the label. Upon request pharmacies will label an extra container.
- If your child has a severe allergy to **peanuts, tree nuts, bee stings or allergens**, a doctor must complete an Allergy Action Plan and a Medication.

Authorization/Order Form. A parent must sign after a doctor completes the forms. If a student needs to carry an EpiPen at all times or if an EpiPen needs to be kept in the classroom, the order should state this. Parents should supply EpiPens and Benadryl for school. These forms must be turned in at beginning of school year.

- **Over the Counter medications** will be treated like any other medication. A School Medication Authorization/Physician Order **must** be filled out for **any** medication and signed by the physician and parent. This is a Maryland State School Health Services guideline. Parents will supply the medication. Medication must be in the original package and brought to the nurse in a Ziplock bag labeled with the student's name and grade.

- Parent must transport medication to and from school and give to the nurse.
- (Please do not send medication with student or in backpacks). **Students may not carry medication with them or transport medication to or from school.**
- Only the nurse dispenses medications—including inhalers.
- Parent must pick up any unused medication at end of school year. If not picked up, medication will be discarded.

If your child is on any type of daily medication at home, please inform the nurse so that this information can be kept on file in case of an emergency. Confidentiality of each student will be maintained to the extent possible by school staff. At times, school staff outside the health room may need to be made aware that a student is receiving medication in order to monitor effectiveness, side effects or adverse reactions. Information will be shared on a need to know basis only.

ALLERGIES

Please notify your child's teacher in writing of any allergies. If you need to leave an epi-pen with the teacher, you will be asked to fill out a permission slip with instructions. All preschool staff are CPR and First Aid certified and trained in the use of epi-pens. **Peanut Aware:** When possible and necessary for snacks, please provide a snack for your child with food allergies. You may wish to send your child with a midmorning snack if you have concerns. **We cannot guarantee a peanut-free environment**, but we will do our best. Please remember to alert us to any food allergies.

GUIDELINES for MANAGING PEANUT and NUT ALLERGIES

Food allergies can be life threatening. Trinity School will work to minimize risks and provide a safe educational environment for food-allergic students. We will do our best to provide an environment as nut free as possible but **cannot guarantee a totally nut free** environment. In order to accomplish this task we need the cooperation of families, school staff, cafeteria staff and physicians. We are asking **all parents** that when sending in snacks for the whole class or school activities to avoid products containing any kind of nut. Traces of nut products are contained in a wide variety of foods (some cakes, cookies, crackers, candy, granola, cake or brownie mix, etc). Sometimes it is not obvious that a product contains nuts. Please read all ingredient labels and look for “May contain nut products, traces of nut products or was manufactured in a plant that contains any kind of nut product”. This includes looking for both tree nuts and peanut products-two different types of ingredients. Manufacturers **change ingredients without warning** or change their packaging so always check labels to be sure. There will be **NO sharing of food** or eating utensils throughout the school.

Family Responsibilities

- Provide school with information re: student’s allergy including specific details about item that causes allergy, type of reaction, medication needed and if child has had an anaphylactic reaction and if they are wearing a medical alert bracelet or necklace.
- Parent to provide properly labeled medication to be given in school—inhaler, Benadryl, Epipen (enough for Health Room and classroom if required) accompanied by a **Medication Authorization/Order Form** with Doctor’s order and an **Allergy Action Plan** with photo attached. Medications and Doctor’s orders (Allergy Action Plan) **MUST** be in health room before start of each new school year.
- Replace medication if supply is used or upon expiration.
- Provide physician documentation if child is not required to sit at nut free table.
- Educate child in self management (age appropriate) of their allergy including: safe and unsafe foods; how to read labels (age appropriate); symptoms of allergic reactions; how and when to notify adult if they are having an allergy related problem; and **NO sharing of food or eating utensils**.
- Instruct child not to eat anything with unknown ingredients or if they are not sure to consult an adult.
- Provide emergency contact information.
- Provide snack food for child to keep in classroom for parties, bake sales or holiday events at school, etc.

School Responsibilities

- Review health records submitted by parents and physicians.
- Notify staff with whom student is in contact: teachers, cafeteria staff, after school care, room mothers for treats.
- Train staff members in food allergies, symptom recognition, what to do in an emergency, and how to use Epipen.
- **Institute a No Sharing of Food or eating utensils throughout school.**
- Be aware of difference between peanut and tree nut allergies.
- Store Epipens in an easily accessible location (health room).
- Send letters home to families in each grade level of student with allergies informing them of need to check treats’ ingredients before sending to school.
- Foods used for arts & crafts, science experiments or other purposes will be modified to be nut free.

AVOID THESE FOODS IF YOU HAVE A TREE NUT ALLERGY

This is **not an all-inclusive** list. PLEASE read labels before eating. Tree nuts are being added to a variety of foods including BBQ sauces, cereals, ice cream and crackers.

- Almonds
- Brazil nuts
- Cashews
- Caponata
- Chestnuts
- Filberts
- Hazelnuts
- Gianduja
- Hickory Nuts
- Macadamia nuts
- Mandelonas

- Marzipan / Almond paste
- Mashuga nuts
- Nougat
- Nutmeal
- Nu Nutsa - artificial nuts (peanuts decaffeinated and recaffeinated with a nutlike pecan or walnut)
- Nut butters
- Nut oil
- Nut paste
- Pecans
- Pine nuts (pignolia, pinian)
- Pistachios
- Pralines
- Walnuts
- Avoid natural extracts such as pure almond extract and natural wintergreen extract for filbert or hazelnut allergy.
- Tree nuts are being added to an increasing variety of foods such as BBQ sauces, cereals, crackers and ice cream.

AVOID THESE FOODS IF YOU HAVE A PEANUT ALLERGY

These are not all inclusive lists. Manufacturers change ingredients constantly. All packages need to be checked frequently for peanuts, peanut oil, peanut flour and traces of peanuts.

- Cold pressed, expressed or • Nu-nuts expelled peanut oil • Peanut
- Ground nuts • Peanut butter
- Mixed nuts • Peanut flour

Foods that MAY indicate the presence of peanut protein include:

- African, Chinese, Thai • Hydrolyzed plant and other ethnic dishes
- Baked goods • Hydrolyzed vegetable
- Candy protein
- Cereal • Ice cream
- Chili, spaghetti sauce, yogurt, tofu
- Chocolate • Marzipan
- Crackers • Nougat
- Egg rolls

This information is intended to educate and is not a replacement for medical evaluation, diagnosis or treatment by a physician.

Resources:

School Guidelines for Managing Students with Food Allergies the Food Allergy and Anaphylaxis Network www.foodallergy.org

Peanut Allergies www.allergicchild.com

Anaphylaxis in Schools and other Childcare Settings www.aaaai.org
American Academy of Allergy, Asthma and Immunology

COMMUNICABLE DISEASES

Parents are required to call the school if their child is diagnosed with a communicable disease. The school then notifies the Health Department. All reports remain confidential. The following

Diseases/conditions are necessary to report:

- Meningitis
- Hepatitis
- Pediculosis (head lice)
- Impetigo
- Lyme disease
- Chicken Pox

- Measles-regular or German
- Whooping Cough
- Rocky Mountain Spotted Fever
- Adverse reaction to Pertussis Vaccine
- Human Immune Deficiency Virus Infection (AIDS and all other symptomatic infections)
- Any student with eye drainage associated with conjunctivitis (pink eye) must be kept home until under treatment from a doctor. Student must have had 24 hours of antibiotic before being readmitted to school.
- Students who have chicken pox are excluded until all lesions are scabbed over.
- Students with head lice are excluded until treatment is given and free of lice and nits. School personnel will examine student before he/she can return to school. The school nurse will notify parents if their child/children are exposed to a communicable disease.

DRESS CODE

Trinity has chosen a uniform for the boys and girls that are to be worn in its entirety, except on special occasions which are announced in advance. Please visit our website for uniform specifications. Please make sure that you have a baggie with an extra set of clothes in your child's classroom. Be sure your child's clothing and baggie are clearly marked with their name.

1. For safety reasons, only post earrings will be allowed, no other jewelry, please.
2. Colored nail polish or tattoos should not be worn to school.
3. Tennis shoes (Velcro is preferred, no laces please) with socks provide the best support for safety and for development of large motor skills. Sandals, crocs, open toe shoes and boots are unsafe and are not allowed. Light-up shoes should not be worn.
7. Boys: Hair should be neatly groomed and maintained. Dyes and extreme haircuts such as: Mohawks, spikes, tails or shaggy styles are inappropriate for our preschool environment.
8. Girls: Hair should be worn neatly combed and out of eyes. Dyed, colored, highlighted and extreme hairstyles are inappropriate for our preschool environment.

EMERGENCY CARDS

Emergency Cards are a very important part of your child's record. If your child becomes sick or injured while at school we will use the information provided to reach you. Two cards **per family** are requested as one is kept in the nurse's office and one in the main office. Each child should have one parent or emergency contact that is able to pick up your child within 1 hour from the time they are contacted. Please list one phone number (if only voice mail and answering devices are listed) where we can always actually speak to a person so that we can notify you promptly. Give special consideration to the back up persons you list, their availability and distance from school. Please keep all phone numbers current during the year.

IMMUNIZATIONS

According to Maryland State Law, parents are required to submit evidence of immunization before the child is admitted into preschool or before new students enter the school. The immunization record must include all vaccination dates with month, day and year completed, be signed by physician or health department official and be approved by the school. A parent must show a medical contraindication, signed by the doctor, for his/her child to be excluded.

INCLEMENT WEATHER AND SNOW POLICY

We will go outside as much as possible, so please dress your child appropriately. If there is a heat advisory, we will keep the children inside for most or all of the day. **If we begin to experience inclement weather during the day, we follow Howard County School systems closings and openings.** It is our sincere hope that we will be able to remain open throughout the winter. However, there may be conditions that force us to close for safety.

Trinity follows Howard County Schools for closings or delays. If Howard County schools are scheduled to be closed there will be a **separate announcement** for Trinity School on WBAL radio (1090 AM) and WBAL Channel 11 TV. Please note that on **Wednesdays**, when it is announced that school will open **2 hours late**, **TRINITY WILL NOT HOLD CLASSES.**

EMERGENCY CLOSING

1. When school is to close or is being dismissed early because of inclement weather, please listen to local radio stations, particularly WBAL (AM 1090) for such announcements. We also participate in WBAL-TV's "Snow Closing/Delay" announcement program. Washington station WTOP (AM1500, FM 107.7) also announces HOWARD COUNTY school information. Therefore, it is not necessary to call Trinity for this information. **Announcements for HOWARD COUNTY schools include TRINITY.**
2. When weather is severe, please stay tuned for approximately forty-five minutes in the event Trinity makes a special announcement.
3. For emergency closing within the school day, please listen to the radio.
4. On **Wednesdays**, when it is announced that school will open **2 hours late**, **TRINITY WILL NOT HOLD CLASSES.**

It is important for you to arrange to pick up your child as soon as possible, as chances are that weather conditions will continue to deteriorate.

LATE OPENINGS: Use this Delayed Schedule

Pre-K+ Students

MONDAY, TUESDAY, THURSDAY, FRIDAY

1 Hour Delay: Arrive 9:20 am Depart 3:20 p.m.

2 Hour Delay: Arrive 10:20 am Depart 3:20 p.m.

WEDNESDAY

1 Hour Delay: ALL students arrive by 10 A.M.

2 Hour Delay: **NO SCHOOL** for all Trinity students

Preschool and Pre-K Students

MONDAY, TUESDAY, THURSDAY, FRIDAY

1 Hour Delay: Arrive 10:00 am Depart at regular scheduled time

2 Hour Delay: Arrive 11:00 am Depart 3:00 p.m.

WEDNESDAY

1 Hour Delay: ALL students arrive by 10 A.M.

Depart at regular schedule time

2 Hour Delay: **NO SCHOOL** for all Trinity students

Family Directory

Our school compiles a directory of parents' and students' names, addresses, email addresses, and telephone numbers. This directory will be made available in the fall on the school's website.

Holidays and School Closures

Trinity School will be closed throughout the year for holidays, conferences, and staff development. Please check the website calendar for these dates and other information.

ILLNESS

Trinity School is a family and we tend to share everything, including colds. Staying at home at the first sign of illness is important. **Under no circumstances will parents be allowed to bring a sick child to Trinity.** Sick children expose other children, parents, staff, and their families to the spread of their illness. Sick children want care from their parents in the comfort of their own homes. Please read over our exclusion policy (Trinity Handbook) and note that once excluded, your child must be out for 24 hours, before he/she will be allowed to return to school. We will not take a doctor's note or have your child return before the 24-hour period.

To help reduce the spread of illness to students and staff, please keep your child home for the following reasons:

1. Fever - Your child should be fever free (without being medicated) for 24 hours before returning to school.
2. Rash - Check with a doctor before bringing a child to school with a rash.
3. Vomiting - A child may return to school after s/he has not thrown up for 24 hours and is back on a regular diet.
4. Diarrhea - A child, who has a loose stool more than one time in 24 hours, should stay home. S/he may return to school after being diarrhea free for 24 hours.
5. Cough/Cold - A child with a severe or frequent cough and a runny nose is likely not to feel well enough to concentrate sufficiently on learning. S/he would benefit from more rest and fluids at home.
6. Doctor Recommendation - If a child has been prescribed an antibiotic, check with the doctor to see if the child needs to be on medication 24 hours prior to returning to school.

This policy is derived from our years of experience here at Trinity. A child who is not feeling well is easily frustrated by other children and may hit, bite, and cry more than usual. It is hard on the other children and staff when a child is sick. A sick child requires extra attention, which takes a teacher away from tending to the needs of the other children, making for a stressful, unsafe environment. Therefore, the policies will be strictly enforced, for the health, well being, and safety of all concerned. Your cooperation is extremely important to ensure that we will be able to provide all of our children, families and staff with a happy and healthy preschool.

PRESCHOOL IMPORTANT DATES

Preschool special days, programs, Pizza lunch and early dismissal days are located on the back of the Parent/Teacher Communication folder. Please mark these days on your calendar. TED is available for students enrolled in the TED program.

INFORMATION/COMMUNICATION

Our preschool teachers will keep you informed by a monthly newsletter/calendar that will be sent home in your child's folder. This newsletter/calendar will keep you informed on what your child is learning, parties, field trips, etc. Other information that your child's teacher has to pass on will be sent home in your child's folder. Your child's completed work will also be included in their folder. As mentioned earlier in this handbook our teachers encourage communication between the parents and themselves. Please feel free to discuss any ideas or concerns with your child's teacher.

LATE PICK UP

If you are late to pick up your child, you may find him/her in the Director's office located on the lower level of the Primary School, to the left of the side entrance. A fee of \$5.00 per 5 minute period will be charged for late pick-ups and payable at the time of pick-up.

LOST AND FOUND

Please mark all items of personal property. We will make every attempt to locate and return lost items. This task is much easier if your child's name is on the items. We cannot be responsible for any personal items that your child may bring to school.

LUNCH

Lunchtime will take place in our classroom beginning at noon. Pack a lunch and put it in a lunch box with a freezer pouch to keep items chilled. We ask that you pack lunches in a labeled lunchbox or bag. Please send child size portions. Please label utensils and personal food containers to help us assure sanitary conditions. Please send in any utensils needed, forks, spoons and bowls are not supplied. Please do not send in hard food, candies, and gum since these items are choking hazards.

We strongly suggest keeping sugary foods to the bare minimum. We also ask that you do not pack candy in your child's lunch or send it in to share with others.

Some popular lunch options:

- A drink or two!
- Applesauce or a fruit cup

- Bagel with cream cheese/spread
- Bean or vegetable burrito
- Breadsticks
- Cheese and crackers, or cheese sticks/string cheese
- Fresh fruit
- Fruit salad
- Hummus and pita
- Mac-and-cheese (or another item brought in a Thermos, such as spaghetti)
- Muffins
- Pasta—with sauce or
- Peaches or bananas in sour cream, yogurt or cottage cheese
- Pizza or pizza bagels
- Raisins
- Sandwiches
- Veggies
- Yogurt

To aid your child's feeling of independence and to help alleviate confusion during lunchtime, please peel eggs and fruit with rinds (e.g. oranges); cut grapes; etc. Please pack a spoon or fork when necessary.

We will provide water for your child at lunch time if he/she does not have 100% juice or milk. **No soda is permitted.** Please pack at least one drink. We recommend freezing your child's drink(s) the night before to use as an ice pack in their lunch. It will keep cold food cold and will thaw before lunch time (usually around Noon). You may use an actual ice pack. Thermoses (labeled) may be brought, but the staff cannot heat foods. Glass bottles are not permitted. Label the lunchboxes, please!

We will try to return leftover food to the lunch bag. This may give you an indication of what your child has eaten. Staff members interact with children while they are eating and work with those children who need guidance, containers opened, etc. Children and teachers use this time to work on socialization and table manners.

LUNCHBOX PROGRAM

You may order a lunch for your child through www.lunchboxprogram.com. or the Lunchbox link on Trinity's web site. These lunches are available on Mondays, Tuesdays and Thursdays.

MEDICATION

Trinity School requires that a medication form be filled out for any prescription or non-prescription medication that needs administration. For any medication that needs to be taken multiple times per day, please administer the a.m. dose at home prior to school and the p.m. dose after school. Please check with your doctor about flexibility in administration times as **All** students will be given medication after lunch. Please make sure that any medications that are to be given to your child comply with the following criteria:

- **Any Prescription Medication must be in the original childproof container, clearly labeled with the child's name, physician's name and number, instructions on administration and expiration date and must have a Medication Authorization form.**
- If your doctor gives you samples of any drugs to give your child, we need to have a note from the doctor stating that your child is being treated with this medicine. The note must state the name of the medicine, how long the treatment will last and when it needs to be given to the child.
- No oral over-the-counter medicines, (ex., Robitussin, Dimetapp, Tylenol, Benadryl, etc.) will be given to the children unless we have an Over the Counter Medication form signed by the doctor and the doctor states that he/she has prescribed the medicine to treat your child. If you do not have a prescription from the doctor, please contact the Nurse at **(410) 744-1082**. If we have not heard from the doctor within 30 minutes of the time the medication is to be given, we will contact you.
- Topical ointment may be applied if it is in the original tube, clearly labeled with the child's name and the parent must complete the medication form and have it signed by your child's doctor.

- Please do not put any medications in juice sent from home. Please do not put any medications in your child's lunch. This could endanger any child as accidental ingestion may occur.

OUTDOOR PLAY AND WALKS

Outdoor play is a scheduled part of the daily program. Please make sure your child is dressed appropriately for the day's weather conditions and is wearing an appropriate pair of shoes (sneakers). If you would like your child to wear a hat on the playground and on walks, please bring one to school labeled with your child's name. Occasionally we may go on unscheduled walks as well.

PARENT ORIENTATION (BACK TO SCHOOL)

This very important evening will provide much needed information concerning your student's year ahead. Important handouts will be distributed. Parents (only) are strongly encouraged to attend.

PARENT PARTICIPATION

We welcome and encourage parental involvement in a variety of ways. The Home and School Association is open to all and meets on a monthly basis throughout the year. The committee plans and organizes special events and fundraisers and supports the Trinity staff and family. We have family activities throughout the year. We encourage you to join us for special theme events, Fall Festival, the Trinity Trot fundraiser, Field Day and Preschool Family Picnic and closing ceremonies, and occasional prayer services including All Saints, Advent, Ascension, and May Procession. These events are a great opportunity to get to know other families and to see your child in action with their school friends. We have several theme parties and end-of-the-year class celebrations. We also invite parents to share their talents, occupations or hobbies with us.

PERSON/STUDENT OF THE WEEK AND CLASSROOM HELPERS

Each child will be assigned a week in which they will have an opportunity to share with the class information about themselves. Sharing may include photos of family, home, hobbies, etc. The teacher will send a note home with your child.

PROCEDURES FOR ARRIVAL AND DEPARTURE AND PICK UP POLICY

We prefer that children arrive between 8:45 - 9:00 a.m. We do not want the children to miss any instruction. If the children all arrive ready to begin their program at 9:00, the transition is much easier for the children and the teachers. If your child will arrive late for any reason, please contact the school office before 9:00 a.m.

The Preschool requires written notification whenever the usual person is not picking up your child. If someone other than the parent will be picking up your child please inform the teacher in writing. We will not release your child to anyone who is not listed on your white emergency form. For example, if grandparent or other relative is visiting, we must have written notification (email is fine). This policy also includes carpooling or any other temporary pick-up arrangements. Many parents work out arrangements with other families to be able to pick up their children in cases of emergency. If you expect to be late, please add those parents' names to your child's emergency authorization form. If this person will be picking your child up, please call the school and let us know.

Special pick-up arrangements--If your child is invited to go home with another child after preschool, please give the teacher a signed and dated permission slip that day. This way, we can let your child know who is picking him or her up. If we do not have written permission, we will not release your child to another parent.

Arrival - Teachers or aides will meet the children at their designated carpool. Teachers will open the doors and assist the child and line the children on the sidewalk. They will be shown where to form this line on the first day of school.

Departure - Children are our most valuable resource. Children riding in an inadequate child safety seat or one that is poorly installed are in very real danger of injury or death if involved in a crash. It is the driver's responsibility for making sure all children are correctly buckled up. A person may not transport a child under the age of 16 years unless the child is secured in: a child safety seat or a seat belt in all seating positions in all vehicles.

Maryland State law requires that a person transporting a child under the age of 8 years in a motor vehicle secure the child in a federally-approved child safety seat in accordance with the child safety seat and vehicle manufacturers' instructions unless the child: is 4 feet, 9 inches tall or taller; or weighs more than 65 pounds. Never put a child in the rear-facing position in the front seat where there is an air bag; children younger than age 13 should always ride in the back seat. Preschool staff will open the passenger door and place the child in the car and will not put a child in the front seat.

Due to Maryland state law Trinity staff and faculty cannot secure the children in their car seat. Please pull your vehicle up in line and buckle your child in to his/her car seat. **PLEASE MAKE SURE YOUR CHILDREN ARE IN THEIR CAR SEATS/SEAT BELTS AT ALL TIMES WHEN DRIVING TO AND FROM SCHOOL.**

Departure to TED - Students who are enrolled in TED will be escorted to the TED program.

CARPOOL: If your child is riding home by himself/herself OR riding with another preschooler, we will put that child in the same carpool line. You will see either a preschool teacher or teacher's aide in that line. If you have siblings in another line, your preschooler will go to that line.

PARENT PARTICIPATION POLICY

We place great value on the presence, support and encouragement that each parent or guardian provides for the children. Parent participation is an integral part of this program. Parents or guardians have a number of ways that they can be involved with the preschool, including:

- Field Trips: Parents are asked to accompany the classes on field trips to provide transportation and supervision (must have current insurance). Please note that only children enrolled in the preschool are allowed to attend school field trips.
- Parent Resources: Parents who have an interest in sharing their occupation, hobbies or special interests with their child's class should notify the teacher.
- Project Preparation: In some cases, extra help may be needed to prepare for class projects (such as cutting out items in advance for special art projects). Parents who are unable to help out during the day may be interested in helping out with these types of projects that can be completed at home. Parents who are interested in helping out this way should notify the teacher who will then contact parents as the need arises.

RAINY DAYS

After school starts, you will receive a large card with your family name printed on it. Place this card on the passenger side windshield so we can see it. When the weather is inclement children will be waiting inside the building. Please send your child in a raincoat with a hood. No umbrellas please.

REST/QUIET TIME

Young children need a certain amount of "rest time/quiet time" to assure they are not overwhelmed by daily routines. Please provide a small light blanket (labeled) for children in the 3 year old program only, that will fit in your child's tote bag. Classroom toys and pillows may not be used for rest/quiet time. The length of Rest/Quiet time will be a ½ hour for Preschoolers 3 years old, Pre-K and Pre-K+ (4-5 years old) are not required to nap but will have a ½ hour of quiet time/activity.

SCHOOL PHOTOGRAPHS

School photographs are twice a year. Individual as well as class pictures. Order forms are sent home in packets and can be bought from the photographer.

SNACKS

We offer a healthy snack in the morning. Snack time is usually scheduled for 10:15 a.m. A snack calendar is sent home monthly, with the snacks listed for each day. Snacks usually consist of crackers and cheese, fruits or vegetables and dips. Occasionally due to birthday parties or other circumstances, we may need to alter what we are serving without notice. We will keep in mind the dietary requirements and restrictions and children's allergies when making these changes. The children are encouraged to try the foods provided and are encouraged to clean up when they are finished. If your child has special dietary needs, please provide a snack for your child.

Trinity School is a **Peanut Sensitive** school. We cannot guarantee a peanut-free environment, but we will do our best. Please remember to alert us to any food allergies.

TOILET TRAINING FOR TRINITY PRESCHOOL

A child is permitted to attend Trinity Preschool if he/she is fully potty trained. We realize that accidents will occur occasionally, but if a consistent pattern occurs, the parent will be notified and asked to remove the child from attending preschool until the wetting or accidents stop.

Our policy is if **three or more** accidents occur in a **two-week time frame**, you will be asked to keep your child home until the time when he/she is completely potty-trained. We are not licensed to care for children who are not potty-trained. Therefore, children may not wear pull-ups or diapers. With this policy in place, it ensures the child a successful experience in the classroom.

Girls and boys should have some experience using a public toilet. Children will be taken to the restroom upon arrival to use the toilet and to wash hands, and also at various times in the morning and before and after lunch. Children are allowed to use the toilet any time they need to during the day, but they must be able to communicate their needs to the teachers.

It is understood that young children will have accidents which is why we ask every child to have a change of clothing in their tote bag. However, if it becomes obvious that a child is not completely toilet trained, we will require that parents keep their child at home until toilet training is complete. If a child does not appear to be trained, the Director and teacher will call for a conference with the parents. If the child does not show progress toward toileting success, the Director will need to make a decision about the child continuing in the program.

TOYS

Our preschool program provides all toys and materials that your child will need throughout the day. Therefore, we ask that children **not** bring in toys from home for general play.

UPDATING INFORMATION

It is important for the safety and well-being of your child for the preschool office has the most up-to-date information for contacting you in case of an emergency. Any change in home, business, and other emergency addresses or phone numbers should be reported to us as soon as possible and updated on the Parent Portal.

VACATIONS

Vacations during school days are discouraged. It is important to remember that instructional time that your child misses can not be made up individually.