

PARENT HANDBOOK



Trinity Preschool

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MISSION STATEMENT

The mission of Trinity Preschool is to provide a Christian environment that will nurture and exercise a child's mind, body and spirit and support and encourage parents in the development of their children.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." ~ Matthew 19:14

The goal of Trinity Preschool is to ensure that the home, church and school all share a vital role in the teaching and training of your child. The staff at Trinity hopes to partner with you in this endeavor. We believe that your children learn and develop through play, and we will offer developmentally based activities that foster the development of the total child. Our equipment is designed to provide large and fine motor skills and to encourage imagination and creativity. Children are given the opportunity to make choices and decisions as they move about in a variety of centers that will include dramatic play, blocks, books, manipulatives, snack, craft and large muscle activities. We will also introduce academic concepts such as spatial relationships, shapes, colors, numbers and letter recognition.

PHILOSOPHY STATEMENT

We base our philosophy on the image of exercising a child's mind, body, and spirit from a Christian perspective.

- Child's Mind - We believe that the children in our care should have time when they can choose between activities that will stretch their abilities to think, reason and express themselves. Each child is unique and should be encouraged to achieve their goals. We do not encourage comparison between children but rather teach them to cooperate and help one another.
- Child's Body - We believe in providing an environment that encourages a child to play with a wide assortment of toys. Children need time in large muscle play, small muscle play and imaginative play. With this in mind, we believe in providing time for exploration in each of these areas during the day.
- Child's Spirit - We believe that the Bible is God's Word and that its teachings apply to today's family. We incorporate the teaching of Christian values into every aspect of our program. We will strive to nurture the child's spiritual development, encouraging them to become a Christ-centered individual.

We believe in positive methods of discipline. We seek to nurture a sense of respect for self, others, and property in each child.

We believe that the parent is the most important individual in a child's life. We believe that parents should be actively involved in their child's care. We believe that with communication and openness any issues can be resolved to the parent and program's satisfaction.

PROGRAM INFORMATION

ADMISSION REQUIREMENTS

Children must be 3 years old by October 1st to qualify for the 3s program. It is strongly recommended that children be toilet trained.

Children must be 4 years old by October 1st to qualify for the 4s program. Children must be toilet trained (no pull-ups or diapers permitted).

Children must be 5 years old by December 1st to qualify for the Young 5s program.

Children must be toilet trained.

REGISTRATION & ADMISSION

You must register annually for the program. Enrollment is on a first-come, first-served basis and current Trinity Preschool families will receive priority at registration.

Application forms are available beginning in February annually for the following school year.

All families need to complete an application form and submit a deposit to reserve a spot in a class in the spring. Before school begins, other important forms will be distributed and will be required to be returned for the child to be in class:

- Trinity Preschool Child Information Form
- State of Michigan Emergency Card
- Health Appraisal & Immunizations (from the primary healthcare provider)
- Permissions and Releases Form
- Parent Notification of the Licensing Notebook Requirement
- Staff and Volunteer Screening Statement

EMERGENCY CARDS

Emergency cards **must** be completed before your child's first day of class. Please be very selective in choosing your emergency pick-up people. Make sure it is someone the child is comfortable with, preferably a local person, and include their phone number and cell phone number on the card.

TUITION & ACTIVITY FEE

Tuition is a fixed amount, regardless of absences or emergency school closings. All financial arrangements are handled through the Director. Tuition payments are due by the 10th of each month. Tuition may be placed in a labeled envelope in your child's backpack or handed directly to a staff member. A \$10.00 late fee per month will be charged for payments received after the 10th.

Parents will be granted a 5% discount when full tuition payment for the entire year is received before the first day of school. Trinity Preschool also offers a multiple-student discount.

An Activity Fee is assessed at the beginning of each school year per student. This fee covers supplies (paper towel, soap, hand sanitizer, wipes, etc.) as well as special events that are held throughout the year (in-house field trips, Christmas Pageant, etc.). The only additional items that will be requested are payment for the fall apple orchard field trip (this is a per-person fee, so it is different for every family) and one can of vanilla frosting for the Christmas Pageant.

WITHDRAWAL

If you withdraw your child, you are responsible for tuition payment through the end of that month.

SCHEDULE OF OPERATION

3 Year-old Program	M/W or T/Th	9:00 a.m. to 11:30 a.m.
4 Year-old Program	M/W/Th	9:00 a.m. to 11:30 a.m.
Young 5s Program	M/T/W/Th	9:00 a.m. to 1:00 p.m.

There is no school on Fridays. There will occasionally be days when school will be closed for holidays or other events (i.e., election day). A calendar of days off and special events will be provided prior to the start of the school year.

DAILY ROUTINES

3 year-old Program

9:00-9:30	Hello & Circle Time
9:30-10:30	Center Time
10:30-10:45	Bible Story
10:45-11:00	Snack
11:00-11:30	Outside Play
11:30	Dismissal

4 year-old Program

9:00-9:30	Welcome & Circle Time
9:30-10:40	Center Time
10:40-10:55	Large Motor, Music, Games
10:55-11:20	Bible Story & Group Activity
11:20-11:30	Outside Play
11:30	Dismissal

Young 5s Program

9:00-9:30	Arrival & Circle Time
9:30-10:15	Center Time & Skill Development, Open Snack Time, "Have To" Activity
10:15-10:30	Clean Up Time
10:30-10:45	Outside Play
10:45-11:00	Story Time
11:00-11:30	Music, Group Activity, Bible Story, Center Free Play
11:30-12:00	Lunch
12:00-12:30	Outside Play
12:30-12:45	Game Shelf, Books, Puzzles, Coloring
12:45-1:00	Question of the Day, Compliments, Closing Prayer
1:00	Dismissal

SNACK TIME

Important socialization skills are developed during snack time. Table etiquette is practiced, and "taste" and "texture" are experienced. A healthy snack will be provided daily for your child by the preschool. A snack is served at certain times during each program. Please refer to the calendar outside the classroom listing food served each day. Special arrangements will be made for children with severe allergies.

DISCIPLINE

Discipline is viewed as a learning experience. We use positive, loving techniques in helping children move toward self-control and cooperation. Limits and expectations are

stated clearly and appropriately for each child's developmental level. In order to involve the child in the decision-making process, the child is offered a choice of appropriate behavior. Children are never left alone. Verbal, physical or emotional punishment is prohibited – including spanking, bribery, shaming, shaking, threats, or deprivation of food. If you have a severe discipline problem, contact the director and then contact the parents.

EMERGENCY PROCEDURES

Trinity Preschool has written procedures for the care of children and staff for each of the following emergencies: fire, tornado, serious accident, illness or injury, and crisis management, including, but not limited to, intruders and bomb threats. Fire and tornado drills are scheduled on a regular basis. All staff and children are required to participate. Room maps have been marked with fire extinguishers and fire alarms. Restrooms will be checked for children by a staff member. Attendance forms and emergency cards will be taken with teachers as they leave the classroom. Classroom doors will be kept closed and locked during school hours for security.

STAFF TRAINING

Trinity Preschool provides for the development and implementation of a written, on-going staff training plan that includes the following:

- The minimum training requirements of 16 hours each year, including training in CPR (infant, child and adult) and First Aid.
- Topics include child development, curriculum, child discipline, health/safety, nutrition, working with parents, and licensing rules for childcare centers.

Trinity Preschool will make both available to the employees. Trinity Preschool will keep a file on each employee to verify all professional development education or training.

GENERAL INFORMATION

DRESSING YOUR CHILD FOR PRESCHOOL

Our activities will include playing on the floor, climbing on equipment and other large movement activities, as well as participation in painting, “messy” art activities, and outdoor play. Your child’s clothing should always be appropriate for these activities. Their clothing should also encourage independence in caring for themselves in the bathroom. Please label all clothing to avoid mix-ups and dress them for the weather conditions.

ABSENCES

Please notify the preschool whenever your child will not be in school. Please do not send your child to school if they have the following:

- Productive cough
- Temperature
- Profusely runny nose
- Undiagnosed rash
- Diarrhea/vomiting
- Head lice
- Contagious illnesses, i.e. mumps, measles, chicken pox

Remember, if your child is too sick to play outside, they are too sick to come to school.

RELEASE OF CHILDREN

Adults (other than a parent) picking up children must be listed on the child’s emergency card and be prepared to show picture identification. If other arrangements need to be made, a written note must be sent in with the child. This will be strictly enforced.

ALTERNATE CLASSROOM SITES

Trinity preschoolers have an opportunity to experience alternate classroom sites when we meet somewhere other than the classroom (example: apple orchard). A parent or guardian is responsible for transporting and remaining with the child on these days, unless otherwise indicated.

CONFERENCES

Conference times will be available for parents wishing to talk with their child's teacher. Sign ups will be done using SignupGenius.com, which will be distributed via email.

PARENT/TEACHER COMMUNICATION

Communication between parents and teachers is extremely important and will be facilitated in the following ways:

- Announcements may be placed outside each classroom door and/or placed in your child's backpack.
- Emails will be sent home frequently. Please remember to check your email.

If you have a concern regarding your child, please contact us. Likewise, if we have a concern regarding your child, we will contact you.

The Preschool Director is available to talk with you either in person or by phone. You may also make arrangements with your child's classroom teacher to meet with her at a convenient time for both of you.

Discussion sheets or newsletters are sent via email or in the backpack. These provide information about daily activities. Their purpose is to encourage discussion between you and your child. Additionally, some classrooms may utilize photo sharing apps. Classroom teachers will provide information about these when applicable.

SPECIAL EVENTS

Trinity Preschool will offer special times for parents to participate in after school activities. This information will be sent home via email and posted on the bulletin board at the preschool.

HOLIDAYS

Trinity Preschool will follow the Plymouth-Canton Community School District's calendar for holidays and breaks. When they are closed, we will be closed. You will be notified of the specific days with a yearly calendar.

EMERGENCY CLOSING

Whenever the Plymouth-Canton Community Schools are closed, Trinity Preschool will be closed. Please listen to local news stations for closing announcements. On rare occasions, school may need to close early due to rapidly deteriorating weather conditions, power outages, etc.

You will be notified by phone or email if such an emergency develops and will be expected to pick up your child or have someone on the emergency card pick up your child.

PEST MANAGEMENT AND LAWN SERVICE

Trinity Church has a contracted service for control of “pests” and lawn care. These services come at a time when preschool is not in session. If you have other concerns, please direct them to the staff. Parents have the right to be notified if the property is treated for pests indoors and/or outdoors. If parents choose to be notified, a note will be placed in the backpack, as well as be posted outside each classroom.

CHILD SAFETY

CHILD PROTECTION LAW

Any suspected child abuse or neglect will be reported by the staff to Child Protective Services immediately. A verbal report will be made to the local DHS office in the county where the child resides followed by a written report submitted within 72 hours.

CRISIS MANAGEMENT

In the event of a crisis including fire, tornado, intruders and bomb threats, an emergency management plan is in place. In the event of a crisis, staff must remain calm and be informed of their individual responsibilities. Responsibilities will be reviewed in August and February of each year.

REPORTING SUSPECTED CHILD ABUSE

Trinity Preschool will report any case of suspected child abuse whether by staff or other as required by the State of Michigan (R 400.5102). Trinity Preschool staff are all mandated reporters.

EMERGENCY PROCEDURES

INJURED or ILL CHILD

Room A16-20, A21 (4s)

1. Amanda Murphy will care for the injured/ill child.
2. Kathleen Smith will call 911 from the preschool office.
3. Michelle Schwartz will call parent.
4. Erin Kostun will assist in the care of the classroom.
5. Amanda Murphy will accompany the child in the ambulance.

Room A23 (3s)

1. Kerie Whelan will care for the injured/ill child.
2. Lauren Kott will call 911.
3. Andrea Pfaffenbach will assist in the care of the classroom.
4. Lauren Kott will call parent.
5. Kerie Whelan will accompany the child in the ambulance.

Room A24 (Y5s)

1. Greta Britton will care for the injured/ill child.
2. Maggie Towne will call 911.
3. Maggie Towne will call parent.
4. Amanda Murphy and Maggie Towne will assist in the care of the classroom.
5. Greta Britton will accompany the injured child in the ambulance.

FIRE ALARM

In the event of a fire, all children will be accompanied by their teachers outside to the parking lot. the Emergency Card Folder and a mobile phone. A staff member will check bathrooms for children, bring them outside, and reunite them with their Lead Teacher.

TORNADO WARNING

In case of a tornado, all attendees will be accompanied by their teachers to the hallway between the kitchen and bathrooms where they will assume a safe position. Each teacher will have the Emergency Card Folder and a mobile phone. A staff member will check bathrooms for children.

CODE RED/LOCKDOWN

In the event of an intruder, the director or designated staff member will announce, “Code Red.” This will signal the activation of a LOCKDOWN. The Director or designated staff member will notify the police by calling 911.

If students are indoors during a lockdown, staff members will:

- If doors are open, bring all children inside, lock all doors, and quickly move to SAFE SPACES.
- LOCK all doors, close all windows, draw all shades, close all lights.
- Children and staff should remain in a safe area away from windows and doors without talking until lockdown has concluded.
- Staff can use shelving, bookcases, or any other heavy furniture to put in front of locked doors to add additional barriers.
- Staff should take attendance to account for all students.
- Keep children calm and quiet.
- If any children or staff member is unaccounted for, notify the Director or other designated staff person upon completion of lockdown.
- If a staff member was helping a child in the bathroom, the staff member will help the child and themselves and move quickly to the safe place or to remain quietly in the bathroom with the door shut until it is safe for them to exit.

If students are outside during a lockdown, staff members will:

- Gather all children behind the storage shed outside the 4s classroom. Staff will stay with children until the “all clear signal” directive is given.

Trinity Preschool will protect the attendees by covering the windows and turning off lights. Children will sit on the hallway side of the room and doors will be locked in room A21, A23, and A22-24. The children in rooms A16-20 will be locked in the “hallway.” Each teacher will have a cell phone and Emergency cards. A staff member will check bathrooms for children, take child/ren with her and notify the respective teacher by cell phone.

CODE GREEN/EVACUATION PLAN

As soon as any staff member becomes aware of any situation with the potential for significant violence (i.e., bomb threat), or any unsafe situation that would result in an evacuation (i.e., chemical leak), the staff member shall immediately notify the Director and Lead Teachers by the fastest means possible (phone, direct contact) and isolate the incident.

Staff Members will:

1. Signal and announce evacuation: Code GREEN.
2. Emergency Information will be taken when the safety of the children is not compromised.
3. All children are safely evacuated; in case of the need to evacuate children through windows, children will be placed out of windows first, using any items available to place on the ground.
4. Call 911, identify themselves, identify crisis
5. Take attendance to make sure all children are accounted for.
6. Parents will be notified of the evacuation when possible by phone.
7. Announcements will be made when possible by phone.
8. Children will walk to the evacuation location. All safety measures will be taken to the best of our ability but getting children to safety is our priority.

Evacuation Procedure:

Teachers will lead all children, who will walk to the evacuation destination off-site. For security reasons, this location will only be disclosed to parents when necessary.

Evacuation Response Assignments:

- Red emergency crisis binder & Emergency Cards Folder: Lead Teacher
- Medical Bag & Epi Pen Bag: Teacher Assistants

Parent Reunification:

Reunification is the process of reuniting children with their parent or guardian, or another person listed on their emergency pick up list. Reunification is conducted after an emergency disrupts the normal dismissal process and regular dismissal

procedures cannot be followed. Parents or guardians will be directed by Trinity Preschool staff or public officials by phone, website or other social media as soon as it's SAFE.

- Parents/guardians will be provided information to the evacuation site.
- Contact information for Director Amanda Murphy 734-546-3038
- Parent or guardian phone numbers are stored on emergency cards located in each classroom's Emergency Cards Folder.

Release:

Children will only be released to parents/guardians and to emergency contacts listed on the Emergency Card (proper identifications will be needed).

HEALTH CARE PLAN

RATIONALE

Communicable diseases are spread through the contamination of hands, toys, and other equipment. Many people carry diseases and are contagious before they experience any symptoms. Preventing transmission occurs through appropriate hygiene and routine sanitation practices and universal precautions.

ACCIDENTS/ INJURIES/ILLNESS

Anything applied to a child's skin at school should be reported to the parent (i.e. ice pack, band aid, etc.). Accident/injury reports are completed for all accidents or injuries. In cases of bites or head injury, you will be contacted by phone during the session or by the teacher when you pick up your child. In a case of a 911 emergency, you will be contacted immediately, and Trinity staff will accompany your child in the ambulance to the nearest hospital. In the event your child becomes too ill to remain in school, a parent or designated contact person will be called to pick up the child.

If Trinity Preschool becomes aware that a staff member or student has contracted a communicable disease, the preschool shall notify parents and provide all the following information:

- Name of communicable disease children were exposed to.
- Symptoms of the disease.
- Prevention measures as recommended by the U.S. Centers for Disease
- Control and Prevention at the following website:

<http://www.cdc.gov/DiseasesConditions>

If a student becomes sick at school his or her parents will be called immediately. Sick children will be moved into the entry way to wait for a parent to pick them up. A classroom assistant will remain with the sick student until the parent shows up. All items that the sick child interacted with will be removed from the classroom and washed and sanitized.

If a staff member gets sick while school is in session, she will notify the staff in her classroom. Once a substitute has been contacted the sick staff member will go home. Anything that she came into contact with will be cleaned and sanitized.

CLEANING EQUIPMENT

Preschool toys are cleaned and sanitized before the beginning of each year, using a solution of Murphy's oil soap and water or run through the dishwasher. Tables are sanitized at the beginning and ending of each session and throughout the day. Toys shall be sprayed with disinfectant spray weekly, or more frequently during high illness times.

HANDLING BODILY FLUIDS

Precautions must be used when there is potential exposure to blood, blood-containing body fluids, tissue discharge or other potentially infectious fluids. Employees will wear protective gloves when handling bodily fluids. Soiled materials must be double wrapped in sealed plastic bags. The right-hand glove is removed by pinching the wrist of the right glove with the left hand, turning it inside out. The left glove is removed by the right hand touching only the inside of the glove, with both gloves inside out and one inside the other. Gloves are placed in a sealed plastic bag, and then placed in a plastic grocery bag before being disposed of in a receptacle. Universal precautions will be followed as recommended by the State of Michigan including wearing sterile gloves.

HAND WASHING

Employees will wash hands before work, after using the bathroom, after touching hair, face or body, working with dirty dishes/utensils, working with raw food, sneezing or coughing, taking out the garbage, eating, drinking, helping a child with the toilet, cleaning up after a sick child, and before/after administering medication. Children will be reminded to wash their hands after using the toilet and before having snacks. The bathrooms shall remain open for any child wanting to wash their hands. Additionally, hand sanitizer or a container of wipes will always be available.

MEDICATIONS/ALLERGIES

Trinity Preschool staff are not authorized to administer any medication, except in an emergency situation such as when we would have to use an Epi-pen due to an allergic reaction. In the event of an emergency such as this, the parent will have pre-authorized such action by signing a medication authorization form. This form will be kept on file. Medications critical to the well-being of a child in our care will be kept in a secure central

location. The teacher will administer any medications in the event of an emergency. It is the parent's responsibility to notify the director as well as the classroom teacher of any severe allergies. Staff will fill out the medication log recording the time and amount of medication given or applied and report it to the director.

Trinity Preschool's written plan for children with allergies includes the name of the child and list of food allergies. The plan also includes the name, dose and methods of medication administered to the child if there is a reaction. Prior to starting school, the staff will have a meeting with the parents of the child with allergies and hold training on how to administer medication in the event of an allergic reaction. Lastly, all information in the allergy care plan will be carried by staff when leaving the immediate vicinity of the classroom.

HEALTH RELATED RESOURCES

Copies of health-related resources are located on the wall outside the preschool office. They include names of physicians, dentists and free walk-in clinics. The preschool has various references for mental, physical or social health concerns. These include speakers, written materials, videos, training facilities, American Red Cross, CDC. Please ask your child's teacher or the director for assistance.

UNIVERSAL PRECAUTIONS

Universal health precautions will be followed as recommended by the state including wearing sterile gloves and the 3-step cleaning process. Precautions are taken with an ill child being placed in a separate area while being cared for and supervised until a parent arrives. Parents are notified if their child is injured, the center observes a change in child's health or when a child is too ill to remain at the school. If the school becomes aware that a child in care has contracted a communicable disease, then the center shall notify parents of the following:

- Name of communicable disease children were exposed to.
- Symptoms of the disease.
- Prevention measures as recommended by the U.S. Centers for Disease
- Control and Prevention at the following website:

<http://www.cdc.gov/DiseasesConditions>

TRINITY PRESCHOOL'S LICENSING NOTEBOOK IS LOCATED IN THE WIRE BASKET OUTSIDE OF THE PRESCHOOL OFFICE, AVAILABLE TO PARENTS AT ANY TIME.

WEBSITE WHERE PARENTS CAN ACCESS LICENSING RULES FOR CHILDCARE CENTERS: www.michigan.gov/michildcare