Parent Handbook

2026-2027

Trinity Christian Preschool and Child Care Center, Inc.

"Celebrating 47 Years of Serving Families!"

Dear Families,

Welcome to Trinity Christian Preschool and Child Care Center! This year will be our forty-eighth year of providing quality early childhood experiences for young children! Trinity Christian Preschool and Child Care Center is a mission of Trinity United Methodist Church and seeks to serve the families of the congregation, Orrville, and surrounding communities.

We are fortunate to have wonderful teachers here at Trinity! As Early Childhood professionals, they bring experience, professional credentials in the field of Early Childhood Development, wonderful ideas and lots of love to share with your child.

Trinity Christian Preschool and Child Care Center follows the guidelines set by the Ohio Department of Children & Youth and the Ohio Department of Education, offering the highest quality of Early Childhood Education to each child enrolled in our program. Our research-based curriculum and lesson plans incorporate the Ohio Early Learning and Development Standards outlined by the ODCY and ODE. We are confident this will enable your child to master milestones in language development, cognitive skills, large and small motor skills, and social/emotional development, helping your child gain necessary skills that will allow them to be successful in their next level of learning.

To help guide decisions about your child's early childhood education, an age-based developmental screening will be completed in the fall, and assessments, based on the learning & development standards, will be completed in late winter.

We are also proud of the fact that our Christian Curriculum is the core or "heart" of our teaching here at Trinity! Our curriculum will help your child learn about Jesus and grow in God's love for them. The framework of our curriculum will encourage children to learn basic Christian Principles including sharing, caring for others, giving, Bible verses, and most of all God's love for them and others!

If at any time you have any questions or concerns, my door is always open. Please feel free to stop into the preschool office or call me at 330.682.1383.

Thank you for sharing your child with us…it is an honor and privilege to have your family as part of our family here at Trinity.

Blessings,

Karen Sullivan
Administrator

Trinity Christian Preschool & Child Care Staff

Administrator

Karen Sullivan

Teachers

Julie Nussbaum
Linda Russell
Tara Zook

Trinity Christian Preschool Board Members

Kim Bupp
Nancy Hunter
Julie Leathers-Stahl/President
Barbara Lorson
Amy Mast- Bookkeeper
Linda Tibbitts

Trinity's History

Trinity United Methodist Nursery School was founded in 1978, as a mission of Trinity United Methodist Church. Trinity's Child Care Program was developed in 1994, and is open to our Preschool Families and to the general public when enrollment is not full.

In the summer of 2012, as part of our relicensing process, Trinity's name was changed to Trinity Christian Preschool. What remains the same is the fact that each year the teachers and staff strive to provide a comprehensive early childhood educational experience for young children which combines teaching Christian principles with a developmentally appropriate, research-based preschool curriculum. Children age three to six who are not enrolled in kindergarten are eligible to enroll in our program.

Our center is licensed by the Ohio Department of Children & Youth. The core of our curriculum is based on the Ohio Early Learning and Development Standards and the foundation or heart of our program is based on Christian values and principles.

Trinity Christian Preschool

1556 Rex Drive
Orrville, Ohio 44667

Preschool Contact Information

Phone Number:	330.682.1383
Website:	www.orrvilletrinity.com
Preschool e-mail	trinitychristianpreschool@orrvilletrinity.com

Hours of Operation:

Preschool Hours	Monday-Friday	9:00AM to 12:00PM
Child Care Hours	Monday-Friday	7:30AM to 9:00AM 12:00PM to 5:00PM

Trinity United Methodist Church Contact Information

Phone Number:	(330) 682-1806
Office Hours:	Monday – Thursday 9:00AM - 12:00PM
Office e-mail:	office@orrvilletrinity.com
Website:	www.orrvilletrinity.com

Mission Statement, Goals and Philosophies

Mission Statement

- To provide opportunities for children to interact together in an atmosphere that is conducive to developing wholesome social relationships in a Christian environment.
- To provide age-appropriate experiences and opportunities that will enhance a child's self-esteem and always consider each child's developmental needs.
- To provide a research-based curriculum allowing growth of each child's individual needs, choices, interests, and abilities and to build a good foundation for future skills.
- To establish a good relationship with parents in order to communicate and work together in helping the child to develop in all areas.
- To orientate families to our program and provide educational information in areas concerning child development and other family issues.

Goals

* To share with the children God's love for them & the teachings of Jesus Christ.
* To nurture a positive self-esteem.
* To develop respect for others.
* To develop respect for the environment.
* To encourage children to learn through their play.
* To develop independence.
* To develop self-discipline.
* To encourage children to think, reason, question and experiment in an appropriate way.
* To encourage and demonstrate sound health, safety and nutritional practices.
* To encourage communication skills.
* To nurture expression of creativity and an appreciation of the arts.
* To develop good social habits.

Philosophy

Our philosophy at Trinity Christian Preschool and Child Care Center is to provide a Christian learning environment filled with play-based opportunities for children to grow spiritually, intellectually, emotionally and socially. Growth in these areas will allow each child to know God's love, understand basic Christian values, gain positive self-esteem and be prepared to enter kindergarten, confident of his/her developmental abilities. These preschool building blocks will provide a secure and positive educational foundation, allowing each child to experience educational success.

Admission of Children to Trinity Christian Preschool

A child is considered to be enrolled in our preschool only after the registration form and fees have been received, reviewed and approved by the administrator. Prior to the first day of attendance, parents must complete basic enrollment and health forms provided by the preschool. Any change to this information needs to be communicated to the preschool office immediately so that current information is always on file. A current immunization record, stating your child's name and date of birth, is required to be submitted within 30 days of admission. This must be updated every 12 months. **Failure to keep a current immunization record on file will result in a child being disenrolled until a current record is obtained and on file in the preschool office.**

Non-Discriminatory Policy: It is unlawful for the child care provider to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the American with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

- We cooperate with other government agencies to maintain compliance
- We comply with the Americans with Disabilities Act (ADA) which includes:

*Administering medication to children with disabilities *Administering care procedures to children with disabilities

Sample of Daily Preschool and Child Care Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want the children to view their school as a safe and comforting place, where they know what to expect and when to expect it.

A Typical Preschool day would include:

9:00 AM

Circle Time…Children are welcomed into the classroom, wash hands and teachers may have a brief group time where job assignments are made, activities are introduced, a prayer is said, etc. to start off the day.

9:15AM

Activity Time... This activity time includes many opportunities for children to learn through play & interact with the specifically planned learning centers. Children play with manipulative materials, blocks, sand or water, create art work, look at books, listen to tapes or CD's, participate in dramatic play, paint at the easel, etc. Science experiments and cooking may also take place during this time. Children are encouraged to choose activities that they enjoy.

10:15 AM

Clean up Time...The song, "Clean up time is almost here", is often sung to prepare the children for clean up time & the transition into group time. Children are encouraged to clean up as they finish playing with materials and return them to their place in order to make clean up time easier.

10:20 AM

Group Time...This is an interactive time. Children participate by being the "weather person", discussing the Bible verse, etc. There are math and language flannel board activities that involve the children. Units the children are studying are discussed at this time. Songs, stories, poems and finger plays will be included.

10:35 AM
Snack Time...Children wash their hands & prepare for snack time. Snacks served must be individually packaged. The child who brings the snack selects the prayer. The children are encouraged to converse and use good manners.

10:50 AM
Large Muscle Activity Time...If the weather permits, the children will go outside to play. In inclement weather the children will participate in gross-motor activities in Fellowship Hall where bikes, basketball hoops and balance beams, etc. are set up for their enjoyment.

11:05AM
Story Time…review and activities which are coming up will be discussed with the children.

11:30AM & 12:00PM
Time to go Home

A Typical Child Care Day Would Include:

7:30AM to 8:50AM	Centers in the Classroom
9:00AM to 11:30AM/12:00PM	Preschool Classes
11:30AM to 12:00PM	Classroom Activities
12:00PM to 12:45PM	Handwashing, Lunch
12:45PM to 1:00 PM	Clean up and Restroom
1:00PM to 2:30 PM	Rest/Nap Time
2:30PM to 2:45PM	Wake up and Restroom
2:45 PM to 3:00PM	Snack
3:00PM to 4:00PM	Large Motor Activities
4:00PM to 5:00PM	Centers in the Classroom

Parent Participation Policy

Parents always have unlimited access to all areas of the building used for preschool during the hours of operation. If you will be entering the facility you must wash/sanitize your hands before entering a classroom. Parents are encouraged to participate whenever possible in the activities at the preschool. You may wish to attend class parties or simply stop in to join in the daily activities. **All parent volunteers or visitors must stop in the preschool office to sign-in and get a visitor badge, prior to going to a classroom.** Parents who wish to visit classrooms more than four times a month are required by the State of Ohio to be fingerprinted at their expense and complete additional paperwork to remain in compliance with ODCY rules and regulations.

Parent-Teacher Conferences are scheduled in the fall and in the spring. Formal assessments are conducted on all enrolled children. At this time, we do not report child level data to ODCY. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with teachers when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

Procedure for Parents Who Have Concerns or Need Assistance

If you have concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found:

1. Talk with your child's teacher
2. Talk with the Administrator
3. Talk with a member of the School Board

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Teachers/Staff realize you trust us with your child and we want our relationship to be a good one.

How to Receive Contact Information about Other Families Enrolled in the Preschool

Parents who would like contact information of other families enrolled in Trinity Christian Preschool should contact the preschool office to inquire about this information. If parents agree to release this information to others, the information will be passed on.

Center Program Information
Rule 5180:2-12-07

Child/Teacher Ratios and Maximum Group Sizes

The Ohio Department of Children & Youth requires a child/teacher ratio of 1:12 (2:24) for three year olds and 1:14 (2:28) with four & five year olds. Group sizes are limited to twice the ratio. Ratios for preschoolers may be doubled for two hours at naptime as long as all children are resting quietly on their cots and enough staff remain in the building to meet the regular required staff/child ratio if there is an emergency.

Group Size and Ratios
5180:2-12-18

Guidance and Management Policy

Trinity Christian Preschool and Child Care believes that helping children to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. We feel if children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing a child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give them a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom.

At no time is it ever appropriate for a teacher to impose any type of discipline for failure to eat, sleep or for toileting accidents. This behavior management policy applies to all teachers/staff and parents while they are in the center.

Most of the time, small behavior issues and concerns are communicated to the parents through routine interactions at drop off and pick up times. In some instances, children who are continuously disruptive or aggressive may need a behavioral plan put in place. The plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-19. If a child's behavior continuously takes away from the care and safety of others, enrollment termination may be required. Every attempt will be made to work with the parents and the child to correct the behavior. The Administrator would be in communication with the parents before disenrollment would occur. However in most cases, the following processes will be followed:

- Teachers will log behavior issues on Incident/Behavior Report forms. A copy of each incident report will be given to the parents and discussed. Parents are expected to further address the issue with their child at home. In some instances, follow up with a professional for an evaluation may be recommended. If so, parents will be expected to cooperate for continued enrollment.
- If a child exhibits continuously unsafe, disruptive, or aggressive behavior, the child will be excluded from group activities for a period of time and will be sent to the Administrator's office. Depending on the severity of the incident, the child may be allowed to return to the group after the situation is diffused. <u>This will be allowed no more than 2 times in one day.</u>
- If a child's unsafe or aggressive behavior continues the same day and the child is sent to the Administrator's office for the 3rd time, the parent will be called. The parent will be expected to make arrangements to pick up the child immediately. The child will be excluded from group activities for the rest of the day until the parent picks the child up.

If a child is sent home more than 3 times due to unsafe, or aggressive behavior, the following options are available:

- A parent meeting to discuss and implement a behavioral action plan, which may include additional professional services and assessments.
- The family can seek an alternate care arrangement for their child. We may be able to continue to provide care up to a 2 week period while a family is looking for another arrangement. Please see the administrator to see if this is possible for your family.

Guidance and Management Policy
5180:2-12-19

Supervision of Children

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Teachers will maintain situational awareness of the children in care at all times and anticipate possible hazards. Teachers will take necessary appropriate precautionary and preventative measures. TCP employees are prohibited from exposing children to inappropriate language, media, or behavior in any manner, and will limit exposure to anyone who is displaying these inappropriate actions.

Supervision of Preschoolers

Children may not come into the building on their own- they must always be supervised by an adult who can see and hear the child. At no time can a child be left unattended. Staff will supervise children at all times, including naptime. Children who become ill will be cared for in the preschool office until parents arrive.

Trinity's Arrival and Departure Procedure

Parents are required to walk their child to the classroom door for drop off. Staff will conduct a short health assessment before the parent departs. Any special messages, pick-up notes, etc., are to be given to the teacher. Children may not be sent inside alone.

At the time of pick-up teachers will release children individually to parents outside of each classroom. Parents are responsible for the supervision of their child after the teacher has released the child from the classroom.

Children may not be in the hallway at any time without a parent who can see and hear their child. This is a State of Ohio rule and will result in a major noncompliance for Trinity.

Please Note: Siblings of preschoolers may never be left alone in a car while parents walk a child into or pick-up a preschooler from class.

Children Arriving to the Center from Other Programs

At times it may be necessary for a child to arrive at preschool from another program. If a child is scheduled to arrive from another program and does not, we will first contact the parent to confirm that the child was scheduled to be at the preschool that day, and then contact the program they were coming from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

Procedure for Releasing Children to anyone other than parent/guardian

Parents will be required to provide at least one emergency contact on the Child Enrollment and Health Form and complete a Permission to Release Form to let Trinity Christian Preschool know who has permission to pick-up their child in the event a parent/guardian is

not available. Staff will only release children to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note or email giving an additional person(s) permission to pick-up their child.

Staff will check **picture ID's** of anyone they do not recognize. Please let family members/friends know about this ahead of time so they bring a picture ID and they are not offended. The child's safety is our first priority!

Please Note:
Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Supervision of Children 5180:2-12-19

Custody Agreements
If there are custody issues involved with your child, you must provide the preschool with court papers indicating who has permission to pick-up the child. As required by law in the State of Ohio, Trinity Christian Preschool and Child Care Center may not deny a parent access to their child without proper documentation.

Parking Lot Safety

- All Parents/Guests must park in a parking space. Parking is not permitted in the yellow fire lanes or on the edge of the parking lots!
- Younger siblings are never to be left alone in the car while other children are being dropped off/picked up inside the building. Please contact the preschool office if you need assistance.

Please be sure to enter and leave the parking lot with extreme caution. BE ON THE LOOKOUT FOR CHILDREN! Please hold your child's hand when going to or from your car.

Child Abuse Reporting
All teachers/staff are mandated by law to be reporters of child abuse. If teachers/staff have suspicions that a child is being abused or neglected, we are required by law to make a report to the local children's services agency. The safety of the children is always our first concern.

Napping/Rest Policy
Children who attend child care on a full time basis will be provided a quiet space to rest or nap. Nap and rest time shall be in accordance with the developmental needs of the child. The rest or nap area shall be lighted to allow for visual supervision of children at all times. Any child who does not fall asleep during a designated nap time shall have the opportunity to engage in quiet activities.

Sleeping/Napping Policy
5180:2-12-20

Trinity is a Secure School

The security of our families, children, and staff is of utmost importance. All of our doors are kept locked at all times. Please do not let unauthorized persons into the building when you are entering/exiting; they may not be part of our program and may not have the best interest of the school in mind. In the event that parents may need to pick-up their child early or visit their child's classroom, they may access the school by ringing the bell on the security pad located at the preschool/child care entrance off of the north parking lot.

Where to Come In

Preschool Drop Off/Pick Up

- Preschool families will enter at TCP's main door off the north parking lot for drop off of their child. A parent/caretaker will walk their child to the classroom door.
- Dismissal from preschool will take place at the classroom door. Parents/guardians may wait in the preschool foyer until the teacher opens the door to dismiss the children individually from the classroom.

Child Care Drop Off

- Enter at TCP's main door off the north parking lot where our security camera/doorbell is located.
- Ring the doorbell and pull the door open when the lock releases.
- Have your child wash their hands at the sink (please follow the handwashing chart), put their lunch in the black refrigerator, and put your child's belongings in his/her cubby. You need to stay with your child while they are washing their hands.
- Walk your child to the classroom.
- Per State of Ohio rules, CHILDREN MAY NOT WALK IN THE HALLWAY OR TO ANY ROOM ALONE- they must always be with an adult.

Pick Up

- Ring the doorbell and enter the brown door off the north parking lot.
- You may walk to the classroom to pick up your child. Staff will dismiss children to their parent/caregiver at the classroom door.

Procedure for Inclement Weather and Closings

Procedures for Snow Days

Trinity Christian Preschool & Child Care will follow the Orrville City Schools "Inclement Weather" closings. If Orrville City Schools close due to inclement weather, Trinity Christian Preschool & Child Care will be closed. **Snow Day closings will be communicated using the brightwheel app and email.** Snow days will **ONLY be made up in the event that a class should exceed the five allowable calamity days.** Parents will be notified in advance as to when additional days beyond five will be made up. **Please note**, these days

may not follow the same make up days as Orrville City Schools due to class schedules during the week.

Procedures for Delays
In the event Orrville City Schools decide to have a **2 hour delay**, our Preschool Classes will be cancelled. The Child Care Center will open at 8:00AM (if needed by families). Notification will happen using the same brightwheel and email messaging systems at approximately 6:00AM.

Calamity Days
Trinity Christian Preschool & Child Care Center may utilize up to 5 calamity days per school year without refunding tuition or making up days. Calamity days could include closing for inclement weather, power outage, loss of heat, pandemic/illness outbreak etc…

Trinity Alerts
Trinity utilizes the brightwheel app messaging system to communicate cancellations, delays or emergencies. You will receive a message in your brightwheel inbox and also a text message advising you to check your brightwheel messages.
Our alerts will inform you at approximately 6:00AM of delays or cancellations due to inclement weather.
Please Note: Parents should identify a person(s) as a back-up for care giving on the days that our child care program is closed due to inclement weather.

Procedures for Emergencies and Accidents

General Emergencies
Trinity Christian Preschool and Child Care Center has devised several procedures to follow in the event an emergency would occur while a child is in our care. In the event of a fire, tornado, or safety concern, teachers would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, we will practice fire, tornado, and lockdown drills (fire drills: August-May, tornado drills: March – September, and lockdown/evacuation drills on a quarterly basis.) Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the preschool, our emergency destination is the parsonage across the street (1565 Rex Drive.) A sign will be posted in front of the center indicating we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come and pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment documentation.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities, and contact parents as soon as the situation allows. An incident report would also be provided to the parents.

Teachers are required to hold current certifications/training in First Aid, CPR, Communicable Disease, and Child Abuse Recognition. In the case of a minor accident/injury

staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. Trained staff will use an Automated External Defibrillator (AED) as needed, and/or use other emergency medications and/or devices if a Health Care Plan has been completed by parents. If any injury/illness is life threatening, 9-1-1 will be called, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Teachers/Staff will not transport any child in their personal vehicles. Only parents or EMS will transport. We will not enroll a student if parents do not consent to allow EMS to provide transportation to their child under emergency conditions.

Incident/Injury Reports

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident or injury which requires first aid; the child receives a bump or blow to the head; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report will be available within twenty-four hours after the incident occurs. Trinity will also log a report with ODCY by the next business day and complete the ODCY 01156 "Serious Incident Reporting for Child Care" when there is a serious incident/injury or illness.

Procedures for Emergencies and Accidents
5180:2-12-16

Food Information

Snacks

Trinity Christian Preschool will provide a snack time incorporated into each classrooms daily schedule. There is an afternoon snack given to children who are in attendance all day. Each snack **MUST** contain at least **TWO** of the four food groups and be individually packaged. The children look forward to their turn to bring snack! Snack schedules will be sent home to you by each child's teacher and posted on the teacher's information board. **Please Note: All juice must be 100% juice. Families may provide the milk type of their preference.**

Lunches/Nutritional Requirements for Meals

If your child is in attendance at Trinity Christian Preschool & Child Care Center between the hours of 11:00AM and 1:30PM, inclusively, you must pack a lunch for him/her. This meal must constitute one-third of your child's recommended daily dietary allowance, and it must include, at a minimum, one food from the meat/protein group, one food from the bread & grains group, one vegetable, one fruit, and one serving fluid milk.

Example of Minimum Portion size for a 3-5 year old

1 serving = 1½ oz. meat or meat alternative
1 serving = ½ slice bread or ¼ c. pasta
½ c. two foods from the fruit/vegetable group- must have at least one vegetable
¾ c. fluid milk

All food items must be in a lunch box and stored in the black refrigerator located in Room 111. Please be sure your child's name is on his/her box. If a lunch does not meet the

nutritional requirements, we are required by ODCY to provide the additional foods. **These will be provided at a charge of $1.00 per item...An "Uncrustable", vegetable, fruit, and milk will be provided if a child's lunch is forgotten at a cost of $4.00.**

Lunch Supplement Policy
If a child has special dietary needs that do not allow them to have one of the food groups or other special dietary needs, you will need to have your child's doctor complete some special forms for us to have on file.

Food Information - 5180:2-12-22

Birthdays

Teachers will try to schedule your child's snack turn around his/her birthday. If your child has a summer birthday feel free to ask his/her teacher about scheduling a "1/2 birthday celebration" during the school year. You are welcome to send in a special snack or favor, in addition to the regular snack if you like.

Management of Illness

Trinity Christian Preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible they may experience more illness at the beginning of their preschool experience as their immune system becomes more mature. Any child or staff member with a temperature of 100.0 F or above or showing any other signs/symptoms of illness will not be allowed to remain in the facility.

We must immediately send home any child or employee who develops a temperature of 100.0 degrees or higher while at the program. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. We are required to report positive cases of communicable diseases to ODCY and Wayne County Dept. of Health.
Please plan ahead and have a backup plan in place in case your child becomes ill and you are not able to take time off from work.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100.0 degrees F or higher
- Severe coughing
- Difficult or rapid breathing, shortness of breath
- Sore throat or difficulty swallowing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Nausea or Vomiting
- Diarrhea

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms and the parent will be notified. If a child does not feel well enough to participate in preschool or child care activities, the parent will be called to pick-up the child. Anytime a child is isolated they will be provided with a cot to rest on and kept within sight and hearing of a staff member. The cot and linens will be washed and disinfected before being used again.

Please notify us if your child is going to be absent due to illness, on brightwheel or 330.682.1383.

Parents will be notified if their child has been exposed to a communicable illness. Children who were ill will be readmitted to preschool after at least 24 hours of being free of symptoms and fever without the use of fever-reducing medicines.

Management of Illness
5180:2-12-16

Immunization Policy

In accordance with state regulations, all children are required to have an immunization record on file within thirty days of the child's first day of attendance. **The dated immunization record must contain: child's name & birth date and the month, day & year of each immunization received.** TCP recommends all families immunize their children against preventable diseases. A child may be exempt from the immunization record requirements if one or more of the following statements are provided: **1)** A statement from a licensed physician, PA or APRN, that one or more of the following apply: a)the child is in the process of being immunized, b) an immunization is medically contraindicated for the child, c) an immunization against the disease is not medically appropriate for the child's age or **2)** A statement from the child's parent that he/she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions. If there is an outbreak of a disease that a child is not immunized against, TCP reserves the right to exclude the child from attending preschool, until the incubation period has passed.

Child Record Requirements
5180:2-12-15

Medication

It is Trinity School Board Policy that Trinity Christian Preschool and Child Care will not administer medication for short-term illness.

Medical/Physical Plan of Action

When your child requires a medical/physical plan of action, Trinity will administer medications to a child only after the parent completes a Medical/Physical Plan of Action form, a Request for Medication form and provides the appropriate training. All proper sections must be completed and the medication handed to a staff member. Medications will be stored in a designated area inaccessible to children. **Medications may never be stored in a child's backpack or cubby.**

Prescription Medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a

physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets
If your child requires a medical food or a modified diet, you must secure written information from your physician regarding this. Please talk with the Administrator for more details.

Topical Products
Topical products, such as hand lotion or sunscreen, can be applied with a dated & signed permission note from the parent/guardian that includes the child's name, exact name of the product, and application instructions.

Medication Administration and Food Supplements
5180:2-12-25

Social Media Policy

We will follow parents' consent or denial of permission as indicated on the Photo/Internet Permission form.

Transportation of Children

Trinity Christian Preschool staff will not transport children in emergency situations. If a child requires transportation, the parent or EMS will be contacted. We will not enroll a student if parents do not consent to allow EMS to provide transportation to their child under emergency conditions.

Field Trips
Trinity Christian Preschool will only participate in field trips in the following way:
Routine Walking Field Trips~ Trinity Christian Preschool will occasionally take walking field trips only on the Church Campus, but out-of-areas approved by the Ohio Department of Children and Youth. A parent permission slip will be provided annually at the beginning of the school year in August for parents to give permission for their child to participate.

TCP does not participate in field trips off of the church property.

Transportation of Children
5180:2-12-14

Trinity Christian Preschool & Child Care Tuition and Late Fee Information

Registration Fees

An annual, non-refundable registration fee of seventy-five dollars (before June 30th~140 dollars per family for more than one child.) will be required for registration for the 2026-2027 preschool year. (After June 30th registration fee is eighty-five dollars or 160 dollars per family). Child care registration is an additional twenty dollars. A child is not considered enrolled in Trinity Christian Preschool until the registration fee is received. (This is subject to change per Board Approval)

Tuition Contract Information

All Trinity Christian Preschool parents are required to complete a Trinity Preschool Tuition Contract and/or Trinity Child Care Contract during Parent Orientation, to ensure parents are fully aware of their tuition responsibilities.

Holidays

Preschool tuition is based on 35 weeks of preschool (this does not include Christmas Break and Spring Break). The Trinity Preschool Board offers several payment options: one annual tuition payment, four quarterly payments or nine monthly payments for your convenience.

Child Care Parents will receive a tuition calendar of when child care payments are due. Child Care parents are not responsible for tuition on days we are closed, including snow days and holidays. They will however be billed for days they are contracted for beyond their allowable absent days whether their child attends child care or not. (Please see child care contract for more information.)

Payments

We accept checks or cash in person. Payments may also be made electronically, using the brightwheel app (applicable fees are responsibility of parents). All checks are to be made payable to: Trinity Christian Preschool. Tuition payments should be placed in the black box outside of the preschool office at drop off/pick up time. A twenty dollar fee will be charged for any returned checks due to insufficient funds.

Late Payments

- Please notify us if you are going to be late with a payment. If we do not hear from you, within seven days of when the tuition is due, a five dollar late fee may be assessed to your account.
- Accounts which are more than 2 weeks delinquent may result in a child being unable to attend until the account is current.
- When tuition payments are more than 6 weeks late, the student will have to withdraw unless special arrangements for payment have been made.
- Past due accounts must be current/paid in full to enroll for following school year.

Payment During Illness

In the event of illness, payment is expected, except for an extended illness. An extended illness is considered to be an illness that requires a child to be hospitalized for five or more consecutive days or more than two consecutive weeks of illness.

ODCY Accounts

- ODCY co-pays must be paid at the end of each week your child is in attendance before your child may return to school the following week. Past due co-pays will be referred to ODCY for cancelation of benefits.
- Caregivers must sign in/out each day with the ODCY TAP system on the provided tablet for their child to return to school the next day. Failure to sign in/out in a timely manner will result in your child being disenrolled and/or your account being charged for the "private-pay rate."
- Please refer to the ODCY Contract for more information.

Late Pick-up

If a preschool parent realizes circumstances beyond their control are going to delay pick-up, a phone call is required. This is important, as many children fear they have been forgotten when parents do not arrive at their usual time. Children who are not picked up on time will be kept comfortable in our childcare area. Repeated late pick-ups will be charged a minimum of $5.00 each time they are late. Child Care children who are picked up past closing at 5:00pm will be charged $5.00 for every 15 minutes you are late.

Changes in Child Care Schedules

- Due to our low child to teacher ratios, child care parents are required to set and adhere to the child care schedule they provide to Trinity and are responsible for paying tuition for that schedule regardless of attendance after absent days are used.
- Two changes of schedule will be allowed for each family. Parents must give at least a two-week notice and complete a new Child Care Contract.
- For each additional child care schedule change, a $10.00 fee will be required to update paperwork including master schedule for ODCY and attendance sheets. At least a two-week notice must be given and a new child care contract will need to be completed. (Parents are responsible for current tuition contract during two week period.)

Withdrawals

Parents wishing to withdraw their child(ren) may do so at any time. A two week notice in writing is needed. If a child's records need transferred, you may fill out a Records Transfer Request form available in the preschool office.

Outdoor Play Policy

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 35 degrees Fahrenheit, or above 90 degrees Fahrenheit. If the situation requires, we will also adjust outdoor time due to rain, threatening weather, and other safety factors. On days outdoor play is not available due to these conditions, we will include a time for indoor gross motor activities such as hula hoops, dancing and exercising in the Fellowship Hall or in the classroom. Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside.

Outdoor Play Policy
5180:2-12-11

What to Wear to Preschool/Child Care

Please allow your child to wear comfortable clothing they can play in without worry of ruining or tearing something special. Clothing should also be easy for children to manipulate while using the restroom and to prevent the child from having an accident due to difficult buttons or belts. Comfortable shoes should be worn to allow for playground play with consideration given to mulch on the playground and being able to climb on the playground equipment. **For safety reasons, no flip flops are permitted unless they have a back strap attached to the shoe.**

What to Bring to Preschool/Child Care

Please allow your child to bring the following items to school on a regular basis:

- A backpack
- Extra clothing should be included in your child's backpack in a gallon-sized baggie with your child's name on it. We have clothing that can be borrowed too.
- Appropriate outdoor clothing according to the seasons.
- A blanket/pillow or stuffed animal for rest time if attending child care (must be taken home and washed weekly).

Ohio Department of Children and Youth
CENTER PARENT INFORMATION

A copy of this document is required to be given to the parent upon enrollment of their child in the licensed child care center.

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review online at https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12.

Administrators and each employee of the center are required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center is permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the parent or guardian shall is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call:
OCC/ACF/HHS Southwest Region
1301 Young Street, Suite 958
Dallas, TX 75202
214-767-3849

Write or Call:
ODJFS Bureau of Civil Rights
30 E. Broad St., 30th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961
bcr-fax@jfs.ohio.gov (e-fax)
Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit https://childrenandyouth.ohio.gov/for-families.

For more information on Medicaid health screenings and early intervention services for your child, please visit https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/ and https://ohioearlyintervention.org.

For information on cash food assistance, please visit https://jfs.ohio.gov/cash-food-assistance.