



HARBOR TRINITY
PRESCHOOL

Parent HANDBOOK

Effective September 2020- August 2021

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Dear Parents,

God tells us in Psalm 127:3 that "Children are a gift of the Lord; the fruit of the womb is a reward." We at Harbor Trinity Preschool wish to express our appreciation in your decision to entrust to us the most precious of God's gifts - your child. Be assured, we do not view this privilege frivolously. Our aim is to provide your child with a superior academic program while placing a strong emphasis in sound Biblical training.

We encourage you to take an active role in your child's educational process. The following pages will answer many of your questions concerning our school's procedures, philosophy and overall operation. We welcome all comments, questions and suggestions.

As the director of your school, you have my personal pledge that Harbor Trinity Preschool will strive for excellence in all aspects, and will make every effort to live up to the expectations you have confidently placed in us. Our prayer is that we can play a significant part in your child's blessed future in Christ.

Praise God for what is certain to be a wonderful year.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Davidson". The script is fluid and cursive, with the first letter of each name being significantly larger and more decorative.

Jennifer Davidson
Preschool Director
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ABOUT OUR PRESCHOOL

MISSION STATEMENT

Harbor Trinity Preschool exists as a ministry of Harbor Trinity Church of Costa Mesa to provide a Biblically integrated curriculum and extra-curricular program that meets the spiritual, intellectual, emotional, physical, and social needs of each student. The mission of Harbor Trinity Preschool is to nurture and assist students and their families in developing a relationship with Jesus Christ and to inspire them to make Him known to others.

PHILOSOPHY OF EDUCATION

The philosophy of Christian education at Harbor Trinity Preschool is based upon the existence of a living God, who created all things and has revealed Himself to us. The revelation has come through the written Word, the Bible, and through the living Word, Jesus Christ and the ministry of God, the Holy Spirit.

The Bible is the inspired, infallible, and authoritative Word of God. Jesus Christ is the central theme of history and is the central authority of what men say, do or believe. Man was created in God's image, but that image was ruined at the fall when man chose to sin against God. God provided a way of redemption for man through the incarnation, death and resurrection of His Son, Jesus Christ. A regenerated person is indwelt by the Holy Spirit who is given to guide the believer into all truth.

The education at Harbor Trinity Preschool is God-centered and seeks to view life in every dimension as God sees it. All educational goals and objectives are found within the Bible, among which are glorifying God, reaching the lost, and training and nurturing individual believers.

The knowledge of Jesus Christ is essential for personal individual development in matters physical, mental, social, and spiritual. All members of the educational process at Harbor Trinity Preschool are personally committed to Jesus Christ. We believe that the educational process cannot truly take place apart from the ministry of the Holy Spirit.

We believe that a proper relationship between family, church, and school is essential to Christian education. It is the responsibility of the parents to teach and train a child. Harbor Trinity Preschool, as a ministry of the church, is an extension of the educational process of the home.

The education offered at Harbor Trinity Preschool is designed to meet the student on his level of development and growth. We strive to instill the proper priorities of life, the first being an individual commitment to Jesus Christ.

GOALS

The program is designed to teach about God's love and salvation through His son, Jesus. In addition, a high emphasis is placed on Kindergarten readiness by offering activities that stimulate and encourage the overall development of each student. Activities offered at Harbor Trinity Preschool include:

- Daily Bible Time & Bible Verses
- Weekly Units of Study
- Arts and Crafts
- Science and Health
- Cooking Experiences
- Music Appreciation
- Special Visitors and Speakers
- Letter, Number, Color and Shape Recognition
- Phonics, Reading Readiness, Writing
- Political Science, Rhyming, and Opposite Concepts
- Sensory, Perceptual and Fine Motor Development
- Receptive and Expressive Language Development
- Visual/Auditory Discrimination & Memory Development

We will provide for Christian growth by teaching the children about God and the love Jesus has for each one of us.

We will teach in an atmosphere that will be relaxed and loving with the flexibility to meet the individual needs of the child.

We will provide a safe environment inside and outside that stimulates a child's individual growth by meeting his or her needs and by building important foundations for future academic, physical, emotional and social pursuits.

We will provide a positive approach in building a child's confidence. We will encourage acceptable social behavior, being kind, and learning to work together for the well being of the class.

ABOUT HARBOR TRINITY CHURCH

HARBOR TRINITY CHURCH VISION

To grow dynamic disciples who intentionally help people find and follow Jesus.

HARBOR TRINITY CHURCH AND PRESCHOOL STATEMENT OF FAITH

- **The Scriptures:** We believe in the plenary verbal inspiration of both the Old and the New Testament scriptures, and that they are of the supreme and final authority in faith and life. It is truth by which God brings people into saving relationship with Himself and leads them to Christian maturity. John 20:31; Matthew 4:4; I Peter 2:2; II Peter 1:20, 21; II Timothy 3:16, 17.
- **The Godhead:** We believe in one triune God, Father, Son and Holy Spirit; eternal in being, one in nature, equal in power and glory. Deuteronomy 6:4; II Corinthians 13:14.
- **The Creation and fall of Man:** We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell. Each person inherits a sin nature and consequently alienation from God and comes under the judicial sentence of death. Genesis 1:26; Romans 5:12; Romans 3:23.
- **The Person and Work of the Lord Jesus Christ:** We believe that the Lord Jesus Christ, the eternal Son of God, came into the world to manifest God to man, to fulfill prophecy, and to redeem a lost world. To this end He was conceived of the Holy Ghost and was born the virgin Mary, becoming true man without ceasing to be true God. John 1:1, 2, 14; Luke 1:26, 27, 35; Isaiah 7:14
- We believe that He accomplished our redemption on the cross as a proprietary and substitutionary sacrifice, and that our redemption is made sure to us by His resurrection from the dead in the same though glorified body in which he was crucified. I Peter 1:3-5; I Peter 3:18; Romans 3:24,25
- We believe that He ascended into Heaven and is now exalted at the right hand of God where, as High Priest for His people, He fulfills the ministry of intercession and advocacy. Mark 16:19; Hebrews 8:1; Hebrews 7:25; I John 2:1
- We believe in the imminent coming of the Lord Jesus Christ for the Church, the Great Tribulation in the earth, and His own glorious return to establish His kingdom. I Thessalonians 4:15-18; Matthew 24:21, 29-31; Revelation 20:2, 3, 6
- **The Holy Spirit:** We believe that the Holy Spirit, the third person of the Godhead, in this age convicts the world of sin, brings righteousness and judgment; regenerates, indwells, and baptizes into one body, and seals unto the day of redemption, all who

believe; anoints believers to teach them all truth, and continually fills for power and service the holy living, those who are yielded to Him. John 16:7-11; Titus 3:5; I Corinthians 3:16; Ephesians 1:13, 4:30; John 14:26; Acts 1:8

- **Salvation:** We believe that no one can be saved unless born again, and that the new birth of the believer is the gift of God by grace, and is received only by a personal faith in the Lord Jesus Christ. John 3:3; Ephesians 2:8,9; John 1:1-13; John 3:16. We believe that all true believers once saved shall be saved forever. Romans 8:1, 30, 38, 39; John 10: 27-30; I Corinthians 1:4-8; Philippians 1:6
- **The Church:** We believe the Church is the body of which Christ is the head and all who believe in Him are members. Ephesians 1:22-23; Romans 12:4-5. Christians are commanded to be baptized upon profession of faith and to unite with a local church for mutual encouragement and growth in discipleship through worship, nurture, service and the proclamation of the Gospel of Jesus Christ to the world. Acts 2:41-42; Luke 24:45-48
- **The Ordinances:** We believe the ordinances of the church are baptism and the Lord's Supper. Baptism is the immersion in water in the name of the Father, and of the Son, and of the Holy Spirit. Matthew 28:18-20. It is an act of obedience symbolizing the believer's identification with the death, burial and resurrection of the Savior Jesus Christ. Romans 6:3-5. The Lord's Supper (Communion) is the partaking of the bread and of the cup by believers together as a continuing memorial of the broken body and shed blood of Christ. It is an act of thankful dedication to Him and serves to unite His people until He returns. I Corinthians 11:23-26
- **Worship:** We believe in the gathering of the saints for worship. This Church is established to provide opportunity to assemble for worship, to encourage one another in love, and to exhort one another to good works. Hebrews 10:24, 25
- **Church Cooperation:** We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether regional or district conference, exists and functions by the will of the churches.
- Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate I interdenominational fellowships on a voluntary independent basis. Acts 15; I Corinthians 6:1-3
- **Religious Liberty:** We believe that every human being has direct relations with God and is responsible to God alone in matters of faith. Church and state exist by the will of God. Each has distinctive concerns and responsibilities, free from control by the other. Matthew 22:21. Christians should pray for civil leaders, and obey and support government in matters not contrary to Scriptures. I Timothy 2:1-4; Romans 13:1-7; I Peter 2:13-16

- **Satan:** We believe that there is a personal devil, the enemy of God and of the people of God, appearing as an angel of light, counterfeiting the works of God, and is now ruling under God's restriction, as the "god of this world". We believe that Satan was defeated at the cross, though not executed; that he will be bound during the Millennium and then released for a little time, ultimately to be cast into the Lake of Fire and Brimstone to suffer everlasting torment. Genesis 3:1-19; Revelation 12:10; II Corinthians 4:3,4; Colossians 2:15; Revelation 20:1-3; Jude 6; Hebrews 2:24
- **Final State:** We believe that at death, the believer passes immediately into the presence of Christ, there to remain in conscious bliss until the resurrection of his glorified body forever in glory. The unbelieving remain after death, conscience of condemnation and misery until the final judgment of the great white throne. When reunited with their bodies, they shall be cast into the Lake of Fire; not to be annihilated, but to be punished with everlasting destruction. II Corinthians 5:8; II Thessalonians 1:7-9; Revelation 20:11-15; I Thessalonians 4:13-18 Revelation 21

CURRICULUM

Harbor Trinity Preschool will provide for academic and spiritual growth within a loving and safe classroom environment.

The pre-school and pre-kindergarten curriculums will vary depending on the age range of the students in each classroom and will contain the following:

- **BIBLE:** Each week the students will study a different story from the Bible and its practical application. Students will be encouraged to learn a new Bible verse each week and will attend weekly chapel services led by HTP staff where we will worship through Bible songs and prayer.
- **CHAPEL SERVICES:** Bible time will be included in the daily class schedule. Chapel time will be held once a week, alternating every other Thursday and Friday. Favorite Bible stories and songs are used to reinforce lessons. Parents are invited to attend.
- **DAILY CALENDAR AND PLEDGE TIME:** Students will review the days of the week, month, and year and the class will recite the pledges to the American flag, Christian flag and the Bible.
- **UNIT OF STUDY:** Every week we explore a different subject about the world around us. We will study weekly units such as seasons, holidays, animals, space, our families and much more.
- **SCIENCE AND HEALTH:** Each class will explore God's creation by studying animals, plants, weather, nutrition, and hygiene.

- **POLITICAL SCIENCE:** Each week we will introduce a new fact about our country, our presidents and the world around us.
- **MUSIC APPRECIATION:** The children will participate in songs and rhythmic activity, dancing, creative movement, and finger plays. The classes will also engage in the use of musical instruments and make music together!
- **MOTOR DEVELOPMENT:** Activities which promote the development of your child's large motor skills will be planned each week. The class may play a relay game or take turns on the balance beam, crawling through a tunnel, etc.
- **LANGUAGE AND VOCABULARY DEVELOPMENT:** Language arts, stories, share time, finger plays and music are incorporated into the curriculum to provide students opportunities for language development.
- **ART:** Students will be given opportunities to create an original piece of art and the teachers will encourage the proper use of scissors, glue and other art materials. This will enhance their fine motor skills and help to develop creative imaginations.
- **COOKING EXPERIENCE:** Students will participate in cooking projects on a regular basis. This is a great way for students to learn about counting, measuring, and sequencing skills. Of course students always enjoy eating their special treats.
- **SPECIAL EVENTS & VISITORS:** We will bring in speakers and activities to provide hands-on experiences for the students. A more detailed description of this is provided under the "Special Events" section of this handbook.

The pre-school classes will incorporate the following into the curriculum:

- **LETTER, AND NUMBER RECOGNITION:** Students will explore the alphabet, and numbers through ten.
- **MATH CONCEPTS:** Students will be introduced to counting and sorting.
- **COLORS AND SHAPES:** Students will be encouraged to recognize and name colors and shapes.

The pre-kindergarten curriculum incorporates the following academic activities:

- **PHONICS AND READING READINESS:** Students will be introduced to: letter recognition, phonetic sounds, long and short vowel sounds and blending two letter sounds together.
- **WRITING:** Activities will be offered that are designed to strengthen and develop fine motor skills. Students will be encouraged to use the proper grip and use of a pencil and to print letters.

- **MATH CONCEPTS:** Students will be introduced to: patterning and sequencing skills, problem solving skills, recognizing numbers 1-50. Students will use manipulatives to add and subtract.
- **RHYMING, CLASSIFYING AND OPPOSITE CONCEPTS:** Activities will include opportunities for students to develop their discrimination skills.
- **REVIEW OF PRE-SCHOOL ENRICHMENT ACTIVITIES**
- **BASIC SKILLS NECESSARY FOR KINDERGARTEN**

SPECIAL EVENTS & ACTIVITIES

We bring the field trips to us! Throughout the course of the year, we will provide many fun and educational programs. The events will be varied to accommodate M/W/F students and T,/ students. The programs will enhance the areas of study given each week. Here are some examples of special events:

- **OUTSIDE ACTIVITIES**
We have a spacious and welcoming playground for all ages. During outside play the children have the opportunity to further develop large motor and social skills at different activity areas on our playground such as soccer, building blocks, bikes, swings and sandbox area.
- **ART & WRITING ACTIVITIES**
All of our art activities correlate with our unit of study to reinforce what is being taught throughout the week. Activities will be offered that are designed to strengthen and develop fine motor skills. Students will be encouraged to use the proper grip and use of a pencil and to print letters.
- **LIZARD WIZARD**
The Lizard Wizard visits our school during our reptile week for a hands on look into the world of reptiles, amphibians and arachnids. Your children will get to participate in the show and may be selected to sit in the "dare chair" and hold one of the Lizard Wizard's special friends.
- **BOUNCE HOUSE**
At the beginning of the school year, we bounce into learning and have fun. It's always a treat for our students and even some teachers to join in. We typically schedule our bounce house activity during space week.
- **PUPPY PARTY**
At some point in the school year we invite our cute furry friends on our campus as we study about "animals." Each class has a scheduled time to play and visit with a whole pack of puppies to ensure that all students get a turn holding a puppy.

- **PONY RIDES & PICTURES**
“Little Buckaroo” will be visiting the preschool, a picture will be taken of each child while they have an opportunity to ride a pony. Parents will be able to view the pictures and purchase them if they would like.
- **BIG JOHN THE TALKING FIRE TRUCK**
Big John and his firefighting friend will visit and share with us all about fire safety and what to do in case of an emergency.
- **MOBILE TIDE POOL**
Captain Carl will teach us all about the sea creatures he found in our ocean. This creates a hands-on approach to learning about each sea animal.
- **JUNE JAMBOREE**
Every year our students participate in a singing performance. Our June Jamboree is full of excitement. All students participate in this “End of The Year” event.
- **TRANSITIONAL KINDERGARTEN (TK)**
We offer a transitional kindergarten program here at HTP. This program benefits the student with an extra year of academics, social skills and emotional readiness to transition into a kindergarten environment successfully.

OVERVIEW OF THE DAY

All classes begin at 8:45am. Students may be dropped off anytime between 7:15-8:45 each morning.

7:15 – 9:00 MEET AND GREET TIME -- FREE FLOW ACTIVITIES

During this time the children are taking part in various free-time activities. Children can choose from dramatic play center, building center, reading center, easel painting, cut and color center, math center, science center or the sensory center where they can manipulate with items such as play dough.

9:00 – 9:15 GROUPTIME

During this time the following concepts are covered:

- Calendar: Month, Day, Year, Number of Day
- Helpers: Choose line leader, flag leader, etc.
- Roll call: Greet all who are here, take roll
- Political Science: Each week we will introduce a new fact about our country (i.e. who is the president of the United States?)
- Pledges: American Flag, Christian Flag & the Bible

9:15 – 9:30 ACADEMIC TIME

Each class will study concepts according to their level of learning. From colors, numbers and shapes to phonics and reading small words. Our Pre-kindergarten students will be utilizing the *Self Pronouncing Alphabet* and *A. Beka* curriculum materials for learning.

9:30 – 9:45 SNACK TIME**9:45 – 10:30 OUTSIDE ACTIVITIES**

During outside time the children have the opportunity to further develop motor and social skills at different activity centers on our playground.

10:30 – 10:45 BIBLE TIME

With the use of flannel graph and picture books, the students will explore the Bible story of the week and a Bible Verse. Once a week the students will go to chapel to sing praises and hear more about the story with the entire school.

10:45 – 11:00 UNIT OF THE WEEK - STORY AND DISCUSSION TIME

A story based on the weekly unit of study may be read and a discussion of the subject may follow.

11:00 – 11:30 ARTS AND CRAFTS / SCIENCE / COOKING

During the week each class will have done 3 art projects, most will be relating to the unit of study for the week (i.e. clouds for winter study), the letter of the week, or to our Bible Story. On alternate days, the class will cook a special food or explore a science activity together.

11:30 – 11:45 PERCEPTUAL MOTOR DEVELOPMENT / MUSIC APPRECIATION

This is a time when a fun outdoor or indoor game is planned that utilizes the large motor skills, such as “duck, duck goose”, an obstacle course, walking the balance beam or relay races. On alternate days, we have a variety of musical activities to choose from including the use of musical instruments.

11:45 – 12:00 LANGUAGE DEVELOPMENT / SHARE TIME / WRITING / CONCEPTS

During this time students will be given the opportunity to share something they brought from home, often times the teacher will request something to be brought which relates to the weekly unit of study or the Bible story. Alternately, students will explore concepts such as opposites, rhyming, matching, differences, math, language and will be given opportunities to use their writing skills.

12:00 – 12:45 LUNCH / OUTSIDE ACTIVITIES

The children eat lunch in their classrooms. On occasion we picnic outside in the yard or on the patio. Following lunch, outside play and free-time activities will be offered.

12:45 – 2:30 STORYTIME / NAPTIME

Students who leave at 1:00 will have story time or have extended outside play activity as they wait for their parent to arrive for pick up. Full time students nap in the “Crain Chapel.” Soft relaxing music is played while the teachers rub backs and help the children rest.

2:30 – 3:15 WAKE UP / SNACK TIME

Children begin waking at 2:30p.m. After everyone is awake and everyone has used the bathroom, we have snack time and then it is time to exert some energy on the playground!

3:15 – 5:30 OUTSIDE AND INSIDE FREE FLOW

Students will enjoy outside playtime until about 4:45 after which we will return to the classrooms to play in the centers while the parents are picking up their children.

Schedule varies with each classroom and is subject to change. Times are approximate.

PRESCHOOL POLICIES

The school shall be operated according to the regulations as set forth in the State of California Administrative Code for Day Nurseries. Classes shall have a 12:1 student to teacher ratio. The school may be closed on certain days for teacher's workshops. Written notice of each closing shall be made to the parents. School hours and sessions shall be set each year by the school administration.

The school administration reserves the right to amend, suspend, or terminate any part of this program at any time.

BEHAVIOR GUIDANCE AND DISCIPLINE

Harbor Trinity Preschool promotes a positive approach to managing the behavior of all children. Our rooms are designed to be learning centers for the spiritual, physical, educational, emotional, and social development of each child. In order for students to learn, the classroom must be safe and have an orderly environment. To manage behavior in the classroom, teachers use the following techniques:

- **POSITIVE REDIRECTION:** This redirects the child from the unacceptable behavior to an acceptable alternative.
- **PREVENTION:** A well-designed and well-equipped classroom is maintained.
- **LIMIT SETTING:** Clear and reasonable expectations are given to the students. Rules are enforced consistently and with a positive tone. Students are given rules for what is allowed and what is not allowed.

- **POSITIVE DISCIPLINE PLAN:** Each classroom uses a positive discipline plan to provide rewards for good behavior.
- **NEGATIVE CONSEQUENCES:** When appropriate, a student displaying aggression, defiant behavior, or other unacceptable behavior will be given a time out in the classroom. A child who is aware of the rules and is habitually disruptive or disobedient will meet with the director and agree to cooperate before returning to class. If the unacceptable behavior continues, the child will meet with the director again. Parents will be notified of continual discipline problems. It is important that the family and the school work together to help each child understand the importance of acceptable behavior.

All discipline is done in love, with self-control, patience, and free from anger, as biblically set forth. Corporal punishment, humiliating or frightening techniques are not used. Also, punishment will not be associated with food, rest or isolation for illness.

BITING AND AGGRESSION POLICY

BITING POLICY: If a student bites another child 3 times within 3 months the student will be given a 2 day suspension and could be subject to expulsion.

AGGRESSION POLICY: If a student intentionally threatens the physical safety of another child (i.e. biting, poking with objects, physical harassment etc.) the student will be subject to suspension or expulsion. The school staff will keep the parents informed on any problem in this area.

Once a student has been suspended and has returned to school, any further occurrences may result in immediate expulsion.

PROGRESS REPORTS

Progress reports are sent home 2 times in a school year. The first report is given in January and the second report is given in June. Students will be graded on the following:

- Social and emotional development
- Language
- Bible time
- Large muscle coordination
- Art, music & movement
- Perceptual development
- Small muscle coordination
- Reading readiness
- Mathematics
- Concepts

We suggest that parents do not compare progress reports with those of other students or siblings. Progress reports reflect the individual development and abilities of children.

CONFERENCES

Parent-teacher conferences will be held to discuss your child's progress, this is optional. Other conferences can be scheduled by request through the school office.

Throughout the year you may find that you have questions or concerns that you would like to discuss with your child's teacher. The teachers are more than happy to address these things, however, please **be aware that when teachers are on the playground they are supervising your children.** If you approach them on the playground, **keep the time spent talking limited to no more than a minute.** If more time is needed, you may set up a time to meet with your child's teacher or have a phone conference. When talking informally with a teacher about your child, please be sensitive to what your child hears.

We want to make this school a warm, loving and accepting place for your child and you. If you have a concern, please express it privately only to the one who has offended you or has erred you in some way. If, after this first meeting you are not satisfied, you may contact the administrator. We appreciate your following these Scriptural guidelines (Matt. 18:15-18).

TUITION & REGISTRATION POLICIES

PROCEDURES FOR ENROLLMENT AND REGISTRATION

To initiate the enrollment process the parents and children will meet with the director or other school representative. At which time they will tour the school and discuss the purpose, goals, philosophy, policies of the school and general information concerning the child and his/her family.

- Children shall be admitted on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religious belief, national origin or ancestry.
- Enrollment shall be open to any child, provided the school can meet the needs of that child.
- **Minimum age requirement for enrollment shall be two years.** (If your child is not yet two years old, you may pay tuition to hold your spot in the class until your child turns two. Space will not be held unless tuition is continually paid.)
- Classes shall be filled in order of applications received.
- As vacancies occur, classroom quotas shall be filled as names appear on waiting lists.
- Total enrollment shall not exceed that which is allowed by the licensing agency.

- Class screening and placement remain the responsibility of the school's staff.

ADMISSION

Parents who wish to enroll their children in Harbor Trinity Preschool are required to complete the following:

- Registration Forms
- Pay registration fee
- Enrollment packet including a copy of the child's birth certificate & Immunization records
- Interview with Administrator (or other school representative)

Registration forms plus registration fee is turned in to the school office and you will receive an enrollment packet. An enrollment packet is filled out and returned along with a copy of the child's Birth Certificate. An enrollment packet includes:

- Admission Agreement
- Child's Pre-Admission Health Form
- Physician's Report (**signed by the doctor**)
- Emergency Card (office)
- Emergency Card (file)
- Identification information
- Authorization to treat minor
- Current Immunization Records

Completion of these procedures and payment of registration fees constitutes registration and admission. Final approval of registration may be based on recommendation from previous school.

CHILD'S HEALTH

As per Title 22, Department of Social Services Licensing Regulations, upon enrollment, you are required to submit the Physician's Physical Form, signed by the child's physician, with a record of a physical done within one year prior to school entrance. We request the Physicians Form to be turned in to school no later than 30 days after the time of registration as designated by Social Services. All students must be able to participate in all in/out door activities. There is no provision for students needing special care.

Keeping your child healthy is important to us! Please do not send your child to school if he/she is ill or has any abnormal symptoms. As your child arrives for school, a brief "health check" may be given at the door. Please do not leave until the child is greeted and admitted by his/her teacher. Parents must sign and agree to the exclusion policy for ill children (included in enrollment package.)

ACCEPTANCE

There will be a 1-month acceptance and trial period for each child that enters our preschool. At the end of one month any child not adjusting to our preschool will not be accepted into Harbor Trinity Preschool. During the one month trial period Harbor Trinity Preschool will be observing if any child continues to struggle in the following areas:

- Consistent Disruptive Behavior
- Potty Training Accidents
- Aggressive Behavior

If the student continues to struggle with any of the above named or cannot adjust to the school's policies, he/she may be dismissed. Harbor Trinity Preschool is not intended to serve as a disciplinary school or a school for exceptional children. Such cases need specialized care that this school is not able to furnish.

TERMINATION

Beyond the trial period any student may be dismissed from Harbor Trinity Preschool for reasons of non-cooperation, delinquency in payment of fees or inability of child or parent to adjust to the preschool program.

Harbor Trinity Preschool Reserves the right to terminate the enrollment of any child causing physical harm to other children, without notice.

WITHDRAWAL

Any parent wishing to withdraw their child must notify the school office two weeks prior with written notice. All fines, tuition, etc. must all be taken care of prior to withdrawal.

NON-POTTY TRAINED

If your child is in diapers or is not fully potty trained, he/she will be enrolled as a "Non-Potty Trained" student. There is an additional charge for children who are not fully potty trained.

Harbor Trinity Preschool considers a child fully potty trained when he/she can do the following:

- Wear underwear and is not using diapers or pull ups at anytime
- Can initiate going to the bathroom on his/her own
- Is self-sufficient when going to the bathroom
- Can clean/wipe on his/her own
- Can pull pants up and down on his/her own
- Is not on HTP "potty trackers" list

- Does not have multiple “potty accidents” (we reserve the right to make that determination)

When a child has completed one month on the “potty tracker” (see under “beginning potty training”) without “potty accidents” and he/she is not wearing diapers at any time, we can consider him/her fully potty trained.

If your child is not potty trained, please bring an adequate supply of diapers and wipes to keep at school at all times. We do not allow pull-ups here at HTP. You will be notified when the supplies get low, **however it is your responsibility to know when more supply is needed.** If your child runs out of his/her supply, your account will be billed \$2.00 for diapers or \$1.00 for wipes each day (for usage of our own supply) until diapers and/or wipes are provided. In addition, please provide a full set of extra clothes.

BEGINNING POTTY TRAINING

When a child begins potty training, the staff of HTP will monitor the child’s progress by filling out a ‘Potty Tracker’ each day. An HTP staff member will take the child to the bathroom throughout the day. If a child has consistent potty accidents after trying to potty train, he will be taken off the ‘Potty Tracker’ until he shows signs of being ready to try again. **We will not begin potty training a child who is wearing diapers.** We have found pull-ups to deter the potty training process. We suggest diapers for overnight. Children who are potty training are **NOT** allowed to wear pull-ups and **MUST** wear underwear to school.

It is important to dress your child in clothing that is easy for them to get on and off. We suggest elastic waistbands during potty training. Do not bring your child dressed in overalls or belts. It is a good idea to avoid zippers, buttons etc. While your child is potty training at school please provide plenty of extra clothes (at least 3 sets) including underwear, pants, socks, and one pair of extra shoes.

FINANCIAL ARRANGEMENTS

A **non-refundable** registration fee of \$165.00 is payable at the time of enrollment or re-enrollment. To assure your child's enrollment this fee is required at the commencement of each school year. For enrollments after February 1 the registration fee shall be pro-rated as follows:

- February: \$135
- March: \$105
- April: \$75
- May: \$45
- June: \$25

Students that leave the program and return shortly later will need to pay the registration fee to re-enter according to the following fee schedule and return within:

- 1 month - 25%
- 2 months - 50%
- 3 months - 75%
- 4+ months - 100%

For the fall session (Sept.-June) the registration fee secures your child's enrollment. The fee pays for special events, emergency supplies, and class parties. Registration fees paid in the spring for September enrollment secures your child's enrollment only until registration day (usually in July or August). If HTP has not received September's tuition payment (due on August 1) by registration day your child's position may be considered open and may be given to the next student on the waiting list. A separate registration fee will be required to secure your child's summer enrollment (July-Aug.).

CHANGE OF PROGRAM FEE

A \$25.00 change of program fee will be charged to adjustments that are made to a child's days of attendance if the child is enrolled full time (5 days a week) and it is being changed to part time attendance (M-W-F or T-TH). This policy is effective during the months of March – September for the up coming school session.

TUITION POLICIES

Tuition shall be computed on an annual basis and divided into TEN equal monthly installments for the fall session and TWO monthly installments for the summer. Tuition is due on the 1st of each month prior to student attending, (one month in advance -- i.e. tuition for September will be due on August 1st).

*There will be a late payment fee of \$15.00 for payments made after the grace period of ten days (if mailing tuition, must be post-marked by the 10th) and for accounts that have a balance larger than \$50.00 remaining. **This includes post-dated checks and checks we have been asked to hold.** When an account is 28 days delinquent, the student will not be able to attend school until the account is paid in full.*

No tuition credit will be given during any absences, including illness. We are licensed to handle a certain number of children per day, distributed between the various classrooms in specific numbers. Consequently, we cannot grant opportunities to make up lost days as a result of absences. In addition, any family waiving the immunization requirements for their child, due to personal or medical reasons, will be obligated to pay tuition even if the child is asked to remain home from school (per direction from public health authorities) during an extended period of time because of a communicable disease outbreak (such as measles, mumps, etc.) where no immunization protects the child from contracting the disease.

TUITION POLICES CONT...

- Full tuition shall be charged for those months during which there are holidays and vacations within the school year.
- At least half of September's tuition is NON-REFUNDABLE after August 1.
- A charge of \$25 per check will be added to your account for bank returned checks.
- In the event of failure to pay, you agree to pay all costs and disbursements, including reasonable attorney fees incurred by us in the legal proceedings to collect your fees, to the extent permitted by law.
- All old balances must be cleared before the next year begins.
- No tuition fees shall be refunded if two-week advance notice is not given.
- Accounts that have been 28 days delinquent more than once or have had 2 returned checks will become a "cash or money order" account for ALL payments made.
- All incoming student families will be given a 30-day grace period to catch up with the month in advance payment schedule, and will not be assessed any late payment fees during this time. All families will be graced one free late payment fee for the year, to be refreshed in September.

TUITION AMOUNTS

STEP 1: Select the amount of **Hours**

Full Day: 7:15am - 5:30pm

Lunch Day: 7:15am - 1pm

Half Day: 7:15am - 12pm

STEP 2: Select the amount of **Days**

5 Days: Monday - Friday

3 Days: Monday, Wednesday, Friday

2 Days: Tuesday, Thursday

STEP 3: Calculate your **Tuition Amount** (*price based monthly*)

5 Full Days \$1005 | 5 Lunch Days \$847 | 5 Half Days \$721

3 Full Days \$711 | 3 Lunch Days \$598 | 3 Half Days \$527

2 Full Days \$540 | 2 Lunch Days \$449 | 2 Half Days \$398

STEP 4: Factor in any **extras** (*if applicable*)

Additional cost breakdown (if applicable):

- **Non-Potty Trained Fee:** \$173
- **Extra Hour Rate:** \$29
* This applies to any student who is enrolled in the *half day* program and needs to stay an extra hour.
- **Extended Hours Rate:** \$55
* This applies to any student who is enrolled in the *half day* or *lunch day* program and needs to stay a full day.
- **Extra Day Rate:** \$91
* This applies to any student who is enrolled in a *2 day* or *3 day* program and needs to attend an extra day.
- **Sibling Discount:** 10% for the 1st sibling (Sibling discount always applies to the lesser amount)

PAYMENT

All checks and money orders are to be made payable to Harbor Trinity Preschool. Tuition may be placed in the "tuition box" in the office or mailed to:

- Harbor Trinity Preschool
1230 Baker Street
Costa Mesa, CA 92626

HOLIDAYS

No credit on tuition is given for scheduled school holidays. The school will be closed for the following holidays and teacher conferences:

- Labor Day
- Thanksgiving (2 or 3 days)
- Christmas Vacation (approx. 7 days)
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July

IN-SERVICE DAYS

Throughout the year HTP will close the school for staff “Special Training” (i.e. CPR training, First Aid, etc.). Specific dates will be listed on the “Calendar of Events”.

HOURS AND LATE PICK UP POLICY

A full day program hours are from 7:15am to 5:30pm. Children should not be brought any earlier than 7:15am or picked up later than 5:30pm. After 5:30pm late charges of \$2.00 a minute will be incurred. Please try not to pick up your child during naptime (1pm – 2:30pm).

Half-Day hours are 7:15am – 12pm. Lunch-Day hours are 7:15am – 1pm. Students may not arrive earlier than 7:15am. It is mandatory that your child be picked up by the designated class time. There will be a 5 minute grace period provided but we must emphasize - SCHOOL ENDS AT 12pm (half day) or 1pm (lunch day).

Late pick-ups within 10 minutes will result in a \$2.00 per minute charge after the second occurrence. Late pick-ups exceeding 10 minutes will always result in a \$2.00 per minute charge. The digital clock on the office computer is used for tracking time.

EXTENDED HOURS

Harbor Trinity Preschool offers extended hours on a daily basis for any child enrolled in the Lunch or Half Day Programs. The office must be notified in advance and the space must be approved first before extending the child’s day. The cost is \$29 for one hour and/or \$55 until 5:30pm.

ADDITIONAL DAYS

Harbor Trinity Preschool offers additional days of attendance for a child on the days that he/she does not normally attend. The additional days are based on a day-to-day basis and **must be approved ONE DAY in advance.**

- The cost per day is \$91.
- Approval upon availability only.

AFTER SCHOOL DROP OFF

- Children must not be older than 6 to be included in this program.
- Children must be brought in by an adult and signed in and out daily.
- This program is only offered after 12pm and as a full week (Monday – Friday) option.
- The monthly price is \$546 and cannot be prorated to fit different needs.

RELEASE OF STUDENTS

Harbor Trinity Preschool requires the names of **both birth** parents be provided on the enrollment forms. Both birth parents **MUST** be considered authorized to pick their child up from school unless a restrictive court order is on file in the school office. Harbor Trinity Preschool may not accept students without the provision of the names of both birthparents and the proper court documentation.

CHECKING IN & OUT POLICIES

PROCEDURES FOR CHECKING IN AND OUT

All adults authorized to pick up your child must be named on the Yellow Emergency Cards. All authorized adults named on the Yellow Emergency Cards will be considered permanent. A "REMOVE" notice must be filled out in order to alert the school staff of any persons no longer authorized.

SECURITY

Please use caution in the parking lot. It is our policy that all adults **MUST** hold the child's hand while walking in the parking lot. Watch for children at all times and keep those in your care under control and with you. Please do not let children run in the halls or climb on the stairs in the courtyard area. **DO NOT LEAVE SIBLINGS OR OTHER CHILDREN UNATTENDED IN YOUR CAR.** Please do not park in areas not marked for vehicles or in handicapped parking spaces without required permits.

It is our policy that **ONLY** adults open/close doors and gates. Please help us train the children by observing this policy. Please do not permit older siblings to open/close gates or classroom doors for every child's safety. This will help to ensure children stay within the designated area and so they do not feel freedom to set out on their own.

SIGNING IN/OUT

The State of California Department of Social Services requires that parents sign their child in/out each day and that their parents first and last name be clearly written when signing their child in/out. Unfortunately, this is a **VERY COMMON** problem, and we are held accountable by Social Services to enforce this policy. A \$15.00 fee is applied to your account if your child is not signed in and you will be asked to return to school and sign them in. You can have an authorized person return and sign them in. If your first and last name is not clearly written, there will be a \$2.00 fee added to your account for each occurrence. You will receive one warning notice before charges are made. **It is of the utmost importance that you explain this policy to anyone who has the authorization to drop off or pick up your child.**

ARRIVAL

We have what we call a **drop off time** from 7:15am to 8:45am. Students cannot be dropped off before 7:15am. All preschool classes officially begin at 8:45am. Parents must accompany their child into the classroom. Sign in each day on the sign in/sign out sheet in each

classroom. State law mandates that parents use their full name (initials are not acceptable). Check in with the teacher on duty before leaving your child.

If your child is arriving before 8:45am, you may need to bring him/her to a classroom other than your child's assigned room. The teacher(s) on duty will supervise until your child's teacher arrives.

Students need to be here by 8:45am. Your children will miss out on many learning activities and it is also very disruptive to the class if you bring them late.

PICK UP

To check out a child at/before their designated class time, a parent or authorized adult (must be age 18 or older) must sign out on the same sign in/sign out sheet as in the morning. No child will be released to an adult not authorized by a parent to pick the child up.

- We must have written authorization for changes in this respect.
- Phone calls will **NOT** be considered as authorization for pick up when the school office does not have the person's name in the file.
- Please keep emergency contacts and persons authorized for pick up listed on the emergency cards in the office up-to-date. Any changes must be made in writing.
- New or unrecognized persons picking up children will be required to show a photo I.D.

HEALTH RELATED POLICIES

GUIDELINES FOR EXCLUSION FROM SCHOOL DUE TO ILLNESS

Children with any of the following symptoms will not be admitted to school:

- Fever (within the last 24 hours)
- Diarrhea (within the last 24 hours)
- Vomiting/nausea (within the last 24 hours)
- Congested/persistent cough
- Runny noses producing yellow or green mucous
- Conjunctivitis/pink eye
- Cold or flu symptoms
- Drowsiness or dizziness

If a child becomes ill during the school day, a parent will be notified to pick up the child immediately. Please make sure the school has current work and home phone numbers. If there is a change, please notify the school office immediately.

Children that have been sent home because of illness may not return the next day unless given permission from the director. Children must be without fever and symptoms for 24 hours before attending school. We reserve the right to request a physicians release before admitting a child into school after being absent for health reasons.

PARENTS SHALL BE REQUIRED TO NOTIFY THE SCHOOL IMMEDIATELY IF THEIR CHILD HAS A COMMUNICABLE DISEASE - MUMPS, CHICKEN POX, CONJUNCTIVITIS, STREP THROAT, ANY RASH OR LICE INFESTATIONS.

HEALTH STATUS

A dated, written statement of the child's current health status, signed by an approved health professional, shall be obtained whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds the child's general condition indicates the need for such examination. The statement of health status shall be obtained at the director's request.

MEDICATION & HEALTH SERVICES

School staff will administer only medications for asthma relief, (inhalers), and for life-saving benefits (Epi-pens & blood-glucose monitoring). No other medication or health services will be administered by school staff. Instruction forms for the administering of **doctor prescribed** medication are found in the school office. These *must* be filled out, *signed* and returned to the school office before **any** medication or services are administered to your child. Parents must deliver all medication to the school office in the original container. **Medicine must be brought by the parent, NOT the child.** Do not leave it in the lunch pail or the child's cubby.

ASTHMA POLICY

If your child has asthma, Harbor Trinity Preschool recommends that you provide asthma medication (i.e. inhalers) along with a Medication Release Form (completed by your family doctor) to be kept on hand in the school office. This would assure the proper treatment of your child in the event your child has an asthma attack and you are unable to be reached. If you choose not to provide us with medication you will be asked to sign a waiver, which will be kept in your child's file.

MINOR INJURIES

Minor injuries at preschool will be handled by staff members trained in first aid. Ice, soap, water, antiseptic wipes and Band-Aids will be the extent of the first aid treatment rendered.

SIGNIFICANT INJURY

In case of serious injury we make an immediate attempt to contact a parent. If we can't reach you and it seems necessary, we will call the child's physician or the paramedics. Until

the arrival of a parent, the physician, paramedics, school director or a qualified staff person will be in charge and make all decisions about the care of the child.

You will be expected to assume responsibility for any resultant expense not covered by your insurance. The school will maintain a parent's signed consent form agreeing to this provision. It is to your child's benefit that you keep the school up-to-date on phone numbers, and other pertinent information.

NUTRITION

At Harbor Trinity Preschool we are interested in the total development of your child. Nutrition plays a very important role in a successful day at school.

- **BREAKFAST:** Breakfast is the most important meal of the day according to physicians and scientists. Be sure that your child eats a good, high-protein breakfast **before** coming to school. We ask that students stay away from sweets in the mornings. Children who skip breakfast or have sugary cereal, donuts, or other junk food, may experience low blood sugar and respond lethargically, with decreased alertness. This can cause children to be more accident prone, less attentive, and receive far less benefits from the learning environment.
- **SNACK:** We will provide a nutritious snack in the morning and afternoon. Each snack shall consist of two food groups.
- **LUNCH:** All "lunch day" and "full day" students are required to bring a nutritious lunch to school. Please be mindful that your child needs a lunch that provides items from FOUR (4) food groups to constitute a healthy lunch. Lunches should include vegetables and fruits, breads or bread alternatives (pasta, crackers), and meat or meat alternatives (cheese/eggs/peanut butter), along with a beverage of milk, water or 100% fruit juice. We encourage the children to eat their sandwich or yogurt first. Please keep "junk food" to a minimum. Also, candy is not allowed so please do not put it in your child's lunch. **If your child does not have a lunch and is enrolled in the lunch or afternoon program, a "FORGOTTEN LUNCH FEE" of \$7.00 per day will be charged to your account and a lunch will be provided for your child by the school.**

Full day students may have the opportunity to eat what is left in their lunch during a mid-afternoon snack time. HTP will provide a nutritious snack to students who have eaten all of their lunch.

CLASSROOM POLICIES

EMERGENCY PREPAREDNESS

Each month the Harbor Trinity Preschool administration conducts fire and earthquake drills with the teachers and students. These drills help the students become accustomed to what to do in an emergency.

There are earthquake kits in every classroom and emergency supplies throughout the school. In the event of an earthquake, we have a supply of emergency food on hand and we would implement our comprehensive disaster plan.

SHARE DAYS

- Share days are determined by each teacher.
- Toy guns are not permitted.
- Toys that may promote aggression or violence are not allowed to be shared at school.
- HTP may deem certain characters (i.e. Pokémon, Power Rangers) as inappropriate and will update this policy throughout the school year as needed.
- We will not be responsible for items brought from the home that are lost or broken at the school.
- No toys should be brought on other days unless authorized by your child's teacher.
- Books, records and tapes are always welcome provided that the teacher deems them appropriate.
- Books brought to school to be shared must be Christian related or educational.

GUIDELINE FOR BOOKS AT HARBOR TRINITY PRESCHOOL

Harbor Trinity Preschool seeks to glorify God in all that we endeavor, including in the books we choose to read to our students. We do not read books with the following content:

- Witches (good or bad) or Halloween
- Magic, Disney or "Fantasy" Books
- Superhero Type books (i.e. Superman, etc.)
- Easter Bunny, Santa Claus, Elves, Santa's Reindeer

DRESS CODE

- Please have your child wear washable play clothes that will allow him/her to use the restroom easily.
- "Open shoes" or open-toe/open-heel sandals are not to be worn. HTP's definition of "open shoe" is any shoe that may have holes in them. (i.e. Jellies, Crocs)
- All sweaters and jackets should be **clearly marked with the child's name.**

- We strongly discourage jewelry or watches being worn, as they are often a safety hazard and/or a distraction to the child and can be misplaced.
- Earrings or nail polish are not allowed on boys.
- No extreme hairstyles (i.e. colored hair, Mohawks, etc.)
- We suggest for all girls to wear shorts/leggings under their dresses.
- Final discretion on dress code issues resides with administration of HTP.

SOILED CLOTHING

Soiled clothing resulting from a “potty accident” will be handled in the following manner:

- Parents will provide their child with an extra set of clothing to be kept on the school premises in the event their child’s clothing becomes soiled (from paint spills, slipping in the mud, or toilet accidents). Clothes should be **clearly marked with the child’s name** and placed in a Ziploc freezer bag.
- Soiled clothing will not be cleaned and/or rinsed out and will be contained in a Ziploc bag and stored in the soiled bin located outside the preschool office.
- A note will be attached to the student’s sign-in indicating that he/she has had a potty accident and instructing the parent to pick up the soiled clothing.
- The parent will return a clean set of clothing in a new Ziploc bag the next school day.
- If the child does not have his/her own clothing to change into, HTP will provide the necessary clothing. Your account will be billed \$10 for each item of clothing your child uses. However, if HTP clothing is washed and returned to the office the charge will be completely removed from your account.

PARENT SCHOOL COMMUNICATION

- Our main form of communication with the parents is the newsletter. It will be available in your child's folder on the 1st week of the month or emailed. It contains information regarding the events that will occur during each month. A calendar of events is provided for easy reference. A parent board is located in each classroom. Daily information is posted as a reminder.
- **CLASS NEWSLETTER:** This is the main form of communication to the parents from the teacher. Class newsletters notify parents of class activities and upcoming

events. These newsletters will be placed in your child's folder at the beginning of each week.

ROOM MOTHERS AND PARENT HELPERS

Parent helpers are always welcome at HTP. If you would like to be a room mother or parent helper you can make arrangements with your child's teacher. Siblings are not allowed in the classrooms during class time, so it is best to make other arrangements for younger or older siblings when you are helping in your child's class. Any parents interacting with students directly will need to bring proof of immunizations (including current TB test) to the office first.

VOLUNTEER SERVICES

We love for our parents to be involved in our school. It is important to remember, however, a good example will be set by those who are helping in classrooms with parties or other activities, if they follow the student dress code and abstain from the use of alcohol and tobacco. A copy of your current immunization record will need to be given to the office and kept on file.

VISITORS

Parents or guardians of children enrolled in the school are welcome to come and visit and participate at their convenience. Visitors other than parents or guardians must receive permission from the school office before moving around the campus. All visitors must sign in and out, submit updated immunization records and obtain management approval before entering. All location specific protocols (such as obtaining an id badge) should also be followed. Teachers are instructed not to receive visitors in the classroom unless they have proper clearance from the school office. A teacher may refuse visitor admission if it would hinder an activity in the class on that particular day.

SOLICITATION

Our preschool is not to be used as a setting for solicitation.

BIRTHDAYS

Your child is welcome to bring a special treat to celebrate his/her birthday at school. Please let your child's teacher know one week in advance which day you would like to celebrate. Special birthday snacks will ONLY be served during snack time. Therefore we need snack to arrive to the school by 8:45am. Please do not bring party favors, decorations, etc. The only other items we can accept would be napkins and cups. We prefer nutritious food such as vegetable trays, Jell-O, sugarless cake/cookies, muffins, fruit trays, etc.

LOST AND FOUND

Please be sure every piece of clothing, lunch pail, rain gear, toys, etc. is **marked with the student's name**. If it washes off re-mark it. Lost and found items are kept in one area by the school office. Items not claimed will be given to charity each quarter.

CUBBIES

Cubbies will be provided for each child in their classroom. Art projects and other personal items will be kept in the cubbies. Please check your child's cubby regularly to make sure that it remains cleaned out and does not become overly cluttered.

STUDENT RECORDS POLICY

Harbor Trinity Preschool will not make any statements (aside from progress or incident reports) regarding students who are or have been enrolled unless a subpoena from the court is issued. Student records will only be released to paternal parents or legal guardians.

CHILD ABUSE

Because of the increased incidents of child abuse in our nation, lawmakers have sought to write strict laws to protect children. For that reason, all school, medical and social services personnel are required to report any suspected cases of child abuse either to the child protective agency or the local police. We also must cooperate in their investigation.

Child abuse is not to be mistaken for spanking a child when they have misbehaved. Any repeated injury to a child by other than accidental means, psychological cruelty or sexual abuse is considered abuse.

The school is not equipped to investigate, nor are we allowed the choice to avoid reporting cases of abuse. **We must report such cases.**

SEXUAL HARASSMENT POLICIES

Based on new discrimination and labor laws, all businesses are now being required to establish a sexual harassment policy. This applies to private and secular organizations as well. The Association of Christian Schools International (ACSI) has provided a sexual harassment policy for all Christian Schools. This policy is written for levels, preschool through high school. They have strongly encouraged us to use this policy as preventative measures concerning any potential legal issues.

We are very aware that the issues contained in this policy would most likely never occur between our students at such an early age. However, because of these new laws, we are forced to establish such policies and have chosen to take the recommendation and to adopt the following policy recommended by ACSI.

This school is committed to maintain a preschool environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Please read through the following information in regard to this issue.

DEFINITION OF SEXUAL HARASSMENT

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

EXAMPLE OF SEXUAL HARASSMENT

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the type of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- Physical conduct such as touching, assaulting, impeding or blocking movements.

EMPLOYEE – STUDENT SEXUAL HARASSMENT

Employee-student sexual harassment is prohibited.