

TRINITY CHRISTIAN SCHOOL

1022 S. ORANGE BLOSSOM TRAIL

APOPKA, FL 32703

www.tcsapopka.org

DCF License #C09OR0932

EARLY CHILDHOOD EDUCATION AND EXTENDED CARE *ADDITIONAL HANDBOOK INFORMATION*

**PLEASE REFER TO THE TCS PARENT / STUDENT HANDBOOK ON OUR WEBSITE
FOR ALL OTHER IMPORTANT INFORMATION**

REVISED January 2019

EARLY CHILDHOOD EDUCATION / EXTENDED CARE (407) 886-4712

SCHOOL OFFICE (407) 886-0212

FAX (407) 886-3052

"Children are a gift from the LORD; they are a reward from him."

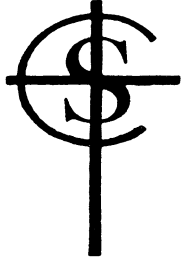
Psalm 127:3

EXTENDED CARE / PRESCHOOL HOURS

Nursery / Extended Care	6:30 a.m.-6:00 p.m.
Nursery/ECE Class Only	8:00 a.m.-3:00 p.m.
VPK	8:00 a.m.-11:00 a.m. M-F
	8:00 a.m.-1:00 p.m. MWF
	8:00 a.m.-3:30 p.m. T/TH
VPK Wrap	Ends @ 3:25 p.m.
VPK WRAP W/ Extended Care	Ends @ 6:00 p.m.

OFFICE HOURS

Early Childhood Education / Extended Care	6:30 a.m.-6:00 p.m.
School Office (closed for portions of breaks and summer)	8:00 a.m.-4:00 p.m.



TRINITY CHRISTIAN SCHOOL

1022 S. Orange Blossom Trail, Apopka, FL 32703
407-886-0212 www.tcsapopka.org

Dear Parents,

We welcome your child to Trinity Christian Early Childhood Education and Extended Care. We count it a privilege to serve you and your family in the coming year. The opportunity to share in your child's growth and development is considered an honor.

We believe young children to be active learners and offer them many opportunities to explore their environment. Our instructors and caregivers are trained to help your child grow socially, emotionally, physically, and spiritually.

The Christ-centered environment makes it possible to help instill in your child a foundation of obedience, kindness, and respect. This is a cooperative effort between you, your child, and your child's instructor. We hope to make these formative years ones in which your child will develop a strong foundation in God.

Thank you for choosing Trinity. We hope you will be blessed.

In His Service,

Renae Brabham
Early Childhood and Extended Care Director

TABLE OF CONTENTS

Code of Conduct	1
Curriculum and Instruction	1
Discipline and Biting Policy	2-4
Dress Code	5
Extended Care	5
Health/Medication Policy	6
Parent Information	7-10
Summer Camp	11

CODE OF CONDUCT:

Self-discipline for every child is a priority goal at TCS. Compliances to school standards for the academic program, behavior, and dress are important elements of the school experience.

CURRICULUM:

- Infant Room: Hands on nurturing is a priority but we also allow each child sufficient tummy time, outside time and we strictly follow the schedule parents give us for this age. We make sure to use music, language and other age appropriate activities throughout the day to promote growth and development in all areas.
- Toddler Room: All students are on the same schedule. We provide a monthly themed hands-on curriculum with age appropriate activities, including Bible, music, phonics, numbers, shapes and colors, to promote healthy growth and development in all areas. Playground time is a part of each day. Please refer to the class welcome letter for all other important information.
- ECE 2-ECE 3: All students will follow a daily schedule that will include Bible, music, phonics, numbers, shapes, colors, language development and craft/activity time. We utilize a combination of Abeka and ACSI curriculums, along with special events and hands-on learning experiences, to promote healthy growth and development in all areas. Playground time is a part of each day. For the ECE 2 class potty-training will be a part of each child's day. All ECE 3 students must be potty-trained. Please refer to the class welcome letter for all other important information.
- VPK: Our VPK classes will have hands-on experiences, along with Bible, music, phonics, numbers, shapes, colors, language development and craft time. W.E.E. Learn curriculum is utilized for VPK hours. All activities are centered around the required benchmarks given by the state. Playground time is a part of each day.
- VPK WRAP: This is the period after VPK class hours where we provide more in-depth learning in the areas of phonics, numbers and writing. We also promote beginning reading by utilizing the Abeka curriculum along with hands-on experiences. The wrap around class activities center around kindergarten readiness.

DISCIPLINE POLICY: Teaching about right and wrong, the consequences of the wrong, God's love and forgiveness is foundational to all discipline. The Bible teaches respect for authority (Rom. 13; Heb. 13:17) and requires correction for children (Prov. 6:23; 13:24; 29:15; 17). Here at Trinity we lovingly guide and direct students to a greater understanding of right and wrong.

Preschoolers are in a 'training mode' all the time, and the director and instructor often interact with them in matters of discipline. Children will seize every opportunity to stretch their capabilities and limits. It is natural that this time of immense growth will include some trial and testing. Self-discipline for every child is a priority goal at Trinity Christian School. Trinity Christian School strives to motivate and encourage each child in his/her emotional and physical development as well as the development of Christian character.

- Intervention – Time-out is administered in a respectful way. The child will be directed to rest outside of a group activity for a period of one minute per year of age. After time-out, the instructor will review with the child what happened and why. If a child is causing physical harm to himself or other children, causing major disruption, behaving disrespectfully, or being blatantly disobedient, the instructor will remove the child to the director's office for time-out. Please note that corporal punishment is never permitted by the director, instructor, or any other personnel.
- Parent Involvement – If the child is brought to the director's office repeatedly, the director will request a meeting with the parents and child's instructor. At this time a plan of action will be discussed to encourage more appropriate behavior. After a specified time, if there has not been significant change in the child's behavior, the director, instructor and parents will meet again. It may be at this time there is a mutual agreement that our program may not be the best place for the child.

In Proverbs 22:6 God promises, "Train up a child in the way he should go, and when he is old he will not depart from it."

BITING POLICY:

In the ECE setting we acknowledge that biting is a common behavior among young children and it evokes a strong emotion in adults, both parents and educators. Biting is often very painful and frightening for the child who is bitten. It can also be very frightening for the child who bites. We recognize that the majority of children will learn not to bite in time. We are very clear, firm and calm when a child does bite and offer praise and warmth when they refrain from biting.

If an incident of biting does occur, the parents of both children will be informed of the event. The biting event is recorded on an accident/incident report. Names are not used on biting/incidents reports other than the name of the child on their own report.

We ask that you make us aware of any incidents of biting that have occurred outside of the setting as this will enable staff to be more prepared and vigilant.

Reasons why children may bite:

Biting happens for different reasons with different children under different circumstances. The first step in learning to control it is to look at why it may be happening. Not all children bite out of anger or to hurt another child – young toddlers can't really understand how much pain they're causing.

Teething aside, children may bite for a number of reasons including:

- Curiosity – Toddlers may bite to see what their friends arm may taste like or to see the reaction. It's impulsive and they don't mean to hurt. Often, a baby chomps on someone when they're teething. Sometimes toddlers nip when they're over-excited.
- Emotions – This can be frustration, stress, a feeling of lack of power, or as a way of showing love. "Toddlers have really intense feelings but don't know how to show them," says Dirk Flower, chartered psychologist. "Biting can be a way of expressing their feelings."
- Defending - Young children learn to bite as a defense, especially if they can't talk and will bite other children whenever they feel anxious or threatened. Sometimes changes or upsets at home can bring on this type of biting.
- Seeking attention or control - Some children know biting is a way of getting others to do what they want or to gain attention. They don't always do this consciously. It may happen when a group of children are jostling to be leader or gain power. Biting is a good way of getting others to take notice, even if the attention gained is negative.
- Copying – Children who see another child biting they may think that this is a good idea.

When a child bites...

We show disapproval and very firmly and calmly let them know that biting is unacceptable, it hurts our friends, and it is not nice. We quickly remove the child who bites away from the person whom he/she is biting. Depending on the child's stage of development, we will implement a period of "time out" in accordance with our behavior policy. If the child who has bitten is not calm we will remove them until they have started to calm down, ensuring that they do not try to bite the victim again. We make it clear that it is the biting behavior that we disapprove of - not the child and to reinforce this, positive behavior will be encouraged and praised.

If a child persists with biting, the teacher/director will make a plan to monitor and support the child. Through monitoring and recording incidents, we may identify particular triggers for the behavior. Understanding why a child bites is key to correcting the problem. Using this information will help us create possible intervention strategies.

Within this plan we will regularly meet with the parent of the biter to discuss underlying reasons and common strategies to ensure consistency between home and school. Where necessary, permission will be sought from the parent of the child to refer concerns and suggest outside intervention from agencies and professionals.

If a child is a victim of biting...

Staff are trained to deal with this situation and will follow first aid procedures to relieve pain and injury. Biting is always taken seriously and staff do their best to ensure that it is stopped as soon as possible. We will not disclose to parents the name of the child who has bitten. It is unnecessary to know their identity, however if a parent finds out who has bitten their child we, strongly discourage directly speaking to the other parents. Try to remember that all young children are potential biters.

DRESS CODE GUIDELINES:

Trinity ECE encourages modesty and good taste. We reserve the right to judge the acceptability of all appearance and apparel.

- ECE students are not required to wear uniforms.
- Students may wear appropriate shorts.
- Shirts with violent characters are not permitted.
- No excessive jewelry, hair color, or hair styles (mohawks, rat-tails, etc.) will be permitted.
- Skirts should be no shorter than one hand-width above the knee and shorts should be worn underneath all skirts and dresses.
- Sandals without back straps may only be worn on water days.
- PLEASE LABEL ALL CLOTHING, including jackets, hats, gloves, etc. TCS is not responsible for lost or stolen items.

EXTENDED CARE:

- If you would like to change the NUMBER of days your child attends, class option or extended care/wrap around status, please complete a form located at our ECE desk BEFORE THE 20th OF THE MONTH PRIOR to the next billing cycle. An administrative fee of \$15.00 will apply to changes made after that date.
- Extended care is the care provided for your child outside of classroom hours. Students are able to participate in group activities such as gym time, game room/free play time, playground time and afternoon snack time. Some activities, such as karate, can be offered on campus from out outside entity as a self-pay option for parents.
- Grades 4th-8th (and 3rd if there is space in the classroom) will have a study hall every Monday, Tuesday and Thursday from 3:30-5:00 p.m. on school days.
- Students enrolled in Nursery-VPK Wrap and K5-8th extended care will have care provided over the school breaks. There will be a separate activity fee during the breaks for all on and off (K5-8th) campus activities.
- Discipline for under K5-8th is the same as listed previously in this handbook.

HEALTH/MEDICATION POLICY:

MEDICATION - All medication being dispensed at school (this will also include sunscreen, diaper cream, cough drops, etc.) cannot be dispensed without an Authorization for Medication form completed by a parent or legal guardian. Medication Forms are located on our website @ www.tcsapopka.org under "Parent Info & Forms". The medication must be in the ORIGINAL PACKAGING and also have the following:

- Medication will only be dispensed by a clinic representative.
- NEVER SEND MEDICATION IN YOUR CHILD'S BACKPACK. All medication must be given to the clinic representative and properly documented.
- Medication must have child's name on it if prescription.
- If not prescription medication, must have a dosage listed on packaging for child's age and/or weight.
- No expired medication of any kind will be dispensed.

FEVER/DIARRHEA/VOMITING – Trinity strives to maintain a healthy environment for all students and staff. We clean and disinfect rooms and toys daily. In an effort to keep everyone healthy the policies below have been implemented:

- Children who have more than one episode of diarrhea, a fever of 101 or higher, have an unexplained rash, are vomiting, or showing signs of other communicable illnesses will be sent home.
- Children must be FEVER free, DIARRHEA free and VOMITING free (WITHOUT MEDICATION TO PREVENT SYMPTOMS) for 24-hours before being allowed to return to school. Parents of children who show these symptoms will be contacted to immediately pick their child up from school. The child will be unable to return until the 24-hour free policy has been met. The only exception to this rule is a physician's note stating that the child has been seen by the physician and the physician states that the child is not contagious and may return to school as of _____ (date).
- Our clinic representative will reserve the right to make any judgment calls at their discretion.
- Other restrictions may apply on a child returning to school if we have been directed by CDC or county health department to do so.

HEAD LICE- In the event your child has been found by the parent or by the school to have head lice, he/she will be unable to return to school until medicated treatment has been proven AND he/she has been cleared by a clinic representative. The child must be FREE OF ALL EGGS, LICE AND NITS. Proof of treatment can be a physician's note or an empty medication box. The child's entire class will be checked as well and the room properly sanitized to prevent any further contamination.

PARENT INFORMATION:

CHANGE OF CLASS OPTION OR EXTENDED CARE STATUS - If you would like to change the NUMBER of days your child attends, class option or extended care/wrap around status, please complete a form located at our ECE desk BEFORE THE 20th OF THE MONTH PRIOR to the next billing cycle. An administrative fee of \$15.00 will apply to changes made after that date.

CLASSROOM VISITATION - Young children adjust better if the parent leaves them at the door. Teachers are supervising children and are unable to meet with parents at this time. Please email your child's teacher to schedule a conference, call and leave a message, or simply email your message if needed. If visiting your child for lunch or for party day, please sign in at the ECE desk and obtain a visitor's badge.

CLASS PARTIES – Please make arrangements for younger siblings when attending class parties or volunteering for class events. ALL PARTY FOOD BROUGHT FOR THE CLASS must be purchased from a store, sealed and in the original sealed container. When planning for your child's own party. Remember that we cannot pass out invitations to students in the class unless the entire class is invited.

DROP-OFF/PICK-UP-

- All students may arrive as early as 7:30 a.m. at no extra charge. Any student arriving before 7:30 that is not registered for morning extended care will be charged a morning drop-in fee. Please refer to school handbook for fees.
*Please note pick-up times (see **EXTENDED CARE / PRESCHOOL HOURS**) to avoid a late charge being assessed (see school handbook for late fees).*
- Anyone picking up the student must be on the pick-up list in RenWeb. If they are not listed, the parent must send an email or call the school for authorization. The person picking up must always be ready to show a driver's license.
- All students must be signed-out each day. Nursery and toddler parents may sign their children out in the classroom. All ECE 2, ECE 3 and K5-8th extended care students must be signed out at the ECE desk. All VPK students must be signed IN and OUT each day in order for tuition to be paid by the state. No students will be released without being signed out first.

FOOD-

- All breakfast items brought from home must be eaten by 7:00 a.m. After 7 a.m. all breakfast items will be saved for snack time.
- Party items (including birthday cupcakes) must be pre-packaged and sealed. No homemade items are allowed due to possible allergies.
- VPK students must bring a morning snack from home as snack is not included in VPK tuition. VPK Wrap & T/TH VPK students must also bring a lunch from home or one may be purchased for them at an additional charge.

NEWSLETTERS-

- Newsletters are posted on RenWeb and outside the classrooms doors. Make sure you read the class newsletters so you are aware of events that will help you plan your child's schedule.
- Newsletters will also advise you of dates TCS is closed so you can make other arrangements for your child's care.

PARENT SUPPORT GROUP-

Our PSG plays an active part as a supportive service organization. It seeks to promote general interest in our school, gain stronger parent awareness and support, and is vital to the success of TCS school and staff. The PSG assists in fundraising, pictures, bake sale, etc. as well as arranging special teacher appreciation events throughout the year. You do not have to commit to everything and commit only to the events that work for your schedule. Please contact the school office if you would like to be part of this special group.

PART TIME SCHEDULES-

All part-time Nursery – ECE 3 students must submit a part-time schedule by the **15th of the month prior**. If your schedule is not received by the 15th of the month prior we will revert back to the previous month's schedule. TCS does not make-up missed days for part-time students.

RECORDS-

All school personnel have access to student files at all times

RENWEB-

Renweb is our tool to communicate events, class photos, class newsletters, etc. It is also a tool to make tuition payments, view your bill, make data changes to your child's records such as pick-up, phone numbers, address, etc. Please log on to RenWeb regularly to stay informed. Contact the school office with any RenWeb issues.

VPK PARENT AGREEMENT-Attendance is vital

VPK Parent Agreement

(In addition to required enrollment forms)

Student Name

Teacher Name

(Please initial next to each section)

_____ A student is not considered "enrolled" in our program until we receive all required paperwork including the Certificate of Eligibility required by the state, signed by the parent. Once all paperwork is received the student will be placed on a class roster and the parent will be notified of their child's active status.

_____ **Parent agrees that attendance is vital to maintain their child's active status in our program. Students are allowed a total of 89 hours of VPK program absences. Any child who exceeds 89 hours of absences from the VPK program may be permanently withdrawn from our program.**

_____ ALL STUDENTS MUST ATTEND THE LAST DAY OF SCHOOL in order to participate in our end of the year program.

_____ Class starts promptly at 8:00 a.m. **Students may arrive as early as 7:30 a.m. at no extra charge.**

_____ Parents must sign their **first and last name to the attendance sheets** for their child to be counted as present for that day. The attendance sheet will be located in each classroom. Proper signatures are required so that we can receive tuition payment from the state for each student. The attendance sheets are considered legal documents.

_____ Parent agrees to sign the Monthly Attendance Verification form each month and promptly return it to their child's teacher. This may be signed no earlier than the last day of the month and no later than ten days after the end of the month. The Monthly Attendance Verification form is considered a legal document.

_____ **Fees: (in case of emergency only and not to be used as a tuition option)**

M-F 8:00-11:00 Program: Students enrolled in this program who are not picked up by 11:15 a.m. and are not enrolled in our Wrap-Around Enrichment Program will be assessed a fee of \$30.00 (includes lunch) which will provide care for them until 3:00 p.m. If the same child is then not picked up by 3:15 p.m. they will be assessed an additional \$30.00 fee which will provide care for them through our 6:00 p.m. closing time. **M-F Wrap Around Enrichment students who are not picked up by 3:25 p.m. will be assessed a \$30.00 fee which will provide care for them through our 6:00 p.m. closing time.*

***M,W,F. 8:00-1:00 Program:** Students enrolled in this program who are not picked up by 1:15 p.m. and are not enrolled in our Wrap-Around Enrichment Program will be assessed a \$45.00 fee which will provide them a school lunch and care through our 6:00 p.m. closing time. **M,W,F Wrap Around Enrichment students** who are not picked up by 3:25 p.m. will be assessed a \$30.00 fee which will provide care for them through our 6:00 p.m. closing time.

***T&TH 8:00-3:30 Program:** Students enrolled in this program who are not picked up by 3:45 p.m. will be assessed a \$30.00 fee which will provide care for them through our 6:00 p.m. closing time.

**A fee per absence could be assessed at the current hourly rate for all students who accumulate excessive absences that are not paid for by the state.*

All fees are due on the day of occurrence to maintain the child's active enrollment status.

_____ All students must supply their own morning snack and drink. All students enrolled in our Tuesday/Thursday program must also bring their own lunch or purchase a lunch from the school and in addition must bring an afternoon snack and drink. Students enrolled on our Wrap-Around Enrichment classes may bring a lunch from home or purchase a school lunch. Trinity will provide an afternoon snack and drink for all students enrolled in Extended Care until 6:00 p.m.

_____ A donation of \$15.00 for classroom supplies is appreciated but not required and will be used during the school year for classroom needs.

_____ All students not enrolled in our Wrap-Around Enrichment program may attend special activities during that session as long as their parent attends with them. The fee for that activity must be paid in advance in order for that student to attend. Attendance is not required.

_____ Please see attached calendar for the dates of required attendance and school closings.

_____ All parents understand that they must notify TCS immediately if they plan to transfer or enroll their child into another VPK Program. Fees may apply if TCS is not notified in a timely manner.

I understand that as a parent of a student enrolled in the TCS Early Education Four Program that I must adhere to all the rules and regulations imposed by TCS. By not adhering to these rules and regulations I understand that my child will be considered for dismissal from the program.

Parent/Guardian Signature

Date

SUMMER CAMP:

Each student that will attend TCS from June 1- July 31 MUST complete a Summer Camp registration packet. There will be an activity fee for summer camp activities. Nursery-ECE 4 will have on campus field trips. K5-8th will have both on and off campus field trips. Discipline will follow the same guidelines listed above for ECE/VPK. Students K5-8th will be at risk of losing a field trip for behavior issues and all decisions are at the discretion of the director. We also accept students for summer camp that do not attend TCS during the school year.

**PLEASE REFER TO THE TCS PARENT / STUDENT HANDBOOK ON OUR
WEBSITE @ www.tcsapopka.org
FOR ALL OTHER IMPORTANT INFORMATION**