

Preschool Family Handbook



Excellence to the Glory of God!

**Train up a child in the way he should go,
And when he is old he will not depart from it.
Proverbs 22:6**

**98 Promise Lane
Franklin, NC 28734
828-369-6756**

**Peter Rodewald, Administrator/Director - ext. 205
Mandy Davis, Assistant Director - ext. 238
Andrea Dammarell, Preschool Secretary - ext. 116
Michelle Heston, Preschool Subsidy - ext. 237**

**pete.rodewald@trimont-academy.org
mandy.davis@trimont-academy.org
andrea.dammarell@trimont-academy.org
michelle.heston@trimont-academy.org**

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Statement of Faith

The following is the foundation of beliefs on which Trimont Christian Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine at Trimont Christian Academy. Secondary or divisive issues will not be presented as primary doctrine. When these arise, they will be referred to the student's family and local churches for final authority.

We believe that the **Bible is God's Holy Word**. Every word of the Old and New Testament is the verbally inspired Word of God. It is inerrant, infallible, and has been perfectly preserved according to the promise in Psalm 12:6 & 7. It is indeed the final authority in all matters of faith and practice.

We believe that there is one **God, eternally existent in three Persons**: Father, Son and Holy Spirit. He is omnipotent, omniscient, and omnipresent.

We believe in the deity of our **Lord Jesus Christ**, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful men, **regeneration** by the Holy Spirit is absolutely necessary.

We believe that **salvation is by grace through faith alone**.

We believe that **faith without works is dead**.

We believe in the **present ministry of the Holy Spirit**, by whose indwelling the Christian is enabled to live a godly life.

We believe in the **resurrection of both the saved and the lost**, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
We believe in the spiritual unity of all believers in our Lord Jesus Christ.

STATEMENT OF PURPOSE

Trimont Christian Academy is a 4 star rated licensed preschool. The goal of Trimont Christian Academy is to prepare children who will carry throughout their lives the banner of Christ because of a personal relationship with Jesus, knowledge of His Word, a Christian worldview and a vision of how God can use them to change the lives of others. At the Preschool level we will present a Christ-centered, developmentally appropriate, education and care program designed to meet the needs of young children ages 6 weeks to five years.

We want the preschool children to not only know that, as the children's song goes, "Jesus loves me this I know, for the Bible tells me so," but also to know what that means in their lives and in how they act towards others.

God has entrusted to the parents the responsibility of the care, upbringing, and education of their children. However, since many parents cannot provide full-time care and education for their preschool aged children, Trimont will assist the parent in fulfilling this responsibility. Trimont will not supplant the parent; rather, we will be an extension of the care the parents are providing.

We recognize that God has created each child as a unique being with needs and capabilities that require individualized attention and differing approaches. We will provide experiences that meet the child's spiritual, emotional, cognitive, social, and physical developmental needs through a combination of structured and free play activities.

Each day the child will experience both teacher-directed and self-directed activities that are developmentally appropriate, in a safe, loving, and healthy environment. They will be both challenged and comforted by the teachers as they both observe and personally experience activities and events designed to help them learn about God, themselves, their world, and others through a variety of methods, and in a variety of environments. Classroom activities are designed to promote thinking and listening skills as they progress between the age levels, children are encouraged to become more independent. Your involvement is crucial to provide a strong link between Trimont and your home.

Teachers will serve as role models for the types of behavior they expect and will teach the children to respect themselves, each other, and their authority figures (God, parents, teachers, and other adults). They will focus on the positive and reward appropriately. They will also, lovingly, communicate to parents the areas where there is a problem in the child's behavior or attitudes.

Since we see parents as having God-given responsibilities that cannot be replaced, we will respect them as the primary care givers and decision maker as to what is best for their child. If there is a case where we do not believe we can provide adequate care for a child, due to differences as to our and the parents philosophy of what is best for the child, we will ask the parents to find others to provide the care they desire.

GENERAL POLICIES AND PROCEDURES

In addition to the principles established in the Bible, Trimont Christian Academy's Preschool, as a licensed day care facility, operates under the statutes of the State of North Carolina and in the best interest of your child and family. Thus, these policies and procedures are established to enable us to meet our obligations to the Lord for the care of your children, and to the State of North Carolina in the lawful operation of our center.

Accidents & Emergencies

We will take reasonable precautions to ensure the safety of children in our care as well as taking appropriate action in the event of an accident or emergency. In the event of an accident, you may expect us to:

- Determine the seriousness of the situation/injury

- If the injury is not serious (does not require medical attention outside our staff's ability:

 - We will cleanse and bandage any wound.

 - No medication or ointment will be applied.

 - An Accident report will be completed.

 - If necessary we will contact you.

If the injury is serious enough to require care beyond what Trimont staff can provide, we will, depending upon the seriousness of the injury and staff capability to leave the center to transport, either:

 - Contact you to see if you want to come take the child to a medical facility,

 - Transport the child to Angel Medical Center and call you; or,

 - Call 911 for professional emergency medical care and transport.

In the event of an injury that requires medical attention, a report will be filed with the state, through the region coordinator, within 7 calendar days. A copy will be provided to you.

There will be a CPR and First Aid Certified Staff member on the campus at all times during regular hours.

Application & Ages Accepted

Children ages 6 weeks through 5 years are eligible for enrollment.

A complete application is required for each child. Applications are currently only accepted online. There is a \$25 charge to submit a new child application online. All questions should be answered as completely as possible. The application consists of: Student information, A Physical Exam, Immunization History, Student Medical Information & Emergency Treatment and (2) Emergency Information Cards, General Information, Permission slips, etc.

(Much of the application information is based on N.C. Law)

During the application process we will agree upon the days of the week and times of day your child will routinely be in preschool. Changes to those dates and times will require prior approval and may not always be available.

Arrival & Departure

Hours of operation are 7:30 am until 5:30 pm Monday through Friday. **Children may arrive beginning at 7:30am and ending at 9:00am.** It is very disruptive when children arrive late for class. Therefore, all children must be in their classroom settled by 9:00 am, students arriving late may be turned away for the day. If your child has a doctor's appointment and needs to arrive a little later you **must** notify the preschool by 8:30am. **Children that have morning doctors or dentist appointments must be at school no later than 10:00am.**

If you have to pick up your child for a morning appointment your child needs to be back in time for lunch or you will need to make sure your child has already eaten. **Children will not be admitted after 11:00 am for any reason.**

Half-day children must be picked up at 12 noon and no later than 12:15pm. Full day children may be picked up at any time during the day and must be picked up before 5:30 pm. **A \$1 per minute charge will be expected upon arrival if your child is left at school after 5:30 pm, children will not be allowed the next day unless payment has been made.** If a child has been left after school hours repeatedly you may risk losing your after-care privileges, this means you will have

to pick your child up by 3:00pm each day.

Clothing

Please have all clothing labeled. Our lost and found is kept for two weeks.

Please dress your child according to the weather. We must go outside each day, please make sure your child has appropriate attire for the temperature. If it is cold please bring a coat, gloves and hat for your child.

During potty training, please avoid overalls and other clothing that your child cannot pull up and down.

Although it is not generally a problem with preschool clothing, please ensure that anytime your child wears clothing containing pictures, writing or other artwork, the message conveyed is consistent with the school's philosophy. (Examples of inappropriate items would be those displaying occult influences, violence, Halloween, or Santa Claus related depiction.)

Boys will not wear earrings, necklaces or hats.

North Carolina Childcare law requires that we have a change of clean clothes available for your child at all times. Please ensure that you provide us with clothing and replace it anytime your child comes home with a soiled/wet clothing item. We cannot keep your child without a change of clothing.

Communication

There is important information posted by the doors to each classroom, inside each classroom (near the cubbies), and on the bulletin board by the entrance. Please read this information carefully.

Important information is sent to parents via e-mail. Please make sure to update your e-mail address anytime you make a change.

If there is personal information or a handout that needs to be passed to you, we will place it in your child's folder or cubby along with their possessions.

If you need to communicate with us, please do so at any time. If you need to talk to a teacher, for more than a brief moment please let the office know so that we can set an appointment time.

Parent Volunteers

Parents are encouraged to volunteer their time for Walk-A-thon and other school

events. In order to continually maintain an optimum learning environment all volunteers must be cleared through the office prior to service. The time you are willing to share does not have to be on regular schedule, periodic participation is valuable to the school and your child.

Guidelines for volunteering:

- Volunteers are required to sign in and out at the office. Volunteer forms need to be turned in to the office when signing out.
- Please put phones, and other electronic devices on silent.
- Please check the student dress code and model that dress code for the students when you are volunteering.
- For your own protection, never find yourself alone in a room with a child unless he/she is your own.

Parent Teacher Organization (PTO)

The primary purpose of PTO is to promote Christian fellowship, communication, and understanding between parents, faculty and the administration. PTO strives to bring a closer relationship between the home and the school so that parents may work together in the education of our children. They strive to achieve these goals by:

- Providing parents a wide spectrum for service and input on committees ranging from athletic programs to fund-raising.
- Encouraging and providing organized opportunities for prayer support of the school faculty, staff, administrators, and families.
- Keeping parents informed of school activities through flyers, monthly meetings and newsletters.
- Organizing social events to provide fellowship and establish strong relationships between school families and staff.
- Organize special events during Teacher Appreciation Week.

The PTO encourages each family to explore their own areas of interest and service and to be supportive of TCA. We encourage all parents to participate by supporting fund raising efforts as well as attending events. All parents are invited to attend the once a month PTO meetings.

Diapers & Potty Training

If your child is still in diapers, you must provide disposable diapers and wipes. We are required to check children every hour unless needed more often, and change a child's diaper every 2 hours. If a child does not have enough diapers to be changed every hour the child may not be left in the classroom.

If you believe your child is ready for pull-ups or underpants please discuss this with

the teacher and reach a consensus. Some children may be more successful with potty training at home due to fewer distractions while others may be more successful at school. Regardless of the child's success at home, the teacher will determine, based upon their success at the center, when the child may be out of diapers.

Children should be potty trained by their third birthday. Children will not be moved into a 3yr old room unless they are fully potty trained. (This means they wear underwear and do not have frequent accidents.) The parent will be charged the two year old rate until the child is fully potty trained. All Children are required to be fully potty trained by three and one half years of age. If at this point the child is not potty trained the child will need to be removed from the center. The child may return to the facility when potty training has been successfully completed at home, provided there is space available.

Pacifiers

The use of a pacifier is restricted to the infant and one year old room. The two year old classroom will only allow the use of a pacifier during nap time hours. If you would like information regarding weaning your child off his/her pacifier please see your child's teacher prior to their transition into a three year old classroom.

Discipline

As a Christian preschool, here to act as an extension of the care you provide your child, we treat each child with loving, tender care.

Children this age are generally eager to please, and a firm reminder will usually get them "back on track". We strive to take a positive approach to discipline and will encourage good behavior.

All children are expected to learn to obey the teacher without repeated requests, and to be respectful, considerate and courteous when dealing with others. If your child's behavior is disruptive to the class, the teacher will impose discipline as described in our Discipline and Behavior Management Policy. If a child persists in deliberate disobedience without improvement, profanity, spitting, kicking, hitting, etc. you will be consulted so that we can agree upon a plan to assist the child in improving his/her behavior. **If our combined efforts are not effective in returning your child to an acceptable state of discipline and control, we will request that you remove your child from the class until he/she is willing to comply with the teacher, or permanently if your child is not willing to comply.**

As a licensed childcare center we comply with the North Carolina licensing standard and our Behavior Management Policy was included in the application.

We must protect children from harm by other children. Of particular concern is when a child bites, hits or spits on another person. Biting, hitting, and spitting on others are serious behavioral problems, which, due to their dangerous and disruptive nature, we cannot tolerate.

The following is the biting policy for children 6 weeks to 36 months:

Our friends in the infant/toddler classes are learning daily how to interact with one another. Young children have not fully mastered the skill of communication. They are unable to tell you how they feel and get frustrated easily. Because they lack the verbal skills to express themselves, biting often occurs.

It is important that we work together to prevent biting incidents. At school we try to prevent these incidents from occurring. Our goal is to plan activities and play time wisely and closely supervise the children. Because our day is so busy and our friends are full of energy it becomes difficult to prevent every incident; we want you to be aware that when an incident occurs, the biting child is calmly removed and separated from the group. The bitten child is consoled and the bite is quickly cleaned. If the bite is severe enough, ice is placed on the bite to decrease the likelihood of swelling or bruising. The bitten child will receive an accident note home to make the parents aware of the situation. **This note must be signed and left with the office person.**

A discipline note will be written to make the parents aware of the situation and **must be signed and left with the office person.**

Once a child has bitten someone 2 times the parent may be contacted and can choose to take the child home for the remainder of the day. Children will be sent home after 3 bites no matter the severity. Once your child has been sent home 3 times they may be suspended for 1 day after the 3rd time they are sent home.

The following is the biting and spitting policy for children 3 years and up:

We have zero tolerance for biting and spitting for children ages 3 years and up. If a child bites/spits the parent will be called to pick them up for the remainder of the day. A child that bites/spit more than once in a 30 day time frame, will be suspended for 1 day after each additional biting/spitting incident.

Evaluation

You will receive an evaluation of your child's progress at least twice yearly. If you would like additional evaluations, please discuss that with the preschool office. Please notify the preschool office to schedule a teacher conference. The preschool department holds parent teacher conferences in October and April of each school

year.

Fees and Tuition

The current Fee and Tuition information is given out each August. You can find the fees online or come by the preschool office to pick a fee sheet up.

The Board sets tuition and fees, usually in February. There are half day and full day fees. Also, there is a discount for sibling's families will receive a 10% discount off the oldest child. We also provide a 25% discount to active military and full time first responder families (defined by full time police, fire and EMT) and a 10% discount to non-active military.

The registration fee, due upon enrollment, is non-refundable. It is also due each additional school year.

Monthly payments are due the last Friday of the month for the following month of care. Payment is considered late after the 3rd of each month and a late fee of \$15 will be applied. Students will not be able to attend after the 10th day of the month if the family account is not current.

No refund or discount of tuition is made because of absence. During absences for which tuition has been paid, the tuition holds your child's place. Tuition is paid at the beginning of the month. Trimont will not refund tuition if a child is pulled from our care in the middle of the month or if a parent changes the days their child comes mid-month. Please give Trimont Administration a 2 week notice before your child's last day. Trimont does not prorate tuition for spring break or Christmas break. A calendar is given to each family at the beginning of each school year. Please plan for alternate childcare for the days Trimont is closed accordingly. Trimont makes every attempt to align our school calendar with the public school calendar, but this is not always possible.

Health / Illness

Trimont does not provide care for children who are ill. A child who is sick will not be able to perform well in school and is likely to spread the illness to other children and staff. We suggest making a plan for childcare ahead of time so you will not be caught without a comforting place for your child to stay if he/she is ill.

Please do NOT send your child to school if he/she has:

- Fever in the past 24 hours
- Vomited in the past 24 hours
- Diarrhea in the past 24 hours

- Rash
- Discharge from eyes or ears
- Complaints of ear pain
- Chills
- Sore throat
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night.
- Infectious/Contagious Diseases:
 - Strep Throat (must have been taking antibiotic for at least 24 hours before returning to school)
 - Head lice (until your child has been treated according to doctor's instructions and is nit free.)
 - Conjunctivitis/Pink Eye
 - Hand/Foot/Mouth
 - Chicken Pox
 - Fifth Disease

Please notify the teacher if your child contracts an infectious/contagious disease so that other parents can be alerted. Your child will not be permitted to return to school following a confirmation of an infectious/contagious disease until a doctor provides a note stating that the child is no longer contagious.

If your child becomes ill during the day you will be expected to come for him/her immediately. Please be sure that arrangements can be made to transport your child home from school and that childcare is available in case of illness. If your daytime or emergency phone number changes during the year, please notify your child's teacher immediately.

If your child is not well enough to go outside with other children, please do not bring him/her to school.

Due to the fact that we are a private center, the director reserves the right to mandate an additional period of recuperation or recovery if he/she deems this necessary.

Please call the school if you have any questions or concerns.

Fire Drills

As required by state law, fire drills are conducted monthly. Students follow designated exit routes as instructed by their teachers.

Linen

Each child has an individually assigned mat for naptime. We will provide a fitted mat cover.

Sleeping items must be washed at least weekly. You will need to pick-up your child's sleep items (pillow, blanket and soft sleep toy) on the last day he/she is here for the week and bring it back on the next day he is here. **(Required by Rules Governing the Sanitation of Child Care Facilities 15A NCAC 18A .2800.2821)**

Medical Requirements

The State of North Carolina requires that day-care facilities have records of immunizations on file. The application packet has the document for you to have completed. The physical examination, which is also in the application packet, must be completed and signed by a licensed physician, his authorized agency currently approved by the NC Board of Medical Examiners (or a comparable board from another state), a certified nurse practitioner, or a public health nurse meeting the North Carolina Department of Environment, Health, and Natural Resources (DEHNR) standards for the Health Check program. Children will not be permitted without all of the required documentation.

Medication

We will NOT be giving over-the counter medications. We prefer that ALL medications be scheduled to be administered by the parent before or after school. We will continue to give breathing treatments and emergency Epi-pens.

Prescribed medication must be in the original container bearing the pharmacist's label which lists the child's name, date the prescription was filled, the physician's name, the name of the medicine or the prescription number, and the directions for dosage.

The appropriate authorizations must be completed and turned in, along with the medication, to the teacher.

Diaper Cream and Sunscreen also require permission slips to be filled out. Please apply sunscreen before school. Please make teachers aware of any lotions, creams, etc. in your child's belongings.

Non-Discrimination Policy

Trimont Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its education policies admission's policies, scholarship programs and other school-administered programs.

Parties

If you wish to bring in a special snack or treat, for all the children, for a birthday or other special occasion you may. **Please coordinate with us, at least two days in advance, for the best time of the celebration.** All food and snacks must be store bought and still in the sealed original packaging. No homemade treats please.

Ratios – Staff to Child

Please see NC Daycare Laws and Rules that were provided in your application packet or a copy may be picked up in the preschool office. Staff to Child Ratio is posted in each classroom along with classroom capacity.

Schedules

Daily routines, for age groups, are consistent except for rare occasions when change is necessitated by a special event. Schedules are posted in each classroom.

Lunch

Licensing standards require each family to specify at the time of enrollment if they are participating in the school's lunch program. If a family decides to opt out of the lunch program they will be responsible to provide their child with a lunch every day the child is in attendance. If a family signs the opt out form and forgets to provide their child with a lunch they will be required to bring in a lunch or pick up their child prior to their classroom's lunch schedule. Families participating in the lunch program are required to purchase lunch in the school cafeteria and will be billed according to their age.

Supplies

Certain supplies are necessary and you must ensure that your child has them available. **We ask that on a monthly basis each family bring a pack of wipes, roll of paper towels or a box of Kleenex for the classroom.** Each classroom does community snacks. Please speak with your child's teacher to find out their snack

needs and requirements.

Please make sure you provide utensils for your child's meal each day.

Toys / Videos / Audios / Books

Please do not allow your child to bring toys, videos, dvd's or books. (If a comfort item is needed for naptime, they may bring a soft item.)

Visits

Please feel free to visit our school anytime. We are required to know who is on the premises at all times, therefore you must stop at the office and let us know you are visiting. Keep in mind that we operate as a school even at a young level. Frequent visits and classroom interruptions can be difficult on small children. The director reserves the right to limit or temporarily discontinue visits in classrooms if it is causing issues for the children.

Weather Closing

We follow the public school inclement weather policy. Should the Principal decide that road conditions warrant closing the preschool; she will notify you using School Cast. We will also notify the following radio stations and television stations by 6:30 A.M.

Television:

WLOS on TV <http://wlos.com/>

Radio:

WFSC AM 1050 <http://1050wfsc.com/>

WPFJ AM 1480 <http://wpfj.com/>

WNCC FM 96.7 <http://967wncc.com/>

Trimont's School Website:

www.trimont-academy.org

Should the weather necessitate closing early the same radio stations and television stations will be notified and we will use School Cast to notify parents. It is the responsibility of the parent/guardian to update the school cast annually or when a phone number or email has been changed.

Note: On days that we are on a "Delayed Schedule Opening" there will be no extended late drop off times. All children must arrive no later than 15 minutes after the delayed start time.

Complaint Procedures

During the course of the year, occasional misunderstandings or problems may arise

between a teacher and a student, a teacher and a parent, or a parent and the school. The school's policy for dealing with these situations is mentioned below. This policy is consistent with the teachings found in Matthew 18.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there I am with them.” Matthew 18:15-20

All questions, problems, or complaints should follow a direct chain of command starting with the staff member involved. Refrain from using email or voice mail to resolve conflicts.

If the situation is not corrected at this level through direct contact, it should then be brought to the proper department head. The Principal and the staff member involved will be included in this meeting.

If the problem is still not solved at this level, it should be presented to the Board of Directors Personnel Committee. The staff member involved will be included in this meeting.

Finally, if the steps listed above are taken without resolution, the President of the Board of Directors involves the Board of Directors through a written appeal from the individual filing the complaint. The Board of Directors is the final level of appeal.

Efforts are made to resolve concerns and conflicts at the lowest level of intervention necessary. Parents agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community.

Activities to be avoided at all times include gossiping, rumor-mongering, and spreading of hearsay reports. Also, refrain from using social media, such as Facebook, to post complaints about situations involving TCA. The good reputations of other persons and of the school are to be protected and promoted. Continued refusal to follow these expectations could lead up to dismissal from TCA. Upon dismissal from TCA, you will still be responsible for unpaid tuition.

I have reviewed the Preschool Family Handbook and agree to uphold its content.

Parent/Guardian Initials _____

Child's Name _____

Parent/Guardian Print _____

Parent/Guardian Signature _____

Date _____