



# Parent Handbook

## 2023-2024

Trinity Preschool was established in 1976. The school was formed to offer the community a quality education with a balance of Christian, social, and academic instruction in an environment of love and friendship.

**Church Office: 757-340-2840**

**Trinitypreschoolvb@gmail.com**

**[trinitypreschoolvb.org](http://trinitypreschoolvb.org)**

**King's Grant Presbyterian Church  
745 Little Neck Road Virginia Beach, VA 23452**

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### Mission Statement

Our mission is to provide academic, social, and Christian growth in a nurturing environment where children develop a love of learning through fun and meaningful experiences.

### Vision Statement

Our children will be respectful citizens and joyful lifelong learners.

### Educational Philosophy

Trinity Preschool is an outreach program of King's Grant Presbyterian Church, and our goal is to develop each child to grow, shine, and love learning. Our educational program promotes learning by actively engaging children in the learning process. We believe that play is the medium through which most learning occurs. Various activities will be provided to give the children opportunities to learn about themselves, to explore the world around them, and to learn how to examine and solve problems.

In 2022, King's Academy of Fine Arts is merging with Trinity Preschool. This additional enrichment day is now called Fine Arts Day (FAD) and is designed to provide children with learning experiences through fine arts during their early years. Each day, students explore music, visual art, and dance/creative movement.

## STAFF

Director: Alison (Ali) Scott

Cell: (757) 630-8122

Office: (757) 340-2840

### Trinity Preschool Teachers

3-year-olds Teacher Cathy Graham

4-year-olds Teacher Sue Miller

Teacher's Assistant Chrissy Vacca

Teacher's Assistant Theangela Hinkle

Music Stacey Dunlap

### Fine Arts Day Teachers

Art Denise LaSalle

Creative Movement Laura Faix

Music Stacey Dunlap

Chapel is led by the Pastor (Rev. Chris Carassco) and Christian Faith Formation Director (Amanda Pine) of King's Grant Presbyterian Church.

The school is under the direction of a Board of Directors and the Session of King's Grant Presbyterian Church.

## Curriculum

- Art - experiences using paint, markers, crayons, paper, boxes, clay, paste, and scissors
- Citizenship - sharing, taking turns, accepting differences, and respecting others
- Language Arts -appreciation of books and literature, listening, oral expression, poetry, plays, sequencing, rhyming activities, dramatic play, and letter recognition
- Math -counting, geometric shapes, coin recognition, classification and grouping, patterns, and number recognition
- Motor Skills- development of gross motor skills through running, jumping, climbing, stretching, hopping, moving to music, using blocks; development of fine motor skills through sorting activities, use of crayons, chalk, markers, scissors, finger paints
- Music -singing, listening, rhythms, musical games, dramatizations
- Religion- Weekly Chapel lessons, prayer, and songs
- Science - health and safety, animals, plants, weather, seasons, water, our senses, and things that move
- Social Studies -families, neighborhoods, communities, holidays, health and safety
- Play- encourages learning, social skills, self-regulation, and language development in a natural, fun setting with student-directed experiences

**The Thursday Fine Arts Day (FAD) Program** is led by three teachers who have expertise in their subject area. Children will be in small groups that rotate between art, music, and creative movement. They will also have a snack break and outside time on the playground. FAD students will be included in the Trinity Preschool Christmas Program.

## Policies and Procedures

Trinity Preschool is operated by King's Grant Presbyterian Church (KGPC) and located at 745 Little Neck Road, Virginia Beach VA 23452. The program is Religiously Exempt from Licensure. Required documentation is filed with the Virginia Department of Education (VDOE) prior to beginning operation and thereafter on a yearly basis.

## Documentation Submitted Annually to VDOE

- City of Virginia Beach Fire Inspection Report
  - City of Virginia Beach Department of Public Health Inspection Report
  - Adherence to Staff-Child Ratio Guidelines
    - Required- 30 months to 36 months/ 1 staff member to 8 children
    - Required- 36 months to 5 years/ 1 staff member to 10 children
- Statement of Intent which is signed by the Administrator (Pastor) of the Church. The program is governed by the Session of King's Grant Presbyterian Church.

## Staff Qualifications

**Trinity Teachers** hold a bachelor's degree in Elementary or Early Childhood Education or have equivalent education and experience deemed acceptable by School Board.

**Trinity Assistant Teachers** have a minimum of a High School diploma and child-related work experience.

**Fine Arts Teachers** are required to have a strong background in early childhood education and are experienced in their specialty.

## Requirements for Hire

- Background checks include:
  - A sworn statement or affirmation for child day programs
  - A fingerprint based national criminal history search.
  - A search of the child abuse and neglect registry in Virginia
  - A search of child abuse and neglect registry in any other state a person has lived in the past five years.
- Staff Health Report
- CPR and First Aid Trained; Daily Health Observation
- Allergy & Anaphylaxis course (MAT)-when medications are required.

## Enrollment capacity

- 45 children per session (maximum)\*
  - Trinity's *average* session includes 24 total students in the building at one time with no class exceeding 12 students in the 3-year-old room (1:6 ratio) and 14 students in the 4-year-old room (1:7 ratio).
  - Fine Arts Day: 24 students max total (divided into small groups)
- Age range (years)
  - Trinity Preschool Classes: 3-4
  - Fine Arts Day Program: 2 1/2 - 5

## Public Liability Insurance

The center is covered by KGPC's public liability insurance.

## Food Service

The center does not provide food service. Families are responsible for providing a snack and water bottle each day. **We are a peanut-free school.**

## Facility Description

Public Disclosure Statement is posted on the school's information board outside of the director's office.

## Brightwheel App

Trinity will be using the platform Brightwheel for communication, billing, posting pictures, attendance and for admissions/paperwork. Please create a Brightwheel account and download the app to your phone. Brightwheel is also available at [mybrightwheel.com](http://mybrightwheel.com).

## School Calendar and Class Schedules

- **Monday/Tuesday/Wednesday:** 9:00AM — 12:00PM \*parent pick up line starts at 11:55
- **Thursday Fine Arts Day Program:** 9:00AM- 12:00PM \*parent pick up line starts at 11:55

School begins the day after Labor Day and ends the week before Memorial Day. A calendar with school closures/school holidays will be distributed at the parent meeting in September. The first day of school is a shortened day for orientation and a parent meeting. **Our school will be closed when the Virginia Beach City Public Schools are closed due to inclement weather or other emergencies. If Virginia Beach City Schools are delayed, we will delay as follows: 11:00AM- 1:00PM**

## Registration Fee/Monthly Tuition Payments

#of Days/Week	Registration Fees*	Monthly Tuition Rate**
3 days	\$170	\$300/month
4 days	\$220	\$390/month
1 day (Fine Arts Day Only)	\$80	\$100/month

\*The registration fee is paid at the time of registration and is non-refundable. A copy of a state-issued **birth certificate** and **Virginia School Entrance Health Information Form/Immunization Record** (or exemption) are required.

\*\*Tuition is divided into nine equal monthly payments and is due on the first-class day of each month.

Invoicing will be done online through the Brightwheel App. You may pay via BrightWheel OR you may write a check. Make checks payable to Trinity Preschool. If you pay via Bank Transfer in Brightwheel, the preschool assumes all fees. Parents/guardians will be responsible for all fees associated with credit card payments. No cash payments will be accepted.

Tuition payments are considered late after the 10<sup>th</sup> of the month. A late fee of \$10 will be applied. Please make arrangements with the director for any special circumstance. Tuition assistance is available. Please ask the Director for a scholarship application if needed.



## **Arrival and Dismissal**

Children should arrive no earlier than 9:00 AM. Prior to this time, our teachers are busy preparing for the day and are often not in the classroom area. Arriving at school on time makes for a smooth transition for your child and allows the teacher to begin instructional time on schedule. Always bring your child to the main school door and walk him/her to the classroom. Please sign your child in at this time.

If someone other than a parent or authorized person is to pick up your child, the teacher must be notified. Send a written statement signed by a parent. Carpool line is used for pick-up at the end of the class day. Instructions will be given out on Orientation Day. Dismissal is between 11:55-12:00 PM (AM Session). To ensure the safety of all students, please remain in your car and move beyond the pickup point to buckle in your child. Please call or text the director if you are running late.

For persistent pick-up tardiness (more than 2 times), there will be a \$10 late fee for students who are picked up 10 minutes past the designated pick-up time. For every 15 minutes after, an additional \$10 fee will be incurred.

## **Safety**

Safety is our highest priority. Please note that all safety measures we put in place are done so out of care and with great diligence. Please ALWAYS have a photo ID on you as sometimes there may be staff who are unfamiliar with each parent (e.g., 4yo teacher may not know 3 yo parent). This is for both entering the building during non-drop off hours and to pick up your child. A staff member will be present at the door during drop-off between 9-9:05AM.

The doors to the building are locked at all times. The preschool entrance is at the front of the building next to the Trinity sign. Please ring the doorbell for entrance. The church office is located on the left back side of the building.

Staff are trained and certified in multiple areas. Safety drills will take place throughout the school year. These include fire drills, tornado drills, and intruder drills. Staff certifications include CPR/First Aid, MAT (Medication Administration Training), Daily Health Observation, and AVERT (Active Violence Emergency Response Training). All staff are provided copies of Trinity's Emergency Plans.

If there were to be an emergency in which the staff and students had to vacate the

church premises, the Director will contact all parents/guardians as soon as all students are safely in their offsite pick-up location. Parents will be given the location of the students and pick-up procedures by the Director at that time as they may vary based on the circumstances.

### **Attendance**

Call or text the director or the church office if your child is unable to attend school or will be arriving late. Parents/guardians should mark their student present in Brightwheel upon arrival. If absent due to illness, please note that any communicable disease should be reported immediately so that other parents may be informed. Your child should be free of any fever or illness symptoms for 24 hours before returning to school.

### **Well-Child Policy**

**Children must be free from any of the symptoms listed on the Wellness Checklist without any medication for 24 hours before returning to school. Staff are trained in the Daily Health Observation (DHO) to help recognize signs and symptoms of illness in children. If any of the symptoms listed develop while the student is at school, parents/guardians will be notified and asked to come pick up their child. If a child was diagnosed by a doctor with a communicable disease (e.g., strep, hand-foot-mouth, etc.), children must have a doctor's note giving them permission to return to school/restrictions as necessary.**

## Wellness Checklist

1. **Scalp** - Itching, sores, cleanliness, lice. Children are excluded from school if lice are present and have not yet been properly treated.
2. **Face**-General appearance, expression, unusual color
3. **Eyes** - Redness of eyelid lining, irritation, puffiness, squinting, frequent rubbing, styes, sensitivity to light, yellowish color
4. **Ears** - Drainage, earache (there are other observations for hearing impairment)
5. **Nose** - Runny nose (not clear), sneezing, frequent rubbing
6. **Mouth** - Inside of mouth for redness, spots, sores
7. **Throat** - Enlarged, red, or irritated tonsils with or without white spots
8. **Chest** - Frequent or severe coughing, wheezing, rattles (raspy breathing)
  - Child gets red or blue in the face.
  - Child makes high-pitched croupy or whooping sound after coughing
9. **Skin** - Yellowish skin or eyes, unusual spots, rash, bumps, bruises, unusual injuries; crusty, bright yellow dry or gummy areas of body. (check both front and back of body)
10. **Fever** - Feverish appearance with changes in behavior
  - Greater than 100°F
  - Child is cranky, less active, or cries more than usual/Child appears unwell or generally uncomfortable.

## Clothing

Dress your child in clothing that he or she can manage independently when using the restroom. This includes buckles, belts and anything that requires tying. The children use paints, markers and play dough every day. Although these materials are generally washable, please keep these activities in mind when helping your child choose clothing for school. The children play outdoors every day, weather permitting. Dress your child properly for the weather. Students should wear closed-toe shoes. For safety reasons, we request that you do not send your child to school in slick bottomed shoes, clogs, or flip-flops. Shorts should be worn under dresses and skirts. Always keep a complete change of clothes in your child's backpack. Please label outside clothing with your child's name. Children must be potty-trained/no "pull-ups." Frequent recurring accidents may require disenrolling to work on further training at home.

## Special Events and Field Trips

Permission is given for special events and field trips at the time the registration form is signed. The costs for children are included in your registration fee. Parents are notified in advance and details are provided for each event or field trip. You will be asked to volunteer or chaperone for special events and field trips as needed.

## Snacks

Families are asked to provide a daily snack and a water bottle. Please no juice. Snacks should be balanced and not only high-sugar foods (e.g., if you send cookies, please also send fruit or veggies or yogurt). **WE ARE A PEANUT FREE SCHOOL! This includes packaging that says, "made in a facility with peanuts" and/or "may contain peanuts."** Changes to our food restrictions may take place if the director is informed of any new allergies throughout the school year. All families will be notified if there is a change.

## **Supplies**

The registration fee covers basic supply costs; therefore, Trinity Preschool does not hand out a supply list. All families are responsible for the following: a full-size backpack (large enough to fit a folder if needed), a water bottle, and a change of clothes (top, bottom, underwear, socks). Lunch boxes are optional but are encouraged for snack items as students can locate their snack items easier. Also, sending a lunch box in with your child promotes fine motor development (e.g., zipping) and independent functioning (e.g., I am responsible for my own things). If you are interested in donating supplies, items that are in high demand include: disappearing-purple glue sticks, tissues, sanitizing wipes, hand sanitizer, gallon Ziplock bags, and unscented hand soap.

## **Parent/Guardian Participation**

Families will be asked to provide refreshments for and assist at special events (i.e., Fall Fun Day, classroom parties, receptions, and picnics). There may also be other opportunities to volunteer throughout the year.

Families are welcome to bring in treats for birthdays. Please check with teachers for any allergies. Any food sent in, must be store-bought with an ingredient label on the item(s).

Parents are asked to download any apps that the school uses. This will be the primary way of communication. A Brightwheel account must be created by parents/guardians for all students.

## **Withdrawal of a Child from School**

If it is necessary for the child to withdraw from school, a 30-day written notification is required. Students are welcome to attend during the 30-day period.

## Afterschool Enrichment Programs

Various afterschool enrichment programs may be offered throughout the school year. These programs will require signed parent/guardian permission and may have fees associated with participation. Program-specific information will be given out by each program before it starts. Additional fees may apply.

### Classroom Photos/Set-Up

#### 4-year-old room



#### 3-year-old room

