

TRINITY'S TINY TREASURES PRESCHOOL



PARENT HANDBOOK

-PURPOSE AND MISSION-

“Trinity’s Tiny Treasures” is a ministry of Trinity United Methodist Church, Hutchinson, Kansas and is a nonprofit preschool organization serving children ages 3 through 5.

We are designed to make your child’s first school experience a meaningful and happy one. Our goal is to provide hands-on learning opportunities for your child to develop his/her social, intellectual, emotional, and motor skills. Children are accepted without discrimination in regard to race, color, sex, or national origin. We ask only that they potty trained before entering our program.

-WHAT YOU CAN EXPECT FROM OUR PRESCHOOL-

- Learning in a Christian atmosphere.
- Development of positive relationships between students and between students and teachers.
- Teaching of academic concepts that will prepare children for their kindergarten experience.
- Development of social skills such as sharing, taking turns, raising hands to answer questions, following directions, and showing respect to others.
- Enhanced development of both large muscle skills, such as running and jumping, and small muscle skills such as coloring and cutting with scissors.

-GENERAL POLICIES-

Admission and Dismissal Policy:

Trinity's Treasures is non-discriminatory in regard to race, color, religion, national origin, ancestry, or gender. All children must be toilet trained before being accepted into our program.

Our staff is dedicated to providing quality care to every child entered in our program. If your child has a diagnosed condition that affects him/her emotionally and/or physically, we respectfully request that our staff is informed of this issue prior to admission into our program so that we are able to best determine our capacity to offer effective care for your child.

If our staff determines that we cannot meet the needs of your child and/or there exists negative effects on other children due to your child's behavior or through requiring staff time needed by other children, we reserve the right to dismiss your child from the program.

Examples of such behavior include, but are not limited to (1) verbal disrespect displayed to our staff and/or other children, (2) physical aggression exhibited toward our staff and/or other children, (3) damage caused by your child to church property and/or property belonging to staff and/or other children, and/or (4) indications of self mutilation.

Experiences by our staff of any of the above named issues will be discussed with the child's parent or guardian prior to dismissal.

We also reserve the right to dismiss your child from our program if a diagnosed medical and/or emotional condition is not fully disclosed to our staff upon admission.

Operating hours and days

- The 3 year old program meets Mon thru Thurs from 9:30am-11:30am
- There are two 4 & 5 year old sessions which meet Monday through Thursday. There is one morning session is from 8:30am-11:30am and there is 1 afternoon session from 12:30-3:30pm.
- A calendar of specific days closed will be provided at the beginning of each school year.

Enrollment policies

- Your child must be 3 years old on or before August 31st of the enrollment year.
- Your child must be potty trained before entering school.
- There is a \$50 nonrefundable enrollment fee for the school year.

Paying tuition

- Checks are to be made payable to Trinity United Methodist Church.
- Tuition is due on the 1st of each month.
- Monthly fees: -3 year olds-\$110 per month
-Pre-K-\$135 per month

Late fees

- If tuition is over 10 days late or the check is returned, a \$25 fee will be added.
- If a check is returned twice, payment will be accepted in cash only for the remainder of the year.
- If late tuition is not paid within 10 days after the next month's tuition is due, your child will be dismissed from the program.

Drop Policy

- If you at any time decide to drop from the program you are required to give a 2 week written notice. If your two week notice falls in the middle of a month you are still responsible for the entire month's tuition.

Health forms/student records

- All students must have the following forms on file:
 - 1) Enrollment form
 - 2) Authorization for emergency medical care
 - 3) Health assessments and immunization report
 - 4) Media Release Form
 - 5) A copy of your child's IEP *IF* they have one
- All student records are kept confidential
- Records will be made available to the parents upon request.

Sickness

-Do NOT send your child to preschool if:

- 1) They have a temperature of 100 degrees or higher. If your child does run a fever he/she cannot return until they have been fever free for 24 hours without medication.
- 2) They have diarrhea or are vomiting.
- 3) They have a rash or discharge from the eyes.
- 4) They have a communicable disease (such as chicken pox or head lice)

Medications:

-If your child needs to take medicine while at preschool, or carries an epipen because of severe allergies, you must sign a form and the medicine in the original container so that the name of the child and correct dosage can be read on the prescription label.

-No medicines of any form will be given to your child without prior written permission from you.

Bringing your child to school:

-Please do not bring your child more than five minutes before class starts.

-Always have an **adult** walk your child into the building and into his/her classroom.

-Your child should bring a regular sized backpack to school with his/her name on it every day. Please check it nightly for papers or notes from the teacher.

Picking up your child after school:

-Children should be picked up no more than 5 minutes after class dismisses.

-Children will never be released to anyone except the adults you have authorized on the enrollment form unless other arrangements have been made in advance.

-Please come into the building to get your child.

Fees for picking up your child late:

-If you know you will be late picking up your child please call the church office at 665-5547 so they may let your child's teacher know.

-If your child is picked up 5-15 minutes after class has ended without prior notification, you will be charged an overtime fee of \$5.00. You will be charged \$1.00 for every minute after fifteen minutes.

Clothing

-Due to the ground cover on the playground being wood chips we only allow tennis shoes to be worn at preschool. You may not send tennis shoes with your child to change into-they must be worn all day or your child will not be able to participate in gross motor activities with the rest of the class.

-Your child should wear washable play clothes appropriate for the weather.

-Coats should have your child's name written on them to avoid confusion.

Snacks

- Your child will be provided one nutritional snack per session.(Pre-K only)
- We are not allowed to serve homemade foods to our enrolled students for birthday, holidays, etc...However, parents are welcome to bring treat bags for the class for such occasions.
- If your child has a food allergy, make sure the Director has a list of foods he/she cannot have.

Items from home/show and tell

- Please do not allow your child to bring toys from home unless they are specifically for show and tell.
- Show and tell items should remain in your child's book bag at all times except when he/she is presenting them to the class.
- Pets should never be brought into the classroom.
- Please do not send anything of value or anything that could potentially be dangerous. -
- We cannot assume responsibility for items brought to school.
- We do not allow play weapons of any kind in our classrooms. (guns, swords, etc...)

Discipline policy

- All children will be treated with and taught respect. There will be no spanking or other forms of physical or psychological punishment. If your child is disruptive, he/she will sit apart from the rest of the group for a period of time. The teacher will discuss the situation with your child and make suggestions for better choices of behavior. Continual disruptive behavior will result in a conference with the parents.

Fire and tornado drills

- Fire drills will be practiced once per month. Tornado drills will be practiced once per month during the spring and fall.

Visiting the classroom

- Parents are welcome to visit the classroom anytime. However, we ask that no other children visit. We are licensed only for the number and age of children enrolled.

Parent-Teacher Conferences

- Parent-teacher conferences will be held twice a year for the 4 and 5 year olds and once per year for the 3 year olds.
- Teachers will set up conference times with the parents.

(Latest update 03/01/2017)