

TRINITY EPISCOPAL LEARNING CENTER

TRINITY EPISCOPAL PARISH
215 ST. GEORGE STREET
ST. AUGUSTINE, FLORIDA 32084

Parent Handbook



OUR PURPOSE

To prepare young people
In a Loving Christian Environment
To reach their potential for entering kindergarten.

Tammy Walthall
Director of Trinity Episcopal Learning Center

Welcome to Trinity Episcopal Learning Center!
We are delighted that you have chosen us and
we trust that this will be a happy year for your
child. We intend to do our very best to ensure
that your child is nourished by our Christian
Environment and both challenged and supported
to grow and develop in body, mind and spirit.
We know that the children will be a blessing to
us.

Tammy Walthall
Director of Trinity Episcopal Learning Center

ADMISSIONS

ADMISSION PROCEDURES

Trinity Episcopal Learning Center admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded to students at the school.

The following are required to complete your child's registration:

- A. Registration fee of \$125 paid for each child at registration (non-refundable)
- B. Completed Registration Form
- C. Completed Health/Emergency Form
- D. Health Examination and Immunization Form (from your doctor's office or St. John's County Health Department)
- E. Completed Authorized Pick-up Form
- F. Completed Media Release Form
- G. Completed Extended Care Registration Form, if applicable
- H. Discipline Policy signed
- I. Allergy Emergency Plan if applicable
- J. Homemade Food Form
- K. School Policy Forms : Potty policy, VPK Attendance & Uniform policy
- L. DCF forms: Influenza, Childcare brochure and Distracted Adult

TUITION AND REGISTRATION FEE

Trinity Episcopal Learning Center is a non-profit organization and depends on funds provided by tuition fees. Trinity Episcopal Parish provides the facilities, utilities, and general maintenance to keep the tuition as low as possible. All fees are used to provide salaries, equipment, and materials. All fees must be paid on time so that we can meet our obligations. In order to assure our income for an entire school year, it is understood that students are enrolled for the entire school year and parents are responsible for a full year of tuition.

- A. Parents may opt to pay tuition in 10 monthly payments. The first will be due on August 1st and the remaining 9 due the first of each month beginning in September and continuing through May. Tuition payments are expected on the 1st of the month and are nonrefundable. Tuition paid for the entire school year, before September 1st, will be discounted 3%.
- B. Tuition fees may be paid through Brightwheel, the school app or placed in the tuition box in the classroom. Please include the following information on the memo section of the check:
 - 1. Child's name
 - 2. Teacher's name**Make checks payable to TELC.**
- C. Your tuition must be received in the office by the 10th day of each month to avoid a 10% late fee being assessed.
- D. A charge will be added to your account if a check is returned to us.

- E. A second or third child from the same family will be given a 10% discount. The highest tuition will be counted as the first tuition.
- F. Operating Expenses are constant and must be paid regardless of whether your child is in attendance. Therefore, there will be no reduction in tuition for absences or school closings.
- G. Tuition must be kept current unless other arrangements have been made with the Director. Please contact the Director if you are having trouble meeting your obligations.

LATE FEES

Preschool children are to be picked up by 12:30, 2:30 or 4:30, depending on the program they are enrolled in. We understand that unforeseen emergencies may arise from time to time that may prevent parents from arriving at the designated pick-up time. The following policies are in effect concerning late pick-up:

Beginning **five minutes** after the designated pick-up time, you will be charged a late fee of \$20.00 for the first 15 minutes past the appropriate pick up time and then \$1.00 per minute until the child is picked up.

WITHDRAWAL

The school operates on funds provided by tuition and registration fees.

There are many expenses of a continuing nature. In order to assure our income for an entire year, it is understood that students are enrolled for one entire school year or such portion as may remain after the date of entrance. Therefore, parents are responsible for 10 months of tuition or the portion remaining if enrolled later in the school year.

Should it be necessary for a child to withdraw from the school for a compelling reason, pre-paid tuition will be refunded. A compelling reason would be in the nature of a move to another city, not the choice of another school in town after the good faith commitment has been made with Trinity Episcopal Learning Center.

SCHOOL SCHEDULE

ARRIVAL AND DISMISSAL

- A. Preschool classes begin between 8:30-8:45 a.m. Each classroom will have check in stations by the doorway. Parents are to remain outside the classroom for drop off.
- B. Students will be dismissed by Parent Pick up by the playground. Please circle the lot and pull to the curb to pick up your child. Please do not park in any spaces designated for the Rector, Assistant Rector or handicapped. These are along the Parish Hall on Artillery Lane and the first few spaces in the lot.

HOLIDAYS

- A. Trinity Episcopal Learning Center follows the St. John's County Public School calendar with the same Holidays and Teacher Planning Days.
- B. A calendar will be sent home each month with highlights of class activities listed on it. It will also identify any days when classes will not be in session.

EMERGENCY CLOSING

In the event of severe weather conditions, the school will close if the St. John's County Public Schools close. Trinity Episcopal Learning Center will make up any missed days in conjunction with the Public Schools.

SNACKS AND LUNCH

- A. Parents are responsible for providing a **healthy** snack and lunch for their child. At Trinity Episcopal Learning Center, we make every effort to avoid highly sugared items and non-nutritious foods. We will have back up snack for emergencies.
- B. Please notify the school office if your child has any dietary restrictions or food allergies.

TOYS, FOOD, PERSONAL BELONGINGS

- A. Children may bring personal items from home on designated sharing days or Show and Tell days. Exceptions may be made by the teachers of the 2 and 3 year olds who may need a "security blanket" or stuffed animal, etc.
- B. Parents will be notified by their child's teacher when there is to be a designated sharing or Show and Tell day. The teachers will send home a list of suggested "sharing items".

CHRISTIAN EDUCATION

- A. A Christian-based curriculum consisting of Bible stories, Bible characters, religious songs and Christian principles is presented in our classes. The Bible story or verses for each week will be listed on the activities calendar which is sent home at the beginning of each month. Most importantly, our staff strives to model Christian principles and teaching before the children in their everyday interaction with them. Should you have any questions, you are encouraged to discuss our approach to Christian Education with the Director.
- B. Children's Chapel for the threes and Pre-K is held each Wednesday at 8:45a.m. in Trinity Parish Church. Parents, families and friends are always welcome to join us.

SCHOOL POLICIES

CLOTHING

- A. Each child will need a change of clothing that can be left at the school. The change of clothes should include a shirt, pants, undergarments and socks. Send these items in a zip-loc bag. Label each item inside the bag as well as the outside of the bag. These items do not have to be uniform clothing.
- B. Shoes without backs (flip-flops) and boots with sharp toes and heels should not be worn to school. For the safety of the children, athletic shoes and socks are preferred for school wear.
- C. Outside play is a part of our program. Unless it is extremely hot, cold or wet, each class has a twenty to thirty minute outside play time. Please dress your child appropriately.
- D. Uniforms consist of navy blue or khaki pants or shorts and monogrammed t-shirt or polos in red or navy, from a school approved vender. Girls may also wear a navy or khaki skirt or jumper. Uniforms are to be neat and clean.

POTTY POLICY

Students in the 3 and 4 year old program must be potty trained. We understand occasional accidents happen, if the accidents become chronic or consistent, your child may be removed from the program.

FIELD TRIPS

Throughout the year, children in the threes and Pre-K may take field trips pertaining to the monthly themes or units of study. They may also take “walking field trips” within the immediate area surrounding the school. Resource people from the community may also visit here at the school.

- A. Parents will be notified in advance of any field trips.
- B. Permission forms will be sent home for signature prior to any field trip. Written consent must be received in order for your child to participate.
- C. Some field trips will have a cost not covered by tuition. You will be advised of this prior to the field trip and will be required to pay in advance of the field trip.

RELEASE OF CHILDREN

- A. Children will be released only to those persons designated on the Authorized Pick-Up Form. Please keep this information current.

- B. The school must be notified in writing if your child is to go home in any other way than the usual method of transportation.
- C. Identification will be required of anyone unknown to us who comes to pick-up your child.
- D. If there is a need for you or a person designated on the Authorized Pick-Up Form to remove your child from the school prior to the designated departure time, please send a note to your child's teacher that morning, if possible. Otherwise, please call the office to inform us before you arrive.

DISCIPLINE

- A. State law requires that parents be notified in writing of the disciplinary practices used at our school. In accordance with this law, each parent will be provided a copy of our Discipline Policy. Please review the Discipline Policy, sign and return the form, verifying that you have read and understand it. We are required to have this statement of Discipline Policy on file in each child's folder.
- B. It is school policy to intervene and redirect behavior to prevent problems. But when we cannot, a child is disciplined in as loving and positive a manner as possible. No physical punishment is used at our school.
- C. If your child intentionally harms another child, property or any other form of disruptive behavior, they may be placed on a three warning schedule with the 3rd offense resulting in removal from the program.

UNITS OF STUDY

Units based on themes are planned for the school year and each teacher develops them to be age-appropriate. Our units are designed to provide a variety of experiences to help foster growth in all areas of development: Spiritual, Physical, Mental, Social and Emotional.

PARENTS

PARENT PARTICIPATION

We view our opportunity to work with your child/children as a partnership with you. Therefore, there will be many occasions when help from you will be needed. Parents or TELC families are expected to volunteer a total of 10 hours per school year. Opportunities include but are not limited to:

- A. You will be needed to furnish supervision for field trips.

- B. In order to keep tuition as affordable as possible, the school relies on funds raised through various fundraisers. You will be needed to give of your time to support these fundraisers.
- C. You will be needed to furnish refreshments, favors, games etc. for parties.
- D. We encourage you to share special talents and hobbies or teach the children about your job or career.
- E. We invite you to serve as Room Mother (or father, grandparent, etc.).
- F. We encourage you to participate in the Parent-Teacher Organization by attending monthly meetings and helping out with various activities throughout the year.

CONTRIBUTIONS

- A. Any contributions of children's toys, equipment, tapes or CDs, etc. will be appreciated.
- B. Cash contributions to the school are always greatly appreciated and are tax deductible.
- C. Occasionally a teacher may request some consumable items from home, the contribution of which would enhance the current unit. There may also be items teachers would like to borrow for a specific purpose.

UNDERSTANDING YOUR CHILD'S PROGRESS

- A. Please encourage your child to talk about his/her school experience.
- B. Please read all bulletins, letters, flyers, etc., carefully. We want you to be informed.
- C. Assessments are performed several times during the year and reports provided. If any concerns arise regarding your child's progress or behavior, a conference will be scheduled. If you have any concerns, please schedule a conference before or after class.

ROOM MOTHERS

A Room Mother (or father, grandparent, etc.) is responsible for coordinating parties, field trips, special events, etc. Each class will have its own room mother. Please let your child's teacher know if you would like to serve in this capacity.

BIRTHDAYS

- A. Those who wish to celebrate with the class on a child's birthday are requested to notify the teacher several days in advance. Again, we emphasize nutritious, non-sugary treats.
- B. Invitations to private parties may be distributed in the classroom only if each child receives an invitation.

CLASS PARTIES

- A. Parties that celebrate holidays and themes are held in the classroom. These will be noted on your monthly calendar. The room mothers will coordinate the parties. Room mothers are asked to give **each family** the opportunity to help with the party and provide items for the party during the school year.
- B. Party treats should be nutritious. We ask that candy, fruit snacks and highly sugared items be offered in limited amounts. Good nutritious habits can and should be learned at an early age and in fact are part of our curriculum. Excessive refreshments defeat our efforts to encourage good nutritious habits.
- C. The class parties are for the children in the class. It has been our experience that the children can become over-stimulated when there are too many parents and younger siblings in attendance. Therefore, room mothers will ask for only 2 – 3 parents at a time to help with parties. Your cooperation in this matter is greatly appreciated.

HEALTH AND SAFETY

- A. All parents must complete a Health/Emergency Form. Please keep this information current with emergency contacts, doctor information as well as health issues that we need to be aware of.
- B. An accident involving your child while on Church/School grounds will be reported to the office and the parents. An Accident/Injury report will be prepared, which you will be asked to sign and return. The original will be secured in your child's file.
- C. Health exams and immunizations must be kept current. Please be sure to update these records as needed.