

Trinity Preschool

A NEIGHBORHOOD NATURE-BASED PRESCHOOL



PARENT HANDBOOK 2023-2024

651 Dranesville Road
Herndon, VA 20170

(703) 437-1080

www.trinityherndon.org

preschool@trinityherndon.org

WELCOME TO TRINITY PRESBYTERIAN PRESCHOOL

Trinity Presbyterian Preschool (TPP) is dedicated to providing a quality preschool experience for young children ages three through five. In a relaxed, caring atmosphere, children are encouraged to develop positive feelings about themselves and others. Our learning experiences provide children with opportunities to grow socially, creatively, cognitively and spiritually.

TPP welcomes students of all religions, races and nationalities. As a church sponsored institution, TPP endeavors to reflect Christian values within its activities. Students are encouraged to treat each other with care and respect. Stories, prayer and songs drawn from Christian traditions are included in the curriculum.

At Trinity, we take preschool outside, into nature to explore and learn using inquiry based teaching methods. We are passionate about giving children the space to learn and grow in a developmentally appropriate environment. Children love our outdoor learning spaces and the adventures that await them each day in nature.

Our staff love to learn alongside their students. We hope to give each child the opportunity to find the joy in discovering new things at school each day, and look forward to going on the journey with them.

TPP 2023-2024 Teaching Staff

Co-Directors/Teachers

Jane Hulka & Sara Metcalf

Teachers

Julie Foechterle

Tory Lemire

Phoebe Sisson

INCLUSION POLICY

To the greatest extent possible, children with differing abilities will be included in the full range of activities and services provided to all children at our preschool by making necessary modifications to meet the child's special needs.

HEALTH & SAFETY

At TPP, we are concerned about the health and well-being of all our students. The staff participates in many behind the scenes activities to ensure that we are providing our students with a safe environment. These include continuing education, Daily Health Observation training, CPR & First Aid certification, AMAT certification, fire drills, cleaning and monitoring of equipment, and careful record keeping.

ILLNESS

Children who have any of the following symptoms should not attend school:

- ◆ Excessive coughing
- ◆ Shortness of breath
- ◆ Chills & Lethargy
- ◆ Sore throat
- ◆ New loss of taste or smell
- ◆ Stomach ache
- ◆ Inflamed or watery eyes
- ◆ Undiagnosed skin rash
- ◆ Severe headache
- ◆ Fever, Diarrhea, Vomiting (children should be kept home for **24 hours** after the last episode of any of these without the use of fever reducing medications.)

If your child develops any symptoms of illness during the school day, you will be contacted immediately. If you cannot be reached, we will call your emergency contact person (on file in the office). Be sure that your emergency contact is local. All families must be available to pick children up within 15 minutes if called. It is the parent's responsibility to notify us if your home, work or emergency contact phone numbers change. Any child who becomes ill during the school day will be removed from their class and monitored in our isolation room until their parent or guardian arrives.

If you are keeping your child home, call the office to report their absence. Any illness should be reported to the preschool office as soon as possible.

As per Covid, Trinity will follow the Center for Disease Control (CDC), Virginia Department of Health (VDOH) and The Fairfax County Health Departments (FCHD) quarantine and isolation guidance. The current guidance is attached. Please review. This guidance may change throughout the school year and we will keep you informed of the changes as they happen.

DROP OFF & PICK UP PROCEDURES

Drop off and pick up will be at door 6 (at the bottom of the hill).

ARRIVAL TIME

Early Bird-8:00 a.m.

Preschool Program-We begin escorting children into the building at 8:55 a.m. Staff members will be available to escort children until 9:05 a.m.

Trinity follows a Kiss and Ride drop off procedure. Please put your car in park and a staff member will open the child's door, help them out of the car, and escort them into the building.

DISMISSAL TIMES

Preschool Program-Dismissal begins at 12:50 p.m. All drivers are expected to be in line by 1:00 p.m.

Extended Day-Dismissal begins at 4:20 p.m. All drivers are expected to be in line by 4:30 p.m.

Parents arriving late for drop off should park in the lot and call (703) 437-1080 to let us know you have arrived. A staff member will meet you at your car to check your child in.

Please display your carpool number card in the front right passenger window for easy identification at pick up time. To ensure the children's safety, a staff member will escort your child from the building to your vehicle. They will open the passenger door for your child and close it. You should then drive slowly into the lot, park your car and buckle the children's seatbelts.

Drivers arriving after their designated pick up time are considered late. You will need to park your vehicle and ring the bell at door 5 to pick up your child. Because it is important to the children, as well as the staff, parents should be prompt at pick up time. A late fee of \$2.00 per minute will be charged for any child picked up more than 5 minutes after their designated pick up time. Chronic lateness in picking up your child may result in termination of enrollment at Trinity Preschool.

Children will only be released to their parents or responsible persons for whom the preschool has a written or verbal permission from the parent or legal guardian. Parents are responsible to keep us informed of any changes to phone numbers or emergency contacts. We encourage parents not to send anyone other than parents or consistent caregivers to drop off and pick up children. If someone other than the parent is dropping off or picking up, please inform them of the safety policies we have in place and make sure they understand the importance of complying.

During the winter months when road conditions are slippery, due to ice or snow, carpool will take place at the Sanctuary doors (near the driveway entrance). This drop off/pick up area will be marked with a large orange traffic cone. Cars should exit at the second driveway/entrance.

NATURE SCHOOL

Trinity Preschool follows the nature school model. We allow the children extended time to play in a natural setting with natural materials and allow their sense of wonder to guide our teaching. Nature is the setting for our program as well as an object of study. Your preschooler will have the opportunity to play with sticks, climb on logs, climb trees, and roll down hills.

CLOTHING

Please dress your children in comfortable, washable play clothes, which they can easily remove when taking care of their toileting needs. Sweaters and jackets should be labeled with the student's name. Closed toe shoes are required, slippery-soled shoes or sandals will not be allowed.

All students will need to keep a pair of rain boots, a rain jacket, rain pants and a sun hat at school. Be sure to dress your child for the weather, including jackets, mittens, etc. as we will be outside in most weather. Layering is encouraged as weather conditions change throughout the day.

Parents are to provide a full change of seasonally appropriate clothes (underwear, socks, shirt, and pants/shorts). Please place spare clothing in a gallon sized zippered plastic bag labeled with your child's first and last name.

SUNSCREEN & BUG SPRAY (Morning Program)

We spend much of preschool day outside. To keep traffic moving during carpool time sunscreen and bug spray need to be applied by parents or guardians at home before school begins. Please do not send bug spray or sunscreen in your child's tote bag as these are considered chemicals.

SUNSCREEN & BUG SPRAY (Extended Day Program)

Teachers will reapply sunscreen and bug spray after rest time when applicable. Extended day parents will need to complete a sunscreen/bug spray form, provide the sunscreen, and bug spray in a gallon sized zippered plastic bag labeled with their child's first and last name. Please note the product name on the sunscreen and bug spray form must match the sunscreen and bug spray provided.

SCHOOL TOTE BAGS

Over the years, we have found that tote bags work best for preschool. All students will receive a new TPP tote bag this year. Each child should have his/her name written on the tote. Tuition payments/notes to the staff may be placed in the small plastic bag that is attached to the inside of your students tote. This mail system is a great help to the teachers who might miss a note if it is deep in the tote.

CONFERENCES

Parent – Teacher conferences are scheduled in November. Your child's teacher will contact you prior to the scheduled date to arrange a conference time. Conferences usually last 10 minutes. In the spring, a progress report will be sent home and a conference will be held as needed. A parent or teacher may request additional conferences during the school year. Notes or brief telephone conferences may also be helpful.

LUNCHES / WATER / AFTERNOON SNACKS

Lunches are to be provided by the parents in a container that is labeled with your child's full name each day. Lunch containers should be easy for your child to open and close on their own. Please cut all fruits and vegetables into manageable bit sized pieces to help decrease the potential for choking. Please note that refrigeration and microwave are not available.

Children will need to bring a full water bottle, (containing only water), to school each day. Children should be able to successfully open and close the water bottle independently. Water bottles will need to be labeled with your child's full name.

Afternoon snack will be provided by Trinity Preschool each day for the extended day program. If your child attends the extended day program and has **food allergies or dietary restrictions**, you are required to provide an assortment of safe snacks in a zippered gallon plastic bag with your child's name printed on it. Please provide enough snacks for 3 to 4 weeks at a time. If your child has a doctor prescribed **EPI – PEN** you must provide them for the school and fill out required forms. Please reach out to the Co-directors for more information.

REST TIME

Per Virginia Department of Education licensing standards, all children who are in the extended day program are required to have a rest time. Children will have a school provided nap mat assigned to them for the duration of the school year. The nap mat will be sanitized weekly. Parents are to provide bedding for rest time. This bedding can be a sleeping bag, a sheet and blanket (a crib sized sheet works best), or a travel sleeping mat that can be found on-line. These items will be sent home at the end of the week to be laundered, and should return with the child on the next school day. A "lovey" (teddy bear etc...) is allowed at rest time. This will also need to be laundered by parents at the end of each week.

Children may wear a pull-up at rest time if they still have naptime accidents. The child will need to be independent in putting on and taking off his/her pull-up at the beginning and end of their designated rest time. Parents will provide pull-ups if it is necessary for their child.

BIRTHDAYS

Although we do not have birthday parties at school, we recognize each child's special day here at preschool. You are welcome to send in a birthday treat for your child to share with the class at lunchtime. Please reach out to directors in advance for class size and allergy list.

If you will be inviting classmates to a party at home, please refer to the class list for addresses or phone numbers to make those arrangements in lieu of sending invitations to school.

TOILETING

All students attending preschool are expected to be fully toilet trained. Students should wear clothing that is easy for them to undo or remove so they can handle their bathroom needs independently. Students who have recurring accidents at school will be asked to take a leave of absence while they master their toileting skills at home.

SOCIAL MEDIA

For the safety and well-being of our preschool community, parents sharing photos or information online should not use the names of children other than their own. Occasionally, the preschool will post photos of students involved in school activities on the preschool website, Facebook, or Instagram. Children's names are not used. If you prefer photos of your child not be posted, please file a photo opt-out form with the preschool office.

TUITION

Parents are provided with tuition payment coupons prior to the beginning of each school year. Monthly tuition payments are due on the 1st of each month September-April. Please note that your tuition deposit is applied to your May tuition. Tuition payments made after the 5th of the month will incur a late fee. Parents may deliver monthly tuition payments by mail, sending it in students tote bag using the plastic zippered bag that is attached, or by setting up a monthly reoccurring payment that is sent via mail through your bank. Please make sure the tuition payment is sealed in an envelope clearly marked for the preschool office. Make all checks out to Trinity Preschool.

If your family is experiencing financial hardship and is unable to pay tuition, please get in touch with us.

EXTENDED LEAVE

Parents are responsible for their child's yearly tuition as stated in the parent-school contract. TPP, within reason, will work with families of students that require an extended leave of absence. An extended leave of absence is considered one month or more of consecutive absences. Parents must submit the specific dates and reason their child will be absent via email or written notice to the preschool office. Parents may request that we hold their child's spot. Spots held for an extended leave of absence will require families to pay 50% of their monthly tuition. This may be done for no more than two months per school year. Families that are absent for more than two months per school year will be required to pay the entire monthly tuition or their child will be unenrolled.

TERMINATION OF ENROLLMENT

If it becomes necessary for a parent to withdraw a child from the program during the school year, parents must provide thirty days written notice. Tuition will be prorated (September through May), with written notice.

The preschool reserves the right to withdraw a child from the program either on a temporary or permanent basis if:

- The child's behavior endangers the physical or mental health of the other children.
- The parents fail to abide by preschool policies and procedures.
- The program is unable to meet the developmental or special needs of the child, as determined by the Co-directors.
- The child fails to adjust to the school, as determined by the Co-directors.

SNOW DAYS & EARLY CLOSINGS

TPP follows Fairfax County Public Schools (FCPS) for all delayed opening, early releases, and weather related closures. Please check local news media, FCPS cable television station (channel 22), or FCPS website for school reports during inclement weather. During inclement weather, carpool drop off and pick up may take place at the Sanctuary doors opposite Dranesville Road.

If FCPS **opens two hours late**, then the TPP early bird program will begin at 10:00 a.m. and school will begin at 11:00 a.m. and continue per regular schedule.

If FCPS **closes early**, then TPP classes will also close early. TPP will communicate through email and the Remind app.

If FCPS is **closed**, then TPP classes will be canceled for the day.

TPP is not required to make up missed sessions due to inclement weather or emergency closings.

EMERGENCY PLAN

In the event of a tornado or similar emergency, students will be escorted either to the hallway in the North Wing or across the street to Herndon Elementary School and supervised by preschool staff. The preschool will make every effort to alert parents by phone or Remind app.

VIRGINIA STATE LICENSING

Trinity Presbyterian Preschool has applied for and completed all necessary paperwork and inspections of the Department of Education of the Commonwealth of Virginia. Trinity Presbyterian Preschool, sponsored by Trinity Presbyterian Church, has met all necessary requirements for Church Status Documentation for Virginia State Licensing of Preschools. TPP's Code of Compliance is posted in the preschool office. Please contact the office if you have any questions.

**Trinity Preschool
Parent or Guardian Handbook Receipt Form**

Parents or Guardians,

Please thoroughly review the Parent Handbook for the 2023 - 2024 school year, which contains the policies of Trinity Presbyterian Preschool. After reading the handbook, please complete this form and return it to the school as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Blessings and Smiles,

Sara and Jane
Co-directors
Trinity Preschool

I, _____ (print your name), the parent/guardian of
_____ (print child's name), hereby acknowledge
receipt of Trinity Preschool's Parent Handbook. I have read and agree to adhere to all the policies
and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____