

# Trinity Presbyterian Preschool



## Parent Handbook

2017-2018

# School Contact Information

## CONTACT US

Trinity Presbyterian Preschool  
1106 Alameda de las Pulgas  
San Carlos, CA 94070

Phone: 650.593.0770  
Fax: 650.595.5869

Office Hours: Monday – Thursday 8:30 – 3:00

Jenny Waddell, Director	<a href="mailto:jwaddell@trinitypreschoolsc.org">jwaddell@trinitypreschoolsc.org</a>
Sue Thompson, Program Manager	<a href="mailto:sthompson@trinitypreschoolsc.org">sthompson@trinitypreschoolsc.org</a>

**Staff / Board Directory is available on page 20.** Please note that teacher contact information is also located on the class rosters and monthly snack schedules.

## CLASSROOMS

AM Twos / Pre-K	(Trinity House)	650.593.0770
PM Twos / Threes	(Church Classrooms)	650.593.4477

## SOCIAL MEDIA

School Website	<a href="http://www.trinitypreschoolsc.org">www.trinitypreschoolsc.org</a>
Facebook	<a href="http://www.facebook.com/TrinityPreschoolSC">http://www.facebook.com/TrinityPreschoolSC</a>

## OTHER

Trinity Fed Tax I.D.	94-1384670
Trinity Presbyterian Church	650.593.8226

## Introduction

In the mid 1950's, founding Director Rosemary Smith started a playgroup in the park with other members of the American Association of University Women. In 1957, Rosemary asked the pastor of her home church, Trinity Presbyterian, if her group could use the church facilities on rainy days. He suggested she start a Preschool in the church and in October 1960, Trinity earned a license to become an official preschool. From the very beginning, Trinity has been a leader in early childhood education. In 1987, the National Association for the Education of Young Children accredited Trinity and recommended it as a model for other preschools.

Trinity Presbyterian Preschool continues to be a place where young children use their God-given abilities, interests, and characteristics to develop positive feelings about themselves and the world around them.

## Mission and Philosophy

### **Trinity's Mission**

Trinity's mission is to be a Christian cooperative pre-school dedicated to the spiritual, social, emotional, physical and intellectual growth of young children, through staff and families working together to support the school, the Church, the community, and each other. Trinity strives to:

- promote cooperative early childhood education by teachers and parents working together,
- foster emotional, physical, social, intellectual and spiritual growth of our children,
- support families in the challenges of parenting and in times of personal crisis, and
- be a positive witness to, and active contributor in, the community.

*Trinity Presbyterian Preschool is non-profit and is governed by the Session of Trinity Presbyterian Church. The school is run by a team of parents and is licensed by the Department of Social Services of the State of California (License number 410509660). Trinity's by-laws are on file in the school office and are readily available for any interested parent.*

### **Trinity's Educational Philosophy**

We believe each child is unique; an individual of intrinsic worth who should be permitted to grow in confidence, adequacy and trust.

The school environment is geared toward children. It is designed to be challenging as well as fun, but within each child's abilities. Even casual "free play" situations represent careful planning.

The Preschool experience provides many opportunities for children to develop techniques for getting along with others their own age. They learn which emotional responses are acceptable to others through trial and error and through the example of other children and adults. In the objective atmosphere of the school, children are free to express and resolve normal tensions.

### **Classes**

Trinity offers classes for children ages 2 – 5 years old. Classes are divided by age and incorporate planned learning activities appropriate to the children's age and development. Class size and child to adult ratios are as follows:

Twos ~ 2:1

Threes ~ 4:1

Pre-K ~ 5:1

## Organization

### **Staff**

Our teachers and staff are caring, concerned adults, chosen based on their personal qualities as well as their previous professional experience. They are trained and knowledgeable regarding early childhood education and strive to model God's love as they teach and interact with children. Their warm, positive relationships with young children and parents

allow children to develop the abilities and skills necessary to prepare for positive school experiences. In class, the staffing ratio is better than one adult (teachers and parents) for every five children. In Extended Day, the ratio is one staff member for up to six children.

### **Preschool Advisory Board (PAB)**

The Preschool Advisory Board, Trinity's "board", works with the Director, Program Manager and teachers to meet the needs of all children and parents involved in our program. Discussion and actions concern budget, capital improvements, personnel issues and updates on events and plans for the school. In addition, the Treasurer and Community Outreach Coordinator (in partnership with the Director and Program Manager) serve on the Tuition Assistance Committee. The Committee's focus is the review and approval of applications, and on-going oversight of allocation of funds. This Committee meets monthly, or on an "as needed" basis.

The Preschool Advisory Board is comprised of ten members who are also school parents or Trinity Presbyterian Church members. Member profiles are introduced to the school community in October via an informational flier. For additional information regarding board member roles, please refer to Appendix A.

### **Parents**

All parents are partners in our school program. In each area of the school, and through the mini transition times of the day, the teachers guide parents. Alongside the classroom teachers, parents are depended upon to maintain and uphold Trinity's curriculum and philosophy. It is important for parents to openly express questions, suggestions and observations. With free and honest communication, parents and teachers can more effectively understand and appreciate the whole child.

## **Preschool Policies & Practices**

### **Absences**

If you know your child will miss all or part of a school day, inform your child's teachers as soon as possible. If your child is sick, **please call the office by 8:30 am.**

If you are scheduled to co-op, but due to illness (you or your child's) will not be able to work, **please secure a substitute.** Family members may sub for you or you may CALL other parents on your class roster to find a substitute. Once a replacement has been found, **please CALL your child's teacher by 8:30 am** for morning classes and by **10:00 am for the PM Twos or PM Pre-K.** (Trinity House 593.0770 or Church Classroom 593.4477).

### **Allergy Asthma Action Plan**

Prepared for children with moderate to severe food allergies or Asthma, the Allergy Asthma Action Plan (AAAP) is a doctor authorized formal plan for treatment of a child in the event of an emergency. Plans and accompanying medications are housed in each classroom. All of Trinity's teachers and Extended Day staff are trained in how to recognize symptoms and administer EpiPen syringes. Forms are available in the office or on-line at [www.trinitypreschoolsc.org/Admissions](http://www.trinitypreschoolsc.org/Admissions).

### **Assessment**

Through the use of the various longstanding assessment materials, the teachers are able to effectively and efficiently focus on each child as an individual. The TPP assessment system provides the teachers with a plan to document the growth and progress of every child's development along with a developmental continuum. The documentation is then discussed with parents.

Informal parent / teacher conferences occur throughout the school year and are documented in the child's assessment portfolio. The three and four year-old classes have formal parent / teacher conferences held in February and March.

### **Attendance**

We encourage regular attendance at school in order for your child to benefit from school activities and to prepare for elementary school. If your child must miss class, please inform your teachers.

### **Birthday Celebrations**

In all classes, the focus of the Trinity celebration is on the happiness of a birthday, the special uniqueness of the birthday child and the growth and advances the child has made over the previous year.

In our Pre-K classes, parents provide a favorite, nutritious snack on their child's birthday. We feel that a low sugar snack policy is important for the physical, dental and mental development of children.

Please remember that *no birthday party invitations or presents* are to be brought to school. Children and parents are very sensitive to being excluded.

### **Book Bags** (Threes and Pre-K classes)

Each child will be given a large manila envelope with his / her name on it. This envelope is the child's "book bag". Every class day, each child is given the opportunity to choose a paperback book from the bookrack to take home. When the child returns the book, he / she is encouraged to share with an adult his / her favorite part about the story and then choose a new book to take home.

### **Calendar**

An official yearly calendar was sent home in May. Copies are available in the office and on-line in the "Parent Corner" at [www.trinitypreschoolsc.org/Resources](http://www.trinitypreschoolsc.org/Resources).

### **Cell Phones**

**Use of cell phones while co-oping is strictly prohibited.**

### **Change of Address / Phone / Emergency Contact Info**

For the safety and comfort of our children, it is imperative that we maintain current contact information on file. If your address, phone (home, work or cell) or Emergency Contact information changes, please inform the office immediately.

### **Clothing / School Attire**

Children should be dressed in comfortable play clothes. We paint, glue, play in the mud, and get wet. Children should not feel compelled to stay clean. Co-oping adults should also wear clothes that can get dirty.

For safety and full mobility, we strongly recommend closed-toed shoes be worn to school. All other shoes or sandals must have a heel strap.

On rainy days, please send your child with rain gear so that he or she may enjoy our rain walks or outdoor play if the rain isn't too heavy.

**Clothing (especially jackets and sweaters) should be clearly marked with the child's name.**

### **Co-oping**

Under a teacher's guidance and plenty of instruction, parents assume responsibility for overseeing a particular station / activity in the classroom, including clean-up. Parents participate once a week in the Twos and either once or twice per month in the Threes and Pre-K programs, during the time their child attends school. Parent participation days are assigned but may be traded as necessary.

In the event a parent is unable to work on their assigned workday, it is the parent's responsibility to find a replacement. Family members are welcome to sub. **We encourage arranging replacements as far in advance as possible, but understand that things happen unexpectedly.** If you are absent **two times**, and did not secure replacements, you will be contacted by the Director to address your family's fit within our co-op environment. **Please understand that if you do not make arrangements for a substitute, a station may need to be closed to the detriment of the children.**

- For short-term / last minute events;

- Reach out by email **AND** phone to find a replacement.
- If you are unable to secure a replacement, contact your class teacher by phone as soon as possible and no later than 30 minutes before the start of class.
- Teachers will maintain a “swap sheet” in the classroom and will note your replacement, if they are able to make arrangements for you. **Within one week, it is your responsibility to contact the person who filled in for you to take one of their days.** Record your replacement date on the “swap sheet” and the master schedule.
- If the teachers are unable to secure a replacement, a new work day will be assigned for you.
- In the event you do not secure a trade with your replacement within the seven-day timeframe, the teachers may contact you for a last minute fill-in when the need arises, until you are able to work your trade day.
- Record all work day changes on the master schedule located in the classroom.
- Depending on class volunteers, teachers may be able to provide a list of parents willing to substitute on short notice.
- Co-oping parents may bring babies in front or back packs until they are mobile. We ask that parents make other arrangements for older children.
- **Please note:** Every attempt is made to honor the 1-day or 2-day co-op preference per month. According to the actual number of school days per month, families may be scheduled for more, or fewer days, but never more than nine or eighteen during the school year.

### **Emergency Preparedness**

TPP maintains an Emergency Preparedness Plan for each site on campus. Each site plan is posted in the classroom. Copies are available in the office. A general overview is provided in Appendix B.

### **Enrollment Changes**

Changes to class option and co-op contract were to be made prior to August 1. Subsequent requests will be considered based on availability and are not guaranteed.

### **Enrollment Contract**

Each family is required to have a signed contract on file for each child enrolled at Trinity. The Enrollment Contract confirms each family's financial and service commitment during the school year. See Appendix C.

**Contract Changes:** For families in our Threes and Pre-K programs who wish to change their contracted co-op preference, please contact the office. Every effort will be made to try and accommodate your request, but approval is dependent upon the co-op needs of each particular class. In some cases, changes may be honored, but may not be implemented immediately.

### **Enrollment Forms**

**Due to Licensing requirements, children will not be permitted to attend class if required forms and documentation are not on file.** Supporting documentation includes; Co-Op Adult Medical Requirements, child's Physician Report and immunization record, and Allergy Asthma Action Plan if needed

### **Extended Day**

Children enrolled in the Threes and Pre-K programs may participate in Extended Day, which is currently offered after lunch until 4:00pm Monday, Wednesday and Friday<sup>1</sup>. Children are welcome to participate on days other than their regular school days, if space permits. Extended Day is held in the Church Classrooms. Children will have quiet time / naps, music, and a variety of play activities under the supervision of fully qualified staff.

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<sup>1</sup> TPP reserves the right to adjust days and/or hours of availability, based on demand.

For additional information regarding the Extended Day Program, including policies and billing, please refer to Appendix D.

- **"Regulars"** are enrolled upon completion of an Enrollment Contract (available in the office or on-line at [www.trinitypreschoolsc.org/Programs](http://www.trinitypreschoolsc.org/Programs)).
- **"Drop Ins"** may contact or stop by the office at any time to reserve a spot. Please note; If you register your child and plans change, please contact the office as soon as you know your child will not be attending. We often have others waiting for a spot. **If your child is a no-show, and you did not contact the office to cancel, you will be charged a \$25 cancellation fee.**

#### **Food Allergies** **Trinity has adopted a "Nut-Free Policy" throughout the campus.**

Severe food allergies are a serious issue, particularly in young children who often cannot verbalize what makes them ill. Nut allergies are an especially dangerous allergy in children and are a serious threat to some of our students at Trinity. Due to the frequency of occurrence and the severity of consequences for affected children, all of Trinity's teachers and Extended Day staff are trained in how to administer EpiPen syringes. A physician authorized Allergy Action Plan is required for children with moderate to severe food allergies (see Allergy Action Plan overview above).

#### **Grievances**

Please talk to the person involved to attempt a mutual resolution. If you are unable to do so successfully, write down your grievance and meet again with the person involved. If the problem has not been resolved, contact a teacher, the Director, or a ministry team member for assistance in reaching a solution.

#### **Illness**

It is our goal at Trinity to provide a safe and healthy environment for your children. Please review the following guidelines:

##### **Child Illness During Class Time**

If a child becomes ill at school, the child will be removed from the classroom and brought to the office or teacher prep room. This child will remain with an adult until he / she is picked up. The parent will be notified immediately to come pick up the child. If the parents cannot be reached, the persons identified on the child's emergency form will be contacted.

##### **Before a Child Returns to School After an Illness**

- A child must be fever-free, vomit-free and / or diarrhea-free for **at least** 24 hours prior to class. Should you, or your child become ill with the Norovirus, we ask that you please stay home for a full three days after your/your child's illness.
- A cold should be at least three days old. Pediatricians say that at this point, the cold is no longer contagious unless new symptoms develop.
- **Please report the outbreak of any communicable diseases to the office as soon as your child is diagnosed.** State law requires we notify those who may have been exposed. Your child's Pediatrician will likely inform you of the need to contact us, but if you are in doubt, please ask your doctor. A common (but not complete) list of communicable diseases that should be reported to us include; Chicken Pox, Whooping Cough, Strep Throat, Slap Cheek (Fifth Disease), Hand-Foot-and-Mouth, Head Lice, Pink Eye (Conjunctivitis), and Scabies.
- A child must be nit-free prior to returning to school after a case of Head Lice.

##### **Lice-Handling Procedures**

As a precaution to avoid the risk of re-exposure, children must be nit-free before returning to school. In the event a child has been infected with lice;

- All dress-ups, hats, pillowcases, baby clothes, blankets and listening mats in both Trinity House and Church classrooms are treated in a commercial dryer for 30 minutes.

- Clothes and hats that cannot be treated in a commercial dryer are sealed in plastic bags and removed to a designated area for 14 days.
- Carpets are vacuumed and the vacuum bag is discarded.

If your child has allergies or other conditions that produce symptoms that could be mistaken for an illness, please let our teachers know; it may save worrying.

Sick parents also belong at home and should follow these same guidelines before participating in classroom activities.

### **Leaving Trinity**

If circumstances lead to a family leaving Trinity during the school year, **the pre-paid May tuition and maintenance fees (if maintenance days have not been completed) are NOT REFUNDABLE**. When possible, a 30-day notice prior to leaving Trinity is appreciated.

### **Listening Mats**

Each child brings a listening mat brought from home. The mat is used during “quiet time” (listening time) to give children their own sense of space, which helps them transition to circle time. Listening Mats are housed with a child's Special Book in small, personalized cubby. Each child is responsible for getting his / her Listening Mat to and from the cubby each class period. To make this daily routine easier for the children, please follow a few basic guidelines:

- Listening mats should be simple, and no larger than a hand towel or placemat. If the child's mat is larger than a placement, teachers will ask the parent to replace it with one that can be accommodated by the child's cubby.
- Each mat should be clearly marked with the child's first and last name in **large, dark** letters to help adults locate mats when they are accidentally placed in the wrong cubby.

### **Lost and Found**

Unlabeled clothing will be placed in the classroom's lost and found box. In order to eliminate classroom clutter, all unclaimed items will be donated to charity in December and June.

### **Maintenance Days**

**Workday assignments are distributed at the beginning of the school year.** A work shift is typically from 8:00 am to 11:00 am, but everyone is expected to stay until the Coordinator determines the jobs are complete. It is very important that everyone arrives on time in order to complete the assigned maintenance activities within the three-hour shift. Please make every effort to fulfill your obligation...we count on you!

In the event a parent is unable to work on the assigned day, it is the parent's responsibility to arrange a trade as soon as possible. Once the trade is arranged, the parent contacts the Maintenance Coordinator via the contact information provided on the schedule.

- **Parents who arrive late, or leave early, will not receive their maintenance refund.** The Maintenance Coordinator will determine when the work is complete and will then check out all attendees as a group.
- **In the event a family leaves the school prior to the scheduled workday the Maintenance Fee will not be refunded.**

### **Maternity Leave**

This program affords mothers up to a six calendar week break from co-oping (holiday weeks are included in the leave time). During this time, family members are welcome to co-op if preferred. Please let your teachers know of your due date as soon as appropriate, so arrangements can be made to cover your co-op day(s) if necessary.

### **Medications**

Trinity staff only administers medication in an emergency situation, and in accordance with a doctor-authorized Allergy Asthma Action Plan. Medication stored on the premises for children with allergies must be labeled with the child's name



and expiration date, and will be returned to the family at the end of the school year, or upon request if the medical condition has changed.

### **Parent Education Library**

Trinity maintains an extensive library of books and reference materials for parents. A complete list of available books and articles may be found on our website Resources page, at [www.trinitypreschoolsc.org/Resources](http://www.trinitypreschoolsc.org/Resources). Articles may be accessed via the website and books are available in the preschool office. Books may be borrowed for one month.

### **Parent-Teacher Conferences (Threes and Pre-K Classes)**

Parent-Teacher conferences are held each spring to discuss your child's growth and development. If you wish to meet with your child's teachers before this time, please contact them to arrange a time and place.

### **Parent Meetings**

Each class holds two to three **required** night meetings per school year. During these meetings, teachers and parents discuss topics such as class structure and procedures, child growth and development, behavior and discipline techniques, and kindergarten readiness. These meetings encourage ideas and information exchange for growth in parenting skills.

In addition, up to two All-School Parent Education Night classes are provided for parents, and feature guest speakers.

### **Pets**

Pets are not allowed on campus with the exception of "Pet Week". Teachers will inform parents of the opportunity to sign up to bring a family pet to school.

### **Safety: Classroom**

As a co-oping parent, it is your responsibility to be safety-conscious at school. When you are working, remember that you are responsible for a specific "station". If you need to leave your area, ask a teacher to watch it for you. In keeping with the safe supervision of the children, **cell phone use while co-oping is strictly prohibited.**

### **Safety: Parking Lot**

**When Driving** Please be aware of the one-way traffic pattern in the Trinity Church parking lot. **ENTER ONLY** from Alameda (near the Church classroom) and **EXIT ONLY** from either driveway along the upper parking level along Brittan Avenue. Parking lot speed limit is 5 mph.

To ensure the safety of all children and adults, **DRIVERS ARE TO COME TO A COMPLETE STOP** when children are walking in the parking lot during drop-off, pick-up, and the transitioning of children to Extended Day.

- No cell phone use while driving or walking in the parking lot.
- No child or sibling should be left in a car alone.
- When driving through the parking lot, please refrain from conversing with friends who are walking to their cars. Pull safely in to a parking spot so that others may pass.

### **When Walking**

Children need to understand that the parking lot is like a street and should not be allowed to walk independently. **Holding hands is a must.** Children should be "connected" to an adult at all times.

Please do not let your child walk in the plant areas or climb the hills or retaining walls. Our families have created cherished memory tiles that will break if children climb on the wall.

### **Sibling Attendance**

Co-oping parents may bring babies in front or back packs until they are mobile. We ask that parents make other arrangements for older children.

### **Snack**

The Trinity teachers try to plan and implement food experiences that help children develop a positive attitude toward food. Children gather much of their information and food preferences from adults who serve as important role models. Therefore, it is critical that parents and teachers work together to provide children with sound nutritional information and experiences. Throughout the year, parents are asked to check the monthly class snack schedule and provide snack on the day assigned. Your support allows us to offer children a variety of cooking and eating experiences.

### **Solicitation and Distribution of Literature**

In order to ensure efficient operation of TPP business and to prevent disruption to TPP families, we have established control of solicitations and distribution of literature on TPP property. Parents are not to use school or church property, or group email lists to promote or solicit support for non-TPP sponsored events.

### **Special Books**

Starting in the Threes Class, each child creates his / her own "self-concept " book. The book is a collection of stories and experiences dictated to an adult. The books stay in the cubbies at school until the child leaves Trinity.

Instructions will be forwarded, along with cardboard to make the covers. Parents are to help their child select a fabric of his / her choice. This fabric is a reflection of the uniqueness of your child.

### **Tobacco, Firearms & Drug Policy**

TPP strictly prohibits smoking, the use of firearms, and other hazards that pose risks to children and adults.

### **Toys from Home**

Personal toys are not allowed at school.

### **Tuition Assistance**

Trinity offers limited financial aid during times of temporary hardship. Requests are kept confidential. Please contact the Director for more information.

### **Tuition and Fees Payments**

The school is supported by tuition and program fees. Every effort is made to control tuition expenses while continuing to provide an excellent educational experience for our students.

#### **Tuition Policy**

- Invoices are sent home via email or parent folder on the 15<sup>th</sup> of each month.
- Payment **in full** for tuition and fees is due by the first of the tuition month and considered late on the second.
- A \$30 late fee will be imposed each month a balance remains on the account, for each child.
- Late payment of the monthly tuition and fees gives the school the right to declare the entire unpaid balance immediately due and payable.
- Families with delinquent accounts will not be allowed to re-register for the following school year. Additionally, at the end of the semester, the Director has the authority to drop from enrollment families who have made:
  - No payment toward a delinquent account.
  - No effort to address their situation with the Director or Program Manager with a plan for resolution.

- Parents will be held responsible for reasonable attorney fees and collection costs necessary for the collection of any amount not paid when due.

**Volunteering**

We welcome volunteers to help with classroom and school-wide functions. Class volunteer opportunities are presented at the Parent Orientation meeting, while other opportunities are communicated throughout the school year. Volunteering is a great way to get to know other parents while supporting Trinity, so please consider helping out!

## Appendix A

### Preschool Advisory Board (PAB)

The Preschool Advisory Board (PAB) Trinity's "board", works with the Trinity Presbyterian Preschool (TPP) Director, Program Manager and teachers to collaboratively meet the needs of all children and parents involved in the preschool program.

The Session (leadership team) of Trinity Presbyterian Church authorizes the PAB and the Director of the school to determine the policies of the School with respect to financial administration, personnel, curriculum and other related manners. (See TPP School by-laws for more information.)

The PAB's scope of responsibility includes discussion and action regarding TPP community events and planning, capital improvements, the annual budget and personnel issues. The board meets monthly with minutes taken at all meetings. Board members also sit in on one staff meeting per year, participate in "Teacher Chats," and attend Parent Education and class parent meetings. The board is comprised of ten members with specific duties allocated to each role.

In addition, the Treasurer and Board Chair (in partnership with the Director and Program Manager) serve on the Tuition Assistance Committee. The Committee's focus is the review and approval of applications, and on-going oversight of allocation of funds. This Committee meets monthly, or on an "as needed" basis.

#### **Chair**

- Lead the PAB, helping identify long-term goals, plan for capital improvements, develop policies and maintain focus on the School's mission.
- Ensure viability of board member leadership positions by promoting responsibilities and expectations, as needed. Oversee process for leadership transition.
- Facilitate monthly board meetings by leading discussion, clearly defining expectations for approved projects/activities, identifying ownership and deadlines and securing accountability for outcomes.
- Participate in annual budget planning and recommendations for PAB and Session (governing body for Trinity Church).
- Lead Teacher chats
- Attend class parent meetings as needed.
- Participate in hiring new staff members.
- Enforce TPP by-laws.
- Serve on Tuition Assistance Committee, attend meetings. As member, champions the Tuition Assistance Program by organizing efforts to promote awareness and funding.
- **Church Communications**
  - Must be a member of Trinity Presbyterian Church, and actively engaged with the church community.
  - Proactively represent TPP with the church community.
  - Identify opportunities for joint collaboration between the church and preschool, such as community outreach efforts (Coat drives, food drives, etc.), support for community building events and/or fundraising efforts.
  - Inform PAB members of church activities and opportunities that may be of interest to preschool families.
  - Report to Session (either by meeting with the Session Liaison to the Preschool, by meeting in person with Session, by written report to Session, or by other communication to church leadership) of school activities and opportunities that may be of interest to the church community.

#### **Secretary**

- Record minutes and action items at monthly PAB meeting for presentation and approval; highlighting specific projects, roles and deadlines undertaken by board members.
- Distribute minutes to PAB within seven days of board meeting.
- Send 'Thank You' notes (for non-fundraising events) within one week of event.

#### **Treasurer**

- Review monthly financials with Program Manager. Present budget report at monthly meetings, highlighting notable budget variances and Tuition Assistance funding status.
- In partnership with the Director and Program Manager, oversee the annual budget process including projecting estimated year-end income and expenses.

- Oversee capital expenditure requests received from Director and Program Manager to evaluate availability of funds for the anticipated project.
- Serve on Tuition Assistance Committee, attend Committee meetings.
- Oversee compliance of funding timeframes for each recipient family.
- Maintain oversight of funding levels / manage Tuition Assistance reward limits as necessary.
- Assist/prepare ad hoc financial analysis or research related to revenues or expenses.

### **Parent Communications & Activities**

- Provide oversight of Class Coordinators by providing direction and resources necessary to fulfill yearlong activities related to classroom and school-wide events. These activities include, but are not limited to the following (see Class Coordinator job description for further detail):
- Organize and promote attendance and participate in "Meet and Greet" play dates, (held at Trinity House playground)

September	Promote attendance and participate in "Meet and Greet" play dates, (held at Trinity House playground)
September	Collect Class Funds from class parents
December	Coordinate class staff Christmas gifts
January	Help secure location for class Parent Meeting and support logistics
May	Coordinate recognition events for class staff during Teacher Appreciation Week
May	Help coordinate and host Teacher Appreciation Luncheon
All Year	Provide support to families as needed, throughout the year. (i.e., community support for a family in need, integration in to class routines, inclusion in community events, etc.)  Promote participation and/or recruit class volunteers in support of class and school-wide social events.

- Partner with teachers in April to identify Class Coordinator candidates. Secure positions by May.
- Meet with Coordinators in May to outline responsibilities for coming year.
- Partner with Social Events Chair as necessary to insure proper support of events.
- Conduct annual parent survey (Jan.– Feb.) and provide a summary report to the PAB (end of March).
- Facilitate on-going feedback via Class Coordinators regarding concerns and suggestions from families. Encourage communication flow through appropriate channels.

### **Social Events**

- Create, manage, and execute two school-wide TPP social events per year, with the objective of having one fall event (e.g., Back-to-School BBQ), and one spring event (e.g., ice-cream social). Ideally, the fall event will be chaired by incoming Pre-K and the spring event by Twos or Threes.
- Recruit event chairs.
  - Provide guidance and supervision as needed in the design, implementation, and promotion of social events.
  - Encourage cultivation of subsequent event chairs.
- Facilitate use of Class Coordinators as key players in volunteer recruitment and event promotion. Utilize event chairs as necessary to insure proper support of events.
- Look for and promote opportunities for informal social activities throughout the year. Examples include school-wide meet-ups at the El Camino pumpkin patch jumpy houses, Christmas stroll down Eucalyptus St., Rockin' Jump, shopping night at the Reading Bug, etc.
  - Leverage Class Coordinators in promoting events and as needed, in recruiting volunteers.
- Create and maintain TPP social calendar, with the goal of securing main events dates prior to publishing of school year calendar.
- Keep detailed records of events planned, including community contact lists and procedures used for event execution.

### **Community Outreach & Education**

- Partner with local organizations to develop supportive outreach initiatives. Current partnerships include, but are not limited to; Shelter Network (SM Co.), Family Connections (SM Co.), and Second Harvest Food Bank (SC).
- Promote involvement within TPP community and coordinate participation.

- Book, promote and organize one Parent Education Class during the school year.
- Promote event within local school community. If event is designated as open to the public, work with Public Relations Coordinator to promote via social media and community forums.

#### **Public Relations**

- Partner with TPP staff and PAB board members to identify topics and events to promote in our local community.
- Review YELP content; provide feedback to reviewers as necessary.
- "Push" Trinity news, articles, etc., to feeder groups within our community such as PATCH, Mother's Clubs, children's stores, community events and recreation centers.
- "Pull" information by researching opportunities for partnership and exposure such as Preschool nights, book readings, library events, community events, etc.
- Coordinate representation in partnership with staff and/or other board members.

#### **Strategic Development**

- Identify trends related to our community and Trinity Preschool, assess effectiveness of current strategies for development, and implement changes as necessary in collaboration with Program Manager, Director, and Chairperson.
- Design and manage funding opportunities including annual giving campaigns, special projects, grant writing, and other school related solicitations.
- Write Thank You notes for donations, within one week of donation receipt.

#### **Capital Improvements**

- Survey TPP campus on an on-going basis to identify potential areas of need. Compile and update lists of maintenance needs for the school campus.
- Identify potential areas in need of capital improvement.
- Delegate smaller scale items for incorporation into monthly Maintenance days.
- Assist in setting capital expenditure priorities, coordinating with the Director and Program Manager.
- Solicit bids and select service providers and/or contractors for all services/work provided by outside vendors.
- Manage the schedule and budget for all capital improvement projects through to completion.
- Maintain on-going communications with Repair and Cleaning Coordinators

## Appendix B

### EMERGENCY PREPAREDNESS PLAN

In the event of fire, earthquake, or major disaster, teachers will oversee the site situation and organize the orderly evacuation of children and parents.

Each location, Trinity House and Church Classroom, have adopted specific Emergency and Evacuation Plans. Plans are posted in each site and are available in the office. General focus in the event of an emergency is as follows:

#### **FIRE: GO!**

Co-oping adults gather children in their area of responsibility and leave via nearest exit. Adults will walk children out to the designated safety area (Trinity House = upper parking lot, Church Classroom = lower parking lot near dumpster).

#### **EARTHQUAKE: STAY!**

Co-oping adults direct children to seek shelter under a table in any room, under the loft or against a windowless wall. Children will be instructed to cover back of head and neck with arms. Once the environment has stabilized, children will be escorted to designated safety area.

#### **EVACUATE**

As children and adults are exiting the building;

##### Teacher One

- will conduct a headcount
- instruct adults

##### Teacher Two

- checks all rooms
- gathers Attendance Book, Emergency Folder and cell phone (if possible)
- secures the building
- joins children and adults in designated safety area

#### **CHILD RELEASE**

Children will be released to parents or representatives, and will be signed out. In the event a parent is not available for pick-up, adults taking children will sign out on back of the child's Emergency Form and will leave contact information.

#### **EMERGENCY SUPPLIES**

Supplies are located in Rubbermaid container behind the office / shed area and include; Emergency Contact information, Allergy List, tent, first aid supplies, radio, flashlight, batteries, emergency blankets, water, snacks, toilet paper, and potty chairs.

(Complete Plan details are posted in each classroom and available in the school office.)

## Appendix C

### ENROLLMENT CONTRACT

SAMPLE ONLY. FAMILY ORIGINAL ALREADY ON FILE.

NAME: «CHILD» «LAST\_NAME»

CLASS: «CLASS»

CO-OP PLAN: «COOP»

MONTHLY TUITION RATE: «TUITION» \*

#### FINANCIAL AND LICENSING REQUIREMENTS

- THE MAY 2018 TUITION PAYMENT SECURES «CHILD»'S ENROLLMENT AND IS DUE WITH THIS CONTRACT BY JANUARY 15, 2017. **THIS PAYMENT IS NON-REFUNDABLE.**
- Statements are distributed (via the classroom parent folder) on the 15<sup>th</sup> of each month. **Payment in full** for all included tuition and program charges is due on the first of the following month and considered late on the 2nd. Late or partial payments will be assessed a \$30 late fee, per child.
- **Due to Licensing requirements, children will not be permitted to attend class if required forms and documentation are not on file (due August 1).** Supporting documentation includes co-oping adult Medical Requirements (negative TB, proof of immunization against Measles (MMR) and Pertussis (Tdap)) and child's immunization record.

#### PARENT INVOLVEMENT

- **Co-Oping**  
Parents are required to co-op in the classroom one or two days per month, in accordance with the chosen Co-Op Plan above. (Twos' parents co-op once a week). Co-op days are assigned to each family and it is the parent's responsibility to arrange coverage in the event of a conflict or illness. **Flex Program parents assigned co-op days will be split between TTH and the chosen Flex day.**
- **Maintenance Days**  
Each parent is expected to work one Maintenance Day. Each parent pays a \$100 Maintenance fee in August, which will be refunded after completion of each parent's assigned Maintenance Day. **If a family leaves Trinity prior to completing the assigned Maintenance Day, the fees are non-refundable.**
- **Parent Meetings**  
Parents are required to attend scheduled Class Parent Meetings (two to three) per year.

My signature below indicates my understanding of, and agreement with, the policies outlined in this contract. *(Please keep a copy of this contract for your records.)*

\_\_\_\_\_  
Mother's Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Father's Signature

Date \_\_\_\_\_

*\* For families with two or more children enrolled, a 20% Sibling Discount is applied to the younger child's monthly tuition. If applicable, the Sibling Discount has been included in the above Monthly Tuition rate.*



## Appendix D

### TRINITY PRESBYTERIAN PRESCHOOL

#### **EXTENDED DAY REGULAR ATTENDANCE ENROLLMENT FORM 2017-18** *For Threes and Pre-K Students*

**USE THIS FORM ONLY IF YOU PLAN TO ENROLL AS A "REGULAR" PARTICIPANT.**

Your child may drop in, or become a "regular" at any time during the year, space permitting.

Please see attached for important information regarding program rates, policies and guidelines.

**Family Last Name:** \_\_\_\_\_

**Child(ren)'s Name:** \_\_\_\_\_

**CLASS:**            ☐ TTH / FLEX3s            ☐ MWF 3s            ☐ MWF Pre-K            ☐ PM Pre-K

**Days each week:**    ☐ M            ☐ W            ☐ F

**Schedule per day<sup>2</sup>:**    ☐ **HALF DAY** (12:00 – 4:00)            ☐ **PM** (3:15 – 4:00 )

## BILLING

Extended Day fees are due in advance, by the first of each month. Drop-ins are billed per day and are posted to the next regular monthly statement.

*My signature below indicates my understanding of, and agreement with, the rates, policies and guidelines outlined in the attached.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

<sup>2</sup> TPP reserves the right to adjust the days and/or hours of availability as needed, and will provide a minimum of two weeks notice of schedule changes.

## TRINITY PRESBYTERIAN PRESCHOOL

### EXTENDED DAY RATES, POLICIES & GUIDELINES 2017-18

Extended Day is currently offered<sup>3</sup> on regular school days; Mondays, Wednesdays, and Fridays until 4:00\*. You may sign up as a "regular" for as many days as you need, or your child may drop-in, space permitting, on any day.

**Rates listed are per day.** A 10% sibling discount is applied to second child, when both are enrolled as regulars.

	<b>HALF DAY</b> 12:00 – 4:00	<b>PM</b> 3:15 – 4:00
<b>Monthly Regular:</b>	Daily Rate	Daily Rate
3-day	\$36	n/a
2-day	\$40	\$10
1-day	\$42	\$12
<b>Drop-In:</b>	\$50	\$15

#### POLICIES AND GUIDELINES

Extended Day is held in the Threes class areas of the church building. Children have the opportunity to participate in circle times, craft activities, outside play, music, free choice, and quiet time (naps if the child chooses), all under the supervision of fully qualified staff. Children are welcome to attend Extended Day at any time space permits, including days on which they do not have class.

#### Who can attend Extended Day?

Extended Day is available for children enrolled in our Threes and Pre-K classes. Children may participate as "Regulars" or "Drop-ins";

- As a **"regular"**, you pay in advance to secure a spot for your child on specific day(s) each week.
- As a **"drop-in"**, you check with the office for availability on the day(s) you would like your child to stay. This can be as late as right before Extended Day begins. We have sign up sheets in the office for you to sign your child up, or you may call the office.

#### How far in advance can I schedule a Drop-In?

You may schedule drop-ins as far in advance as you'd like, however if another family wishes to add their child as a Regular, and your child is signed up for the last available space, we will give you two weeks notice and honor any drop-in dates you have during those two weeks.

#### When is the program available?

This program is currently offered Monday, Wednesday and Friday, when school is in session. Extended Day starts immediately after class and will end at 4:00 pm. Our schedule is dependent upon demand. Trinity reserves the right to adjust the days and/or hours of availability as needed.

Extended Day is closed during school holidays.

#### Can my child stay for a shorter time?

Yes, you can pick up your child at any time however, you will **not** receive a rate deduction.

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<sup>3</sup> TPP reserves the right to adjust the days and/or hours of availability as needed, and will provide a minimum of two weeks notice of schedule changes.

\*

**What happens if I'm late for pick-up?**

A late fee of \$1 per minute will be charged, per child. If you are habitually late, your child may be dismissed from Extended Day.

**What is the child to teacher ratio?**

Up to 6:1

**As a regular, can I trade the regular day I am enrolled for another day?**

We are unable to accommodate trade days for the days in which Extended Day is open and your child does not attend.

**What about holidays that fall on my regular day?**

Since school is not open on holidays, Extended Day will be closed as well. You will only be charged for days in which Extended Day is open.

**What if I want to cancel or change my child's Extended Day plan?**

We require two weeks notice for changes or cancellations for a child enrolled as a "regular". Please contact the office.

**What if my child is sick or absent?**

Please contact the office as soon as you know your child will not be attending Extended Day. We are unable to offer a refund if a child is unable to attend due to illness or other absence.

**What if I sign my child up as a drop-in, and then don't use the day?**

Please contact the office as soon as you know your child will not be attending. We often have others waiting for a spot. **If your child is a no-show, and you did not contact the office to cancel, you will be charged a \$25 cancellation fee.**

**Is there a Waitlist?**

- Enrollment as a Regular  
We maintain a waitlist for families who want to enroll as a "regular" on a day that is full. Parents will be notified when a spot opens up. Please contact the office to be placed on a waitlist.
- Sign up as a Drop-In  
If the day you prefer is full with Regulars, we will add your child(ren) to a waitlist. Openings may be dependent upon absences, so while we are happy to waitlist your child for a given day, we won't know if we have an opening until the actual day arrives. Children are waitlisted on a first come, first served basis. Parents will be notified as soon as we are aware of our enrollment status. For either option, please contact the office if you would like your child(ren) added to a waitlist.

**TRINITY PRESBYTERIAN PRESCHOOL ... CONTACT US:**

**Please contact the office for a Staff or Board roster.**

# PARENT HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

**PLEASE SIGN AND RETURN AT CLASS ORIENTATION MEETING.**

**DUE TO OFFICE NO LATER THAN FRIDAY, SEPTEMBER 8.**

FAMILY LAST NAME: \_\_\_\_\_

**ONLY ONE FORM REQUIRED PER FAMILY.**

Oldest Child's Class (please circle):

AM TWOS      PM TWOS      TTH3s/Flex      MWF3s      MWF Pre-K      PM Pre-K

I HAVE RECEIVED AND READ THE 2017-2018 TRINITY PRESBYTERIAN PRESCHOOL PARENT HANDBOOK.

MY SIGNATURE BELOW INDICATES MY UNDERSTANDING OF, AND AGREEMENT WITH, THE POLICIES OUTLINED IN THIS HANDBOOK.

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date