

# TRINITY CHRISTIAN SCHOOL

*AN OUTREACH MINISTRY OF TRINITY CHURCH*



## PARENT HANDBOOK 2019 - 2020

**Trinity Christian Preschool**  
3902 Kenwood Drive  
Spring Valley, CA 91977  
(619) 462-6440

Licensed with the State of California #370800600

Our school has achieved national accreditation through the  
**Association of Christian Schools International (ACSI)**

**Trinity Christian School**  
**An Outreach Ministry of Trinity Church**

**Preschool Handbook**

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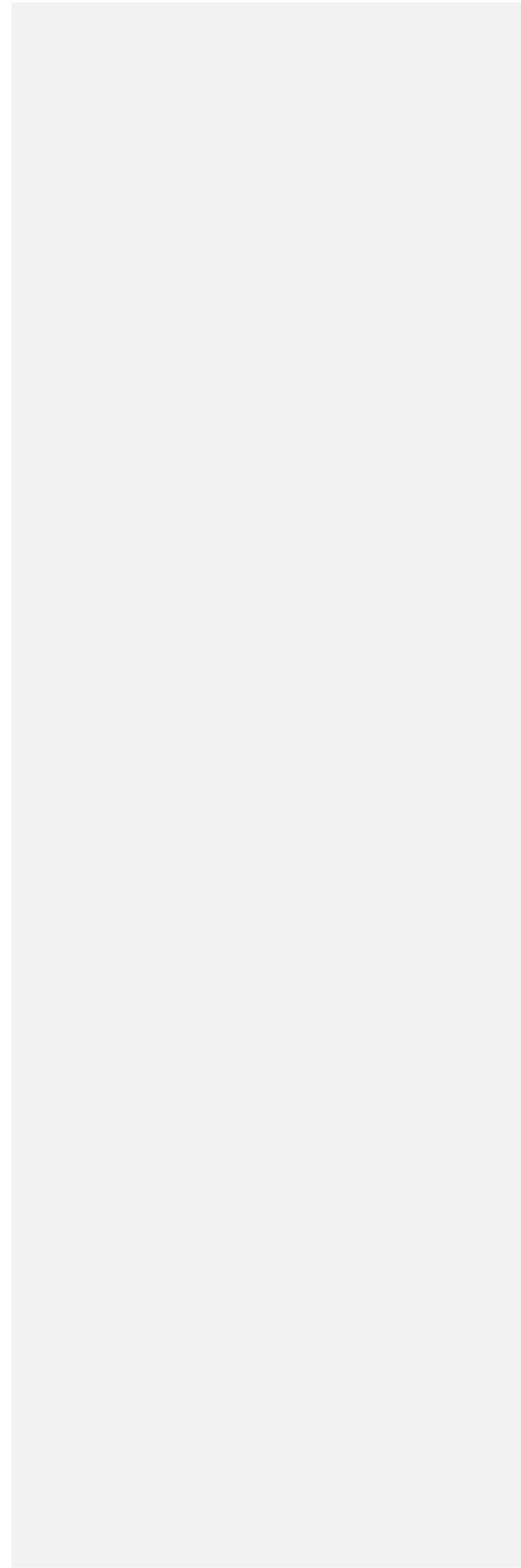
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## WELCOME

Welcome to Trinity Christian School! Our preschool is the beginning of a quality Christian education for the next ten years. Our preschool program starts with our three year old class, moves onto our four year old class and then our Jr. Kindergarten.

The preschool was established in 1969 and expanded into an elementary school in 1979 with the addition of our junior high program in 2003. Our school is a non-profit organization which operates on a non-discriminatory basis, without regard to race, color or religion. We are licensed by the State of California, member of the Association of Christian Schools International (ACSI) and are an accredited preschool program.

Parents are welcome in our classrooms at anytime. Please call the office to schedule a visit. Ideas for classroom help include: room parent, cutting out materials, field trips, class parties, and much more. We encourage parent participation throughout the year as it is a wonderful support for our staff. You can become part of the Parent Teacher Fellowship (PTF) that works to build community within our school.

Our prayer for you, as parents, is that you value each day with your children, pray for them, teach them God's Word, love them, play with them and take time to laugh with them. They grow so quickly. It is truly a joy to watch each child grow and develop over the years.

The precious things they say and do are like treasures we tuck away in our memories forever.

*"How great is the love the Father has lavished on us, that we should be called children of God."*  
(1 John 3:1) And that is what we are!

Feel free to stop by any time if there is something we can pray with you about, help you with or to just say "Hi." Our door is always open.

Serving His children in love,

Sharon Axe  
Principal

Jimmie Drummond  
Principal

## GREETINGS FROM THE PASTOR

It is my great privilege to serve Trinity Church as the Pastor and to see the significant work of Trinity Christian School in the lives of young people. I have had a connection to the school since 1981 when our three daughters began to attend TCS and my wife, Connie, served as an administrator.

I am glad to affirm that the Lord has and continues to use this school to educate and shape the faith and character of your precious children. Thanks be to God for TCS!

One of the reasons TCS is so effective is the dedication of the principals, the administrative staff, the teachers and aides, the Watch DOGS volunteers, and the parents and others – all of whom generously and wholeheartedly give of themselves and their time to ensure that the school excels. To all of you I would like to say “Thank You Very Much!” Without your dedication and the investment of your time TCS could not be effective in its call to integrate quality education with the Word of God.

Our Lord, Jesus, directed his disciple to “bring the little children to me.” Jesus love children and esteemed them to be worthy of his time and attention. TCS is following Jesus’ example admirably – esteeming children and pouring love and nurture into their live. God bless TCS and all who serve it so well.

With Gratitude,

*Pastor James Wilson*  
Interim Pastor

## MISSION

Trinity Christian School, an outreach ministry of Trinity Church, commits to a partnership with parents to inspire academic and personal excellence in a Christ-centered environment.

## PHILOSOPHY

The school's philosophy for the Preschool is one of training that begins at a young age in a Christ-centered environment for the whole child; spiritually, socially, physically, and intellectually. *"Train up a child in the way he should go, and when he is old he will not depart from it."* Proverbs 22:6

The school's vision is to be distinctive in the community by providing an affordable, quality preschool program centered on the love of Christ and God's Word. *"But Jesus said, 'Let the little children come to me, and do not forbid them; for of such is the kingdom of heaven.'" Matthew 19:14*

Our goal is to introduce Jesus Christ and the salvation message, through a safe and loving environment, staffed by committed Christian teachers and assistants. *"The Lord Jesus said, 'Unless you are converted and become as little children, you will by no means enter the kingdom of heaven.'" Mathew 18:3* We realize that we are partners with parents in the developmental process. *"...but bring them up in the training and admonition of the Lord."* Ephesians 6:4 We recognize that each child is created by God, which makes him/her unique and special. *"For you formed my inward parts...I will praise you for I am fearfully and wonderfully made."* Psalm 139:13,14

We teach the children that God created all of us with the ability to make choices. Some choices honor God and are the best for us. Other choices dishonor God and are harmful to others and ourselves. Teaching about sin, its consequences and God's love and forgiveness is foundational to our discipline policy. *"Finally, all of you be of one mind, having compassion for one another; love as brothers, be tenderhearted, be courteous; not returning evil for evil or reviling, but on the contrary blessing, knowing that you were called to this, that you may inherit a blessing. For 'He who would love life and see good days, let him refrain his tongue from evil, and his lips from speaking deceit. Let him turn away from evil and do good; let him seek peace and pursue it. For the eyes of the Lord are on the righteous and His ears are open to their prayers; but the face of the Lord is against those who do evil.'" 1 Peter 3:8*

The purpose of our program is to address and nurture the whole child; spiritually, socially, physically and intellectually, and to provide opportunities that foster readiness through age-appropriate activities. The program promotes a sense of accomplishment and builds self-esteem by encouraging self-help skills, open-ended, hands-on learning through Bible lessons, art, movement concepts, and personal and social skills.

## STATEMENT OF FAITH

We believe the Bible to be the inspired, infallible and authoritative Word of God.

We believe in one God, the Creator of heaven and earth, who exists forever in three persons: Father, Son and Holy Spirit.

We believe in Jesus Christ to be both God and man. We believe in His pre-existence, incarnation, virgin birth, sinless life, and miracles. We believe His substitutionary death on the cross to be sufficient for the atonement of the sins of the world through His shed blood. We believe in His bodily resurrection, ascension to the right hand of God the father, and His personal return in power and glory.

We believe in the present ministry of the Holy Spirit, who regenerates, sanctifies, and comforts those who believe in Jesus Christ, indwelling the Christian believer, enabling him to live a Godly life.

We believe that all people are sinners by nature, and need regeneration by the Holy Spirit on the basis of His grace alone. We believe in the resurrection and judgment of all people; to everlasting life with God for those who obediently heed the call of God in Jesus Christ, to everlasting separation from God for those who reject Jesus Christ as Lord and Savior.

We believe in the spiritual unity of the church, which includes all believers in our Lord Jesus Christ. We believe the Church is called to live a life of righteous works, in love and compassion, separated from the bondage of the world, and yet bearing witness in the world to His saving grace through the power of the Holy Spirit. We believe God desires to use the church to make Jesus Christ known to all people as fellow man, divine Lord and Savior.

## FAMILY LIFESTYLES AND BIBLICAL VALUES STATEMENT

We believe God has charged parents with the primary responsibility for the training of their child. The role of the school is to complement that training with an emphasis on the need for a personal relationship with Jesus Christ and involvement in a local church.

We believe in the truth and relevance of the Bible, we honor the parenting roles and child development principles taught in Scripture.

*“So God created people in his own image; God patterned them after himself; male and female he created them.” Genesis 1:27*

Specifically, we teach that men and women (boys and girls) are created with equal value in the image of God and that he loves them intensely.

*“And further, you will submit to one another out of reverence for Christ... don’t make your children angry by the way you treat them. Rather, bring them up with discipline and instruction approved by the Lord.” Ephesians 5:21, 6:4*

We believe that the family as God intended is a partnership between a husband (man) and wife (woman) who share responsibility and submit to one another out of love for each other and respect for their Creator. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love people.

*“And you must commit yourselves wholeheartedly to these commands I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are away on a journey, when you are lying down and when you are getting up again.” Deuteronomy 6:6-7*

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## ABOUT OUR SCHOOL

Our program has morning enrichment, developmental classes starting at 9:00 am and ending at 12:00 pm, with classes running from September to June. Children must be 2 years and 9 months of age and potty trained.

Parents may custom tailor the program to their needs. We offer a 2-day (T-Th), a 3-day (M, W, F), or a 5-day (M-F) program for children 2 years and 9 months to 5 years old.

For the children who need additional learning experiences, we offer an afternoon JRK program. It is designed to introduce the child to some necessary skills that will help him/her to be better prepared for Kindergarten. The class begins at 12:30 pm and ends at 3:00 pm.

## GOALS-DAILY PROGRAM

The staff of the preschool has set the following goals to help your child meet his/her spiritual, cognitive, physical, social and emotional needs:

1. To help him/her feel happy and secure in the first educational setting away from home.
2. To assist him/her to become independent and self-confident, as well as an interactive person in a group setting.
3. To teach him/her to display acceptable manners, behavior and respect.
4. To stimulate his/her curiosity to explore their environment.
5. To inspire in him/her a desire to discover his/her God-given creative gifts.
6. To come to know and use his/her mind in developing concepts.
7. To grow in his/her stature and use of their body.
8. To come to a knowledge of and love for God, Jesus and the Holy Spirit.

These goals are attained through our daily program, which includes the following:

- Prayer, Bible stories and Christian morals and values
- Experiences with numbers, pre-reading skills and writing
- Fine and gross motor development activities through puzzles, manipulatives, and hands on learning in language, science and math
- Arts and crafts
- Movement, music and drama
- Computer usage
- Indoor and outdoor play
- Love of God, country, family and the acceptance of the uniqueness of each individual
- Field trip experiences by expanding the classroom into the community

## PREPARATION FOR SCHOOL

Entering preschool is a big step for both the child and parent. Children may react in different ways. If your child cries and clings to you, do not be upset but calmly reassure your child that this is a special time for them to “learn and grow.”

Our staff understands the pull on the parent’s heart. They will lovingly reassure your child that you love them and that you will return at the end of their class time.

Once children become engaged in playing with the other children or classroom activity at the table they rarely continue to cry. You are welcome to call the office and they can check with the teacher and let you know how your child is doing.

In preparing to come to school make sure that your child has had a good night’s sleep, gets up early, and has had a nutritious breakfast. Dress them in comfortable play clothes and shoes that can get dirty. As the weather changes make sure that they have suitable outer wear to play outside.

Talk about his/her day at preschool. Listen to what they might share about the lessons, songs or what happened during their day. If you are concerned about something please talk with the teacher so they can clarify or interpret the situation.

Spending time in prayer praying for his/her day, praying for their friends, for the teacher and for the school helps to focus a priority on God and his blessing for your child and you as a family.

## **POLICIES AND PROCEDURES FOR PRESCHOOL**

### **THE A, B, C'S OF PRESCHOOL**

#### **ABSENCE**

Please call, text or email to report the first day of a child's absence. Report any contagious diseases immediately to the office so that we can inform other families. If your child is absent for three or more days a written or verbal explanation of absence is requested when the child returns to school, whether the absence was for illness or other reasons. As a part of prayer time the children will pray for sick friends.

#### **ACCIDENTS**

We will treat minor injuries (scrapes, insect bites, bruises, bumps, etc.) with ice or Band-Aids as the need arises. Staff members are trained in First Aid and CPR. A Boo-Boo report will be filled out and placed in the child's cubby to inform the parent. When a serious injury occurs the parent is contacted immediately.

#### **ADMISSION**

We admit students of any race, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students. Trinity does not discriminate on the basis of race, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

When seeking to enroll your child, please call the office. Set up an appointment to take a tour of the school, visit the classroom your child will be entering and meet with the teacher and principal/director.

First priority in enrollment will be given to returning children and siblings of students enrolled in other grades. Additional openings are on a first come basis. You must complete an application on Renweb, be sent an offer accepted, complete an enrollment packet which includes a copy of your child's birth certificate along with their immunization record and pay the registration fee to hold your child's spot.

We do not have a special educational program or a resource person to work with children who have severe learning, emotional, behavioral or physical handicaps. We will make every effort to provide the best learning environment for each child. We reserve the right to place your child on a two-week probationary status pending his/her adjustment to a class. If we find that we cannot meet a child's needs, we reserve the right to request that the child be removed from the class.

A parent-school partnership develops when the parents and school commit to working together for the education of the student. Cooperation and communication between the parents and school are essential. In our partnership, we are an extension of the home and the church. As an

extension of the home we believe that God has given parents the responsibility to diligently train their children in God's truth as revealed in His Word, the Bible.

Parents who select Trinity Christian School, PS – 8<sup>th</sup> grade entrust our staff with the responsibility to instruct their children. We are an extension of Trinity Church. The mandate of the church is to ***“Go and make disciples of all nations.” Matthew 28:18.*** We seek to ensure that each of our students have an active, thriving, relationship with our Lord and Savior. We seek to have each student intelligently and confidently represent Jesus Christ to the world.

## **ALLERGIES**

It is of extreme importance that we are aware of **ALL** allergies. Some allergies are so severe that even a trace of a substance can cause a medical emergency. The most prevalent allergy is one to peanuts. If your child has had peanut butter for breakfast, please have them wash their hands thoroughly **before** coming to school. This will prevent any transfer to other surfaces and ensure the safety of our children.

If your child's allergy(s) are severe please provide a Doctor's report on the allergy and an Epi-Pen or Benadryl that will be kept in the preschool classroom for emergencies.

## **ART**

Preschoolers love art! Remember it is the **process** NOT the product that is important. Look for your child's art work in his/her file folder and ask them to share with you the project, how it was made, what kind of material was used to make it, etc. Display their work at home because they take pride in all they do and make. Please do not throw their work away in front of them. No matter how insignificant it may seem, it is very important to your child. Please be discreet.

## **BIRTHDAYS**

We like to celebrate each child's birthday at school. Parents may send cookies or brownies for the child to share with his/her class (please no cupcakes). Please check with your child's teacher to make sure that something else has not been planned for that day. If your child's birthday is during the summer the teacher will arrange a day to have an “school unbirthday party.”

Birthday party invitations are not allowed into the folders unless every child in the class is being invited. Use the Directory under school information on Renweb to contact students by mail. Please do not ask the teacher to email invitations, you can find the information on Renweb under Directory. This minimizes hurt feelings for children who are not invited. Please do not bring party favors or goodie bags to school, not all families can afford to do so.

## **BREAKFAST**

Breakfast is the most important meal of the day! Please make sure your child starts his/her morning off with a healthy breakfast. This sets the tone of their day and their ability to listen and participate in their learning experience. We realize that some children arrive very early and don't

have the opportunity to eat breakfast at home. If you send breakfast with your child, please be sure it is healthy and easy to eat (i.e. banana, yogurt, granola bar, bagel, or dry cereal).

### **CALENDAR**

A **school calendar** is issued at the beginning of the school year at the Mandatory Preschool Orientation Meeting. The school asks that this calendar be posted in a prominent place in the home for easy reference. Parents will be notified of changes in the calendar. There will be updates regularly on Renweb, Mail Chimp and our website [www.trinity-cs.org](http://www.trinity-cs.org).

A **monthly class calendar** is also issued each month for both preschool classes. Please keep this copy in a prominent place. (If you lose your copy the teacher will be happy to provide another copy for you.) This will include important information about your child's preschool experience such as themes for sharing, color, shape and letter of the month, and special events in that month.

### **CHAPEL**

On Friday's we attend the chapel at 9:00 am. We ask that you bring your child by 8:45 if they attend on Fridays.

### **CLOTHING**

Please make sure to dress your child in comfortable play clothing that the child is able to remove when using the bathroom. No overalls or one piece outfits. Back fastening and one-piece garments do not allow the child to be independent when using the bathroom. Play clothes are a must as we want our children to participate in activities without being afraid of getting dirty.

Clothing with pictures or slogans pertaining to violence, sex, drugs, Halloween or disrespect of authority is not permitted at any time. When in doubt about the suitability of a certain item of clothing please ask your child's teacher.

Closed-toe shoes and socks must be worn for safety. Sneakers are highly recommended. NO Crocs or Clogs are allowed. **Label everything!** The child's name should be placed on all outdoor clothing and other belongings to help insure their return.

The school will provide your child with a change of clothes in case of an emergency. Please wash and return the clothes on your child's next school day.

**\*\*Students need to purchase a Port Authority Royal Blue "School Shirt" to wear for school performances and Field Trips. Shirts can be purchased at Mario's in Lemon Grove.**

### **COMMUNICATION**

Every month you will receive a newsletter from the office via email through Mailchimp. You can also look on Renweb/Parents web for the calendar. This will include important dates such as monthly school-wide events, information regarding registration and tuition, and holidays observed.

The teachers will post their monthly letter on the website at [www.trinity-cs.org](http://www.trinity-cs.org). If a family does not have Internet access a hard copy will be provided to you by the teacher. The teachers and the school have email addresses that will be used to help with any communication. Please feel free to use this method to stay in touch.

Please take time to read and note upcoming events, sharing days and themes. The teachers will post notices of special events and needs in the classrooms. Please check parent boards, file boxes and cubbies daily.

Our phone system does not connect you directly to your child's teacher/class. You may call the office and leave a message. The teacher will return your call at her next break.

### **COOKING**

From time to time your child's class will do cooking projects in the classroom to enhance their learning experiences. Parents will be asked to help by bringing ingredients for projects. You will have ample notice to participate. Please let us know if there are foods your child cannot eat.

### **CUBBIES**

Student cubbies are for child/school use. Our cubby space is an 11"x 23"x 11". Small backpacks are allowed.

All flyers/announcements/etc. to be placed in the cubbies must first be approved by TCS, the principal and the teacher. Unauthorized information or material to solicit a product or company will be pulled from the cubbies.

Please don't forget to check their folders and/or cubbies everyday!

### **CURRICULUM**

Our curriculum is based on weekly themes. Each week there is an emphasis of a story or precept from the Bible. The lessons encourage children to foster creativity, problem solving, spiritual growth, social and verbal skills, as well as appreciation for art, music and literature.

The indoor and outdoor environments are carefully planned to encourage choices and to enhance self-esteem. The classrooms are divided into interest areas- blocks and building, social play or housekeeping, science, manipulatives, art, sensory table, book corner and writing area. A wide range of age appropriate activities are planned throughout the year.

## DIASTER PREPAREDNESS PLAN

California State law requires all schools to have a plan in place in order to provide care for students in the event of a major earthquake or other disaster.

Therefore, TCS will have on hand a three-day supply of non-perishable food items in single serving containers, drinking water, disposable emergency blankets and other disaster-related items.

The school has in place a system for purchasing these items in bulk; therefore, the cost of this is part of each student's registration fee.

The school has in place a Disaster Evacuation Plan to ensure the safety of faculty, staff and students. All staff is trained in first aid and CPR. Each employee is assigned a duty when an emergency occurs. They follow the emergency procedures as outlined in our ~~procedure~~ procedural manual.

## DISCIPLINE POLICY

The children are taught that God created all of us with the ability to make choices. Some choices honor God and are the best for us. Other choices dishonor God and are harmful to others or ourselves. ***"Love your neighbor as yourself." Matthew 22:39***

Teaching about sin, its consequences, and God's love and forgiveness is foundational to the discipline policy. Initially, the rules are discussed in the classroom and are reviewed often. Limits are consistent and communicated in a loving way.

The expectations for obedience are made clear. The teacher plans the curriculum and environment to minimize conflicts. When conflicts arise, most often the issue is dealt with immediately at school. Therefore, the parents may not always be notified. The child's age, emotional and social development is taken into account, recognizing the difference between childish immaturity and willful disobedience.

The following procedure is followed:

- Reminder of the rules with opportunity for self-correction.
- Loss of privilege and redirection to another area or activity.
- Time-out that is administered in a respectful way. The length of time-out is appropriate to the age of the child.
- Taken to the principal/director's office.
- Phone call to parent or guardian.

If the child is causing physical harm to himself or to others, causing major disruption, behaving disrespectfully or blatantly disobedient, the teacher may go directly to the final steps in the procedure. Discipline, at that point, will be at the teacher's discretion. A "working together" plan may be necessary. The "working together" plan may include the following recommendations:

- Conference with parents
- Prayer
- Physical exam to check vision/hearing/diet
- Consistent discipline in the preschool classroom and at home
- Professional counseling

After a specified time, if there has been no significant change, it may be decided that our preschool is not the best place for the child. The ultimate goal of our preschool is to help the child to understand that they must gradually take responsibility for their own problems. God is ultimately concerned that the child matures into a person that is loving, responsible and is using self-control.

### EMERGENCIES

In case of an emergency, the parent will be called immediately. **It is imperative that all numbers and contacts be current.** If the parent cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation, which will include any or all of the following:

- Attempt to contact person listed on the emergency card
- Attempt to contact other individuals listed on the student data form
- Attempt to contact the student's physician
- Call 911

### EMERGENCY DRILLS

Fire and earthquake drills are carried out on a regular basis. Preschool classes, exit their classrooms and the gated playground then line up behind the middle school classrooms. If you arrive when a drill is in progress, follow your student's class to the designated area.

For all other emergencies the school has a code: ~~IT'S TIGER TIME~~ for any time we need to clear the playground, campus or assembly areas for lock down. Each classroom has an intercom and phone for communications. Teachers are instructed in safety precautions and procedures. In the event of an electrical outage, gas leak or other emergency that lasts more than 2 hours the school will make every attempt to contact you to pick up your child.

In the event of a disaster, children will be released to designated persons only. Please be sure ALL information on emergency cards is up-to-date. If there are any changes during the year please contact the office immediately.

## **EMERGENCIES (COMMUNITY WIDE)**

The safety and security of students, faculty, and staff is of the utmost importance. When a major community emergency such as an earthquake or wild fires occurs both during school hours and after school hours Trinity Christian School will follow the school closure policy of the La Mesa Spring Valley School District. In the event of a major community emergency please watch media reports of school closures. If the La Mesa Spring Valley School District officials, who are able to confer with county emergency personnel, make the decision to close their schools we will close also.

## **EXTENDED CARE**

Extended Care is a service provided by TCS with a safe, fun, and loving environment for your child. We are pleased to offer extremely flexible hours before and after preschool. Our Extended Care is available starting at 7:00 am until 9:00 am and 12:00 pm until 5:30 pm.

There is a per hour or any part thereof charge (see EC on Financial Policy/Registration). Extended care ends promptly at 5:30 pm. If you are late you are charged \$1.00 per minute. The Extended Care amount is billed monthly and is posted on FACTS. This amount must be paid 15 days after posting to your FACTS account or your child will not be able to stay in Extended Care the remainder of that month. Children picked up late habitually may be excluded from the after school extended care program.

Children who stay in the afternoons will be a part of "Lunch Bunch" from 12 noon until 1:00 pm. Parents provide a nutritional lunch including 3 different food groups. A hot lunch program is available on a monthly basis with the exception of minimum days. Menus and lunch slips will be sent home monthly. A copy of your menu will be returned to you. Please keep it close by for reference. The cost of hot lunch is \$4.00 per lunch.

At 12:30 pm the children lay down for a rest time until 2:00 pm. During this time all children are required to be quiet and stay on their mats. Soft music and story tapes are played during that time to help the children relax.

We ask you to bring a small blanket and **fitted crib sheet** for them to rest with. Please do not bring full size blankets, sheets or pillows as our space is very limited. Each week mats are cleaned with disinfectant and the sheets sent home for washing.

Please let the teacher know if your child is staying for extended care. We understand there may be an occasional emergency; in that case, we ask that you please call the office to let us know when you will arrive so we can let your child know. **(Ca. State Law: Title 22 10136.5)**

Licensing requires your FULL, legible signature when dropping off or picking up your student. **(Ca. State Law: Title 22 10011326.1)**

## **FIELD TRIPS**

During the course of the year, we take the children on excursions to places of interest such as the Pumpkin Patch and Fire Station. We ask for parent help with transportation for these events. Details of the field trip will be placed on the sign-in area or on the wall next to your child's classroom door. **Children must wear the "Royal Blue" polo shirt on field trips.** No child is allowed to leave the school grounds without parent authorization. Please sign the permission slips for all trips. Car seats must be left outside the classroom at any time a field trip is scheduled. Fees are paid at time of registration. Transportation will occur via car. Field trips are a privilege. Inappropriate classroom/field trip behavior may result in the loss of field trip privileges. Field trip drivers are not allowed to make any stops between school and the destination.

## **GRIEVANCES**

When a grievance exists with a parent, faculty or staff member the parent is to go directly to the individual involved. This follows the principles of *Matthew 18:15-17* and *Philippians 2:14* to resolve conflict.

If a specific problem or misunderstanding exists relating to curriculum, discipline, or behavior, parents are encouraged to go directly to their student's teachers for resolution. If it is still unresolved, you make an appointment with the principal, and when all avenues have been explored, it goes to the School Board.

We would encourage you to deal with these things directly and quickly with the individuals involved and resist discussing the problem with unrelated parties (*1 Timothy 5:13*). Any other issue not involving the classroom should be addressed to the person involved in the same manner. Children will also be taught to handle situations in this manner. It is consistent with Scripture.

## **HEALTH**

A child may not be admitted to school if they show obvious signs of illness. (**Ca. State Law Title 22 101226**) The first three days of a cold is considered contagious.

### **KEEP YOUR CHILD HOME:**

- If he/she has had a fever or vomited during the previous 24 hours
- If he/she is fussy, cranky and generally not feeling well
- If he/she is sneezing with a heavy or yellow or green colored nasal discharge
- If they have a sore throat or earache and swollen glands
- If he/she has an unexplained rash or skin eruptions
- If he/she has red or swollen eyes with discharge
- If he/she is vomiting or has had diarrhea in the preceding 24 hours
- If he/she has a flushed face, fever, listlessness, headache, or lack of appetite
- If he/she is not well enough to go outdoors for play
- If he/she has any behavior signs that are out of the ordinary for your child

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**A child who has been kept home or sent home due to an illness cannot return to school until they have been 24 hours symptom free.**

Please notify the school if your child is absent, and particularly if he/she has any communicable disease, i.e. Strep Throat, Pink Eye, Chicken Pox's etc. If a child becomes ill at school we will call parents first. If a parent cannot be reached we will call the next family member or friend listed on the child's emergency card or follow request on medical release form. Please keep your child's emergency information up to date.

### **HOLIDAYS**

We observe all major holidays. A schedule of holidays and days off are listed on the School Calendar that is sent home at the beginning of the school year as well as posted on our website. There is not an adjustment to tuition when a break in school occurs. For instance, when there is a two week break for Christmas, the monthly tuition payment remains the same. Tuition is a yearly charge that is broken down in to 10 monthly payments for convenience.

### **IMMUNIZATION**

All children entering TCS preschool must be up to date on all immunizations. A copy of your child's immunization record is required at time of registration including dates when each vaccination was given. This is to include screening for TB risk factors. If your child is not vaccinated due to medical beliefs you must have a Dr. letter and Medical Exemption on file. This form must be signed by your Doctor.

### **INSURANCE**

Students are covered for medical expenses incurred due to injury while at school or school sponsored events. This is a deductible policy and excludes any covered medical expenses payable under any other valid and collectible insurance or service medical plan.

### **LUNCHESES**

Parents are to provide lunch and a drink for all preschool students who stay for lunch. Lunches need to be three food groups: protein, dairy, fruit and or vegetable. **(Ca State Law Title 22, 101227)** Please use insulated lunch boxes, ice packs, etc. to keep your child's lunch at a desired temperature. Label all your child's lunch containers. We do not heat up children's lunches. Please use a thermos if you would like it to stay warm.

Hot lunch is an option Monday - Friday. Lunch menus/order forms will be distributed in your child's cubby at the beginning of the month. If you would like to purchase lunch for your child, return the order form with cash or check payable to Trinity Christian School to the classroom teacher. Please remember that **NO LATE ORDERS** can be accepted. Please pay special attention to the deadline listed on the form.

## MANDATED REPORTERS

In accordance with CA State Law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse made. TCS staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## MEDICATION AT SCHOOL

Only medication prescribed by a doctor can be administered at school. Medication must come in the original container with original label which must have the child's name and date on it.

A medication release form must be completed by the parent and signed by the Physician and left in the office before this can occur. Medication must be in the original container. It will be dispensed in accordance to the label's directions. (Ca. State Law Title 22 101226)

**Do not leave medicine, including cough drops and vitamins in lunch boxes or cubbies.**

### Cough Drops

Due to concerns about choking, children wanting them like candy, and their lack of any noticeable effect, cough drops are not permitted in school. Cough drops will not be dispensed by the office and they are not to be sent to school from home.

We suggest instead that parents dispense cough medication (as approved by your doctor) at home in the morning or, if essential send liquid cough medication to school following the instructions on the "Permit to Administer Medication Form" provided in the school office. If the cough is severe that it will be disruptive to the class in spite of cough medication please keep your child at home and follow up with your child's doctor. ~~Students will follow the Code of Behavior as set forth in the handbook.~~

## ORIENTATION

Preschool Orientation meeting is **mandatory** for all new and returning families to attend. It is an opportunity for the teachers and principal to go over important information regarding policies of the preschool, expectations, and your child's learning experience.

## **PARENTS**

Parents are welcome in our classrooms at all times. We encourage parent participation. It provides a wonderful support to our staff.

We have a very active Parent-Teacher-Fellowship (PTF) which offers a multitude of ways for parents to volunteer.

Parents are needed to be room parents, drive on field trips, help with cooking, art projects, class parties and the Christmas program. You can help the Hospitality Hostess with set up and clean up at special school events.

Each class for the preschool 3 and 4 year and Jr. K need a Room Parent to facilitate some of the class room and school activities. This includes making phone calls and attending the PTF meeting.

## **PARKING FOR DROP-OFF AND PICK-UP**

The drive through gate is closed at 8:30 to allow safe entry for all preschool parents at arrival time. Parents of preschool students should park to the left of the cross and along the south edge of the parking lot. The middle and front parking spots are marked for staff. Do not park in the crosswalks.

Do not leave younger children unattended or sleeping in the car. If someone, who does not regularly pick up your child, arrives to pick up they will be asked to present a valid I.D or text a picture to the staff member on duty. Let grandparents know about parking, drop off and pickup procedures. In this day and age unfortunately we can't be too careful.

## **POTTY TRAINED**

All children must be potty trained upon entering school. This means that they are able to verbalize that they need to go, able to pull their pants down and able to wipe themselves.

For the first month of school a grace period is allowed for time to adjust. After the first month (October 1<sup>st</sup>) if the child has had two or more accidents the child will need to take a break and return when he or she is completely potty trained.

## **JR. K CLASS & KINDERGARTEN READINESS**

For the children who need additional learning experiences, we offer an afternoon Jr. Kindergarten program. It is designed to introduce the child to skills that will help him/her to be better prepared for kindergarten. If your child attends this class and the morning class they will have "rest" time from 11:45 to 12:15. Please provide a crib sheet for this time. This is a requirement of Licensing.

During the early years of school we want to avoid placing a child in situations where he/she may encounter feelings of failure which may negatively affect his attitude toward later learning experiences. Each child has a unique pattern of growth and learns new skills at his/her own pace. Not all children are ready for kindergarten at the same time. Every child entering our kindergarten program will receive an assessment during the spring.

Our recommendation with regard to your child's placement the following year will be based on that assessment and a positive recommendation from your child's teachers.

The class is for the child who may be old enough for Kindergarten, but needs the gift of another year of growing time. The class begins at 12:30 pm and ends at 3:00 pm. The class has structure but allows the children more flexibility.

### **SAFETY/SECURITY**

You will notice that a security fence has been installed along with the cameras around the campus for added security. The cameras have the capability of night vision also. The system is monitored in the school and church office. This will help to keep our facilities safe at all times.

### **SCHOOL BOARD**

The Trinity Christian School Board is the policy making body of the school. The five members of the board are Trinity Church members, approved by session and elected by the congregation.

Communication is one of the main goals of the School Board. The monthly meeting is held on a Wednesday. Check with the office for the specific date. There is "Opportunity for Public Input" in which any interested person may speak on any item on the agenda. You are allowed 3 minutes to address the Board. Please let them know before the meeting begins if you plan to speak and follow the *Matthew 18* principle regarding complaints. [Trinity Christian School](#)

When a grievance exists with a student and another student, family or teachers, that person is to go directly to the individual involved. This follows the *Matthew 18:7b* principle in trying to resolve conflict. If it is still unresolved it is to go to the administration, and then when all avenues have been explored it goes finally to the Board. The School Board will hear all grievances, consult the Pastor and make decisions in the best interest of the child, the parent, the teacher and the school. All decision are made in Executive Session and are final.

### **SCHOOL OFFICE**

The school office is open between the hours of 8:00 am and 4:00 pm. Official school business should be conducted during those hours. You may reach us in the following ways:

- By telephone at (619) 462-6440
- By fax at (619) 462-4011
- By email at [office@trinitycs.org](mailto:office@trinitycs.org)

Due to varying schedules, if you wish to speak to the Principal or with a teacher, it is best to make an appointment in advance. Payments or papers that need to be dropped off to the office either before or after office hours can be placed in the drop box outside the office window.

The school office is a very busy place! Please be patient with the staff as we try to help each student and parent who comes in for assistance.

Check in to the office when you are on campus to volunteer in the classroom. The volunteer book is on the cabinet in the office.

Please drop off medicines at the front desk so that we can make sure the proper paperwork required for school staff to administer medicine has been completed prior to leaving school.

The staff is happy to make photocopies of anything related to school business. If you have a note that you would like to give to a teacher we will place it in their teacher's box.

You may speak to the bookkeeper/office manager regarding your account. You will be asked to step around the corner to ensure privacy during your transaction. Please keep your voice down and take all personal conversations outside the office.

### **SCRIP**

Scrip is "substitute money" in the form of gift cards that can be used like cash, to purchase products or services from a large variety of merchants. Scrip can be used to purchase anything from gas, groceries, clothing, toys, entertainment, electronics, home improvements, or household services. The individual merchants then give back to the school a percentage of the gift card purchase.

Scrip purchase is no longer required, but strongly encouraged. This is our main source of sustainable funding. REMEMBER, you are not spending any extra money, you are simply purchasing a gift card to use when shopping and TCS will benefit!

### **SERVICE POINT SYSTEM**

The Service Point System (SPS) was established to help keep school tuition lower.

The minimum requirement is 15 hours per single family or Preschool family for the year (30 hours per Elementary/Middle school family). Five hours per single parent or Preschool family per trimester (10 hours per Elementary/Middle school family) need to be reported each trimester. The 1<sup>st</sup> trimester ends in November, the 2<sup>nd</sup> trimester ends in February, and the 3<sup>rd</sup> in June.

Parents are responsible to report hours on the pink SPS forms available in the office and in the Back to School Packet. A record is kept in the office of reported hours.

Hours must be turned in by the last day of each trimester. Hours that are not turned in will automatically be billed to your FACTS account. A \$10.00 late fee will be charged for SPS hours turned in after the due date.

It is the goal of TCS to have parents, grandparents, church members, and the community involved with our student's education.

### **SHOW AND TELL**

We discourage "toys" in general coming to school. If a security toy or blanket does come to school it needs to be kept in the child's cubby to give reassurance when needed. All other "toys" should remain at home unless the teacher allows it for sharing.

Each teacher has their own schedule for Show and Tell. We encourage children to bring any item relating to Natural Science, i.e. dead or live bugs, leaves, flowers, rocks, etc., or an item relating to the subject being focused on that week in class.

We try to encourage the children to be creative in their play. We discourage "war" –type toys, demonic images or anything not conducive to good, creative play.

### **SIGN-IN/SIGN-OUT SHEETS**

Each child will be signed in and out of school. (**Ca State Law Title 22**) These sheets are legal documents and a vital school record; they become important when accounting for children during a fire, earthquake or a lock down. Full, legible signatures clearly written names, not "mom" or "dad" are required. (Do not allow younger siblings to put their "creative mark" on the sign in sheets!)

It is our policy that any person that picks up or drops off a child needs to be on the registration card and on the registration papers in each child's file. We will ask to see ID.

If you would like to give permission to someone who is not listed on your designated pick up list, you may write a note or call the office with authorization in which case the identification of the person will be checked. Changes/additions to this list must be submitted in writing to the school office to update the student data form. Please make sure that there are an adequate number of people listed on your emergency card.

### **SNACKS**

Parents must provide a nutritious snack for their child. Licensing requires the child be served **two different food groups** for snack. (**State of Ca, Title 22 101227**)

Good nutrition is stressed, therefore we suggest you select from the following suggestions: fresh fruits, vegetables, cereal (not sugar coated), nuts, popcorn, rice cakes, dried fruit, granola bars that do not contain candy, chocolate or marshmallows, goldfish crackers, bread sticks, muffins,

cereal bars, hard boiled eggs, Ritz Bits, tortilla rollups, fruit cups, cheese & crackers, peanut butter or even ½ sandwich.

If you send juice it must be pure 100% fruit juice. *No thermoses or sippy cups for drinks.* Be sure to check labels on juice – 100% vitamin C is not the same as 100% fruit juice. **Water is also acceptable and is the only drink allowed in a sports bottle.** Snacks are best brought in a small lunch box or paper bag.

If your child is here for A.M. Extended Care and brings breakfast be sure it is nutritious. NO DONUTS, CHOCOLATE MILK OR SODAS.

If your child is here for JRK and/or extended care after 3:00 please include an additional snack of two food groups.

Please indicate which food is meant for snack or lunch. Do not send sweets such as candy, pudding, cookies, fruit rollups, or gummy fruit snacks. Such sweets will be returned home in your child's lunch box.

## **SPECIAL PRESCHOOL EVENTS**

### **Thanksgiving Feasts**

Prior to Thanksgiving we will have a "Hunt & Feast." The children will have an opportunity to hunt for their food and then we all feast on it together. The event allows the children to experience the joys of sharing.

### **Christmas Program**

In December the children will present a program, which includes songs and a Bible verse. This is held in Williams Hall.

### **Easter Celebration**

The children will hunt for Easter eggs together on the grass lawn and share in a Jesus is Alive celebration.

### **Parents**

In June we will have a Donuts with Dad Day.

### **Fund Raisers**

The Serve-a-thon is a school wide community outreach fund raiser. All funds raised at this event go towards campus upgrades and a portion is given to missions. This is a great opportunity for the children to help others and show the love of Jesus to the community!

There are also a variety of optional fund raisers that come up throughout the school year to help support TCS and specific grade events. From time to time there will be Sees Candy sales and candy grams to help promote Student Body Activities. These are optional for our preschool families.

### School-wide events

These events will include the New Parent Dessert Night, Meet the Teacher day and picnic, Back to School Night, Fall Festival, Grandparents Day, Open House, and all P.T.F. sponsored events.

### Special Chapels

These chapels will be Grandparents Day, Mothers Day, Fathers Chapel and Patriotic Day. Students must wear their special Royal Blue shirts purchased for field trips and performances with Khaki bottoms.

### TUITION ASSISTANCE

It is the desire of TCS to maintain a fund "Tuition Assistance" to be available for financial aid. Tuition Assistance is limited and comes from donations and fundraisers. The criteria for receiving Tuition Assistance is as follows:

- Registered at Trinity Christian School.
- A fee must be submitted with application and current or prior year taxes to FACTS grant & aid assessment.
- Write a letter to the Tuition Assistance Committee explaining why you want your child/children to attend TCS and your current need for financial assistance. If you received assistance in the previous year please include the ways you have volunteered.
- TCS Tuition Assistance Committee will review your application and give approval.
- Assistance is based on need and availability of funds.

### ~~No student cell phones are allowed on campus~~ TUITION/FACTS MANAGEMENT

Your tuition is now managed through the FACTS Tuition Management Company. Your accounts can be accessed through Renweb, this is where you will manage all your payments. There is a yearly fee that is paid per family.

**~~The tuition fees and policies are reviewed and set annually by the School Board to determine the appropriateness of the fees. A survey is done annually of the Christian Schools in East County to provide a full understanding of the cost and services being offered to the Christian community.~~**

The tuition for TCS is figured on a yearly basis, paid in ten installments due on the 5<sup>th</sup> or 20<sup>th</sup> of each month, beginning in August and ending in May. A late fee is added to payments received 5 days after your due date.

Tuition must remain current. Payments that are one month behind require the parent be in contact with the bookkeeper. When you fall one month behind your student will not be allowed to attend any extra curricular activities. If you become two months behind your student will not be allowed to continue at TCS. No reductions in tuition can be made for vacations, disasters, emergencies, holidays or illness.

All financial communications and considerations must go through the Bookkeeper who reports to the School Board.

Students registering after September 1st will be charged a tuition payment for the month entered (prorated at a weekly rate for the current month) as well as another payment for the month that follows.

Payment of tuition is divided into ten (10) equal monthly installments. You may pay the amount in full by August 15<sup>th</sup> and receive a 2% discount. Payments are due regardless of illnesses, holidays and vacation. Tuition payments should be made using one of the following methods:

- Payment to FACTS by Check, Credit Card or ACH
- Cash payments can be made to the school

Non-sufficient Funds (NSF) checks will result in a \$30.00 charge (and an additional late charge if applicable). Replacement must be in the form of cash, money order or cashier's check. After a second returned check, all future payments must be made using cash or money order.

Discounts are offered to siblings, the military, ministerial, full time Ordained Pastor and to Trinity Church members. A 2% discount will be given to those who pay for the entire upcoming school year by August 15<sup>th</sup>.

Withdrawal from school requires a written notice to be given to the office two weeks in advance of the planned departure. Tuition will be due for those two weeks regardless of the student attendance. Annual registration fees are non-refundable.

Additional hours of care are available before school beginning at 7:00 am until preschool begins at 9:00 am and after preschool is over at noon until 5:30 pm. This care is arranged by signing in on the extended care sheets in the morning when you arrive indicating the time you will be picking up your child. The cost is \$4.50 an hour.

No partial hours are available. Parents who pick-up their child after the pick-up time of 5:30 pm will be assessed after-hours charges at the rate of \$1.00 for each minute. The amount will be billed on your monthly billing. Children picked up late habitually may be excluded from the after school extended care program.

Some parents need a receipt for payment of child care costs for tax purposes or dependent daycare expense accounts. Your monthly invoice from FACTS contains information that you will need and it also serves as a receipt. We strongly recommend that you keep your billing statement to demonstrate proof of payment for child care costs for either tax or reimbursement purposes.

We strive to be fair and consistent with each family while at the same time being good stewards of the resources God has given us.

## **VISITOR**

The school promotes an “open door” policy. We welcome those currently involved in the school and others seeking to place their students here to observe in the classrooms. You must call the office to set up an observation time. Observations are limited to 20 minutes.

Please do not disturb the class teaching or activities.

Please do not talk to the teacher at this time. A time can be set up for you to conference with the principal after the visitation.

## **WITHDRAWING A STUDENT**

### **WEBSITE**

The TCS website is [www.trinitycs.org](http://www.trinitycs.org). Please consult the website for updated information and calendars. Interested family and friends can also be referred to this website for an application form, directions to the campus or general information.

### **WITHDRAWALS**

A two-week, written notice is required when withdrawing a student from the school. The withdrawal letter should be addressed to the school board stating the reason for the withdrawal and the last day the student will be attending.

Dear Parent or Guardian,

Trinity Christian School's goal in implementing an Integrated Pest Management (IPM) is to focus on long-term prevention through surveillance and maintenance. Making the habitat less conducive to pests by using sanitation, mechanical and physical controls is an ongoing priority. Pesticides will be used in a manner that minimizes risks to people, property and the environment, and only after other options have been shown ineffective.

The Healthy Schools Act requires all California schools to notify parents and guardians of pesticides they expect to apply during the year. Following monthly surveillance, any of the following products may be used on the first Saturday of each month as deemed necessary: First Strike, Prelude or Demand CS.

You can find more information regarding these products at the Department of Pesticide Regulation's Web site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

You may view a copy of Trinity Christian School's Integrated Pest Management plan and a list of additional products that may be used on occasion in the school office.

Trinity Christian School  
3902 Kenwood Dr. Spring Valley, CA, 91977  
If you have any questions, please contact the TCS Office  
(Rhonda Rudolph, Sharon Axe or Jimmie Drummond)

The first of every month Harbor Pest Control inspects the church and school facility. A notification will be posted to remind parents of the on going surveillance and maintenance procedure 72 hours prior to the inspections and possible application of a product. Parents or guardians may register below if they wish to be notified personally.

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Request for Individual Pesticide Application Notification

I understand that, upon request, the school is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

I would prefer to be contacted by (check one): U.S.Mail\_\_ E-mail\_\_ Phone\_\_

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*Please mail to: Trinity Christian School  
3902 Kenwood Drive  
Spring Valley, CA, 91977  
Sign and Return to child's classroom teacher  
TRINITY CHRISTIAN SCHOOL  
PRESCHOOL HANDBOOK

PARENT ACKNOWLEDGEMENT

I have received my copy of the Trinity Christian Preschool Handbook. The contents of this handbook outline the policies, procedures and my obligations as the parent.

I understand that it is my responsibility to become familiar with the information in this Handbook. I also agree to abide by this handbook's policies and procedures.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

PLEASE RETURN BY SEPTEMBER 13<sup>th</sup>  
AND RECEIVE 1 HOUR CREDIT ON SERVICE POINTS

