

OPERATIONAL POLICIES

Trinity Private Preschool

Thank you for choosing Trinity Private Preschool for your child's early childhood education. Please read the following Operational Policies that guide our program. Our preschool follows the Texas Department of Family and Protective Services Minimum Standards for Licensed Child Care Centers, operation #1447406.

If you would like to review the Minimum Standards guiding our program, you may view them at www.dfps.state.tx.us. If you would like to review our most recent Licensing inspection report, it is posted in the hallway of each classroom wing. If at any time you wish to contact the DFPS offices, you may do so by calling 817-321-8604. All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400. We at Trinity Private Preschool follow a nondiscriminatory policy. We do not discriminate against applicants and students on the basis of race, color, religion, or national or ethnic origin.

Contact Information

Trinity Private Preschool
1452 W. Southlake Blvd.
Southlake, TX 76092
817-442-8983

Rachel Peters, Director
817-442-8983 (office)
817-437-5383 (cell)
rachelp@trinitysouthlake.org

www.TrinityPrivatePreschool.com

Required Forms

Prior to the first day of school each year or summer session, the following information must be provided:

- Completed and Signed Admission Form**
- Up-to-date Immunization Records or Notarized Exclusion Affidavit**
- Diagnosed Allergy Form with Physician Signature, if applicable**
- Signed Trinity Private Preschool Operational Policies Acknowledgment**
- Parental Agreement Form**

Changes in Operational Policies

If at any time Trinity Private Preschool needs to change an operational policy or enrollment agreement, parents will be notified in writing. A new copy of the Operational Policies will be given and a new agreement form will be signed by the parent to be kept on file at the preschool.

Hours of Operation

Trinity Private Preschool operates September through May, Monday through Friday, from 9:00 a.m. to 2:00 p.m., and at specified Summer Sessions Tuesday/Wednesday/Thursday from 9:00 a.m. to 2:00 p.m. We will generally follow the Carroll I.S.D. calendar for school breaks and inclement weather days. Students will not be admitted to classrooms before 8:55 a.m. to give our staff adequate time to prepare for the day.

Parental/Guardian Requirements

Some of our students may reside in more than one home and have extended family/guardians caring for them. To ensure we are in compliance with the courts, Trinity Private Preschool requires a complete, signed copy of any court orders that may apply to a student.

Suspected Abuse or Neglect

If any child shows evidence of abuse or neglect, DFPS will be notified. The name of the person(s) who reports the suspected abuse or neglect will be kept confidential. All staff is trained yearly in the matters of increasing awareness of abuse and neglect, warning signs of abuse and neglect, and prevention techniques of abuse and neglect. We invite parents to visit the DFPS website at <http://www.dfps.state.tx.us/I_Am/parents.asp> for more information regarding child abuse and neglect. If you feel your child is a victim of child abuse or neglect, please contact 1-800-252-5400.

Gang-Free Zone

According to Texas Penal Code as a result of HB 2056, any area within 1000 feet of child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Parents may contact the local municipality or court house to obtain a map of what falls within 1000 feet of this preschool.

Building Entrances for Arrival and Departure

You may enter and depart through the west side doors at any time. A code will be provided to you to use the keypad to gain entrance. If you have forgotten the code, you may ring the doorbell and someone will let you in. You may enter and depart through the north side doors between the times of 8:55-9:10 a.m. and 1:55-2:05 p.m. Those doors will remain locked at all other times which means you would need to enter through the west side doors.

We ask that you check in in the main office before proceeding to the classrooms if the interior double doors leading down to the classrooms are closed.

Procedures for Arrival and Dismissal

You must sign in and sign out your child each day. Attendance binders are placed on a desk in front of your child's classroom. Please fill out all information asked for each day and do this for all your children that you have in attendance.

Procedures for Release of Children

The adult picking up the child must be listed on the sign-in sheet if it is someone other than the parent. A person other than a parent will be required to show his/her driver's license and match the person's name on the sign-in sheet before being able to leave with the child. When you are having someone else pick up your child who is not specified on the sign-in sheet, the director must have a written note, email, or phone call from you. If someone comes to pick up your child who does not have authorization from your admission form and they are not listed on the sign-in sheet, and we cannot get in contact with you, the child will not be released to that person.

Late Pick up

Children will be expected to be picked up no later than 2:05 p.m. A \$30 late fee per child will be assessed for children picked up after this time after the second time it happens. Should a student remain after 2:30 p.m., an additional \$30 per child will be charged. Any fees assessed are due by the next day your child is at the preschool. If you find that you are going to be late, please call the school prior to 2:00 p.m. to notify the director. This does not excuse the late pick up; it allows for alternate plans to be made to ensure the appropriate number of staff members will remain on campus until your arrival. Continued tardy pickups will result in a conference with the director. This policy must be enforced to allow staff time to complete clean up responsibilities before they leave for the day and for staff meetings that may be planned.

School Closings – Bad Weather

On occasion it may become necessary to cancel school due to inclement weather conditions. Trinity Private Preschool will follow Carroll I.S.D. **If they are closed or have a delayed start, we will be closed** and you will be notified by email and Remind text. If they have an early dismissal, we will recommend that parents pick up their children as soon as possible. You will be notified through email, Remind text, and phone.

School Closings - Other Emergency

Should it become necessary to close school once the school day has begun due to an emergency situation, parents will be notified by phone, email, and Remind text to come and pick up their children. Parents are expected to make arrangements to pick up students soon after the call is made.

Bad Weather Make-up Days

We will include up to TWO bad weather make-up days if the preschool has to cancel some days of school. These will closely follow that of Carroll I.S.D., but may be changed at the director's discretion. No refund of tuition will be given for missed days due to weather emergencies.

Home Communication

Your child's teacher will send home a daily folder that should be brought back each day. Please review the contents as your child will have school work and crafts they will want to show you. You will also find any important information sent by the school staff. Children 18 mos. through 2 years will have a daily report sent home.

The director will utilize emails, Remind texts, and monthly newsletters to send out important information. If you change your email address or cell phone number, please notify the preschool ASAP.

We also have a Facebook page (Trinity Private Preschool), Shutterfly albums, and weekly emailed newsletters where pictures of preschool activities will be posted. If you prefer for your child's picture not to be included, you will be able to indicate this on a separate form.

Parent/Teacher Conferences

Optional parent/teacher conferences will be offered in January and May. During the conference, the teacher will review your child's progress through a developmental checklist that will be used to assess the children at the beginning, middle, and end of the year. Some conferences may include the director.

Should you desire to schedule a conference at any other time, please contact the teacher via email first to schedule a time to meet. This will allow her to respond to you promptly without taking away from her class.

We ask that parents refrain from "hanging out" in the classroom as this disrupts the class' ability to get the morning started. If you would like to see how your child is doing, feel free to call the preschool office. The director will be happy to check on your child.

Due to privacy laws, teachers may not disclose any information about your child to anyone other than yourself without specific written documentation. If you have any questions or extenuating circumstances, please contact the director.

Parental Involvement

Parental involvement is very important to us and to your child. You are welcome to visit the school at any time during operating hours without having to inform us prior to your visit. We do request that you check in at the front office upon arrival.

Questions or Concerns

You may contact the director directly by email, phone, or coming to the preschool during office hours to discuss any questions or concerns about the policies and procedures of Trinity Private Preschool.

Conflict Resolution

Occasionally, misunderstandings occur. The following procedure is followed at Trinity Private Preschool:

- All questions, problems or complaints should be brought promptly to the teacher or parent involved. (Please do not take this to another teacher, as our teachers have been instructed to redirect concerns to the teacher or parent involved.)
- If the situation cannot be resolved, the director will be asked to become involved.
- If there is still no resolution, the issue should be taken to the Pastor of Trinity Presbyterian.
- After that the issue will go before the Preschool Board for resolution.

Snacks and Lunch

Please ensure your child eats a good breakfast prior to arriving at school. A good breakfast includes protein and minimal sugar. In the event a child arrives to school with breakfast in hand, a parent will be asked to stay with him/her outside of the classroom until the child has finished eating.

Trinity Private Preschool provides a small snack to the students in the morning. A weekly menu is posted in the preschool hallway. If you wish to provide an alternative snack for your child, please let the teacher know. If there is a change in the snack schedule, the teacher will post this information outside of the classroom.

Students are to bring their lunch to school. Please help foster your child's independence by supplying easy to open packaging as you are able. Refrigerators and microwaves are not available for preschool use. When packing your child's lunch please remember to provide a balanced lunch. Your child will be encouraged to complete the majority of the healthy part of his/her lunch prior to a sugary desert. Carbonated beverages are not permitted for preschoolers during school hours.

Outside Play

Children will have at least one time of outside play each day, weather permitting. Staff will not put sunscreen or insect repellent on children, so please send your child to school with it on if that is a concern.

Rest Time at School

Per state guidelines, all children are required to have the opportunity to rest if a program is five hours or more. Trinity Private Preschool staff will create an environment that fosters adequate rest near the end of the school day. Staff is not allowed to keep children awake. If you do not want your child to nap, it is recommended that you pick him/her up **before** the class' scheduled nap time. Children who do not go to sleep are expected to rest quietly on their mat for at least 20 minutes after which time an alternative activity will be provided as needed.

Trinity Private Preschool provides a padded sleep mat for each child. You may supply from home another nap mat, small blanket, and/or anything that will help your child rest better. Items brought

from home must be taken home at the end of each week to be washed. The locker cubbies in the classrooms are small, so please take into account the size of your nap gear.

Toys from Home

Please do not allow your child to bring toys to school as they tend to be disruptive in the classroom. Trinity Private Preschool provides plenty of age appropriate activities in the classroom that are used by multiple children as we learn to share.

Animals

Parent should not bring any animal onto preschool premises for child and employee safety and wellness. If the director or teacher plans to bring an animal as part of the current unit of study or as a "class pet," the following procedures will be followed:

- Parents will be notified in writing when animals will be present.
- It will be ensured that the animal does not create unsafe or unsanitary conditions.
- Children will not handle any animals that show signs of illness.
- Children and caregivers will wash their hands after handling or coming into contact with animals and items used by animals.

Documentation of vaccinations for cats and dogs will be kept at the preschool and a statement of health from a local veterinarian will be required for dogs, cats, ferrets, and other animals other than small rodents. Children will not be allowed contact with chickens, ducks, reptiles, and amphibians due to the risk of salmonellosis.

Dress Code

Students should wear comfortable play clothes. We are very busy in preschool and need to move easily as we explore God's creation. As we often get to participate in "messy" activities, please do not send your child in clothes that restrict your child's participation.

For the safety of your child, children will NOT be allowed to remove shoes during the day including nap time. This is in case of an emergency situation which might cause us to evacuate the building immediately. We recommend closed-toed shoes and socks at school. The mulch on the playground makes it very difficult to play if the child is constantly removing mulch from his/her sandals.

Please provide a seasonally appropriate change of clothes and undergarments in a zip-lock bag to your child's teacher that can remain at school. All clothing should be labeled with your child's name.

Personal Items

All personal items should be labeled with the child's name. Lunch boxes and water bottles must be taken home each day. Nap mats, blankets, and/or pillows may be left at school and taken home at the end of the week to be washed. Although backpacks are discouraged, if you choose to bring one, it must be able to fit in the locker cubbies. Car seats, overnight bags, etc. are not allowed at school unless previously arranged with the director due to space constraints.

Diapers

The parent is responsible for providing diapers and wipes for his/her child for each day. You may bring enough for the week, but please do not bring more than that as there is not storage area in the classroom. The teacher will inform you if more supplies are needed.

Potty Training

We do not require children to be potty trained in the 1's, 2's and 3's classes. We understand that children develop on an individual basis and it is developmentally appropriate for children to potty train anywhere between the ages of 18 months to 48 months. However, we ask that parents consider the teachers and other children. If your child has just started potty training and still has several accidents please send them in pull-ups. We will work consistently with you and your child and we always approach it in a positive manner. **If your child is going to wear a pull-up, it needs to be one that can be taken off and put on without having to take off his/her pants and shoes.**

We do require children to be fully potty trained (no pull-ups) before being admitted to the PreK class.

Field Trips

On occasion, Trinity Private Preschool students will participate in on-campus field trips. Special visitors will be invited to come to us so that we will not have to travel to them. Students will not participate in off-campus field trips.

Birthdays

If you are interested in celebrating your child's birthday at school with a treat, please make arrangements in advance with your child's teacher. No candles are allowed. Balloons are only allowed in the 3's and PreK classrooms.

Invitations to Personal Parties

Invitations to personal parties may be distributed in take home folders provided all children in the class are invited, or all girls for a girl/all boys for a boy. If all children are not included in a party, please make other arrangements for distributing them so no feelings are hurt.

General Discipline and Guidance Policies

At times, a child's behavior may be deemed inappropriate and warrant discipline and guidance. In accordance with TxDFPS Minimum Standards, discipline at the preschool will be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding;
- Directed toward teaching the child acceptable behavior and self-control; and
- A positive method which encourages self-esteem, self-control, and self-direction.

To meet those ideals, staff will:

- Use praise and encouragement of good behavior instead of only focusing upon unacceptable behavior;
- Remind child of behavior expectations daily by using clear, positive statements; and
- Using brief supervised separation or time out from group, when appropriate for the child's age and development, which is limited to no more than one minute per year of child's age. If the behavior is aggressive and/or becomes unsafe for the child, other children, or staff, the child will be taken to the director until he/she can regain self-control.

The following types of discipline and guidance are prohibited:

- Corporal punishments or threats of;
- Punishment associated with food, nap, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, rejecting, ridiculing, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and

- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in restrictive device.

Suspension and Expulsion

We retain the right to suspend or dis-enroll a child if we feel it is in the best interest of a child or other children at the preschool.

Aggressive Behavior in Children

At Trinity Private Preschool, we believe that early intervention is in the best interest of children, families and staff. Our school is committed to addressing development and behavioral issues as soon as they arise. If our staff identifies developmental concerns, the parents are promptly contacted. The staff will work with the family to share information, make recommendations, and strategize an individual program for meeting the needs of the child.

- Our staff uses positive guidance techniques when working with children. Some behaviors, such as biting, tantrums, sharing issues or physical aggression are typical developmental issues that we see in the preschool environment. For safety and health concerns, we take aggressive behavior seriously. While biting, spitting, hitting, pushing, and kicking can be quite natural responses to frustration in the younger child, children three years of age and older are expected to have outgrown these behaviors. With excessive aggressive behavior at any age, the parents, teacher and director will meet to discuss whether or not the child may continue at Trinity Private Preschool. We always retain the right to suspend or dis-enroll a child if we feel it is in the best interest of a child or other children at the preschool regardless of age.

Handling Behavioral Challenges

Our policy for handling behavioral challenges is as follows:

- The parents will be contacted with detailed information.
- The teacher, director, and parents will meet together to share information, strategize an action plan to support the child, and set a time for a follow-up meeting, no later than two weeks.
- During the follow-up meeting, the teacher, director, and parents will reflect and reassess the action plan and determine what, if any, future measures shall be taken to support the child. At that time, we may suggest collaborating with an outside childhood consultant.
- If behavior hasn't improved, suspension can be used at the discretion of the director. While suspension seems like an extreme solution, it is actually a useful and common tool in handling extreme misbehavior. It should be regarded by the parent not so much as a punishment, but as an opportunity for the child to grow emotionally, forget his/her old pattern and relearn a healthier one.
- If all of our interventions as well as those made by the family outside of school have not been successful, we may determine that we are unable to meet the needs of the child. At that time we will ask the family to find an alternate placement for the child. We will give two weeks for the family to make this transition.
- In the event that the child is exhibiting behavior that poses a danger to other children or staff, the director will require that the child be picked up from school immediately that day.
- Our program celebrates the individuality of each child. We are committed to responding to a wide range of learning styles and needs. It is only on very rare occasions that a child's behavior may warrant the need to find a more suitable setting for care.
- We always retain the right to suspend or dis-enroll a child if we feel it is in the best interest of a child or other children at the preschool.

Inappropriate Parental/Guardian Behavior

Because our program is based on developing partnerships and supporting families, it is only on very rare occasions that a parent/guardian's actions or requests may warrant the need to find a more suitable setting for their child. Examples of such instances include:

- The parent/guardian fails to abide by our program's policies.
- A parent/guardian demands special services that are not provided to other children and which our school cannot reasonably deliver, including requests that are outside the philosophy of our program.
- A parent/guardian is physically or verbally abusive to children, staff, or other parents.
- A parent/guardian uses profanity within hearing distance of children, staff, or other parents while on the Trinity campus.

Cell Phone Use

Parents/guardians should refrain from using their cell phone during drop off and pick up. This is a time for you, the teacher, and child to interact.

Firearms

Firearms are **prohibited** (concealed or open carry) on the premises of the preschool. The only exception is a law enforcement official who is trained and certified to carry a firearm on duty may have firearms or ammunition. Hunting knives, bows and arrows, and other weapons are also prohibited. (SB 273 & House Bill 910)

Illness, Injuries, and Emergencies

If your child becomes ill or is injured at school, you will be notified and a first aid procedure will be provided. A staff member will treat minor cuts and scrapes. For the health and safety of all students, a child obviously ill or with a temperature of 100 degrees or more (taken under the arm) will not be allowed to remain at school. Should a child become feverish at school, it is expected that he/she will be picked up within one hour of communication with the school; please make the necessary arrangements to accommodate this requirement if needed.

PLEASE NOTE: If a child is sent home from school, he/she must be free of symptoms and **untreated fever** for twenty-four hours before returning to school. Regardless of the explanation, a child is to be kept at home until he/she has been free from fever, vomiting, and/or diarrhea for 24 hours. (i.e. If the last time your child got sick was 10:10 a.m. yesterday, he/she may return to school after 10:10 a.m. today.)

EMS will be called immediately if a student is presented as follows:

- Loss of consciousness
- Excessive bleeding
- Severe allergic reaction
- An Epi-Pen has been used
- Seizure activity
- Difficulty breathing
- EMS may also be called at the discretion of the director. Should EMS be called, your child will need to be checked out prior to EMS departing the campus, or your child will be transported to the nearest hospital. (Trinity Presbyterian Church insurance is secondary to your primary insurance and only pertains to accidents occurring on campus).

Injury Reports

As preschoolers are active learners, minor bumps and scrapes tend to occur. Your child's teacher will include a duplicate Injury Report in your child's take-home folder. Due to privacy laws, when an

Injury Report comes home, you will not see the name(s) of any other children involved. **Should your child need to be seen by a doctor for something that occurred at preschool, please inform the director as soon as possible.** We have to fill out a different form in this circumstance.

Illnesses

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should remain at home when any of the following exist:

- Fever (to return-must be fever free **without medication** for a full 24 hours)
- Vomiting or Diarrhea (to return-must be free of symptom for a full 24 hours)
- Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, or whooping cough (to return-doctor's release is required)
- Common cold-from onset through one week (to return-must be free of colored drainage and deep cough)
- Sore throat (please see a physician if this symptom persists)
- Croup (to return-must be free of barking cough)
- Any unexplained rash (to return-doctor's release is required)
- Any skin infection-boils, ringworm, impetigo, etc. (to return-doctor's release is required)
- Pink eye or other infection (to return-doctor's release is required)

You are asked to keep your child at home if he/she seems to show any signs of illness (fever, sore throat, upset stomach, vomiting, diarrhea, rash, watery eyes, etc.—please refer to the Illness, Injuries, and Emergencies section). This is for his/her protection as well as for the protection of the other students. His/her doctor must confirm a child who has been absent because of a communicable disease is non-contagious before returning to school.

Communicable Diseases

In an effort to protect the health of all children, it may be necessary to exclude from school children that are suffering from a communicable disease. The following policy stands in compliance with the Texas Civil statutes, Article 4477. More common communicable diseases included chicken pox, pink eye, fifth's disease, ringworm, impetigo, streptococcal infections and pediculosis (lice). Children excluded from school because of a communicable disease may be re-admitted:

1. When the school has received a letter from the attending physician stating that the student is no longer contagious; and
2. When the child is free of symptoms and infection.

The following is a guideline for some of the more common diseases:

- Chicken Pox: Exclude until six days after last crop of blisters appear or until temperature is normal with no complications or moist lesions. **(Incubation 14-21 days)**
- Conjunctivitis (Pink Eye): Exclude until 24 hours of antibiotic drop therapy is complete or released by a physician. **(Incubation 1-3 days.)**
- Impetigo: Exclude until adequately treated and/or released by physician. **(Incubation variable.)**
- Mononucleosis: Exclude until free of symptoms and released by physician. **(Incubation 4-10 days.)**
- Mumps: Exclude until temperature is normal for 24 hours and swelling has disappeared. **(Incubation 12-26 days.)**
- Pediculosis or Lice: Exclude until under treatment and free of live organisms and nits. There are now medications available over the counter at pharmacies. **(Incubation 1-2 weeks.)**
- Rubella (Measles): Exclude until 7 days after appearance of rash or released by a physician. **(Incubation 7-14 days.)**
- Rubella (German Measles): Exclude until free of symptoms. **(Incubation 14-21 days.)**

- Streptococcal Infections: Exclude until released by physician or after 48 hours of antibiotic therapy and child has been free of fever for 24 hours and feels well enough to attend class. **(Incubation 1-3 days.)**

Medication

No student should carry medication of any type on their person nor shall possess any medication of any type on the school campus; this includes cough drops.

Trinity Private Preschool policy regarding the administration of medication is as follows:

- Only the director or an appointed staff member may dispense medications of any kind to a student other than their own child unless prior arrangements have been made between the parents, director and the teacher.
- Authorization includes a written, signed, and dated form from the child's parent. The only exception is by telephone to administer a single dose of medication.
- Trinity Private Preschool staff will not administer herbal medications, home remedies, or dietary supplements. Diaper rash ointment is an exception.
- If a prescribed medication is to be given, it must be in the original container labeled with the child's full name and the date brought to the preschool. It will only be administered as stated on the label directions or as amended by the child's doctor.
- A student with asthma is required to have a backup inhaler in the medicine cabinet.
- The director may administer prescribed breathing treatments or an appointed representative provided the family supplies the equipment, and the child-specific tubing (cleaned and in a zip loc bag). The doctor's specific written orders must accompany the nebulizer/medicine.
- A student with severe allergies is required to give the director the appropriate medicine to treat a reaction. Trinity Private Preschool employees cannot be held responsible for any complications resulting from an allergic reaction. (Please see section on Severe Allergies.)

Severe Allergies (please also see Food Allergies)

If your child has any serious allergies, (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures), the parent should note this on the student's registration form and alert the teacher and the director. A conference shall be held with the parent, teacher and the director.

Food Allergies

Trinity Private Preschool will attempt to assist with food allergies. However, students must be able to be mainstreamed in a normal classroom. **Trinity Private Preschool cannot be held responsible for the contents of student lunches.**

Trinity Private Preschool has adopted the following policies and procedures as they relate to food allergies:

- Any student enrolled that has a severe food allergy will be required to meet with the director to discuss what the school can do to accommodate the student and what expectations or requirements the school has for the parents. A specific form will be provided that is signed by the parents to indicate that they understand the risks and they acknowledge that the school has not assumed a duty to protect the student from all exposure to the particular food allergen. A copy of this form will be provided to each of the student's teachers.
- The term "peanut-free zone," "wheat-free classroom," etc. may not be used on campus (either verbally or in written format). The use of similar terminology conveys the perception that the school is guaranteeing or warranting an unrealistic level of safety in the environment. Trinity Private Preschool cannot serve as an insurer against all exposure to peanuts or other food allergens.

- Parents will be required to provide documentation from a medical professional regarding the specific allergen that affects their child. With this documentation, the school can request information on the symptoms and the recommended procedures to address the symptoms. (For example, the school should know the signs that occur when the student is having a severe allergic reaction. The documentation provided by the medical professional should direct a lay person as to how to assist the student when a severe reaction is observed.) Trinity Private Preschool will specifically address the accommodations that will/will not be made.
- All policies that address an anaphylactic reaction will require parents to provide the antidote, including an EpiPens. There will be several designated individuals trained to administer an EpiPen if needed. Each EpiPen must be clearly labeled with the student's name which will be kept in the preschool office.
- A note may be sent home to members of the student's class requesting (cannot require) assistance in minimizing the allergen's present in the classroom. This letter must be written by the parent and must be approved by the director prior to going home. This letter may not go to any other class other than the child's specific class.
- The school does not guarantee a completely safe environment. Parents are assuming some risk by enrolling their child.

Immunization Requirements and Health Statement Authorization

All preschool students must have a current immunization record or a notarized affidavit excluding your child from immunizations requirements for reasons of conscience, including a religious belief. Immunization records must be updated as immunizations are administered, as well as at the beginning of each school year. The affidavit is valid for two years. All immunization records must be validated by a physician or public health clinic. Failure to have immunizations up-to-date will result in suspension from the program until proof of immunizations can be provided or a written explanation from the child's doctor.

Per state guidelines, preschool students must also have a release signed by a physician authorizing them to participate in a preschool program within 12 months of admission or a notarized affidavit saying that medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization.

Vaccine-Preventable Diseases Policy for Employees

The following is the policy for employees for that must be addressed according to Minimum Standard 746.3611. Staff is not required to obtain any immunizations, but there are those recommended by the Advisory Committee on Immunization Practices of the Center for Disease Control and Prevention listed on the CDC website at <http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf>. If employees choose not to obtain immunizations, the following precautions are suggested: Wearing gloves when handling or cleaning body fluids, such as wiping noses or mouths (if blood is present, gloves are required), and wearing a mask when taking care of children with respiratory symptoms. No discrimination or retaliatory action will be taken against any staff who choose not to obtain immunizations.

Vision and Hearing Screenings

Vision and Hearing Screenings are mandated by state law for children ages four and older as of September 1st of the current school year. Trinity Private Preschool will arrange, at a cost to the parent, yearly vision and hearing screenings in September. Parents will be notified prior to testing dates. In the event your child needs additional testing, you will be contacted and additional testing with your child's physician will be recommended. If you choose to have your child independently tested, results are due no later than the last Friday of school in December. If you enroll after December, you will be required to have your child tested by his/her physician and provide the results

to the director no later than one month after enrollment. Failure to do so may result in suspension from school until testing is completed.

Breastfeeding Provisions

Mothers will be provided a comfortable place to sit at Trinity Private Preschool if you need to breastfeed while here. You have a right to breastfeed or provide breast milk for your child while at the preschool.

Methods of Payment

Trinity Private Preschool accepts cash, checks, credit cards (not American Express), and online payments. If paying by check, make checks payable to: Trinity Private Preschool or TPP. If paying by credit card or online, there will be a 3% processing fee. Return check charge is \$12. After two insufficient checks you will need to pay with cash or credit card.

Monthly auto deduction from a checking account or credit card is also available. If you would like to set up auto payments, please see the director.

Tuition and Fees – School Year

Your monthly **tuition** will remain the same amount each month as it has been established for the entire year. Increase or decrease in number of days must be approved by the director and your tuition will be adjusted accordingly. Payment is due the first week of each month. After the 10th of the month (even if that is not your child's scheduled day), the late fee will be \$30.00. If your payment is late, we will send a note home with your child and/or email you. A tuition box will be placed on the desk in the church office reception area. If your child is sick or otherwise does not attend during this time, please mail your payment to 1452 Southlake Blvd., Southlake, TX 76092 to avoid a late fee. You are paying for the space reserved, not the child's attendance. If we do not receive your payment by the end of the month, your child will not be able to attend until payment has been made in full.

The one time, non-refundable **registration/supply fee** is equal to one month's tuition and is due when you register your child to reserve your child's spot. If you register after the start of the school year, this fee will be prorated for the number of remaining months. If you add days to your child's schedule, you will need to add the prorated registration/supply fee for the number of days added.

If space is available, you may bring your child on a day he/she is not regularly enrolled for the drop-in rate of \$30. Please email or call the director BEFORE coming in to see if space is available.

We will provide end-of-year child care tax statements in January. If you need a monthly receipt of your tuition and fees paid, you must request it.

Tuition and Fees – Summer

Your **tuition** will remain the same amount for each session. Whether you bring your child one, two, or all three days, the tuition remains the same. Payment is due the first week of each session. If payment isn't received by Thursday of the first week (even if your child is not in school that day), the late fee will be \$30.00. If your payment is late, we will send a note home with your child. A tuition box will be placed on the desk in the church office reception area. If your child is sick or otherwise does not attend during this time, please mail your payment to 1452 Southlake Blvd., Southlake, TX 76092 to avoid a late fee. You are paying for the space reserved, not the child's attendance. If we do not receive payment by the following Thursday (even if your child is not in school that day), your child will not be able to attend until payment has been made.

The non-refundable **registration/supply fee** is due when you register your child to reserve your child's spot.

End-of-year child care tax statements will not be provided for summer only participants. If you need a receipt of your tuition and fees paid, you must request it for each session.

Withdrawals

Any child withdrawing from the program must give two weeks' notice prior to withdrawal; otherwise, payment for two weeks tuition will be required. The registration fee due at enrollment is non-refundable. Please notify the office immediately. All fees are necessary, as space has been made available for your child in his or her class. Your fees are used to pay supplies for your child and salaries of the teachers hired based upon the teacher/child ratio of each class.

Emergency Preparedness Plan for Parent

At Trinity Presbyterian Private Preschool, the children's safety and well being is very important to us. For that reason we have developed this Emergency Preparedness Plan. We hope to never be in a situation where we must execute this Plan, but we want to be prepared for any emergency or evacuation event. In the event of an emergency during the operating hours of Trinity Private Preschool, please make yourself familiar with the following procedures.

WE WILL CONTACT YOU FOR ANY TYPE OF EMERGENCY OR EVACUATION. STAFF WILL CONTACT PARENT(S) FIRST, THEN EMERGENCY CONTACTS LISTED ON ADMISSION FORM IF NEITHER PARENT CAN BE REACHED.

COMMUNICATIONS DURING/AFTER A DISASTER

1. Identify people who are usually home during the day to be responsible for picking your child up from school if you will not be able to get your child immediately. These people should be listed on your child's Admission Information form as emergency contacts/emergency release.
2. Develop a system of notifying your designees if you need someone to pick up your child.
3. Make certain that your designees know about the school's evacuation and child release procedures. Remind them that they will need to show ID in order for the child to be released.
4. Make sure the school has your designee's correct phone number. Ensure that the person who picks up the child knows to call you to let you know when he/she has your child.

EVACUATION PROCEDURES

In case of a fire, weather event, gas leak, etc. children may be evacuated from their classrooms. Depending on the magnitude of the incident, the school may be closed until further notice. If the building needs to be evacuated and closed, children will be evacuated to the north fence line and wait to be released to a parent or authorized designee. If the building needs to be evacuated and other indoor shelter taken, the children will be taken to the Southlake Chamber of Commerce Building, 1501 Corporate Circle; Suite #100; Southlake, 76092; 817-481-8200 and wait to be released to a parent or authorized designee.

Your cooperation is necessary during a disaster:

1. **Do not call the school.** Telephone lines may be needed for emergency communication. Also, after a major disaster local phone lines may be down.
2. If you are within the D/FW city limits, tune into Channel 5 television station, or turn your radio to 530 AM for emergency announcements, including school closures and other important information.

3. Help us protect your child during a disaster; **please be patient with any child release procedures.**

CHILD RELEASE PROCEDURES FOR AN EVACUATION EVENT IF STILL ON CAMPUS

- Drive onto campus into the west side parking lot from Southlake Blvd. or Corporate Circle.
- Enter the north parking. Drive towards the north fenceline where you will see the children lined up. Pull up as guided.
- Do not get out of your car until your child is brought to you.
- The staff member will bring the child and a sign-out sheet to the car. If it is not a parent, the person will be checked against the child's Emergency Release information on the child's Admission Form and **an ID will be checked**. The parent/authorized person will print his/her name, child's name, and time out.
- You are then responsible for buckling child into car properly and then will exit the campus by way of the east driveway back to Southlake Blvd.

CHILD RELEASE PROCEDURES FOR AN EVACUATION EVENT IF AT SOUTHLAKE CHAMBER OF COMMERCE

- Drive onto Corporate Circle from Southlake Blvd.
- DO NOT enter the parking lot; pull alongside curb. Pull up as far as guided.
- Do not get out of your car until your child is brought to you.
- The staff member will bring the child and a sign-out sheet to the car. If it is not a parent, the person will be checked against the child's Emergency Release information on the child's Admission Form and **an ID will be checked**. The parent/authorized person will print his/her name, child's name, and time out.
- You are then responsible for buckling child into car properly and then will exit Corporate Circle onto Peytonville.

DISMISSAL DURING SEVERE INCLEMENT WEATHER

If we are taking shelter during dismissal time due to severe weather, you may choose to pick your child up at your own risk. The Director will guide you to the safe room where your child is taking shelter and you may follow regular check-out procedures.

ANTICIPATED INCLEMENT WEATHER OR NATURAL DISASTER EARLY RELEASE

You will be contacted and will be expected to reach the Preschool for pickup within 30 minutes. If you cannot be reached, the staff will call the emergency contact. If you are reached but cannot arrive within 30 minutes, you should contact your emergency contact person to come pick up your child. The director and proper number of staff to stay in ratio will stay until all children have left the building.

SCHOOL LOCKDOWN

If there is ever a volatile or endangering person posing a security risk to the preschool, we will lockdown. Since Trinity Private Preschool is located in such close proximity to Carroll Senior High School, in the event there is a security risk there, the preschool will also lockdown as a precaution. A campus lockdown involves intense security measures that prevent anyone from **entering or exiting the building**. Children and staff will not be allowed to leave their classrooms until we are given an "all clear" by the Southlake Police Department.

We perform fire drills once a month, severe weather drills quarterly, and lockdown drills quarterly.

**If you would like to see the Emergency Preparedness Plan for staff, please contact the director for a copy.

We hope that you have found these Operational Policies helpful in knowing what to expect of Trinity Private Preschool. If at any time you have any questions, please contact Rachel Peters, Director.