

# TRINITY-FIRST WEEKDAY MINISTRIES FAMILY HANDBOOK 2010-2011



## **OUR MISSION AND PHILOSOPHY**

Trinity-First Weekday Ministries (TFWM) is an extension of the faith and ministry of Trinity-First United Methodist Church (TFUMC). TFWM and its programs foster the spiritual, physical, social emotional and cognitive development of toddler and preschool age children in a secure, loving and stimulating dual language environment (English and Spanish). We are committed to giving children opportunities to experience success and growth in their home language while naturally acquiring a second language at their own pace, according to his or her individual needs.

Discovery and learning experiences are provided through creative play, through supervised activities with other children of the same age, and through relationships with caring teachers serving as positive Christian role models. Our goals are to have opportunities for each child to experience success and to grow at his or her own pace, according to his or her individual needs.

We share with our children stories of the Old and New Testaments, but we do not insist on compliance with a specific religious belief.

## **OUR HISTORY**

Trinity-First Day School has been specializing in Early Childhood Education since 1952. Trinity offered families the first church sponsored pre-school in El Paso. This year we will celebrate our 58<sup>th</sup> anniversary. In 1984 our Children's Ministry saw the need for a Mother's Day Out program which rapidly grew and was called Children's Day Out – a full time program serving working families as well as stay-at-home mothers or fathers of toddlers and twos. Now both programs are combined and called Trinity-First Weekday School.

*We are proud to be accredited by NAEYC, the largest and most widely recognized accreditation system for all types of early childhood programs. NAEYC is a mark of excellence.*

## **TFWM ADVISORY BOARD**

The TFWM is a part of Trinity-First United Methodist Church and operates under the direction of TFWM Advisory Board. The board meets monthly to provide support, feedback, and direction of policies and procedures pertaining to the school as well as implementing fundraisers and community projects.

John Schwarting, Senior Pastor  
Mary Len Stanton, Director of Children's Music and Ministry  
Margie Davis, church member  
Bonnie Schwarting, church member and school consultant  
Togo Railey, church member and grandparent  
Letty Ruvalcaba, Director of Weekday School  
Dora Fulkerson, parent of a Preschooler

Blanca Beltran del Rio, parent of a Kindergartener

### **TFWM TEACHING STAFF**

Bonnie Schwarting, EC Specialist  
Bonnie Farall, Training Specialist  
Mary Len Stanton, Chapel/Music Director  
Letty Ruvalcaba, Director  
Dori Zimmermann  
Heike Raabe

Sherry Telesz  
Rachel Duran  
Cynthia Vargas  
Paula Loya  
Isabel Pena  
Peggy Ruiz Kindergarten Teacher  
Terry Ramos, ASE

### **ENROLLMENT**

TFWM is open to all children, regardless of race, nationality, creed, and those with special needs who may benefit from our type of program.

Families with children currently enrolled in the program as well as their siblings and families who are members of TFUMC will have the first opportunity to enroll for the next school year. Any openings will then be offered to the community.

### **FORMS**

Each child enrolled must have completed and on file in the TFWM offices the following items before the child may attend class. All information must be current.

- Enrollment Information Form
- Physician's Statement
- Student Profile
- TFWM Family Handbook Receipt with signature (see last page)
- Complete Current Immunization Record/TB test or risk assessment  
(updated throughout the year)

### **CURRICULUM**

Our curriculum is based on "The Creative Curriculum". All planning is done with knowledge of child development and specific information about each child's abilities, interests, and background. Themes of interest to which the child can respond are included in the curriculum to encourage learning experiences and to help children develop a better understanding of their world. The teacher then guides each child through learning centers, using a variety of materials developed to enhance learning and teaching.

Combined with The Creative Curriculum, PreschoolFirst is an online assessment model in which parents have access to their own child's assessment scale. Parents have the ability to track their child's growth and progress and try suggested activities to help their child master skills introduced during class. PreschoolFirst allow parents a chance to understand and provide valuable feedback throughout the year concerning assessment. We provide you with a unique

login and password. The child's information is securely encryption protected only the parent/guardian and teachers who have direct contact with the child have access to the information.

The dual language program is instruction in a second language while continuing to implement the curriculum along with the state standards. We are following a 50/50 model where there is equal time in English and Spanish. The children in all classrooms (excluding one year olds) alternate days in each target language. The objectives of dual language enriched education programs are *1) high levels of proficiency in both languages, 2) academic achievement at or above developmental level in both languages, and 3) appreciation of and respect for all languages, all cultures (Izquierdo, 2007).* The long term benefits to acquiring a second language are cognitive, socio-cultural, and economical.

### **CHAPEL**

Each Monday the 3's, 4's, and Kinder classes attend chapel held on the second floor in Resler Hall, under the direction of Mrs. Mary Len Stanton, who is also our Music Director. Music, finger plays, bible stories, and drama are used to share morals and values that are universal to humanity. Most importantly we want children to love one another and to know that God loves them!

### **OPEN DOOR POLICY**

TFWM has an open door policy. You are welcome to visit at any time; however, you must see the director in order to file papers for a visitors pass and sign in for the day. Background checks are necessary if you wish to volunteer on a regular basis (more than one day).

### **SIBLING POLICY**

Siblings may not spend more than 15 min in a classroom of which they are not enrolled with or without their parent present. Safety is our utmost concern with regards to this policy.

### **COMMUNICATION WITH PARENTS**

It is our desire to work in partnership with families in establishing and maintaining regular ongoing, two-way communication with parents to build trust and mutual understanding. This will ensure that children's learning and developmental needs are met. We therefore encourage parents to contact the director and/or teachers with questions or concerns regarding policies/ procedure and plans for meeting your child's individual needs.

Parents will be informed of various activities through newsletters, calendars, and posting of daily lesson plans and schedules in the classrooms. The computer attendance system will provide occasional tidbits of important information. Individual parent/teacher conferences will be held in the fall and spring.

If you would like to volunteer to become a room parent of your child's class please contact the director. We are asking for 3 room parents per class to help organize special functions, help with parent communication, and assist with our annual *Cuisine and a Classic* fundraiser art project which is scheduled for the end of April.

Parents are also encouraged to participate with out play dates scheduled by our Parent Fun Group. Families will be notified through email or flyers. These will be scheduled during weekends at various times throughout the summer and school year. These may help families collaborate and share in the joys of parenthood. Suggestions are always welcome.

### **DISCIPLINE STATEMENT FOR TEACHERS AND PARENTS**

*Discipline should reflect the Christian philosophy of life. Each student is a child of God created in His image and likeness.* Teachers will guide the children toward appropriate behavior through positive reinforcement, diversion, distraction, brief separation, or firm holding **if** actions are harmful to others or to the child. Above all positive pro-social behavior will be recognized and encouraged.

Disruptive behavior will be dealt with firmly and with loving concern for the child's growth and well-being. Removal from the group for a period of time will be used for a child who **continually** demonstrates unacceptable behavior. This is a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him or herself when he/she is ready to return to the group with acceptable behavior.

**When a child exhibits behavior that is harmful to him or herself, the other students, or the staff, we will work with the parents and the child to resolve the issue. When necessary and parental consent is granted, the child may be referred to community resources which will provide assistance to the child, family, and program personnel. If the inappropriate behavior continues and resources are exhausted, notice will be given to make arrangements for a smooth transition to another facility.**

### **GRIEVANCE**

When grievances occur between staff, parents and staff, or parents and TFWM policies, the initial step towards solution to the problem will be handled on a person to person basis with the director. If this does not work, an arbitration committee composed of the parents involved, the director of Children's Ministries, the church pastor, the staff person involved and the director will work together to resolve the problem.

### **CONFIDENTIALITY**

Disclosure of children's records beyond immediate family members, your classroom teachers, and consultants require familial consent on the enrollment form. We shall maintain confidentiality and shall respect family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, if we believe that a child's

welfare is at risk, we will share information to with agencies that may be able to intervene in the child’s interest.

Parents and guardians have the right to add information, comments, date or other relevant material to your child’s record. You also have the right to make a written request to delete or amend any information contained in the record.

**FINANCIAL POLICY**

TFWM is a non-profit organization. The Registration/Supply fees and tuition are determined by our budget requirements.

**Early a.m. & After School Art Enrichment**

Early morning (7:30 -8:30 a.m.) and Afternoon Care is \$3.00 per hour or \$3.00 for any portion of an hour. After 5:30 there is a \$15 late fee for every 15 minutes or portion thereof that you are late. *For example: 5:31 is \$15, 5:46 is \$30, 6:01 is \$45, etc.* If you are late and have not contacted us or we have not been able to contact you, by law we are required to call the police and they will take your child to Protective Services. Please be on time or contact us as soon as possible. If for any reason the school can not be reached, call Mrs. Letty’s cell phone 740-6317.

*ALL FAMILIES MUST LOG IN EARLY MORNING (between 7:30 -8:30 am) AND LOG OUT IN THE AFTERNOON IN THE FRONT ENTRYWAY with your individual pin in the ProCare system. Please educate anyone else bringing or picking up your child to also use this system.*

**FEES FOR 12 months – 2 years old - (8:30-11:30) - 2009-2010**

<b>Registration/Supply fee:</b>	<b>(Non-refundable)</b>
	2 days per week      \$195.00
	3 days per week      \$215.00
	5 days per week      \$250.00

<b>Monthly tuition:</b>	<b>(8:30 – 11:30)</b>
	2 days per week      \$100.00
	3 days per week      \$120.00
	5 days per week      \$190.00

*LOG IN AND OUT DAILY*

1. *PRESS ANY KEY*
2. *ENTER 4 DIGIT CODE*
3. *CLICK ON CHILD’S NAME*
4. *READ ANY MESSAGES*
5. *CLICK FINISH*

Early a.m. & After School is \$3.00 per hour or portion of hour, billed monthly

For emergency purposes: If you need another day you are not registered for, your child will be admitted if and only if, there is space available. This extra day will be billed as \$12 till 11:30am, normal ASE fees still apply.

**FEES FOR 3, 4 & 5 years old - 2008-2009**

<b>Registration/Supply fees</b>	\$350 (Non-refundable)
<b>Tuition (pd. Monthly)</b>	\$190 (for threes & fours) 8:30 -11:30 a.m.
<b>Tuition (pd. Monthly)</b>	\$290 (for kindergarten) 8:30 - 2:30 p.m.
<b>After School (pd. Monthly)</b>	\$3.00 per hour or portion of hour

**Payments are due the 1<sup>st</sup> business day of the month and considered late if not paid within the first 5 business days of the month.** Payments received after the 5<sup>th</sup> business day will be assessed a \$15 late fee. **Stephanie McConologue will receive all tuition and A.S.E. fees between 9:00am and 2:00pm MTWTH only. She is located in the church office. You may also leave your payments with the director at any time.** Checks are made to **Trinity-First Weekday School**. Credit or Debit cards are also accepted. Label all cash with the child's name **and** what it is for: tuition, registration, ASE, etc. *Please have correct change.* **Keep all receipts for tax purposes.**

**[Payments may also be made through our website at www.trinity-first.org.](http://www.trinity-first.org)**

If you are undergoing a period of financial hardship, speak to the director to make a payment schedule. A limited number of scholarships are available, which include a minimum of 1hr of volunteer work per week. Applications are available through the director.

Speak with Stephanie McConologue if weekly or bi-weekly ASE payments would assist your budgeting needs.

There is a \$20 bank charge for any returned check (Cash payments are required after two NSF checks on an account.) *If you have a problem paying the monthly tuition charge by the date requested, please discuss your situation with the director.*

## **DISCOUNTS**

- If you have 2 or more siblings in the program there is a \$10 discount on each child after the first.
- Full tuition payments for the entire year receive a 10% discount.
- Monthly automatic credit card payment arrangements receive a one time \$10 discount.
- NO discount on your tuition for days your child does not attend school, including but not exclusive of illness or travel.

## **COLLECTIONS**

**All balances must be paid in full by the 10<sup>th</sup> of the month in order to continue services. TFWM reserves the right to suspend or to disallow its services for non-payment in accordance with our rate and tuition policy. Accounts with an outstanding balance will be turned over for collections.** They will report your delinquencies to the credit agencies. Unpaid bounced checks will be submitted to S.C.A.N. which halts your account until balances are paid in full. We are more than understand during financial hardships; however honesty is the best policy. Please continue open communication.

## **WITHDRAWAL POLICY**

**If you need to withdraw your child from TFWM, two weeks written notice is required.** If notice is not given, one-month tuition beyond the withdrawal date will be billed.

## **EXPELSION**

Because our programs are 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 anyone at the Trinity-First Weekday Ministries or United Methodist Church.

### **SUMMER FUN FOR ALL AGES**

Every year, from early June through August, we have a program filled with summer fun for children 12 months through kindergarten age. This is a relaxed fun filled time for children to explore "The Wonder-filled Weekdays of Summer". The lessons each day integrate developmentally appropriate activities with religious development for young children. *Information for enrolling in this program will be distributed in early spring.*

### **FIELD TRIPS**

Only the 3s, 4s & 5s go on field trips. We always let families know ahead when we will be going on field trips. Parents are asked to help with field trips to help us to maintain our ratios. Field trips are an educational and enriching experience therefore, we ask that parents keep the focus on the children and limit parent socialization. Parents with a valid driver's licenses and proper insurance are asked to provide transportation. Each child is safely secured with a seat belt and car seat. Each car carries a first aid kit and fire extinguisher which we provide.

### **FUNDRAISING**

TFWM has one major fund-raiser "Cuisine and a Classic" and small fundraisers throughout the year. This money is used for educational toys, equipment, books and educational resources and next years Christmas bonuses for teachers.

Mabel's Labels is an ongoing fundraiser solely based on the need to label all belongings that are brought to the school. Many children have the same type of supplies; lunch boxes, sippy cups, jackets, and families are not always conscious of what belongs to their child. Proper labeling ensures all personal items are returned. We are not responsible for lost items especially when they are not clearly labeled. Please visit [www.trintyfirst.mabel.ca](http://www.trintyfirst.mabel.ca) to prevent items from disappearing.

If you do not wish to participate in fund raising project, we require making a minimum \$50 donation per family for this endeavor; we depend on these funds for the above mentioned needs.

TFWM is a long time participant in the Price's *Give Em' Five* program, as well as *Box Tops for Education* from General Mills. We have been honored to receive various grants from the Price's *Give Em' Five* Fund. Please drop off milk and ice cream lids from Price's and coupons on many General Mills products in the large box in the hallway or with your teacher. These generous companies return a portion of the proceeds toward our educational endeavors.

### **INDEPENDENT TOILET USE**

3, 4, and 5 year olds enrolled in the Day School must be able to use the toilet independently and take care of own cleanliness needs. Our 3 year old classrooms are not equipped for changing diapers. You are welcome to bring in a box of the flushable toilet wipes to keep in your child's class. Make sure it is labeled clearly with your child's name (Only for your child's use).

### **Toddler Classes**

Our staff is committed to facilitating this process. One of the most important factors in making this experience successful and as low-stress as possible is a family/teacher partnership that supports the child.

Research shows that young children cannot successfully learn how to use the toilet until they are physically, mentally and emotionally ready. Positive toilet learning usually occurs when children have shown signs of physical control and awareness of their bodily functions and have an interest and curiosity about the process. Our toilet learning procedures follow the recommendations of the American Academy of Pediatrics. We will work with you to make sure that toilet learning is carried out in a way that is appropriate for your child's physical and emotional abilities.

Your child may be ready for toilet learning if he or she:

- Can sense that the bowels are full
- Can let you know when he/she has to go potty
- Understands what is expected
- Cooperates with your requests

The following guidelines are followed:

- Teachers and parents share information and make a plan consistent with home and school.
- Pull-ups are supplied and used at all times until ready to move to underwear. (no more than one accident per day)
- Children are supervised during toilet learning and are praised for their efforts and accomplishments.

- Toilet learning is never coerced. The individual developmental abilities of each child are considered. Children are never reprimanded emotionally or physically for soiling, wetting, or not using the toilet.
- Reminders and encouragement to use the bathroom are provided throughout the day.
- Families should provide sufficient extra clothing for their children. If an accident occurs, the child is changed into clean clothes. Any extra clothes that are worn home should be replaced the next day.
- Families are kept advised on their child's progress on a regular basis according to family wishes.
- If a child has repeated accidents at school, the teachers and/or Director will meet with you to reassess the process. If we determine that your child is not ready for underwear, it may be necessary for him/her to return to diapers as we continue the toilet learning process.

### **HEALTH POLICY**

**Keep your child home if he or she shows any of the following symptoms.**

- **ANY** illness that prevents the child from participating comfortably in the center's activities including **outdoor play**
- **ANY** fever over 100.00 F during the past 24 hours (teething 101.00 F)
- **ANY** vomiting during the past 24 hours
- **ANY** diarrhea during the past 24 hours
- Nasal discharge that is not clear
- **ANY** discharge from eyes or ears
- Contagious illness (example chicken pox)
- Cold or sore throat
- Persistent cough, unless parent presents written verification from a doctor that it is a non-contagious condition
- Any sign of abnormal breathing
- Rash (excluding diaper rash) unless doctor verifies in writing it is of a non-contagious nature

**Remember keep your child home if he/she is not able to participate in outdoor activities.**

***Upon arrival, parents direct their child to wash his/her hands. Each child will be given a health check, upon arrival each morning.***

Your child cannot remain at TFWM if any symptoms of illness appear during the day. If this should occur, your child will be isolated from others and you will be contacted to pick up your child immediately.

If your child is sick for 2 consecutive days, please call the director. Notify the school if your child contracts a contagious disease. Parents will be advised of a contagious illness is reported in their child's classroom. Children with a contagious illness will not be allowed back in school until released by a doctor.

### **ABSENCES**

Absences are excused for illness, medical appointments, and legitimate family emergencies, etc. The child is admitted when parents fill an Absent Slip from their teacher the day he/she returns to school that includes his/her name, date of absence, excusable reason, and a parent signature. This will be placed in your child's records.

### **MEDICATION**

Ask your doctor to prescribe 12hr doses if it is needed. When these medications are not available in 12hr doses, parents must sign "Permission to Administer Medication Form" with the director. **Do not put any medication in your child's lunch box or backpack.**

### **IMMUNIZATION REQUIREMENTS**

It is required by the state of Texas that you keep your child's immunization records current. Give us a written copy of all immunization boosters immediately after they are given during the school year. **Keep these records up to date!** Non-compliance may mean suspension of your child from school until completed.

*Health information is critical ensuring that the individual needs of children are met, while protecting the health and safety of all children in care.- DFPS Minimum Standards*

The Texas Department of Health requires that all children 4 years and older be screened for vision and hearing problems. The school will offer these screenings. The fee for this is a part of the registration/supply fees of the day school.

### **CHILD ABUSE**

All cases of suspected child abuse will be reported to TX Dept. of Family & Protective Services at 1-800-252-5400 or [www.dfps.state.tx.us](http://www.dfps.state.tx.us). If you need to contact a local D.F.P.S call 915-834-5739.

### **PESTICIDES**

Pesticides are used periodically indoors and outdoors. Notices will be posted 48 hours prior to any pest control treatment. Our procedure is to schedule the treatment on Friday evenings, weekends, or 24hrs before children are expected back in class.

### **SAFETY DRILLS & PROCEDURES**

In case of an emergency to our building we have a plan to evacuate the children to the 1<sup>st</sup> Savings Bank across Montana on Mesa Street. We practice this drill in October. In case of severe storm warning we can either go into the nursery (there are no windows), or we can go to the basement below the first level.

We hope and pray that nothing serious ever happens in this unknown world of today. We will take the best possible care of your children until such time as you are able to come for them. We practice our fire drill every month at different times of the day and practice emergency evacuation and storm drills twice a year.

### **ARRIVAL**

Please park in a marked parking place during this time. **Please do not park in the handicapped parking places even for short periods of time.** The police will ticket you for this.

All parents must clock their child in using their secure pass code on the computer in the entryway. If you bring your child to early morning care (7:30-8:30 a.m.), bring 3, 4 & 5 year old children to room #111 and the 12 months – 2 year old children to room #102. Children will not be received in their own class until 8:30am. Any time before 8:30am, interrupts your teachers scheduled prep time.

Lunches for 3 and 4 year olds should be placed in the refrigerator or wagon outside room #111 (ASE class). Lunches for 1 and 2 year olds will be placed in the refrigerator or coat rack in the appropriate classroom. All lunch boxes and Tupperware must be **labeled**.

### **TARDY POLICY**

If you arrive after 9:00am to class, you must sign a tardy slip in the director's office in order for your child to be admitted to class. This is not to say your child will not be admitted although we need to keep track of the amount of time your child is losing by not attending on time. Excused tardies include medical appointments, adult awakening ill in the morning, traffic conditions, etc. The parent will sign a slip that includes his/her name, excusable reason, and a parent signature which will be placed in the child's record.

The day is scheduled as such that every moment is valuable education time. When a child misses for example; open center time, they miss the opportunity to make their own choices, socialize with friends, act out realities in the drama center, build creations with blocks, and express their emotions through creative art. These are essential areas of development for early childhood, the foundation for which all further learning is formulated. Much of what a child experiences this first hour of class is what guides the curriculum through the day. Your child deserves to receive the best possible start we can provide.

### **DEPARTURE**

All children must be picked up in their classrooms by a parent or other designated adult. All parents/guardian must clock their child out using their own pass code so the computer can recognize each individual who is receiving the child. The computers are located in the front entryway.

YOUR CHILD WILL NOT BE RELEASED TO ANY PERSON OTHER THAN THOSE LISTED ON THE “Enrollment Information Form” UNLESS YOU HAVE SENT A WRITTEN NOTE. WE WILL ASK FOR IDENTIFICATION! Only adults 18 or older may pick up children.

Our alley is two-way. Always drive on the right. When coming into the building, park ONLY in designated parking places. DO NOT LEAVE YOUR CAR IN THE ALLEY. On the 3<sup>rd</sup> Thursday each month and Fridays the parking lot is full at 11:30 a.m. because of a church sponsored senior citizen luncheon, “Jolly Elders” and Lions Club. Please be patient when trying to park at that time.

**NEVER leave your child/children unattended in the car while picking up other children!**

### **CELL FREE ZONE**

In order for your child to receive your undivided attention during the important arrival and departure times of their day we provide a “Cell Free Zone.” Please leave your cell phones in the vehicle or place them on silent when you enter the facility. This will allow you to give your child that one-on-one time to say your good-bys and hellos.

### **SNACKS**

All children share nutritional morning snacks and will take turns providing them for the whole class approximately twice a month. Teachers will send home a monthly calendar telling when it is your child’s turn to bring food.

In order to be assured of healthy snacks, food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Water is served with all snacks. You are welcome to send juice or milk as a part of your child’s shared snack; however, only send individual containers. Please send any plates, cups, bowls, napkins, spoons or forks that are needed with your snack. **Keep snacks healthy but simple.** We will **NOT** accept **donuts, candy, other high fat, high sugar, and high sodium content foods.**

### **IF YOU MISS YOUR SNACK DAY PLEASE PROVIDE A PRE-PACKAGED HEALTHY SNACK FOR ANOTHER DAY.**

Our After School provides a nutritional snack in the afternoon approximately at 3:00pm.

### **KINDERGARTEN ONLY**

Each child must send an additional snack in the child’s lunch box for snack time. The class will receive a calendar with important dates only not a snack calendar.

### **Allergies**

You will be advised if any child in class may have certain food allergies. There will be signs posted and notes give out when school begins. Please read the labels and do not bring those snacks to the classroom. Please remind your children not to share their snack or lunches.

### **RECOMMENDATIONS FOR LUNCHESS BROUGHT FROM HOME**

Since our school is a sack lunch program, we suggest that for the healthy development of your child send nutritional foods, such as lean meats, whole grain breads, fruit, vegetables and juice or milk. No candy, soda, or sugary drinks. Everything should be ready to eat. All foods should be cut in small pieces. We want our children to enjoy their lunches without waiting for preparation. If lunch needs to be warmed, children 4 and 5 years old will learn to use the microwave with supervision as part of self help skills.

**Label** with child's name (first name, last initial) any items that you wish to be sent back home. Lunch box should have name in CLEAR VIEW on top.

### **SPECIAL CELEBRATIONS**

Each class has the opportunity to celebrate special occasions as they see fit. Some classes may have parents partake in the snack time by bringing prepackaged potluck items for the celebrations, others may ask for a few dollars to buy the necessary supplies. Speak to your teachers about events such as Thanksgiving, Christmas, Valentines, etc. Volunteering to help on these days is also limited based on the teachers needs. Ask your teacher ahead of time to plan for your role. Please make arraignments for siblings during your volunteer time.

### **BIRTHDAY CELEBRATIONS**

Birthdays are celebrated at school during snack time. If you wish to bring a special snack such as bakery cupcakes on your child's special day, please plan in advance with your child's teacher. **For safety reasons, small trinkets, rings or balloons may not be distributed as party favors. For health reasons, do not send sacks or packages of candy.**

If issuing invitations to a party outside the school, invitations will be distributed **only if all** children in the classroom are to receive an invitation.

### **BIRTHDAY BOOK CLUB**

In honor of our new school library, we are instilling a Birthday Book Club. You can donate \$20.00 in your child's name to purchase a hard back book or donate a book of your choosing. Please choose a book that is appropriate for your child's age. Friends are welcome to donate a book in honor of a classmate's birthday or special occasion. As part of your child's birthday celebration (or any other special occasion) your child's class will be honored to be the first to enjoy the book and added to the Library's collection. A bookplate signifying your child as the official donor of the new book will be placed.

On their special day we will take your child's picture with *their* donated book, and place the photo in the hallway by the library so that everyone can wish them a "*Happy Birthday*". We will also give your child a balloon and a very special certificate that shows they

are a special friend to our Library! Your donation helps to expand our collection and bring enjoyment to every student at TFWM. Thank you for supporting Trinity-First Weekday Ministries Library!

## **PROGRAMS**

Preschool and kindergarten classes participate in two evening programs per year. A *Fall Program* in November is performed in the Sanctuary and a *Spring Program* in May performed in Fellowship Hall. These are scheduled in the evening between 6:30pm-7:30pm in the evening. Look forward to the upcoming dates to begin making arrangements. It is essential to have the children participate as they will be working very hard to perform for you.

Day School Sunday is celebrated in the spring time. This is a special Sunday where the children of the Day School sing to honor the congregation for their support and dedication to our Children's Ministry. This is scheduled for the 11:00am Sunday service in the spring. Look for the date in newsletters within the school year.

## **CLOTHING**

Please send your child in washable play clothes that can get dirty. Because of messy art activities and active play outside, this will allow more freedom for those busy times at TFWM. Trinity- First t-shirts are available to purchase as an optional uniform for \$7 each available in various sizes. Send your children in rubber-soled shoes, no flip flops or crocks as they can become a safety concern. Please donate a change of used clothing such as underwear, socks, shorts, pants, shirts in cases of emergencies and accidents. We do go outside in cold weather, so please dress your child accordingly.

All clothing (especially coats, sweater, hats and mittens) should be **labeled** with the child's name. Check the Lost and Found in the director's office. Unlabeled and unclaimed items will be donated periodically to a charity.

To protect children against cold, heat, and sun injury, please send your children in clothing that is dry and layered for warmth in cold weather. Since children have the opportunity to play in our beautiful El Paso sun, please apply sunscreen or sun block each day before coming to school.

## **BRINGING ITEMS TO SCHOOL**

3, 4 & 5 year old children may bring a labeled item such as a book, tape, or CD from home to share with the class. Please, only 1 item a day. **Do not let the children bring toys, jewelry, money, make-up etc.** Children 12 months to two are welcome to bring a security item such as a blanket or a stuffed animal.

## **SCHOOL CLOSINGS**

When the **El Paso Independent School District** closes or opens late due to bad weather such as snow or ice, TFWM will do the **same**. Closings and delayed openings will be announced

on radio and TV. Classrooms may be combined if needed due to ratio. It is our policy not to make up days missed due to bad weather.

### **ANIMAL POLICY**

No pets (personally belonging to families, friends or staff) are allowed on TFUMC property.

### **WATER ACTIVITIES**

The only type of water activity in warm/hot weather may include water table or splashing play done normally outside. You will have advance notice to prepare for these extra fun days.

### **MINIMUM STANDARDS**

This director of the school has a copy of the Minimum Standard Rules for Licensed Child-Care Centers in the day school office if you wish to review it. In the office is also posted our center's most recent Licensing inspection report and other inspection forms. You are welcome to read them on the bulletin board.

### **\*CHILDREN 12 months- 2 years old SPECIAL INSTRUCTIONS\***

- Send a sack lunch each day **labeled** for all returnable items.
- **Label** all lunch sacks or boxes, where the names are clearly visible.
- Send a bib with their lunch daily or a plastic bid to stay in class for meals
- Use plastic bottles and microwave-safe food containers **labeled**.
- Each child will be provided a cubby to hold wipes, diaper, a change of clothes, and any other personal item you may care to leave. It is your responsibility to keep your child's supplies current & **labeled**.
- **Label** sweater, diaper bag, extra clothing, bottles, cups, lunch box, thermos, books, toys, and anything else that is to go home with you.
- Provide disposable diapers only.
- An information chart is in the classroom desk, where you will be kept informed of pertinent information regarding your child's day including diaper changing and lunch.
- Pick-up time and emergency contact number must be filled out daily.
- Formula must come ready to serve. We will refrigerate if needed.

### **\*CHILDREN - AFTERSCHOOL ART ENRICHMENT SPECIAL INSTRUCTIONS\* (ASE)**

**Purpose:** To provide an early morning and afternoon program in a well supervised Christian atmosphere for children enrolled in Trinity-First Day School. We believe in mentally, physically, and spiritually stimulating the children in a fun-filled Christian environment. The

After School Art Enrichment program allows children to experience open-ended creative expression through art mediums and techniques, theater, and movement.

**Hours of operation:** We will be open during regular Day School days, Monday-Friday 7:30 a.m. – 8:30 a.m. and 11:30 – 5:30 p.m. or 2:30 – 5:30 for Kindergarten.

**Fees see p. 4:** If you have used the ASE from the previous month, you will receive a bill that is due on the 5<sup>th</sup> business day of the month along with the tuition fee. (Both fees can be paid in one check.)

**Lunch:** If your child is staying in ASE past 12:00p.m. or past 11:30am for ones and twos, a **labeled** sack or box lunch is required. If the lunch is forgotten we have provisions for emergency lunch only. We will charge \$5 for this emergency lunch. Please **label** with your child's name on all returnable items.

**Rest time:** Rest time is after lunch. Provide a **crib-sized blanket and fitted sheet** for rest time, to be left at school. Please pick it up once a week to take home to wash and then bring back the following week. Make sure all blankets, small pillows or other returnable items are **labeled** with your child's name on **each item.** There is a **labeled** container for each child in which the sheet, blanket, etc. are placed at the end of the rest time. We do not have room to store large blankets or large pillows.

**Snack time:** There will be a nutritious snack provided by the ASE mid afternoon. This snack is posted daily in the ASE classroom for review.

**Other After School Enrichment Opportunities:**

ASE fees will not be charged when child is not in our care. If the outside entity logs your child back into our system, ASE fees will apply. When the child is picked up from the outside enrichment classes there is no need to log out, as this will disrupt the computer system.

TumbleBus-

Gymnastics 2yrs-Kinder

Contact Julia McCuaig 261-9888

El Paso Conservatory of Music-

Piano and Violin Classes 3yrs-Kinder

Contact Prentice Loftin 833-0263

Thank you for choosing Trinity- First Weekday Ministries.  
We look forward to serving you and your family for generations to come!

**PLEASE SIGN AND RETURN THIS PAGE** to director of the Day School.

I have read and understand the Trinity-First Weekday Ministries Family Handbook for 2010-2011. My signature below acknowledges that I agree to abide by the policies and procedures outlined in this booklet.

Child's name printed \_\_\_\_\_

Parent(s) Name (printed) \_\_\_\_\_

Parent(s) Signature \_\_\_\_\_

Date \_\_\_\_\_