

# TRINITY-FIRST WEEKDAY MINISTRIES (TFWM) FAMILY HANDBOOK



## 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 59<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 Ministries.

## NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN



The National Association for the Education of Young Children administers a voluntary accreditation system for good quality early childhood centers and schools. Its purpose is to improve the quality of care and education provided for young children and to recognize early childhood programs which function in accordance with NAEYC's criteria for high quality early childhood programs.

Trinity-First Weekday Ministries is very proud to be an NAEYC accredited center. Trinity-First and NAEYC both believe that all children who participate in early childhood programs deserve to benefit and grow from the experience. All of the families served need the assurance that their children are cared for and educated in the best possible environment. TFWM complies with NAEYC's criteria and procedures in order to provide the highest standard of child care. *NAEYC accreditation 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. If you would like to take an active role within the program as a member of the Advisory Board or in other leadership/volunteer opportunities in the classroom please speak to your child's teacher or the director.

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

Letty Ruvalcaba, Director Day School  
Janine Gallinar, parent  
Lety Gutierrez, parent  
Monica Benjamin, parent  
Lindsey Hamilton, parent  
Esther Hughes, parent  
Rosa Alcalá, parent

**TFWM TEACHING STAFF**

Bonnie Schwarting, EC Specialist  
Mary Len Stanton, Chapel/Music Director  
Letty Ruvalcaba, Director  
Graciela Urueta- Assistant Director  
Dorina (Dori) Zimmermann  
Melissa Ponce  
Mayra (Ixchel) Mendosa  
Maria (Shery) Telesz  
Rachel Duran  
Miriam Gaytan

Marisol Ito  
Paula Loya  
Rudy Alvarado  
Monica Trevino  
Laura Lugo  
Patty Rodriguez  
Sarah Hinojosa  
Betty Hidrogo  
Amanda Saucedo  
Mari Morales

**EMPLOYEE CODE OF CONDUCT**

All staff members at Trinity-First are required to be thoroughly knowledgeable of the National Association for the Education of Young Children's position statements regarding ethics. This is done through training and reading. After training is complete, each staff member is required to sign the following commitment.

**STATEMENT OF COMMITMENT**

"As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability I will:

- Never harm children.
- Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- Respect and support families in their task of nurturing children.

- Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Stay informed of and maintain high standards of professional conduct.
- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.”

### **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 on a first come first serve bases.

### **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 (designed to understand more about the child and family)
- TB Questionnaire
- TFWM Family Handbook Receipt with signature (see last page)
- Complete Current Immunization Record/TB test or risk assessment  
(updated throughout the year)

### **CLASSROOM RATIOS**

- One Year olds (1/4 max of 12)
- Two year olds (1/6 max of 12)
- Two 1/2- Three year olds (1/9 max of 17)
- Four year olds (1/10 max of 17)
- Kindergarten (1/12 max of 17)
- Mixed age groups follow the youngest child’s required ratio

### **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.

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.

### **ASSESSMENT**

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.

#### **Our assessments are used to:**

- Support children's learning
- Expand knowledge of the child's growth and development.
- Communicate observations of child growth and development with families.
- Expand knowledge of an individual child's interests and needs.
- Plan and improve curriculum, activities, and teaching practices for individuals and groups of children.
- Reorganize the environment when necessary.
- Evaluate how well our program is meeting its goals and plan entire program improvement accordingly.
- Identify children who may be in need of specialized services of intervention.

Our curriculum and assessment is guided by the *Creative Curriculum Developmental Assessment* which is a "curriculum-embedded" assessment tool designed to be used by all Trinity-First teaching team members. *PreschoolFirst* is an online assessment tool used by both teachers and parents to collaborate on children's development and progress. This tool is used to gain knowledge about a child upon entry to the program and weekly as progress is made. Assessment will take place in the child's classroom and will be administered by teachers throughout daily activities and interactions called informal assessment methods which are primarily done through direct observation. These informal assessments are documented in a variety of ways including, but not limited to, collecting art and writing samples, photographing interactions between children, and recording anecdotal records. Conducted on a daily basis, these assessments are frequently reviewed and used for the purposes outlined above.

Results from all assessment methods will be shared with families. Formal assessment methods may be conducted at Trinity-First by ECI (Early Childhood Intervention) or by the appropriate professionals as part of a referral and only with parental permission. At least twice yearly, families receive this written information during Parent/ Teacher Conferences.

Our assessments and conference forms are sensitive to diversity conducted the child's primary language using the second language simply as a foundation to assess their development in their new language acquisition. Assessment materials are adapted for children based on their developmental level not simply their chronological age.

### **TRANSITION**

Transitions into the program or new classroom may difficult for children, taking a few moments at the beginning of your child's day to say goodbye helps your child feel a sense of security while at the program. To increase the feeling of security at Trinity, we encourage you to come into the classroom and talk about the day's events with your child. Before leaving your child at in the classroom for the day, make sure a staff member has greeted and welcomed your child.

When you arrive for pick up, you will probably find your child busy at play. The transition for your child leaving the Center can be just as difficult as it was to arrive. If possible, we suggest you give your child some time to finish what he or she is doing. Be sure a staff member knows when you and your child are leaving for the day.

The transition into a new age group/ classroom is done with the conclusion of the academic school year calendar. This also is under the assumption that the child is emotionally, socially, intellectually, and physically developmentally ready with both the family and teachers guidance. The summer program creates time within the curriculum to introduce children to their new room, new teachers, and new expectations. Prior to the new school year, Open House day invites children and families to become familiarized with all aspects of their new classroom environment.

### **CHAPEL**

Each Monday the Prechool - Kinder classes attend chapel held on the second floor in Resler Hall, under the direction of Mrs. Mary Len Stanton. 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 unconditionally.

### **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. If you wish to volunteer on a regular basis background checks are necessary.

## **SIBLING POLICY**

Siblings may not spend more than 15 min in a classroom of which they are not enrolled with or without a 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. Sign-up sheets will be placed in each classroom. We encourage you to sign-up for the date or if that date is completely impossible to attend you may speak to your child's teacher to agree on a mutually convenient time. These conference days will be scheduled after 12:00pm in the Fellowship Hall. All morning teachers will participate, therefore if your child attends the ASE, substitutes will be staffing the afternoon. Conference time gives you and your child's teacher a time to talk about goals for your child, opportunities you would like to see made available in the classroom, and discuss any other issues pertaining to your child's care and learning. Conferences allow families to communicate personally with the teachers about their child's experiences at the school. Please remember that staff members are always available to talk to about your child's progress or concerns about the program. We believe that prompt attention to concerns will help your child's time at TFWM to be more beneficial.

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 in the spring.

Parents are also encouraged to participate with play dates scheduled. 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.

We conduct various parent surveys throughout the year to help us understand how we may better serve you and your children. Please be mindful of your experiences with our program and ask your teacher or the director for clarification if needed. We carefully analyze the responses and follow through with modifications when applicable. Results are translated to

families upon completion. This is a collaborative effort between families and TFWM to provide the best early childhood experience possible.

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

*Guidance 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. Teachers will set limits, create consistency and model appropriate behavior. The teachers will facilitate problem solving by validating feelings and assisting children in discovering solutions. Depending on the circumstances, simple redirection or allowing children to experience natural consequences may provide enough guidance to deter the unwanted behavior

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.** Written observations and documentation of the above behavior will take place. A behavior management plan will begin with collaboration from the family. If plan is unsuccessful, permission will be requested for an evaluation by our early childhood specialist (Bonnie Schwarting) and/or your child's primary care physician to rule out the possibility of physical, neurological, language or psychological delays. After the evaluation is completed, a meeting will be scheduled with the family to discuss the next plan of action. TFWM and the family will both agree to follow the plan of action that will be developed by the early childhood specialist or primary care physician (IFSP- Individualized Family Service Plan). If the family refuses an evaluation or to follow the plan of action and there is no improvement in the child, arrangements must be made to provide a smooth transition to another facility.

Trinity- First encourages families to advocate to the appropriate local, regional, and national agencies for your child's special service necessities. See the director if you are in need of assistance contacting the appropriate departments.

### **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.

**PARENT FEEDBACK AND PROGRAM EVALUATION**

At Trinity-First family surveys are important components of how staff members and accreditation programs evaluate our program. Every staff member values parental opinions concerning the care and education we provide. Annually, we ask all families currently enrolled in the school, and families that are no longer enrolled, to evaluate the program. Findings are published in the newsletter. At all times we welcome verbal and written feedbacks.

**CONFIDENTIALITY**

Disclosure of children’s records beyond immediate family members, your classroom teachers, regulatory authorities, and consultants; require familial consent listed 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)**

<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

**Monthly tuition: (8:30am – 11:30pm)**

2 days per week	\$120.00
3 days per week	\$160.00
5 days per week	\$199.00

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 Pre-School through Kindergarten**

<b>Registration/Supply fees</b>	\$350 (Non-refundable)
<b>Tuition (pd. Monthly)</b>	\$199 (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 11:00-3:00pm MTWTHF. 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 UMC including your child's name in the memo section.** 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 NO change will be provided but will be applied to the ledger as credit.** **Keep all receipts for tax purposes.**

**Payments may also be made through our website at [www.trinity-first.org/weekday.html](http://www.trinity-first.org/weekday.html). Please remember to list your child's name in the area provided.**

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.*

\*Scholarship accounts abide by additional policy criteria. If these are not met in accordance to policy, scholarship will be null and void.

### **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. Late fees associated with none payment will continue for 2 months and subsequently transferred to our collection agency.

### **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 Preschool through Kindergarten classrooms attend field trips. Trinity-First will give a minimum of five day notice when planning classroom outings. Parents are asked to help

with field trips to help us to maintain higher than normal ratio. Children have enjoyed field trips to local high school play productions, botanical gardens, science, history and art museums, fire station, zoo, and others. Ideas for appropriate educational excursions are welcome. Field trips are an educational and enriching experience therefore, we ask that parents keep the focus on the children and respect the visiting location's rules and regulations.

Parents with a valid driver's licenses and proper insurance must provide evidence of the documentation to keep in file in order to provide transportation. Each child is safely secured with a seat belt and car seat/ booster. Teachers keep attendance throughout the trip to ensure the children's safety including their departure and arrival of the destinations. Each classroom carries their student's emergency phone list and medical authorization signature form. Each vehicle carries a personal cell phone, complete first-aid kit and fire extinguisher.

The entire school is invited to our end of the year school field trip. It's location is decided upon within the year. As with previous field trips parents are strongly encouraged to participate. Wonderful Ones and Terrific Twos children must be accompanied by a parent or guardian. Fees associated with this event will vary. Suggestions are encouraged.

## **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.

Albertsons' Community Partners is an ongoing fundraiser as well. Simply attach the laminated code to your key ring to swipe while shopping at any Albertsons' location. A percentage of money spent will be matched by Albertsons' and given to the school on quarterly bases. Every little bit will go toward our fundraising goals. Please pick up a card with the director and remember to swipe when you shop.

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**

Children who are 3-5 years old 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** (specifically)

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- Exemption with a physician's notice
- **ANY** discharge from eyes or ears
- Contagious illness (example: chicken pox)
- 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 may not remain in school 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 needs to be immediately excluded, he will be in the Day School office with another care giver.

We advise parents not to rush a child's return to school following an illness. Please keep in mind that if we send your child home because of fever, vomiting or diarrhea, the child will not be admitted the next day because the 24-hour period will not have elapsed. In addition, if the child's physician prescribes a course of antibiotics for any reason, the child may not return to the classroom until a full 24 hours have passed since the first dose of medication was administered.

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 an unusual level or type of communicable illness was reported in their child's classroom. Children with a contagious illness will not be allowed back in class until released by a physician.

## **Epidemic Plan**

Trinity-First Weekday Ministries is committed to fighting epidemics by observing these procedures: If the children are exposed to a contagious illness, a notice will be posted

immediately to inform parents of the exposure. We will work closely with the local health officials to help control the spread of disease.

### **ABSENCES**

Absences are excused for illness, medical appointments, and legitimate family emergencies, etc. The child is admitted after a parent or guardian fills an Absentee Slip from their teacher the day he/she returns to school that includes his/her name, date of absence, 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. The medication must be in its original container indicating the name of the child and dosage required prescribed by the physician. **Medication must be delivered directly to the school office and may NOT be placed in your child's lunch box or backpack.**

### **IMMUNIZATION AND SCREENING 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 and will be reviewed along with P/T conferences. **Keep these records up to date!** Non-compliance may mean suspension of your child from school until completed.

<p><i>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</i></p>
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According to Texas Administrative Code, "Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code, §161.004(d), Health and Safety Code, §161.0041, Education Code, Chapter 38, Education Code, Chapter 51, and the Human Resources Code, Chapter 42."

A child will be excluded from the Center immediately upon an outbreak of any vaccine-preventable disease to which the child is susceptible due to his/her under-immunization for that disease due to religious or personal objection or medical need.

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 past 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**

**Depending on the circumstance of the emergency, we will use one of the following protective actions:**

- Immediate evacuation - The children will be evacuated to a safe area on the grounds of the Church in the event of a fire, etc. (Trinity-First Parking lot).
- In-place sheltering - Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. (Room 110) Preschool classrooms [no windows]).
- Evacuation - Total evacuation of Trinity-First WM becomes necessary if there is a danger in the area. In this case, children will walk across to 1<sup>st</sup> Savings Bank across Montana on Mesa Street.
- Modified Operation - Cancellation/postponement or rescheduling of normal activities may be required in case of a winter storm or building problem (such as utility disruptions) that make the environment unsafe for the children.

We will take the best possible care of your children until such time as you are able to arrive. We practice our fire drill every month at different times of the day and practice emergency evacuation and storm drills twice a year.

### **UNIVERSAL HEALTH PRECAUTIONS**

In keeping with universal health precautions, designed to protect children and staff members from contagious diseases. If your child vomits or has a toileting accident, the soiled clothes, blankets, sheets, etc. will be sent home in a plastic bag. Please remember to send another change of clothes for a replacement.

**Also, please adhere to the following guidelines for ensuring your child's health, as well as, helping the program run efficiently:**

- Send clean clothes to replace any soiled ones that were sent home.
- Be sure your child is dressed appropriately for the weather and has extra clothes suitable for the season.
- Enforce good hygiene habits at home including thorough hand washing.

- Bottles, dishes, and cups that have been sent home need to be washed before returning to the school.
- **Wash your hands with soap and water immediately when entering any classroom.**

### **ENTRANCE**

Maglocks have been installed to the outside and stairway doors. This will maintain security even when events are scheduled in Fellowship Hall. You may continue to ring the doorbell or choose to purchase an access ID card for **\$5.00** which will work only during school hours.

If you misplace it please contact us as soon as possible to deactivate the card to maintain a safe environment. Another one may be purchased for the same price.

### **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 issue tickets.

All parents must clock-in their child using the biometric system (fingerprint) with the computer in the entryway. Registration numbers will be provided during the parent orientation. Once the registration number is given 10 days are provided before it will deactivate. The system will walk through the registration process. If there is an error please advise the director or teacher to remedy the situation immediately. If you need assistance please feel free to ask.

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 the teachers scheduled prep time.

All children must wash their hand upon arrival before they are received by the teacher. This is an important policy to ensure a healthy start to your child's day.

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 their appropriate classroom. All lunch boxes and Tupperware must be **labeled** with your child's **name** and **date**. Lunch labels are placed on the entryway table for your convenience.

### **TARDY POLICY**

If you arrive after 9:00am to class, you must sign a tardy slip with your teacher in order for your child to be admitted into class. This is to document the amount of time your child is losing by not attending at the appropriate time. Excused tardiness include medical appointments, adult awakening ill in the morning, traffic conditions, etc. The slip includes your child's **name**, **date**, **time entering**, **reason**, and a **parent signature** which will be placed in the child's record.

The day is scheduled in a manner where 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 may provide.

### **DEPARTURE**

All children must be picked up in their classrooms by a parent or other designated adult. All parents/guardians must clock-out using their fingerprint with the computer system where it 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 during these occasions.

**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.

### **SAFETY PRECAUTIONS**

All children arriving or leaving from Trinity-First in a motor vehicle must be transported in an approved child safety-restraint device in accordance with the manufacturer’s instructions, and restraints must be used at all times. (If you need to leave your car seat or carrier in the building for departure, it can be left outside your child’s classroom door)

Never leave children unattended in the car, and always turn off the car’s engine before you enter the building.

After you have clocked your child out and the child is in your hands, teaching staff are no longer responsible for their supervision. Please supervise your child at all times, and most importantly, do not allow your child to leave the building ahead of you. Once you have clocked your child out, they may not remain with the classroom group. They have been transferred to your care which leads to ratio, group size, and child/adult authority issues are factors concerning this policy.

When you enter or leave the building, please be aware of traffic in the alleyway and adjoining streets as we are located in a very busy section Mesa St.

Please remember, TFWM is a drug-free facility. The use of any illicit drug or alcohol is prohibited. This also means, no cigarette, cigar, pipe, or other tobacco products are permitted in the building or on the grounds. Weapons or any other significant hazard that poses a risk to children and adults are prohibited.

A child will not be released to the parent or guardian if that individual arrives with a suspected impairment due to drugs or alcohol. Alternative emergency contact persons will be called to find a suitable pick-up solution. If no alternative is found, the child will only be released to CPS.

Trinity-First is a gang-free zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

## **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 snack. Provide the snack at least two days in advance to ensure parents may be informed of their child's food intake prior to their attendance. Notice will be posted of the snack of the day and the following day's snack menu.

Please notify the school in writing if there are certain foods your child may not eat because of medical, religious, or cultural reasons. If a child needs to follow a special diet for one of the above mentioned reasons, please provide a note from your primary care physician giving details of the foods to be avoided. Alternatives will be made available to children with particular food allergies. Documentation of the type and quantity of food consumed by all toddlers/twos and children with special feeding needs will be available to parents daily. Families of infants must review nutritional feeding requirement form monthly.

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.** . \*See attached Health Snacks for Young Children handout with authorized snack options. **We will NOT accept donuts, candy, other high fat, high sugar, and high sodium content items.**

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

Our After School Enrichment provides a nutritional snack in the afternoon at approximately 3:00pm. Notice for the following days menu will be posted in the ASE class bulletin board.

**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. If a child has certain food allergies, signs will be posted in the classroom as a visual reminder, parental permission is required.

**LUNCHES BROUGHT FROM HOME**

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 appropriate to your child capabilities. 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** lunch with child's **name** (first name, last initial) and the **date** on any items that you wish to be sent back home. Lunch boxes should be labeled CLEARLY. We will provide strips of paper to attach to your child's lunch box in cases when it is not labeled with the appropriate date.

Remains of a lunch must be discarded once a lunch container is opened and provided to your child. It may NOT be stored for later consumption or parental revising (CFOC standard). Only unopened nonperishable food products may be returned in the lunchboxes.

**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. Healthy options are always encouraged and diet variations may be necessary. Speak to your teachers about events such as Thanksgiving, Christmas, Valentines, etc. Volunteering to help on these days may be

limited based on the classroom needs. Ask your teacher ahead of time to plan for your role. Please make arraignments for siblings during your volunteer time.

### **BIRTHDAY CELEBRATIONS**

Birthday parties are celebrated once a month with a joint celebration for all birthday's within that month. This is created to limit the amount of sweet treats associated with birthday celebrations. During your birthday month, collaborate with other families also celebrating to provide a day where the birthday boys and girls feel special once again. **For safety reasons, small trinkets, rings or balloons may not be distributed as party favors. For health reasons, do not send sacks of packaged candies.**

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. Addresses and phone numbers will not be distributed for this purpose without consent.

### **BIRTHDAY BOOK CLUB**

In honor of our new school library, we are introducing 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*" and thank them for their contribution. 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 arraignments. 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. (Fun labels at [www.trinityfirst.mabel.ca](http://www.trinityfirst.mabel.ca) )

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. Weather permitting; children spend at least 30 min outside both in the morning and afternoon. In cases of inclement weather; we provide similar activities indoors.

## **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 inclement weather such as snow or ice, TFWM will do the **same**. Closings and delayed openings will be announced on radio and TV. If for any reason need to deviate from EPISD, notification will be sent to the email on file. When a family does not carry an email address, phone calls will be made. Classrooms may be combined if needed due to ratios. 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.

### **ACCIDENTS OR INJURIES – MEDICAL AND DENTAL**

Children are actively engaged in play during their time at TFWM, and minor accidents and injuries do occasionally occur. All staff members who work directly with the children are trained in Pediatric First Aid and Infant and Child CPR. In the event of a minor accident or injury, a teacher trained in Pediatric First Aid will immediately attend to the injured child.

If your child has had an accident or incurred an injury while at TFWM, you will receive a report stating when and how the accident occurred, who witnessed it, and how the child was treated. Parents are asked to sign the report to indicate they have been notified of the accident and that sufficient care was given to their child. The original report is given to the parent, and a copy is kept in the child's file in the classroom and with the director. (Ouch or Incident Report)

More serious accidents or injuries are rare occurrences at Trinity-First. We strive to maintain a safe environment in which children are closely supervised. In the rare event of a more serious accident, we will attempt to notify you immediately. If you cannot be reached, we will attempt to notify your emergency contacts. If necessary, 9-1-1 will be phoned, and paramedics will determine the severity of the injury and the subsequent actions.

A staff member will accompany the child with the emergency authorization clearance to the emergency treatment center authorized hospital, child's primary care physician or dentist. The staff person accompanying the child will remain with the child at all times until the parent, guardian or other responsible adult arrives to assume responsibility for the child. If a child incurs an injury at TFWM that results in an emergency room visit, our center is required under state regulations to report the incident the Texas Department of Family and Protective Services. Please be aware that, under these circumstances, you may receive a follow-up call or other contact from the DFPS regarding the incident.

**NOTE: If you know you will not be at your usual phone number during the day, please let your child's teacher or the director know where you can be contacted if necessary.**

### **ACCIDENT INSURANCE**

TFWM has accident insurance for registered children. This covers accidents and/or injuries, which may be incurred during the program or during an event sponsored by the program.

**\*CHILDREN 9 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**.
- All lunch items not in a glass container will be transferred to a paper plate for reheating. Food unconsumed will be discarded once lunch time is completed.
- Only send food that is age-appropriate, and cut into bite-size pieces. Children who are under three years of age must have their foods cut into ½ inch pieces or into manageable bites as individually appropriate. Please, cut foods before they are packed in children’s lunchboxes. Cutting foods for multiple children can be very time-consuming and is time taken away from the children.
- 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 portions of food intake.
- 9mo.-12mo. - Feeding & Care Instruction form must be revised and edited every month until the child has his/her 1<sup>st</sup> birthday.
- Adults and visitors must remove their shoes when entering the Wonderful Ones classroom until all children are independent walkers.
- Pick-up time and emergency contact number must be filled out daily.
- Formula must come ready to serve. We will refrigerate if needed.

**AFTER SCHOOL ART ENRICHMENT SPECIAL INSTRUCTIONS**

**(ASE)**

**PRESCHOOL -KINDER**

**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. 9)**

If you have used the ASE from the previous month, you will receive a bill that is due the first 5 business days of the month along with the tuition fee. (Both fees can be paid in one check payable to Trinity-First or online with PayPal)

## **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.

TFWM suggests sending a meat or protein item, a bread product, vegetable, fruit and a beverage. We strongly recommend at least  $\frac{3}{4}$  cup of milk, 1  $\frac{1}{2}$  oz. of meat or meat alternative,  $\frac{1}{2}$  cup fruit or vegetable, and  $\frac{1}{2}$  of sliced bread or bread alternative. We ask that you limit candy including fruit gummies, soda, Kool-aid and other sugary treats or high sodium items such as chips from your child's lunch.

According to the American Academy of Pediatrics' Caring For Our Children's best practices, all food items not consumed will be thrown away. Lunch brought in plastic containers will be reheated. If you are apprehensive about the amount of food your child consumed please discuss it with your child's ASE teacher. If your child does not eat any of his/her lunch, ASE teachers will document and communicate this with you. Portions consumed by infants and toddlers will be documented daily in their daily log sheet.

## **REST**

Napping and rest are appropriate and necessary for children. Generally, rest time is after lunch for duration of about two hours. This, however, will depend on the age of the child. Mats or cots are provided for older children, and cribs are provided for infants/ young toddlers. Sleeping areas are away from areas of activity. A child who has finished a nap or rest of 30 minutes will not be required to remain on a mat or in a crib. It is our policy that if a child falls asleep, his/her body requires the rest. Therefore, we will make no effort to keep a child awake or wake a sleeping child.

Toddlers and Preschoolers may bring in a labeled, small blanket or stuffed animal for naptime. At all other times of the day, security objects are to be kept in a child's bin. If a child shows a need for a security object during times other than rest, a place will be provided for him or her in the quiet area of the classroom.

Provide a **crib-sized blanket and fitted sheet** for rest time, to be left at school. You child will decorate a pillow case to be used as a nap bag for easy transportation on the weekends and storage during the week. You are welcome to donate pillow cases for this purpose. Please take home the items to wash and return for the following week. Make sure all blankets, small pillows, and 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. Make sure the items are compact in size as don't 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 or it will disrupt the computer system.

TumbleBus

Gymnastics- 2yrs-Kinder  
Julia McCuaig 261-9888

ATK Karate

3-Kinder  
Ron Hickey 351-3682

El Paso Conservatory of Music

Piano, Violin, Drum -3yrs-Kinder  
Prentice Loftin 833-0263

Dance

Jazz, Ballet, Hip-Hop, Tap, Ballet Folklorico- 2yrs- Kinder  
Melissa Ponce 449-3477

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 20\_\_\_\_- 20\_\_\_\_School Year. 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 \_\_\_\_\_

I authorize TFWM and/or classroom teachers to text announcements of pertinent information to the following cell phone numbers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that TFWM is not responsible for text fees may be associated to subsequent messages. \_\_\_\_\_(Initial)