



2018-2019

*Trinity-First Day School*

**Family**

**Handbook**



## *Table of Contents*

<i>Section Title</i>	<i>Page</i>
<b>Mission/Philosophy</b>	<b>2</b>
<b>History</b>	<b>2</b>
<b>NAEYC</b>	<b>2</b>
<b>Advisory Board</b>	<b>3</b>
<b>Teaching Team</b>	<b>3</b>
<b>Employee Code</b>	<b>3</b>
<b>Statement of Commitment</b>	<b>3</b>
<b>Enrollment</b>	<b>4</b>
<b>Wait List</b>	<b>4</b>
<b>Forms</b>	<b>5</b>
<b>Ratios</b>	<b>5</b>
<b>Curriculum</b>	<b>5</b>
<b>Assessment</b>	<b>6</b>
<b>Transitions</b>	<b>7</b>
<b>Chapel</b>	<b>8</b>
<b>Open Door</b>	<b>8</b>
<b>Siblings</b>	<b>8</b>
<b>Parent/Teacher Conferences</b>	<b>8</b>
<b>Collaboration</b>	<b>9</b>
<b>Custody</b>	<b>10</b>
<b>Parent's Night Out (PNO)</b>	<b>10</b>
<b>Discipline/Guidance</b>	<b>12</b>
<b>Grievances</b>	<b>12</b>
<b>Feedback</b>	<b>12</b>
<b>Confidentiality</b>	<b>12</b>
<b>Financial Commitment</b>	<b>12</b>
<b>Payments</b>	<b>13</b>
<b>Discounts</b>	<b>14</b>
<b>Collections</b>	<b>14</b>
<b>Withdrawal</b>	<b>14</b>
<b>Expulsion</b>	<b>15</b>
<b>Summer Program</b>	<b>15</b>
<b>Field Trips</b>	<b>15</b>
<b>Fundraising</b>	<b>16</b>
<b>Toileting</b>	<b>16</b>
<b>Nursing</b>	<b>17</b>
<b>Health/Exclusion</b>	<b>18</b>
<b>Epidemic Plan</b>	<b>18</b>

<b>Accident/Incidents</b>	<b>19</b>
<b>Accident Insurance</b>	<b>19</b>
<b>Minimum Standards</b>	<b>19</b>
<b>Absences</b>	<b>20</b>
<b>Medication</b>	<b>20</b>
<b>Immunization</b>	<b>20</b>
<b>Child Abuse</b>	<b>20</b>
<b>Pesticides</b>	<b>21</b>
<b>Universal Health</b>	<b>21</b>
<b>Universal Safety</b>	<b>22</b>
<b>Safety Drills</b>	<b>22</b>
<b>Entrance</b>	<b>23</b>
<b>Arrival</b>	<b>23</b>
<b>Tardy Policy</b>	<b>24</b>
<b>Departure</b>	<b>24</b>
<b>Cell Free Zone</b>	<b>25</b>
<b>AM Snacks</b>	<b>25</b>
<b>Allergies</b>	<b>25</b>
<b>Special Celebrations</b>	<b>25</b>
<b>Birthday Celebrations</b>	<b>26</b>
<b>Library</b>	<b>26</b>
<b>Programs</b>	<b>26</b>
<b>Clothing</b>	<b>27</b>
<b>Spirit Day</b>	<b>27</b>
<b>Items from Home</b>	<b>27</b>
<b>Lost &amp; Found</b>	<b>27</b>
<b>Closings</b>	<b>28</b>
<b>Animal Policy</b>	<b>28</b>
<b>Water Activities</b>	<b>28</b>
<b>9mo. -2 yrs. Special</b>	<b>28</b>
<b>ASE</b>	<b>30</b>
<b>ASE Fees</b>	<b>30</b>
<b>Lunch/ASE Snack</b>	<b>30</b>
<b>Rest</b>	<b>31</b>
<b>PreK Extended</b>	<b>31</b>
<b>Additional Enrichment</b>	<b>32</b>
<b>Unity Poem</b>	<b>33</b>
<b>Healthy Snack</b>	<b>34</b>
<b>Read Aloud EN</b>	<b>35</b>
<b>Read Aloud SP</b>	<b>36</b>
<b>Agreement</b>	<b>38</b>

## **TRINITY-FIRST WEEKDAY MINISTRIES (TFWM) 2018-2019 FAMILY HANDBOOK**



### **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 toddlers through Kindergarten 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.

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. Reaching every child's potential, providing the opportunity to launch each child's educational experience successfully.

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

### **History**

Trinity-First Day School has been specializing in Early Childhood Education since 1952. Trinity offered families the first church sponsored Kindergarten in El Paso. 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 parents of toddlers and twos. Now both programs are combined and called Trinity-First Weekday School Ministries (TFWM).

### **National Association for the Education of Young Children**



The National Association for the Education of Young Children administers a voluntary accreditation system for quality early childhood centers and schools. It is the most recognized and respected accreditation agency for which all others are modeled. 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 since May of 2006. This accreditation is valid for 5 years, meaning our accreditation is valid until May of 2021. We must abide by yearly program assessments and be prepared for a drop-in visit at any time. The criterion encompasses a holistic view of a child's education including: Teaching, Health and Safety, Community Involvement, and Assessment, just to name a few. If you would like to learn more about NAEYC or the accreditation process, please let us know. Trinity-First and NAEYC believe that all children who participate in early childhood programs deserve to benefit and grow from the experience. All 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 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 and/or the director.

### **TFWM Teaching Team**

Scott Meador- Senior Pastor

Cindy Meador- Pastor's Wife

David Romero- Youth Ministry Director

Claudia Murguia- Family Ministry Director

Letty Ruvalcaba- Day School Director

Rocio Villalva- Assistant Director

Rudy Alvarado

Fabiola Banuelos

Liliana Banuelos

Daniela Casas

Gabriela Casas

Yanel Estrada

Carla Gonzalez

Daniel Hernandez

Victoria Hunter

Paula Loya

Marysol Marquez

Lena Flores

Sarah Ortega

Patty Rodriguez

Dulce Sánchez

Dalia Villegas

Substitutes: Shary Telesz, Fernanda Camargo, Gracie Urueta, Yvette Rodriguez, Paola Salas, Joanna Hinojosa, Rebecca Muñoz, Brisada Llerena, Lorena Seyffert.

Church Office: Thom Lujan

Bookkeeper: Connie Ramos

Communications Director: Maggie Johnson

### **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. After training is complete, staff members sign the following commitment:

#### **NAEYC 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 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.

### **Wait List and Reservation Policies**

We regularly assess openings available in each class and use the wait list to inform families when availability exists. The Trinity-First Waiting List requestor must fill a registration form for the current academic year/ cycle. To reserve a secure spot for the **following** academic cycle, you may attach a deposit for a one-time \$50 non-refundable registration deposit. This secure reservation option is limited. If you have the opportunity to attain this selection, it will not only secure your child's placement but will also safeguard the early registration discount. Please speak to the director or co-director to discuss the availability of this process for your child's future classroom.

Families who are currently enrolled will have notice and opportunity of a minimum of two weeks before registration is open to the surrounding community. After which, waiting list families will also have two-week lead time to respond to enrollment availability for the next academic school year. This pre-registration timeframe is the opportunity for sibling of children who are currently enrolled to be enrolled.

The Waiting List criteria for priority within each of these groups are as follows. To maintain a child's social-emotional needs, children who are currently, actively enrolled, and in good financial standing are the first prime candidates for waiting list placement. Therefore, if Summer openings are present, their enrollment is foremost considered. Followed by children of Trinity-First UMC members and consistent Teaching Team members who missed preliminary enrollment dates. Followed by siblings of actively enrolled students and finally, the date of application.

The average wait time for enrollment varies depending on several factors. As children age while on the waiting list, the family is required to maintain registration forms current to ensure their commitment to remain on the list for the following academic year without a financial deposit.

Beginning at the top of each list, parents are notified via email and phone message when a space is available for their child. Parents are given 48 hours to notify us of their decision to either accept or decline the enrollment. If parents fail to contact us within the 48-hour period, the assumption is made that the family is no longer interested, and the child's name will be removed from the waiting list. If the space is declined, the child's name may remain on the list for the following academic cycle but not that current year. Please write legibly when filling the documents and keep your current contact information on file (e.g. email address and phone numbers).

### **Forms**

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

- Enrollment Information Form
- Physician's Statement (within 10 days)
- Student Profile (designed to understand more about the child and family)
- TB Questionnaire
- TFWM Family Handbook Contract Agreement (see page 38)
- Complete Current Immunization Record/ TB test or risk assessment (Updated throughout the year)
- Tuition Express Payment Processing Form

### **Classroom Ratios**

- 9 mo.-One yr. (1/3)
- One-year olds (1/4)
- Young Twos (1/5)
- 2 1/2- Three-year olds: Young Preschool (1/6)
- Three-year olds- Pre-School (1/9)
- Four-year olds- Pre-Kinder (1/10)
- Kindergarten (1/12)
- 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 alternate days in each target language. The objectives of dual language enriched education programs are *1) elevated 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.

Trinity-First is a “Time to Sign” Certified Center which incorporates American Sign Language (ASL) to all areas of the curriculum. Sign language remains the same while spoken languages alternate per day.

Benefits of signing with children include but are not limited to:



- ✎ 2-sided brain activity that increases brain functioning
  - Visual right brain usage
  - Cognitive second language left brain usage
  - Creates additional connection or synapses in the brain
- ✎ Helps improve finger movement and enhances fine motor coordination
- ✎ Learning a second language makes additional language learning easier
- ✎ Raises communication awareness and abilities
- ✎ Enables communication and enhances customer service with the deaf and hard of hearing populations
- ✎ Promotes a diverse work environment
- ✎ Enhances learning and communication
- ✎ Can create higher IQ levels in children and adults
- ✎ Babies can communicate their pre-verbal wants and needs
- ✎ A fun activity for child and parent/caregiver that reduces frustration and enhances bond between child and parent/caregiver
- ✎ Enhances children's confidence and self-esteem
- ✎ Enhances reading skills

**Assessment**

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 need specialized services of intervention.



Our curriculum and assessments are 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. 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, anecdotal records, and running records. Conducted daily, 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 and are conducted in 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 be 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 in the classroom for the day, make sure a staff member has greeted and welcomed your child. You may not let the child walk in the classroom unaccompanied. Inform the teacher of your child's arrival and of any pertinent information for the day, such as ASE schedule or how your child slept the previous night.

Once the child has finished the task at hand, make a short and sweet goodbye. Linger in the classroom often gives the child the direction that the teacher's "rules" no longer apply once parents arrive. Please be mindful of the classroom structure and order to avoid any such communication. Clock- out only after your child has been dismissed by his/her teacher.

Please do not receive your child while the group is transitioning to a new location such as walking to the playground or walking back from music to the classroom. Wait while the group has been reconvened at their destination and the teacher dismisses your child appropriately. Only teachers may open the playground gate to release a child to the designated adult.

When you arrive for pick up, you will probably find your child busy at play. The transition for your child leaving the program may 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. Make sure your child's teacher is aware that you and your child are leaving for the day. If the classroom permits, you may speak to your child's teacher at this time. Please be respectful of the teacher's



duties if the classroom needs their attention. If need be, schedule an appointment to speak to the teacher after hours or before school begins the following 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 invites children and families to become familiarized with all aspects of their new classroom environment.

### **Chapel**

Chapel Time is every Tuesday at approximately 11:00 a.m. in which the Preschool - Kinder classes travel to the second floor in Resler Hall with the Church's Children and Families Ministry Coordinator, Claudia Murguia. 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. You are welcome to arrive early and enjoy this special time of prayer and joy alongside your child.

### **Sprouts Sundays**



Sprouts Sundays take place every Sunday from 9:00 a.m. to 11:30 a.m. Ms. Claudia invites you to arrive early to share breakfast in the Parlor with other members of the church and community and then drop your child off in room 201. They'll have some fun Bible learning and crafts (snack included) while service takes place. All the materials will be provided! This is a fantastic opportunity to build community with other families, get involved in Children's Ministry, and worship God at the same time.

### **Open Door Policy**

TFWM has an open-door policy. You are welcome to visit at any time; however, you must see the director to become a formal volunteer and participate inside the classroom. If you wish to volunteer on a regular basis, background checks are necessary. Volunteers will remain under teacher's direction while children are present.

### **Sibling Policy**

Siblings may not spend more than 15 min in a classroom of which they are not enrolled. They may never be present in the classroom without a parent. Safety is our utmost concern with regards to this policy.

### **Parent/Teacher Conferences**

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.

### **Collaboration: Family and School**

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.

If you would like to volunteer to become a room parent of your child's class, please contact the director. We are asking for 1 room parent 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. If you'd like to take a more advanced active role in strategic planning, you're invited to join the Advisory Board. Keep an eye out for meeting dates. All are welcome to make a difference in the area you feel most comfortable sharing your gifts.

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 valuable information.

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.

Download Remind App. This is a straightforward way for you to stay informed and up-to-date with what's happening in your class. You will be asked to join your teacher's class on Remind's free app. You will be able to receive class messages via push notifications, SMS, or email. These may be reminders such as: upcoming field trips, school holidays, snack reminders, special supplies needed etc. Phone numbers are kept private through this app. Our **School Code 81010**. Class Codes: Wonderful Ones @43ef14; Terrific Twos @abc3b; Young Preschool

@efa6f0; Preschool A @12a132; Preschool B @0c6048; Pre-Kinder A @prekindera; Pre-Kinder B @b50ef1; Kindergarten @0f794; Advisory Board @b6e3f.

Find us on Facebook! Many activities and announcements may be found there. Please tag us on any event associated with Trinity-First. Remember to use Facebook and other social media outlets as a social yet faith-filled forum with respect. Please remain conscious of not posting any child who is listed on the NO SOCIAL MEDIA list without parents' consent.

If you love our program and want to share the impact it has made in your child's life, rate us on Yelp. Of course, if there is an area in which needs improvement, you're encouraged to share it with the director any time. This is critical for our program reflection and enhancement.

### **Custody**

In divorce cases where custody is shared or in the process of being determined, each parent has equal rights to the custody of the children unless one of you has signed a court order indicating otherwise. The school has no legal right to refuse biological parent's access to their child and/or school records.

If a parent has signed, current court order limiting the other parent or any other person, Trinity-First must have a copy of the order detailing the circumstances on file. If a copy is not on file, the school is required by law to release children to their parents with proper identification. In situations that become a disruption to the school, law enforcement will be contacted, and an officer will be requested to intervene. Please take the highest respect for the school and attempt to not involve the school in custody matters. Communication is critical along with proper court records on file.

### **Parent's Night Out (PNO)**

We are pleased to offer Parent's Night Out for family and friends of TFUMC and Day School Community. We know that parenting is the most important and self-giving job blessed by God. Your success depends on your ability to maintain your life balanced through positive relationships with people you care about. Therefore, PNO is a critical ministry to support your family. It's a secure place for your child while you enjoy a special night out once a month. Parent's Night Out is scheduled primarily on the second Saturday of the month. Children enjoy dinner, crafts, recreation, games, snack, then change to pajamas and watch a movie.

Parent's Night Out is available to all friends and family of the TFUMC community ages 5 months - 5th grade. The cost is \$15.00 for one child, \$20.00 for two children, and \$30.00 for three or more children. In addition, an annual registration fee of \$20 to participate in this program. Parent's Night Out is by reservation only. A form will be located by the computer station one-week prior. Make sure you have filled the family registration form to ensure medical and emergency information is accurate. You may also make your reservations through Rocio Villalva no later than 5:30 p.m. on the Wednesday prior to Saturday. A late fee of \$5.00 will be added to any family who would like to reserve after 5:30 p.m. Thursday (assuming availability). You may call, text, or email Rocio Villalva, 915-822-6988, to confirm your reservation. Payments may be added to your school ledger or in person on the Saturday.

If your child would prefer or requires a modified menu it must be provided. All families are required to fill a registration form and \$20 fee per family each year you will be participating in the program. If you plan on arriving after 7:00 p.m., please feed your child prior to arrival.

PNO FEES: (non-refundable)	Monthly Registration
Annual registration fee: \$20	One Child: \$15  Two Children: \$20  Three or more children: \$30
Late reservation fee (after 5:30 p.m. Wed. Prior.): \$5	
Late Arrival fee (after 10:30 p.m.): \$2 per minute/per child	
Optional Pizza dinner & drink: \$2.50 per child	
Cancelation Fee: \$10	
If cancelled after Friday 12:00 p.m.	
Payment options include: <a href="http://www.trinity-first.org">www.trinity-first.org</a> - “PNO” in the PayPal comment area Check, Cash, or Added to the School Ledger	

### **Guidance/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 will be used for a child who **continually** demonstrates unacceptable behavior. This is a time when the child may calm themselves, 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 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 need 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.

### **Feedback and Program Evaluation**

At Trinity-First family surveys are important components of how staff members and accreditation programs evaluate our program. Teaching Team members value parental opinions concerning the care and education we provide. Annually, we ask all families currently enrolled in the school, and families who are exiting, 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 Commitment**

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

### **Early & After School Art Enrichment**

Early morning (7:30 -8:30a.m.) and Afternoon Care is \$3.25 per hour or \$3.25 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 contact Child Protective Services. If for any reason the school cannot be reached, call Mrs. Letty (cell 915-740-6217).

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

**FEES FOR 9 months (as of Sept.) – 2 years old - (8:30a.m. -11:30a.m.)**

**Yearly Registration/Supply Fee: \*(Non-Refundable)**

2 days per week	\$195.00
3 days per week	\$215.00
5 days per week	\$250.00

**Monthly Tuition: (8:30a.m. – 11:30p.m.)**

2 days per week	\$175.00
3 days per week	\$215.00
5 days per week	\$255.00

Early a.m. & After School is \$3.25 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 \$15 till 11:30a.m., normal ASE fees still apply.

**Tuition for Pre-School through Kindergarten**

<b>Yearly Registration/Supply fees</b>	\$350	(Non-refundable)
<b>Preschool –Pre-Kinder (pd. Monthly)</b>	\$255	8:30a.m. - 11:30a.m.
<b>Pre-K Extended (pd. Monthly)</b>	\$430	8:30a.m. - 2:30p.m.
<b>Kindergarten (pd. Monthly)</b>	\$340	8:30a.m. - 2:30p.m.
<b>After School/ Early (pd. Monthly)</b>	\$3.25	per hour or portion of hour

**Payments**

**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. The Day School Office or Connie Ramos (Bookkeeper) will receive tuition and A.S.E. fees. **You may also leave your payments in the drop box outside the school office.** Checks are made to Trinity-First including your **child's name in the memo section. Label all cash** with the child's name. *Please have correct change NO change will be provided but will be applied to the ledger as credit.*

**All accounts must provide a Tuition Express Automated Payment Processing form.**

Payments may be deducted through a credit card, debit card or checking account on a regular basis or it may simply be used as a **back-up** form of payment. If your account balance remains unpaid by the 10<sup>th</sup> of the month, Tuition Express will run your account using the form of payment on file. This ensures a streamlined payment processing system and eases the worry of overlooking payments.

Payments may also be made directly from the **check-in computer system**. Click on “Accounting/Payments” then “Make a Payment.” The credit card reader is located directly above the computer monitor. A receipt will be emailed to the address on file.

**PayPal payments** may also be made through <http://trinity-first.org/trinity-first-day-school/>. Enter your child’s name in the area provided.

All electronic payments charge a percentage rate to the school. Therefore, these transactions such as Tuition Express, PayPal, ProCare check-in, or CC/debit card machine will incur a \$2 convenience fee.

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. \*

There is a \$20 bank charge for any returned check (Cash payments are required after two NSF checks on an account.)

*\*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.
- Military and Church Member discount \$10/mo.
- Referral discount 10% off next month’s tuition, once new family enrolls.
- Full tuition payments for the entire year receive a 10% discount.
- 2 children enrolled will receive a 13% discount- estimated EM/ASE may also be added.
- 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, travel, or holidays.

### **Collections**

**All balances must be paid in full by the 10<sup>th</sup> of the month 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. Transworld Systems** will take over your account and report to the credit bureaus. Unpaid bounced checks will be submitted to S.C.A.N. which halts your account until balances are paid in full. We understand financial hardships may occur; speak to Connie Ramos, Monday or Wednesday afternoons. Please continue open communication.

### **Withdrawal**

**If you need to withdraw your child from TFWM, two weeks written notice is required (by the 15<sup>th</sup> of the month).** If notice is not given accordingly, 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 the collection agency.

### **Expulsion**

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 Program**

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**

Preschool through Kindergarten classrooms participate in field trips. Trinity-First will give a minimum of 2 weeks' 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, art museums and more. 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 license and proper insurance must provide evidence of this documentation to keep on file to provide transportation. Each child is to wear their Trinity-First t-shirt and must be safely secured with a 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. Its 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.” The money raised is utilized toward school needs indicated by budgetary restrictions as well as scholarships, materials, equipment, books, educational resources, teacher’s professional development, and much deserved Christmas bonuses. If necessary, TFWM may introduce additional fundraisers which are optional not mandatory. This year we will also incorporate VIP cards. Thank you for your support.

The Cuisine and a Classic is our largest and most important fundraiser of the year scheduled for the month of April. Every family will be **required to purchase 2 tickets**, depending on the venue, tickets will be between \$25-\$50 per person. This year’s theme and specific date will be announced shortly. The event includes a gourmet meal, silent auction, and themed entertainment. Each classroom collects items for a themed auction basket and the children decorate items to be auctioned varying from large bookshelves, tables, benches, planters, etc. Additional tickets for family and friends may be purchased by early spring. As our primary fundraiser, you are required to buy or gift 2 tickets for this event. The 2-ticket minimum will be added to your account by January. Add this date to your calendar today and begin asking how your talents can benefit toward the realization of this event. There are multiple ways you may contribute including: sanding, priming, design/ decorations, marketing/ advertising, gathering donors, and of course attending the event with family and friends. We need your help to keep our tuition rates low and provide the quality care your child deserves. You are an integral part of its success.

Mini Fundraising will be introduced with Coffee Fridays, Kids Eat Free cards, Santa Photos, Spring Photos, etc. These are optional yet supportive of our school endeavors.

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 from 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.

## **Toileting**

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 hygiene 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 (Potty Training)**

Our staff is committed to facilitating this process. One of the most crucial 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 must go potty
- Understands what is expected
- Cooperates with your requests

The following guidelines are followed:

- Teachers and parents share information and plan accordingly.
- Pull-ups are always supplied and used 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 enough extra clothing for their children. If an accident occurs, the child is changed into clean clothes. Replace the emergency set of clothes the following day to ensure an extra set is always on hand.
- 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.

### **Nursing**

TFWM encourages, provide arrangements for, and support breastfeeding mothers. In addition to nutrition, breastfeeding supports optimal health and development. According to the AAP CFOC, "human milk is also the best source of milk for infants for at least the first twelve months of age and, thereafter, for as long as mutually desired by mother and child. Breastfeeding protects infants from many acute and chronic diseases and has advantages for the mother, as well." Therefore, you are welcome to pump or nurse in our library at any time. You are welcome to place the privacy sign outside the library to limit interruptions. Wonderful Ones teachers are trained on the importance, maintenance, storage, and proper handling of human milk. (<http://cfoc.nrckids.org/StandardView/4.3.1.1>)

## **Health/Exclusion**

**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** or requires more assistance from the staff compromising the health and safety of other children
- **ANY** fever over 101.00 F during the past 24 hours (exception of teething)  
**If a child who is teething exhibits a temperature at or above 101.00 during the school day, parents will be called for pick-up.**
- **ANY** vomiting during the past 24 hours
- **More than 2 loose bowel movements within** the past 24 hours
- **Bowel movements not contained in the diaper**
- **ANY** discharge from eyes or ears
- Contagious illness (example: chicken pox, rubella, strep throat-24hrs after medication)
- 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

***Upon arrival, parents direct their child to wash his/her hands. Each child will be given a health check, upon arrival each morning. The teacher has authority not to admit the child and/or call parents to pick-up an ill child at any time.***

Your child may not remain in school if any symptoms of illness appear during the day. If this should occur, your child may be isolated from others and you will be contacted to pick up your child immediately. If your child needs to be immediately excluded, he/she will be in the school office with another caregiver.

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 illness. Parents will be advised if 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 or has completed the incubation period.

## **Epidemic Plan**

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

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

### **Accidents or Incidents – 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/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 enough 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)

It is rare for serious accidents or injuries to occur 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 parents 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 able to be reached at your typical phone number during the day, please let your child's teacher or 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.

### **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 are posted in the office. You are welcome to read them on the bulletin board.



## **Absences**

Absences are excused for illness, medical appointments, and legitimate family emergencies, etc. For Kindergarten: 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 12 hr. doses if available. When these medications are not available in 12 hr. doses, parents must sign "Permission to Administer Medication Form" with the director. Only authorized individuals may administer and receive medication. The prescribed medication must be in its original container indicating the name of the child and dosage required prescribed by the physician. It will be picked up in the first upper cabinet in the workroom cabinet in the labeled box. **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.

*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*

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 included with the registration/supply fee.

## **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. All staff members participate in annual training regarding Child Abuse and Neglect- recognizing, reporting, prevention, and minimizing stress in education. Please refer to information on our Family Bulletin Board outside the director's office. Postings include information concerning signs and symptoms, community resources, and parenting skill resources to prevent and recognize child abuse and neglect. Visit the bulletin throughout the year for information on community involvement opportunities and further resources. April is Child Abuse Awareness month; please join us during awareness activities.

### **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 afternoons, weekends, or 24 hrs. before children are expected back in class.

### **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.
  - I.e. clean clothes, teeth brushed, clipped and clean nails.
- Bottles, dishes, and cups that have been sent home need to be washed before returning to the school.
- **Wash your child's hands with soap and water immediately when entering any classroom.**

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 school 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.

## **Universal 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 always be used. (If you need to leave your car seat or carrier in the building for departure, it can be left in the school's workroom)

After you have clocked your child out and the child is in your hands, teaching staff are no longer responsible for their supervision. Please always supervise your child, and most importantly, do not allow your child to leave the building ahead of you. We teach children that only parents and teachers open the doors when heading outside. 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. Running is not permitted in the hallways, please reinforce this school rules. We ask your child to use their "walking feet." Fun is allowed in many other ways. Feel free to hop like a bunny, stomp like an elephant, or chug like a train on your way out.

When you enter or leave the building, please be aware of traffic in the alleyway and adjoining streets. This is a good opportunity to educate your child on street safety, including parking lots and alleyways.

Trinity-First is a gang-free zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our 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.

## **Safety Drills and 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.
- Lockdown- Intruder or an emergency outside the school that prevents evacuation. All students and teachers are isolated in their class. Lock/ barricade door and remain

silent and unseen until “All Clear, this is \_\_\_\_\_ and it’s all clear” is announced. A message using the Remind App. will be announced to indicate when you may safely enter the school. No children will be released, and no one may enter the building during this time. For an in-depth overview, please speak with the director.

We will take the best possible care of your child until you arrive. We practice a fire drill every month at various times of the day and practice emergency evacuation and storm drills 4 times per year.

### **Entrance**

Maglocks are a part of all church and school entrances. There is a second glass door securing the school from church visitors. This door also has a doorbell which does not have a corresponding bell to announce it’s released, the green light means it is disabled. This will maintain security even when events are scheduled for the church. All accounts will be given two proximity cards. You may purchase additional cards for additional adults for **\$10.00 each**. Cards will only work during school hours from the main entrance doors. If you misplace it, please contact us as soon as possible to deactivate the card to maintain a safe environment.

Entering and exiting will only be permitted through the Day School entryway. If parents or children try to exit through the stairwell an alarm will sound. Only one door will be used for school purposes. Make sure to always use your proximity card.

### **Arrival**

Please park in a marked parking place during this time. **Please do not park in the handicapped parking places alongside the Resler Hall entrance.**

Each family will be issued 2 parking passes. Please keep these from year to year to reduce unnecessary waste. If more passes are needed for grandparents or other caregivers, please inform the office.

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 you through the registration process. If there is an error, please advise the director or teacher to remedy the situation immediately. It’s best to correct the system as soon as possible to avoid inaccurate ASE charges. A bypass number may be provided if the biometric system is having difficulty locating your fingerprint. 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 preschool classrooms, should be placed in the refrigerator (before 8:45am) or wagon outside room #111 (ASE class). Lunches for all other classrooms 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**

The day is scheduled in a manner where every moment is valuable education time. For example, when a child misses 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.

To respect the entire child class' stability and learning potential, you are asked to keep attendance and reduce tardiness. If you arrive after 9:00am to class, you will receive a **One Chance Pass** for late admittance (red slip). You will have one pass in the fall and one in the spring semester.

Excused tardiness includes medical appointments, adult awakening ill in the morning, traffic conditions, etc. An **Excused Tardy Slip** must be signed with the Day School office and given to the teacher to be admitted in class. The slip includes your child's name, date, time entering, reason, parent's signature, and director's signature. The slip will then be placed in your child's record. Kindergarten families must be aware that all days tardy are calculated for the final report card for 1<sup>st</sup> grade placement.

### **Departure**

All children must be picked up in their classrooms by a parent or other designated adult. All parents/guardians must clock-out by using their fingerprint with the computer system where it can recognize everyone who is receiving the child. The computers are in the front entryway.

Your child will not be released to any person who is not listed on the "Enrollment Information Form." Remember to send a written note or advised teachers in the morning of a new person arriving for your child. **WE WILL ASK FOR IDENTIFICATION!** Only adults 18 or older will be allowed to receive your child.

Our alley is two-way. Always drive on the right. Do not leave your car parked in the alleyway. On the 3<sup>rd</sup> Thursday each month the parking lot is full at 11:30 a.m. because of a church sponsored senior citizen luncheon, "Jolly Elders." Please be patient when trying to park during these occasions.

**NEVER leave your child/children unattended in the car.**

## Cell Free Zone

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 *goodbyes* and *hellos*.

## Morning Snack

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 or religious 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 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.

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. Water is preferable. It is your responsibility to provide **plates, cups, bowls, napkins, spoons or forks that are needed for your snack**. If the disposables needed are not provided to serve your snack, your account will be charged \$5 to replace the utensils used from the ASE supply. If the snack day is missed, please provide a pre-packaged healthy snack for the following day. If enough snack is not provided or replaced in two days, a \$15 Emergency Snack Replacement Fee will be added to your account. **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.**

## Allergies

You will be advised if any child in class may have certain food allergies. There will be signs posted and notice will be provided in a newsletter. Please read the labels and do not bring those snacks to the classroom. Please remind your child not to share personal food with their friends. We share everything except individual food.

## Special Celebrations

Each class can celebrate special occasions as they see fit. Classes may ask parents to partake in the snack time by bringing prepackaged potluck items for the celebrations. Healthy options are always encouraged, and diet variations may be necessary. Speak to your teachers

about events such as Fall Festival, Thanksgiving, Christmas, Valentines, Easter, 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 child care arrangements for siblings during your volunteer time.

The classroom designated leader/ Room Parent oversees celebrations. if they've decided on sharing the cost of a celebration, monies should be delivered directly to that individual or to the office. Monies should never be provided to staff under any circumstances. The drop box in the hallway is available, if the office is closed.

### **Birthday Celebrations**

Birthday parties are celebrated once a month with a joint celebration for all birthdays within that month. This is created to limit the number of sweet treats associated with birthday celebrations and time taken from the scheduled class activities. During your birthday month, collaborate with other families also celebrating to provide a day acceptable to both in which the birthday children will feel special once again. Birthday families are welcome to join the class during these special collaborative birthday celebrations. (Reminder: all guests must obey classroom rules and regulations while attending the celebration. Teachers have the right to restrict any activity deemed inappropriate or unauthorized.)

**When preparing treat bags, keep choking hazards in mind (NO small trinkets, rings or balloons, etc.). To maintain healthy conscious choices, we DO NOT ALLOW packaged candies or high sugar/salt contents in treat bags.**

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. (See last page consent statement.)

### **Library**

Every classroom will have one month within the year in which parents of that classroom will be honorary librarians. You will be notified by your child's teacher which month you will be volunteering just a few minutes of your time to help organize and upkeep our charming school library. Through adult example, children will grasp the importance and the value of books. The library rules will be distributed in your child's classroom cubby.

### **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 6:00pm-7:00pm in the evening. Look forward to the upcoming dates and begin adding them to your calendar. It is essential to have the children participate as they will be working very hard to perform for you.

On occasions when the entire school is participating in events (Fall Feast, Grandparents Day, Hop on Pop Day, Mother's Day, Graduation, etc.) a reservation sheet will be present at

least one week prior to the event by the computer system. To assign comfortable seating, families are responsible for coordinating the necessary reservations and space availability.

### **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 assorted sizes. As a safety precaution, send your children in rubber-soled shoes, **no flip-flops or crocks.**

Donations are accepted for gently used clothing such as underwear, socks, shorts, pants, shirts in cases of emergencies and accidents. We do go outside in wintry weather; 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 under the computer station for misplaced items. 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 wintry 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.

### **Spirit Day**

We love our school and what to show it! Join us in sharing school spirit by wearing your Trinity-First t-shirt/onesie every Friday.

### **Items from Home**

Each classroom reserves the right to modify this policy for its classroom needs.

#### **Please do not allow your child to bring toys, jewelry, money, candy, make-up etc.**

Special items may be requested for projects or "Show and Tell" occasions. These special days will be notified specifically. Children 9 months to 2yrs are welcome to bring a security item such as a blanket or a stuffed animal as they transition to the classroom. The teacher will advise you when it is no longer necessary.

### **Lost & Found**

Please clearly label all items brought into the facility with your child's name. The building is used for various events throughout the evening and weekends where access is not always limited. TFWM is not responsible for any lost or missing items. A lost and found bin is available for any item found and we will do our best in trying to locate missing items. Be mindful when providing clothing, or jewelry that has sentimental value.



## **School Closings**

We follow the El Paso Independent School District closures and holidays. When and if closures occur 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. Please subscribe to your classroom's Remind App for notifications. During these days, classrooms may be combined due to ratios. It is our policy not to make up days missed due to inclement weather.

## **Animal Policy**

Classroom pets or visiting animals must appear to be in good health. We require pets or visiting animals have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children. Teachers will maintain close contact and supervise all interactions between children and animals. They will teach the children safe behavior when near animals. Program staff make sure that any child who is allergic to a type of animal is not exposed to that animal. Certified service animals are welcome.

## **Water Activities**

The only type of water activity in warm/hot weather may include water table use or "wet day" outside. Please bring the necessary supplies: swimsuit, towel, water shoes, and sunblock. You will have notice to prepare for these extra fun days. Be aware of the communication methods to be prepared for all special days, i.e. postings, notices, newsletters, and Remind App.

## **SPECIAL INSTRUCTIONS: CHILDREN 9 MONTHS- 2 YEARS OLD**

- 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 bib to stay in class for meals.
- Use plastic bottles.
- All lunch items not in a glass container will be transferred to a paper plate for reheating. Once a container is opened, unconsumed food will be discarded once lunch time is completed. Therefore, send appropriate sized servings for your child to minimize food waste.
- Be mindful of choking hazards, provide food 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 your child's lunchboxes. Cutting foods for multiple children can be very time-consuming and it takes time 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. Reminders will be provided.
- 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 for the week.
- "If cloth diapers are used, the diaper should have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. An alternative is the use of cloth diapers that contain a waterproof cover that is adherent to the cloth material. If a cloth diaper with a separate lining is used, the outer covering and inner lining should be changed together at the same time as a unit and should not be reused in the facility. No rinsing or dumping of the contents of cloth diapers should be performed at the facility. Soiled cloth diapers should be completely wrapped in a non-permeable material, stored in a location inaccessible to children, and given directly to the parent/guardian upon discharge of the child" (AAP- CFOC Standard 3.2.1.1: Type of Diapers Worn).
- 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 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.
- Bottles of formula prepared from powder or concentrate, or ready-to-feed formula should be labeled with the child's full name and time and date of preparation. We will refrigerate for no more than 1 hr. after feeding then discard any remaining

milk. Additional powders will not be added to the milk unless instructed by their pediatrician.

### **(ASE) Afterschool Art Enrichment for Preschool –Kindergarten**

#### **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.

#### **ASE Fees**

We will be open during regular Day School days, Monday-Friday 7:30a.m. – 8:30a.m. and 11:30a.m. – 5:30p.m. or 2:30p.m. – 5:30p.m. for Kindergarten and PreK Extended. A \$15 late pick up fee is automatically charged and every subsequent 15 min. additional after 5:30pm arrival. After 6:00pm, with no response CPS is called.

If ASE is used from the previous month, you will receive a bill that is due the first 5 business days of the month along with the current tuition fee. Financial responsibility and payment options may be reviewed on page 12 of this document.

#### **Lunch/ASE Snack**

If your child is staying in ASE past 12:00p.m. Or past 11:30a.m. for ones and twos, a labeled sack or box lunch is required. **All necessary utensils must be provided.** If the lunch is forgotten, we have provisions for emergency lunch only. We will charge \$5 for this emergency lunch.

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. 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.

According to the American Academy of Pediatrics' (CFOC) Caring for Our Children's best practices, **food items not consumed must be thrown away.** It may NOT be stored for later consumption or parental review. Lunch brought in plastic containers will be reheated on a paper plate. If you are apprehensive about the amount of food your child consumed, please discuss it with your child's ASE teacher. If there is a specific snack meant to be left for the car ride home, please write a note in the lunch box to inform the 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 on their daily log sheet.

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 ½ of sliced bread or bread alternative. **We do not allow candy including fruit gummies, soda, Kool-Aid, don-nuts, and other sugary treats or high sodium items such as chips provided in from your child's lunch.** We recommend water or 2% milk for beverages.

**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. Lunch Labels are located on computer check-in station table to attach to your child's lunch box in cases when it is not labeled with the appropriate date.

The Afterschool Coordinator will provide a nutritious afternoon snack at approximately ~3:00p.m. Notice for that day and the following day's menu will be posted in the ASE class bulletin. This is only a snack; portion sizes are considered.

### **Rest**

Napping and quality rest is appropriate and necessary for children. Generally, rest time is after lunch for duration of approximately 1-2 hours, based on their biological rhythm. This, however, will depend on the age of the child. Mats or cots are provided. 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. 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. Children younger than 12mo. may use a sleep sack or will be tucked into the crib edges up to their chest and laid to rest on their back.

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. Please provide a reusable plastic lined grocery bag to be used as a nap bag for easy transportation on the weekends and storage during the week. Nap linens must be taken home weekly to be laundered and then returned 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. Items must be compact in size due to storage space limitations.

### **Pre-Kinder Extended Schedule**

We are strong advocates for rest in early childhood. Research shows that children require sleep for good health, psychological and social emotional wellbeing, cognitive functioning, positive behavior, and high academic performance. Understanding the amount of sleep varies per child, however research agrees that down time is essential for growing minds and bodies. It's recommended that 4 yr. olds receive 11 1/2hrs of sleep per day. This relaxation/ naptime will serve your child with the support their body needs for strengthening their immune system, supporting brain development, moderating aggressive behavior, and increasing concentration abilities. If your child stays for ASE (after 11:30a.m.), the classes will join for a meeting time



(circle), outdoor exploration 12:00p.m., lunch 12:30p.m., then begin an extended structured enrichment discovery 1:00p.m.-2:00p.m. This time will focus on Science/ Math/ Literacy/ and Art through multisensory experiences inspired by the Reggio Emilia child-centered approach to education.

This time will be facilitated with the Pre-Kinder teachers. The children will then transition to a rest/ relaxation time at 2:00p.m. They will have a “read-aloud and imagine time,” where a chapter book will be shared in the target language for 15 min then lead toward a mediation time for another 15 min. Those who ultimately fall asleep will be able to enjoy their nap. Those who have finished their rest time will join the ASE at 2:30p.m. to continue with After School Art Enrichment. ASE fees will remain the same. A discount is provided if you register for the Pre-K extended schedule. See the director for more details.

### **Additional 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. These classes are paid to the instructors directly. Mailboxes for payments are labeled in the workroom across from the computer system.

El Paso Conservatory of Music  
Piano, Violin, Drum -3yrs-Kinder  
Private Schedule  
Prentice Loftin  
833-0263

Guitar Explored  
Daniel Hernandez  
502-1358

Kids Yoga  
Carla Gonzalez  
915-226-5033

Dance  
2yrs- Kinder  
Marysol Marquez  
915-235-8750

TumbleBus  
Walking Infants –Kinder  
Fridays  
Katie Beaver  
915-603-6758

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

## Unity

I dreamt I stood in a studio,  
And watched two sculptors there.  
The clay they used was a young child's mind,  
And they fashioned it with care.

One was a teacher—the tools she used,  
Were books, music, and art.  
The other, a parent—working with a guiding hand,  
And a gentle loving heart.

Day after day, the teacher toiled  
With a touch that was deft and sure.  
While the parent labored by her side,  
And polished and smoothed it o'er.

And when at last, their task was done,  
They were proud of what they had wrought.  
For the things they had molded into the child,  
Could neither be sold nor bought.

And each agreed they would have failed  
If each had worked alone,  
For behind the teacher stood the school,  
And behind the parent, the home.

- Author Unknown





## Healthy Snacks for Young Children



TFWM policy- Staff does **NOT** offer children younger than three years these foods: hot dogs (whole or sliced into rounds), nuts, popcorn, raw peas, hard pretzels, chunks of raw carrots, meat larger than can be swallowed whole.

Staff cuts food into pieces not larger than ¼ -inch square for infants and ½-inch for toddlers/twos, according to each child's chewing and swallowing capability.

- Water for Preschool-Kindergarten Classrooms
- Water or 2%/Whole Milk for Toddlers and Young Preschool Classrooms

**Please see your teacher for allergies or additional guidelines specific to your child's class.**

**Fruits and Vegetables** - Always an excellent choice for nutrient-dense snacks. Fresh options are healthy and convenient. Try grapes, apples, bananas, pears, berries, carrots, broccoli, celery, cherry tomatoes, snap peas, etc. add dips like guacamole or hummus.

**Edamame** - Boiled soybeans in the pod are a tasty and fun snack - just squeeze the pods to pop the beans in your mouth. Frozen edamame takes only a few minutes to prepare – we would simply pop them in the microwave to steam and serve. Look in the frozen section of your supermarket near vegetables or in the natural/organic section.

**Whole Grain Snacks** - Many popular preschooler snacks are made from refined grains - crackers, pretzels, most baked goods. Try adding healthier whole grains during snack time with yummy whole grain plain Cheerios, pita bread with hummus. Choose granola bars with oatmeal or other whole grain as the first ingredient. Also, when choosing snacks, look for whole wheat crackers and pretzels

**Avocados or Guacamole** - Avocados have lots of healthy fats plus the fiber found in other fruits and vegetables. Want to serve tortilla chips? Add guacamole for variety and a nutrient boost.

**Beans and Bean Dips** - Beans are packed with protein, fiber and nutrients. Add beans to snack time with bean dips. Just serve refried beans or hummus with vegetables, crackers, pita bread, or tortilla chips. Provide refried beans or black beans, a small tortilla and cheese to top it off. Provide the ingredients and we'll do the rest.

**Granola Bars** - Certain store-bought granola bars are nutritious, but they can also contain lots of added sugar. Look for choices with oats and protein, pass on those with cookie bits.

**Low-Fat Cottage Cheese with Fruit Pieces** - Low-fat cottage cheese is a healthy dairy option and goes great with pieces of pear, grapes, or banana.

**Fruit Smoothies** - Whole fruit in a drink! Provide any type of fruit, yogurt, and milk.

**Dried Fruits and Vegetables** - Choose options with no added sugar. Preschoolers seem to enjoy the sweet, chewiness of dried fruits and veggies. They can stick to the teeth though, so remember to brush!

**Low-fat Greek Yogurt** - Use this as a dairy option but keep an eye on added sugars.

**Hard Boiled Eggs**- contain a high amount of protein and iron as well as a multitude of vitamins.

**Cheese**- contain nutrients like calcium, protein, phosphorous, zinc, vitamin A and vitamin B12. Children enjoy this snack in small chunks, slices, or sticks with Cheddar, Mozzarella, Munster or Colby.



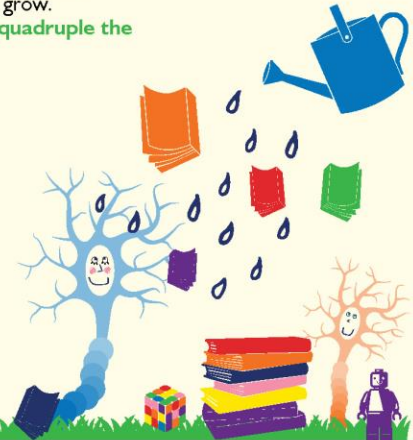
# Parents, it's up to you!

The first few years of life are critical in your child's brain development. Make the most of this window. If you wait, it's too late.

- Your baby's brain is making literally **trillions of connections** during the first few years, the fastest it will ever grow.
- Children are rapidly learning language. They often **quadruple the number of words they know** between ages 1-2.
- Babies learn best through interactions. **There is no substitute for YOU.**



Babies are born with about 100 billion neurons; by age 3 there will be about 1,000 trillion connections between them.

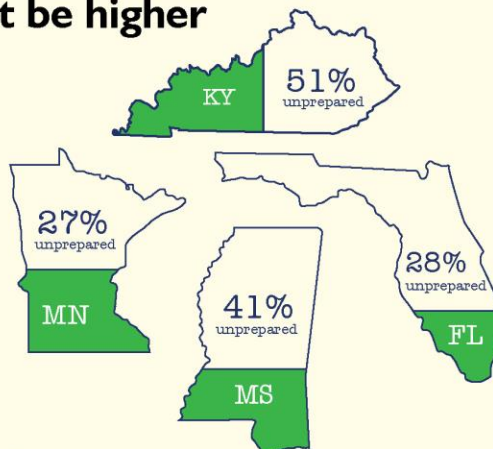


## The stakes could not be higher

### Dodge the word gap

Some children will hear 30 million fewer words than their peers before age 4. Studies have shown **the number of words a child knows when entering kindergarten is predictive of future learning success.**

Hart and Risley 2003

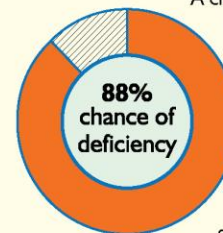


### Get ready to learn

Too many children in the U.S. are **not prepared to learn when they enter kindergarten.** Studies show that those who fall behind are likely to stay that way.

Kentucky.com | FloridaEarlyLearning.com | Education.state.mn.us | kidscount.ssrc.msstate.edu | Shonkoff and Phillips 2000 | Carnegie Foundation 1991

## Avoid the slippery slope



A child not reading at grade level by the end of first grade has an **88% chance of not reading at grade level** by the end of fourth grade.

Those not reading proficiently by third grade are **four times more likely to drop out of school.**



Juel 1988 | Annie E. Casey Foundation, 2012

## Light up your child's brain!



### Read aloud 15 MINUTES every day from birth to:

- Grow vocabulary and knowledge
- Bond and provide enriching engagement
- Foster a love of books and learning

You are your child's first and most important teacher. Read Aloud every day, from birth, for **at least 15 MINUTES** and light up your child's brain.



If you wait, it's too late.



**Read Aloud**  
**15 MINUTES**  
Every child. Every parent. Every day.

Graphic by Jenna Kendie



# Padres, ¡les toca a ustedes!

Los primeros años de vida son críticos en el desarrollo del cerebro de su hijo.

Aproveche al máximo esta oportunidad. Si espera, puede ser demasiado tarde.

- Durante los primeros años, el cerebro de su bebé está haciendo literalmente trillones de conexiones, nunca más crecerá tan rápido.
- Los niños están aprendiendo rápidamente un idioma. Entre las edades de 1-2 frecuentemente se cuadruplican el número de palabras que conocen.
- Los bebés aprenden mejor a través de las interacciones. **USTED no tiene sustituto.**



Los bebés nacen con aproximadamente 100 mil millones de neuronas; a los 3 años, tendrán cerca de 1,000 billones de conexiones entre ellas.

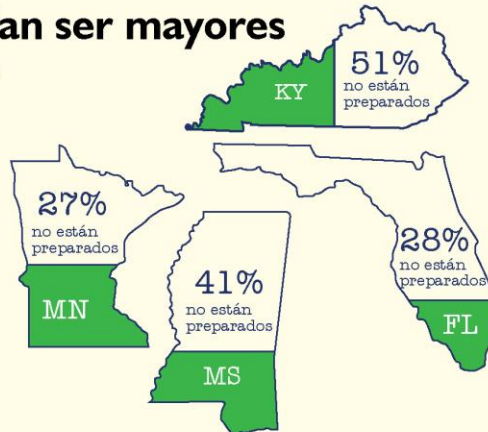


## Los riesgos no podrían ser mayores

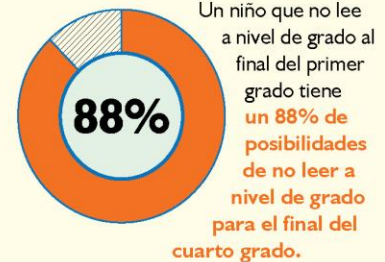
### Evite la diferencia de palabras

Algunos niños escucharán 30 millones de palabras menos que sus compañeros antes de los 4 años. Los estudios han demostrado que el número de palabras que un niño sabe cuándo entra al kínder predice el éxito del aprendizaje futuro.

Hart and Risley 2003



### Evite el callejón sin salida



Los que no leen proficientemente al tercer grado son cuatro veces más propensos de abandonar la escuela.



### Prepárele para aprender

Demasiados niños en los Estados Unidos no están preparados para aprender cuando entran al kínder.

Los estudios muestran que los que se quedan atrás son propensos a permanecer de esa manera.

Kentucky.com | FloridaEarlyLearning.com | Education.state.mn.us | kidscount.ssrc.msstate.edu | Shonkoff and Phillips 2000 | Carnegie Foundation 1991

Juel 1988 | Annie E. Casey Foundation, 2012

## ¡Haga brillar el cerebro de su hijo!

Leer en voz alta durante 15 MINUTOS cada día desde su nacimiento:

- Aumenta el vocabulario y el conocimiento
- Establece vínculos y proporciona una enriquecedora interacción
- Fomenta el amor por los libros y el aprendizaje

Usted es el primer y más importante maestro de su hijo. Léale desde que nace en voz alta todos los días, por lo menos durante 15 MINUTOS y hará que su cerebro brille.



Si espera, puede ser demasiado tarde.

**Read Aloud**  
**15 MINUTES**  
Every child. Every parent. Every day.

Graphic by Jenna Kendle

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## CONTRACT AGREEMENT

Sign, Cut, and Return this page to the Day School office

I have read and understand the Trinity-First Weekday School Family Handbook for 2018- 2019 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 \_\_\_\_\_

### Initial One:

\_\_\_\_\_ Yes, I consent for our family contact information to be shared for the in-class directory.

\_\_\_\_\_ No, I **do not** wish for our family contact information to be shared.

### **Voluntary:**

Do you have a church home? (Circle)      Yes      No

If so, which? \_\_\_\_\_

Would you like more information on how you may serve the community? (Utilizing your time, talent, or treasure for the local food pantry, outreach ministries, Casa por Cristo, immigrant support. etc.)

\_\_\_\_\_

Would you welcome a call from someone on our ministry team? (contact number)

\_\_\_\_\_

Would you be interested in receiving information about children and family ministries events? (Circle)      Yes      No, Thank you

If so, please provide your e-mail.

\_\_\_\_\_

This page must be returned for your child's record.

Thank you!