

Trinity-First



# Weekday Ministries

Family Handbook 2023-2024

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## **Trinity-First Weekday Ministries/Day School 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 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.

Our students are exposed to 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. Our accreditation is valid through November 2025. 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 education. ***NAEYC accreditation is a mark of excellence.***

### **TFWM Teaching Team**

Pastor- Doug Mills	Liliana Banuelos	Paola Rodriguez
Pastoral Administrator- Belinda Saylor	Dany Casas	Paola Salas
Church Office- Zandra Ojeda	Gaby Casas	Dulce Sánchez
Bookkeeper & Admin.- Gracie Urueta	Yanel Estrada	Daniela Vázquez
Day School Director- Letty Ruvalcaba	Gail Santiago-Fitzpatrick	Dalia Villegas
Assistant Director- Rocio Villalva	Lilliana Gamez	Substitutes- Zofia Banuelos
Team Resource Leader- Cindy Ojeda	Tanya Legarreta	Evelyn Gallegos
	Briseida Llerena	Mari Morales
	Elizabeth Lopez (Lizzi)	Amalia Ruvalcaba
	Paula Loya	Alma Trillo
	Sol Martinez	Natalia Villegas
	Rebeca Muñoz	
	Sarah Ortega (Art)	

### **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 current 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.

## **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.

## **Parent Participation Points**

Research shows that the link between home and school is imperative to your child's lifelong educational journey. You as their first and most important educator and we, as their primary education team, must be in partnership. Together, we will provide them with the tools they will need to maneuver and flourish in their future educational aspirations. Therefore, we will offer Parent Points for school participation with additional activities and volunteer hours. Some opportunities include attending Blessing of the Backpacks, Day School Sundays, volunteering with classroom and school needs, etc. Parent Points may be accumulated from month to month until 10 points are earned to receive 10% tuition reduction for one month for one child. If a parent has earned 20 points, the 10% may be applied for one child over 2 months or one month for two children in the same immediate family. The points are non-transferable and do not carry over into the next summer or academic year. The percentage does not apply to ASE/EM or event fees. Parent Participation Points (PPP) may not be applied to late payment fees, accounts that are past due, or used in conjunction with scholarships. PPP opportunities will be listed in the school and/or classroom newsletters. If you'd like additional hours, stop by the office to inquire. There's always volunteer work to be done.

## **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 basis.

## **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 based on 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 24-48 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 (last page of this document)
- 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 old's (1/4)

- Toddlers/Twos (1/5)
- 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
- Change to max group size. Does not affect 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 classroom's 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. In addition, we utilize CLI Engage for expanded resources, assessment tools, and family engagement initiatives.

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. Before leaving your child with the morning escort, make sure they have greeted and welcomed your child. Please make sure your child is ready to get out of the vehicle and has all their items in their backpack ready for the teacher. Each child is unique regarding their transition and attachment style. If a child is having a challenging time, ensure your posture and body language is of peace and trust so the child can feel more at ease. It's not



uncommon for the receiving teacher to carry your child crying, especially the first month of school, after long breaks, or long weekends. Each person takes a varied amount of time and experiences to gain a trusting attachment to new adults and new friends. They calm down as soon as they're in their classroom, in the building or as soon as we begin walking to the door. If a teacher has other students waiting on the bench, please walk your child over to them. If you don't see a teacher immediately, don't worry, they are making a drop-off and will be there shortly. Do not let your child sit on the bench unattended. Feel free to text the WhatsApp the classroom phone number privately with any pertinent information for the day, such as ASE schedule, if anyone is sick in the family, how your child slept the previous night, or any concerns you may have. They will only check messages during breaks or before 8:30am or after class and not after they have gone home for the day. If you have an emergency, please call the school cell phone 915-910-1237.

If the afternoon pick up permits, you may speak to your child's teacher. Please keep your conversation short and sweet in order for the teacher to maintain focus on the classroom and the other children present. When children see adults interacting and not focusing on them, children tend to seek attention and it could disrupt the entire classroom. If it is an urgent matter, we will accommodate another person to step in the classroom in order for a mini conference. Otherwise, feel free to request a conference time when all parties can speak calmly with their full attention.

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 Monday at approximately 11:00 a.m. in which the Preschool - Kinder classes travel to Sanctuary with Mrs. Gail. She will share praise and worship, bible stories, and drama are techniques 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. Please let your child's teacher know when you will join us and this qualifies as a "Parent Point."

### **Sprouts Sundays**



Join the TFUMC community for Sunday service at 10:30am in the Sanctuary. We will have special Day School Sunday's when your child will be encouraged to join us as we feature a different classroom each month to sing for the congregation. Please keep an eye out for those announcements and attending qualifies for a "Parent Point." If you'd like to participate in a more extensive manner with the church, feel free

to speak with the Senior Pastor by calling the office and making an appointment or join us for any of the church activities. The office phone number is 915-533-2674.

### **Open Door Policy**

TFWM has an open-door policy. All questions, concerns, suggestions, are open to discussion and review. You play an integral role in our program and new ideas are always encouraged. We work together as a team for the benefit of your child and the program as a whole. If you wish to volunteer on a regular basis, background checks are necessary. Volunteers will remain under the teacher's direction while children are present and never left alone to care for the classroom.

### **Sibling Policy**

Siblings may not spend more than 5 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. Special consideration is considered for birthday celebrations, if deemed appropriate by the classroom circumstances.

### **Parent/Teacher Conferences**

Individual Parent/Teacher Conferences are held in the fall and spring. Sign-up sheets will be posted on WhatsApp. 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 are scheduled on the academic calendar after 12:00 pm in the classroom. All morning teachers will participate, and it will be an early release day. Please pick up your child at 11:30 am and we will escort your child to you in the parking lot entryway. After attending, your account will be granted a Parent Participation Point. Conference time offers you and your child's teacher time to exchange goals, review progress, discuss opportunities you would like to see made available and discuss any other issues pertaining to your child's care and learning. Families are welcome to raise questions, and concerns regarding how assessment records meet your child's needs. You are welcome to see our Creative Curriculum assessment continuum and ask questions regarding the assessment opportunities presented.

Please remember that staff members are available to speak with you regarding your child's progress or concerns about the program at other times as well. 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. All volunteers and

visitors must check-in at the church office and register as volunteer with the school administration. An orientation will be provided, and a background check will be completed.

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 fundraisers, art project, events, etc. 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.

Download WhatsApp. This is a digital way to stay informed and up to date with what's happening in your child's class. You will be connected to the classroom chat and discuss information necessary for the class. You will be able to receive class messages via push notifications and if too many messages are sent through the conversation, you are always welcome to silence the chat. These may be reminders such as: upcoming field trips, school holidays, snack reminders, special supplies needed etc. Please make sure this is a productive, informative, and positive chat forum. This is an avenue to build the family/school partnership and create a community to support the children. If questions are posed to teachers through this chat, don't expect a response until the end of the day. They may respond during a break, yet it is not required. However, if you would like a prompt response, Mrs. Letty may respond to a pertinent question through the app or text 915-740-6217.

Parents will be informed of various activities through newsletters, calendars, and posting of lesson plans and schedules in your orientation packet. WhatsApp will provide flyers, announcements, photos, and valuable information.

Parents are encouraged to participate with play dates scheduled. Families will be notified through WhatsApp 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.

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. Parent's Night Out is by reservation only. A form will be located by the computer station one-week prior and dates are already set within the school academic calendar. If you have friends or family who would like to participate, please inform them that a family registration form must be filled to ensure medical and emergency information is provided. 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). Cancellation fee of \$10 will be charged for accounts canceled after Friday at 12:00 p.m. and the full payment will be charged for no-shows. 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.

Yearly Family Registration Fee: \$20	<b>Fees</b>  One Child: \$40  Two Children: \$50  Three or more children: \$60
Late Arrival fee (after 10:30 p.m.): \$2 per minute/per child	
Optional pizza dinner & drink included.	
Cancellation Fee: \$10 If cancelled after Friday 12:00 p.m.	

Payment options include:

[www.trinity-first.org/registraion](http://www.trinity-first.org/registraion) - "PNO" in the PayPal comment area paid by noon on Friday.  
check, cash, or add it to your school account

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.

### **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. We always welcome verbal and written feedback.

## **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.

### **FEES FOR 9 months (as of Sept.) – Young Preschool - (8:30a.m. -11:30a.m.)**

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

2 days per week	\$225.00
3 days per week	\$275.00
5 days per week	\$350.00

#### **Monthly Tuition:**

#### **(8:30a.m. – 11:30p.m.)**

<b>Wonderful Ones (\$4/per hr.)</b>		<b>Terrific Two's (\$4/per hr.)</b>		<b>Young Preschool (\$3.25/per hr.)</b>	
2 days per week	\$225.00	2 days per week	\$210.00	2 days per week	\$190.00
3 days per week	\$310.00	3 days per week	\$280.00	3 days per week	\$260.00
5 days per week	\$333.00	5 days per week	\$350.00	5 days per week	\$330.00
Full Time		Full Time		Full Time	
7:30a.m.-5:30p.m.	\$815.00	7:30a.m.-5:30p.m.	\$779.00	7:30a.m.-5:30p.m.	\$769.00

Early morning (EM) and after school (ASE) are \$4.00 per hour or portion of hour for Wonderful Ones and Terrific Twos. Young preschool. Preschool – Kindergarten ASE and EM is \$3.25. ASE until 3:29p.m. The hours of 3:30-5:30p.m. are \$4:00 per hour or portion of an hour as extended day. All additional hours are 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 \$25 and normal ASE fees still apply.

### Tuition for Pre-School through Kindergarten

Preschool & Pre-Kinder	Kinder (8:30a.m. -2:30p.m.)
\$320	\$415
EM/ASE	Before 8:15a.m. after 11:30p.m.
	\$3.25/ per hr.
Extended ASE	3:30p.m.-5:30p.m.
	\$4.00/ per hr.
Full-time	Full-time
7:30a.m.-5:30p.m. \$769.00	7:30a.m.-5:30p.m. \$675.00
<b>Yearly Registration/Supply fee</b>	
\$350.00 (Non-refundable)	

### Early & After School Art Enrichment

After 5:30 there is a \$15 late fee for every 15 minutes or portion thereof which 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. Call or text the afterschool phone any time after 3pm for direct contact with the ASE teacher (915-910-1237). If for any reason the school cannot be reached, contact the director, Mrs. Letty (915-740-6217).

We will clock your child in the system, and parents are responsible for clocking out your child only after you have received your child. Please do not clock out before your child is in your care because this will cause issues with ratios in the classroom. Records, safety, and accuracy are very important. Teachers also keep attendance in the classroom to verify when your child was released to you.

### **Payments**

All accounts must fill in a Tuition Express form to have on file. **Payments will be processed through Tuition Express using bank draft information. Tuition will be drafted on the 8-10<sup>th</sup> of the month.** Statements will be emailed on the first of the month to the email addresses we have on file. If you have any discrepancies or questions concerning your statement or you do not receive your statement, please communicate with the office by the 5<sup>th</sup> of the month. If you choose to use Tuition Express using a credit card, you will be responsible for a convenience fee of **2.5% of your total payment**. If you prefer to use cash or check, ensure it is received by the office no later than the fifth business day of the month. This will ensure your account is clear before Tuition Express processes. Checks are made to Trinity-First including your **child's name in the memo** section. Cash payments are placed in an **labeled** envelope and hand delivered to the office. *Please have correct change, no change will be provided but will be applied to the ledger as credit.*

There is a \$25 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 with policy, scholarship will be null and void.*

## **Discounts**

- If you have 2 or more children in the program, there is a \$10 discount each mo. (2<sup>nd</sup> only)
- Military/Federal Employee and Church Member discount \$10/mo. (each child)
- Max discount is \$20 for the above circumstances.
- 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 and Registration fees will NOT be included in discounts.
- NO discount on your tuition for days your child does not attend school, including but not exclusive of illness, travel, or holidays.
- Tuition remains the same each month including vacation days, holidays, and scheduled breaks. Only exception is the start and end date of the year, August and June.
- PPP see page 5 for details

## **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.** The credit agency 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 Mrs. Letty or leave a message with our bookkeeper at ext. 17. 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”. *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 as chaperones and help with transportation. 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 who attend with their child are responsible for the care and welfare of their child(ren). Trinity-First releases all responsibility for children who have their parent/guardian present during or traveling to and from field trips.

Parents with a valid driver’s license and proper insurance must provide evidence of this documentation to keep on file when providing transportation. Each child is to wear their Trinity-First t-shirt and must be safely secured with an appropriate 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 class group will carry the class cell phone, first-aid kit and fire extinguisher. Fees associated with each field trip event will vary. Please inform your child’s teacher if you choose for your child not to participate.

The entire school is invited on the last day of school for the End of the Year School Picnic. It is scheduled for Mission Hills Park from 9-12pm. As with all field trips parents are strongly encouraged to participate. Children from the WO, TT, and YP must be accompanied by a parent or guardian for this school wide event.

## **Fundraising**

**Cuisine and a Classic** is our primary and most important fundraiser of the year. Each family is required to buy or gift 2 tickets for this event. The event includes a gourmet meal, silent auction, and themed entertainment. Each classroom collects items for a themed auction basket and the children create a hands-on canvas painting to be auctioned. Think of it as a mandatory Date Night. Tickets are \$40 per person. This year’s event is planned for February 23<sup>rd</sup>. The ticket will be added to your account in the October statement to avoid the before or after holiday pile up of expenses. Additional tickets for family and friends may be purchased and a table discount is available. Mark off February 23<sup>rd</sup> on 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 design/ decorations, marketing/advertising, gathering donors, and of

course attending the event with family and friends. We need your support to continue to improve and provide the quality education your child deserves. You are an integral part of our success.

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.

### **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 100.00 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-24 hrs. 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.

Parents or guardians should monitor the health of their child and not send them to the program if they are displaying any symptom of COVID-19. Parents or guardians should seek COVID testing promptly and report results to the program given the implications for other children, families, and staff. We encourage all families and students to become fully vaccinated to allow more normalcy to our program. Please keep us up to date with your child's vaccination schedule.

#### **Preventative Health Measures**

- We have planned to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces.
- Require sick children and staff to stay home.
- Teaching Team is being vigilant for symptoms and staying in touch with administration when they start to feel sick.
- We have established procedures to ensure students and staff who come to center sick or become sick are isolated and sent home as soon as possible.
- Sick teachers will not return to work until they have met the criteria to discontinue home isolation.
- These policies and upcoming information will be shared with families through emails and WhatsApp messaging as guidance continues.
- Each classroom is equipped with a quality HEPA air filter to minimize toxins in the air.
- Yearly flu vaccine will be a requirement for students and teachers.

#### **Illness within the Day**

We will send home any staff member or child who has any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

If the symptoms are presented, they will be isolated from the others, provided a mask if age appropriate, and parents notified immediately for pickup. If we do not reach parents with a phone call, messages will be sent and alternative emergency contacts will be notified, beginning with the first name on the list. Please maintain current contact information to attain a speedy response.

If COVID-19 is confirmed in a student or staff member:

We will send a notification to your child's classroom. The individual who was diagnosed with COVID-19, may return to school when **all three** of the following criteria are met:

- 1) At least 24 hrs. have passed since recovery (resolution of fever without the use of fever-reducing medications)
- 2) The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)
- 3) At least 5 days have passed since symptoms first appeared.
- 4) A mask is worn for a full 10 days.

If a Teaching Team member or parent believed their child has had close contact to someone with COVID-19 but are not currently sick, they should **monitor their health** for the above symptoms during the 10 days after the last day they were in close contact with the individual with COVID-19.

If an immediate family member has contracted COVID-19, the full family is asked to quarantine for 10 days. Studies have shown the new variant B.5 has a longer exposure time and children especially have become positive later in the time frame.

### **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. If the injury or incident required additional attention, 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**

Parents or guardians should monitor the health of their child and not send them to the program if they are displaying any symptom of COVID-19. Parents or guardians should seek COVID testing **promptly and report results to the program** given the implications for other children, families, and staff.

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 hand delivered upon pick up. **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*

All recommended vaccinations must be administered according to state guidelines and based on your child's designated timeline. Our facility will remain at a 100% vaccination rate.

Due to the recommended guidance from the CDC, this year we are requiring every child receive the flu vaccine by October 30<sup>th</sup> of each year. We know that the symptoms for COVID-19 and the traditional flu can be similar. This additional safeguard will minimize the likelihood of mis-screening the flu symptoms with COVID-19. This is intended to reduce the confusion and support our efforts to maintain a safe environment and preserve health care resources.

The Texas Department of Health requires that all children 4 years and older be screened for vision and hearing concerns. The school will offer these screenings. The fee for this included with the registration/supply fee. If your child has or will receive this screening from the pediatrician, please return a copy of the report for your child's school file.

### **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.
- Wipe down the lunch box before adding new items for the following day to limit contamination between clean and dirty containers. As children learn self-help skills, they will begin learning how to put away their containers and it's a learning effort. Therefore, be aware that some spillage will happen.
- **They will wash hands with soap and water immediately when entering any classroom by following the proper steps. Please teach and reinforce the steps at home: dampen hands, apply soap, rub, and scrub around though fingers, over and under for 20 seconds, take off soap fully, and turn off the water with a paper towel or with back of the hand and pat to dry. We use various handwashing songs, feel free to ask which is used in the classroom. If your child's hands become dry from washing often, please send their own lotion to use afterwards. It can be kept in their cubby or backpack.**
- Bathrooms for in the hallway are only for children. If your child needs help with changing or toileting, please use the adult restroom.
- Parents and guardians are not allowed to post video or photograph through the windows of the classroom. Always ask permission from the teacher(s) and **do not** tag other students or parents without prior consent. Remember to tag the school for all event posts.



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 not 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 contacts 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 or hallway.

After the child is released to you, your 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 your child, 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. We ask your child to use their "walking feet" while inside the building to limit injury. Please help us follow this safety rule. 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. Holding hands while you're outside the building is very important and a rule we follow while escorting them in. Let them know it's a rule even when they're with you.

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: See page 42 at the end of this handbook for detailed information.

- 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 Middle Preschool classroom [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, Mrs. Letty, it’s all clear” is announced. A message using the WhatsApp. 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. Each family will be given 2 cards. The front entrance gate has a doorbell for church/school visitors and a maglock. There is a third glass door securing the school from church visitors. Please make sure this door is always closed. 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 a proximity card. You may purchase additional cards 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. If you do not have a card and it’s after 3pm call 915-910-1237. If a teacher has to be taken away from the class to open the gate, you will be fined **\$5 each episode**. If this is a habitual event anytime within the day, meaning more than 3 times, your account will also be charged **\$5 each instance** to ensure accountability and enforce our safety procedures.

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 have the proximity card on your person with no identifying markers.

## **Arrival**

Arrive using the MONTANA ST. entrance and slowly drive up near the entrance ramp area. The opposing traffic will be stopped during this time (7:30am-9am). Please help us in taking your child out when you're in line to ease the process. If you anticipate waiting with your child outside your vehicle, please turn off the engine to reduce emissions. We will do our best to come out as efficiently as possible and we discourage idling vehicles, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

We will receive students between 7:30 a.m. – 9:00 a.m. only. The school day begins at 8:30 a.m.

## **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 stability of the entire class and learning potential for your child, you are asked to keep attendance and reduce tardiness. If you arrive after 9:00 a.m. to class, you must speak to the office regarding the reason and what steps will be taken to improve the situation.

Excused tardiness includes medical appointments, adult awakening ill in the morning, traffic conditions, etc. Kindergarten families must be aware that all days tardy are calculated for the final report card for 1<sup>st</sup> grade placement.

## **Departure**

Park your vehicle in a marked parking spot. **Please do not park in the handicapped parking places alongside the Resler Hall entrance or the Pastor's parking.**

**Drive slowly and carefully once you are in the parking lot. Remember the proximity key every single day.** The church staff will not allow entrance unless they know you personally and the office is closed after 3 pm. Close the gate behind you and do not let anyone in alongside you unless you personally know they are a parent. Everyone must use their own proximity key for the safety of all our students and teachers. Therefore, grandma, grandpa, the nanny, aunt, and uncle will also need a card if they are picking up your child. Additional cards are \$10 each. All children must be picked up in the entryway by a parent or other designated adult. 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 and a photo will be taken for all individuals to have in our system! Adults 18 or older will be allowed to receive your child.

Our alley is legally a two-way, yet we try to encourage only a one direction to avoid accidents and obstruction. Always drive on the right. Do not leave your car parked in the alleyway. Drive slowly and safely to protect all little ones and pedestrians. The church on occasion will have an event during the day, such as a meeting or funeral. Please be patient when trying to park during these occasions. **NEVER leave your child/children unattended in the car. If you need us to escort your child out for these specific occasions when parking is limited, feel free to ask.**

### **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 quality time to say your *hellos* as you’re reunited after a busy day.

### **Morning Snack**

Parents will provide all food items. 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.

It is your responsibility to provide plates, cups, bowls, napkins, spoons or forks that are needed for your child’s meals/snacks. If utensils are frequently not provided to serve your food items, your account will be charged \$5 to replace the utensils used. Reminders will be provided. **Keep snacks healthy but simple.** \*See attached Health Snacks for Young Children handout with snack options on page 39 and reference page 33.

### **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 or catered 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 childcare 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. Teachers are not responsible for receiving payments or funds. The only exception is for enrichment classes such as yoga, dance, etc. 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 policy was created to limit the frequency of sweet treats associated with birthday celebrations and time taken from the scheduled class activities. CAUTION must be taken with any allergies in the classroom. 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. Pinatas must be authorized prior to the event to ensure available use of the church Fellowship Hall. Parents must stay to help clean up and leave the area as it was found.

**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.)

Only parents of the birthday child are allowed during the celebration. Visitors must undergo the proper screening procedures and adhere to all our school policies, including handwashing upon entering and possibly removing shoes when entering the Wonderful One's classroom.

### **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 and the classroom who is featured on the front bulletin board is also a reminder of who oversees the upkeep of our quaint library. Feel free to let us know you will be entering the building to assist in the library and we'll sign you in as a volunteer. Through adult example, children will grasp the importance and the value of books. PPP are earned for library upkeep.

### **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 5:30 p.m.-7:00 p.m. 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 through WhatsApp. To assign comfortable seating, families are responsible for coordinating the necessary reservations and space availability.

### **Clothing**

Send your child in washable play clothes that can get dirty. Due to creative dynamic art activities and energetic outside play, this will allow more freedom for those busy times at TFWM. Trinity- First t-shirts are available to purchase as an optional uniform for \$10 each available in assorted sizes. As a safety precaution, send your children in rubber-soled shoes, no flip-flops.

Donations are accepted for gently used clothing such as underwear, socks, shorts, pants, 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. After we've checked the classroom, we'll ask families for help finding lost items on WhatsApp. If items are not labeled, occasionally their taken home by another child by mistake.

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 climate, please apply sunscreen or sun block each day before coming to school. Occasionally, teachers will use the water mist on the hose to cool off the students and add water to the sand for more intricate sand play. Keep in mind, we have several outdoor thermometers to guide our teachers with the appropriate play experiences. We are fortunate to be shielded from the sun with the buildings and shades. This means temperatures in the playground are not the same as measured in other areas. 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. These inopportune elements include rain, heavy snow, and high wind. Cold weather does not automatically mean we will refrain from outdoor play. Even in some snowy conditions, we may have the children use their senses to explore this rare occasion in El Paso. Weather is an important learning opportunity, and we believe in allowing them the chance to encounter the seasons. If you are concerned about your child playing outside, please keep him/her home these days and/or make sure they are dressed accordingly.

### **Items from Home**

**Do not allow your child to bring toys, jewelry, money, candy, make-up etc.** Students are not conscious of their belongings while deep in their learning and small items can easily be

left in nooks and crannies. In younger classrooms, items may be a safety hazard and/or cause a dispute among friends. We are not responsible for small items being misplaced or lost. Special items may be requested for projects or “Show and Tell” occasions. These special days will be notified specifically. Children 9 months to 2 yrs. 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.

In special circumstances, when the morning drop-off is made easier with such an item, the escorting teacher will let you know, and the item will be stored in the classroom to be picked up after school but not used during the day.

### **Lost & Found**

If you are missing any personal belongings, please let us know immediately. 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 typically 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 through WhatsApp. Make sure you subscribe to your classroom’s WhatsApp 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 WhatsApp.

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

- Send a bib with their lunch daily or a plastic bib to stay in class for meals.
- 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 appropriately 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. Cut foods before they are packed in your child's lunchboxes. Cutting foods for multiple children is 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. Reminders will be provided through their daily reports.
- Label sweater, diaper bag, extra clothing, bottles, cups, lunch box, thermos, books, toys, and anything else that is to go home with you.
- Infants 12 mo. and younger use a sleep sack and nothing else but a well fitted crib sheet.
- Wonderful One's parents must read and sign our TFWM Sleep Policy.
- 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. WO's have lunch at 11:00am.**
- Adults remove their shoes or wear shoe covers when entering the Wonderful Ones classroom until all children are independent walkers.
- Use plastic bottles.
- 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.
- Wonderful Ones send bedding home every day for cleaning and/or disinfecting.

Diapering:



- Gather supplies such as diaper, wipes, and ointment on a tissue Wash hands and wash child's hands before beginning.

Steps include:

- Prepare (apply gloves) - Clean the child - Remove trash (soiled diaper, wipes and gloves)
- Replace with clean diaper - Wash child's hands - Clean diapering station and apply disinfecting solution for appropriate timeframe –Adult washes hands
- If the surface is visibly dirty, it will also be cleaned with detergent or soap and water prior to disinfection.
- If reusable cloth diapers are used, they will NOT be rinsed or cleaned. The soiled cloth diaper and its contents (without emptying or rinsing) will be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

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

TFWM provides 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, dance, outdoor play, and library time.

### **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 an emailed statement 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 13 of this document.

Call or text ASE classroom phone number with any questions or concerns regarding ASE after 3pm 915-910-1237.

### **Lunch/ Snack**

Our school has a sack lunch program. Trinity-First is not responsible for the nutritional value of the snacks and meals you send, however, we recommend 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.

- Label all lunch boxes.
- Label all food containers and with their name and date clearly visible.

- Washaway notes painters tape work great!
- Label reusable utensils- purchased from Amazon or mabelslabels.com.
- Parents provide all food items for AM/PM snacks and lunch labeled.
- **Send all necessary utensils.**

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.

Choking Hazard Modifications for all Children under 4yrs. old. →	Food Item	Avoid	How to Modify
	Cheese	<ul style="list-style-type: none"> <li>• Round pieces, chunks, or blocks</li> <li>• String cheese cut into round pieces</li> </ul>	<ul style="list-style-type: none"> <li>• Cut into thin slices or short strips</li> <li>• Shred or grate</li> </ul>
TFWM suggests sending a meat or protein item, a bread product, vegetable, fruit, and a beverage. We recommend 1 ½ oz. of meat or meat alternative, ½ cup fruit or vegetable, and ½ of sliced bread or bread alternative. When kids fill up on sugar-sweetened foods and beverages they have little appetite for healthier foods their growing bodies need, such as fruits, vegetables, whole grains, lean protein and low-fat dairy. While you don't need to restrict the sweets entirely (class birthday and festivities) balance and moderation is key. Therefore, refrain	Fruit	<ul style="list-style-type: none"> <li>• Whole or raw fruit (grapes, cherries, mango, melon balls)</li> <li>• Fruit with pits or seeds</li> <li>• Large pieces of fruit with skin</li> <li>• Whole pieces of canned fruit</li> <li>• Raisins and other dried fruit</li> </ul>	<ul style="list-style-type: none"> <li>• Remove tough skins or peels</li> <li>• Cut into small, thin strips or slices</li> <li>• Remove large seeds and pits</li> <li>• Choose ripe berries, which are softer and can flatten with a fork</li> <li>• Remove membrane from oranges or cut up canned mandarin oranges</li> <li>• Cut grapes or cherries lengthwise, then into smaller pieces no larger than ½ inch.</li> </ul>
	Grains	<ul style="list-style-type: none"> <li>• Breads, cereals, or crackers with seeds, nuts, or whole grain kernels</li> <li>• Popcorn</li> <li>• Potato and corn chips</li> <li>• Pretzels and pretzel chips</li> </ul>	<ul style="list-style-type: none"> <li>• Cut bread, pita bread, or tortillas into thin strips</li> <li>• Offer lightly toasted bread to decrease the "stickiness"</li> <li>• Choose items without seeds, nuts, or whole grain kernels</li> </ul>
	Legumes	<ul style="list-style-type: none"> <li>• Raw beans or peas</li> </ul>	<ul style="list-style-type: none"> <li>• Cook well and smash with a fork</li> </ul>
	Meat, Poultry, Fish	<ul style="list-style-type: none"> <li>• Dry, tough, stringy, or large chunks of meat, poultry, or fish</li> <li>• Fish, meat, and poultry with bones</li> </ul>	<ul style="list-style-type: none"> <li>• Serve ground meat, poultry, or fish in pieces of no more than ½ inch</li> <li>• Remove Bones from poultry, meat, and fish</li> <li>• Shred tough or dry meat</li> </ul>
	Nuts and Seeds	<ul style="list-style-type: none"> <li>• Peanuts, nuts, seeds</li> </ul>	<ul style="list-style-type: none"> <li>• Finely grind peanuts, nuts and seeds</li> </ul>
	Nut Butters	<ul style="list-style-type: none"> <li>• Large amounts of creamy nut butters</li> <li>• Chunky nut butters</li> </ul>	<ul style="list-style-type: none"> <li>• Spread a thin layer of creamy nut butters on toast or crackers</li> </ul>
	Vegetables	<ul style="list-style-type: none"> <li>• Whole, raw, round, or hard pieces (cherry or grape tomatoes, carrot rounds, baby carrots, green peas, string beans, celery, corn, whole beans)</li> <li>• Large pieces of vegetables with skin</li> </ul>	<ul style="list-style-type: none"> <li>• Remove tough skins or peels</li> <li>• Cook or steam hard vegetables until soft, then slice lengthwise</li> <li>• Cut raw vegetables like cucumbers into small, thin strips or slices</li> <li>• Cut cherry and grape tomatoes into lengthwise quarters or halves</li> </ul>
	Other	<ul style="list-style-type: none"> <li>• Marshmallows, hard candy, gummy fruit snacks, ice cubes</li> </ul>	<ul style="list-style-type: none"> <li>• Do not serve</li> </ul>

from sending empty calories such as candy including fruit gummies, soda, Kool-Aid, don-nuts, and other sugary treats for lunch. These types of snacks may be sent home at the teacher's discretion. We recommend water or 2% milk for beverages.

**Label** lunch and each container 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. Children and adults should be attentive and focused during mealtimes to lower the risk of choking. Talk with children about proper mealtime behaviors before they sit down for a meal. Some tips include:

- Only provide food at a table or highchair.
- Allow plenty of time for meals and snacks.
- Encourage children to chew foods slowly and thoroughly before swallowing.
- Teach children not to talk or laugh while chewing.
- Have children sit upright at the table while eating.
- Do not allow children to walk or run while eating.
- Always stay in the room with the children.
- Keep mealtimes calm and quiet.
- Reduce distractions.
- Model safe eating behaviors like eating small portions and taking only one bite at a time.
- While serving infants, do not prop the bottle for the baby to feed themselves.

## **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 under the age of 4. Children younger than 12mo. must use a sleep sack or will be tucked into the crib edges up to their chest and laid to rest on their back. Parents with a child under 1 yr. must sing the Safe Sleep Form.

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 backpack or cubby. 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 **small blanket and toddler sized 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. old's 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 11:30 a.m.), the classes will join for lunch at 12:00pm followed by an extended invitation to discovery 12:30 p.m.-1:00 p.m. This time will focus on Science/ Math/ Literacy/ and Art through multi-sensory experiences inspired by the Reggio Emilia child-centered approach.

This time will be facilitated with the Pre-Kinder teachers. The children will then transition to a rest/ relaxation time at 1:45 p.m. They will have a "read-aloud and imagine time," where a story will be shared in either Spanish or English for aprox.15 min which leads 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 2:30 p.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 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 enrichment class instructor there is no need to log out or it will disrupt the computer system. These classes are paid to the instructors directly through the method they have outlined in their registration forms.

Kids Yoga  
PS- Kinder  
Ms. Rebeca Munoz  
WhatsApp 52-656-199-9264

LOCO-Motor  
Walking Infants –Kinder  
Paola Rodriguez  
915-538-7638

Dance  
PS- Kinder  
Mrs. Gaby Casas  
915-503-7155

We are One  
[www.weareoneedu.com](http://www.weareoneedu.com)  
Cynthia Yapor and Aidee Cosme

### **Family Wellbeing**

During this time of heightened stress for families, even thus far post pandemic, children have been experiencing anxiety as well. We will take active steps to allow for a safe space for open communications and where all feelings are validated. It is critical for children to be able to express their feelings through positive methods. Our goal is to help them share their angst

verbally. Anticipate behavior changes in your child. Watch for changes like excessive crying or irritation, excessive worry or sadness, unhealthy eating or sleeping habits, difficulty concentrating, which may be signs of your child struggling with stress. Please communicate with your child's teacher(s) if you see any of these signs at home. By working together, we can support your child at school as you do at home.

You can be a role model for your child by practicing self-care:

- Take breaks
- Get plenty of sleep
- Exercise
- Eat well
- Stay socially connected

### **FOR EVERY MOM**

**Is a place online where women could experience the essentials of motherhood: Jesus, laughter, community, and parenting tips. This is a place where we're all in it together. We may be at different stages of motherhood, but every mom is a full-time mom, this is a place for everyone. Even Dads. Subscribe for articles straight to your inbox at [www.forevermom.com](http://www.forevermom.com).**

### **Zero to Three**

Their approach to supporting parents is based on the belief that parents are the true experts on their children, and that there is no "one-size-fits-all" approach to raising children. The information and tools they offer are designed to support parents in developing their own ways to promote their children's growth and development. [www.zerotothree.org/resources/series/parent-favorites](http://www.zerotothree.org/resources/series/parent-favorites)

### **Child Mind Institute**

They believe that knowledge empowers families and communities to promote kids' mental health. That means supporting children when and where they need it most. Whether they are sharing evidence-based information in the Family Resource Center or training educators and mental health professionals, they bring life-changing care within reach.

<https://childmind.org/education/#family-resource-center>

Leticia Ruvalcaba, Director

[letty@trinity-first.org](mailto:letty@trinity-first.org)

915-533-2674 x 23 or Mrs. Rocio @ x11

915-740-6217 Mobile

915-910-1237 TFDS Mobile/ASE communication

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



Keep in mind when providing lunch: TFWM staff will **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.



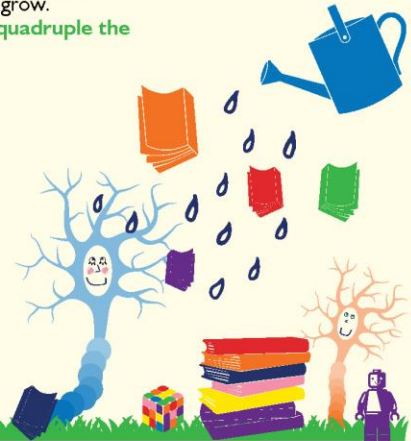
# Parents, it's up to you!

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.

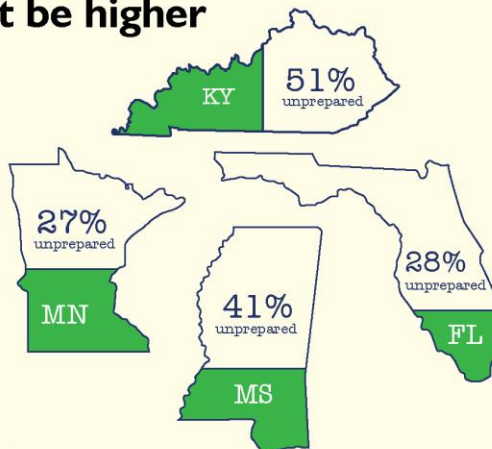


## The stakes could not be higher

### 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

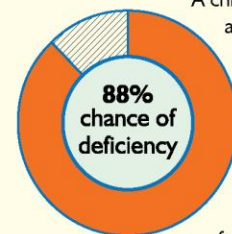


### Get ready to learn

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 Kendra



# 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.**

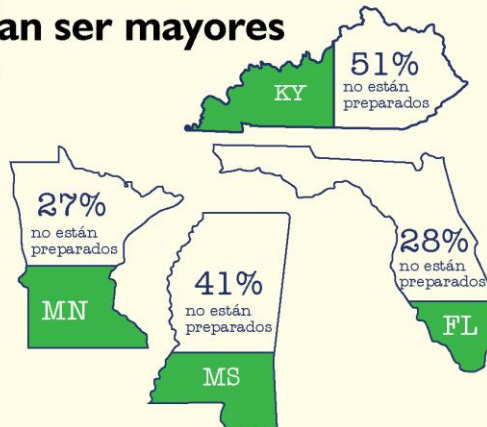


## Los riesgos no podrían ser mayores

### 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

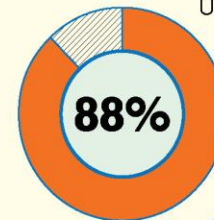


### Prepárele para aprender

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

### Evite el callejón sin salida



Un niño que no lee a nivel de grado al final del primer grado tiene un 88% de posibilidades de no leer a nivel de grado para el final del cuarto grado.

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



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.



Graphic by Jenna Kende

## **Safety Drills and Procedures**

### **Emergency Phone Numbers**

Police/Fire/ Ambulance: 911  
Poison Control: 1-800-764-7661  
Child Abuse and Neglect: 1-800-252-5400  
*Nearest Licensing Office:*  
834-5744

401 N. Franklin Ste. 305 79901

### **Emergency Evacuation Destination**

First Savings Bank  
(Corner of Mesa and Montana)  
909 North Mesa Street  
(915) 533-3

### **Immediate Evacuation- (FIRE)**

Basic procedures and instructions in the event of a fire in the Church or 1<sup>st</sup> and 2<sup>nd</sup> floor classrooms. The evacuation routs are posted in each classroom and should be thoroughly reviewed by each staff member. School staff conduct emergency fire drills monthly which will be determined by the Director. School staff shall perform the following in the event of a fire:

- If fire starts in a teacher's classroom, the teacher should immediately inform the Preschool Director and initiate basic fire procedures.

*(1's place non- walkers in evacuation crib to travel to the meeting place. Continue plan as follows.)*

1. If the hall fire alarm rings, immediately begin evacuating the classrooms in accordance with the procedures posted in the classroom.
2. TEACHERS WILL TAKE THE CLASS EMERGENCY BAG WITH EMERGENCY INFORMATION SHEETS AND ATTENDANCE SHEET.
3. Teacher (s) turn off classroom lights.
4. Hall doors and windows should be closed upon leaving.
5. Once outside, children should gather in church parking lot near, Sanctuary Plaza tree area with class group on circle and counted. Roll sheets should be used to account for each child.
6. Teachers should maintain supervision to ensure the safety of all children and await further instructions.
7. Director/ Church Pastor/ Children's Ministry Director span all classrooms and bathrooms for complete clearing.
8. Assistant Director assists classrooms through the evacuation procedure calmly and efficiently.
9. Church Secretary and Bookkeeper guard alley for children's safe crossing and guard from oncoming traffic.
10. The director will call the fire dept. in case of fire or danger of fire, explosion, toxic fumes, or other chemical release. Evacuate the center and make the call from another location in the event of toxic fumes or other chemical release inside the center.

### **Storm Policy / In-Place Sheltering**

In-place Shelter, the event of an airborne release of toxic fumes or other hazardous chemicals where authorities dictate that taking cover inside the building is the best immediate

response. Staff members shall take steps to protect the children. It is usually best to stay inside. Walking quickly is important, remain calm.

**These Storm Shelter In- Place procedures are the same for both 1<sup>st</sup> and 2<sup>nd</sup> floor classrooms. Difference is in the gathering area.**

Assignments: The following persons shall perform the following jobs in the event of an emergency:

Person Responsible

- DIRECTOR - Alert through the alarm system pulse option. This on and off signal will indicate the shelter in-place versus a fire alarm.
- DIRECTOR- Turn off air conditioning/heating and all ventilation systems.
- TEACHER- Close all windows and doors.
- TEACHER- Seal all doors and windows with wet towels or sheets or duct tape.
- TEACHER- Move to the most protected part of the building without windows.

**1<sup>st</sup> level will gather in Room 109 PSB**

**2<sup>nd</sup> level classroom will gather in the Kitchen Gally**

- TEACHER- Take First-Aid Bag and emergency contact list.
- TEACHER- Locate the flashlight in the bag.
- DIRECTOR Turn on emergency radio system ON.
- TEACHER- Provide damp towels for all staff and children to breathe through if breathing becomes difficult.
- Put several infants in the same crib. Using water from the stored containers, dampen a sheet, drape it over the crib, and secure by tying it around the crib legs.
- TEACHER- Use water stored in containers for drinking. Avoid using tap water because the water supply might be turned off, or the water may become contaminated.

**Trinity First Lockdown Procedure**

A school lockdown can serve several functions during an emergency, including the following:

- Removing students and teachers from the threat.
- Isolating the dangerous situation from much of the school.
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

1. **Lock-In:** The threat is outside the school building.
2. **Lockdown** with intruder: The threat or intruder is inside the school building.

**Lock-In**

The following procedures should be followed when a possible threat is outside of the facility or in the perimeter.

- Building administrator orders and announces, “lock-in, everyone lock-in.” This announcement is repeated several times. The notification will alert through the Alexa in every classroom.

Important:

- Special attention should be paid to classes that are outside on the playground. They will gather in the back garden area (around the corner along E. Yandell) and stay in place until notified as stated below. Infants and Toddlers will hide in the toy closet in their respective area.
- Teachers will hear the lockdown announcement using the classroom Alexa and the megaphone.
- An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows. (Roll down butcher paper/curtains from the windows).
- Move all persons away from the windows.

*Teachers will:*

- Take attendance of students in each classroom.
- Place the Green or Red card on the door.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should take this list with them once they are directed to leave the classroom.
- Control all movement but continue classes.
- Once the possible threat has subsided, the building administrator announces, “Lock-In All Clear.”

### **Lockdown with Intruder Procedures**

The following procedures should be followed when the threat or intruder is inside of the school building:

- Building administrator or first person to perceive a threat order and announces, “lockdown, lockdown, everybody lockdown.” Be direct. DO NOT USE CODES. Repeat a minimum of two times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.
- Lock classroom door(s) or block the entryway with furniture.
- Move people away from the windows and doors. Keep all students sitting on the floor and turn off the lights.
- Place the Green or Red card on the door.
- Take attendance of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should prepare to take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until “All clear, this is Mrs. Letty, All clear” is announced.
- Keep out of sight

- Be prepared to defend the class- Prepare a makeshift weapon- pen, chair, broom, guitar, etc.
- **Be prepared to ignore any fire alarm activation, as the school will NOT be evacuated using this method.**
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces, **“all clear, this is Mrs. Letty, all clear.” Only when these exact words are stated.**

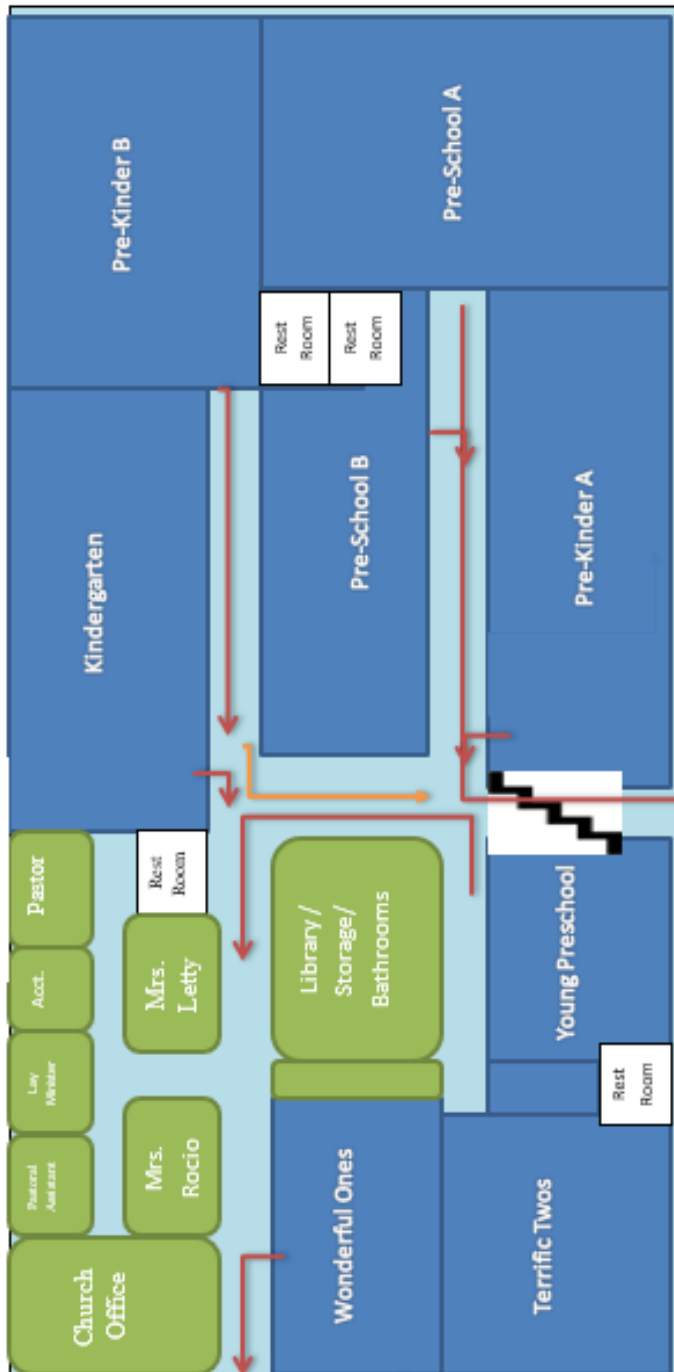
*Special Considerations:*

*Lockdown during Transitions Procedures:*

- Staff gathers all students from the hallway into their classroom or nearest room.
- Follow procedures above.
- Leaders gather students and report attendance.
- Administration checks the hallways and exterior of the building.
- Administration posts an individual at the drop-off location, alerting parents and children.
- Staff takes attendance of students in their room.
- At “all clear,” teacher takes attendance again.

Note: Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lock-in may be initiated in non-threatening circumstances to keep individuals away from areas where there may be a medical emergency or other disturbance.

Oregon Street



E. Yandell Dr.  
One Way

Parking Lot Alleyway

Church

Fellowship

Plaza

(Trees)

Wait in the Fellowship Plaza until cleared by

Director

Teachers

1. Emergency Kit, Roster/ Contact Info, Emergency Medical Authorization)
2. Ensure accountability throughout the evacuation process.

#### Emergency Phone Numbers

1. Police/Fire/ Ambulance: 911
  2. Poison Control: 1-800-764-7661
  3. Child Abuse and Neglect: 1-800-252-5400
- Nearest Licensing Office: 834-5744  
401 N. Franklin Sre. 305, El Paso, TX 79902*

#### Emergency Evacuation Destination

- 1<sup>st</sup> Savings Bank 901 N. Mesa  
(Corner of Mesa and Montana)
- Severe Storm Destination**
- 1<sup>st</sup>. All go to Rm. 109 Preschool A  
2<sup>nd</sup>. Fallout shelter in lower level

#### Director

Call the fire dept. in case of fire or danger of fire, explosion, toxic fumes, or other chemical release. Evacuate the center and make the call from another location in the event of toxic fumes or other chemical release in the center.

Mesa Street

## CONTRACT AGREEMENT

I have read and understand the Trinity-First Weekday School Family Handbook for 20\_\_\_\_ - 20\_\_\_\_ School Year. My signature below acknowledges that I agree to abide by the policies and procedures outlined in this booklet.

### **Please initial:**

Fee Schedule and ASE charges \_\_\_\_\_

Curb-side drop-off and Inside Procedures \_\_\_\_\_

Invite to the Advisory Board \_\_\_\_\_

Snack Policy \_\_\_\_\_

Communication tools \_\_\_\_\_

Proximity Card usage \_\_\_\_\_

Fundraising Obligation \_\_\_\_\_

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 Information:**

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 contact from someone on our ministry team? (Phone number or email)

\_\_\_\_\_

**Return this page to the Day School office**