

TRINITY COVENANT PRESCHOOL

5200 W. Friendly Avenue
Greensboro, NC 27410
(336) 299-9403
preschool@trinitychurchgso.org
www.trinitychurchgso.org

STATEMENT OF POLICY

Trinity Covenant Preschool provides a rich, wholesome, living and learning experience for young children. We value children as a gift from God and are committed to providing quality care and education through experienced Christian teachers who love preschoolers. TCP seeks to maintain a Christian learning environment through a Montessori-inspired curriculum and low teacher-child ratios. We will nurture your child socially, emotionally, physically, cognitively, and spiritually through developmentally appropriate teaching practices. TCP offers a planned but flexible program, which stimulates and meets individual and group needs.

Children are encouraged to help themselves and to think for themselves. We strive to help them begin to assume responsibility for their own behavior and to develop some self-control. We encourage independence of thought and creativity. We share with them their sense of accomplishment for a job well done.

As a result of our philosophy, it is our hope that each child will grow into a self-confident person with a healthy awareness of themselves and the world around them. TCP makes a covenant with you and your child to provide a program that meets the young child's developmental needs while providing a rewarding learning experience.

ENROLLMENT

1. A child's birthday must be on or before August 31st of the year/class in which they are enrolled. Rare exceptions require the director's approval.
2. First priority for admission to the program is given to children whose families are members of Trinity Covenant Church. Second priority is given to currently enrolled children.
3. Applications from children from the community will be accepted in the order of the date of completed application. Vacancies occurring during the school year will be filled from the waiting list in order of date of completed application with priorities given as stated above.
4. To complete registration for the Preschool, an application form must be completed and returned to the school along with the registration fee of \$115.00. Parents registering more than one child will pay \$70.00 per additional child. The registration fee is nonrefundable. This fee covers all supplies and snacks.

Trinity Covenant Preschool is a nine-month program planned to help your child develop to his or her fullest potential. Therefore, each child is expected to be enrolled for the full term. If it is necessary to withdraw the child before the end of the school year, this should be discussed with the **director of the preschool** as soon as you become aware of this. Withdrawal from the program prior to the end of the school year will cause you to lose your priority status for registration for the following school year.

We thank you for the opportunity to be a part of your child's preschool years. If you ever have any questions or concerns, please do not hesitate to talk to the teacher and/or the director.

WAITING LISTS

Our waiting list is formed on a first come, first served basis. Children are enrolled from that list as space becomes available.

TUITION FEES

All classes are in session from 9:00 a.m.–1:00 p.m. TCP supplies a daily snack but children bring their lunch each day

Monthly Tuition

TWO-YEAR-OLDS- “SEEDLINGS”

Monday/Wednesday/Friday=\$250.00 per month

Monday- Friday=\$300.00 per month

THREE-YEAR-OLDS – “BUDS”

Monday/Wednesday/Friday = \$250.00 per month

Monday-Friday = \$300.00 per month

OLDER 3’s-FIVE-YEAR-OLDS – “BLOOMS”

Monday/Wednesday/Friday = \$250.00 per month

Monday-Friday = \$350.00 per month

A late fee of \$10.00 will be charged for tuition received after the 15th of each month. An additional \$5.00 will be charged for increments of five days from there. ‘

There are a number of ways to pay tuition. Every family will receive an online Invoice for tuition each month through email.

***You may pay in any of these ways:

Follow the link in the monthly email to pay with credit/debit card OR your bank account.

- Set up a recurring payment through your bank’s online bill payment system
- Pay at Trinity Covenant Preschool with
 - Cash (exact amount, please)
 - Check (made out to Trinity Covenant Preschool)
 - Credit/Debit card (see Amanda or see Sue in the Finance Office)

Full tuition must be paid each month, September through May. If tuition is 2 months late, your child will not be allowed to attend school until payment is made in full. No refunds will be given for illness, vacations, or snow days. One teacher work day may be used as a make-up day after 5 snow days. Otherwise, days lost to inclement weather will not be made up. Failure to pay tuition will result in losing privileges for registration for the following year.

DROP-OFF AND PICK-UP POLICY

All children will be dropped off at the outside door in the morning and will be picked up at the outside classroom door at the end of the school day. The doors to the preschool hallway will be locked each morning at 9:30 to allow for additional safety measures. No parents will be allowed inside of the preschool building at this time for safety reasons.

Arrivals and departures are transitional times for children and need to be handled delicately. Your child may cling to you in the morning. Do not take the tears as a personal rejection or the clinging as a sign of dislike for the school or teacher. Separation anxiety is extremely common. We can work together to make these difficult times a little easier for you and your child.

A \$10.00 late fee will be charged when a parent is more than ten minutes late for pick-up and will increase by \$5.00 for every five minutes after that. It is important to be on time so that your child will not become upset. Additionally, teachers are busy getting the classroom ready for the next day and it is not fair to expect them to be available for your child. The only exception to this late fee is if you have a true emergency. Please call the director to advise of her of this emergency if at all possible.

CONFERENCES

1. In the spring, the teacher will schedule a conference with each parent to discuss the child's progress. Other conferences may be scheduled as the teacher and/or parent feels a need. Please feel free to ask for a conference. **Do not discuss the child's behavior or work at school with the teacher in the presence of the child** unless you are including him/her for a definite purpose. Teachers are glad to speak with you on the phone during a convenient time (your child's nap time, for example).

HEALTH AND ATTENDANCE

1. Before the school year begins, you are required to have your doctor provide a record of your child's immunizations and a statement that he/she is physically able to participate in all regular preschool activities. If your child has any problem that would prevent such participation, it must be discussed with the director of TCP **before** enrolling the child. A form requesting this record from your doctor will be given to you by the school. **A copy of your child's immunization must be received by the school by September 15th. The pediatrician's office may fax it to 299-9404.**
2. Enrolling children with special needs will be handled on an individual basis.
3. If your child becomes ill with a contagious disease, please notify the school so that we can alert other parents to their child's possible exposure
4. Keep children at home at the very first signs of illness... coughing, sneezing, sniffing, or extreme irritability. After the first few days, the communicable aspects of a cold are greatly lessened, and, by that time, it will be apparent if a child is sick with something more than a common cold. **If your child comes to school with a runny nose of green mucus, he/she will be sent home. This is a sign of infection and will spread to the class and staff. If your child has a fever, they must be without fever for 24 hours WITHOUT FEVER REDUCING MEDICINES before returning to school.** Please do not return your child to school until he/she is able to participate in all activities, including outdoor play. We do not have adequate staff to supervise a child who cannot join the group when it is time to go outside. See the health requirements in this handbook for further guidelines regarding illness and attendance at preschool.
5. If you take your child to the doctor and symptoms are still there, please make us aware that you have visited a doctor so that we are aware of this.
6. If you know your child will be absent from school for a period of time due to a family vacation, illness, or other event, please let the school know so we will not be concerned about your child.
7. If a child's behavior becomes so disruptive that the welfare of the group or welfare of particular children within the group is threatened, the teacher will discuss the situation with the parent(s) and the director. TCP reserves the right to suspend a child who in any way jeopardizes the welfare of other children.

HEALTH REQUIREMENTS TO ATTEND PRESCHOOL

1. A health form signed by your pediatrician, which will include a record of immunizations, must be on file at Trinity Covenant Preschool by September 15th.
2. Temperature of 100.4 or greater (99.4 under the arm) is an indication of illness and a child should stay at home.
3. If your child is behaving differently – is lethargic, crying uncontrollably – he should stay home.
4. If your child is complaining (sore throat, ear ache or stomach ache, for example), keep them home.
5. A child must be fever free for 24 hours, without the aid of fever-reducing medication, before returning to school.
6. Vomiting and diarrhea must have stopped for 24 hours, without the aid of any medication, before returning to school.
7. Conjunctivitis – child may return 24 hours after beginning treatment.
8. Strep throat – may return 24 hours after beginning treatment.
9. Chicken pox – may return after all blisters have scabbed over (approx. 7-10 days).
10. PLEASE notify us if your child is diagnosed with conjunctivitis, strep throat, chicken pox or other diseases so we can alert parents to be watchful of their own children.
11. Any exceptions to these guidelines will require a physician's note. Otherwise, please understand that when we send a child home due to illness, it is in the best interest of the sick child as well as the other children and staff. **When you send your healthy child to school, you will expect this consideration from other parents.**

WE WILL ENFORCE THIS POLICY TO KEEP OUR SCHOOL AS HEALTHY AS POSSIBLE!!

COVID-19 REGULATIONS

1. If the parent or the child has any of the following symptoms they cannot come to school without a negative COVID test: fever, chills, shortness of breath/difficulty breathing, new cough, new loss of taste or smell, sore throat, congestion or runny nose. They may return when it has been: 10 days since first symptoms, no fever for 3 days (without fever medicine), and 3 days of symptom improvements.
2. If the parents or the child have a positive diagnosis your child cannot come to school. They can return when it has been 10 days since the first positive test.
3. If the parents or the child have an exposure to a positive case, the child cannot come to school for 14 days since that exposure to insure that no symptoms arise.

MISCELLANEOUS

1. Dress your child in clothing that is washable and comfortable. When children are hard at work and play, they do get dirty. We view this as a part of healthy growth and development. Tennis shoes are essential. Many preschool activities are dangerous in open or slippery-soled shoes. “Jelly” shoes, flip-flops, sandals, crocs and boots are not appropriate for our program.
2. Each child will need a complete change of clothing to be left at school. These should be placed in a gallon-sized bag marked with his/her name. Also, please **label all coats, jackets, sweaters, and hats that your child might wear to school.**
3. Two-year-olds (and any other children who are not potty-trained) will need to keep at least two disposable diapers (labeled with name) at school. The teachers will let parents know when they need more. Donations of wipes are always welcome.
4. Toys and pets from home are not permitted in the classroom unless the teacher requests that the child bring them. Books and music to be shared with the group may be brought with the permission of the teacher.
5. We love to celebrate birthdays, but not with elaborate parties. If your child would like to share his/her birthday observance with his/her school friends, he or she may do so by bringing simple refreshments and birthday napkins for the group. Individual teachers will go into more detail concerning appropriate snacks. Please notify the teacher ahead of time as to when you plan to celebrate your child’s birthday so there are no conflicts.
6. At the discretion of the teacher, the classroom may have a room parent to help organize various activities throughout the year. Other parents will have the opportunity to assist in these activities for the children.
7. Trinity Covenant Preschool is asking this year that parents provide a snack for your child so that snacks are not being prepared by the teachers. All lunch items will need to be ready to go and easy to open for the children so that there is limited contact from the teachers and your child’s food.
8. Please do not send a fast food meal for lunch. This causes a problem for the other children. If you are celebrating a birthday and want to provide a Happy Meal, for example, for everyone in the class, that would be fine. Please remember that we are a tree nut and peanut-free facility.
9. Matters pertinent to administrative policy and business should be discussed with the director of the preschool. Questions concerning your child or the classroom program and procedure should be discussed with the lead teacher. You may include the director if you wish. Both of these persons are available to you by appointment.

10. **Toilet Training:** Children enrolled in the three-year-old program need to be well on their way to being toilet trained by the beginning of school in September. If your child is not toilet trained, we will try to work with you.

11. **In case of snow and ice, please listen to the radio or television for school closings or delay.**

If the public schools are closed, the preschool will be closed.

If the public schools start one hour late, we start on time.

If the public schools are two hours late, we start one hour late.

There will also be a message on the preschool Facebook page regarding closure or delay.

12. **Other weather emergencies, such as a tornado, will be handled on a case by case basis, as power outages or damages may not affect us.** Please check your email in these situations.

13. **Permission Slips.** Permission slips are required for each field trip. These will be sent home for you to fill out prior to the event, and we ask that they be returned with the payment, if any, in a timely manner.

14. **Cash!** If you prefer to pay cash for tuition or a field trip, please be aware that we are unable to make change. In the case of tuition, we will give you a final amount due in May showing any credits from previous months.

Please sign and return one copy of the Parent Agreement. You may keep the other copy for your records.

PARENT AGREEMENT

TUITION – CLASSES

1. The registration fee of \$115.00 (plus \$70.00 for each additional child in a family) is payable in full at the time of registration and is not refundable.
2. Each child is expected to be enrolled for the full school year.
3. The director will make final decisions regarding class assignment.
4. By signing this form, parents agree to the terms of the tuition schedule and late fees as stated in this handbook.

HEALTH

Each child must have a health form on file. This health form will include a record of all immunizations and must be received by September 15th.

By signing this form, parents agree to the terms of the illness attendance policy as stated in this handbook.

We have read and understand the policies of Trinity Covenant Preschool as stated in the Policy Manual and on this agreement. We agree to comply with them.

CHILD'S NAME: _____

DATE: _____ FATHER'S SIGNATURE _____

DATE: _____ MOTHER'S SIGNATURE _____

Please sign and return one copy of the Parent Agreement. You may keep the other copy for your records.

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By signing this form, parents agree to the terms of the illness attendance policy as stated in this handbook. Please return this form (page 9) to the preschool and keep the copy for your records.

We have read and understand the policies of Trinity Covenant Preschool as stated in the Policy Manual and on this agreement. We agree to comply with them.

CHILD'S NAME: _____

DATE: _____ FATHER'S SIGNATURE _____

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