Dear Parents,

A warm welcome and God’s blessings to all of you from everyone at Trinity Academy! We are so excited you have chosen our program for your child!

This handbook has been written to describe our program, goals, policies, and procedures. If you are new, this book will help you become acquainted. If you are a veteran, you will find it a ready reference. Please read everything carefully. Do not hesitate to give us your suggestions or additions. Should you have any questions after reading it, please call me at (215)334-6656. You will continue to keep informed by reading monthly newsletters and calendars that are sent home on a regular basis.

We are here as a support to you in your God-given responsibility for raising a child in the way he/she should go. We seek to provide your child not only with a quality academic groundwork, but to also encourage spiritual development. We look forward to getting to know you and your child!

Sincerely,

Mrs. Daynia Collins
STATEMENT OF PHILOSOPHY

Trinity Academy welcomes families of all faiths, creeds and ethnic origins to its program. The programs are developed from a common desire for meeting the needs of the children and their families for nurturing, growth, and the development of relationships and understanding.

We believe in helping children achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.

We believe that the dignity and worth of each child and family is important.

We believe that each child should be helped to have a positive self-image.

We believe that our educational and guidance decisions for children must be based on our knowledge of child development. That the needs of children change as they grow and the programs must respond in content and structure.

We believe each child is a unique individual and has his/her special needs.

We believe that it is important to meet each child’s needs for physical, social, emotional, and intellectual growth.

We believe that children deserve a nurturing, safe, and happy environment that promotes their natural curiosity, and desire to learn.

We believe creativity, self-expression, and curiosity are expressions of individuality and they should be encouraged to be developed in all children.

We believe that children deserve to have teachers who are capable and caring, and whose values enable them to be excellent role models.

Excellence in education since 1842
PROGRAM GOALS

The goals of Trinity Academy are as follows:

To meet the social, emotional, physical, spiritual, and developmental needs of children in a positive, loving Christian environment.

CLASSES AND AGE REQUIREMENTS FOR CHILDREN

**PRESCHOOL**: (3’s) Must be 3 years old by October 1 (Toilet-trained)

Times: 8:15am - 3:15 pm

3-day program offered: Monday through Wednesday or Tuesday through Thursday
4-day program offered: Monday through Thursday or Wednesday through Friday
5-day program offered: Monday through Friday

**PREKINDERGARTEN**: (4’s) Must be 4 years old by October 1

Times: 8:15 am - 3:15pm

3-day program offered: Monday through Wednesday or Tuesday through Thursday
4-day program offered: Monday through Thursday or Tuesday through Friday
5- day program offered: Monday through Friday

**ENRICHMENT KINDERGARTEN**: (Must be 5 by October 1)

Times: 8:30 am - 3:00 pm

5-day program offered: Monday through Friday
FIRST GRADE:
Times: 8:30 am - 3:00 pm
5-day program offered: Monday through Friday

SECOND GRADE:
Times: 8:30 am - 3:00 pm
5-day program offered: Monday through Friday

ENROLLMENT PROCEDURES

Although enrollment is open, limited space and staff required program size restriction. Application for enrollment will be prioritized and considered according to the following order of categories:

1. Currently enrolled students, siblings of currently enrolled students, siblings of previously enrolled students, and church members.

2. Members of our community

Students will be placed in the appropriate class according to their birth date. A waiting list will be maintained as necessary on the basis of registration date and category. Being placed on a waiting list does not guarantee placement for the following year, but very often changes do occur due to job changes, moving, schedules, etc.

Pre-Admission Interview:

The Principal and Parent(s) or guardian(s) will discuss whether the services offered at Trinity Academy will meet the needs of the child and parent(s) or guardian(s). Upon acceptance into one of our classes, parents must pay a non-refundable registration fee and complete and return all forms (Registration Form, Personal Information Form, and Permission for
Participation Form, Medical Information Form, Immunization Card, Emergency Card, and Parent Handbook Agreement Form). All forms are required prior to children attending Trinity Academy.

**STAFF:**

The Trinity Academy staff consists of a qualified Principal, Teachers and Teachers Aides. Our staff members are Christians who meet or exceed the state requirements. They are dedicated to teaching, loving and providing for the children. In the interest of safety, background checks and fingerprinting are completed on each individual working with our children.

**COMMUNICATION:**

A Bulletin board outside the classroom door. It will contain information for parents (i.e., monthly newsletter and calendar and other important notices). Please check this daily to be kept up to date on classroom activities. A table will have a sign-in and sign-out sheet which must be completed each day your child attends class - it is a state requirement. Also, the table will have important information and reminders.

**FINANCIAL INFORMATION:**

Registration Fee: A non-refundable registration fee of $150.00 is required at the time of enrollment.

**MONTHLY TUITION FEES:**

Enrichment Class - Preschool (3’s) Preschool (4’s)

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Fee 3-day</th>
<th>Monthly 3-day</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-day program</td>
<td>$97.84</td>
<td>$391.36</td>
</tr>
<tr>
<td>4-day program</td>
<td>$107.67</td>
<td>$430.68</td>
</tr>
<tr>
<td>5-day program</td>
<td>$134.59</td>
<td>$538.35</td>
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</table>
Discount:
A 10% discount is given to the youngest sibling of families with more than one child. A 10% discount is given to Trinity Church Members.

Tuition Payments:
Monthly payments are due at the beginning of the month. Checks should be made payable to Trinity Academy. Payments may be mailed to Trinity Academy, 2300 South 18th Street, Philadelphia, PA 19145 or deposited in the tuition box (mailbox) on the wall by the preschool office. A non-refundable tuition payment for the month of September will be due by June 12th, upon acceptance of final enrollment, to guarantee your child’s enrollment the following school year. Full monthly fees are collected regardless of absences due to illness, vacations or snow closure days. This is necessary to maintain a top-quality staff and program.

LATE FEE:
A $20.00 late fee is charged for late payment - when payment has not been received by the 5th of the month, unless previous arrangements have been made with the Principal. Over-Drawn Checks: A $30.00 fee will be charged for returned checks. If repeated, payment will be required in the form of a cashier’s check. If there are complications, Church Council will be notified and dismissal will be considered.

Policies and Procedures

Change of Policy
Trinity Academy reserves the right to adjust procedures and policies with proper notification to parents or guardians.
ARRIVAL / DEPARTURE:

Children should arrive promptly at the scheduled class time so they may take full advantage of the entire class program and not disrupt a class in progress. A parent or an adult designated by the parent must escort their child to and from their classroom. Children are also required to be signed in and signed out. Staff are accountable for children in their care, and headcounts are done periodically throughout the day to account for each child. If the class is in another area, the parent must escort their child to that area and report to the teacher in charge so that an accurate headcount may be maintained. Once released to their parents, responsibility returns to the parent. Please direct children to refrain from walking on our wall or rocks or claiming on the gates to ensure their safety.

PERSONAL ITEMS/LOST & FOUND

A coat hook is provided in the hallway for each child to place their jackets, coats, etc. Please check your child’s folder at the end of each day for information will be sent home from time to time. Children will be provided with a plastic tote at the beginning of the school year to carry and store personal items such as an extra change of clothing, papers, art projects, show and tell, lunch boxes, etc. This one tote will be labeled with your child’s name and accompany them throughout their years here at Trinity Academy (going home for the summer). They will be stored below the child’s coat hook in the hallway outside of the classroom, and be taken home each day and brought back the next school day. Be sure to check their totes daily for important information that may be sent home. The Trinity Academy cannot be responsible for lost items, including money. For this reason, we ask that toys remain at home, except for when it is shown and tell for students. Please do not allow your child to bring toys, candy, gum, money, or any type of weapons - real or pretend. There is a Lost and Found Box in the Trinity Academy Office.
SCHOOL UNIFORM

Students must wear an appropriate, approved uniform at all times while at school.

- Long or short sleeve green, “polo style” logo shirts may be worn with khaki pants, shorts or jumpers
- Shoes must be solid black, white or athletic shoes or Mary Jane style shoes must have Velcro closures

CONFIDENTIAL INFORMATION

Trinity Academy keeps certain information on file regarding children, families, and staff which may be considered personal in nature. Trinity Academy staff must sign a confidentiality agreement to maintain this information in confidence and not discuss it or release it to persons outside of the Trinity Academy staff unless prior written permission has been obtained from the parties. Parents are requested not to use the Trinity Academy directory or any other resource from the school to solicit any students or parents of students at Trinity Academy for any reason.

HOLIDAYS:

Our traditional program begins the day after Labor Day and ends before Memorial Day. Trinity Academy is closed Wednesday, Thursday and Friday of Thanksgiving week, Martin Luther King Day, President’s Day, and Good Friday, Christmas Break, and Spring Break. Please refer to the school calendar provided each fall for the exact dates.

LUNCHES

Children bring their own lunches from home. Lunches must consist of nutritious food items and a drink. Ice packs should be used if lunches need to remain cool.
**LATE PICK-UP**

Ten minutes following normal dismissal time staff members are advised to take any child remaining in the classroom to the Principal office. The Principal will supervise the child until the parent arrives. If a child is left at the Trinity Academy for more than 5 minutes after the time of dismissal without notification from the parent, the parent will be called. If there is no response, the emergency numbers will be contacted. Trinity Academy closes at 3:00 pm. If by 3:30 pm the child has not been picked up, and the parents or emergency contacts are not able to be reached, the Principal will call the authorities.

Parents who are chronically late will be charged a late pick-up charge of $5.00 per minute.

**PARENT / TEACHER CONFERENCES**

Conferences encourage effective parent / teacher communication and setting children’s goals. Conferences sharing Progress Reports will be held twice during the school year. Children will not attend school on conference days.

**PICTURES**

Individual portraits are taken by a professional photographer for the option of purchasing. Teachers will take candid pictures throughout the year of their classrooms and children’s activities. If you wish to have your child excluded from these classroom pictures, please advise the Principal and the Teacher in writing.

**CENTERS**

The classrooms will be set up with Centers. Centers are learning stations throughout the classroom where children can move freely from place to place at the designated “center time”. This is purposeful play, with a specific goal planned.

**DISCIPLINE:**
In order to ensure the safety and welfare of all our children here at Trinity Academy, it is necessary for us to enforce this discipline policy. We view discipline as a means of teaching a child in accord with perceptions and knowledge of child behavior and in agreement with God’s Word. Positive discipline teaches children where the limits are set, how to maintain control over their bodies, and how to problem solve in the event of conflict. Discipline is most effective when it follows logical consequences. At no time will discipline be associated with snack, or toileting nor will children be subjected to verbal or physical abuse. If a child misbehaves, a staff member will talk with him/her, with redirection as the next step. It may be necessary to remove the child from the situation for a brief period, but the child will always be within sight of the teacher. A talk with the Principle in the office may also help the situation. The staff will keep you apprised of any continual misbehavior and the following steps will be followed:

**CHRONIC DISRUPTIVE BEHAVIOR:**

We will make every effort to work with the parents of children having difficulties at Trinity Academy. We are here to serve and protect all of our children, though, children displaying chronic disruptive behavior that has been determined to be upsetting the physical or emotional well-being of another child may require the following actions:

Initial Consultation. The Principle may require the parent(s) of any child who attends the school to meet for a conference and discuss an Action Plan. The Action Plan will be discussed on paper. Goals will be established and the parent will be involved in creating solutions toward solving the problem.

Second Consultation. If the initial plan for helping the child fails, the parent(s) will again be required to meet for a conference. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension. When the process attempts have been followed and no progress has been made toward solving the problem, the child may be suspended from the
school indefinitely. The Principle may immediately suspend a child at any time the child exhibits a behavior that is harmful to himself/herself or others. A parent may be called at any time their child exhibits uncontrollable behavior that cannot be modified by the school staff. The parent may be asked to take the child home immediately. Suspensions from the school may vary from a few hours to an indefinite period.

**DISCHARGE POLICY:**

Trinity Academy reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Not observing the rules of the preschool as outlined in the Parent Handbook.
3. A child has special needs which we cannot adequately meet with our current staffing patterns.
4. Physical and/or verbal abuse of staff or children by a parent.

**RELEASE OF CHILDREN**

Children must be signed out by a parent or responsible adult designated by the parents. An authorization form must be completed and signed by the parent(s) stating who may and may not pick up a child. Staff members will not release children to anyone who is not listed on the authorization form, nor to children or teenagers. (Parents may call the school office or write a note stating that someone other than the authorized persons may pick up a child on a specific day). Staff members are required to ask to see identification of anyone they do not know, unless directed differently by the parent or guardian, such as the child identifying a grandparent. 911 will be called if an unauthorized person insists upon picking up a child.

**CHILD ABUSE:**
Any staff member of Trinity Academy who has reasonable cause to suspect that a child has been subjected to abuse or neglect shall immediately talk with the Principle in order to report such fact to the Department of Human Services or local law enforcement agency.

Parents who suspect child abuse at Trinity Academy should contact the Principal. After an investigation of the report and the situation is not resolved, a report should be made to the Department of Human Services.

**Toys**

Toys are to be left at home unless they are brought for Show & Share. Toys confiscated by teachers will be returned at the discretion of the teacher. Trinity Academy is not responsible for lost or stolen articles.

**FIELD TRIPS:**

Field trips are very minimal due to safety concerns. A parental permission slip for an excursion is provided and must be signed by a parent or guardian. If a teacher elects to participate in field trips (either walking or bus), advance notice will be given and there may be a small fee required.

For walking field trips, teachers may request some parent helpers. If a child arrives after the class has left for the field trip, the parent will be given instructions to the location of the field trip, and notify the child’s teacher upon arrival so that roll calls may be initiated to maintain headcounts.

**OUTDOOR PLAYTIME:**
Parents are encouraged to put sunscreen on their children prior to arriving at the preschool or provide sunscreen and written authorization and instructions (forms are available in the school office) for applying sunscreen to their children’s exposed skin prior to outside play. The sunscreen must be labeled with the child’s first and last name. Children over 4 years of age may apply sunscreen to themselves under the direct supervision of a staff member.

Our program includes an outdoor playground. Children will be playing outside most days, except when the weather is too severe. When the temperature is below 30 degrees or above 90 degrees, or it is raining, snowing or too wet to be outside, the children will play inside in the gym. Water will be available.

**SNOW CLOSURES:**

Trinity Academy will be closed on very bad snowy days. To determine if the Trinity Academy is closed, check KYW, and look for Trinity Academy. If ALL Philadelphia Public schools are closed, WE are closed. If a blizzard should occur during school hours and Philadelphia Public schools are closing, parents will be notified and will be expected to pick up children immediately. There are no discounts for these days.

**VACATION TIME:**

Children will receive no tuition discounts for times they are absent due to being on vacation.

**PARKING:**
Please use the parking lot on 18th street if you are unable to find parking on Wolf Street by the school entrance. Please do not leave children unattended in cars, leave purses on seats, or cars running. Please keep children on the sidewalk.

**VISITORS:**

We encourage parents who have children attending Trinity Academy to visit regularly. We welcome them and encourage them to spend time in our classrooms at their convenience, or in the classroom as helpers. Please schedule with your child’s teacher.

We also encourage prospective parents to visit in order to have enrollment continue at full capacity. Observers to a classroom will be escorted to the room by the Principle. As part of professional development, other teachers and students may observe as well. All visitors must sign-in and sign-out in the Visitor Book at the in-school office.

**HEALTH CARE POLICY:**

A Health Form and Immunization Record by an approved health professional who has seen the child during the last twelve months must be submitted prior to attending. Health examinations must be repeated annually. The dates and results of such health examinations shall be submitted to the preschool office, and medical forms are available in the preschool office. All immunizations must be current as required by the State of Pennsylvania.
INCIDENT REPORT:
When accidents or illnesses occur, Incident Report forms are completed and the parent or guardian of the child shall be given a copy of this form. Minor injuries will be treated with soap, water, ice, and Band-Aid. Should there be a serious accident, parents or other persons listed on the emergency form will be contacted. If no one can be reached, the physician you have listed will be contacted or 911 will be called.

SICK CHILDREN:
In the event a child becomes ill during school hours, parents will be called to come and pick-up the child or be released to the emergency contact person listed on your child’s Emergency Form. The child will be isolated from the other children while waiting to be picked up. The following criteria will be considered in determining if a child must go home:

Vomiting, regardless of cause before returning to school children must symptom-free with no vomiting for at least 24 hours.

Diarrhea Before returning to school children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.

Severe cold, excessive coughing, sneezing, and/or excessive nose drainage

Bronchitis, strep throat, or other throat infections until treated for 48 hours

Pain reported in stomach or head
Impetigo, ringworm, or scabies until treated for 48 hours.

Other rashes or skin disease at the Principle’s discretion

Conjunctivitis (pink eye) until treated for 48 hours and eyes should be clear of discharge

Lice, until no nits are found Parents are required to notify the Principle if their child is diagnosed with head lice.

Contagious diseases including, but not limited to, measles, chickenpox, mumps, roseola, influenza (the flu), pertussis (whooping cough) will require a doctor’s note in order to return to school.

If a child is going to be absent from school, please notify us at (215)-334-6656. Staff is planning according to the number of children scheduled for a particular day. Please call to save time and worry. Good attendance is very important to the achievement of your child. However, if your child is not feeling well, it is better to keep him/her at home. Consider the “golden rule”: would you want your child sitting next to a child with your child’s current symptoms? If a child is sent home due to illness, he/she cannot return to school until he/she has been free from symptoms for 24 hours. This is to allow ample time to recover and stop the spread of illness to other children.

On rare occasions, if a health concern persists, the Principle may request that a physician examine the child prior to the child returning to school. If a child has been absent for 72 hours or more a Doctor’s note is needed for the child to return back to school.

When children have been diagnosed with a communicable illness, it is your responsibility to notify the school. We will then notify our families and staff members, maintaining your child’s confidentiality. The Principle will notify the local health department or the State Department of Public
Health and Environment in accordance with state guidelines. Children with contagious diseases will be excluded from school until a written note from the doctor is presented giving the child permission to return.

**MEDICATION:**

The staff member specifically trained in medication administration shall administer medication only. Written permission and instructions from the child’s physician and parent are required, using the Medication Authorization Form, for medication to be administered. A separate form is required for each medication. A record is kept of when medication is administered. Medications are refrigerated if necessary; otherwise, they are stored in the school office or in severe cases locked in an area inaccessible to children in the classroom. All prescription medications must have a pharmacy label with the child’s name, the pharmacy name, the medication name and dosage, the pharmacy phone number and address, the physician’s name, and instructions for dispensing the medication. The authorization form must be signed by a parent and completed.

*Please DO NOT put medication in your child’s backpack.*
SPECIAL NEEDS CHILDREN

Trinity Academy will make an effort to accommodate children with special needs (physical, behavioral, cognitive, etc.) in compliance with the Americans with Disabilities Act. Close communication with the parents is essential to providing quality care. If the child has already been evaluated by his/her school system, we will work with them to implement the Individualized Education Plan that they develop. Parents are required to submit to us their most recent IEP (Individualized Education Program), and keep us updated on progress. If we feel a child should be evaluated so that they can get extra help early on, we will make recommendations to the parents.

We will not discriminate against special needs children. We will admit any special needs child (depending on space availability and staffing pattern) on a trial basis of one month, after which time we will require a conference with the parent(s). At this conference, we will assess whether we are able to adequately care for the child within our current staffing patterns. If not, we will give parents time and assistance needed to find more appropriate care, or the option to pay for an additional staff member to individually care for their child.

SPECIAL PROGRAMS (Parents and Children):

Parents are encouraged to attend the various activities that their child’s class will be planning during the school year. Different activities including parents and families are planned for each class.

TERMINATION OF ATTENDANCE

If a parent decides to withdraw their child from Trinity Academy, a 30 day written notice is required. Written notice of the intent to withdraw
must be submitted to the Principle. Parents are responsible for the payment of tuition between the date of the written notice and the date of withdrawal. In the event of an emergency withdrawal (without prior knowledge) the parent is responsible for a full month’s tuition.

**TOILET TRAINING:**
Trinity Academy prefers that children be toilet-trained. Accidents do happen. Extra sets of clothes will be necessary in the child’s tote. Parents should teach the independent skill of wiping in the privacy of their homes. It would be greatly appreciated if children were taken to the restroom before entering the classroom.

**STRUCTURE OF ACCOUNTABILITY:**
The following structure of accountability for Trinity Academy is as follows:

1.) Church Council   2.) Principle   3.) Teachers
4.) School and Church Secretary

**PARENT HANDBOOK AGREEMENT**
I, _______________________, have read the Trinity Academy Parent Handbook, understand it and agree to abide by the requirements as set forth in it.

__________________________                        ______________
Child’s Name                                                         Class

__________________________                       _____________
Parent Signature                                                   Date

__________________________                        _____________
Child’s Name                                                         Class
I,___________________the parent/guardian of __________________hereby grant and authorize Trinity Christian Academy the right to take and use school photos/ special event video for the use of any lawful promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, websites, social networking sites, and other print and digital communications.