

**Trinity Preschool of Berwyn
Parent Handbook
2018 ~ 2019**



Welcome to Trinity Preschool of Berwyn! We look forward to your family becoming part of our Preschool family.

Trinity Preschool was founded by Trinity Presbyterian Church in 1965. In 1986, Trinity Preschool established itself as a non-denominational, non-sectarian preschool. The Preschool leases space from the Trinity Presbyterian Church, and works with the church to ensure a safe, fun environment for the children.

This Parent Handbook will help you to understand Trinity Preschool's policies, procedures, and general practices so that we can easily meet our goal of providing the best developmentally-appropriate, fun, and educational program for your children. Please take time to review the information, and feel free to contact us at any time with questions or concerns.

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ACCREDITATION AND STANDARDS

NAEYC

The National Association for the Education of Young Children (NAEYC) is the nation's largest organization of early childhood educators. The NAEYC accreditation process is a voluntary, rigorous system of self-study and external professional review that ensures that Trinity meets their high standards and criteria for high quality early childhood education. The criteria can be found on NAEYC's website at www.naeyc.org/accreditation. Trinity Preschool of Berwyn is one of only about 10% of preschools in the nation that have met these standards. Maintaining these standards is a priority for our school, and parents will be involved in ensuring that they are maintained. The current accreditation was recently renewed in March, 2016, and is valid through 2021.

PA State Licensing

Trinity is licensed as a private academic school by the Commonwealth of Pennsylvania. All of our classrooms are staffed by a certified teacher. Our Terrific 2's/3's program meets the state requirements, but is exempt from licensing because of the hours and nature of the program. All staff have presented state criminal history record checks, child abuse record check, federal criminal history record checks, and a certificate of good health.

MISSION

Trinity Preschool helps young children and their families to develop a lifelong love of learning. Intentional teaching and best practice help children to grow through play and hands-on experiences, in a community of caring, responsive adults and children.

PHILOSOPHY

Our program is based on the philosophy that young children's growth and development flourishes in a caring, responsive environment. Opportunities are provided for children to explore and create while developing relationships with well-trained and caring teachers. A wide variety of experiences allows each child to approach learning in their own way and across all areas of development - social-

emotional, physical, cognitive, and language. Teaching staff provide a balance of child- and teacher-directed activities that recognize the importance of play in a child's learning and development. An atmosphere of acceptance and positive interactions between staff, families, and children fosters a lifelong love of learning.

TRINITY ADMINISTRATIVE STAFF

Here are some people to know at Trinity:

Mary Cassidy School Administrator

Suzi Alrutz Director

Ann Zipkin Treasurer

Familiar Faces from Trinity Presbyterian Church:

Lou Schiff Sexton, Trinity Presbyterian Church

Heather Dibble Administrative Assistant, Trinity Presbyterian Church

Rev. Jane DeFord Interim Pastor

Each classroom is staffed by one certified teacher and one assistant teacher. Teacher:child ratios meet or exceed NAEYC requirements for each age group and group size.

POLICIES

Admission

Trinity Preschool admits children regardless of race, creed, ethnicity, or socioeconomic status. Scholarship funds may be available from FLITE (Foundation for Learning in Tredyffrin/Easttown), funds set aside from Preschool fundraisers, a grant supported by Christa and Calvin Schmidt and funds donated by the Scherer family.

Curriculum Goals and Objectives

GOAL: Curriculum will be based upon the framework of developmentally-appropriate practice.

Objective: Teachers will plan activities appropriate for the expectations for each age group based on sound developmental theory.

Objective: Activities and experiences will incorporate four key areas of child development - social/emotional, physical, cognitive, and language

Objective: The daily schedule will provide a predictable routine that allows time for children to:

- Play inside and/or outside
- Successfully transition from one activity to the next
- Play and work by themselves, with small groups, and with large groups

GOAL: Curriculum plans will allow flexibility to allow for addition of themes and activities that emerge as groups' interests and abilities emerge throughout the year.

Objective: Teachers will use their day-to-day observations of children's strengths and interests to adapt activity plans to meet the group's needs.

Objective: Activities and experiences will be provided to challenge and extend children's knowledge and understanding

Objective: Experiences will be planned to reflect the lives of the children and families

Objective: Experiences will reflect the diversity of the children in the classroom as well as the diversity of society

Objective: Assessment information from the Teaching Strategies Gold Assessment system will be used to adapt and modify activities and experiences to support individualized learning

PROGRAM GOALS AND OBJECTIVES

Goal: Children will show progress in all areas of development.

Objective: Activities and experiences will provide opportunities for growth and learning in all developmental areas.

Objective: A well designed and implemented assessment system will be used to assess progress in all developmental areas.

Goal: Children and families will be welcomed into a community of well-trained and caring teachers.

Objective: Opportunities will be available for families to provide input into curriculum, experiences, and assessment of their child's progress.

Objective: Opportunities will be available for families to become involved in social events and volunteer work opportunities for the program.

Objective: Teaching staff will be hired based on educational qualifications and experience in early childhood education, and offered opportunities for continuing professional development.

Assessment of Child Progress

An important component of our preschool program is assessment of children's development. Teachers use assessment information to support children's learning, identify children's interests and needs, assess developmental progress and learning, improve curriculum, adapt the environment, activities, and teaching practices, and plan for program improvement.

Accurate, appropriate assessment is also important to help to identify children who might benefit from services to meet particular developmental needs.

A developmental screening tool, *Ages and Stages*, and *Ages and Stages Social-Emotional*, provides parents an opportunity to participate in the monitoring of their child's progress. The tool is completed by the parents, then scored by the Director. The Director will share results confidentially with each parent, and they will decide together whether results should be shared with the child's teacher before the beginning of the school year.

During the school year, teachers will be utilizing the *Teaching Strategies Gold* assessment system for all children.

Trinity Preschool has chosen the *Teaching Strategies Gold* assessment system for our program for several reasons, including:

- Addresses all aspects of development: social/emotional, physical, cognitive, language
- Allows for multiple data sources: observation, individual conversations and activities with children, during different times of day, and on an ongoing basis throughout the year
- Allows families to be involved through reporting their observations of their children and thoughts about their development

The *Teaching Strategies Gold* assessment system uses *Individual Child Profiles* where teachers record information about children at checkpoints throughout the year on thirty-six objectives in seven areas of development.

Teachers summarize the assessment information and use it to modify their activities and programming to meet the identified needs and interests of both individual children and the group.

The teachers have been trained in the use of the *Teaching Strategies Gold Assessment* system.

Children are assessed throughout the year and throughout the day in various contexts - during group times, individual work with teachers, during gross motor play, and all parts of the day. Only teachers who are in the child's classroom and are well known to the children use the Developmental Continuum Assessment tools.

Teachers welcome parent input on how their individual child would best be assessed, such as the context and format in which their child is most comfortable, and how they respond to various situations.

If you would like to see the documents used for the Teaching Strategies Gold assessment system, please stop in to the office.

All parents will receive a summary of their child's developmental progress two times during the year, at Fall conferences and Spring conferences. Parents are invited to provide comments, observations, and input for planning during conferences and throughout the year.

In addition to the formal conferences, teachers will communicate developmental progress on an informal basis as needed through email or conversation

All assessment results are kept locked in the office. Only the child's teacher and the Director have access to assessment information. Parents may view their child's file in the presence of the Director or teacher. Information may be shared with the child's teacher for the next school year so that the teacher may begin making curriculum plans based on the needs and interests of the incoming class. There will be no access to anyone else without the permission of the parents.

Guidance and Discipline

The most successful and positive approach to discipline is to create an environment that promotes the development of self-regulation for all children. Through careful observation and understanding, teachers are able to prevent many problems before they occur by redirecting and guiding children's behavior.

Sometimes children's behavior needs to be addressed by the teachers. The preschool is the perfect opportunity for children to learn, with their teacher's guidance, how to think about their behavior and work towards self-regulation.

If the child needs further help, each teacher uses her own skills and style to give the child time to calm down and understand the consequences of their behavior, and learn new strategies for managing it. A brief time sitting beside the teacher or in a special calming-down spot is usually all that a child needs to regroup.

If a child's behavior is consistently disruptive, or if a child isn't responding to the teacher's strategies, more help may be needed. The teacher will bring the issue to the Director. A conference will be set up with the teacher, parents, and the Director to share the concern and establish a plan, which may include outside assessment, evaluation, or intervention.

The Preschool reserves the right to dismiss a child whose behavior, after following the procedures above, continues to interfere with the safety and goals of our program. The Preschool will help parents in finding the appropriate setting and services for their child.

PROCEDURES

Communication

Open communication between parents and staff is vital in providing the best program for the children. Trinity Preschool provides several means of communication, including:

Trinity News: a newsletter from the Director contains news for the whole school

Takehome folder: Each child will receive a Trinity Preschool bookbag upon enrollment. A pocket folder is in each bookbag. Please check that folder daily for notes and updates, and use that folder to send in notes or forms to the teacher or office.

White boards: Please check the hallway white boards frequently for updates and news.

Website: trinitypreschoolofberwyn.com holds a wealth of information, including current forms and a monthly calendar.

Phone calls: At Back-to-School Night, each teacher will share their preferred method of communication with parents. Teachers will also receive messages left on the school phone, 610-644-9370, or e-mail,

trinitypreschoolofberwyn@comcast.net.

Preferred languages: Please let the Director know if you need help with communication in a language other than English.

Informal conferences: Please feel free to call to make an appointment to meet with your child's teacher or the Director at any time. All discussions about children need to be held privately, where no children are present. Any specialists relevant to your child's education will be involved in informal or formal conferences as appropriate.

Parent/Teacher conferences: Formal conferences will be held in November . Spring conferences will be held in March

Homeroom parents: Each class will be assigned a homeroom parent. These dedicated volunteers will help to coordinate communications about emergency school closings, parties and school events.

Your child's teacher will let you know of any other ways she will be sharing information with you.

School e-mails: Trinity Preschool relies heavily on e-mail communication with parents, either directly from the office, or through Homeroom Parents. Please be sure to check your email frequently for updates and information. If e-mail access isn't readily available to you, please let us know, and we will be sure that you are contacted in another way.

Please be sure to update your email address in the office if it changes!

During the winter and other storms, we suggest you check your emails daily before leaving for school, just in case!!

Please respect the privacy of our preschool community. Contact information is to be used strictly for Trinity Preschool information only.

Preschool policy prohibits solicitation of any kind by staff, parents, or caregivers.

All forms of communication will be made available in different languages at the request of the family.

Please note that staff members are strongly discouraged from "friending" parents on social networking sites.

Special Needs

All children in a program benefit from learning with children of all different abilities. When appropriate, we welcome children with special needs to our program, and will do our best to meet their needs.

To best serve the needs of children with special learning needs or disabilities, we ask that parents involve the school in the IEP process, and communicate openly with the teacher and school. The most current IEP or learning plan needs to be on file in the office. An information form needs to be on file for all TSS personnel or aides, and they need to sign in at the office on a daily basis.

The teachers and Director will work with therapists to determine the scheduling of visits during the school day. Therapists may be asked to see children during off-school hours rather than interrupting the school day for the child and the class.

Trinity is privileged to have an experienced, credentialed Behavioral Specialist on our Board of Directors. She occasionally visits our classrooms to help staff assess child behavior and suggest techniques to staff or recommend referrals to outside resources.

We respect the confidentiality of all of our students. Our staff is not permitted to discuss children's abilities or needs with any other parents.

HEALTH AND SAFETY

Building Security

Trinity Preschool is serviced by a state-of-the-art security system. Thanks to the hard work and generosity of our parent community, our security system , includes intercoms and security cameras throughout program areas. Access to the building and children's areas secured at all times other than drop-off and pick up:

8:55 - 9:10 (open)

2:50-3:10 (open)

If you need to enter the school areas at other times, an intercom is installed at each outside door and at the Waterloo Avenue stairwell door. Just push the button, identify yourself to office staff, and wait for the door to be unlocked. All visitors must sign in at the office before entering the classroom areas. Parent volunteers should sign in to the office and pick up a volunteer name tag before starting their volunteer job.

Children will be dismissed only to those listed on the Child Pickup Parent Release Form. Please let your designees know that we may ask for identification when they arrive to pick up your child. Please keep this form updated in the office.

Parents are permitted to visit preschool at any time unless a court of competent jurisdiction has limited the parental right of access to the child and a copy of the order is on file in the office. Because of occasional field trips and special activities, advance notice is suggested. Our staff is focused on the children, so they are not available to talk with you during your visit, but you are free to set up an appointment with them at any other time.

Medications

No medications, prescription or non-prescription, will be administered to children by staff members, with the exception of administration of an Epi-Pen in the case of a severe allergic reaction. Epi-Pens must be kept in the office in the original, labeled, child-proof container along with the written order. Children are not permitted to carry any kind of medicine in their lunch box or school bag.

Medical Emergencies

Each child is required to have a signed Permission for Health Care on file which authorizes emergency care and transfer of medical record to the local hospital. In case of medical emergency while your child is at school, the staff will administer first aid. The parent or authorized adult will be notified immediately. If medical attention is required, the staff will call the local ambulance service, which will transport the child to the local hospital. If the parent or authorized adult cannot be reached, the staff member will record in writing the reason emergency care was required and the attempts made to inform the parent. A staff member will accompany the child to the hospital with your child's records and wait there until the parent or guardian arrives. The hospital will not treat your child until the parent or authorized adult arrives, unless the injury is life-threatening.

Reports of accidents, injuries, and illnesses involving a child will be submitted in writing to the office. The parents will receive one copy of the incident report, and another will be kept on file in the office. All of the teaching staff are certified in First Aid and CPR.

Health information

In accordance with state regulations, an annual health statement, including a record of up-to-date immunizations, must be on file for each child. Children will not be permitted to attend school until this form is in the office. Forms are available in the Preschool office.

All children enrolled in the school must present proof of immunizations prior to starting school. Immunizations must meet the standards of the Pennsylvania Department of Education and the current recommendations of the American Academy of Pediatrics. Non-immunized children will not be enrolled to protect the health of other children and their infant siblings.

If a child arrives at school and is noticeably ill, the parents or emergency contact person will be contacted to come and pick up the child. The child will be kept comfortable in the Director's office away from other children until the child is picked up. Please do not send your child to school if your child has diarrhea, a fever, or a runny nose.. They will feel better being at home, and our other children will not get sick from being in school with them.



TOO SICK FOR SCHOOL?

Please use the following three criteria to help you to decide whether your child is too sick to come to school.

1. Does the child feel well enough to participate comfortably in the usual activities of the program?
2. Will your child's condition affect or infect the other children or require attention from the staff that will interfere with their program?
3. Does your child have any of the following?
 - a. Fever (99 degrees or higher)
 - b. Behavior changes
 - c. A runny nose
 - d. Diarrhea and/or vomiting
 - e. Discharge from the eyes
 - f. Undiagnosed rash or skin lesions
 - g. Abdominal pain
 - h. Mouth sores
 - i. Skin sores that are weeping fluid

Children need to be fever-free without the use of fever-reducing medications and diarrhea-free for 24 hours before returning to school!

If your child has any of these conditions, please keep them home to get better!

Please note that we are continually informed from the CDC about current and changing health conditions.

If a child contracts a communicable disease and other children are exposed, Trinity will notify parents.

Any student suspected of having a communicable disease must remain out of school as indicated by the child's physician. Please notify the office of the disease, so we can share information with other families. All information will remain confidential, without identifying the ill child.

Parents shall notify the school office if their child has lice. Parents of children who use the same classroom will be notified in a confidential manner about the lice so they can check their children.

A student with lice will be sent home for treatment. A student may return to school after being cleared by a health professional that s/he has no live lice or nits. Written documentation must be provided.

Wellness

Trinity Preschool is committed to providing a healthy and safe environment for all children, taking into account children with special needs, including food allergies, medical, and developmental needs. To that end, Trinity Preschool will not provide snacks with nuts or nut ingredients. Please note the newly revised Food Allergy Procedures on page 18.

Parents maintain the ultimate responsibility for the health and welfare of their children. Trinity welcomes parental input in managing special health needs.

The curriculum and facility also promote healthy and physical gross motor play, with daily opportunities on our indoor and outdoor playgrounds.

Handwashing is part of our daily routine upon arrival at school each day as well as before snack time and as needed throughout the day in an effort to reduce the spread of illness.

There is no smoking in or outside of the building.

Emergency Plans

Detailed emergency and evacuation plans are established and posted in each classroom. Fire drills, emergency evacuations, and/or lockdown drills are held on a monthly basis.

Fire, smoke, and carbon monoxide alarms are inspected regularly.

Help with Concerns

If you have questions or concerns about your child or about our program, we want to be sure to work with you to resolve them. The best place to start is with your child's teacher. If that is uncomfortable for you, or if you don't feel satisfied with that resolution, please speak with the Director. Finally, if you feel the need for further resolution, you may contact a board member, who may bring the issue before the Board for discussion.

Tuition Payment Procedures

Tuition may be paid on an annual, biannual or quarterly basis. Due dates are 6/20, 9/20, 11/20, and 2/20 for quarterly payments. Payment reminders are also in the school newsletter, on the tuition payment form sent in the registration packet, and on the school calendar. Following a one week grace period, a late fee of \$25.00 will be assessed.

For income tax purposes, our Tax I.D. # is 23-2228017.

Trinity Preschool does not reimburse tuition payments if a child leaves the school prior to the end of the school year. **The signed registration form indicates that parents are responsible for the full year's tuition.** If another student would take your child's vacant spot, you could be reimbursed at a prorated amount for your prepaid tuition.

FLITE (Foundation for Learning in Tredyffrin/Easttown) and funding from the Schmidt and Scherer families may generously provide financial aid for Trinity students. Please contact the Director if you need assistance with tuition.

Confidentiality

Trinity Preschool respects the privacy of all of our students and families. We will not discuss any other child or family with anyone outside or inside of the school without permission. All student records are locked in the Preschool office, and may be viewed only by the child's parents, teacher and the Director. If information is requested from an outside agency, the parent will be asked to give signed permission for access to the records.

Upon a child's departure from Trinity Preschool, all of the child's records are shredded.

A copy of the Family Educational and Privacy Rights Act is available in the school office for parents to review upon request.

Please respect the privacy of our preschool community. Contact information is to be used strictly for Trinity Preschool information only.

Field Trips

Field trips are scheduled throughout the year to enhance and expand our curriculum. Parents will be asked to provide or arrange transportation to the site of the field trip, where the teachers will meet them. All two-year olds must be accompanied by a parent on field trips.

Teachers will carry cell phones on field trips to ensure communication with the school and parents. A first aid kit will be available for each group on the trip. Field trips are a fun way for your children to learn about the world outside of school. **For safety reasons, siblings are not permitted to attend field trips.**

School Calendar

A tentative school calendar is distributed at the beginning of each year. An updated monthly calendar is distributed each month with the newsletter, as well as posted on the school website.

Snow or emergency closing days are built in to the calendar. School closings may be made up as appropriate.

DAY-TO-DAY AT TRINITY

What to wear? Our curriculum and activities are based on a wide variety of sensory experiences, including paint, shaving cream, playdough, and lots of messy materials. Please dress your child in clothing that can get dirty, and that allow for freedom of movement. For gym class (Tuesday or Wednesday), children must wear sneakers. For their comfort and safety, please do not send your child to school in clogs, flip-flops, or open-toed shoes.

We go outside as much as possible, so please be sure to dress appropriately for the weather. Please make sure boots, gloves, hats, and coats are all labeled with your child's name.

Outdoor play. Children will have time for outdoor gross motor play on a daily basis. When the weather does not permit comfortable, productive play outside, children will have time for gross motor play in the inside playground.

What to bring to school? Each child receives a Trinity Preschool bookbag upon enrollment. The children need to bring that bag with the take-home folder in it every day - it's perfect for the notices and artwork we send home! Please be sure to **label all of your child's belongings**. They don't always recognize their own coats, etc., and we end up with many "lost" items!

Drop-Off: Please arrive at school between 8:55 and 9:00 to get our morning started! All children need to wash their hands upon entering the building.

2's/3's classes (Red/Orange): The 2's/3's classes are generally brought into the playground or the basement indoor playground for drop-off. 2's/3's teachers will post signs daily to let you know where to drop off.

3s/4s classes (Blue/Purple): 3- and 4-year old children are brought to their classrooms by their parents. Parents should park in the lot on Waterloo Avenue. The children hang their belongings on the hooks provided by their teachers, wash their hands, and say good-bye to their parents. Please make sure the teacher is aware that your child has arrived before you leave.

Pre-K: Pre-K children are brought to the Main Avenue entrance of the building in a carpool line. Teachers will be there to help the children from your car. Children will wait in a group with a teacher downstairs until 9:00, when they will be taken upstairs. If you arrive after 9:05, you will need to bring your Pre-K child upstairs.

Parents Helping Parents: Volunteers may be available to watch your younger siblings in your car while you take your preschooler to their classroom if you park in the Handicapped spots in the Waterloo Avenue parking lot. You must turn off your car and take the keys from the ignition when leaving your car. Thanks to our wonderful volunteers!

Clean hands: At drop-off, parents need to help the children to wash their hands. PreK teachers will help their children. Before snack times, after using the bathroom, and throughout the day children will use soap and water to wash their hands.

All soap provided in the school is triclosan-free. Hand sanitizer may be used when soap and water handwashing is not practical.

Toileting: Using the toilet and appropriate hygiene is an important developmental milestone. Children in the 2's/3's (Red/Orange) classes are changed by teachers in a separate diapering area with disposable gloves and appropriate sanitary measures. Older children cannot be changed by our staff. If your child has a toileting accident, especially a bowel movement, we may need to call you to come and change them.

Teachers assist children with clothing and hand washing after using the toilet. Children should begin learning to wipe themselves before coming to preschool.

Pick-up: Please be on time to pick up your child!

Red/Orange classes: 2s/3s classes will dismiss at 11:30. Each teacher will tell their classes where to pick up their children.

Purple and Blue classes: 3's/4's classes will be brought by their teachers to the Waterloo Avenue parking lot. Please form a double line in the lot, pulling all the way to the end of the lot, and put your name placard in your front window. **It is very important that you stay in your car for the safety of all of the children!** The teachers will bring your child right to your car.

Pre-K classes: Pre-K children will be brought to the Main Avenue entrance by the teachers. Please pull up, put your name placard in your front window, and stay in your car. The teachers will bring your child right to your car.

Late pickup: It is upsetting to children when their parents are late to pick them up. Please do your best to arrive on time. We understand that things happen and people run late sometimes. If this occurs, please call the office immediately so the office can alert the teacher. For morning programs, children who are not picked up on time will be taken to Express Lunch, and parents will be responsible for paying the Express Lunch fee. For 3:00 program pickup, children whose parents are late will be taken to the office. Parents will be responsible for paying a late fee of \$5 for every 5 minutes they are late.

Carpools: If a carpool has children from different classes, older children will be brought to the younger children's carpool line for pickup.

Pick-up authorization: Children will be dismissed only to people listed on the Child Pick-up Parent Release form. If your child is going home with a friend for the day, you must send a note in to the office. Telephone calls are not valid authorization for pickup.

LUNCH BUNCH/EXTENDED DAY

Lunch bunch and extended day are offered Monday through Friday to all children enrolled in 3's/4's (Blue/Purple), pre-K classes. 2's/3's (Red/Orange) may stay for Express Lunch until 12:15. Payment and forms for lunch bunch/extended day must be placed in the designated spot as directed by your child's teacher.

- Blank lunch bunch forms are available in the office or on the school website.
- Exact change is required otherwise change will be in the form of a voucher. Vouchers are available for purchase in the office. Notify the office when you need more vouchers.

Fees for 2018-2019 Lunch Bunch and Extended Day programs are:

- | | | | |
|-------------------------|---------------------------------------|------------------|---------------------|
| 1. Express Lunch | 12:15 p.m. pick up | 1 child, \$6.00 | 2 children \$10.00 |
| | Express Lunch for 2'/3's (Red/Orange) | 1 child \$8.00 | |
| 2. Lunch Bunch | 1:15 p.m. pick up | 1 child, \$12.00 | 2 children, \$18.00 |
| 3. Extended Day | 3:00 p.m. pick-up: | 1 child, \$20.00 | 2 children, \$30.00 |

Please note that lunch programs are a positive, fun time of day. While we encourage all of the children to eat, we do not force them to eat their lunches.

Food Allergy Procedure

In order to keep children with food allergies safe, a cooperative effort must include the parents/guardians, the child, the child's primary care provider, the teaching staff, lunch program staff, and all parents.

Parents of children with allergies must note the allergies on the Lunch Bunch form. A list of allergies is given to the Lunch Bunch teacher. We ask that all parents note on the Lunch Bunch form whether their child has nut products in their lunch each day so that seating arrangements can be planned for the safety of children with allergies.

Snacks: A simple snack will be served each day. Snacks purchased by the school contain no nuts or nut products. A list of rotating snacks is posted outside of the office.

No food will be provided by parents for any reason - birthdays, celebrations, or curriculum-related events.

- Some school programs will fall outside of the regular, daily snack procedures detailed above, including, but not limited to: some enrichment classes (e.g., cooking, cultural studies, etc.) and camp. While foods purchased and served for such special programs will not contain peanuts or tree nuts or be manufactured in a facility that processes peanuts or tree nuts, these foods may vary from the daily snacks that are served in the regular classrooms. Furthermore, with respect to camp specifically, children may not always be assigned to camp in the same classroom or with the same teacher as their school-year classroom placement. Parents of children with allergies who choose to have their children participate in these optional, special programs will receive a list of foods to be served a minimum of 48 hours in advance of the program. If a food is not safe for a particular child, that child's parents may choose to send in a safe alternative for their child.

Birthdays: Birthdays are very special days for young children. The school will provide a selection of special, safe birthday snacks. Birthday children will be asked to choose their favorite from those snacks to serve to their class.

Birthday children can also pick a theme for their class (crazy hat day, no shoes in the classroom day, etc.)

Teachers request that parents do not send in any "party favors" with their birthday child to keep the celebrations consistent and fun for everyone.

Please distribute invitations to at-home parties outside of school unless the entire class is invited.

Special events: Traditions are an important part of a Preschool family. Over the years, Trinity has celebrated traditions that include:

Donuts for Dads: Dads or substitutes join the children for an hour to share donuts and make a special project together.

Thanksgiving Feasts: Children share a feast with their class

Holiday Program: Parents come to see their children perform a special holiday program.

PreK Water Project: PreK children learn about the importance of water and collect coins to support a program to provide fresh water for children in Honduras

Frederick Douglass Outreach: Children work with their teachers to pack special treat bags for needy children, which volunteer parents deliver to the Frederick Douglass school.

Dinosaur Days: A week of total dinosaur learning and fun!

Pajama Day: Children come to school in their pajamas for a morning of sleepytime fun! We collect "fees" for the privilege of wearing pjs to school! The proceeds benefit Ryan's Case for Smiles!

Mother's Day Tea: Moms or substitutes join the children for an hour of tea, entertainment, and a special treat!

Graduation: Parents, friends and families of the Pre-K classes are invited to watch their children celebrate their move to Kindergarten!

PARENTAL INVOLVEMENT

Children reap many rewards from their parents' involvement in their education at all levels. They learn that their parents value and trust their school and their teachers, and feel very important when their parent is active and visible at school. Trinity offers a variety of opportunities for parent involvement.

Volunteering at Trinity

All parents are welcomed and encouraged to become involved at Trinity. Our parent volunteers are the core of our successful school environment. Volunteering is the best way to know about all of the exciting things that are happening at Trinity. You can sign up for a wide variety of opportunities on the Parent Volunteer Form, at Back to School Night, or throughout the year. An electronic sign up will be sent closer to the school year. Opportunities are also posted in the newsletter and via email at various times throughout the year.

Be advised that all parent volunteers are required to strictly honor Trinity's confidentiality policy when volunteering for school-related activities. Our Volunteer Coordinators for the 2018-2019 school year are Lauren Golden and Lauren Lucarelli.

. Beginning in September, 2016, all volunteers are required to submit clearances as required by the state of Pennsylvania. Details can be found on the website, trinitypreschoolofberwyn.com. **Trinity Board of Directors**

The Board of Directors is a great opportunity for those parents who wish to be committed at a higher level of service to the school.

A volunteer Board of Directors is made up of parent representatives, a Behavioral Specialist, and the Director. Board members are asked to serve based on self-

nominations, the recommendations of parents, other board members, teachers, and the director. The Board is composed of men and women of a variety of professions, skills, and interests, providing a well-rounded, resourceful group. The Board works together to ensure that the mission of the school is fulfilled and to support the Director and staff in their efforts. Board members for the 2017-2018 school year include:

Emily Martin, President	Erin Muhly, Vice President
Becky Ormsbee Secretary	
Lauren Lentz	Sarah Luccaro
Lucy Bennett	Claire Gallagher
Alexis Dilullo	Lauren Lucarelli
Lauren Golden	Sue Gardner
Audrey Groseclose	Ashley Mellor
Stacie Jacoby	
Ellen Horvitz, Behavioral Specialist	Suzi Alrutz, Director

FUNDRAISING

Fundraising supports Trinity in many ways. We try to offer a variety of fundraisers so that parents can choose the ones that are appropriate and of interest to them. The money raised directly supports specific projects that enhance and broaden our curriculum and programs. We appreciate your support, and your children benefit from it every day! Our most profitable effort is our annual Silent Auction, usually held in the spring. This is a great opportunity to support the school and spend time with other parents!

HELPING YOUR CHILD TRANSITION TO PRESCHOOL

Beginning preschool is an exciting, happy time for children and their families. It can evoke some stress for children, even for those who have been to school before. We have found that the best approach to transitioning to school is a simple, relaxed approach.

Be positive. Children learn their emotional responses to new situations from the significant adults in their life. If you are confident and positive about going to school, they will follow.

Be efficient. Having the school bag ready, making a simple, relaxed breakfast before school, and avoiding the last-minute rush makes everything run more smoothly. When you get to school, establish a quick, simple routine to get their hands clean, hang up their belongings, say goodbye, and leave. The teachers are trained and experienced in comforting children. We will not allow a child to become overly distressed, so please don't feel the need to "peek" back in the room. We will call you if your child is overly distressed.

If you want to talk to other parents, please do it outside of the classroom areas. It is confusing to all of the children if some of the parents linger after drop-off.

We look forward to working with you to make your child's and family's experiences at Trinity happy, memorable, and fun. We know you will be amazed at how much they will learn and grow! Please feel free to contact us at any time to share your thoughts and ideas.