



PARENT HANDBOOK

Welcome to Trinity Preschool!

We are delighted you have chosen to be a part of our community, and we look forward to a joyful and enriching year for your child. Our goal is to nurture your child within a loving Christian environment—supporting their growth in body, mind, and spirit. We are committed to encouraging their development while providing care, guidance, and inspiration. We know the children will be a blessing to us, just as we hope to be a blessing to them.

About This Handbook

This Parent Handbook is designed to provide you with important information about Trinity Preschool's policies, procedures, and daily operations. It serves as a guide to help you understand what to expect throughout the school year, and how we can partner together to support your child's growth. We encourage you to read it thoroughly and refer to it whenever you have questions.

ADMISSIONS

ADMISSION PROCEDURES

Trinity Preschool admits students of any race, color, national origin, or ethnic origin to all rights, privileges, programs, and activities generally accorded to students at the school.

The following are required to complete your child's registration:

1. Registration fee of \$200 paid for each child at registration (non-refundable) for non-VPK grade groups or VPK students participating in wrap-around services.
2. Completed Registration Form
3. Acknowledgement of Procedures (Brochures, Parent Handbook, Media Release, On Time Arrival, Potty Training (3-year olds), Payment Policy, Uniform Policy, Health and Immunization Forms)
4. Discipline Policy
5. Health Form and Immunization Form (from your doctor's office or St. Johns County Health Department)
6. Medical Consent Form
7. Pickup Authorization Form
8. Classroom Information Sheet
9. Food-Related Activities Form
10. VPK Attendance Policy (for VPK Students)

TUITION AND REGISTRATION FEE

Tuition payments are processed exclusively through Brightwheel. All families are required to maintain an active Brightwheel account and enroll in AutoPay to ensure timely payment of tuition.

Payment Due Date

Tuition is due on the 1st day of each month and will be automatically withdrawn through Brightwheel using the payment method designated by the parent or guardian.

Payment Methods

Families may choose to pay tuition through:

- Automatic withdrawal from a checking account (ACH)
- Credit card
- Debit card

Please note that credit and debit card payments are subject to processing fees charged by Brightwheel. Payments made through an automatic withdrawal from a checking account (ACH) do not incur a processing fee.

Parent Responsibility

It is the responsibility of each parent or guardian to:

- Maintain current and accurate payment information within Brightwheel.
- Ensure that the selected payment method remains active and has sufficient funds available.
- Monitor their Brightwheel account for payment notifications and invoices.

Please note that Trinity Preschool does not have access to view, edit, add, remove, or update parent banking or payment information within Brightwheel. All account changes must be made directly by the parent through their Brightwheel account.

Late Payments

A \$50 late fee will be assessed to any account with an outstanding tuition balance after the 5th day of the month.

Suspension of Attendance for Non-Payment

If tuition and any applicable late fees have not been paid in full by the 10th day of the month, the child will not be permitted to attend school until the account balance is brought current.

Families experiencing financial hardship or payment issues are encouraged to contact the Director as soon as possible. We are committed to working with families whenever possible; however, timely payment of tuition is essential to the operation of our preschool program.

By enrolling at Trinity Preschool, families acknowledge and agree to abide by this Tuition Payment Policy.

WITHDRAWAL

The school operates on funds provided by tuition and registration fees. To ensure our income for an entire year, it is understood that students are enrolled for one whole school year, or such portion as may remain after the date of entrance. Therefore, parents are responsible for 10 months of tuition or the remaining portion if enrolled later in the school year.

Should it be necessary for a child to withdraw from the school for a compelling reason, pre-paid annual tuition will be refunded. A compelling reason for withdrawal would include a relocation to another city, not a decision to enroll in a different local school after having made a meaningful and intentional faith-based commitment to Trinity Preschool.

SCHOOL POLICIES

ARRIVAL AND DISMISSAL

A. Preschool classes begin promptly at 8:30 AM. The classrooms will be open ten minutes before the designated arrival time until ten minutes past the designated time (8:20 - 8:40). After 8:45, it is required that students who wish to come late, return to school at their class designated playground time. All preschool children must be picked up at 2:30 PM.

B. Drop Off - Park in our parking lot and walk your child to class. Please do not linger in the classrooms after dropping off. If you need to speak with the teachers, please do so briefly or schedule a conference time. If you need to talk to other parents, please do so outside the classroom.

C. Students will be dismissed through Parent Pick-Up Downtown and in the Classroom at SilverLeaf.

Downtown - Please remain in your vehicle and line up in the designated area of the parking lot. A staff member will walk your child out to you. For safety and efficiency, we kindly ask that you do not park in a space or walk up to retrieve your child.

SilverLeaf - Please park and walk to your child's classroom to pick them up between 2:20 and 2:40. The gate will not open until 2:20.

ATTIRE - SCHOOL UNIFORMS

A. Uniforms consist of navy blue or khaki pants, shorts, skorts, or skirts, along with a monogrammed polo shirt in white, red, or navy blue. Girls may also wear a navy or khaki jumper. All uniforms should be kept neat, clean, and in good condition.

B. Each child will need a change of clothing that can be left at school. The change of clothes needs to be labeled and should include a shirt, pants, undergarments and socks. Please, send these items in a labeled zip-loc bag. These items do not have to be uniform clothing.

C. Shoes without backs (flip-flops) and boots with sharp toes and heels should not be worn to school. For the safety of the children, athletic shoes and socks are preferred for school wear.

D. Outside play is a part of our program. Unless it is extremely hot, cold, or wet, each class has at least thirty minutes of outdoor playtime. Please dress your child appropriately.

CHRISTIAN EDUCATION

A. A Christian-based curriculum consisting of Bible stories, Bible characters, religious songs, prayers, and Christian principles are presented in our classes. Most importantly, our staff strives to model Christian principles and teaching before the children in their everyday interaction with them. Should you have any questions, you are encouraged to discuss our approach to Christian Education with the Director. All students will have a Bible Verse of the Week that they are encouraged to learn and share with their family. More information will be given throughout the school year.

B. Children's Chapel for all ages is held each Wednesday at 8:45 AM in the chapel. Parents, families, and friends are always welcome and encouraged to join us.

CURRICULUM AND STANDARDS

Our curriculum is designed to foster growth in each child's spiritual, social, emotional, physical, and cognitive development. In addition to engaging thematic units and developmentally appropriate activities we incorporate the Florida Early Learning and Developmental Standards to ensure that our program meets state guidelines and

supports school readiness. These standards are embedded throughout our curriculum to promote learning in key areas such as language and literacy, mathematics, science, social studies, physical development, and the arts—all within a nurturing Christian environment.

Curriculums Used

- FunnyDaffer Standards Based, Florida VPK Approved
- ABC Jesus Loves Me, Faith Based as well as standards based

Monitoring your child's progress.

At Trinity Preschool, we are committed to supporting each child's individual growth and development. Teachers regularly observe, screen and assess students in all age groups—2s, 3s, and VPK—using developmentally appropriate tools and checklists aligned with the Florida Early Learning and Developmental Standards. These assessments help us track progress in key areas such as language and communication, cognitive development, physical skills, social-emotional growth, early literacy, and math.

Assessments are conducted several times throughout the year to monitor each child's development and to help guide classroom instruction. For children enrolled in the Voluntary Prekindergarten (VPK) program, formal assessments are administered at the beginning, middle, and end of the school year, as required by the state of Florida.

Parents will receive regular updates on their child's progress through conferences, progress reports, and informal communication. We value ongoing partnership with families and encourage open dialogue to ensure your child's success.

DISCIPLINE

A. State law requires that parents be notified in writing of the disciplinary practices used at our school. By this law, each parent will be provided with a copy of our Discipline Policy. Please review the Discipline Policy, sign and return the form, verifying that you have read and understand it. We are required to have this statement of Discipline Policy on file in each child's folder.

B. It is school policy to intervene and redirect behavior to prevent problems. But when we cannot, a child is disciplined in as loving and positive a manner as possible. No physical punishment is ever used at our school.

EMERGENCY CLOSING

In the event of severe weather conditions, the school will close if St. Johns County Public Schools close. Trinity Preschool does not make up days missed as a result of

natural disaster, extreme weather, or unsafe conditions, unless make-up days are announced by St Johns County Schools. VPK instructional hours missed will be made up at an announced time.

FIELD TRIPS

Throughout the year, children in the 3's and VPK classes may participate in field trips related to their monthly themes or units of study. They may also go on supervised "walking field trips" within the immediate area around the school. In addition, community resource visitors may be invited to the school to enhance their learning experience.

A. Parents will be notified in advance of any field trips or resource visitors coming to campus.

B. Permission forms will be sent home for signature before any field trip or a resource visitor is on campus. Written consent must be received for your child to participate.

C. Some field trips will have a cost not covered by tuition. You will be advised of this before the field trip and will be required to pay in advance.

SilverLeaf Campus will not take off campus field trips, as we do not have field trips within walking distance. At SilverLeaf, we will have on-campus field trips only, making attempts to bring the field trips to us!

HOLIDAYS

Trinity Preschool closely follows the St. Johns County Public School calendar with the same Holidays and Teacher Planning Days.

A calendar will be sent home each month with highlights of class activities listed on it. It will also identify any days when classes will not be in session.

Break Camps will be offered if there is enough interest and if staffing can be accommodated. We will announce break camps on a monthly or quarterly basis and families will be able to sign up for them as they choose.

POTTY POLICY

Please see the Potty Policy that is handed out to our 3-year old class for details on Trinity Preschool's Potty Policy.

RELEASE OF CHILDREN

A. Children will be released only to those people designated on their Authorized List. Please keep information current and correct on the Pick-Up Form.

B. The school must be notified in writing if your child is to go home in any other way than the usual method of transportation.

C. Photo identification will be required of anyone unknown to us who comes to pick up your child.

D. If there is a need for you or a person designated on the Authorized List to remove your child from school before the designated departure time, please send a message through Brightwheel to your child's teacher.

SNACKS

A. Parents are responsible for providing a healthy snack, lunch and water bottle daily for their child. At Trinity Preschool, we ask that you make every effort to avoid highly sugared items and non-nutritious foods.

B. Please notify the teacher if your child has any dietary restrictions or food allergies.

TOYS, FOOD, PERSONAL BELONGINGS

A. Children may bring personal items from home on designated sharing days or Show and Tell days. The teacher may make exceptions at their discretion.

B. Parents will be notified by their child's teacher when there is to be a designated sharing or Show and Tell day. The teachers will send home a list of suggested "sharing items".

FAMILY ENGAGEMENT AND PARTICIPATION

PARENT PARTICIPATION

We welcome and encourage parental involvement at Trinity Preschool and believe that open communication and collaboration between home and school greatly benefit our students. Volunteer hours are required. Please see the Volunteer Commitment Sheet and Service Log for more information. The following is a list of ways we ask our parents to regularly participate in our programs:

A. Volunteer in the classroom or on field trips

B. Volunteer in fundraising events - To help keep tuition affordable, the school depends on funds raised through various fundraising events. We kindly ask for your support and participation in these efforts by volunteering your time.

C. Donations of refreshments, party favors, games, etc., for parties and events.

D. We encourage you to share special talents and hobbies or teach the children about your job or career.

E. We invite you to serve as Room Mother (or father, grandparent, etc.).

F. We encourage you to participate in the Parent-Teacher Organization by attending monthly meetings and helping with various activities throughout the year.

CLASSROOM VISITATION

Parents are welcome to visit their child's classroom; however, to ensure the safety and continuity of learning for all children, we kindly ask that visits be scheduled in advance with the classroom teacher or director.

We also invite parents to participate in special classroom events, celebrations, and volunteer opportunities throughout the year. Your presence in the classroom is valued and appreciated, and we look forward to partnering with you in your child's early learning journey.

ROOM PARENT(S)

A Room Parent (mother, father, grandparent, or guardian) helps coordinate classroom celebrations, special events, and other activities throughout the year. Each class will have one or more designated Room Parent to assist the teacher and help foster a sense of community. If you are interested in serving in this role, please, notify your child's teacher.

BIRTHDAYS

A. Those who wish to celebrate with the class on a child's birthday are requested to notify the teacher in advance.

B. Invitations to private parties may be distributed in the classroom only if each child receives an invitation.

CLASS PARTIES

A. Parties that celebrate holidays and themes are held in the classroom. These will be noted on your monthly calendar. The room parents will coordinate the parties. Room parents are asked to allow each family to help with the party and provide items for the party during the school year.

B. Party treats should be relatively nutritious. We ask that candy, fruit snacks, and highly sugared items be offered in limited amounts. Good, healthy habits can and should be learned at an early age and are part of our curriculum. Excessive refreshments defeat our efforts to encourage good, nutritious habits.

C. The class parties are for the children in the class. It has been our experience that children can become over-stimulated when there are too many parents and younger

siblings in attendance. Therefore, room mothers will ask for only 2 – 3 parents at a time to help with parties. Your cooperation in this matter is greatly appreciated.

CONTRIBUTIONS

Our preschool is grateful for the support of our families and community.

Sponsorships help us provide learning materials, classroom supplies, and special activities that enrich your child's experience. If you are interested in sponsoring or know someone who would like to support our preschool, please contact the director. Your generosity helps our children learn, grow, and succeed.

HEALTH AND SAFETY

EMERGENCY FORM

All parents must complete a Health/Emergency Form. Please keep this information current with emergency contacts, doctor information, and any health issues of which we should be aware.

INCIDENT FORMS AND ACCIDENT FORMS

An accident involving your child while on church or school grounds will be reported to the office and the parents. An Accident/Injury report will be prepared, which you will be asked to sign and return. The original will be secured in your child's file.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

By state licensing requirements, all students must have a current Florida School Entry Health Exam (Form DH 3040) and Florida Certificate of Immunization (Form DH 680) on file before attending school. These forms must be completed by a licensed health care provider and submitted to the school before the first day of attendance.

Both forms are kept on record and must remain current throughout your child's enrollment. It is the parent's responsibility to ensure that updated records are provided as needed. Children may not attend school without these required documents on file.

CLOSING

Thank you for taking the time to read the Trinity Preschool Parent Handbook. Your understanding and support of our policies help us create a safe, nurturing, and enriching environment for all children. If you have any questions or need further clarification, please don't hesitate to reach out to the director or your child's teacher.

Please sign and return the acknowledgment form included with this handbook to confirm that you have read and understand its contents. We look forward to partnering with you in your child's early learning journey!

Please sign that you have read this handbook and agree to our policies on the Parent Acknowledgement form included in your student folder.