



The Ministry of Trinity Parish



215 Saint George St.  
St. Augustine, FL 32084



6350 CR 16  
St. Augustine, FL 32092

## Parent Handbook 2026-2027

### Our Purpose

To prepare young students  
In a loving Christian environment,  
to reach their potential for entering Kindergarten.

**Trinity Preschool**  
**Dorothy A. Cain, Director, Downtown Campus**  
**Michelle Johnson, Acting Director, SilverLeaf Campus**

## **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:

- A. Registration fee of \$200 paid for each child at registration (non-refundable) for non-VPK grade groups.
- B. Completed Registration Form

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

- A. Completed Health/Emergency Form
- B. Health Examination and Immunization Form (from your doctor's office or St. Johns County Health Department)
- C. Completed Authorized Pick-up Form
- D. Completed Media Release Form
- E. Completed Extended Care Registration Form, if applicable
- F. Discipline Policy signed
- G. Over-the-Counter Medication Form
- H. School Sick Policy Form

### **TUITION AND REGISTRATION FEE**

Trinity Preschool is a non-profit organization and depends on funds provided by tuition fees. All fees are used to provide salaries, equipment, and materials. All payments must be paid on time so that we can meet our obligations. To ensure our income for an entire school year, it is understood that students are enrolled for the entire school year, and parents are responsible for a full year of tuition.

- A. Parents may opt to pay tuition in 10 monthly payments. Payments are due each month from August through May. Tuition payments are expected on the 1<sup>st</sup> of the month and are nonrefundable. Tuition paid for the entire school year before September 1<sup>st</sup> will be discounted by 3%.
  - 1. Tuition fees may be paid through the Brightwheel App. An invoice will be sent each month, payable through the App with a card of your choice.
- B. Your tuition must be received in the office by the 5th day of each month to avoid a 10% late fee being assessed.
- C. A \$30.00 charge will be added to your account if a check is returned to us.

- D. Operating expenses are constant and must be paid regardless of whether your child is in attendance. Therefore, there will be no reduction in tuition for absences or school closings.
- E. Tuition must be kept current for your child to attend class unless other arrangements have been made with the Director and the School Board. Please contact the Director if you are having trouble meeting your obligations

## **LATE PICK-UP FEES**

Preschool children are to be picked up by 2:30 PM, except for the extended day. We understand that unforeseen emergencies may arise from time to time and that may prevent parents from arriving at the designated pick-up time. The following policies are in effect concerning continual late pick-up:

- Beginning five minutes after the designated pick-up time, your child will join those staying for Extended Care. You will be responsible for paying the \$35 Extended Care Fee. The fee will be applied through Brightwheel.

## **EXTENDED CARE**

Extended Care is offered Monday through Friday from 2:30 PM to 5:30 PM. There is a \$35 drop-in or a monthly fee based on how many days are needed. Parents are responsible for providing a snack for a child staying for extended care. Activities will include learning opportunities that coordinate with the regular school day but in a more relaxed atmosphere. Pick-up should be prompt at 5:30 PM. If your child is not picked up by 5:30 PM, a \$1 per minute late fee will be applied. The late fee will be applied through Brightwheel.

## **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 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**

Trinity Preschool learning hours are 8:30AM - 2:30PM. Being on time for school helps children start the day happy and ready to learn. Being on time is a good habit that helps everyone have a fun and calm school day. Late arrivals can be hard for preschool children. When a child comes late, they may miss circle time, songs, or instructions and feel confused or upset. Arriving late can also interrupt the class and make it harder for the child to settle in. Coming to school on time helps preschoolers feel safe, included, and ready to enjoy their day.

### **ARRIVAL AND DISMISSAL**

- A. Preschool classes begin promptly at 8:30AM. The classrooms will be open ten minutes before the designated arrival time. Children should not enter the classrooms before that time. All preschool children must be picked up by 2:30 PM.
- B. 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. 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.

### **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 the 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, and Christian principles is 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.
- 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 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.

### **Monitoring your child's progress.**

At Trinity Preschool, we are committed to supporting each child's individual growth and development. Teachers regularly observe 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, and 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 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 any missed days in conjunction with the Public Schools.

## **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.

## **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.

## **POTTY POLICY**

Children entering the three-year-old program should be toilet trained or actively working toward full independence. Trinity Preschool supports a partnership-based approach to achieving this exciting, independent milestone!

- We require that children are in the process of being trained and wear underwear but expect occasional accidents.
- We encourage families to work collaboratively with teachers (e.g., consistent routines, reminders, spare clothes).
- If a child experiences frequent accidents that require ongoing assistance, the director will meet with the family to develop a support plan. Continued enrollment will depend on the child's progress and the school's ability to meet their needs.

## **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 and lunch and a water bottle 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 only 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. How can you help us build community:

- A. Parent volunteers are needed to provide supervision during field trips.
- B. 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. You will be needed to furnish refreshments, favors, games, etc., for parties.
- 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 several days in advance. Again, we emphasize nutritious, non-sugary treats.
- 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 mothers will coordinate the parties. Room mothers 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 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!

**Parent/Guardian Acknowledgment**

I have read and reviewed the Trinity Preschool Parent Handbook. I understand and agree to abide by the policies and procedures outlined within it.

**Parent/Guardian Name (please print):**

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**Parent/Guardian Signature:**

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**Date:** \_\_\_\_\_