

Policies

HEALTH

The Commonwealth of Virginia School Entrance Health Form with updated immunizations must be completed and submitted to the school each year. If your child comes down with a contagious disease, please notify the school immediately. A child who is coughing, sneezing, complaining of stomach pain or sore throat, has had nausea, diarrhea or has had a fever (measured orally (in the mouth): 100°F (37.8°C) measured rectally (in the bottom): 100.4°F (38°C) measured in an axillary position (under the arm): 99°F (37.2°C)) within the past 24hrs. should not be in school.

HEALTH CRISIS

In a health crisis we will monitor the situation and follow the guidance and suggestions from the CDC, federal and local government, the Virginia Department of Health, the Virginia Department of Social Services, and the Virginia Conference of the United Methodist Church

- If the authorities listed above recommend our school to close, Trinity will close.
- If Henrico County Public Schools close due to a health crisis, Trinity Preschool will close.
- If the authorities listed above require PPE to be worn, PPE will be worn as recommended.
- If there are specific guidelines on spacing/separating, we will adhere to those guidelines. This *may* include limited access into the building, requiring all children, including PMO, to be dropped off and picked up in the carpool line.
- Daily wellness monitoring and temperatures of staff and children will be taken upon arrival.
- If a member of the family is diagnosed with the Crisis Disease, no person may return to school without a doctor's note, including staff.
- Extra disinfecting measures of classrooms, toys, playground, etc. will be implemented throughout the school day.

Days missed due to a health crisis will not be refunded. We will monitor Henrico County Public Schools on how missed school days may be made up and adjust our school calendar accordingly.

INCLEMENT WEATHER

Closings will be posted on the Preschool Facebook page.

- If Henrico County schools are closed due to bad weather, Trinity will be closed.
- If Henrico County schools have a 1 hour or 2 hour delay in opening, Trinity will open 1 hour late at 10:00 AM.
- If Henrico County schools close during the morning, Trinity will also close at that time.

Days missed due to inclement weather will not be refunded. We will monitor Henrico County Public Schools on how missed school days may be made up and adjust our school calendar accordingly.

MEDICATION

If your child requires medication, you must complete the MAT Medication Consent Form. This form must be signed by a doctor. If your child requires more than one medication, a separate form must also be completed and signed for each medication.

If your child has an Epi-Pen or Auvi-Q, the Food Allergy & Anaphylaxis Emergency Care Plan must also be completed.

Your child's medication will be securely stored at the school.

SECURITY

The doors to the building are locked. The intercom system by the side door or the main office door must be used to enter the building.

If there is a change in how your child will be going home, please send in a note with your child that morning or call the Preschool office, 288-6058.

STAFF

Our staff is certified annually by a practicing physician, physician's assistant, or licensed nurse practitioner to be free from any disability which would prevent them from caring for children under their supervision. All of our staff are CPR and First Aide trained. MAT trained staff members are on site at all times.

TEACHER:CHILD RATIO

- Turtles (1-2 year olds) One staff member to four children
- Rabbits (2-3 year olds) One staff member to seven children
- Preschool (3-6 year olds) One staff member to ten children

Our PMO classes always have two lead teachers in the room.

Our preschool classes have one lead teacher and one aide.

The maximum number of children we have in the school at one time is 160.

POTTY TRAINING

PMO (1-2 year olds) – We do not expect children in our PMO program to be potty trained. We ask that parents provide disposable diapers in their child's backpack on a daily basis. If a parent wants to begin potty training their PMO aged child, we are happy to work with the parent but cannot accommodate potty chairs from home.

Preschool (3-5 year olds) – We expect children in our preschool program to be trained. We understand that there may be accidents. It is important that parents send a change of clothes with their child daily.

Lunch Bunch (3-5 year olds) –Children in our after-school Lunch Bunch program MUST be fully trained.

CLOTHING

Please label everything that will be taken off at school. Clothing should be labeled in a way that your child can recognize. We try to go outside to the playground every day, so please be sure your child is adequately dressed for the weather. Except for special occasions, please do not send your child to school in clothes that cannot get dirty.

SNACKS

We are a **NUT/PEANUT FREE** school. The school provides snacks for all one and two year old children. If your child has an allergy, please check with your child's teacher to make sure your child can eat the provided snacks. All preschool aged children (3-5 years old) bring their own snack to school. Each child should bring in a healthy snack, clearly labeled with their name.

CLASS PARTIES

Each preschool class celebrates four holiday parties during the year, Halloween, Christmas, Valentine's Day, and Easter. Parents are encouraged to sign up to help with their child's class parties. Sign-up sheets are available in the classroom on Orientation Day.

During the year, each child's birthday is celebrated by the class. Please check with your child's teacher before sending in a special snack. We are a **NUT /PEANUT FREE** school but there may be children with other food allergies in your child's class. Summer birthdays may be celebrated with a "pretend" birthday during the school year. Birthday party invitations will only be distributed to classmates in school if the entire class is invited.

FIELD TRIPS

The school provides in-house field trips for our preschool aged children. (3-5 years old) Each preschooler will enjoy Nature Club, Cooking Class, and Stretch-n-Grow. The 4/5-year olds also participate in a Teddy Bear Clinic. At the end-of-the-year a visit to Maymont is planned for all 3-5-year-old children. Transportation is provided by parents.

DISCIPLINE

In the event that discipline is needed, positive methods of discipline are used such as redirection and active listening. If a child is having a behavior problem at school, the teacher will notify the parents.

WITHDRAWAL

You are responsible for the full year's tuition. If it becomes necessary to withdraw your child during the school year, thirty days written notice should be given to the Director. Release from the contract is given at the discretion of the school's administration only. Trinity Preschool reserves the right to withdraw your child from our enrollment if tuition is not paid for two consecutive months. Please contact the school if there is a problem with making payments to discuss.

CONTRACT CHANGES

Any changes to the contract, such as changing your child from a 3 day program to a 5 day program, changing your payment schedule (i.e. semester to monthly), adding or dropping Lunch Bunch Days, must be done in writing, approved by the Director, and a new contract must be signed.

FACILITIES

Trinity Preschool operates in the education wing of Trinity United Methodist Church. Map and room square footage is available upon request.

The playground is designed for children between the ages of 1-6. Our playground is divided into two areas: One smaller section for children 1-2 years old and one section for children 2-6 years old.

The playground goes through an annual maintenance inspection. Playground certified mulch is used.