

Trinity Christian Academy

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Dr. Chandra Soans, Director

Esther Aponte, Assistant Director



Parent/Guardian Handbook
Early Childhood Educational Center
Young Toddlers through School Age

Dr. Chandra Soans, Director

PARENT HANDBOOK

MISSION STATEMENT

Trinity Christian Academy is a Faith based Christian School, an outreach ministry of the Grace-Trinity United Church of Christ. We believe that all people are God's wonderful children, and each child is a precious gift of God.

Trinity Christian Academy exists to address the childcare needs of the working parents. It is committed to provide a safe, affordable, stable care in an enriching educational environment. It is committed to provide a holistic development to the child, which includes spiritual, social, physical, and intellectual growth.

Our Goal is to provide a foundation to support all children in their development as lifelong learners and contributing members of the community and supports families in their essential work as parents and caregivers.

Trinity Christian Academy is licensed by the Pennsylvania Office of Child Development and Early Education with Department of Human Services and meets all state and local safety and sanitation requirements. Safe, healthful, nurturing childcare is provided to all children enrolled. Each child is encouraged to develop physically, emotionally, socially, mentally, and creatively through age, individual, social or cultural appropriateness in a learning environment that forms a partnership with parents and families. All families and their children deserve the best possible care and education.

The administration and teachers of Trinity Christian Academy want to build a relationship with parents and families by working together in a partnership in determining what is best for your child (ren).

A Keystone STARS Center

Keystone STARS is a state-wide quality rating system designed for participating centers to improve the quality of care for children beyond the already existing regulations set by Department of Public Welfare (DPW). Each STAR designation has its own research-based performance standards. The standards make a difference in the quality of care your child receives. The three areas of childcare that are measured are the staff that we employ, the environment your child is in every day, and the way we run our business. Trinity Christian Academy is now a STAR 4 facility!

PROGRAM PHILOSOPHY

We believe in valuing each child's uniqueness and respect diverse learning styles, personalities, and intelligences.

We believe education and guidance decisions for children must be based on a collaborative partnership between parents and families with a collective knowledge of child development.

We believe in caring and educating all children in positive emotional and social environments that are cognitively stimulating and that support each child's culture, language, ethnicity and family structure which is recognized and valued in the program.

We believe in utilizing assessment instruments to support children's development and learning, to support curriculum and to support parent's relationships with their children.

We believe in establishing and maintain relationships of respect, trust, confidentiality, collaboration, and cooperation with parents and families.

We believe in understanding and respecting the diversity of families and communities so learning experiences are meaningful and relevant for all children regardless of race, color, religious creed, disability, ancestry, national origin, Limited English Proficiency (LEP), age or sex.

We believe in advocating for all children including those with special needs to play and learn in an inclusive environment and to have access to the support services needed to be successful.

We believe in building a support networks for families by providing them with opportunities to interact with staff, other families, community resources, and professional services.

We believe it is necessary for continuous staff development to support the high-quality care which equals long-term results in our investment in the program, children, and their families.

CURRICULUM STATEMENT

Trinity Christian Academy goals and objectives are guided by “The Creative Curriculum for Young Toddler’s, Two’s, Preschoolers, and School Ageds.” The Creative Curriculum has been cross-walked and developed with close alignment to “The Early Learning Standards” curriculum used by PA Pre-K Counts. In addition, it has been aligned with and the National Association for the Education of Young Children (NAEYC) Program Standards. To achieve our goals and objectives, Trinity Christian Academy will do the following:

1. The staff will use Early Learning Standards Curriculum and best practices to provide opportunities to support child development.
2. Implement our “Program Philosophy,” which revolves around our respect and deep belief in the value of diversity, to ensure that all families and children will be accepted regardless of race, color, religious creed, disability, ancestry, national origin, Limited English Proficiency (LEP), age or sex.
3. Teachers will create individualized goals for each child. The child’s individualized goals will be based upon ongoing observation and assessments throughout the year.
4. Take advantage of the natural diversity found in our center. The Trinity Christian Academy program is comprised of children from diverse cultures and backgrounds from 13 months through 12 years of age. Generally, children are from local surrounding neighborhoods: Northampton/ Bucks area. Specifically, we have children who are of all different cultures and backgrounds. To ensure that our children are aware of various cultures and ethnicities, the curriculum includes culture specific instruction and activities.
5. Ensure that the children at Trinity Christian Academy will have opportunities to experience a variety of developmental activities. Trinity Christian Academy’s instructional program will develop varied experiences and a variety of activities that will explore the “Key Learning Areas” of development; additionally, these activities will be targeted to help develop gross motor skills, emotional development and creativity.
6. Provide opportunities for self-initiated and teacher directed activities by using a daily schedule to facilitate the learning and growing process. We believe that by utilizing a daily schedule we help to ensure that the classroom daily activities foster intentional teaching; as opposed to simple or natural exposure to the learning goals and Key Learning Areas. An additional benefit of our daily schedule is to provide structured learning, as well as consistency.
7. Continually assess classrooms to make sure that they contain age appropriate materials. Trinity Christian Academy classrooms and center environment provide a wide range of materials and equipment to promote safety, new interests, new skills, and the individual needs of each child. Our classrooms contain the necessary materials and are arranged such that they provide maximum support for multiple Key Learning Areas. Our teachers, utilizing principles from “The Creative Curriculum” together with the Pennsylvania Learning Standards, seek to take a holistic approach to plan activities that while enjoyable, help to develop a well-rounded child.

8. Reinforce the importance of the staff utilizing learning standards that are designed to incorporate an age-appropriate curriculum utilizing best practices and Early Learning Standard's principles.
9. Take full advantage of one of our primary resources, "The Creative Curriculum," which is aligned with Pennsylvania Learning Standards for Early Childhood. It will be implemented to create a lesson plan that will expose children to a variety of opportunities to gain proficiency in all of the Key Learning Areas.
10. Support the development of our staff. Trinity Christian Academy will provide opportunities and resources for the continuing professional development for our staff at every level. This support includes but is not limited to ongoing certifications and continuing educational opportunities.
11. Work closely with our families. The program believes that a child's interests and successful development should be guided by the partnership between families and staff. To that end, our staff interacts with parents and family at every opportunity. Our parent teacher conferences are just one aspect of our partnership efforts.
12. Create ongoing lines of communication and partnerships with community leaders, agencies, other childcare programs and stakeholders in the development of continuous improvement and support of our children's educational experiences at Trinity Christian Academy.
13. Utilize a variety of tools to assist in the ongoing assessment of our children. Some of the tools utilized are Ages & Stages and Work Sampling System. Further, teachers will use assessments and ongoing observation to assess a child's interests, needs and strengths. Once an assessment is performed, the staff will utilize findings to help create goals, plan activities and individualize a curriculum through our Creative Curriculum and teaching strategy for each child with their parent/guardian's assistance.
14. Continually strive to provide an environment that is appropriate for children of diverse needs. Where appropriate, we will make referrals to external resources when a child requires additional assistance to reach their full potential for their stage of development.

By adhering to our guiding principles and by following our Program Philosophy, we believe that Trinity Christian Academy's goals and objectives will be met, resulting in an outstanding learning environment for our children.

Trinity Christian Academy

Daily Schedule for Toddler Classroom

7:00 a.m. – 8:30 a.m.	Arrival/Hand Washing/All Centers-Free Choice (Small Groups)
8:30 a.m.- 9:00 a.m.	Hand Washing/Breakfast
9:00 a.m. – 10:00 a.m.	All Centers – Free Choice (Small Groups) Circle Time (Large Group)
10:00 a.m. - 11:00 a.m.	Outdoor/ Indoor Play**
11:00 a.m. - 11:30 a.m.	Teacher Directed Activities/All Centers – Free Choice (Large Group/Small Groups)
11:30 a.m. - 1:00 p.m.	Set Tables/Hand Washing/ Lunch/ Clean Up/Toileting
1:00 p.m. - 3:00 p.m.	Music Appreciation/Story Time/Circle Time/ Naptime
3:00 p.m. – 3:30 p.m.	Put Mats/Blankets Away/Toileting/ Snack
3:30 p.m. – 4:30 p.m.	All Centers – Free Choice (Small Groups) Teacher Directed Activities
4:30 p.m. – 5:30 p.m.	Outdoor/Indoor Play**
5:30 p.m. – 6:00p.m.	Preparing for Dismissal

***Hand Washing/Toileting/Diapering Continuously Throughout the Day**

****Outdoor Play-temperature/wind chill are above 25 degrees, the forecast temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is not current air quality alert.**

Trinity Christian Academy

Daily Schedule for Preschool

7:00 a.m. - 9:00 a.m.	Arrival/ All Centers/Free Play Hand Washing/
9:00 a.m. - 9:30 a.m.	Hand Washing/Breakfast /Clean Up/Toileting/Hand Washing
9:30 a.m. - 10:00 a.m.	Circle Time (Large Group)/ Prayer
10:00 a.m. - 11:00 p.m.	All Centers/Free Play/ Small Group Activities*
11:00 a.m. – 11:30 a.m.	Outdoor/Indoor Play**
11:30 p.m. - 12:45 p.m.	Hand Washing/Set Tables/ Lunch Clean Up/Toileting/Hand Washing
12:45 p.m. - 2:45 p.m.	Music Appreciation/Story Time/ Naptime/
2:45 p.m. - 3:15 p.m.	Put Blankets and Cots Away/Toileting/ Hand Washing/ Snack/Clean Up
3:15 p.m. – 4:00 p.m.	All Centers/Free Play/ Teacher Directed Activities
4:00 p.m. – 5:30 p.m.	Outdoor/Indoor Play**/ All Centers/Free Play
5:30 p.m. – 6:00 p.m.	Preparing for Dismissal

Note: Hand Washing Continuously Throughout the Day

***Small Group Activity is Teacher Directed for no more than 20 minutes.**

*****Outdoor Play-temperature/wind chill are above 25 degrees, the forecast temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is not current air quality alert.***

Trinity Christian Academy

Daily Schedule for School Age Children (Grades: K-6)

Before School Care:

7:00 a.m. - 7:30 a.m.	Arrival/ Open Centers/ Breakfast
7:30 a.m. – 8:00 a.m.	Morning Devotion/ Bible Lesson
8:00 a.m. – 8:30 a.m.	Departure

After School Care:

3:30 p.m. - 4:30 p.m.	Arrival & Snack
4:30 p.m.-5:00 p.m.	Homework & Study
5:00 p.m.-6:00 p.m.	Individual Activity, Group Activity, Outdoor Play and Departure

Hand Washing Continuously Throughout the Day

*****Outdoor Play-temperature/wind chill are above 25 degrees, the forecast temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is not current air quality alert.***

Trinity Christian Academy

Daily Schedule for School Age Full Day

7:00 a.m. - 9:00 a.m.	Arrival/ All Centers (Small Groups)/ Hand Washing
9:00 a.m. - 9:30 a.m.	Breakfast
9:30 a.m. - 10:00 a.m.	Circle Time/ Prayer (Large Groups)
10:00 a.m. - 12:00 p.m.	Teacher Directed Activities/All Centers (Large Groups)/ Outdoor/Indoor Play**
12:00 p.m. - 1:00 p.m.	Set Tables/Hand Washing/ Lunch Clean Up/Toileting
1:00 p.m. - 2:30 p.m.	Music Appreciation/Story Time/ Rest Time/ Put Mats/Blankets Away/Toileting
2:30 p.m. - 3:00 p.m.	Snack
3:00 p.m. – 6:00 p.m.	All Centers (Small Groups)/ Scripture/ Outdoor/Indoor Play**/ Preparing for Dismissal

***Hand Washing Continuously Throughout the Day**

****Outdoor Play-temperature/wind chill are above 25 degrees, the forecast temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is not current air quality alert.**

Trinity Christian Academy

CENTER SCHEDULE
Closure and Early Dismissal Days
2019 - 2020

DAY OF THE WEEK	DATES	CLOSED DAYS
1. 4 th of July - Thursday	07/04/2019	CLOSED
2. Staff PD Training - Wednesday	08/28/2019	CLOSED
3. Staff PD Training - Thursday	08/29/2019	CLOSED
4. Company Debriefing Day - Friday	08/30/2019	CLOSED
5. Labor Day - Monday	09/02/2019	CLOSED
6. Thanksgiving Day - Thursday	11/28/2019	CLOSED
7. Thanksgiving Break - Friday	11/29/2019	CLOSED
8. Christmas Eve- Tuesday	12/24/2019	CLOSE AT 2:00pm
9. Christmas Day - Wednesday	12/25/2019	CLOSED
10. New Year's Eve- Tuesday	12/31/2019	CLOSE AT 2:00pm
11. New Year's Day - Wednesday	01/01/2020	CLOSED
12. MLK Holiday - Monday	01/20/2020	CLOSED
13. Staff PD Day - Thursday	04/09/2020	CLOSED
14. Good Friday Holiday - Friday	04/10/2020	CLOSED
15. Memorial Day - Monday	05/25/2020	CLOSED
16. SNOW DAY*	*TBA	CLOSED
17. SNOW DAY*	*TBA	CLOSED

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Dear Parent/Guardian:

This letter is to assure you of our concern for the safety and welfare of children attending **TRINITY CHRISTIAN ACADEMY**. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- In-place Sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Relocation Facility-**Hillcrest Elementary School 420E Holland Road Holland PA, 18966**.
- Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions), but may be necessary in a variety of situations.

Please listen for **school number #(TBD-Paper will be given out)** on KYW News Radio 1060AM; website: kyw1060.com; or phone: (215) 224-1060 for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation and it's safe for you to pick up your child.

The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event. The form designated persons to pick up your child is included with this letter for you to complete during time of enrollment. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact *Esther Aponte, Assistant Director at 267-685-0216.*

Sincerely,
Esther Aponte

GENERAL INFORMATION

Hours of Operation: 7:00 a.m. to 6:00 p.m., Monday through Friday
Meals Served: All meals are packed and provided by family
Ages Served: 13 months through 12 years
Programs Offered: Young Toddler, Older Toddler, Preschool, and School Age: Kindergarten Enrichment, Before/After Care and Summer Camp.

All children should be in the building by 9:00 a.m. to participate in all planned activities. ***If children are not in their assigned classrooms by 9:20a.m., breakfast will not be provided.*** If your child arrives after 9:30 a.m. they will be marked late for that day. If your child has more than (5) five unexcused absences in a month, you will be required to meet with the director, provide a written explanation and work out an action plan. ***The latest that any child will be accepted is 11a.m. with an official stamped excused note.*** The Center must be notified whenever a child is absent or late for any reason. If your child is absent for (3) three consecutive days or more, a doctor's note will be required.

A complete change of clothing must always be in your child's cubby labeled with his/her name. The clothing should be appropriate for the season.

Children are expected to arrive at the Center dressed in appropriate play clothing and sneakers. CHILDREN MAY NOT WEAR SANDALS, FLIP-FLOPS, CLOGS, OR DRESS SHOES. Baseball caps are also not recommended.

Monthly food menus are posted in all classrooms, parent bulletin board, and copies will be provided upon request. Once the meal plan is implemented.

If your child wears diapers or pull-ups, you are responsible for supplying at least (5) five days of diapers or pull-ups and a container of baby wipes. Your child's teacher will inform you when more diapers or pull-ups and wipes are needed.

The Classroom Staff and Director must be notified about:

- Change of home address or phone number
- Change of employment, school or training program
- Change of emergency contact information
- Change of person to whom child may be released

IT IS IMPORTANT TO KEEP YOUR INFORMATION UPDATED IN CASE OF EMERGENCY. THE STAFF NEEDS TO BE ABLE TO REACH YOU AT ALL TIMES.

If you have a day off from work, please make sure that you let a staff member know where you can be reached in case of an emergency.

Parents are required to attend back-to-school night in September, parent meetings, and the parent-teacher conferences. Please read all bulletin boards for important information.

No smoking is permitted in the building, in the yard at Trinity Christian Academy or in front of the building.

Please DO NOT send the following items to school with your child: money; toys; candy; or jewelry. This includes “Show and Tell” days please bring in a picture of the item as a replacement. Trinity Christian Academy will not be responsible for the loss or damage of any of the above items or any item that your child brings to the center.

Please keep in mind that jewelry and small toys can cause serious injuries to young children and are choking hazards.

Please attempt to keep your child’s fingernails trimmed short. This will help to prevent scratching and helps with cleanliness.

Trinity Christian Academy will announce closings and/or early dismissals by the school number on KYW News Radio 1060AM; website: KYW1060.com; or phone: (215) 224-1060

ADMISSION POLICY

All children will be admitted to Trinity Christian Academy on a first come, first serve basis according to age and classroom availability. If space is not available for a child, that child will be placed on our waiting list for services. No child will be enrolled at Trinity Christian Academy without an interview between the Director and the parent or legal guardian of the child.

The following items must be presented before any child will be enrolled into Trinity Christian Academy: child’s health insurance card; child’s immunization and health assessment record; parent photo ID; custody paperwork (if applicable); a copy of the IEP/IFSP (if applicable); **your child’s registration fee and your first week’s tuition fee.**

ATTENDANCE POLICY

If a child is absent for ten consecutive days or more without any explanation, the child will be dropped from our program. The child may be re-enrolled if the child’s tuition is paid up to date, an additional registration fee of \$25 will be required, and if space is available. Children are expected to arrive in the classroom no later than 9:30am. Children arriving after 9:30 will be marked late. Excessive lateness may affect your child’s enrollment in the program.

BEHAVIOR PROBLEMS POLICY

Trinity Christian Academy strives to provide a safe, healthy and nurturing educational environment for your children. The behavior problems policy is in place because children with behavior problems disrupt the educational environment for both him/her and the entire class.

A child’s behavior is considered problematic when the child either exhibits a pattern of repeated or escalating negative behaviors that disrupt the classroom environment or when a child exhibits one single negative behavior that is disruptive to the classroom environment.

The teachers will attempt to deal with any problematic behavior within their classrooms by using the appropriate means i.e. temporary relocation, redirection, restraint to avoid injury to themselves and/or others, etc. If the teachers cannot stop the problematic behavior from disrupting the classroom environment, the parent will be contacted to discuss the child’s behavior. Once the teachers have exhausted all possible means of dealing with problematic behavior, the child’s parents will be called and asked to attend a meeting with the classroom teacher and Director to

discuss the behavior and to work toward a resolution. If necessary, a referral will be made for an early intervention evaluation. If early intervention is not appropriate, parents will be asked to seek therapeutic services outside of our program.

If the problematic behaviors continue after all therapeutic measures are in place, another meeting with the Executive Director, Director and classroom teacher will be held with the child's parents to discuss whether the staff of Trinity Christian Academy is able to meet the child's needs.

Termination from Trinity Christian Academy will occur if:

1. The child's problematic behavior is a threat to the safety of the other children or staff within the building.
2. The child's parents are unwilling to take an active role in dealing with the child's problematic behavior.
3. Trinity Christian Academy is unable to provide the best educational environment for the child.

CAR SEATS

In the State of Pennsylvania, all children up to the age of eight must use a car seat or booster seat. Infants and all children under 2 should be in appropriate size rear facing car seat. Children, over 2 must be restrained in a forward-facing car seat, although the longer a child can stay rear facing the more safe, they are. Children ages 4 through 7 and over 40 pounds, may use a booster seat with a shoulder belt. The safest place for all children is in the back seat. Please remember to wear your seat belt also.

CHILD ABUSE MANDATE

Any staff person at Trinity Christian Academy, who has reason to believe that a child is being abused or neglected, is legally obligated to report the suspected abuse or neglect to the appropriate authorities.

CHILD HEALTH ASSESSMENT

All children must have a well child exam performed by their doctor **annually**. A complete health assessment form is required upon your child's admission and will be due on a yearly basis. Failure to submit a completed health assessment form will result in your child's suspension from Trinity Christian Academy.

COMMUNITY RESOURCES AND SOCIAL SERVICES

Community resource information is located brochure cabinet in the lobby of the main entrance cross from the Afterschool classroom. All local community resource information, as well as all appropriate health and human service information received will be made available to our families.

The Director is available to any families that require social services. They will assist you with any social, mental, health, educational or medical issues that your family is facing by distributing information about social service agencies and making referrals if desired. You may schedule an appointment to meet with the Director to discuss any issues that you would like assistance with.

CONFIDENTIALITY

Information regarding any child's records will be considered confidential and any information to be disclosed to anyone other than a parent or legal guardian needs prior authorization. "Consent to Release Information to 3rd Party" must be submitted with parent/guardian's authorization.

DISCIPLINE POLICY

No staff member is allowed to physically discipline any child at Trinity Christian Academy. No parent is allowed to physically discipline his or her child or any child while at Trinity Christian Academy.

EARLY INTERVENTION SERVICES

If your child's teacher is concerned about your child's development, they will re-score the Ages & Stages Assessment tool, gather at a minimum two months' worth of observations, review your child's physician's annual health assessment to see where we can help. Once this process has been completed the teacher will setup a time to meet with you to discuss referring your child for an early intervention evaluation from ChildLink (students under 3yrs. old) or Elwyn (students ages 3 and up). The evaluation may be completed at the Center or at the agency and is at no cost to the family depending on medical coverage. If your child qualifies for early intervention services, ChildLink or Elwyn staff will service the child here at the center during normal school hours. **Early Intervention Services can be provided by other designated and reputable agencies.**

EMERGENCY PROCEDURES

If a child becomes sick or injured while at Trinity Christian Academy, the staff will contact the child's parents or legal guardians. If the staff cannot reach the parents or legal guardians, the child's emergency contacts will be called. The parents or guardians are expected to make arrangements for their child to be picked up immediately. If no one can be reached and medical treatment is necessary, the child will be taken to the closest hospital (St. Mary's Medical Center located at 1201 Newtown-Langhorne Road, Langhorne PA 19047) by the staff of Trinity Christian Academy.

ESCORT POLICY

A parent or approved person must escort your child to and from the building. **All children escorted by anyone under the age of eighteen (18) and at least thirteen (13) years of age, MUST have a waiver in the child's file signed by the child's Parent or Guardian.**

All escorts are expected to walk into the building to drop off or pick up a child. Children are not to be left unattended in the entranceway, office, hallway, stairwells or empty classrooms. Please do not leave other children unattended in parked vehicles or strollers outside of the building. ***All children must be signed in/out by their escort when picked up.*** If any member of the staff is unfamiliar with your child's escort, a valid state ID or school ID will be required to release your child.

All parents are required to escort their children ***at least once a week in order to pick up mail, discuss their children's progress, etc.*** ***Any child will be released to their natural parent, unless a certified copy of custody papers is on file restricting the natural parent's rights.***

Trinity Christian Academy reserves the right to NOT release a child to an approved escort if that escort appears intoxicated or appears threatening to the child in any way.

Children will not be allowed to leave with anyone other than their parent, legal guardian or an approved escort.

Any staff member of Trinity Christian Academy can be permitted to escort children to and from the center with written approval from parent, Director, and Executive Director.

EVACUATION PROCEDURES

Fire Drills: Fire Drills are conducted monthly in accordance with the state regulations.

Natural Disasters: (for example, hurricanes and tornadoes). Appropriate action will be taken to ensure the safety of the children and staff. Children will be moved to one of the rooms in the basement or the closest fallout shelter at **Hillcrest Elementary School 420E Holland Road Holland PA, 18966.**

Terrorism: In the event of a terrorist threat or action, every effort will be made to contact the parents as soon as possible. Cooperative decision-making and common sense among the center staff and the parents will determine the response to the situation. The safety of the children and staff is always our utmost concern.

EVALUATIONS

Families and staff will evaluate the Programs performance through surveys on an annual basis to be used for continuous quality improvement.

FAMILY PARTNERSHIP AND PARENT MEETING

Trinity Christian Academy encourages parent engagement and family partnerships with Family Survey's, Suggestion Box, Parent Shared Activities and Volunteering in the classrooms. Trinity Christian Academy will involve parents and stakeholders with regard to the child's transition to another classroom or educational settings.

Trinity Christian Academy will also hold parent meetings 3 times a year to make sure that parents can meet together to discuss the school's program.

FUND RAISING ACTIVITIES

Trinity Christian Academy has several fund-raising activities throughout the year. The money generated from these fundraisers is used to pay for field trips for the children and to buy additional teaching resources to the classrooms. All families are asked to participate in all fund-raising activities sponsored by Trinity Christian Academy. We need every family to participate in order to be successful.

GRIEVANCE PROCEDURE

Any parent or legal guardian who has a grievance should schedule a meeting to discuss the grievance with the Director.

HOLIDAYS AND BIRTHDAYS

The staff and children of Trinity Christian Academy celebrate holidays and birthdays during the year. All children in attendance on birthday and holiday party days will be included in our celebrations. The teachers will notify parents in advance of upcoming holiday celebrations.

At your request, we will not celebrate your child's birthday. Parents are welcome to bring in a birthday cake or treat for your child's class on your child's birthday. We do NOT allow birthday parties with entertainment, balloons, soda, candy or excessive amounts of food. Parents are welcome to attend their child's birthday celebration, but we do NOT allow friends and other family members to attend.

HOURS OF CARE

Trinity Christian Academy is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. **Children are entitled to a maximum ten (10) hours of care daily.**

Parents/ legal guardians and/or approved escorts are permitted to visit the Center during hours of operation at any time.

LATE PICK-UP POLICY

Any escort, who arrives after 6:00 p.m., according to the office clock, is considered late. Late fees are as follows: \$5.00 for late pick-up from 6:05 p.m. until 6:10 p.m. and \$1.00 for each additional minute after 6:10 p.m. The minimum late fee collected will be \$5.00.

The time clock in the director's office will be used to determine lateness. Late fees will be paid to the staff person on duty. Late fees must be paid before your child will be admitted to school the following day. If your child is continuously picked up late, your child's hours will be shortened, or termination may occur.

If any child is not picked up by 7:00 p.m., the afternoon staff will call the Bucks County Police to pick up your child, under the direction of the Director and Executive Director.

LIMITED ENGLISH PROFICIENCY POLICY

If a parent cannot complete the application and interview process for enrollment, if possible, a staff member will be provided or the parent will be referred to a community service agency which offers language translation services.

The parent is also encouraged to provide a competent translator of their choice to assist with the enrollment process. Please see LEP policy attached to the back of this handbook.

DAILY REPORTS AND GENERAL INFORMATION

Daily Reports are sent home for Young, and Old Toddlers; and weekly for Preschoolers to update parents on their child's progress; this is our primary way of communicating with parents. If someone other than the parent or guardian is picking up the child, it is his or her responsibility to take home any Daily Reports and deliver it to the parent or guardian. If confidential information

needs to be sent home to the parent or guardian, you will be notified via phone that you must pick up the information from your child's teacher. General information sent home with the child is also usually posted in the classroom and/or main parent bulletin board. It is the responsibility of the parent or guardian to be aware of happenings in the center.

MEDICATION POLICY

The staff of Trinity Christian Academy will administer prescription medication to a child, if the following requirements are met:

1. The prescription medication must be in its original container with its original label intact. Administration for medication form needs to be filled out by a Doctor in order for child to receive medication at Trinity Christian Academy!
2. The label must specify: your child's name, the date prescribed, the doctor's name, the doctor's phone number and instructions for administering the medication.
3. Trinity Christian Academy will NOT administer ANY medications without a DOCTOR'S NOTE.
4. The parent must complete the "Medication Log" form giving permission before any child will be given medication.
5. Trinity Christian Academy will NOT administer non-prescription (over-the counter) medications under any circumstances. It is the parent's responsibility to take the medication home each night with the child.

NON-VIOLENCE POLICY

The staff of Trinity Christian Academy has NO tolerance for any parent, escort or child who inflicts bodily or verbal harm, in any way, to any staff member, parent, escort, child, visitor, volunteer or delivery persons. Immediate suspension of service will be put into action and possible dismissal will follow. Trinity Christian Academy reserves the right to dismiss any child who threatens or hurts any other child or staff member while attending Trinity Christian Academy.

PUBLICITY AND PROCEDURES

On occasion, outside agencies i.e., (United Way) may ask permission to come into the Center to photograph or videotape the children in their classrooms. These photographs and videotapes may be used for publicity purposes. Each classroom is also equipped with a camera for photographing the children participating in various activities. Your permission for photographs and videotaping is included in the initial paperwork upon enrolling your child.

REGISTRATION FEE

Registration Fee is \$25.00, per family and is due upon enrollment to the Center. No readmission Registration will be charged for the subsequent year for admission. However, registration fee will be charged for children who have been withdrawn or dismissed.

SICK CHILDREN POLICY

Sick children are not allowed to attend Trinity Christian Academy. Your child should not attend Trinity Christian Academy if your child has the following symptoms:

- Fever of 100 degrees or more within the past 24 hours (without Tylenol or other anti-fever medication);
- Vomiting or diarrhea within the past 24 hours;
- When strep throat is suspected, but the results of a throat culture are not yet known.
- When the results of a throat culture for strep is positive (the child should be on antibiotics for 24 hours before returning to the center);
- Any symptoms of illness such as persistent cough or runny nose if accompanied by body aches;
- A red eye with crust, mucous, swelling or excessive tearing (until diagnosed by a physician and treated with medication for 24 hours, if medication is required);
- A wavy, ring-shaped skin lesion which may be clear in the center and may be ringworm (until diagnosed by a physician and treated with medication for 24 hours, if medication is required);
- Any pain requiring medication stronger than Tylenol or Ibuprofen.

Your child should look and acts like himself/herself for 24-48 hours before returning to the Center after being sick. We reserve the right to send children home if they arrive at Trinity Christian Academy with any of the above conditions or if we suspect that they are becoming ill. We reserve the right to request a doctor's note for re-admission to Trinity Christian Academy for any of the above conditions or prolonged absence due to illness.

STAFF- PARENT RELATIONSHIPS

Staff members are not permitted to fraternize with parents and their children. Staff members are permitted to baby-sit for parents or to escort children to and from Trinity Christian Academy with written permission from Director and Executive Director. Staff-Parent relationships should remain professional at all times.

SUPERVISION POLICY

All staff of Trinity Christian Academy will follow the Child Care Licensing Rule pertaining to supervision of children 3270.4 and 3270.113(a). Defined as follows: To be physically present with a group of children. In which the staff can see, hear, direct, and assess the activity of the children. Children on the facility premises shall be supervised at all times. Outdoor play space used by the facility is considered part of the facility premises. Supervision of Toddlers, Preschoolers, and School Ageders in the care of Trinity Christian Academy staff shall be by sight and sound at all times.

TEACHER CONFERENCES

Parent Teacher Conferences will be held in the winter and spring terms and if requested by a parent/guardian. The term conferences will be used to discuss the child's developmental progress resulting from observations and assessments performed by the child's teacher. The two term conferences will be offered in the following formats: appointment ONLY.

TRANSITION TO ANOTHER CLASSROOM OR SETTING, AND TRANSFER OF RECORDS

Young Toddlers and Older Toddlers will remain with the teacher for at least twelve months, regardless of enrollment date. The younger and older toddler children are mixed together and remain with those teachers for one year or longer. Our preschool children will remain in the

same classroom for 2 years. The preschool classes are ages 3-5 and those children stay with their teacher for over one year.

Trinity Christian Academy will hold an annual transitioning week for Young Toddler, Older Toddler and Summer Camp children the last week of the summer program where the children will be able to spend a half a day in their new classrooms with their guardian/parent and new teacher. Parents whose children will be transitioning into Kindergarten are encouraged to have their child visit their new school and classroom prior to the beginning of the school year. In addition, parents/guardians will be provided with resources such as “Getting School Ready”, a copy of “Kindergarten is Key” a Kindergarten Transition Handbook for Early Childhood Professionals both provided by United Way, and a flyer with the dates, times and locations of the “Kindergarten Open House Sessions. The Director shall share progress reports for the child and parent/guardians within the realm of confidentiality guidelines and upon written consent from the parent/guardian.

TERMINATION AND WITHDRAWAL

Two weeks written notice is required for all withdrawals from Trinity Christian Academy regardless of reasoning. Trinity Christian Academy reserves the right to terminate any child for the following reasons: Non-Payment of Tuition Fees; Late Pick-Ups; Behavior displayed by a child that endangers him/her, staff or another child(ren); A parent’s disregard for the policies, philosophies and mission of Trinity Christian Academy; and the inability of the staff of Trinity Christian Academy to meet the child’s needs.

TUITION AND CO-PAYMENTS

Tuition or co-payments are due in full by FRIDAY morning prior to services. Full tuition or co-payments is due regardless of whether your child is excluded due to vacations, illness, or suspended from Trinity Christian Academy. Full tuition or co-payment is due regardless of holidays, or inclement weather that Trinity Christian Academy is closed. Each family will be given (1) one-week vacation credit per academic year, if tuition payments are CURRENT, and two weeks written notice.

Tuition or co-payment must be paid with exact change, check or money order. Payments may be made in the office or left in the locked box located inside the Director’s office. Please make checks and money orders payable to: Grace Neighborhood Development Corporation or “GNDC”. **There is a \$30.00 service charge on all returned (bounced) checks.**

If your tuition or your co-payment becomes 4 weeks’ delinquent, your child will be suspended from attending Trinity Christian Academy. THERE WILL BE NO EXCEPTIONS TO THIS POLICY. Late tuition or co-payment notices will be sent weekly.

Trinity Christian Academy

1400 Buck Road

Holland Pa 18966

Telephone:267-685-0216

Fax: 267-364-5348

TCAcademy1400@gmail.com

Dr. Chandra Soans, Director

Esther Aponte, Assistant Director

To: Parents/Guardians

From: Dr. Chandra Soans, Director

Re: **Nondiscrimination in Services**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, Limited English Proficiency (LEP), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student, parent and/or guardian who believes they have been discriminated against may file a complaint of discrimination with:

Trinity Christian Academy
Dr. Chandra Soans, Director
1400 Buck Road
Holland, PA 18966

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite #5034
Philadelphia, PA 19107

DHS-BEO
Room #223, Health & Welfare Building
P.O. Box # 2675
Harrisburg, PA 17105

Office of Civil Rights
U.S. Department of Health and
Human Services
Suite 372, Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
Philadelphia Regional Office
110 North 8th Street
Suite #501
Philadelphia, PA 19107

Trinity Christian Academy

1400 Buck Road

Holland Pa 18966

Telephone:267-685-0216

Fax: 267-364-5348

TCAcademy1400@gmail.com

Dr. Chandra Soans, Director

Esther Aponte, Assistant Director

CIVIL RIGHTS COMPLIANCE

Parents/Guardians

In accordance with applicable Federal and State Civil Rights laws and regulatory requirements, you as a resident of this agency, have the right:

to be provided services at this agency and to be referred for services of other agencies without regard to your race, color, religious creed, disability, ancestry, national origin, including Limited English Proficiency, age or sex.

to file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, disability, ancestry, national origin, age or sex.

Complaints of discrimination may be filed with any of the following:

Trinity Christian Academy
Dr. Chandra Soans, Director
1400 Buck Road
Holland PA, 18966

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite #5034
Philadelphia, PA 19107

DHS-BEO

Room #223, Health & Welfare Building
P.O. Box # 2675
Harrisburg, PA 17105

Office of Civil Rights
U.S. Department of Health and
Human Services
Suite 372, Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
Philadelphia Regional Office
110 North 8th Street
Suite #501
Philadelphia, PA 19107

Parent/Guardian Signature Date

Directors Signature Date

Child's Name

PARENT/GUARDIAN AGREEMENT FORM

FOR

**TRINITY CHRISTIAN ACADEMY
PARENT/GUARDIAN HANDBOOK**

1. I/We agree to comply with the rules and regulations of the Trinity Christian Academy.
2. I/We will immediately notify the Trinity Christian Academy if my child/children will be absent or lateness.
3. I/We agree to give two weeks written notice to Trinity Christian Academy if my child/children will be withdrawing from the program.
4. I/We agree to pick up my child at the agreed upon dismissal time designated on the enrollment form. Failure to do so will result in late fee charges and possible termination from the program.
5. I/We understand that tuition payments can be paid in advance, on Thursday and no later than Friday by 5:00 p.m. for the following week of care. Tuition payments are due no later than Monday morning for the current week.
6. I/We agree to cooperate with Trinity Christian Academy staff to ensure that my child/children will have a rewarding learning experience.

I/We understand that my/our failure to comply with any of the above statements could jeopardize my/our child's/children's enrollment at Trinity Christian Academy.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____

ORIGINAL of the Parent/Guardian Agreement Form and the Acknowledgement of Handbook is given to the PARENT/GUARDIAN. **COPY** is kept in the CHILD'S FILE.

Child's Name _____

ACKNOWLEDGMENT OF HANDBOOK

I acknowledge by my signature that I have received a copy of the Trinity Christian Academy Parent/Guardian Handbook. I also acknowledge that it is my responsibility to read this handbook, to ask questions if I do not understand, to observe and follow the policies and procedures as outlined herein. I understand further that from time to time the contents herein may change and that I will be responsible for keeping abreast of the changes as they occur after I have been informed of the changes.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____

Child's name _____

Note: All three forms (Pages 23-25) must be signed and returned for your child/children's file.