

Parent/Student Handbook

Table of Contents

Welcome Letters:

Stacey Duggar, Preschool Director

Barbara Hynes, Associate Pastor of Discipleship

Who we are:

Our philosophy

Mission Statement

Staff and Board listings

Memberships and affiliations

Street address

Mailing address

Phone numbers

Email contacts

Web Information

Enrollment:

Procedure for application

Admission and withdrawal

State licensing – DCF requirements

General Information:

Current schedule

Drop-off and pick-up; parking information

Sign in and out

Absence notification

Start time

Separation Anxiety

Toilet training

Toys

Clothing

Supplies

Curriculum

Daily schedule

Meals and snacks

Sippy cups and bottles

Nap time

Discipline Policy

Illness and First Aid:

Allergies

Illness and return to school

Accident/incident reports

Communication:

Written and verbal communication
Information changes

Special Events:

Parent involvement
Children's birthdays
Picture days

Security:

Visiting the center
Key Fobs
Inclement Weather
Authorized pick-up
Fire Drills and Emergency Preparedness
Smoking
Lock Down Procedure
Confidentiality

Especially for...

Infants
Toddlers
VPK

Fees and Charges:

General Information
Tuition Express
Cash
Registration and Insurance
Supply fee
Miscellaneous fees
Rate sheet

Forms:

Absence form – sample
Attendance policy – VPK
Accident/Incident report – sample
Schedule



Trinity United Methodist Preschool

Stacey Duggar, Director
120 West Park Avenue
P.O. Box 1086
Tallahassee, FL 32302
(850) 224-8992
sduggar@tumct.org

August 2011

Dear Trinity Preschool Families,

Welcome to the 2011-2012 school year at Trinity United Methodist Preschool! What a blessing it is for us to care for your child; we are looking forward to getting to know both you and your child!

This handbook will help you understand our school goals and policies. Our guidelines are designed to make sure that each child receives the best education possible. Please look over the information given, so that you are familiar with our operation and policies.

For returning families, you may recall that we recently received our "Gold Seal" renewal from the agency that accredits us, the United Methodist Association of Preschools (UMAP). This Gold Seal status is valid for three years. In May, the preschool was nominated for "Center of the Year" by one or more anonymous parents! While we did not win, it was nice to be recognized among our peers at the Early Learning Coalition Evening of Stars Celebration.

We are fortunate to have so many returning staff members! Please take a moment to read the staff information page and to make welcome our newest staff members!

I hope you will take time to read the entire handbook as many items change from year to year. A big change for this year relates to naptime and items no longer allowed in your child's cubby. Please see page 12 for more information.

As always, I hope you will feel free to call or email me any time with questions or concerns at 224-8992 x3 or sduggar@tumct.org.

Sincerely,

A handwritten signature in black ink that reads "Stacey Duggar".

Stacey Duggar



Dear Parents,

On behalf of Trinity United Methodist Church I would like to welcome you and your families to our weekday preschool. We are looking forward to having your children here at Trinity. I am so thankful for the opportunity we have to offer this experience to your family. The preschool is an important part of the life of our church and we are glad that you will be a part of it.

If you do not already have a church home, I hope you will consider worshipping with us on Sundays. We have services at 8:30, 9:45 and 11:00. There is a nursery with childcare during all three services and we have Sunday School classes for children 2 years and older at 9:45 as well as classes for adults.

I look forward to getting to know your children as we move through the year. I will be leading chapel for the three and four year old classes each Wednesday morning. It is a highlight of my week. It is such a delight to share God's story with each group and watch them grow as the year progresses. I thank you for entrusting them to us and pray that you will find much joy in the time you and your children spend with us.

Blessings,

A handwritten signature in black ink that reads "Barbara". The signature is written in a cursive, flowing style.

Barbara Hynes
Associate Pastor of Discipleship

Who we are

Our philosophy:

Trinity United Methodist Preschool will provide each child the opportunity to participate in a comprehensive sequential and developmental program of learning based upon the individual's specific needs for life's preparation in an ever-changing world. We feel that it is most important that your child learn through caring, laughing, playing, sharing, creating, listening and loving. As a part of the Christian education and outreach of the Trinity United Methodist Church, the program is consistent with concepts advocated by the United Methodist Church on the nurturing of young children.

Our Mission:

Trinity United Methodist Preschool's mission is to nurture and enrich the lives of children during the critical years of early learning and create the Christian and educational foundation for our students to flourish throughout their lives.

Staff and Board listings

Preschool:

Mrs. Stacey Duggar
Director (date of hire August 1997, director September 2004)
Mrs. Candace Duclos
PK4 teacher (date of hire August 1999)
Mrs. Nancy Duncan
PK3 teacher (date of hire August 1992)
Mrs. Mary Forrestall
PK3 teacher (date of hire August 1999)
Mrs. Laura Patton
PK2 teacher (date of hire January 2010)
Ms. Veronica Stewart
Toddler teacher (date of hire February 2005)
Ms. Kristin Power
PK2 teacher (date of hire January 2010)
Mrs. Victoria Tettey
Infant teacher (date of hire September 1985)

Church:

Rev. Wayne Curry - Senior Pastor
Rev. Tony Fotsch - Associate Pastor
Rev. Barbara Hynes – Associate Pastor of Discipleship
Mr. Mark Repasky - Director of Music

WEEKDAY PRESCHOOL ADVISORY BOARD

*Ms. Sarah Jane Gainey (11) Board Chair
Ms. Sarah Watters (11)
Ms. Catherine Johnson (11)
Ms. Pam MacRae (12)
Ms. Barb Shoplock (12)
Ms. Maggie McWhirter (13)
Ms. Lena McLane (13)
Ms. Melodee Moore (13)

Ex-Officio Members:

Senior Minister – Wayne Curry

Associate Pastor of Discipleship – Barbara Hynes
Trustees Representative - Glen McDuffie
Director of Weekday Preschool – Stacey Duggar

Memberships and Affiliations

- UMAP - United Methodist Association of Preschools
- NACCP – National Association of Child Care Professionals
- NAEYC – National Association for the Education of Young Children
- SECA – Southern Early Childhood Association
- FLAEYC – Florida Association for the Education of Young Children
- WCL – Whole Child Leon

We are a Gold Seal School, accredited through the United Methodist Association of Preschools. We are licensed through the Florida Department of Children and Families. Our license number is: CO2LEO294.

We are a Voluntary Pre-kindergarten Provider (VPK) for the state of Florida and have been since the inaugural year 2005.

Street address

Trinity United Methodist Preschool
120 West Park Avenue
Tallahassee, FL 32301

Mailing address

Trinity United Methodist Preschool
PO Box 1086
Tallahassee, FL 32302

Phone numbers

(850) 224-8992

For the classroom teachers – extension 1

For the nursery staff – extension 2

For the director – extension 3

Preschool staff may be reached at **224-8992**. If we are with the children and can't answer the phone, please leave a message on the voice mail. We will check for messages regularly. If, in an **EMERGENCY**, we cannot be reached on that line, you may call the church office at 222-1120. Please remember that our church secretaries serve many groups using that line, so our direct line is best to use.

Email contacts

sduggar@tumct.org

Web information

www.tumct.org



Enrollment

Procedure for Application

Applications are accepted on a first come, first serve basis. Applications may be obtained by making arrangements with the director.

Trinity United Methodist Church Preschool does not discriminate on the basis of race, color, national or ethnic origin.

Applications and all associated fees are valid for one year.

Currently enrolled children will have the first chance to re-enroll before allowing church members a chance. After a designated period of time, open enrollment will begin.

We cannot enroll your infant in the preschool until he/she is three months old. If you would like to “hold” the spot in the event that a spot becomes available before your child is three months old, we would need for you pay 100% of the tuition for each month until they are eligible to attend.

Once we have reached capacity during open enrollment, you may place your child on the wait list by using the form on our web site at www.tumct.org. Please note that the wait list is deleted each January.

Admission and withdrawal

A registration/insurance fee as determined by the Advisory Board must accompany each application. In the event you decide not to send your child to Trinity United Methodist Preschool, this fee will not be refunded.

If it becomes necessary to withdraw your child, please submit a letter to the preschool director one month in advance of the withdrawal date.



State Licensing

As required by state law, School Entry Health Forms (generally printed on yellow paper, but will be accepted if on white paper) and Florida Certificate of Immunization Forms (generally printed on blue paper, but will be accepted if on white paper) are to be kept on the premises for each child enrolled. The Health Exam Form is valid for two years from the appointment date. Immunization Forms need to be updated each time your child gets shots, etc. Please ask your pediatrician for these forms – and have them update them each time you visit.

In the event that we are inspected by the Department of Children and Families (DCF) and fined for record keeping (i.e. your child's file was out of date) this fine will be passed along to the parent. We will try to give you as much notice as possible when a form is due to expire. However, it would be in your best interest to keep a record for yourself and get a form from your doctor EACH TIME YOU VISIT. Be sure that they have checked the correct boxes and that they have dated and signed the forms each time.

General Information

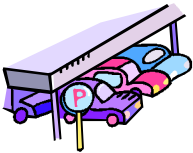


Current school schedule

Please see appendix for complete schedule.

Drop off, pick up and parking

School begins at 9:00 am. Children should not be brought to school before 8:55 am unless you have a full time student or are enrolled in early drop off. Morning dismissal runs from 12:50 - 1:00 pm from your child's classroom. A late fee will be charged for anyone being picked up later than 1:05 pm for the morning program or 5:35 PM for the afternoon program. The fee is \$1.00 per minute after the 5-minute grace period. Our morning routine begins promptly at 9:00 am – please make every effort to arrive by then each day. This is especially important in the PK4/VPK class where attendance is monitored and mandated by the state.



Parking for drop off and pick up can be handled in many ways. If you know that you are going to come right in and drop off (and not need to discuss any issues with the teachers), then you can use the half circle drive-through by the courtyard on Duval. Please use this when you know you will be in and out in less than 5 minutes. If you feel you may want to linger a while in the classroom, please park in the small pastor lot by the playground or the gravel lot on the corner of Call and Duval. Please note that the pastor lot has three spaces that are reserved 24 hours per day. PLEASE DO NOT PARK IN THE RESERVED SPACES. Ever. Thanks!

Sign in and out

It is mandated by the Department of Children and Families that you sign your child in and out of school each day. These sign in sheets are located on the bulletin boards by each of the classroom doors. Failure to keep accurate

records will result in the preschool being fined by DCF, so we ask that you please be diligent to sign in and out each day.

Absence notification

In the event that your child will be out of school for the day (or longer) we ask that as a courtesy, you please email or phone the school to let us know. **It is not necessary to inform us in writing about your child's absence.**

Separation Anxiety

Separation anxiety is common and your child may resist being left here in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call or email the director any time during the day to see how their child is adjusting.



Toilet training

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults at home and at school. Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should work together to coordinate efforts to ensure success for your child! Several complete changes of clothes should be kept on-site during this process.

Children **MUST** be completely potty trained and able to dress themselves in order to be enrolled in the PK4 class.

Toys

Children are not to bring toys from home unless they pertain to the subjects we are talking about in school or are for scheduled show and tell (PK4 class). Do not let them bring guns, knives, cap pistols, or the like. Because we cannot assure that the toys will come home in the same condition that they were brought in, please do not send valuable items.

Clothing

We recommend comfortable play clothes and tennis shoes for the children. We feel their safety can be threatened by wearing flip flops and shoes without back straps especially in outdoor play. We discourage the wearing of these articles.

Children will need a change of clothes in a marked bag or box. If your child is not potty trained, please send in a box of diapers and wipes (clearly labeled with your child's name).

Please keep seasonal changes in mind and remember to clearly mark with your child's name all jackets, coats, hats, sweaters, etc.

Supplies

Most items that your child will need are purchased by the school using the supply fee that you pay annually. There is no need to bring in school supplies, etc.

Infants and Toddlers – see the special section on supplies.

Curriculum

The curriculum is founded on broad knowledge of the needs and characteristics of young children and is based on developmentally appropriate practices. The curriculum adheres to our strong conviction that children learn best when they feel good about themselves and their relationships with others. This curriculum includes a wide range of readiness experiences encompassing all types of learning styles.

We believe that to help children "to be" and "to become" is a major aspect of this curriculum. When the teachers provide the important background experiences that make for seeing, doing, and "knowing" situations, then children are exposed to a variety of experiences that motivate learning.

This curriculum provides for the teachers to contribute their ideas for additional activities to enhance the total learning process. It provides for on-the-spot modification of the curriculum. And it encourages the acceptance of the child at the point he/she is found and from there begins to build and move forward with his/her development.

Our curriculum stresses a time for work and play that includes:

- a. A routine that provides children a feeling of knowing "what comes next."
- b. Large blocks of time for most activities rather than "chopped up" segments of time.
- c. Enough time for children to start what they are going to do and enough time for children to finish what they are doing.
- d. Flexible schedule that permits change to take place when needed.
- e. Time for just doing "nothing at all."

Daily schedule

This is a typical schedule – please check with your child's teacher to discuss his/her exact routine.

7:30 – 8:55 am Early Drop-off; free play

9:00-9:30 Greeting

- Center-Based Play
- Carpet Clean-Up
- Potty / Diapering

*9:15-9:40 on Friday- Language Enrichment – PK2, PK3, PK4

9:30-9:55 Circle Time

- Music
- Movement
- Stories
- Finger plays

*9:30-10:00 Mondays- Music with Mr. Mark PK2, PK3, PK4
Wednesdays - Chapel PK2, PK3, PK4

9:55-10:15 Hand Washing, Snack

10:15-11:00 Center Play / unit activity

11:00-11:15 Clean Up Time

11:15-12:15 Outside Developmental Play

12:15-12:50 Hand Washing, Lunch

12:50-1:00 Potty / Diapering / Books / Dolls / Puzzle / Dismissal

1:00 – 1:15 Transition to naptime...morning children go home

1:15 – 3:15 Naptime

3:15 – 3:30 Put nap items away, potty, wash hands, diaper changing, snack

3:30 – 4:00 Songs, stories, puppets or other circle time activities

4:00 – 5:00 Outside play

5:00 – 5:30 Inside table activities or reading/puzzles; final dismissal



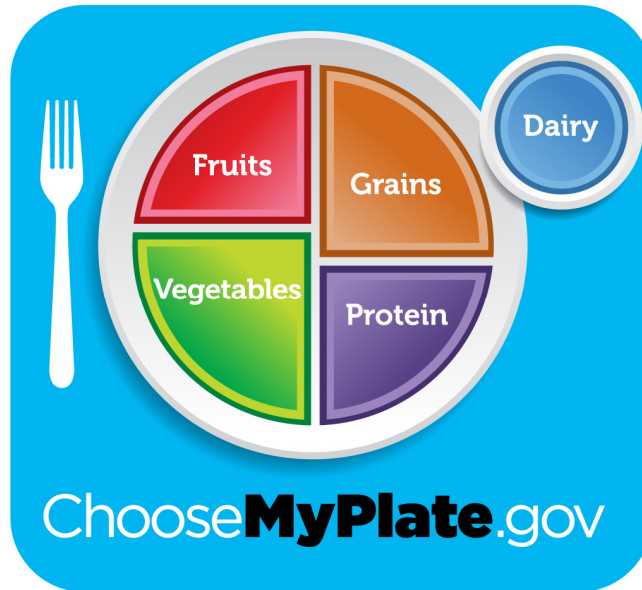
Meals and snacks

Nutritious lunches including a drink are to be sent with your child each day. Please do not include soft drinks or candy with lunch. Some good examples are cheese, fruit, fresh veggies such as carrots and cucumbers, low fat yogurt, lean meat sandwiches, and crackers. Water is a great option for lunch – if you pack a plastic cup each day in your child’s lunch, we would be happy to fill it with water at lunch time. Please include an ice pack in your child’s lunch as we do not have a refrigerator for each lunchbox. We do not use a microwave for lunches either, so please plan accordingly. Please pack utensils as needed.

To ensure the health and safety of children in our care, we feel that there are certain foods that should be avoided while they are with us. For all ages, please avoid nuts, popcorn, candy, gum, grapes (unless quartered) and hot dogs (unless cut and quartered). Again, please notify us in writing if your child has any allergies that we need to be aware of.

Parents of Infants and Toddlers will provide all food consumed by your child while they are in these classes. See your child’s teacher to inquire about leaving certain foods at the school.

For more information on healthy food options, tips and suggestions, please go to choosemyplate.gov.



Sippy cups and bottles

Please label all cups with your child's first and last name. Please note that we will not use sippy cups in the PK2, PK3 or PK4 rooms. Please transition your child accordingly.



Nap time

For those children staying for nap time here at the school, please note the following new policy: Full size pillows, decorative pillows and "pillow pal" type pillows are no longer acceptable for nap time at the preschool. We will provide you with a travel size pillow, or you may provide your own **travel size** pillow for your child. The pillow we provide will be for you to keep; you may write your child's name on the pillow case and decorate it in any manner you would like. Please provide a child sized blanket for us to keep in your child's cubby for the week. You may provide ONE small, stuffed animal for your child to sleep with; please no plastic dolls, cars or other toys. Please take the pillow, blanket and stuffed animal home each Friday to launder. The Preschool will provide a rest mat for your child. Each child is assigned to a specific mat that is cleaned and disinfected daily.

Discipline Policy

Trinity United Methodist Preschool's Discipline Policy:

Discipline is handled in a loving and caring way, keeping in mind at all times that the child's well-being is our primary concern. We feel discipline should be

handled as the occasion arises, afterwards helping the child to forget the unpleasantness of the situation. Above all, letting the child know we love him/her - we may not approve of the behavior, but we do not stop loving him/her. We use a "time out" chair and also talk with each involved to understand the "wrong doing."

We would never discipline in any way that is harmful to the child physically or emotionally as outlined in the Florida State Guidelines for Child Discipline as stated below:

- a. Children shall not be subjected to discipline which is severe, humiliating, or harmful.
- b. Discipline shall not be associated with food, rest, or toileting.
- c. Spanking or any form of physical punishment is prohibited.

Illness and first aid

Allergies

Please inform us in writing if your child has any allergies or is on special medications.

We Are a Well Center!

Children will be sent home due to occurrence of any of the following:

Fever of 100 degrees or above (auxiliary)
Vomiting and/ or diarrhea
Lice

Symptoms associated with communicable or
Contagious disease.
(This includes, but is not limited to, symptoms of pink eye,
chicken pox, and impetigo.)

If a child is sent home with a fever, she/he must be fever free, **without fever reducing medication**, for 24 hours before returning to the center.

You will be notified immediately to pick up your child within the hour if he/she becomes sick during the day.



Illness and return to school

Children who are sick must be kept at home. Your child should be fever, vomit and/or diarrhea free for 24 hours before returning to school. If a child is exposed to or contracts a contagious disease, please notify the director so that other parents may be notified. If your child is sick enough to need isolation or to remain in at playtime, do not send him/her to school. We have no facilities for caring for them in this way.

Accident/Incident reports

Safety is a top priority here at school. Yet, there are times when your child may get hurt while at preschool. If the accident/incident requires “more than a hug and a kiss”, our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director’s office. We ask that you sign the copy provided to you and return it to the Director’s office to confirm that you were notified of your child’s injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the other child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

Please see the appendix for a sample form.

Medication

We do not have facilities for caring for sick children; if your child is sick, he/she needs to stay home. Consequently, we do not administer medication for routine colds or illness.

Occasionally a child may need medication for asthma or other medical conditions; if this is the case, please see the director for assistance. The following conditions apply to the administration of medication in these instances:

- a. All medication must be in it’s original container and must be labeled with the correct name of the medication.
- b. No over the counter medication will be administered.
- c. All prescribed medication must have the appropriate prescription label and must be prescribed for the child to whom the medication will be administered.
- d. All dates for medication must be written out on our medication form; this form must be signed by a custodial parent or guardian.
- e. Date, time and amount of medication to be administered must be written on the form by the parent.

Communication

Written and verbal communication



Written Communication:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent e-notes to keep you informed as to the overall program.
- Parent Bulletin Board – updated with current information about Trinity United Methodist Preschool.
- Daily written communication in the form of “Daily Report” forms for the infants and toddlers.
- Parent/Teacher meetings in the PK4 class
- Parents always have the option of requesting specific parent/teacher meeting to aid in the child's development.

Verbal Communication:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not always a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that some children spend 10 hours a day at the center and most of our employees only work 5-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the classroom development for the earlier hours and the majority of the day. We suggest that you go to your child's “lead” teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for more detailed report.

Information change

Please contact the director immediately with any phone, address, employment, emergency contact or doctor changes.

Special Events

Parent involvement

Each family will be asked to volunteer time to the school during the school year. You may be asked to drive on field trips, provide refreshments for special activities, help with the Thanksgiving Feast, Dad's Breakfast, Mother's Day Luncheon or coordinate events with the help of other parents. We invite you to share any special interests, talents, training, or experiences you may have with us.

NOTE: For the optimum care and protection of the preschool children, it is our policy that siblings not accompany parents who are helping out in the classroom or serving as chaperones.



Children's birthdays

Birthdays are special days for children! Because some children have allergies, are lactose intolerant and some parents do not want their child to have cake and/or sweets at school, we are asking that you celebrate your child's birthday at school without food for the entire class. You are welcome to bring in a special cupcake, cookie or treat for the birthday boy/girl. Please consider bringing in party hats for all the classmates or small treats such as individual Play-Dough containers, Hot-Wheel type cars or other small age appropriate toys. Sorry, balloons are not permitted because they pose a choking risk.

Picture days

We will offer both individual and class photos in early Spring only. Information will be sent home prior to picture day with further details.

Security

Visiting the center

When you are dropping off and picking up your child, it is critical that you remain aware of those around you. If you are entering at the door and do not know the person next to you, kindly ask them to use their fob to be let in or ask which child they are picking up. We want to be sure that only those persons who have business in the school are allowed in the school. If you are uncomfortable or unsure about who is entering with you, please use the doorbell and a staff person will take over from there.

Key Fobs

Each parent will be assigned an electronic key fob that will be activated within the first 24 hours of issue. A \$10.00 deposit for each key fob is required and refundable upon the eventual return of the fobs.



Inclement Weather

In the event that we have severe weather such as a hurricane, we will follow the public school closings for Leon County if it is during the school year/day. Listen to the radio or television for those announcements. If the severe weather occurs later in the afternoon or in the summertime, we will follow the closings of state government offices. If you hear about severe weather and wish to check on the Preschool status, we will leave a message concerning the weather on the Preschool Voice Mail, 224-8992. A staff member(s) will remain until all of the children are picked up from our facility. In the interest of safety for all concerned, if a closing is announced, please be prompt in picking up your child. No refunds of tuition will be made and no make up days will be scheduled for those events.

Please note that we have a weather radio on the premises and receive emergency notifications via the emergency network through email. We try to keep abreast of all weather related happenings; however, you are always welcome to contact the school with your concerns or information.

Authorized pick-up

Children will not be allowed to leave with anyone other than parents and those people listed on our emergency pick up form. We must have written permission for anyone other than the people you have listed on that form. This includes visiting relatives and play dates with friends. If it is more convenient for you to FAX in the written permission, please use the church FAX line, 224-6491, mark the FAX to the attention of Stacey Duggar or Preschool and call 224-8992 to let the teacher and/or director know that a FAX has been sent.

Fire Drills and Emergency Preparedness

Each month, the preschool holds a fire drill or emergency preparedness drill. The log is located on the parent information board for you to review at any time. DCF Administrative Code 65C-22.002 Physical Environment 7(a-k)



Smoking

Smoking is prohibited within the child care facility, all outdoor areas, during field trips, and in vehicles when being used to transport children. DCF Administrative Code 65C-22.002 Physical Environment 1(i)

Lock Down Procedure

Our facility remains locked at all times. In the unlikely event that there is any need for a lock-down procedure to be implemented, it would simply mean that all the students would remain in their classroom with the teacher until the emergency is over. If the children are on the playground, they would immediately be brought into the building and would remain in a locked classroom until the emergency is over.

Confidentiality

It is imperative that at all times you think of the safety of the children with regards to social networking sites such as Facebook. Please refrain from posting or tagging photos of children other than your own unless you have permission from their parents. We (Trinity United Methodist Preschool and its staff members) will not post photos of children on Facebook.

Especially for...

Infants:

Please provide the following items daily in a diaper bag: disposable diapers, complete change of clothes (including socks), a clearly marked cup/bottle, a drink, snack and lunch. Be sure to label all items. You may store a package of diapers at the school as well as some food items; please see the teachers for more details.

Toddlers:

Please provide the following items daily in a diaper bag: disposable diapers, complete change of clothes (including socks), a clearly marked cup/bottle, a drink, snack and lunch. Be sure to label all items. We are happy to work with your child in the event that he/she shows an interest in potty training. Please note that by the end of your child's toddler year, we will transition away from sippy cups.

VPK:

A constitutional amendment passed by Florida's voters in Nov. 2002 required a voluntary prekindergarten program for all four-year-old children. House Bill 1-A was signed into law by Governor Bush on January 2, 2005, creating a program designed to prepare four-year-olds for kindergarten and build the foundation for their educational success. The program allows a parent to enroll his or her eligible child (four years old by September 1 and residing in Florida) in a free VPK program. The program is voluntary for children and providers. Current funding provides for 540 hours per year – which we have broken down into 3 hours per day.

A child must be 4 years of age on or before September 1 of the program year, and reside in Florida to participate in the VPK program. You must register with the Early Learning Coalition and complete the child eligibility and enrollment certificate. Once we receive this and all of the appropriate signatures are made, your child is considered enrolled.

2011-2012 Fees and Charges

General information: Tuition is payable on the first of each month to Trinity United Methodist Preschool. (Please note that our tuition fees are divided into equal payments and the payment amount remains the same each month) For students beginning in August, it is the only month that is one-half the regular tuition. Tuition is due on the first of each month and is considered late after the 5th. A fee of \$20.00 will be charged for any tuition that is received after the 5th of each month.

For tax purposes, our Federal ID number is: 590638497.

Tuition Express: An automatic payment through “Tuition Express” is the preferred way to pay your tuition at Trinity United Methodist Preschool. Payments are made safely and securely; it’s easy to enroll and you never have to worry about dropping off a check! See the director for an enrollment form.

Cash: We are not able to accept cash for tuition; you must use Tuition Express or a check.

Registration and Insurance fee:

(this is a non-refundable fee due with application)

\$100.00 – non-refundable

Supply fee:

(this is an annual fee – due by June 1)

\$175 for any three day only program (excludes infants)

\$250 for any five day program (excludes infants)

Miscellaneous fees:

- Drop-in for morning program: \$30.00 *must approve with director prior to drop-in date
- Drop-in rate for early program 7:30-9:00 am: \$10.00 per occurrence *must approve with director prior to drop-in date.
- Bank Charge: \$25.00 for returned checks or NSF using Tuition Express
- Late fee for payment of tuition: \$20.00 made payable to TUMP
- Late pick-up fee: After a grace period of 5 minutes, the rate is \$1.00 for each minute you are late. The staff member in charge will have you sign a form – regardless of the reason for being late. The staff is not responsible for collecting fees and cannot choose to waive the late fee, so please do not involve them in this manner. The director will handle all charges and collection of late fees.

age group	cycle	monthly rate
infants	5 day	\$425
	3 day	\$310
	2 day	\$200
	AM drop	\$75
toddler	5 day	\$380
	3 day	\$280
	2 day	\$200
	AM drop	\$75
PK2, PK3, PK4	5 morning	\$350
	5 full day	\$550
	3 morning	\$295
	3 full day	\$450
	AM drop	\$75
	1 PM/wk	\$75
VPK	5 morning	\$95
	5 full day	\$285
	AM drop	\$75

Additions or changes to this handbook:

Trinity United Methodist Preschool reserves the right to edit or adapt the policies in this handbook as the needs arise. The school will make all changes and additions available at the time these changes are made. Parents will be notified of these changes through the normal written communication system at the time they are made effective.

Forms:

Attendance policy – VPK only
Accident/Incident report – sample
2011-2012 school year schedule

Tuition and Attendance Policy

If you are participating in the state funded “Voluntary Pre-Kindergarten” program, the following policies apply:

- If your child misses more than 26 days of the 180 scheduled, you will be responsible for reimbursing Trinity United Methodist Preschool for the amount that the state will not pay. This amount is determined to be \$_____ per day for the three-hour program only.
- If the state reduces or in any way negatively alters the funding once the school year begins, Trinity United Methodist Preschool has the right to increase your portion of wrap around or full time rates.
- You have the right to three free hours per day; if you choose the VPK only program, I am obligated to inform you that you are not required to pay the supply fee or registration fee.

It is IMPERATIVE that you call us if your child will be out sick for the day and if you are planning on a trip or vacation. We need to change the way we mark our attendance and your assistance is important.

Please sign the bottom of this letter and know that *by doing so you agree to the above referenced policies*. This letter will be placed in your child’s folder and will be retained for a period of three years after the child “graduates” for the pre-kindergarten program at Trinity United Methodist Preschool as mandated by state law.

Child’s name

Parent’s signature

Date

**Trinity United Methodist Preschool
120 West Park Avenue, Tallahassee, FL 32302
License CO2LEO294**

ACCIDENT / INCIDENT REPORT

Facility name: Trinity United Methodist Preschool

Child's Name: _____ Age: _____

Date & Time of Accident/Incident: _____

Place of Accident/Incident: _____

Describe Accident/Incident: _____

Describe Nature of Injury: _____

Witness(es) to Accident/Incident: _____

What Action Was Taken? _____

Was Parent/Guardian Contacted? _____ Time? _____ How? _____

Other Persons Contacted: _____

Describe Medical Treatment/First Aid: _____

Signature of Staff Completing Form

Date/Time

Signature of Parent/Legal Guardian

Date/Time

Check here if you would like a copy of this form.

Director/Manager on Duty

Signature and date of



Trinity United Methodist Preschool 2011-2012 School Calendar

2011

August	15-19	School is closed for maintenance and repairs
	18	4:00 pm Student Orientation
	22	Students Report!
September	5	Labor Day Holiday – no school
October	24	Teacher Planning Day – no school
November	11	Veteran’s Day – no school
	22	Thanksgiving Feast PK2, PK3, PK4 Noon
	23-25	Thanksgiving Holidays – no school
December	16	Christmas Program – PK2, PK3, PK4 11:45 am
	21-31	Winter Holidays – no school

2012

January	1-4	Winter Holidays continued
	5	Students return to school!
	16	Martin Luther King Holiday – no school
March	2	Dad’s Breakfast – PK2, PK3, PK4 9:00 am
	19-23	Spring Break – no school
	26	Teacher Planning Day – no school
April	6	Good Friday – *public schools open; TUMP closed
May	11	Mother’s Day luncheon – PK2, PK3, PK4 12:15 pm
	20	Spring Performance and Graduation PK2, PK3, PK4 4:30pm
	28	Memorial Holiday – no school
	31	Last day of school year – Party!
June	1-8	School is closed for painting and repairs
	11	Summer Session begins
July	4	Independence Day observed – no school
August	13-17	School is closed for painting and repairs
	20	First day of the 2012-2013 school year!