

TRINITY CHRISTIAN SCHOOL
PRESCHOOL HANDBOOK - 2026-2027
AN OUTREACH MINISTRY OF TRINITY CHURCH

WELCOME!!

Welcome to Trinity Christian School! Our preschool is the beginning of a quality Christian education and begins with our three-year-old class, moves on to our four-year-old class, and then to Jr. Kindergarten.

The preschool was established in 1969 and expanded into an elementary school in 1979, with the addition of our middle school program in 2004. Our school is a non-profit organization that operates on a non-discriminatory basis, without regard to race, color, or religion. We are licensed by the State of California, a member of the Association of Christian Schools International (ACSI), and are an accredited preschool program.

Parents are welcome in our classrooms at any time. Please call the office to schedule a visit. Ideas for classroom help include: room parent, cutting out materials, field trips, class parties, and much more. We encourage parent participation throughout the year as it is a wonderful support for our staff. You can be a part of the Parent Teacher Fellowship (PTF) that works to build community within our school.

Our prayer for you, as parents, is that you value each day with your children, pray for them, teach them God's Word, love them, play with them, and take time to laugh with them. They grow so quickly. It is truly a joy to watch each child grow and develop over the years.

The precious things they say and do are like treasures we tuck away in our memories forever.

"How great is the love the Father has lavished on us, that we should be called children of God."
(1 John 3:1) And that is what we are!

Feel free to stop by any time if there is something we can pray with you about, help you with, or to just say "Hi." Our door is always open.

Serving His children in love,

Lindsay Gonzales,
Principal

Sandra Martinez,
Associate Principal

GREETINGS FROM THE PASTOR

I'm excited for this new school year to start! I know many of you are excited to be back to school and see each other and our staff. I know our staff has been working hard to make this a great year for all of our TCS families.

I want all of our TCS families to know that I am here to serve you. I want our students to know that TCS has a pastor who is here for them to talk to, pray with, or ask questions about their journey of faith. It is my joy to see our students grow into girls and boys who love the Lord and seek to follow him in everything they do!

Welcome to the new school year at Trinity! I pray that this year is one of growth, excitement, and new connections with each other, your staff, and our loving church. Our church is praying for you and your family and will continue to do so!

Faithfully in Christ,
Rev. Brent Barclay
Trinity Presbyterian Church

MISSION STATEMENT

"Trinity Christian School, an outreach ministry of Trinity Church, commits to a partnership with parents, providing students with a Christ-centered education, inspiring academic and personal excellence."

PHILOSOPHY STATEMENT

Our purpose is to communicate God's truth by educating, encouraging, and building a solid foundation to be a lifelong learner in the areas of spiritual awareness, intellectual development, social skills, and physical growth.

The school's vision is to be distinctive in the community by providing an affordable, quality preschool program centered on the love of Christ and God's Word. "But Jesus said, 'Let the little children come to me, and do not forbid them; for of such is the kingdom of heaven.' Matthew 19:14

Our goal is to introduce Jesus Christ and the salvation message through a safe and loving environment, staffed by committed Christian teachers and assistants. "The Lord Jesus said, 'Unless you are converted and become as little children, you will by no means enter the kingdom of heaven.'" Mathew 18:3. We realize that we are partners with parents in the developmental process. "...but bring them up in the training and admonition of the Lord." Ephesians 6:4. We recognize that each child is created by God, which makes him/her unique and special. "For you formed my inward parts...I will praise you for I am fearfully and wonderfully made." Psalm 139:13,14

We teach the children that God created all of us with the ability to make choices. Some choices honor God and are the best for us. Other choices dishonor God and are harmful to others and ourselves. Teaching about sin, its consequences, and God's love and forgiveness is foundational to our discipline policy. "Finally, all of you be of one mind, having compassion for one another; love as brothers, be tenderhearted, be courteous; not returning evil for evil or reviling, but on the contrary blessing, knowing that you were called to this, that you may inherit a blessing. For 'He who would love life and see good days, let him refrain his tongue from evil, and his lips from speaking deceit. Let him turn away from evil and do good; let him seek peace and pursue it. For the eyes of the Lord are on the righteous and His ears are open to their prayers; but the face of the Lord is against those who do evil.'" 1 Peter 3:8

Our curriculum is developmental and diversified to meet individual needs. We emphasize biblical principles so that our students are equipped for the work that God has for them. This is reflected in the principle embodied in II Timothy 3:16, which states that "All Scripture is inspired by God and is useful for teaching and training in righteousness."

Proverbs 2:1-7 is our basis of instruction. We teach as God has designed with: 1) wisdom, 2) understanding, 3) discernment, and 4) knowledge. We use a systematic approach to instruction

with clear goals and objectives. We strive to make accurate assessments of student achievements and use data-driven information and research in making changes to enhance our programs and courses.

The purpose of our program is to address and nurture the whole child- spiritually, socially, physically, and intellectually- and to provide opportunities that foster readiness through age-appropriate activities. The program promotes a sense of accomplishment and builds self-esteem by encouraging self-help skills, open-ended, hands-on learning through Bible lessons, art, movement concepts, and personal and social skills.

FAITH STATEMENT

We believe the Bible to be the inspired, infallible, and authoritative Word of God.

We believe in one God, the Creator of heaven and earth, who exists forever in three persons: Father, Son, and Holy Spirit.

We believe Jesus Christ to be both God and man. We believe in His pre-existence, incarnation, virgin birth, sinless life and miracles. We believe His substitutionary death on the cross to be sufficient for the atonement of the sins of the world through His shed blood. We believe in His bodily resurrection, ascension to the right hand of God the Father, and His personal return in power and glory.

We believe in the present ministry of the Holy Spirit, who regenerates, sanctifies, and comforts those who believe in Jesus Christ, indwelling the Christian believer, enabling him to live a Godly life.

We believe that all people are sinners by nature, and need regeneration by the Holy Spirit on the basis of His grace alone. We believe in the resurrection and judgment of all people; to everlasting life with God for those who obediently heed the call of God in Jesus Christ, to everlasting separation from God for those who reject Jesus Christ as Lord and Savior.

We believe in the spiritual unity of the church, which includes all believers in our Lord Jesus Christ. We believe the Church is called to live a life of righteous works, in love and compassion, separated from the bondage of the world, and yet bearing witness in the world to His saving grace through the power of the Holy Spirit. We believe God desires to use the church to make Jesus Christ known to all people as fellow man, divine Lord, and Savior.

FAMILY LIFESTYLES AND BIBLICAL VALUES STATEMENT

We believe God has charged parents with the primary responsibility for the training of their child. The role of the school is to complement that training with an emphasis on the need for a personal relationship with Jesus Christ and involvement in a local church. We are a Christian

ministry, and because we believe in the truth and relevance of the Bible, we honor the parenting roles and child development principles taught in Scripture. Here are the key examples:

“So God created people in his own image; God patterned them after himself; male and female he created them.” Genesis 1:27

Specifically, we teach that men and women (boys and girls) are created with equal value in the image of God and that he loves them intensely.

“And further, you will submit to one another out of reverence for Christ...Don’t make your children angry by the way you treat them. Rather, bring them up with discipline and instruction approved by the Lord.” Ephesians 5:21, 6:4

We believe that the family as God intended is, whenever possible, a partnership between a husband (man) and wife (woman) who share responsibility and submit to one another out of love for each other and respect for their Creator. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love people.

“And you must commit yourselves wholeheartedly to these commands I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are away on a journey, when you are lying down and when you are getting up again.” Deuteronomy 6:6

ABOUT OUR SCHOOL

Our program has morning enrichment developmental classes starting at 9:00 am and ending at 12:00 pm, with classes running from September to June. Children must be 2 years and 9 months of age and potty trained.

Parents may custom tailor the program to their needs. We offer a 2-day (T-Th), a 3-day (M, W, F), or a 5-day (M-F) program for children 2 years and 9 months to 5 years old.

For the children who need additional learning experiences, we offer an afternoon JRK program. It is designed to introduce the child to some necessary skills that will help him/her to be better prepared for Kindergarten. The class begins at 12:30 pm and ends at 3:00 pm.

GOALS-DAILY PROGRAM

The staff of the preschool has set the following goals to help your child meet his/her spiritual, cognitive, physical, social, and emotional needs:

1. To help him/her feel happy and secure in the first educational setting away from home.
2. To assist him/her to become independent and self-confident, as well as an interactive person in a group setting.
3. To teach him/her to display acceptable manners, behavior, and respect.
4. To stimulate his/her curiosity to explore his/her environment.

5. To inspire in him/her a desire to discover his/her God-given creative gifts.
6. To come to know and use his/her mind in developing concepts.
7. To grow in his/her stature and use of his/her body.
8. To come to a knowledge of and love for God, Jesus and the Holy Spirit.

These goals are attained through our daily program, which includes the following:

- Prayer, Bible stories and Christian morals and values
- Experiences with numbers, pre-reading skills and writing
- Fine and gross motor development activities through puzzles, manipulatives, and hands on learning in language, science and math
- Arts and crafts
- Movement, music and drama
- Indoor and outdoor play
- Love of God, country, family and the acceptance of the uniqueness of each individual
- Field trip experiences by expanding the classroom into the community

PREPARATION FOR SCHOOL

Entering preschool is a big step for both the child and parent. Children may react in different ways. If your child cries and clings to you, do not be upset, but calmly reassure your child that this is a special time for them to “learn and grow.”

Our staff understands the pull on the parent’s heart. They will lovingly reassure your child that you love them and that you will return at the end of their class time.

Once children become engaged in playing with the other children or a classroom activity at the table, they rarely continue to cry. You are welcome to call the office, and they can check with the teacher and let you know how your child is doing.

When coming to school, make sure that your child has had a good night’s sleep, gets up early, and has a nutritious breakfast. Dress them in comfortable play clothes and shoes that can get dirty as the weather changes. Make sure they have suitable outerwear for outside play.

Talk about his/her day at preschool. Listen to what they might share about the lessons, songs, or what happened during their day. If you are concerned about something, please talk with the teacher so they can clarify or interpret the situation.

Spending time in prayer, praying for his/her day, praying for their friends, for the teacher, and for the school helps to focus a priority on God and his blessing for your child and you as a family.

POLICIES AND PROCEDURES FOR PRESCHOOL

ABSENCE

Please call, text, or email to report a child's absence. Report any contagious diseases to the office immediately so we can inform other families. If your child is absent for three or more days, a written or verbal explanation of the absence is requested when the child returns to school, whether the absence was for illness or other reasons. As a part of prayer time, the children will pray for sick friends.

ACCIDENTS

Staff members are CPR & First Aid trained. We will treat minor injuries (scrapes, insect bites, bruises, bumps, etc.) with ice or Band-Aids and provide an "ouch" report to inform you when necessary. If the injury is serious, we will contact you immediately.

ADMISSION

We admit students of any race, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students. Trinity does not discriminate based on race, national, and ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs.

Please call the office if you are seeking to enroll at Trinity. Appointments are set up to tour and visit the classroom your child will be attending. At the tour, you will have an opportunity to meet the teacher.

Returning students have priority in enrollment. Additional openings are on a first-come basis. You must complete an application on FACTS, receive an offer of acceptance, complete an enrollment packet including uploading a copy of your child's birth certificate, immunization record, and pay the registration fee to hold your child's spot.

We do not have a special educational program or a resource person to work with children who have severe learning, emotional, behavioral, or physical handicaps. We will make every effort to provide the best learning environment for each child. We reserve the right to place your child on a two-week probationary status pending his/her adjustment to a class. If we find that we cannot meet a child's needs, we reserve the right to request that the child be removed from the class.

A parent-school partnership develops when the parents and school commit to working together to educate the student. Cooperation and communication between the parents and the school are essential. In our partnership, we are an extension of the home and the church. As an extension of the home, we believe that God has given parents the responsibility to diligently train their children in God's truth as revealed in His Word, the Bible.

Parents who choose Trinity Christian School, PS – 8th grade, entrust our staff with the responsibility to instruct their children. We are an extension of Trinity Church. The church mandate is to “Go and make disciples of all nations.” Matthew 28:18. We seek to ensure that each of our students has an active, thriving relationship with our Lord and Savior. We seek to have each student intelligently and confidently represent Jesus Christ to the world.

ALLERGIES

It is extremely important that we are notified of ALL allergies. Some allergies are so severe that even a trace of a substance can cause a medical emergency. The most prevalent allergy is one to peanuts. If your child has had peanut butter for breakfast, please have them wash their hands thoroughly before coming to school. This will prevent any transfer to other surfaces and ensure the safety of our children.

If your child's allergy(s) is severe, please provide a Doctor's report on the allergy and an EpiPen or Benadryl will be kept in the preschool classroom for emergencies.

ART

Preschoolers love art! Remember it is the process NOT the product that is important. Look for your child's artwork in his/her file folder and ask them to share with you the project, how it was made, what kind of material was used to make it, etc. Display their work at home because they take pride in all they do and make. Please do not throw their work away in front of them. No matter how insignificant it may seem, it is very important to your child. Please be discreet.

BIRTHDAYS

We like to celebrate each child's birthday at school. Parents may send a treat to celebrate during snack time. **Please plan this with your child's teacher at least two weeks in advance.** If your child's birthday is in the summer, the teacher will arrange a day to have a “school unbirthday party.”

Birthday party invitations are not allowed in the folders unless every child in the class is being invited. Use the directory under school information on the FACTS family portal to contact students by mail. Please do not ask the teacher to email invitations; you can find the information on FACTS under Directory. This minimizes hurt feelings for children who are not invited.

BREAKFAST

Breakfast is the most important meal of the day! Please make sure your child starts his/her morning off with a healthy breakfast. This sets the tone of their day and their ability to listen and participate in their learning experience. We realize that some children arrive very early and don't have the opportunity to eat breakfast at home. If you send breakfast with your child, please be sure it is healthy and easy to eat (i.e., banana, yogurt, granola bar, bagel, or dry cereal).

CALENDAR

The school calendar is mailed out in July. Please post the calendar in a prominent place in the home for easy reference. Parents will be notified of changes in the calendar. There will be updates regularly on FACTS SIS, Mailchimp, and our website www.trinitycs.org.

A monthly class calendar is also issued for both preschool classes. Please keep this copy in a prominent place. (If you lose your copy, the teacher will be happy to provide another copy.) This will include important information about your child's preschool experience, such as themes for sharing, color, shape, and letter of the month, and special events in that month.

CHAPEL

On Fridays, we attend Chapel at 8:45 am. We ask that you bring your child by 8:30 am if they attend on Fridays.

CLOTHING

Please dress your child in comfortable play clothes that the child is able to remove when using the bathroom. No overalls or one-piece outfits. Back fastening and one-piece garments do not allow the child to be independent when using the bathroom. Play clothes are a must, as we want our children to participate in activities without being afraid of getting dirty.

Clothing with pictures or slogans about violence, sex, drugs, Halloween, or disrespect of authority is not permitted at any time. When in doubt about the suitability of a certain item of clothing, please ask your child's teacher.

Closed-toe shoes and socks must be worn for safety. Sneakers are highly recommended. NO Crocs or Sandals are allowed. Label everything! The child's name should be placed on all outdoor clothing and other belongings to help ensure their return.

The school will provide your child with a change of clothes in case of an emergency. Please wash and return the clothes on your child's next school day.

**Students need to purchase a Port Authority Royal Blue "School Shirt" and khaki bottoms to wear for school performances and Field Trips. Shirts can be purchased at LNN Custom Apparels <https://www.companycasuals.com/TrinityCS/start.jsp>

COMMUNICATION

Every Friday, you will receive a newsletter from the office via email through Mailchimp. You can also look on FACTS SIS/Parents web for the calendar. This will include important dates such as monthly school-wide events, information regarding registration and tuition, and holidays observed.

The teachers communicate regularly through email. The teachers and the school have email addresses that will be used to help with any communication. Please feel free to use this method to stay in touch.

Please take time to read and note upcoming events, sharing days, and themes. The teachers will post notices of special events and needs in the classrooms. Please check parent boards, file boxes, and cubbies daily.

Our phone system does not connect you directly to your child's teacher/class. You may call the office and leave a message. The teacher will return your call at her next break.

COOKING

From time to time, your child's class will do cooking projects in the classroom to enhance their learning experiences. Parents will be asked to help by bringing ingredients for projects. You will have ample notice to participate. Please let us know if there are foods your child cannot eat.

CUBBIES

Student cubbies are for child/school use. Our cubby space is 11"x 23"x 11". Backpacks are allowed and will be hung on your child's assigned hook outside the classroom.

All flyers/announcements/etc. to be placed in the cubbies must first be approved by TCS, the principal, and the teacher. Unauthorized information or material to solicit a product or company will be pulled from the cubbies.

Please remember to check your child's folders and/or cubbies every day!

CURRICULUM

Our curriculum is based on weekly themes. Each week there is an emphasis on a story or precept from the Bible. The lessons encourage children to foster creativity, problem-solving, spiritual growth, social and verbal skills, as well as appreciation for art, music, and literature.

The indoor and outdoor environments are carefully planned to encourage choices and to enhance self-esteem. The classrooms are divided into interest areas: blocks and building, social play or housekeeping, science, manipulatives, art, sensory table, book corner, and writing area. A variety of age-appropriate activities are planned throughout the year.

DISASTER PREPAREDNESS PLAN

California State law requires all schools to have a plan in place to provide care for students in the event of a major earthquake or other disaster.

Therefore, TCS will have on hand a three-day supply of non-perishable food items in single-serving containers, drinking water, disposable emergency blankets, and other disaster-related items. The school has purchased these items in bulk, and the cost is included in the student's registration fee.

The school has a Disaster Evacuation Plan to ensure the safety of faculty, staff, and students. All staff are CPR-certified and First Aid trained. Each employee is assigned a duty when an emergency occurs. They follow the emergency procedures as outlined in our procedure manual.

DISCIPLINE POLICY

The children are taught that God created all of us with the ability to make choices. Some choices honor God and are the best for us. Other choices dishonor God and are harmful to others or ourselves. "Love your neighbor as yourself." Matthew 22:39

Teaching about sin, its consequences, and God's love and forgiveness is foundational to the discipline policy. Initially, the rules are discussed in the classroom and are reviewed often. Limits are consistent and communicated in a loving way.

The expectations for obedience are made clear. The teacher plans the curriculum and environment to minimize conflicts. When conflicts arise, most often the issue is dealt with immediately at school. Therefore, the parents may not always be notified. The child's age and emotional and social development are taken into account, recognizing the difference between childish immaturity and willful disobedience.

The following procedure is followed:

- Reminder of the rules with opportunity for self-correction.
- Loss of privilege and redirection to another area or activity.
- Time-out that is administered respectfully. The length of time-out is appropriate to the age of the child.
- Taken to the principal/director's office.
- Phone call to parent or guardian.

If the child is causing physical harm to himself or to others, causing major disruption, behaving disrespectfully, or being blatantly disobedient, the teacher may go directly to the final steps in the procedure. A "working together" plan may be necessary. The "working together" plan may include the following recommendations:

- Conference with parents
- Prayer
- Physical exam to check vision/hearing/diet
- Consistent discipline in the preschool classroom and at home
- Professional counseling

After a specified time, if there has been no significant change, it may be decided that our preschool is not the best place for the child. The ultimate goal of our preschool is to help the child to understand that they must gradually take responsibility for their own behavior. God is ultimately concerned that the child matures into a person who is loving, responsible, and uses self-control.

EMERGENCIES

In case of an emergency, the parent will be called immediately. **All numbers and contacts must be current.** If the parent cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation, which will include any or all of the following:

- Attempt to contact first persons listed in RenWeb
- Attempt to contact other individuals listed in RenWeb
- Attempt to contact the student's physician
- Call 911

EMERGENCY DRILLS

Evacuation, earthquake, secure campus, and Lockdown drills are carried out on a regular basis. During an evacuation drill, preschool classes exit their classrooms and the gated playground, then line up behind the middle school classrooms. If you arrive when a drill is in progress, follow your student's class to the designated area.

For all other emergencies, the school will clear the playground, campus, or assembly areas for lockdown. Each classroom has an intercom and phone for communications. Teachers are instructed in safety precautions and procedures. In the event of an electrical outage, gas leak, or other emergency that lasts more than 2 hours, the school will make every attempt to contact you to pick up your child.

In the event of a disaster, children will be released to designated persons only. **Please be sure ALL information on emergency cards is up-to-date.** If there are any changes during the year, please contact the office immediately.

EMERGENCIES (COMMUNITY WIDE)

The safety and security of students, faculty, and staff is of the utmost importance. When a major community emergency such as an earthquake or wildfires occurs both during school hours and after school hours, Trinity Christian School will follow the school closure policy of the La Mesa Spring Valley School District. In the event of a major community emergency, please watch media reports of school closures. If the La Mesa Spring Valley School District officials, who are able to confer with county emergency personnel, make the decision to close their schools, we will also close.

EXTENDED CARE

Extended Care is a service provided by TCS with a safe, fun, and loving environment for your child. We are pleased to offer extremely flexible hours before and after preschool. Our Extended Care is available starting at 7:00 am until 9:00 am and 12:00 pm until 5:30 pm.

There is a per-hour or any part thereof charge (see EC on Financial Policy/Registration). Extended care ends promptly at 5:30 pm. If you are late, you are charged \$5.00 per minute for each child. The Extended Care amount is billed monthly and is posted on FACTS. Children picked up late habitually may be excluded from the after-school extended care program.

Children who stay in the afternoons will be a part of "Lunch Bunch" from 12 pm until 12:30 pm. Parents provide a nutritious lunch including 3 different food groups. Hot lunches will be available for purchase Monday – Friday (except on minimum day or special event).

At 12:30 pm, the children lie down for a rest time until approximately 2:00 pm. Jr. K has a shorter rest period. During this time, all children are required to be quiet and stay on their mats. Soft music and story tapes are played during that time to help the children relax.

A fitted crib sheet is required for ALL children staying after 12:30 p.m. A small blanket should also be brought to help your child feel more comfortable when napping. Jr. K does not need a blanket. **Please do not bring full-size blankets, sheets, or pillows as our space is very limited.** Each week, mats are cleaned with disinfectant, and the sheets are sent home for washing. Please return them the next time your child attends school.

Please let the teacher know if your child is staying for extended care. We understand there may be an occasional emergency; in that case, we ask that you please call the office to let us know when you will arrive so we can let your child know. (Ca. State Law: Title 22 10136.5)

Licensing requires your FULL, legible signature when dropping off or picking up your student. (Ca. State Law: Title 22 10011326.1)

FIELD TRIPS

During the year, we take the children on excursions to places of interest such as the Pumpkin Patch and Fire Station. We ask for parent help with transportation for these events. Details of the field trip will be placed on the sign-in area or on the wall next to your child's classroom door. Children must wear the "Royal Blue" polo shirt on field trips. No child is allowed to leave the school grounds without parent authorization. Please sign the permission slips for all trips. Car seats must be left outside the classroom at any time a field trip is scheduled. Fees are paid at the time of registration. Transportation will occur via car. Field trips are a privilege. Inappropriate classroom/field trip behavior may result in the loss of field trip privileges. Field trip drivers are not allowed to make any stops between school and the destination.

GRIEVANCES

When a grievance exists with a parent, faculty, or staff member, the parent is to go directly to the individual involved. This follows the principles of Matthew 18:15-17 and Philippians 2:14 to resolve conflict.

If a specific problem or misunderstanding exists relating to curriculum, discipline, or behavior, parents are encouraged to go directly to their student's teachers for resolution. If it is still unresolved, you can make an appointment with the principals, and when all avenues have been explored, it goes to the School Board.

We would encourage you to deal with these things directly and quickly with the individuals involved and resist discussing the problem with unrelated parties (I Timothy 5:13). Any other issue not involving the classroom should be addressed to the person involved in the same manner. Children will also be taught to handle situations in this manner. It is consistent with Scripture.

HEALTH

A child may not be admitted to school if they show obvious signs of illness. (Ca. State Law Title 22 101226) The first three days of a cold are considered contagious.

These illnesses or diseases are considered communicable. They include: bronchitis, chicken pox, colds, coughs, Flu (H1N1), head lice, hepatitis, impetigo, measles, mumps, pinworms, pink eye, pneumonia, ringworm, runny nose that is persistent after 3 days, scabies, strep throat, tuberculosis and/or positive TB skin test, whooping cough, and other conditions in which the disease or illness would spread. Please contact the school when any of these contagious diseases are diagnosed.

KEEP YOUR CHILD HOME:

- If he/she has had a fever or vomited during the previous 48 hours
- If he/she is fussy, cranky, and generally not feeling well
- If he/she has heavy or yellow- or green colored nasal discharge
- If they have a sore throat or earache and swollen glands
- If he/she has an unexplained rash or skin eruptions
- If he/she has red or swollen eyes with discharge
- If he/she is vomiting or has had diarrhea in the preceding 48 hours
- If he/she has a flushed face, fever, listlessness, headache, or lack of appetite
- If he/she is not well enough to go outdoors for play
- If he/she has any behavioral signs that are out of the ordinary for your child

A child who has been kept home or sent home due to an illness cannot return to school until they have been **symptom-free for 24 hours without fever-reducing medication.**

Please notify the school if your child is absent, and especially if he/she has any communicable disease, i.e., Strep Throat, Pink Eye, etc. If a child becomes ill at school, we will call parents first. If a parent cannot be reached, we will call the next family member or friend listed on the child's emergency card or follow the request on the medical release form. Please keep your child's emergency information up to date.

HOLIDAYS

We observe all major holidays. A schedule of holidays and days off is listed on the School Calendar that is sent home at the beginning of the school year and posted on our website. Tuition is not adjusted during these times. Example: when there is a two-week break for Christmas, the monthly tuition payment remains the same. Tuition is a yearly charge that is broken down into 10 monthly payments for convenience.

IMMUNIZATION

All children entering TCS preschool must be up to date on all immunizations. A copy of your child's immunization record is required when you register, including dates when each vaccination was given and screening for TB risk factors. If your child is not vaccinated due to a medical exemption, you must have a doctor's letter and medical exemption form signed by the Dr. If you are on a delayed vaccine schedule, you must submit it to the office upon enrollment.

INSURANCE

Students are covered for medical expenses incurred due to injury while at school or school-sponsored events. This is a deductible policy and excludes any covered medical expenses payable under any other valid and collectible insurance or service medical plan.

JR. K CLASS & KINDERGARTEN READINESS

For the children who need additional learning experiences, we offer an afternoon Jr. Kindergarten program. It is designed to introduce the child to skills that will help him/her to be better prepared for kindergarten.

During the early years of school, we want to avoid placing a child in situations where he/she may encounter feelings of failure, which may negatively affect his attitude toward later learning experiences. Each child has a unique pattern of growth and learns new skills at his/her own pace. Not all children are ready for kindergarten at the same time. Every child entering our kindergarten program will receive an assessment during the spring.

Our recommendation with regard to your child's placement the following year will be based on that assessment and a positive recommendation from your child's teachers.

LUNCHES

Parents are to provide lunch and a drink for all preschool students who stay for lunch. Our school policy is that lunches need to include three food groups: protein, dairy, grains, fruit, and or vegetable. Please use insulated lunch boxes, ice packs, etc. to keep your child's lunch at a desired temperature. Label all your child's lunch containers. We do not heat children's lunches. Please use a thermos if you would like it to stay warm. Please include any utensils your child may need.

Hot lunches will be available for purchase Monday – Friday (except on minimum day or special event).

MANDATED REPORTERS

In accordance with CA State Law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. TCS staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

MEDICATION AT SCHOOL

Only medication prescribed by a doctor can be administered at school. Medication must come in the original container with the original label, which must have the child's name and date on it.

A medication release form must be completed by the parent and signed by the Physician and left in the office before this can occur. Medication must be in the original container. It will be dispensed in accordance with the label's directions. Sunscreen requires a medication form. (Ca. State Law Title 22 101226)

Do not leave medicine, including cough drops and vitamins, in lunch boxes or cubbies.

Cough drops

Due to concerns about choking, children wanting them like candy, and their lack of any noticeable effect, cough drops are not permitted in school. Cough drops will not be dispensed by the office, and they are not to be sent to school from home.

We suggest instead that parents dispense cough medication (as approved by your doctor) at home in the morning or, if essential, send liquid cough medication to school following the

instructions on the “Permit to Administer Medication Form” provided in the school office. If the cough is severe enough that it will be disruptive to the class in spite of cough medication, please keep your child at home and follow up with your child’s doctor.

ORIENTATION/BACK TO SCHOOL NIGHT

The Preschool Orientation meeting is for all new and returning families to attend. It is an opportunity for the teachers and principal to go over important information regarding policies of the preschool, expectations, and your child’s learning experience.

PARENTS

Parents are welcome in our classrooms at all times. We encourage parent participation. It provides wonderful support to our staff.

We have a very active Parent Teacher Fellowship (PTF) that offers many ways for parents to volunteer.

There is a need for parents to be room parents, drive on field trips, help with cooking, art projects, class parties, and the Christmas program.

Each class for the preschool 3- and 4-year-olds and Jr. K needs a room parent to facilitate some of the classroom and school activities. This includes making phone calls, sending emails, and attending the PTF meeting.

PARKING FOR DROP-OFF AND PICK-UP

The drive-through gate is closed at 8:28 to allow safe entry for all preschool parents at arrival time. Parents of preschool students should park to the left of the crosswalk and along the south edge of the parking lot. The middle and front parking spots are marked for staff. Do not park in the crosswalks.

Do not leave younger children unattended or sleeping in the car. If someone who does not regularly pick up your child arrives to pick up, they will be asked to present a valid I.D or text a picture to the staff member on duty. Let grandparents know about parking, drop-off, and pickup procedures.

POLICY CHANGES

Trinity Christian School reserves the right to amend the policies and procedures outlined in this handbook with reasonable notice. This handbook is not an all-inclusive manual. Sometimes new situations will occur, or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these

situations. Changes are communicated through meetings, our website, or other posting methods.

POLITICAL AGENDAS AND PETITIONS

To keep our focus on Christ-centered learning and community, Trinity Christian School does not allow the promotion or distribution of political agendas, petitions, or campaign materials on school grounds or at school events.

POTTY TRAINED

All children must be potty trained upon entering school. This means that they are able to verbalize that they need to go, able to pull their pants down, and able to wipe themselves.

For the first month of school, a grace period is allowed to adjust. After the first month (October 1st), if the child has had two or more accidents, the child will need to take a break and return when he or she is completely potty trained.

SAFETY/SECURITY

The safety of students and staff is a top priority. Trinity Christian School has a full-time Security Specialist who is on campus every day. There is a security fence that has been installed along with cameras around the campus, for added security. The cameras have the capability of night vision also. The system is monitored in the school and church office. The main gate is locked during the school day and can only be accessed with the school-issued key fob or by being 'buzzed in' from the front office or by Extended Care staff before or after office hours.

The school has also implemented the national Watch D.O.G.S. (Dads of Great Students) program, which is a further step in keeping our school safe. It gives fathers a chance to be involved on the campus and to patrol the school grounds.

SCHOOL BOARD

The Trinity Christian School Board is the policy-making body of the school. The five members of the board are Trinity Church members, approved by session and elected by the congregation.

Communication is one of the main goals of the School Board. The monthly meeting is held on a Wednesday. Check with the office for the specific date. There is "Opportunity for Public Input" in which any interested person may speak on any item on the agenda. You are allowed 3 minutes to address the Board. Please let them know before the meeting begins if you plan to speak and follow the Matthew 18 principle regarding complaints.

When a grievance exists with a student and another student, family, or teacher, that person is to go directly to the individual involved. This follows the Matthew 18:7b principle in trying to resolve conflict. If it is still unresolved, it is to go to the administration, and then when all avenues have

been explored, it goes finally to the Board. The School Board will hear all grievances, consult the Pastor, and make decisions in the best interest of the child, the parent, the teacher, and the school. All decisions are made in Executive Session and are final.

SCHOOL OFFICE

The school office is open between the hours of 8:00 am and 4:00 pm. Official school business should be conducted during those hours. You may reach us in the following ways:

- By telephone at (619) 462-6440
- By fax at (619) 462-4011
- By email at office@trinitycs.org or principal@trinitycs.org

Due to varying schedules, if you wish to speak to the Principal or with a teacher, it is best to make an appointment in advance. Payments or papers that need to be dropped off to the office either before or after office hours can be placed in the drop box outside the office window.

The school office is a very busy place! Please be patient with the staff as we try to help each student and parent who comes in for assistance.

Check in to the office when you are on campus to volunteer in the classroom. The volunteer book is on the cabinet in the office.

Please drop off medicines at the front desk so that we can make sure the proper paperwork required for school staff to administer medicine has been completed prior to leaving school.

The staff is happy to make photocopies of anything related to school business. If you have a note that you would like to give to a teacher, we will place it in their teacher's box.

You may speak to the bookkeeper/office manager regarding your account. You will be asked to step around the corner to ensure privacy during your transaction. Please keep your voice down and take all personal conversations outside the office.

SCRIP

Scrip is "substitute money" in the form of gift cards that can be used like cash to purchase products or services from a large variety of merchants. Scrip can be used to purchase anything from gas, groceries, clothing, toys, entertainment, electronics, home improvements, or household services. The individual merchants then give back to the school a percentage of the gift card purchase.

Scrip purchase is no longer required, but strongly encouraged. This is our main source of sustainable funding. REMEMBER, you are not spending any extra money; you are simply purchasing a gift card to use when shopping, and TCS will benefit!

SERVICE POINT SYSTEM

The Service Point System (SPS) was established to help keep school tuition lower. The minimum requirement is 30 hours per year (15 hours for single-parent or preschool families). Ten hours per trimester (5 hours for single-parent or preschool families) need to be reported each trimester. The 1st trimester ends in November, the 2nd trimester ends in March, and the 3rd in June.

Parents are responsible for reporting hours. The hours worked are recorded on FACTS SIS on your "Family Portal" account. Hours must be recorded by the last day of each trimester. Hours that are not turned in will automatically be billed to your FACTS account. A \$10.00 late fee will be charged for SPS hours turned in after the due date

A discounted "Buyout" option is available. Please call the office for details.

It is the goal of TCS to have parents, grandparents, church members, and the community involved with our students' education.

SHOW AND TELL

We discourage "toys" in general from coming to school. If a security toy or blanket does come to school, it needs to be kept in the child's cubby to give reassurance when needed. All other "toys" should remain at home unless the teacher allows it for sharing.

Each teacher has their own schedule for Show and Tell. We encourage children to bring any item relating to Natural Science, i.e., dead or live bugs, leaves, flowers, rocks, etc., or an item relating to the subject being focused on that week in class.

We try to encourage the children to be creative in their play. We discourage "war" –type toys, demonic images, or anything not conducive to good, creative play.

SIGN-IN/SIGN-OUT SHEETS

Each child will be signed in and out of school. (CA State Law Title 22) These sheets are legal documents and a vital school record; they become important when accounting for children during a fire, earthquake, or a lockdown. Full, legible signatures, clearly written names, not "mom" or "dad," are required. (Do not allow younger siblings to put their "creative mark" on the sign-in sheets!)

It is our policy that any person who picks up or drops off a child needs to be on the registration card and on the registration papers in each child's file. We will ask to see ID. All persons allowed to pick up your child must be listed in the pick-up section of FACTS. You may edit this

information in your FACTS account at any time. If someone new is coming to pick up your child, please text a picture of that person to your child's teacher.

If you would like to permit someone who is not listed on your designated pick-up list, you may write a note or call the office with authorization, in which case the identification of the person will be checked. Please make sure that there are an adequate number of people listed who can pick up your child in case of emergency.

SNACKS

Parents must provide a nutritious snack for their child. Our school policy is that snacks must include two different food groups from the four main food groups (grains, protein, dairy, fruits/vegetables).

Good nutrition is stressed; therefore, we suggest you select from the following suggestions: fresh fruits, vegetables, cereal (not sugar-coated), nuts, popcorn, rice cakes, dried fruit, Goldfish crackers, bread sticks, muffins, cereal bars, hard-boiled eggs, Ritz Bits, tortilla rollups, fruit cups, cheese & crackers, peanut butter or even ½ sandwich, granola bars that do not contain candy, chocolate, or marshmallows.

If you send juice, it must be pure 100% fruit juice. No thermoses or sippy cups for drinks. Be sure to check labels on juice – 100% vitamin C is not the same as 100% fruit juice. Water is also acceptable and is the only drink allowed in a sports bottle. Snacks are best brought in a small lunch box or paper bag.

If your child is here for A.M. Extended Care and brings breakfast, be sure it is nutritious. NO DONUTS, CHOCOLATE MILK OR SODAS.

If your child is here for JRK and/or extended care after 3:00, please include an additional snack of two food groups.

Indicate which food is for snack or lunch. Sweets are highly discouraged for snacks, such as candy, pudding, and cookies. Fruit roll-ups are ok if they are 100% fruit juice.

SPECIAL PRESCHOOL EVENTS

Thanksgiving Feasts

Before Thanksgiving, we will have a "Hunt & Feast." The children will have an opportunity to hunt for their food, and then we all feast on it together. The event allows the children to experience the joys of sharing.

Christmas Program

In December, the children will present a program including songs and a Bible verse. This is held in Williams Hall.

Easter Celebration

The children will hunt for Easter eggs together on the grass lawn and share in a Jesus is Alive celebration.

Parents

In June, we will have Donuts with Dad Day.

Fund Raisers

The Serve-a-thon is a school-wide community outreach fundraiser. All funds raised at this event go to campus upgrades, and 10% is tithed to missions. This is a great opportunity for the children to help others and show the love of Jesus to the community!

There are a variety of optional fundraisers that come up throughout the school year to help support TCS and specific grade events, such as snack shack, See's Candy sales, and candy grams to help promote Student Body Activities. These are optional for our preschool families.

School-wide events

These events will include the New Parent Dessert Night, Meet the Teacher Day, PTF BBQ, Back to School Night, Fall Festival, International Day, Open House, and all P.T.F. sponsored events.

Special Chapels

These chapels will be Grandparents Day, Mom's/Special Lady, Fathers/Hero Chapel, and Patriotic Day. Students must wear their special Royal Blue shirts purchased for field trips and performances with Khaki bottoms.

TUITION ASSISTANCE

It is the desire of TCS to maintain a fund "Tuition Assistance" to be available for financial aid. Tuition Assistance is limited and comes from donations and fundraisers. The criteria for receiving Tuition Assistance are as follows:

- Registered at Trinity Christian School.
- A fee must be submitted with the application and current or prior year taxes to the FACTS grant & aid assessment.
- Write a letter to the Tuition Assistance Committee explaining why you want your child/children to attend TCS and your current need for financial assistance. If you received assistance in the previous year, please include the ways you have volunteered.
- TCS Tuition Assistance Committee will review your application and approve when applicable.
- Assistance is based on need and availability of funds.

TUITION/FACTS MANAGEMENT

Your tuition is managed through the FACTS Tuition Management Company. Your accounts will be set up in FACTS SIS, and this is where you will manage all your payments. There is a yearly fee that is paid per family.

Trinity Christian School is a self-supporting ministry of Trinity Church; TCS pays all of its financial obligations out of registration and tuition payments.

The tuition for TCS is figured on a yearly basis, paid in 10 or 11 month installments due on the 5th or 20th of each month, beginning in August and ending in May or June. A late fee is added to payments received 5 days after your due date.

Tuition must remain current. Payments that are one month behind require the parent to be in contact with the bookkeeper. When you fall one month behind, your student will not be allowed to attend any extracurricular activities. If you become two months behind, your student will not be allowed to continue at TCS. No reductions in tuition can be made for vacations, disasters, emergencies, holidays, or illness.

All financial communications and considerations must go through the Bookkeeper who reports to the School Board.

Students registering after September 1st will be charged a tuition payment for the month entered (prorated at a weekly rate for the current month) as well as another payment for the month that follows.

Payment of tuition is divided into ten (10 or 11) equal monthly installments. You may pay the amount in full by August 15 and receive a 2% discount. Payments are due regardless of illnesses, holidays, and vacations. Tuition payments should be made using one of the following methods:

- Payment to FACTS by Check, Credit Card, or ACH
- Cash payments can be made to the school

Discounts are offered to siblings, the military, ministerial, full time Ordained Pastor and Trinity Church members. A 2% discount will be given to those who pay for the entire upcoming school year by August 15th.

Regardless of the date of withdrawal notice, provided in writing, you will be required to pay the current month and the following month's tuition. Annual registration fees are non-refundable.

Additional hours of care are available before school begins at 7:00 a.m. until school begins and until 5:30 p.m. The cost is \$6.50 an hour for the first child and \$6.00 for each additional child

billed on a monthly basis. The maximum amount that will be billed for each student is \$250 per month.

No partial hours are available. Parents who pick up their child after the pick-up time of 5:30 pm will be assessed a \$25 after-hours charge in addition to charges at the rate of \$5.00 per child for each minute. The amount will be billed on your monthly bill. Children picked up late habitually may be excluded from the after-school extended care program.

Some parents need a receipt for payment of child care costs for tax purposes or dependent daycare expense accounts. Your monthly invoice from FACTS contains information that you will need, and it also serves as a receipt. We strongly recommend that you keep your billing statement to demonstrate proof of payment for child care costs for either tax or reimbursement purposes.

We strive to be fair and consistent with each family while at the same time being good stewards of the resources God has given us.

VISITOR

To provide authorized visitors the opportunity to visit classrooms and to ensure the safety of our students and their right to an uninterrupted teaching-learning environment, the following procedures are to be followed:

- Parents, guests, visitors, and prospective students (accompanied by a parent) are welcome to visit TCS, provided they have prior approval from the administration.
- All visitors must check in with the front office to sign in. Visitor badges for adults are to be worn while on campus and should be returned to the office prior to leaving.
- The instructional process must not be interrupted. If a visitor wishes to speak with a teacher or staff member, an appointment will be arranged.
- Student shadow visitations are limited to prospective students only and must be pre-approved and arranged in advance by Administration.
- Visitors are expected to go to and from their location of appointment and are not allowed to wander about the campus.

The school promotes an “open door” policy. We welcome those currently involved in the school and others seeking to place their students here to observe in the classrooms. You must call the office to set up an observation time. Observations are limited to 20 minutes.

WITHDRAWING A STUDENT

Regardless of the date of withdrawal notice, provided in writing, you will be required to pay the current month and the following month's tuition. A 30-day written notice is required when withdrawing a student from school. The withdrawal letter should be addressed to the school board stating the reason for the withdrawal and the last day the student will be attending.

Dear Parent or Guardian,

Trinity Christian School's goal in implementing an Integrated Pest Management (IPM) is to focus on long-term prevention through surveillance and maintenance. Making the habitat less conducive to pests by using sanitation, mechanical, and physical controls is an ongoing priority. Pesticides will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

The Healthy Schools Act requires all California schools to notify parents and guardians of pesticides they expect to apply during the year. Following monthly surveillance, any of the following products may be used on the first Saturday of each month as deemed necessary: First Strike, Prelude, or Demand CS.

You can find more information regarding these products at the Department of Pesticide Regulation's website at www.cdpr.ca.gov.

You may view a copy of Trinity Christian School's Integrated Pest Management plan and a list of additional products that may be used on occasion in your Back to School packet provided to you.

If you have any questions, please contact the TCS Office
(Rhonda Rudolph, Lindsay Gonzales, or Sandra Martinez)

On the third Saturday of each month, Harbor Pest Control inspects the church and school facility. A notification will be posted to remind parents of the ongoing surveillance and maintenance procedure 72 hours before inspections and any possible product application. Parents or guardians may register below if they wish to be notified personally.

Request for Individual Pesticide Application Notification

I understand that, upon request, the school must provide information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

Name of Parent/Guardian: _____ Date: _____

Address: _____

Phone: _____ Cell: _____ E-mail: _____



HANDBOOK ACKNOWLEDGMENT FORM

Student Name: _____

Please review the Trinity Christian School Handbook with your child. By signing below, you acknowledge that you have reviewed and understand the handbook, including the following important policies and expectations, among others:

- **Matthew 18 Principle** – We understand and agree to follow the biblical process for addressing concerns and resolving conflicts.
- **Financial Policy** – We understand and agree to the school's policies regarding **tuition, refunds, withdrawal, and financial obligations**.
- **Health** – We understand and agree to follow the school's health/illness/immunization policy.
- **Service Point** – We understand and agree to support the school's service points.

SIGNATURES

PARENT/GUARDIAN: I have reviewed the handbook with my child and agree to support its policies and expectations.

Parent/Guardian Signature: _____ **Date:** _____

TEACHER: I will follow the handbook guidelines fairly and consistently.

Teacher Signature: _____ **Date:** _____

Return this form to your child's teacher by September 19.

Service Point Credit: 1 hour per family for returning this form.

Thank you for partnering with Trinity Christian School to support a Christ-centered learning environment.