



# Trinity Preschool Parent Handbook

Trinity Preschool  
5401 N. Loop 1604 E.  
San Antonio TX 78247  
210-653-2800

[www.trinitypreschools.com](http://www.trinitypreschools.com)

Head of School- Tony Angeleri  
Director of Preschool- Melissa Calzada

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***Cultivating Leaders To Impact Their World For Christ***

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Dear Families,

Welcome to Trinity Preschool, a ministry of 24/7 Church. At Trinity Preschool you are family, and your child's safety is our top priority. Our goal is to be a leading preschool program.

Our preschool program is designed to meet the needs of the working parent and is committed to providing high quality childcare and Christian education. Trinity has been serving in the community for over 40 years, partnering with families to provide children with a strong Biblical foundation, values and skill sets that will impact them far beyond their early years. We provide children with positive experiences in safe and stimulating environments. Our teachers and staff promote optimal development of children through positive, engaging interactions and facilitation of play. In a child-centered program, your child's day will be filled with fun, positive learning experiences, guided by loving, highly trained and educated teachers. Trinity Preschool uses Abeka Bible curriculum in conjunction with an emergent curriculum, so you can be sure that your child's needs and interests are being met. Our program focuses on nurturing the 'whole child', to better prepare your child upon graduating to conquer the world spiritually, mentally, and emotionally.

We welcome and encourage your involvement through our Parent Advisory Committee. We also have an "open door" policy and invite you to visit the program at any time.

We are here to serve you and your family. We designed our program to meet the childcare needs of the San Antonio community, and we always welcome parent suggestions for improving or enhancing our services.

Thank you for choosing Trinity Preschool to meet your family's early childcare needs!

Welcome to the Trinity family.

Sincerely,

MELISSA CALZADA  
Trinity Preschool Director

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### Mission

Trinity Christian Preschool is a community of believers that works together in educating students to become Christian leaders who impact the world for all generations.

### Vision

Our vision is to provide a customized Christian educational experience that meets the needs of each learner through the lens of a Biblical worldview while stimulating a love for life-long learning.

### Our history

Trinity Christian Academy and Preschool was founded in 1980 to provide a quality Christian education for the children of our church and for the children across our city. Over the last forty years, we have partnered with thousands of families just like yours who want the best for their children. God has been faithful to bring leaders, teachers, staff, and families who have covenanted together to see that God's Word is upheld in the hearts and minds of children. You can feel the presence of God at our current campus where your family will enjoy classroom buildings, athletic fields, tennis courts, outdoor picnic areas, playgrounds, fitness facilities, gymnasiums, outdoor learning spaces, and a beautiful pavilion where children learn and eat outside.

### CORE VALUES

#### **WORSHIP**

We believe that worshipping God is a lifestyle. Practicing God's Presence is our upmost priority because it is only Jesus in us that makes the difference. As we contemplate His glory, we are being transformed by the power of His Holy Spirit into His image. 2 Corinthians 3:18 When we spend time with Jesus we act like Jesus.

#### **INTENTIONALITY**

Lifestyle worship begins with Intentionality. Set your mind on things above...Colossians 3:2 Intentionality is the key to living like Jesus because it is making Jesus the object of our affection. Intentionality is choosing to love God with all my heart, soul, mind, and strength. It is being intentional about sharing His love with the world around me. Intentionality is believing that we

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were created on purpose, with purpose and for a purpose, and living like it. Make every moment count.

### **AUTHENTICITY**

There is only one who is perfect. He is the genuine, authentic, original. Jesus said, I am the way, the truth, and the life...John 14:6. Our pursuit for authenticity is to know Jesus as we are known by Him. Authenticity is about relationship not religion. It is not about pretending to be perfect; it is about being genuine. Authenticity is letting Jesus shine through us by yielding to him. Authenticity is real, honest relationship. No pride, no religion. Be genuine...not perfect. Philippians 3:7-14.

### **KINDNESS**

Love is kind. Jesus said, love your neighbor as yourself. Our love for God must be expressed to the world around us in tangible ways. Jesus said, the world will know that you are mine (that you belong to me) by your love for one another. The golden rule is love in action. Kindness is a fruit of the Spirit. As we allow God's love to transform us at our core, the Holy Spirit expresses that same love to the world around us in the form of kindness. Be kind to one another. Ephesians 4:32.

### **SERVANT LEADERSHIP**

As followers of Jesus, we are called to lead the world around us to Him by serving. The one who is a leader in God's kingdom is a servant. Matthew 20:26 Love Serves! Servant leadership is understanding that as children of God we have a responsibility to the world around us. The resources of God's kingdom are for the healing of the nations. Only the one who has can give. Freely we have received, freely we give. As leaders we serve. Galatians 5:13...serve one another in love.

### **COMMUNITY**

When Jesus left this earth, He established the church as His community to represent his presence and the authority of His kingdom on this earth. Together we are empowered to be Jesus to the world. Together we are united under the banner of His love. Together we can release the power of heaven's presence over the nations as we worship our King Jesus. We are

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stronger together because together we are His church fulfilling the great commission 247. Acts 2:42-47.

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## *Program Philosophy*

We are aware of the importance our Heavenly Father has placed on children and the responsibility for their care and nurturing.

Trinity Preschool is fully committed to providing the highest level of quality early childhood and care for children ages 6 weeks to 12 years of age. Trinity Preschool strongly believes the quality of our program comes from promoting a safe and nurturing environment that enhances the spiritual, social, emotional, physical, intellectual, and cognitive development of all children while responding to the diverse needs of each individual child. It is through the incorporation of these areas that we believe a child achieves balanced development. Therefore, our responsibility is great, and we will someday be accountable to the Father in how we shepherd His lambs. Psalm 22:30.

## *Program Statement*

### **CHILDREN SIX WEEKS THROUGH 5 YEARS OF AGE:**

Children's learning occurs through play, experiences and interacting with the world around them. These early years are when the foundation is being laid for all later learning in life. Lesson plans are developed based on documented observations and assessments of each child's level of development, strengths, challenges, and interests while respecting the diversity of each child's background. Our Preschool uses the Abeka Bible Curriculum, Mother Goose Curriculum, and an emergent curriculum as the basis for lesson planning. Lesson plans are posted on the information board outside of each classroom and are readily available on-site for parents to see. Lesson plans are also sent home weekly via the Procure Parent Engagement App. Our program is faith-based, child initiated, and teacher guided. Children's learning is most meaningful when their play is self-directed. Trinity Preschool classrooms offer learning centers and activities that allow children the opportunity to explore, create, and imagine. Our teachers are readily available to facilitate learning, provide guidance and encouragement to each child.

## *Description of Services*

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**REGISTRATION.** Families desiring to use full day childcare, part-time care will need to meet with the Preschool Registrar to go over the specifics and availability of the program as it pertains to the ages of their children. Once availability has been determined and families wish to enroll, registration can be completed with the Preschool Registrar.

**OPEN DOOR POLICY.** Trinity Preschool maintains an open-door policy. Family members are encouraged to visit, observe, and participate in the program. Communication between the home and school is vital to the well-being and development of your child. Exceptions to this policy may be enacted to limit visitation at the direction of public health officials during widespread illness outbreak or pandemic. Trinity Preschool is a privately owned and operated facility, we have the right to refuse admission at any time.

**OVERSIGHT.** Trinity Preschool is governed by the Trinity Christian Academy and Preschool School Board, Texas Health and Human Services Commission, various health, sanitation, safety, and fire regulations, and food service guidelines provided The Texas Child Care Minimum Standards. The Fire Department and Child Care Licensing Inspectors, inspect the program frequently. Trinity Preschool is subject to comprehensive, unannounced inspections at any time.

**PARENT ORIENTATIONS/TOURS.** Prospective families may visit Trinity Preschool when escorted by center personnel. Escorts are necessary to ensure safety of all students, staff and teachers in the program. All families who accept a space in our program are encouraged to schedule an appointment to meet with their child's teacher. Families will receive a welcome orientation packet specific to their child's classroom and will have the opportunity to share information about their child and family to help ensure a positive start. Translation services for Trinity Preschool orientation, tours, and curriculum are available for our families upon request.

### *Program Details*

**CAPACITY OF CLASSROOMS.** Each classroom has been inspected to ensure capacity is appropriate given the size of the space and the age of the students. Per the American Academy of Pediatrics, cribs and cots will be placed at least 3 feet apart, and children will be placed in an alternating head to toe pattern to maximize space between children.

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While square footage of classrooms varies, generally, classroom sizes generally serve the following:

Age Group	Classroom Capacity (May vary based on actual square footage)
Infants	10
Pre-toddlers	14
Toddlers	17
Preschool	17
Pre-K	19

**HOURS OF OPERATION** may be impacted during elevated health protection conditions such as a pandemic to allow for consistent staffing with each classroom of children from open to close. Trinity Preschool may also close for emergencies or inclement weather. Trinity Preschool offers care from 6:30-6:00p Monday through Fridays with the exception of school holidays. After closing, parents are expected to pay late charges of \$7 per minute, per child. This will be documented upon parent arrival and a signature will be required.

**HOURLY CARE** Trinity Preschool does not provide hourly care at this time.

**ELIGIBILITY** Services are available for all children 6 weeks to 5 years of age.

**ADMISSIONS CRITERIA** the following registration requirements must be met before a child can be admitted Trinity Preschool:

- Complete the Health Assessment signed by a physician/health care provider
- Provide proof of up-to-date immunizations
- Complete the Emergency Contact Information sheet; families must designate at least two other persons who may pick up their child in case of an emergency. (The Department of Social Services will be notified should the family members be unable to pick up the child and no escort is designated.)
- Complete Tuition Express form
- Complete ALL enrollment documentation

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\*\*When full-time or part-time care has been offered and accepted, the Tuition Express form must be completed in order to process the non-refundable Enrollment Fee of \$150, which must be paid within 48 hours of acceptance. **Fees must be paid prior to services being provided.** If necessary, fees will be prorated based on the start date. However, fees are due on the first day of attendance, regardless of the start date.

**WAITING LIST.** When Trinity Preschool’s full-time childcare spaces are at maximum capacity, your child(ren) may be placed on the waiting list after paying the registration fee and/or hold fee. When a space can be offered, a phone call will be made to the number on file. If the offer for care is not accepted within two business days, the child will be moved to the bottom of the waitlist. Upon accepting the space offered, registration for care is completed with the Preschool Registrar.

**TRINITY PRESCHOOL PROGRAM POLICIES**

**ORGANIZATIONAL STRUCTURE** Any concerns or problems should be brought to our attention immediately. We adhere to the philosophy that problems should be resolved at the lowest level possible. Our organizational structure is as follows:

- Trinity Preschool Classroom Lead (Teacher)
- Preschool Director or Assistant Preschool Director
- Head of School
- School Board

**STAFF RATIOS.** Texas Child Care Licensing mandated staff to child ratios are maintained at all times in order to provide adequate supervision and ensure expeditious evacuation of all children in the event of a fire or other emergencies. The following staff/child ratios are in effect at all times for the preschool:

<b><u>AGES</u></b>	<b>STAFF</b>	<b>CHILDREN</b>
6 WKS - 12 MOS.....	1 .....	per .....4
13 MOS - 17 MOS.....	1 .....	per.....5
18 MOS - 23 MOS.....	1 .....	per.....9
2 Years of Age.....	1 .....	per.....12

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3 Years of Age.....	1.....	per.....	15
4 Years of Age.....	1.....	per.....	18

**FEES.**

- Tuition is collected on the 1st of each month. When the preschool is closed, fees will be due on the following open day. Tuition is payable in advance. Payment by phone is not available. Additionally, failure to pay tuition could result in disenrollment of your child.
  
- Tuition is due regardless of child illness or absence, holidays, inclement weather, or licensing required closures such as unexpected power outages or loss of water.
  
- A late pick-up fee is assessed when children are picked up after closing time. Every effort will be made by the staff to contact the parent(s) and the emergency contacts noted for the child. Appropriate agencies will be called in the event a child is not picked up within 1 hour of closing and no notice is given from family members.

**DISENROLLMENT POLICY.** A one-week notice of disenrollment is required or payment is required. Parents must complete a disenrollment form at the front desk.

**EMERGENCY CONTACT INFORMATION.** Families are required to update their emergency contact information quarterly with the names and phone numbers of persons allowed to pick up their child. If important contact numbers change frequently, then the emergency contact information should be updated accordingly. In the event family members are unable to pick up their child and no designated escort is available; the Preschool Director will be notified to make arrangements for the child's release to the Department of Social Services. Emergency contacts should be available in the local area and available to pick up a child as needed

**DAILY ARRIVAL AND DEPARTURE PROCEDURES.** Children in Nursey- 3-year-old classes, need to arrive to school no later than 9am. Children in Pre-K need to arrive to school by 8:30, as this is when curriculum starts. **If a child is arriving after 9am, it must be for a doctor or health care professional appointment and a doctor's note must be presented at arrival.** Trinity Preschool has a 9am cutoff time to ensure proper staffing for ratios purposes and to give accurate counts to the kitchen for meal services. Children must be escorted to their classroom by a parent or an authorized pick up. Persons authorized to pick up a child must be listed on the enrollment form



and must present valid photo identification before a child will be released. Photo identification will be requested at the front desk upon entry to the facility and may also be requested by the child's classroom teacher, prior to release of the child. Persons authorized to pick-up a child must be at least 18 years of age. All authorized persons presenting for pick-up who are not familiar with the center and have not regularly picked up a child will be escorted to the correct classroom by the Trinity employee who checked the photo identification at the front desk and cross-referenced with the child's authorized pick-up list. Once the front desk staff and classroom teachers become familiar with parents and/or authorized pick-up persons, identification may only be required periodically, however, Trinity Preschool reserves the right to request photo identification be presented at any time. Please also note that it is against regulations to park in the fire lane, and at no time should a vehicle be left with the engine running.

**CUSTODY DISPUTES.** Trinity Preschool will not become involved in custody disputes. For the child's protection, a copy of the court order granting custody must be on file in the child's record. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. If the noncustodial parent attempts to take the child from the center, the San Antonio Police Department and the admitting parent will be notified. In the event of physical force, Trinity Preschool staff will not endanger other children or other staff members in efforts to prevent the parent from taking the child off the premises.

**DESTRUCTIVE WEATHER.** During extreme weather conditions, the preschool will remain open until directed by the Director and/or Head of School. During such conditions, parents should maintain close contact with the program in preparation for worsening of conditions and changes in operational status. FAMILIES MUST HAVE ACCURATE PHONE NUMBERS ON FILE. ONCE THE HEAD OF SCHOOL AND/OR DIRECTOR HAS DIRECTED CLOSURE, CHILDREN MUST BE PICKED UP WITHIN ONE HOUR. **Trinity Preschool follows NEISD for all weather-related closures.**

**PARENT NOTIFICATIONS:** Open Communication with parents is paramount to children's success. Trinity Preschool has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Trinity Preschool may communicate with parents:

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- Through email notifications/ ProCare App
- Written memos placed in your child's weekly folder
- Verbal communication with the child's teachers and director/asst. director
- Request a Zoom meeting

**DISCIPLINE AND GUIDANCE POLICY:** Trinity Preschool believes that discipline is the continuous process of coaching and teaching a child to have control over his/her own behavior. We have a strong focus on the social and emotional development of all children. It is through the teaching and implementation of Brain Basics and self-regulation techniques during moments of clarity and calmness that the children are better able to work through their big emotions when they are experiencing them. Our goal is to assist the children with developing and maintaining self-discipline and achieving socially appropriate behaviors. It is our belief that children learn best when they feel safe, loved, and have the ability to make their own choices. Furthermore, it is our belief that a teacher's job is to keep children safe, and the children's job is to help the teacher keep them that way. It is our goal to make each classroom a safe environment with reasonable and consistent limits where children are able to learn to make appropriate choices. Teachers are to use positive reinforcement of acceptable and responsible behaviors and redirection of unsafe and/or otherwise unacceptable behaviors in guiding children's behavior. Trinity Preschool staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-regulation, and self-control. Just a few examples used in this situation: praise of positive behavior instead of focusing only upon unacceptable behavior; reviewing behavior expectations daily by using clear, positive statements and redirecting behaviors. Trinity Preschool does use "time out or thinking time" as a form of managing behavior. Trinity Preschool staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Studies have revealed that positive guidance educates children on skills which help them get along in their physical and social environment. This intent is to help develop personal standards in self-discipline, not to enforce a set of strict rules. Giving children clear guidelines and redirecting their behavior helps them to improve internal control of their actions and fosters acceptable behavior. Positive collaboration is required from the family when dealing with disruptive behavior, this the best way to handle these issues. Trinity Preschool reserves the right to terminate care for the child for discipline challenges at any time.

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**HEARING AND VISION SCREENING:** Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Trinity Preschool will schedule annual screenings at our school. Parents may also bring in screening proof from their local pediatrician.

**CHILD ABUSE REPORTING LAW REQUIREMENTS:** Trinity Preschool staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Trinity Preschool has made a commitment to help increase awareness and prevention techniques to employees through trainings, memos, and monthly newsletters. Trinity Preschool will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks, or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html)

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

**CONFIDENTIALITY:** While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Trinity Preschool must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

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**PARENT CODE OF CONDUCT:** Please understand, young children are present in our building. Some adult language is not appropriate for young children. Trinity Preschool prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Trinity Preschool has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Trinity Preschool must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

**PARENT RESPONSIBILITIES:** Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Parents who fail to sign children in or out may be charged a \$5 penalty for each occurrence. **Please understand if you authorize a staff member to take your child home, Trinity Preschool will not be held liable in the event of an accident.**

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom, at the reception desk, or in e-mail.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled mealtimes of AM snack 7:45 am and lunch times 11:00, 11:15 and 11:30am, please make sure your child arrives in time to be included in those meals, if necessary. It is very difficult to try and feed a child later than the scheduled mealtime, and causes a disruption in the classroom schedule, which affects all of the children in the classroom.
- Please do not allow your child to bring gum or candy to the classroom. We STRONGLY encourage you to allow your child to eat what we are serving that day, unless, of course, food allergies are a concern. In that case, we ask that you bring a note from your

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physician. Any food brought from home will only be served at the same time that the other children are eating and **MUST** be taken home at the end of the day.

- Periodically check on your child's supply of extra clothing. Please take-home soiled clothing promptly.

The Texas Department of Family and Protective Services and Trinity Preschool does not allow smoking on the premises, either indoors or outdoors.

**CLASSROOM ASSIGNMENTS:** Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. It is for this reason parents are not able to request their child be placed in certain classrooms or transition sooner than scheduled. Trinity Preschool typically will transition children to new classrooms once a year, however from time to time we may request a transition sooner based on the individual child's needs.

### **PERSONAL BELONGINGS:**

**CLOTHING** Children should be dressed appropriately for active play, daily. To prevent injuries, sandals and open-toed shoes are not allowed. Rubber-soled shoes are strongly recommended for young children when climbing on playground equipment or participating in gross motor skill activities. Children assigned to Pretoddler, Toddler and Preschool classrooms **MUST** arrive to school in footwear, daily.

Two complete changes of clothes (i.e., under-pants, socks, bottoms, and shirt) for each child must be kept at the center for emergencies, along with an extra pair of shoes. Provisions will be taken to safeguard clothing and personal belongings. However, Trinity Preschool will not be responsible for any lost or damaged articles. Children's names printed on the inside labels of their clothing and personal belongings is strongly recommended.

Please note: Children will play outside EVERY DAY, weather permitting. Please make sure your child has the appropriate outerwear for the season.

**JEWELRY** Jewelry is strongly discouraged for safety reasons. Jewelry items include things such as bracelets, necklaces, and earrings (except for small posts for pierced ears). Jewelry can be easily lost and especially in infant areas can be swallowed by other infants. Under no considerations

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may children wear necklaces or hoop-style earrings due to the possibility of getting caught on playground equipment, furniture, clothing, etc. Teachers will remove jewelry that presents a hazard and return it to the parent upon pickup. Trinity Preschool will not be held responsible for the loss or damage of children's jewelry.

**TOYS** Toys from home are not allowed to be brought to the preschool unless the child's teacher has requested children bring something to school. Trinity Preschool Staff cannot be responsible for such items.

**DIAPERS** Only disposable diapers and wipes are permitted at Trinity Preschool. Should cloth diapers be needed, a physician's authorization will be required stating the period of time for which such diapers are necessary. Families are encouraged to leave a supply of diapers and a container of wipes at the preschool. Teachers will notify parents of the need for additional diapers on the child's daily sheet and/or parent information board.

**TRINITY PRESCHOOL CURRICULUM.** Children are natural learners whose curiosity about the world around them inspires them to gain knowledge and develop skills. Children are discovering and studying their environment every minute of every day. Play, whether at home or at school, becomes the means through which education take place. By way of play, children are developing a foundation of skills needed to participate in formal academic learning. Our program is designed to promote child-initiated learning with hands-on experiences that promote responsibility, decision-making, problem-solving, self-reliance, the building of self-esteem and respect for another person's cultural values, ideas, and interests. The classrooms' schedules include a balance of both active and quiet activities. Outdoor experiences are intended for all age levels. Each classroom is curated to be developmentally appropriate to level of the children enrolled while respecting each child's unique style of learning. Classroom learning centers generally include: science, blocks, music, art, library, table toys or manipulatives, water table, sand table and dramatic play area.

**BRIGANCE ASSESSMENTS.** Brigance uses classroom observations and assessments performed by teachers on each child to formulate a lesson plan promoting physical, intellectual, cognitive and social growth. Each child is assigned a primary teacher when he/she is enrolled at Trinity. The teacher assesses growth using a list of developmentally sequenced behaviors in four different skill areas (self & others, communication, cognitive or "thinking" skills, and motor

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skills). Combining knowledge of development with observations of a child's interests, the teachers develop activity plans that will promote individual growth and development. Formal Developmental Conferences are offered bi-annually to families in May and November. In addition, conferences may also be scheduled anytime at the request of the family or staff members.

**TRINITY PRESCHOOL REST PERIODS.** Rest periods are scheduled for all full time and part time enrolled children. Infants are allowed to establish their own sleeping patterns. All children in the pre toddler through preschool classrooms will have an opportunity to rest. Children are not required to sleep but are encouraged to rest quietly during this time. After an hour of quiet time, children who do not fall asleep will be offered quiet activities. Each child is assigned a crib or cot. Parents are encouraged to provide a blanket and sheet for their child's comfort. All nap items should be taken home weekly and laundered.

**OUTDOOR PLAY.** Outdoor play is a regular part of the daily routine. Children should be dressed appropriately for the season regarding daily outdoor play. Children will not be kept inside per request by family due to staff/child ratio requirements. Children too ill to participate in normal daily activities should be kept at home. Outdoor play helps maintain children's physical and mental health. Trinity Preschool has set the following temperature guidelines for outdoor play: during the cooler winter months children will be permitted to go outside at temperatures of 45 degrees and higher, during the summer months, outside play time may be reduced or limited due to extreme heat.

**FIELD TRIPS.** State regulations mandate children less than 4 years of age to be in an approved car seat. As transportation is not accessible to accommodate car seats, Trinity Preschool does not take field trips. Teachers may plan for special visitors to the program and/or classroom. Families are encouraged to participate by assisting in organizing or recommending specific persons or programs. Each family is asked to sign a release of liability and permission for their child to participate in the field trips.

**PETS & PLANTS.** Pets and nonpoisonous plants may be components of The Preschool Program. Non-Poisonous plants are grown in activity rooms and playgrounds to enhance the physical environment. Pets may reside in the indoor playroom or be an occasional visitor. All pets must have a veterinary certification indicating they are disease-free and have current shots. Pet visits

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may be arranged with your child's teacher. If your child is allergic to certain animals, please list this on the enrollment form.

**BIRTHDAY AND HOLIDAY CELEBRATIONS.** Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, holidays etc.). Parents may send in **store bought** snacks to share with their child's class. Please make arrangements with your child's teacher a week in advance. Please note: Trinity Preschool is a nut free school.

**TOILET LEARNING.** Trinity Preschool teachers will assist parents with toilet learning after the process has been initiated in the home. Children must be able to realize the sensation of need to eliminate, have control of his/her bowels, and be able to communicate their need for toileting to the teachers. Parents should provide several changes of clothing (shirts, bottoms, underwear, and shoes). When a child soils all his/her own clothing, parents will be notified to bring more clothing and center based donated clothing will be used when available. Teachers will encourage the child to toilet at regular intervals but will not force or restrain the child on the toilet. Due to sanitation requirements, the child may be placed in a diaper during nap until he/she gains bladder control during sleep.

**BITING:** Children, under 3 years of age, biting other children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many, the biting stage is just a passing problem. They try it out as a way to get what they want from another child. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings in all involved. It does help, however, to be aware of the potential problem before it happens, and to

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form a plan of action if it does occur. After consulting childcare experts and manuals, we have developed the following plan of action to be used if and when biting occurs in any of our rooms.

Before biting occurs:

1. Discuss the issue of biting with all parents at the time of enrollment.
2. Distribute written policy to all families and include in the enrollment packet.

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as “biting is not okay – it hurts.” Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is removed from play and is talked to on a level that the child can understand. “I can see that you want the truck, but I can’t let you hurt him. We don’t put our teeth on people.” Demonstrate and explain what gentle and acceptable behavior means.
3. Redirect the child to other play.
4. Write an incident report; notify management and the parents of the biter so we can track the number of incidents.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid.
4. Write an accident report, notify management and parents of victim (in writing).

If biting continues:

1. Room staff will meet with the director on a routine basis for advice, support, and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time. Participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.

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4. "Shadow" children who tend to be bitten:
  - Head off biting situations before they occur.
  - Teach non-biting responses to situations and reinforce appropriate behavior.
  - Adapt the program to better fit the individual child's needs. (Are they teething? Play biting with parents?)
5. "Shadow" children who tend to be bitten:
  - Head off biting situations.
  - Teach responses to potential biting situations: "No" or "Don't hurt me?"
6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Hold a conference with the parents of a biting child to develop a written two-week plan of action to be used at home and the center. Schedule follow-up meetings as needed.
8. The Director and teacher will continue to communicate daily via conversation, daily reports, incident reports, calls or emails.
9. Consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate and space is available.
10. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans.
11. If it is deemed in the best interest of the child, center, and other children, terminate the child from Center enrollment for the duration of the biting stage. Written warning will be given to the parents before this action will be taken.

Procedures we "will not" do if biting occurs:

1. Harm the child physically in any way
2. Allow the child who was bitten, to bite back
3. Mentally hurt the child, using the wrong tone of voice
4. Tell the names of the biter or victim. Please respect this, due to confidentiality.
5. Remove the child from care unless we have exhausted all other avenues to deal with the biting.

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We have reference materials and resources for the parents and caregivers to better understand the biting behavior

**SCHOOL SAFETY:** Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. Each classroom has a window for viewing activity from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

**SCHOOL CAMERAS AND PHOTOGRAPHY:** Trinity Preschool has closed circuit cameras in all hallways for security purposes. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

Trinity Preschool believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and Carnivals, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

**CELL PHONES:** Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to entering the building.

### *Child Health and Nutrition*

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The well-being and health of all children enrolled at Trinity Preschool is our top priority. Every effort is made to stop the spread communicable diseases. Families are asked to assist the program by not placing sick children in the preschool. Families will be notified in the event their child has been possibly exposed to any known communicable diseases.

**CHILD HEALTH SCREENINGS:** Trinity Preschool staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off they will give you an Accident Away From School to fill out so that we can assist in watching the child for side effects. Children who appear ill will be denied admission or requested to leave the center.

**Criteria for denial of services are as follows (this list is not all inclusive):**

- **Reminder: Regardless of having met other criteria, children may NOT be admitted with a fever**
- **All children must be well enough to participate in the daily activities of the program**

**Criteria for exclusion from care includes, but is not limited to the following:**

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EXCLUSION CRITERIA	READMISSION CRITERIA
<p><b>Fever-</b> A tympanic (ear) temp above 100 degrees</p>	<ul style="list-style-type: none"> <li>• Doctor's note required</li> <li>• Child may return to care when they are fever free for 24 hours without the use of fever reducing medications, such as acetaminophen (Tylenol) or ibuprofen (Motrin/Advil)</li> </ul>
<p><b>Diarrhea (if any of the following exists)</b></p> <ol style="list-style-type: none"> <li>1. Loose watery stool that frequency exceeds two stools above child's norm while in care</li> <li>2. <b>Diapered Children:</b> two episodes not contained by the diaper</li> <li>3. <b>Toilet-learned children:</b> Two episodes that cause soiling of bottoms or clothing</li> <li>4. Any evidence of blood</li> </ol>	<p>May return when frequency has returned to no more than two bowel movements above the norm and symptoms are at least as follows, prior to the return to care:</p> <ul style="list-style-type: none"> <li>• <b>Diapered Children:</b> Stool is contained in the child's diaper, even though it may remain loose or watery</li> <li>• <b>Toilet-Learned Children:</b> No longer soiling bottoms or clothing</li> <li>• Diarrhea that contains blood will require a doctor's note to return to care</li> </ul>
<p><b>Vomiting</b> More than one episode in an 8-hour period OR one episode associated with other signs of illness or accompanied by behavior changes</p>	<p>Child has had no vomiting prior to returning to care AND the child has returned to normal eating and drinking without any signs of illness</p>
<p><b>Yellow or Green Drainage from eyes and/or Pinkeye</b></p>	<ul style="list-style-type: none"> <li>• May remain in care until end of day and a courtesy call will be made unless the child is experiencing discomfort</li> <li>• Doctor's note required to return</li> </ul>
<p><b>Rash</b></p> <ul style="list-style-type: none"> <li>• Accompanied by fever or behavior changes</li> <li>• open wounds or oozing sores</li> </ul>	<ul style="list-style-type: none"> <li>• Doctor's note required to return</li> <li>• If antibiotics are prescribed, child may return after 24 hours of first dose</li> <li>• Open wounds and sores should remain covered until they are dry</li> </ul>
<p><b>Head Lice</b></p>	<ul style="list-style-type: none"> <li>• May return after treatment</li> <li>• Parents are encouraged to remove all nits. No live lice should be present up return</li> <li>• Re-treat in 7-10 days</li> </ul>

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**ILLNESS AND EXCLUSION POLICY:** Children who are ill should not attend preschool. Trinity Preschool observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in childcare activities, ***including outdoor play.***
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children.
3. Ear/Forehead temperature of 100.0.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, or vomiting.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents need to pick up children within 1 hour of notification. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Trinity Preschool may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, your child will not be allowed to return until 24 hours have passed without symptoms with a doctor's note stating your child may return. (Example: Child sent home on Monday; child can return no earlier than Friday and must have a doctor's note.) We still reserve the right to make the final decision on the child's return to the childcare center.

**WIDESPREAD ILLNESS OUTBREAK/PANDEMIC:** In the event of a widespread illness outbreak such as influenza and/or pandemic, such as COVID-19, Trinity Preschool will work closely with local health officials and childcare licensing for proper guidance. Exclusions for illness may differ from those previously listed above and additional precautions and safety measures may be put

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in place, at the guidance of the local health authority or CDC. Notification will be made to program participants regarding any changes in current policies as appropriate.

**INCIDENT/ACCIDENT REPORTS:** In the event of an incident or accident occurring at school, details of the incident/accident will be documented in the child's daily report for the day. Parent will review and sign the report at pick up. If the injury involves the head, face or includes broken skin or blood, parents will be notified by phone shortly after the incident. A copy of the report is available to parents upon request.

**MEDICAL ALLERGIES:** If your child(ren) has a medical allergy, please be sure to notate this information on the enrollment paperwork to include your child's emergency contact form. Parents are requested to provide medical documentation from your child's doctor indication all medical conditions that may require special care while at the preschool. All documentation provided will remain in the child's records for the duration of their enrollment in the program. Failure to provide such documentation will absolve Trinity Preschool from any and all liability and possibly render the staff unable to properly care for the child in the event of an emergency.

**IMMUNIZATION REQUIREMENTS:** Immunization records must be current for all children enrolled at Trinity Preschool. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

From time-to-time Trinity Preschool may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

**MEDICATION:** Please inform your physician that your child is in full-day preschool and that you prefer to give medications at home, morning, and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, Trinity Preschool is designed for **well** children.

If medications need to be administered at school, the following conditions must be met:

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- ❑ **Prescription medication will be accepted only if it is in the original container accompanied with a copy of the information given to you by the pharmacy and has not reached its expiration date. Additionally, the following information must be provided:**
  - Dose
  - Specific times that medication is to be administered
  - Duration of time the medication is to be administered
  - Any additional instructions
- ❑ Nonprescription medication may only be administered if appropriate for age by following the manufacturer's recommendation on the label. Medication must be in the original container. A Dr's note is required, detailing the use and duration.
- ❑ Before any prescription or nonprescription medication can be administered, we must have permission in writing by the child's parent or guardian and doctor. Please fill out the medication forms and enter instructions into the Daily Medication Logbook. Please bring a copy of the information given to you by the pharmacy.
- ❑ Medication needs to go home after the last date that the medication is administered.
- ❑ Medication is given at 11:00am and 3:00pm unless prescribed for a certain time of day.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated yearly and kept current.

#### **FOOD SERVICE:**

Trinity Preschool provides an AM snack, Lunch, and PM snack the costs associated with meals has been included in your tuition.

Infant Parents are required to provide baby food and formula. Infant parents are asked to complete an "Infant Feeding Sheet" at the beginning of each month. This instructs us on how to feed your baby according to your directions.

Trinity Preschool provides AM snack for all children present from 8:00-8:30am. Lunch is served at 11:00am- Nursery to Toddlers, 11:15- Ladybugs to Bears and 11:30-Pre-k. Afternoon snack is served after the rest period at 3:00pm. Menus are available at the front desk. Please advise the

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center of any allergies. **Trinity Preschool is a Nut-Free School.** Parents are required to provide any substitution for food or milk, the center does not provide substitutions.

- Children eating table food must be at the center during meal service, as food will not be held for later consumption
- Children are offered and encouraged to sample all food but are never forced
- No beverages with the exception of milk substitutions, breast milk, infant formula and/or water may be brought to the center
- If not completely consumed, teachers will discard the contents of a bottle after the duration of 1 hour

**FOOD ALLERGIES:** Parents of children with food allergies are asked to complete a menu monthly, detailing what food the child may or may not have. In the event the food being served is not able to be consumed by the child, parents are responsible for providing meal substitutes. It is recommended that parents provide something similar to what is being provided on the menu for that day.

**NON-DISCRIMINATION POLICY:** Trinity Preschool does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

**COMPLIANCE HISTORY:** Trinity Preschool encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board, or you may view this at:

[www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)  
Parents may also contact our local childcare licensing office at (210)-337-3399.

**GANG-FREE ZONE:** Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. Trinity Preschool is a GANG-FREE ZONE.

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**COMMUNICATION:** Trinity Preschool sends home daily sheets via the Procure Parent Engagement App. This report will contain information relative to your child's day and may include: meals, rest periods, activities, special events, toileting, accident/illness reports and anything else that may occur during the day. Pictures are sent periodically. Located outside of each classroom is a parent information board that consists of the lesson plan for the week, monthly menu, class schedule and any other information pertinent to your child's class. Teachers are available daily for short conversation, however, conversation that requires an extended length of time will warrant a conference which can be scheduled with the preschool Director or Assistant Director. Phone or Zoom conferences are also available by request. Communication between families and teaching staff is necessary to promote the optimal learning environment for the child and a more fulfilling experience for the family. We understand that the parent is the child's first teacher.

## **PARENT HANDBOOK ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_ am aware the parent handbook is located on the TCA website. I understand that it is my responsibility to review the handbook in order to become familiar with the policies and procedures of Trinity Preschool. If I choose not to review the handbook, I understand I am still held accountable to the policies and procedures set forth by Trinity Preschool. I also understand the handbook is subject to change with or without notice.

Child's Name \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

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