



Parent Handbook 2021– 2022

*Trinity Preschool
(Formerly Thalia Trinity Early Childhood School)
was established in 1976. The school was formed to offer the
community a quality education with a balance of
Christian, social, and academic instruction
in an environment of love and friendship.
The school is under the direction of a Board of Directors and The
Session of King's Grant Presbyterian Church.*



Mission Statement

Our mission is to provide academic, social, and Christian growth in a nurturing environment where children develop a love of learning through fun and meaningful experiences.

Vision Statement

Our children will be respectful citizens and joyful lifelong learners.

Educational Philosophy

Trinity Preschool is an outreach program of King's Grant Presbyterian Church and our goal is to develop each child to grow, shine, and love learning. Our educational program promotes learning by actively engaging children in the learning process. We believe that play is the medium through which most learning occurs. Various activities will be provided to give the children opportunities to learn about themselves, to explore the world around them, and to learn how to examine and solve problems.



King's Grant Presbyterian Church
745 Little Neck Road
Virginia Beach, VA 23452

Staff:

Director

Marion Mitchell 757-478-4381

Teachers

Cathy Graham, 3-year-olds Teacher

Whitney Doudera, Interim, 4-year-olds Teacher

Chrissy Vacca, Teacher's Assistant

Theangela Hinkle, Teacher's Assistant

Donna Wilhoit, Music and Substitute Teacher

- Chapel is led by the Pastor and Christian Faith Formation Director of King's Grant Presbyterian Church

Phone Numbers

Church Office 757-340-2840

Email address

Trinitypreschoolvb@gmail.com

Website address

<https://www.trinitypreschoolvb.org>



Curriculum

- Art - experiences using paint, markers, crayons, paper, boxes, clay, paste, scissors.
- Citizenship - sharing, taking turns, accepting differences, and respecting others.
- Language Arts - appreciation of books and literature, listening, oral expression, poetry, plays, sequencing, rhyming activities, dramatic play, and letter recognition.
- Math - counting, geometric shapes, coin recognition, classification and grouping, patterns, number recognition.
- Motor Skills- development of gross motor skills through running, jumping, climbing, stretching, hopping, moving to music, using blocks; development of fine motor skills through sorting activities, use of crayons, chalk, markers, scissors, finger paints.
- Music -singing, listening, rhythms, musical games, dramatizations.
- Religion- prayer, Chapel lessons, songs.
- Science - health and safety, animals, plants, weather, seasons, water, our senses, things that move.
- Social Studies -families, neighborhoods, communities, holidays, health and safety.

Policies and Procedures

Licensing and Insurance Information

Trinity Preschool is on file with Social Services as Religious Exempt, and as such we follow the regulations and guidelines set down by the Virginia General Assembly. This compliance information is filed annually with the Virginia Department of Social Services. This includes fire and health inspections. All school children are covered by insurance while on the church premises. This includes both buildings and playground. Your payment for this coverage is included in your registration fee.



Trinity Preschool and King's Academy of Fine Arts (KAFA) Parent Information

Trinity Preschool and KAFA are operated by King's Grant Presbyterian Church (KGPC) and located at 745 Little Neck Road, Virginia Beach VA 23452. The total program is Religiously Exempt from Licensure. The state of Virginia requires that the program file proper documentation with the Commissioner, prior to beginning operation and thereafter on a yearly basis.

Documentations submitted annually to Department of Social Services

- City of Virginia Beach Fire Inspection Report
- City of Virginia Beach Department of Public Health Inspection Report
- Adherence to Staff-Child Ratio Guidelines
 - Required- 30 months to 36 months/ 1 staff member to 8 children
 - Required- 36 months to 5 years/ 1 staff member to 10 children
- Statement of Intent which is signed by the Administrator (Pastor) of the Church. The program is governed by the Session of King's Grant Presbyterian Church.

Staff Qualifications-

Trinity Teachers hold a bachelor's degree in Elementary or Early Childhood Education or have equivalent education and experience deemed acceptable by School Board.

Trinity Assistant Teachers have a minimum of a High School diploma and child-related work experience.

KAFA Teachers are required to have a strong background in early childhood education.



Requirements for hire

- Background checks include
 - A sworn statement or affirmation for child day programs
 - A fingerprint based national criminal history search
 - A search of the child abuse and neglect registry in Virginia
 - A search of child abuse and neglect registry in any other state a person has lived in the past five years
- Staff Health Report signed by a physician, physician's assistant or licensed nurse practitioner
- CPR and First Aid Trained
- Allergy & Anaphylaxis course (AMAT)-when medications are required

Enrollment capacity

- 45 children
 - Trinity morning session 24 students/afternoon session 24 students
 - KAFA session 24 students
- Age range (years)
 - Trinity 3- 4
 - KAFA 2 1/2 – 5

Public Liability Insurance-

The center is covered by KGPC's public liability insurance

Food Service- The center does not provide food service

Facility description-

Public Disclosure Statement is posted on the school's information board.



Arrival and Dismissal

Children should arrive no earlier than 9:00 for the morning class and 12:30 for the afternoon class. Prior to these times, our teachers are busy preparing for the day and are often not in the classroom area. Arriving to school on time makes for a smooth transition for your child and allows the teacher to begin instructional time on schedule.

If someone other than a parent or authorized person is to pick up your child, the teacher must be notified. Send a written statement to that effect, signed by a parent. Always bring your child to the school door and walk him or her to the classroom. Carpool line is used for pick up at the end of the class day.

Instructions will be given out on Orientation Day. Pick your child up promptly after classes end at 11:55 or 3:25. To insure the safety of all students, please remain in your car and move beyond the pickup point to buckle in your child.

Safety

The doors to the building are locked at all times. Any visitor must use the Office entrance on the left side of building.

Attendance

Call the director or the church office if your child is ill and unable to attend school or will be arriving late. Any communicable disease should be reported immediately so that other parents may be informed. Your child should be free of any fever or illness symptom for 24 hours before returning to school.



Wellness Checklist

Children must be free from any of the symptoms listed below without any medication for 24 hours before returning to school:

1. **Scalp** - Itching, sores, cleanliness, lice. Children are excluded from school if lice are present and have not yet been properly treated
2. **Face**-General appearance, expression, unusual color
3. **Eyes** - Redness of eyelid lining, irritation, puffiness, squinting, frequent rubbing, styes, sensitivity to light, yellowish color
4. **Ears** - Drainage, earache (There are other observations for hearing impairment)
5. **Nose** - Runny nose (not clear), sneezing, frequent rubbing
6. **Mouth** - Inside of mouth for redness, spots, sores
7. **Throat** - Enlarged, red, or irritated tonsils with or without white spots
8. **Chest** - Frequent or severe coughing, wheezing, rattles (raspy breathing)
 - Child gets red or blue in the face.
 - Child makes high-pitched croupy or whooping sound after he coughs
9. **Skin** - Yellowish skin or eyes, unusual spots, rash, bumps, bruises, unusual injuries; crusty, bright yellow dry or gummy areas of body. Check both front and back of body
10. **Fever** - Feverish appearance with changes in behavior
 - Child is cranky or less active than usual
 - Child cries more than usual
 - Child appears unwell or generally uncomfortable
 - Fever greater than 100°F



Clothing

Dress your child in clothing that he or she is able to manage independently when using the restroom. This includes buckles, belts and anything that requires tying. The children use paints, markers and play dough every day. Although these materials are generally washable, please keep these activities in mind when helping your child choose clothing for school. The children play outdoors every day, weather permitting. Dress your child properly for the weather. For safety reasons, we request that you do not send your child to school in slick-bottomed shoes, clogs or flip-flops. Please label outside clothing with your child's name. Keep a complete change of clothes in your child's backpack at all times.

Field Trips

Permission is given for field trips at the time the registration form is signed. All field trip fees are included in your registration fee. Parents are notified in advance and details are provided for each field trip. You will be asked to drive or go with the classes at specific times during the year. Parents will need to provide a child safety seat for transportation on the day of the field trip.

School Calendar and Class Schedules

Monday/Tuesday/Wednesday

- Morning session - 9:00AM — 12:00PM or
- Afternoon session -12:30 PM — 3:30 PM

School begins the day after Labor Day and ends the Wednesday before Memorial Day. Calendars of school holidays will be distributed at the Orientation Day in September. Our school will be closed when the Virginia Beach City Public Schools are closed due to inclement weather or other emergencies.

If Virginia Beach City Schools are delayed, we will delay as follows:

Morning Class- 11:00 AM-1:00PM / Afternoon Class- 1:30PM-3:30PM



Snacks

Parents are asked to provide a daily snack. The school will provide water to drink.

Parents will be asked to provide refreshments for and assist at special events.

Registration Fee -\$170.00

This fee is paid at time of registration and is non-refundable. A copy of a state issued birth certificate and immunization record are required.

Tuition Payments

The annual tuition is \$2,430.00. Monthly installments of \$270.00 are due on the first class day of each month. Make checks payable to Trinity Preschool. We ask that you place the payment in the box provided at the classroom door. The director will collect any cash payments and issue a cash receipt. PayPal is also a payment option. Tuition payments are considered late after the 10th of the month. A late fee of \$10 will be applied.

- You can add a day a week (Thursdays) of KAFA (King's Academy of Fine Arts) for an additional \$85/ month, payable to King's Grant Presbyterian Church.
- Trinity Preschool students do not pay a separate registration fee.
- Visit KGPC website, www.kgpc.org, for more information.

Withdrawal of a Child from School

If it is necessary for the child to withdraw from school for any reason, two-week notice is requested. We thank you for your kind and careful consideration of this policy.

