



**TRINITY PRESCHOOL**  
& PARENTS' MORNING OUT  
*Estd. 1947*

## **TRINITY PRESCHOOL & PMO HANDBOOK**

**2023-2024**

### **PURPOSE**

Originally established in 1947, Trinity Preschool and Parents' Morning Out is one of the older preschools in the Richmond area. Trinity Preschool/PMO is a comprehensive weekday program for children between the ages of 1 and 5 years old. It is a developmental program offered in a loving and nurturing environment to help children grow mentally, physically, emotionally, socially, and spiritually. Trinity Preschool/PMO is an outreach ministry of Trinity United Methodist Church and admits students of any race, color, and national or ethnic origin.

### **PHILOSOPHY**

At Trinity Preschool and Parents' Morning Out, we believe children learn and grow through play. As a play-based program, we are focused on the child's natural curiosity, creativity, and desire to learn. We offer a variety of activities such as exploring nature, music, movement, cooking, art, and age appropriate instruction so that each child can reach his or her potential.

In a world that is moving faster each day, our children are able to slow down and grow at their own pace. We teach practical life skills and encourage independence. Trinity Preschool/PMO strives to foster an environment where each child can experience love, confidence, and success. We want our children to have a strong foundation so that they will always have a life-long love for learning.

## **CHILDREN'S HEALTH CARE**

- The Commonwealth of Virginia School Entrance Health Form and updated immunizations must be completed and submitted to the school each year.
- If your child comes down with a contagious disease, please notify the school immediately.
- COVID-19-Trinity Preschool and PMO follows guidelines specifically set forth by the Virginia Department of Health (VDH) and the Center for Disease Control (CDC) regarding COVID-19 including best practices for the safety of our children and families in our immediate community. Children in our program potentially could be asked to test, mask, and/or stay home from school in the event of exposure(s), symptoms or positive test results depending on the status of the virus and recommendations set forth by the VDH and CDC.
- Staff members shall observe each child daily for signs and symptoms of illness. If a child shows any symptoms of illness, communicable disease, or body infestations the office staff shall plan for the parent or designated emergency person to pick up the child as soon as possible. Such children shall remain in the preschool office until leaving the school.
- When children have been exposed to a communicable disease at school, the parents shall be notified by the teacher or by the office as soon as possible. When possible, parents will be referred to [www.cdc.gov](http://www.cdc.gov) for the most up to date information on illnesses and prevention.
- Our school will take consistent precautions to prevent the spread of illness.
- If your child has a confirmed case of head lice, you must contact the school. The school will then alert parents. We ask that children with confirmed cases of head lice remain at home for 24 hours after treatment.

### **We ask parents to keep children at home if any of the following are present:**

- Fever of 100 degrees orally (child must be free from fever for 24 hours without use of medication before returning to school). During Flu season or COVID-19 virus increases, this may be extended to 48 hours.
- Severe or persistent coughing (croupy, congested).
- Constant runny nose with discolored nasal discharge.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Pinkeye- tears, redness of eyelid lining, followed by swelling and discharge.
- Unusual spots or rashes.
- Sore throat or trouble swallowing.

- Infected skin patches.
- Persistent loose stools.
- Vomiting (child must be **free from vomiting for 24 hours before returning to school**)
- Children who attend school shall be considered able to go to the playground. The school staff shall not provide indoor care for a child while the class goes to the playground.

## **MEDICATION**

If your child requires medication, you must complete the **MAT Medication Consent Form**. This form must be signed by a doctor. If your child requires more than one medication, a separate form must also be completed and signed for each medication.

Your child’s medication will be securely stored at the school. **Please contact the director for a MAT Consent form before the start of school, or download the form from the forms tab on our website. Please allow ample time for your doctor to fill out and sign the MAT Consent form as your child may not come to school without this form.**

If your child has an Epi-Pen or Auvi-Q, the Food Allergy & Anaphylaxis Emergency Care Plan Form must also be completed (no doctor signature required).

## **SECURITY/LATE ARRIVALS & EARLY DISMISSALS**

The doors to the building are locked. The intercom system by the Preschool Office door or the Main Office door must be used to enter the building.

If there is a change in how your child will be going home, please send in a note with your child that morning or email/call the Preschool office, 288-6058, preschool@trinityumc.net.

Late arrivals and early dismissals should be communicated via text, email, or phone to the Director and classroom teacher. Pick up or drop off your child for arrival/dismissal at the Preschool Office door, please use the intercom system by the Preschool Office door to get into the building.

## **STAFF**

Our staff is certified annually by a practicing physician, physician’s assistant, or licensed nurse practitioner to be free from any disability which would prevent them from caring for children

under their supervision. All of our staff are CPR and First Aide trained. MAT trained staff members are on site at all times.

### **TEACHER: CHILD RATIO**

- Turtles (1-2 year old)      One staff member to four children
- Rabbits (2-3 year old)      One staff member to seven children
- Preschool (3-6 year old)      One staff member to ten children

### **CLOTHING**

Please label everything that will be taken off at school. Clothing should be labeled in a way that your child can recognize. We try to go outside to the playground every day, so please be sure your child is adequately dressed for the weather. Please do not send your child to school in clothes that cannot get dirty.

### **POTTY TRAINING**

PMO (1-2-year old) – We do not expect children in our PMO program to be potty trained. We ask that parents provide disposable diapers in their child’s backpack on a daily basis. If a parent wants to begin potty training their PMO aged child, we are happy to work with the parent but cannot accommodate potty chairs from home.

Preschool (3-5-year old) – We expect children in our preschool program to be trained. We understand that there may be accidents. It is important that parents send a change of clothes with their child daily.

Lunch Bunch (3-5-year old) –Children in our after-school Lunch Bunch program MUST be fully trained.

### **SNACKS**

We are a **NUT/PEANUT FREE** school. The school provides snacks for all one and two-year-old children. If your child has an allergy, please check with your child’s teacher to make sure your child can eat the provided snacks. All preschool aged children (3-5 years old) bring their own snack to school. Each child should bring in a healthy snack, clearly labeled with their name, preferably in an enclosed, reusable container.

## **CLASS PARTIES**

Each preschool class celebrates four holiday parties during the year, Halloween, Christmas, Valentine's Day, and Easter. Parents may sign up to help with their child's party by bringing in a **NUT /PEANUT FREE** snack, goodie bag, paper products for their child's class parties. Sign-up sheets are available in the classroom on Visitation Day.

*Birthday Parties:* During the year, each child's birthday is celebrated by the class. Parents may send in a birthday treat after getting approval from the classroom teacher. Summer birthdays may be celebrated with a "pretend" birthday during the school year. Birthday party invitations will only be distributed to classmates in school if the entire class is invited.

## **FIELD TRIPS**

The school provides in-house field trips for our preschool aged children. We are planning for Nature Club, Cooking Class, STEAM Class, Stretch-n-Grow (Jan./Feb.), and Teddy Bear Clinic (4/5 year olds). We also look forward to our Maymont Farm and Picnic field trip at the end of the year.

## **DISCIPLINE**

In the event that discipline is needed, positive methods of discipline are used such as redirection and active listening. If a child is having a behavior problem at school, the teacher will notify the parents.

## **INCLEMENT WEATHER**

- Closings for inclement weather typically follow Henrico Public Schools.
- Closings will be posted on the Preschool Facebook page and/or sent via email. ([www.facebook.com/trinitypreschoolrichmond](http://www.facebook.com/trinitypreschoolrichmond))
- Days missed due to inclement weather will not be made up or refunded.
- If HCPS is closed, Trinity Preschool is closed.
- If HCPS is on a 1-2-hour delay, Trinity Preschool will be open at 10:00.
- If the HCPS school close early due to inclement weather, parents will be sent an email alert asking that their children be picked up as soon as possible.
- If HCPS open and the facility at Trinity United Methodist Church is unsafe, the school will remain closed.

## **WITHDRAWAL**

You are responsible for the full year's tuition. If it becomes necessary to withdraw your child during the school year, thirty days written notice should be given to the Director. Release from the contract is given at the discretion of the school's administration only. Trinity Preschool

reserves the right to withdraw your child from our enrollment if tuition is not paid for two consecutive months. Please contact the school if there is a problem with making payments to discuss.

## **CONTRACT CHANGES**

Any changes to the contract, such as changing your child from a 3-day program to a 5-day program, changing your payment schedule (i.e. semester to monthly), adding or dropping Lunch Bunch Days, must be done in writing, approved by the Director, and a new contract must be signed.

## **TUITION**

Trinity Preschool currently offers 3 ways to pay tuition;

1. In full
2. In 2 installments
3. In 10 installments

With regards to inclement weather, Trinity Preschool's current policy of no tuition refunds will remain in effect.

## **FACILITIES**

Trinity Preschool operates in the education wing of Trinity United Methodist Church. Map and room square footage is available upon request.

Emergency Management Plan is available upon request.

The playground is designed for children between the ages of 1-6. Our playground is divided into two areas: One smaller section for children 1-2 years old and one section for children 2-6 years old.

The playground goes through an annual maintenance inspection. Playground certified mulch is used.

## **PRESCHOOL DROP-OFF & PICK-UP PROCEDURES (3-5 year olds)**

### **Morning Drop-Off**

1. Parents will drive up to the brick area in front of the Welcome Center.
2. The child will proceed to their classroom where the teacher will greet the child, sanitize hands, and conduct a daily health check on each child to make sure the child is feeling well.

### **Afternoon Pick-Up**

1. Parents will enter the parking lot from Rock Creek and drive up to the Trinity staff member standing in the parking lot.
2. The laminated carpool name card needs to be in the passenger sun visor or hanging from the rear-view mirror. \*If you are walking/strolling, please walk into the building (enter through the Welcome Center) to retrieve your child from their classroom.
3. A Trinity Staff member will Walkie-Talkie the child's name and classroom number into the building.
4. Parents in the carpool line need to allow a break in line for the PMO parents to enter/exit the parking lot.
5. Parents will drive up to the brick area in front of the Welcome Center.
6. The child will be sent out to the parent's car, where the parent will buckle them in.

## **PMO DROP-OFF & PICK-UP PROCEDURES (1-2 year olds)**

### **Morning Drop-Off**

1. Parents will walk their child into the building through the Welcome Center doors. A sign-in table will be set up where a Trinity Staff member will greet the children and assist the parent checking the child in.
2. The parent will continue to walk the child to their classroom.
3. The teacher will greet each child at the classroom door, sanitize hands, and conduct a daily health check on each child to make sure the child is feeling well. It is preferred that the parents give a quick kiss and hug good-bye at the door and exit quickly. This makes for a happier transition.
4. Parents will continue through the building to the EXIT door next to the parking lot.

### Afternoon Pick-Up

1. Parents will walk into the building through the Welcome Center doors. Parents will walk directly to their child's classroom where the teacher will hand the child and their belongings to the parent. Parents and child will continue through the building to the EXIT door next to the parking lot.
2. Children in the Turtle (1-year-old program) will be picked up from the playground on nice days and from the classroom on days of inclement weather.

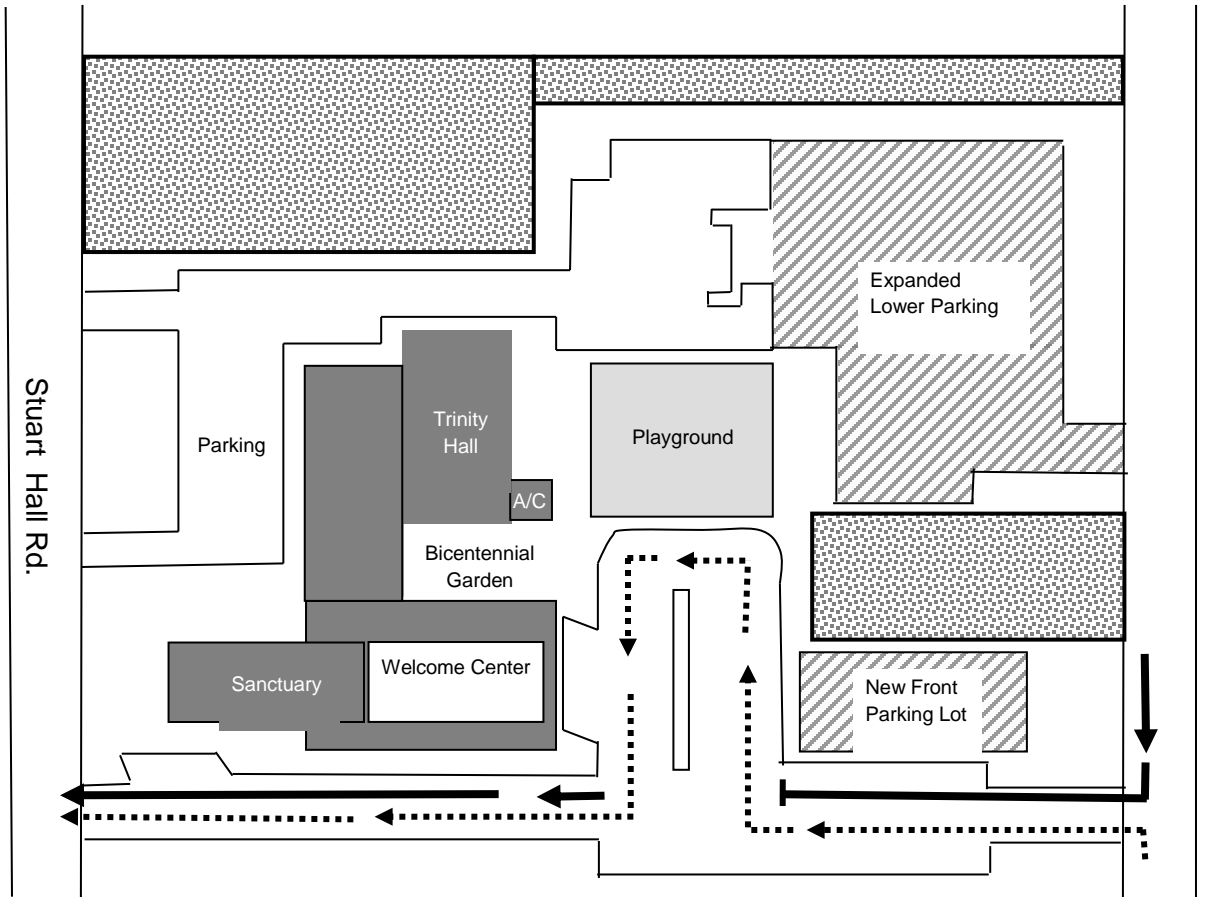
### If you have children in both PMO/Preschool

- If a child in the Rabbit (2-year-old program) has an older sibling in the preschool, both Rabbit and older sibling can be picked up in the carpool line after school . If the parent prefers, the parent may park and walk in to the building through the Welcome Center door and pick up the children directly from their classrooms. Parent and children will exit the building through the side EXIT doors.
- If a child in the Turtle (1-year-old-program) has an older sibling in the preschool, the parent should park in the lower parking lot (see map) and pick up their younger child from the playground. The parent will then enter the carpool line from Rock Creek to pick up the older sibling in carpool. If the parent prefers, the parent may walk in to the building through the Welcome Center door and pick up the children directly from their classrooms. The parent and children will exit the building through the side EXIT doors.
- On days of inclement weather, the parent will park and walk into the building through the Welcome Center door and pick up the children directly from their classrooms. The parent and children will exit building through the side EXIT doors.

**\*REMINDER for the beginning of the year!** We ease into the school routine by dismissing at 11:00 the first two weeks of school! This may be an inconvenience to the parents but it makes for a smooth transition for the children.



**DISMISSAL ROUTE FOR PRESCHOOL/PMO**



PMO Pickup follow - - - - - path on above map.

Carpool Pickup follow \_\_\_\_\_ path on above map.