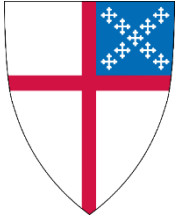


Trinity by the Sea Episcopal Day School



433 Trojan / P.O. Box 346 Port Aransas, TX 78373

(361)749-6448 Email: trinitybytheseadayschool@gmail.com

Facebook: Trinity by the Sea Day School

Remind:Text@trinity99 to 81010 or @trinity99 to 512-872-4696

Parent Handbook of Operational Policies & Procedures

Mission Statement: Trinity by the Sea Day School is an outreach ministry designed to foster responsible citizens by providing a loving, nurturing, faith based program focusing on age appropriate developmental learning and social skills.

Goal

Our goal is to foster a preschool setting which seeks not only to develop the cognitive and physical areas of learning, but more importantly, to prepare each individual child to live a creative, humane and productive life as a contributing member of our society. We seek to encourage self-confidence and self-control, accepting and talking about human needs. We seek to provide a happy atmosphere conducive to learning and developing skills in communication. We seek to stimulate curiosity in the world around us by encouraging self-expression through art, music, and rhythm. We seek to provide a setting second only to the child's own home.

Daily Program

Our goal is experiential learning, which allows all of the child's senses to be involved. We allow the children to learn at their own rates of development, yet attempt to stimulate them to be curious and think. Through play, a child develops his mind and body, integrating the intellectual functions of thinking, reasoning, problem solving, talking and imagining. We will provide Christian lessons and encourage children to make considerate choices and decisions.

We provide a morning instructional program from 8:30 am until 12:30 pm Monday through Friday twelve months of the year. Summer schedules may vary and holiday and cleaning closures are scattered through out the year. The calendar is made available beginning each school year on our Facebook page, posted in the entry way of school, in welcome folders, and on the website. **We require your child to arrive no later than 9:00 am unless permission has been given by the director.**

Early and Late Care is available from 7:30 am until 8:30 am and 12:30 pm until 4:30 pm daily Monday through Friday for 12 months of the year. (Summer Schedules may vary.)

Do not bring children before 8:30, unless you are enrolled in early care.

We follow the Port Aransas I.S.D. schedule for school holidays and closings. Any exceptions will be posted and parents will be notified well in advance.

Tuition

Tuition is payable **IN ADVANCE** on the first day of the month. Past due statements will be given on the 5th day of the month at which time **a late fee of \$25.00 will be added to your tuition.** We reserve the right to terminate our service at any time, when an account is more than 5 days past due. Make checks payable to Trinity Day School. Note on the check: The name of the child, the month for which you are paying, and any special fees you are including. **There will be a \$50.00 charge for any returned check.**

PayPal

Trinity accepts tuition payments through **PayPal/Venmo**. An invoice will be sent directly to your email with a link to PayPal. There is a 1.9% + .49 transaction handling charge for this service, which will be added to each invoice.

Late Pick up Charges

Late charges are applied when you fail to pick up your child at the appointed time. These fees help defer the cost of staff members who must extend their day to watch your child. The charge is **\$2.00 per minute** according to the clock in the front entry of the school.

Refunds

Our fees are based on a yearly figure and cannot be refunded in case of illness, absence, or withdrawal. **Registration/supply fees are not refundable.**

Refunds will not be issued for any emergency closure of 2 weeks or less.

Unscheduled Closures

Any weather or other emergency condition that closes Port Aransas I.S.D. automatically closes Trinity Day School. Please refer to the media for any changes due to inclement weather. Announcements will be made on Facebook, Remind, and the school phone message. When conditions are safe, every effort will be made to re-open quickly. This also includes water, power, air-conditioning interruptions, or any other condition that makes the facility unsafe.

Enrollment

We provide an equal opportunity for each student between the ages of 18 months and 5 years of age (exceptions are made for 15 months old children that can sit in a chair, drink from a cup and walk proficiently). Trinity Day School provides a racial, social, religious, and national nondiscriminatory policy for our students and will not exclude enrollment based on the previous.

Requirements for Enrollment:

1. Registration form completed
2. Registration/Supply fee paid
3. Enrollment form completed and signed
4. Health statement signed by a physician
5. Current immunizations and record of such according to the Department of Health Services signed by physician
6. Four year-olds need both a vision and hearing screening before enrollment or after their fourth birthday within 2 months.

Tuberculin Testing is not currently required for students or teachers.

Immunizations for Staff for Vaccine Preventable Disease We recommend our staff to stay

current with immunizations recommended by the Center for Disease Control, but we do not require this for employment.

Discipline and Guidance Practices

Our belief is that children need to know what is expected of them, so our first task is to explain to them the rules of our school. Children cannot hurt themselves, another child, a teacher, staff, or administrators. They may not destroy property. With each classroom teacher, children also set rules. We encourage children to develop self-discipline and respect for others. We seek to be firm and consistent yet have understanding and patience with each individual situation. We will schedule a parent/teacher conference if needed. If a child still displays uncorrectable, unacceptable behavior he/she will be asked to leave the program and not return until the behavior has been corrected. There will be no refunds of fees.

*More information about discipline and behavior policies are found later in this handbook.

Medical Emergencies

First Aid will be administered for all minor injuries. Parents will be called for information or, when necessary, for care. We try very hard to prevent accidents to the children.

Parents are responsible for keeping the school informed of current phone numbers to be used in case of emergency. We will call your child's doctor for instructions or EMS to transport your child to a hospital if necessary.

Allergies, Food Allergies & Food Restrictions

Food allergies and food restrictions are posted in each classroom and in the kitchen. If your child requires medication for a life threatening allergic reaction an Allergy Emergency Plan must be filled out and signed by the physician and kept on file at the school. Each classroom, kitchen and activity room will have a copy of the emergency plan discretely posted for all employees to follow. You must provide the medication required with clear directions and update these directions when necessary and ensure the medication is not expired.

Illness

We accept only well children. We depend on you to help us maintain this policy. Children must be kept at home if they have an infrared temporal (forehead) fever above 100, coughs, sore

throats, vomiting, two or more episodes of diarrhea, head lice or nits, observed lethargy or other symptoms of a contagious disease. **Children should not return to school until the child is free of fever and symptoms listed above (without medication) for at least 24 hours. Readmittance must be cleared by administration and may require physician's note.**

Children becoming ill at school will be isolated and you will be called. You must pick up your child within **thirty minutes**. If your child is not picked up, we will call emergency contact, persons able to pick up, or law enforcement. We will notify parents if a classmate has contracted a contagious disease listed on the Communicable Disease Chart provided by Texas Department of State Health Services. If your child is ill and unable to attend school, call to inform us of the illness.

We do not administer any medication with or without a prescription with the exception of life threatening allergic reactions for students with an allergy plan already in place.

Health Check

Teachers will conduct a head to toe visual check of each child as they enter the school to look for signs of abuse, neglect, and health of the child such as bruising, marks, illness or any other signs of poor health. This check may include temperature check, lice/nit check or other signs of illness as necessary to prevent the spread of communicable disease. Any notable findings will be documented on the individual child's health check page located in the classroom binder.

Special Care Needs

We will make every effort to accommodate children with special care needs as advised by a health care professional or qualified professional affiliated with the local school district or early childhood intervention program. We will utilize, as recommended, any adaptive equipment provided for the child's use. We will make every effort to accommodate early intervention services at the school upon request and approval of the parent. Teachers will care for special needs children in a natural environment integrating with all children.

Child Abuse and Neglect

Teachers are trained annually about recognition and prevention of child abuse and neglect

including new findings of signs and symptoms to look for in the children. Teachers are also trained through the Episcopal Church every 3 to 5 years for prevention of sexual misconduct and abuse of children. **It is required through the Texas Department of Family and Protective Services (DFPS) that employees report any suspected abuse or neglect including improper car restraint.** We post on our parent and staff media boards, Facebook pages and newsletters information from the Department of Family and Protective Services (DFPS) regarding child safety. We encourage you to visit the DFPS website for more information. (DFPS.state.tx.us) The strategy for coordination between Trinity Day School and appropriate community organizations will always be through and upon advisement of the DFPS and our current Child Care Licensing Representative. For assistance and intervention, parents and others can contact DFPS at 1-800-252-5400 or online at www.txabusehotline.org to report any suspected abuse or neglect or to obtain assistance if your child is abused or neglected.

Visiting

Parents/Guardians are welcome to visit anytime during our hours of operation between 7:30 am and 4:30 pm to observe your child. Please sign in the visitor book in the lobby and receive a visitor badge to wear. Scheduled visits can be arranged by calling the office at 749-6448. We will inform parents/guardians of opportunities to participate on our parent board, Facebook page, or newsletters.

*Doors are locked. You can call, knock loudly, or ring the doorbell if we are in the back and don't see you.

Parental Notifications

Parental notifications will be sent home with the children, posted on the parent board, posted on Facebook page, sent in Remind, and announced in newsletters. Feel free to ask questions anytime 749-6448, or email trinitybythseadayschool@gmail.com.

Arrival and Dismissal

Children must be brought to a staff member when arriving, not sent into the school alone. This must not be a minor. Please help your child wash his/her hands upon arrival. When departing make sure a staff member knows that the child is leaving and pick up any papers or notices being sent home. If your child is going home with anyone who is not listed on the pick-up form, call the office (361-749-6448) or leave written information. We will check Driver's license or photo I.D.'s if we do not know the person and keep a copy of the I.D. and the person's phone number in the child's records.

Peanut/Nut Free School

Due to the life threatening reaction of a peanut/nut allergy and the age of our students, Trinity Day School will not allow peanuts or tree nuts into the school. Please be sure to read labels because peanuts are in many foods you wouldn't expect and are manufactured in a facility that may contain nuts and cannot be served at Trinity.

Allergen Free Classroom or School

Trinity Day School reserves the right to create an allergen free zone, either a classroom or the entire school, if a student attends that has a life threatening allergic reaction to a certain food or item.

Nutrition and Food

Parents/guardians will provide a morning snack, lunch, and an afternoon snack for their child. Parents will assume the responsibility of meeting the nutritional needs of the child with the foods they provide. Water is served throughout the day and with each snack and meal. We will not allow cookies, pudding, Jell-O, candy or other "treats". Fruit is an excellent source of nutrients and makes a great "treat" for children. (exceptions for parties)

We are not allowed to serve children sugar added drinks including flavored milk.

*Nutritional Policy and Guidelines are found later in this handbook.

Breastfeeding Area

There is a chair available in the director's office or kitchen area for breastfeeding toddlers. You have the right to breastfeed or provide breastmilk while your child is in our care.

Outside Food

Any food for special occasions needs to be store bought, individually wrapped and labeled. No nuts or manufactured in a facility that has nuts.

Water Activities

Trinity provides sprinkler play and water activities on the playground at various times throughout the school year. Safety precautions are followed in accordance with Minimum Standards.

Animals

Animals are not kept on the premises. Animals may visit our school with permission from the teacher and director. Parents will be notified in writing before this occurs. Good hygiene will be practiced by the teachers and children with hand washing and sanitation. Documentation of vaccines and a statement from health provider will be kept on record. (Excludes class pets like fish)

Gang Free Zone

According to Texas Law, day care centers fall under a **gang-free zone**. This means parents or guardians must not engage in gang-related criminal activity or organized criminal activity within 1000 feet of the school. This is a violation of law and is subject to increased penalty under state law.

Weapon Free Campus

We are a weapon free campus including concealed weapons, with or without permits with the exception of Law Enforcement Officers on duty.

Minimum Standards

There is a copy of minimum standards on file which can be viewed upon request by parents. We also post the most current inspection report in our front entry. If you need to contact the licensing office you can do so at 361-878-3451. They also have a website (HHS.texas.gov) where the most recent report is available.

Transportation

Trinity Day School will not transport children.

***We are obligated to report children not properly restrained in car seats to the DFPS upon arrival and departure from our facility.**

Field Trips

Trinity Day School will not conduct field trips, but will invite visitors to share their knowledge and expertise with the children. Please let us know if you have any ideas, expertise or talents you would like to share with the students.

Sunscreen & Insect Repellent

Please apply sunscreen and insect repellent to your child before arrival at school. Teachers will reapply as necessary with various brands. If you prefer to supply a specific brand for your

child, please label it with your child's full name and you will be notified when more is needed.

* This policy is found later in this handbook.

Pest Control

Pest control treatment and service is provided by Corpest Pest Control. 361-949-0208.

Periodic spraying of the buildings indoors and out and the playground will occur. Postings will be made on the parent board and information will be made available upon request.

Emergency Preparedness Plan

The safety of the students, teachers, parents and visitors to our school is of the utmost importance. Our teachers are trained in CPR, First Aid, and how to handle emergencies of many types. The administrators and teachers will coordinate actions and/or requirements with the community public safety officials, the church, Department of Health and Human Services Licensing officials, and families/guardians to implement necessary actions in the event of an emergency. A copy of Trinity Day School's Emergency Preparedness plan is available in the front entry, on our Facebook page, and will be made available to you upon request. Please note that our relocation site is the Best Western Ocean Villa located at 400 E. Avenue G. 361-749-3010.

Clothing

Children will be actively engaged in working with paint, watercolors, play dough and sand.

Clothing should be comfortable, easy for the child to fasten, and washable. **Tennis shoes are required. * NO FLIP-FLOPS, SANDALS, CROCS OR BOOTS!!! Children will not be accepted wearing inappropriate shoes and will be sent home to change.**

All children should have a complete weather appropriate change of clothes left at the school and labeled with the child's name. (Including socks and shoes if the child is toilet training)

Dress your child for the weather, including hats and coats when appropriate. All children go outdoors, if only for a short period of time, unless it is raining. Mark your child's name on all outer clothing such as sweaters and coats, so they may be returned.

Physical Activity Outdoors and Indoors

We believe it is critical to the whole child, cognitively, emotionally, and physically for the child to experience both structured and unstructured activities outdoors. We schedule a minimum of 60 to 90 minutes outdoor time daily, with the exception of bad weather. We also include large

motor physical activities indoors throughout the day. If we are experiencing extreme weather conditions (wind chill below 30 degrees, heat index above 110 degrees, or lightning/thunder) our outdoor physical activities will be limited or moved indoors as indicated on each classroom activity plan.

Questions and Concerns

Please review all the policies and procedures in this handbook. If you have any questions or concerns, please submit them in writing to the director. You may also call 749-6448 or email trinitybytheseadayschool@gmail.com.

Changes to Handbook

Any changes to this handbook will be sent home with each child for parent signature or initials. These changes will also be posted on our website, Facebook page, and Parent Board in front entry.

Trinity by the Sea Episcopal Day School

Discipline Policy

Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of a child and shall be directed toward teaching the child acceptable behavior and self-control. Children shall not be subject to harsh, cruel, or unusual treatment, including shaking, biting or pinching. Children shall not be humiliated or subjected to abusive or profane language. Punishment shall not be associated with food, napping or toileting. Children will not suffer from any form of corporal punishment including hitting, yelling, locking in dark rooms, putting things in their mouths or requiring them to sit silent or inactive for inappropriately long periods of time.

Our staff shall use alternatives to physical punishment by recognizing and encouraging good behavior, by teaching through an example, by use of a fair and consistent set of rules in a relaxed atmosphere, by showing an attitude of understanding or firmness, by giving clear directions and guidance at the child's level, and by redirecting behavior using positive statements. The child will be shown alternate behavior patterns to replace those that are unacceptable. The child may be held firmly if the behavior is such as to harm self or others and may, at times, have a brief supervised separation from the group for no more than 1 minute per year of the child's age.

Trinity Day School Persistent Unacceptable Behavior Policy

Young children communicate through behavior. Adults and children are communicating something through their behavior during every moment of every day. A child's inappropriate behavior is a sign that he/she is upset. Children may have trouble communicating appropriately because they lack the words to describe how they are feeling or what to do in a difficult situation. At these times, children may act out their feelings or needs with challenging behavior. The purpose may be getting someone's attention, stopping an activity they don't like, or gaining sensory pleasure, but there is always a reason! Children act out when they are hungry, scared, hurt, tired, bored, wet, sad or angry. Sometimes when children feel out of control of their environment they take inappropriate actions of things they can control, like being able to kick or hurt someone. Some children come to preschool programs with a range of behavioral problems that interfere with their ability to benefit from an educational program. These problems include difficulties in paying attention and interacting with teachers, adults and peers in appropriate ways. These behaviors include, but are not limited to, hitting, kicking, screaming, spitting, biting and destroying property.

Trinity Day School has developed policies and procedures to help children master self-control and positive interactions with adults and peers. Teachers are continuously educated through professional development in areas that will aid their understanding and knowledge of how to guide young children to positive behaviors.

Trinity Day School maintains small class sizes and above standard guidelines to provide an excellent program stressing the importance of routine. Trinity Day School provides educational opportunities for each child at their own developmental level and lovingly guides them to the next stage. We are empowering your child with language to help express feelings and emotions so he/she can gain control of their situation in a positive manner. When a persistent unacceptable behavior occurs, it is our policy to work with the family and the child to replace this behavior with a positive acceptable behavior. Teachers will document behaviors on a Behavior Incident Report that will be signed and used to inform the parents. Children displaying unacceptable behavior need the consistency of a reliable and loving parent(s) who will provide support and guidance, especially during difficult times. It is important for children to learn through positive messages that adults can role model every day. When children feel respected and have their needs met, there is no longer a reason to use challenging behavior to communicate. Yelling or punishing a child for a behavior may stop the behavior for the moment, but it does not give the child support or provide alternate ways to act in difficult situations. This can

sometimes send a message that anger is a good way to solve problems. When adults help children find positive ways to communicate their needs to others, children learn important social and problem-solving skills that will help them throughout their life.

If the unacceptable behavior continues, Trinity Day School will meet with the family to schedule outside evaluations and interventions. Trinity Day School will make every attempt to work with outside professionals to correct the behavior. If it is deemed in the best interest of the child or the other children in the class, Trinity Day School will withdrawal the child from the school. Written warning will be given to the families before this action will be taken.

Re-enrollment into the Trinity Day School will only be made available for the child at the recommendations of a professional treating the child for behavior modifications. A meeting will be scheduled with the Director, Teacher, Family, Priest and other Professionals to ensure the behavior has been corrected and the child is ready to enter into the program again.

Trinity Day School will maintain complete confidentiality in all aspects of this process.

Trinity by the Sea Day School Biting Policy

Perspective on Biting

Biting is a common behavior among children birth to three years of age. Biting is a form of communication and is almost always a response to the child's needs not being met or coping with a challenge or stressor. At Trinity Day School we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors, but cannot guarantee it.

We understand that a child biting other children is one of the most difficult behaviors to deal with in group childcare settings. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, the victim, the families, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire 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.

In order to alleviate some of the triggers for biting, Trinity Day School has many practices in place that are

known to help prevent incidences of biting in young children.

Quality relationships: Staff develops nurturing relationships with the children and gets to know each child individually. Staff is given many opportunities for professional development to help him/her learn ways to build quality relationships with the children.

Environmental influences on a child's behaviors: Children are given opportunities to work in both small and large groups; there is a variety of work and children are taught how to share. A quiet and productive environment is provided which is often soothing to children. Teachers will help a child that is feeling overwhelmed.

Targeted social-emotional supports: Children have a daily routine that they follow which consists of circle time, outdoor time, time to pursue their own work, and snack time. Children learn early how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Teachers share books, stories, songs and finger-plays about emotions and feelings to teach strategies of self-control which often help children learn to calm themselves.

No matter what the cause, it is important to be aware of the potential problem before it happens. Therefore, Trinity Day School has developed the following plan of action to be used if and when biting occurs in our school.

Response to Biting - Action Plan

Before biting occurs:

Upon initial enrollment of Trinity Day School or at the start of each school year, the Director will give each family this handbook which addresses the issue of biting, discipline, and persistent unacceptable behavior.

Maintain small class sizes which emphasize the use of routines and reinforcement of positive behaviors.

Create an environment which meets the developmental needs of the children. Monitor and supervise all children while working and/or playing. Redirect in situations where a potential biting incident may occur. Maintain an environment that elicits calm, thoughtful behavior. Empower children with the use of words by building their vocabulary and understanding of words for emotions.

When a child is bitten:

For the victim:

1. Teachers will separate the child who was bitten from the biter.
2. Special attention will be given to comfort the child.
3. Teachers will administer appropriate first aid as follows:
 1. Assess the wound and if it is bleeding, allow it to slowly bleed gently on its own.
 2. Clean the bite wound with a mild soap and warm running water for 3 - 5 minutes. Rinse thoroughly, and pat dry with a clean, dry cloth.
 3. Cover the wound with a clean, dry dressing
 4. Should the wound require medical attention; appropriate action will be taken and parents

will be notified immediately.

4. Staff will then complete an Incident Report to notify family of the victim that the child has been bitten.
5. Classroom staff will confer with the director to review the context of the biting incident, whether adequate supervision was present and whether the environment contributed to the biting incident. If changes in supervision and/or environment are warranted, then those changes will be implemented.

For the biter:

1. The biter is immediately removed with no emotion, using words such as “biting is not Okay – it hurts.” We will avoid any immediate response that reinforces the biting or calls attention to the biter. Caring attention will be focused on the child who was bitten.
2. The biter will not be allowed to return to work/play and will be talked to on a level which he/she can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.”
3. The child will be redirected to other work/play.
4. Staff will complete a Behavior Incident Report and notify the family of the biter when the child is picked up at the end of the day. This parent signed report will be kept in the child’s enrollment folder for the remainder of their enrollment at Trinity.
5. The School will keep the information about the biter confidential.

When biting continues:

1. Classroom staff will meet with the director on a routine basis for advice, support and strategy planning.
2. Staff will chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Teachers will make every attempt to “shadow” children who indicate a tendency to bite, to: 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. Teach responses to potential biting situations: “Stop” or “That hurts!”
4. Staff will work together as partners with the parents of both biting children and victims to keep all informed and develop a joint strategy for change.
5. Teachers will hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
6. Teachers will consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.
7. Prepare the parents of the biting child for the possibility that the child may have to be removed from the school.
8. If it is deemed in the best interest of the child and other children, Trinity Day School will terminate the child from the School for the duration of the biting stage. Verbal or written warning will be given to the families before this action will be taken.

Biting Confidentiality

Trinity Day School staff will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten or bit another child.

Trinity Day School's Life Threatening Food Allergy Policy

Trinity Day School is committed to providing a safe and nurturing environment for students. The Board recognizes students with life threatening allergies will attend our school. An Emergency Allergy Plan must be completed by the parent and physician of such student.

Staff will partake in annual educational training about handling medical emergencies including administration of Epinephrine auto-injectors. One other strategy for reducing the risk of exposure to anaphylactic causative agents in the classrooms and common school areas is to reduce any possible exposure to the allergen. Notices will be distributed to parents of students in the classroom requesting that parents avoid including the allergen in lunches and snacks. Precautions will be taken to maintain the confidentiality of the student.

Nut allergies are one of the most common allergies and most often with a more severe reaction than other foods. Cross contamination is more likely to occur with peanut butter, due to the adhesive nature of the peanut protein therefore,

***Trinity Day School is a peanut/nut free school.**

In the event of other allergen causing foods, classrooms or the entire school may become "free zones" of such foods or substances.

A readily accessible emergency plan for each student, including emergency contact information will be available in the classroom and common areas. Epinephrine auto-injectors will be in the classroom emergency backpacks stored out of reach of children. It is the obligation of the student's parent to ensure that information in the emergency plan is up to date and medication is not expired.

Trinity by the Sea Day School Nutritional Policy

Trinity Day School requires each parent to provide a healthy morning snack and lunch for their student. If your child is enrolled for a full day, the student will also need an afternoon snack. The snacks can be placed in the lunch box or in a separate container. Please provide foods that are already prepared and easy for the child to eat on their own. For example, peel or cut fruit instead of sending whole fruit. Include whole grains, protein, fruits and vegetables. We are not allowed to serve children sugar added drinks, cookies, pudding, Jell-O, or other treats. They will be sent home unopened.

*This is a Peanut/Nut free school, so please do not include these in your child's lunch or snack. Please be sure to read labels.

*Individual classrooms may become free of other allergen causing foods if the need arises. (Examples are

seafood, berries, milk)

Helpful suggestions:

- *Make lunch with 5 different colored foods
- *Engage your child in shopping to help promote trying new vegetables and fruits.
- *Encourage children to help prepare and pack lunch the night before
- *Try pitas, whole grain crackers, or wraps with different flavored tortillas instead of sandwiches
- *Cut sandwiches, fruit, veggies, meat or cheese with cookie cutters
- *Keep including new foods. Children need to try new foods 10 – 15 times before they will eat it.
- *Spread hummus, cream cheese, pimento cheese, or avocado on sandwiches and veggies instead of peanut butter.

The following chart includes serving sizes of each food group to help you provide daily requirements for your child based on the amount of time spent at school.

15 months -2 years old

Food Groups	Servings to Meet 1/3 Daily Needs	Servings to Meet 1/2 Daily Needs	Serving Size
Milk	1 and 1/3	2	4 oz. Milk or 1 1/2 oz. Cheese Or 44 4 oz. Yogurt
Meat/ Meat Alternative	1	1 and 1/2	1/2 to 1 oz. Cooked lean meat or 1/2 to 1 Egg or 1/4 c. cooked beans
Vegetables and Fruit	1 and 1/3 +	2 +	2 to 3 Tb. Cooked vegetables or 2 to 3 Tb. canned fruit or 1/4 Small fresh fruit or 1/4 c. Juice
Whole Grains	1 and 1/3 +	2 +	1/2 Slice Bread or 1/4 c. Cooked Cereal or 1/4 c. Pasta or Rice or 1 or 2 Crackers

3 - 5 years old

Food Groups	Servings To Meet 1/3 Daily Requirement	Servings To Meet 1/2 Daily Requirement	Serving Size
Milk	2/3 of One Serving	1	3/4 c. 1% Milk or 1 1/2 oz. Cheese or 3/4 c. Yogurt

Meat/ Meat Alternative	2/3 of One Serving	1	1 1/2 oz. Cooked lean meat or 3/4 Egg or 1/4 c. Cooked beans
Vegetable	1	1 and 1/2	1/2 c. Raw or cooked vegetable or 1/2 c. Raw leafy vegetable
Fruit	2/3 of One Serving	1	1/2 c. Canned or chopped fruit or 1 Piece fruit or melon wedge or 1/2 c. Juice
Whole Grains	2	3	1/2 Slice Bread or 1/4 c. Cooked cereal 1/2 oz. Ready to eat cereal or 3 to 5 Crackers

Lunch Box Ideas:

One of the tough challenges as a parent is to create healthy lunches that are still palatable for your child. Sandwiches are an excellent choice for lunch, if made on whole grain bread, lean meat, low fat cheese, lettuce, tomatoes or other veggies. Pair this with a side of fruit and you have supplied your child with about ½ of their nutritional needs for the day. If your child needs a change from the sandwich there are many alternatives.

*Did you know? Children just need 6 ounces of juice per day, 16 ounces of milk per day and at least 4 – 8oz glasses of water a day!

*Challenge yourself to make a lunch with 5 different colors. This will help you to include a variety of fruits and vegetables and their subsequent nutrients.

*Engage your child in shopping to help promote new vegetables and fruits in his/her diet. Get them involved in packing lunches and preparing foods.

*Help your child make a list of healthy foods they will eat if put in their lunchbox and include items from the list daily.

*Try pitas, whole grain crackers, or wraps with different flavored tortillas instead of sandwiches.

*Cut sandwiches, fruit, veggies or cheese with cookie cutters for a fun twist.

*Your child will like things you don't like and dislike things you do like. Keep trying new foods and condiments. There is a list below to remind you of something to try you might have forgotten.

Grains: whole grain bread, pita, tortilla, pasta, brown rice, cereal, whole grain crackers, barley, oats.

Vegetables: broccoli, tomatoes, carrots, sweet potatoes, cauliflower, spinach, cabbage, mustard greens, peas, snow peas, corn, zucchini, cucumbers, green and red leaf lettuce, celery, tomatoes, green beans, mushrooms, radish, bell peppers, bok choy, beans, eggplant, jicama, kohlrabi, beets, sprouts and many more.

Fruits: kiwi, bananas, oranges, apples, melons, strawberries, berries, mango, pears, plums, peaches, coconut, cherries, apricots, papaya, cranberries, figs, grapefruit, pomegranate, grapes, avocado, goji berries, nectarine and many more.

Meats: chicken, turkey, trimmed lean beef and pork, tuna canned in water, fish, shellfish, beans, lentils, tofu, and eggs.

Milk and Dairy: low fat milk, low-fat yogurt (watch for sugar content) low fat cheese, low fat cottage cheese

Trinity Day School's Sunscreen & Insect Repellent Policy

At Trinity Day School we make every effort for our students to be healthy and safe. We value the educational experiences and health benefits of outdoor structured and unstructured activities. We strive to provide 45 minutes of play time outdoors each morning and 30 to 45 minutes again in the afternoon. During the summer months we limit our outdoor time to 30 minutes in the morning and 20 minutes in the afternoon. We incorporate large motor activities indoors. We will avoid outside play times if we are under a Heat Index Warning. We request that you apply sunscreen and insect repellent to your child before bringing your child to school. The teachers will reapply as necessary from sunscreen and insect repellent we have available. If you choose to provide a specific brand for your child, please label it with the child's full name and leave it at school. We will inform you when we are running low. If you have any questions or concerns, please contact us at 361-749-6448 or trinitybytheseadayschool@gmail.com.

Trinity by The Sea Day School Toilet Training Policies

Trinity by the Sea Day School teachers believe it is important for children to be trained when they are ready and not when the parents are ready. Please remember to be patient and wait for the child to let you know when he/she is ready. Here are some things that will help you identify a child that is ready to toilet train.

- Verbalize when there is a need to use the toilet.
- Control the muscles used for going to the bathroom.
- Shows discomfort when the diaper is wet or dirty.
- Enjoys copying what parents or older children do.
- Wants to make parents happy or receive praise.
- Has dry diapers for at least two hours during the day.
- Able to dress and undress self with little help.
- Able to understand and follow simple directions.
- Not in a period of negativism
- Bowel movements are well formed.
- No new changes going on at home or with family.

Once you feel your child is ready discuss this with his/her teacher and form a plan for training. Every child is different and what works well for one may not work for another. Be patient and realize that most children take 3 months or more to train. Be understanding of accidents and do not punish for them. Positive praise will help to encourage your child to be successful. We would like to suggest very easy clothing for the child to put on and off by him/herself, elastic

waist shorts, skirts or pants. When you feel ready to take the leap to real cloth underwear and panties, supply the school with several changes of clothes and do not be discouraged. It is best not to go back to diapers or pull ups at this stage.

Please feel free to talk to the teachers if you have any concerns regarding this training.

Thank you and Good Luck!

PayPal/Venmo

Tuition payments can be made through your PayPal/Venmo account. An invoice is sent directly to your email with a link to PayPal. There is a 1.9% + 49 cent handling charge which will be added to each invoice. Participation can begin at any time, forms are available upon request.



Trinity Day School T-shirts are available for children and parents for \$15.00 for short sleeve and \$20 for long sleeve. We encourage the children to wear school shirts every week for Chapel. Shirts are available in several sizes and colors.

Trinity Day School Pandemic Plan

In order to be prepared to respond promptly, efficiently, and in the best interest of the community Trinity Day School has prepared this plan for widespread influenza or another contagious disease pandemic. Trinity has compiled the best approach to mitigate the spread of infection, but this plan may be altered in the event of a pandemic as information becomes available. Trinity will monitor local health officials, Center for Disease Control (CDC) and local authorities including mayor, governor, or president to determine the best course of actions.

Trinity Day School will typically follow the local school district for closures as directed by community authorities. Parents need to have a back-up plan for child care in the event of a school closure. Any child care or other service resources available will be shared with the parents through Facebook, website, or email. Trinity Day School teachers will continue to provide education for students remotely by email or applications. Take home packets may also

be provided. Trinity Day School will continue to pay its employees for the duration of the closure if funds remain in the emergency budget. Staff will be responsible for the cleaning and disinfecting of the building and its contents.

Adequate supplies of cleaning/disinfecting solutions, paper towels, hand soap and sanitizers, gloves and masks will be kept on hand and stored in a way that is easily accessible for teachers. If the school is open, students, staff, and anyone entering the building will be screened and must wash hands before entry into the building. Teachers will perform a health check on each child daily and register anything out of the ordinary. Ill children will not be admitted into school. Children becoming ill while at school will be separated immediately as they wait to be picked up. Any information to help the families deal with the pandemic will be shared immediately. Ill staff will stay home and staff becoming ill at school will leave immediately.

Classrooms, their contents, and any shared space will be disinfected according to the CDC recommendations. Readmittance will only occur after the student or staff has been cleared by a health care professional (written proof may be required). In the event of a localized epidemic the school may be closed, or a classroom may be temporarily closed. Trinity Day School will make every attempt to keep parents informed of current conditions and reopening.

Trinity by the Sea Episcopal Day School Board

The Trinity by the Sea Episcopal Day School Board was established in 2015 and includes members of the community and Trinity by the Sea Episcopal Church members as well as parents of Trinity by the Sea Episcopal Day School students. The goal of the Trinity by the Sea Episcopal Day School Board is to assist and collaborate with the director and reverend in their efforts in supporting the mission of the School:

Trinity by the Sea Episcopal Day School is an outreach ministry designed to foster responsible citizens by providing a loving, nurturing and faith based program focusing on age appropriate developmental learning and social skills.

Members of the Board are elected to work for the parents and students of Trinity by the Sea Episcopal Day School and can truly benefit from the experiences and perspectives parents have to offer. The Board meets on the third Wednesday of each month from 4:30pm – 5:30pm in the Trinity by the Sea Episcopal Church Meeting Room and we encourage parents to attend as many meetings as possible to hear about what exciting things are happening for the School and to learn about the many ways that you can help! Anyone is welcome to attend the board meetings and listen in but there is no open forum portion to our meetings at this time. Parents may contact a board member with any specific comments, suggestions, or concerns. A current list of board members is available upon request.

Ways Parents Can Help

1. Have your child attend regularly; be on time so that he or she does not miss events or instructions.
2. Do not give your child fever suppressants (Aspirin, Tylenol, etc.) or other medications to mask symptoms of illness before coming to school. Ill children cannot enjoy or fully participate in an active school day.
3. Stay in communication with your child's teacher. Work with the teacher regarding any problems that might arise. Let the teacher know of any upsetting experience that will help us understand your child better.
4. Take an interest in the school and in what your child brings home. Take time to listen to your child's daily experiences.
5. Visit the school anytime possible and especially at all special events.
*Volunteer to help with fundraising and class parties.
6. **Do not allow your child to bring toys, jewelry, money or food unless asked for by the child's teacher.**

LOVE YOUR CHILD AS HE OR SHE IS NOW!!!!

A HUG IS WORTH A THOUSAND WORDS!!!!

Updated May 20, 2023