



Holy Trinity Preschool Parent Handbook

*Train up a child in the way he should go, and when he is old, he
will not depart from it. Proverbs 22:6*

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Welcome

Welcome to Holy Trinity Preschool! We are excited that you and your child are attending here!

About Holy Trinity Preschool

The Preschool program is a ministry of the Episcopal Church of the Holy Trinity, and provides a caring, Christian environment in which young children can learn and grow. We operate under the guidance of church leadership and the HTP advisory School Board. Our program is licensed through the Texas Department of Family and Protective Services.

Because we believe each child to be a unique gift from God, our program is designed to provide developmentally appropriate learning activities that allow each child to become the person that God created him or her to be. The child's spiritual, intellectual, emotional, physical, social, and aesthetic growth is nurtured through activities that meet the highest standards of early childhood education.

Our Christ- centered program, supported by the congregation of The Episcopal Church of the Holy Trinity, accepts children without regard to race, color, national, or ethnic origin and does not discriminate on the basis of these factors in the administration of its policies, hiring, or admissions.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

Contacts

You are welcome to reach out to the Directors, or any of the contacts listed below for questions about the Preschool.

Preschool Staff

Brenda Avelar, Co- Director	(432) 683-4200	brenda@holytrinity.org
Berenice Dominguez	(432) 683-4200	htpadmin@holytrinity.org

Preschool Board Members

Paul Acosta, Chair	(214) 354- 3625	paul@sibleynaturecenter.org
Michele McGraw, Secretary	(432) 413- 7642	michele.mcgraw@shawcor.com
Jana Floyd Hoisager, Treasurer	(432) 559- 8993	janaafloyd@gmail.com
Colleen Jordan, Member	(432) 638- 2005	colleenjordan88@gmail.com
Matthew Dickson, Member	(432) 212- 5698	matthew_dickson@live.com
Amanda Armbruster, Member	(713) 859- 0597	amanda.m.armbruster@gmail.com
Fred Newman, Member	(432) 664- 9678	fred@newmancubed.com
Jane Kauffman, Vestry Representative	(432) 553- 8018	Jane.kauffman@sbgglobal.net

Church Contacts

Main Number	(432) 683- 4207	Email
Fr. Bob Hennagin, Rector		bob@holytrinity.org
Vangi Peek, Church Administration		info@holytrinity.org
Bert Bostic, Organist/Choirmaster		bert@holytrinity.org
Communications		communications@holytrinity.org

Other Contacts

Chila Houston, Texas Dept of Family & Protective Services CDO Representative	(432) 230-3412	Chila.houston@hhsc.state.tx.us
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Enrollment Forms

The following forms must be completed and turned on in no later than August 21st for the current school year.

Form	Purpose
Registration & Authorized Pickup Form	Information on this form must be kept up-to-date at all times. This includes persons to contact in case of an emergency, the Discipline & Guidance statement, and HTP Policies & Procedures agreement.
Physician's Statement	This form must be filled out and signed by the child's physician and parent. A current physical exam must have been given within the previous year.
Immunization Form	All immunizations must be up-to-date for the child's age.
Custody Agreement & Visitation Form	Children of families in which parents are divorced or separated must have these forms on file
Covid-19 Waiver	In order for the child to attend school, parents/guardians must sign this waiver.

"Then Jesus took the children in His arms and blessed them placing His hands upon them." Mark 10:16

General Information

HTP – A Developmentally Appropriate Environment

Because children learn most effectively in a play-oriented environment, each classroom provides a space that is both safe and developmentally appropriate for the age of the children. Teachers plan for daily experiences by using their knowledge of child development to meet the needs of a variety of personalities and learning styles. Activities and materials are designed for specific age groups. Topics for each class are those which hold meaning for the child in his/her daily living and which incorporate behavioral educational goals for each child.

As children mature, the classes add more structured dimensions to assure school readiness, including activities in math, science, language and literacy, fine and gross motor skills, computer activities, art projects and cooperative play.

Enrichment Programs

Enrichment activities offered at no additional cost include music, art, physical fitness, and Christian Education, depending on the age and class in which the child is enrolled.

Chapel

The cornerstone of our time together is weekly worship in the Children’s Chapel. Each class from ages T2 through Bridge to Kinder spends time worshipping God through song, prayer and developmentally appropriate lessons in spiritual formation and Bible stories. Families are welcome to join us, especially once a month for Family Chapel, as we begin to understand how “God loves me, and God loves everyone!” We will hold Spring and/or Fall programs in the Main Chapel of the Episcopal Church of the Holy Trinity.

Beginning the School Year

A “Meet the teacher” day is scheduled for Thursday, August 17th so that children and their families have an opportunity to visit their classrooms and meet their new teachers. You will receive information on the date by email or mail.

Parent-Teacher-Child Relationship

Early childhood education is a three-way relationship between the parents, the child, and the teacher. If there is something that is occurring at home that affects your child, please be sure that your child’s teacher is informed. Likewise, if you have a question concerning something at school, we encourage you to contact your child’s teacher by leaving a note for the teacher. The teacher will contact you within 24 hours by phone.

A child feels more secure in an open, friendly home-school relationship, and we will work with you in every way to make sure your child’s school experience is as enriching as it can be.

Separation from Parents

The beginning of school may bring a few tears as children adjust to their new friends and surroundings, but this usually ceases after a few weeks. Some children may have a more challenging time, and you can be assured that the teachers and staff will do everything possible to make this transition time one of growth for your child. Parents are asked to keep goodbyes short and consistent at the school door in the mornings. Returning for “one more goodbye” can confuse and upset a child, so your loving hug with a promise of “I love you and I’ll see you soon!” will help your child grow in his or her capacity to adapt to new situations in a healthy manner.

Supporting Children with Special Needs

HTP will make appropriate accommodations for a child with special care needs as recommended by the child’s healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodation may include, but are not limited to adapting equipment, procedures, and methods to meet the child’s needs in the classroom setting. HTP will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with HTP employees to meet the needs of the child.

The presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child’s dangerous behaviors, the child may be excluded from the program. HTP will utilize any recommended adaptive equipment that has been provided by the parent or resources/therapists. HTP does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increase social-emotional development for all children.

Student Discipline Policy

The positive student discipline policy at HTP helps students learn how to work together, respect their community, and to be mindful of the needs of others. Our goal is to teach children to make positive behavior decisions and manage their feelings appropriately. Our method of discipline, which we consider energy or behavioral management, generally follows these steps:

- Guidelines/rules are discussed as a class. Children are taught to use calming spaces as techniques.
- Energy is redirected to another center where energy is more appropriate.
- Reminders are given, and use of a calming space is encouraged.
- Problems are discussed with the child and/or group and try to think of solutions together and examine possible effects. Calming techniques are discussed and practiced.

The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment.
- Punishment that is associated with food, naps, or toilet training.
- Pinching, biting, or shaking a child.
- Hitting a child with a hand or instrument.
- Putting anything in or on a child's mouth.
- Humiliating, ridiculing, rejecting, or yelling at a child.
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed or open.
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Bite/Hit/Kick Policy

Biting is unfortunately common for small children, especially toddlers. Some children and many toddlers communicate through this behavior, including hitting and kicking. However, biting, hitting, and kicking can be harmful to other children and to staff. Our goal is to help identify the cause of the biting, hitting, and kicking and resolve these issues. If the child bites 3 times or breaks the skin of another child or teacher, they will be sent home for the remainder of the day, no exception. If the child routinely kicks or hits another child or staff member, they will be sent home for the day, no exceptions.

The Directors will meet with the child's parents to brainstorm behavioral intervention. If we do not notice a change in behavior within an agreed time frame between Director and parents, termination will be considered.

Any biting in the 3s classes and up will not be tolerated and the child will be sent home immediately. If the child continues to bite, kick, or hit routinely after all preventative steps have taken place, the child may be terminated from the program.

Parent Rights

A parent or guardian of a child enrolled in Holy Trinity Preschool has the right to:

- Enter and examine the childcare center during its hours of operation and without advance notice.
- File a complaint against the childcare center.
- Review the childcare center's publicly accessible records.
- Review the childcare center's written records concerning their child.
- Receive inspection reports and information about how to access the childcare centers online compliance history.
- Have the center comply with a court order that prevents another parent or guardian from visiting or removing the child.
- Be given the contact information for the childcare center's local Child Care Regulation office.
- Inspect any video recordings of an alleged child incident of abuse or neglect involving their child provided that: there is a licensing case open, video recordings of the alleged incident are available, the parent or guardian does not retain any part of the video depicting a child that is not their own ; and the parent or guardian of any other child in the video receive prior notice from the center and sign a permission slip to release the video clip including their child.
- Obtain a copy of the childcare center's policies and procedures handbook.

- Review the childcare center’s staff training records and any in- house training curriculum.
- Exercise these rights without receiving retaliatory action by the childcare center.

Parent Code of Conduct

Cursing/Swearing

Parents and visitors must understand young children are present in our building. Some adult language is not appropriate for young children and some adults. HTP prohibits offensive words on our premises, this including but not limited to, swearing or cursing. Please also be mindful of music that may be heard from your vehicle when in our parking lot.

Threats and Confrontations

From time to time, parents may have questions about their child’s care and education. HTP promotes open communication and discussion. We expect parents to handle disagreements in a calm and respectful manner. Threatening staff, children, or other parents will not be tolerated. HTP has the right to terminate care in the event of disruptive behavior from any parent, guardian or visitor. In order to maintain safety, all threats will be taken seriously and will be reported to the appropriate authorities.

Use of Tobacco Products

Per the Texas Department of Health and Human Services, the use of tobacco products is strictly prohibited on our premises. This includes, but is not limited to, cigarettes, vapor devices and chewing tobacco.

Parent-Teacher-School Communication

HTP will send out a regular newsletter to each family via email or as a hard copy. Vital information concerning the school schedule, activities, and Chapel focus and emphases are included. Please be sure to read it carefully.

Important messages such as policy changes may be sent by email. Please be sure that we have your correct email address, and that you read HTP messages carefully. Please contact our Directors, Brenda Avelar at brenda@holyltrinity.org and/or Berenice at htpadmin@holyltrinity.org, with any changes.

Depending on the age of the class, classroom memos and calendars will be sent home or emailed as well. Special events, weekly themes, enrichment classes and other information will be included.

Weekly lesson plans are posted in each classroom’s “Parent Information” area. Please check your child’s backpack daily for school-wide communications and notes from the teacher.

Should you need to speak with your child’s teacher individually, please contact their school email addresses or through Remind.

Parent conferences are scheduled twice a year for each child. More frequent conferences can be scheduled by contacting the Directors, Brenda Avelar at brenda@holyltrinity.org and/or Berenice at htpadmin@holyltrinity.org.

Available in the office at all times are the state’s minimum standards for licensing, the most recent fire and health inspections, and the most recent licensing visit report.

Parents are welcome to contact the Directors with any concerns regarding policies and procedures by calling (432) 683-4200.

Weather and School Closure

HTP will follow the school closing decision of Midland ISD. Please check local news stations for weather-related closing information.

If the school is impacted by events beyond its control, but not limited to weather, fire, act of God, flooding, governmental action, risk of infectious illnesses, pandemic, force majeure events, or any event beyond the school's control, the school has the discretion to close the school and/or modify its schedule (length of school day, year, etc.). If the school cannot reopen, the school is under no obligation to refund any portion of the tuition or fees paid.

Safety, Security, and Parking

Your child's safety and the security of our entire community are of the utmost importance to us. Please abide by the following guidelines.

Access to the HTP Area

All permitted persons are assigned a PIN number issued by HTP to enter the school. Those without a PIN number must push the button for camera-assisted and communicate with the Director or staff to be allowed inside the building.

The east outer doors are always locked. Please do not allow anyone to enter as you enter or exit doors that remain locked, including the main HTP door. Report suspicious behavior to the office immediately.

Visitors

All Visitors are required to check in at the school front office. ID is required for entry. Parents may visit the child-care center during the hours of operation to observe their child, the childcare center's operation and program activities.

Authorization to Pick up a Child

In addition to a parent, only those persons listed on the registration form will be allowed to pick up a child. If anyone else needs to pick up a child, the parent must complete an "Authorization for Release of a Child" form and present it to the staff person in the office. A handwritten note or verbal instruction to a teacher is NOT sufficient to assure your child's safe release. HTP teachers and staff will ask for identification of those with whom we are not familiar with.

Drop Off & Pick Up

Please Park and walk your child to their classroom. You will also pick up your child from their classroom. Be sure to sign the child in and out on the sign in/out sheet located right outside the classroom.

Cell Phones

In the interest and safety of all children, parents are asked to refrain from using mobile phones in parking lots, walkways, and buildings so that your attention may be focused on your child.

Enrollment

All enrollment inquiries are done via email at waitlist@holytrinity.org. Enrollment of the following school year is held at the beginning of the calendar year between January and February.

To get on the waitlist, please send an email to waitlist@holytrinity.org. Please include your name, contact information, child's date of birth, and registration packet.

Tuition

We use an automated ACH program for all tuition and fee payments. Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly, and efficiently.

Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically and on a schedule. Holy Trinity Preschool can produce a receipt for the payment, or you can receive an instant email notification by signing up at www.tuitionexpress.com.

Your personal account information is safe with Tuition Express – safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

If you choose not to enroll in Tuition Express, you may use the online Parent Portal for credit card payments and there is a 3% processing fee for each billing cycle. We no longer accept payments in the office.

Tuition is due on the first of each month. A \$25 late charge is added after the 5th of the month as a late payment. There will be a \$25 charge on returned funds.

All registration fees and tuition paid in advance are non-refundable. No refunds will be provided if the school is closed due to unavoidable circumstances such as bad weather or building maintenance problems.

Thirty days of written notice is required for a child's withdrawal from school. Parents are responsible for the entire amount of tuition through the thirty-day period.

Health and Wellness

Food

Children should eat breakfast before coming to school. Food may not be brought into the classroom in the morning. Snacks are generally served between: 7:30AM – 8AM, 9AM – 10:30AM, and 3PM – 3:30PM, with lunch served between 11AM – 12PM. Parents are asked to note any food allergies of which the school needs to be aware and provide an Emergency Allergy Plan for the student. HTP requires that only **nut-free food** be brought into the school, including for celebrations. Infant rooms follow a different schedule and snacks are not provided by the school.

Please provide a thermos or cup with a lid for water. This will be stored individually in the classroom.

Food items brought for lunch should be appropriate for the child's age and should require little to no assistance from the teacher when serving.

Water is always available to students.

Health

It is very important that we can reach parents promptly in case of emergency. Please be sure that all phone numbers, including those of home, office, mobile, and other authorized adults are correct and up to date in the office.

Covid-19 Screening and Illness

Children or staff who have or develop any of the following symptoms will be sent home.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have Covid- 19

It is imperative that you keep your children home when they are not feeling well. In the past, we have tried to accommodate fevers brought on by allergies, teething, or ear infections. We will no longer be able to be as lenient or treat low grade fevers with medication.

If your child is sent home with any of the above symptoms, **they may only return 24 hours later with a note from their health care professional stating it is safe for them to be in care.**

If you believe that your child or anyone in your family has had close contact to someone with COVID- 19 but are not currently sick, you are asked to monitor your/ their health for the above symptoms during the 5 days (at home) after the last day you/ they were in close contact with the individual with COVID- 19.

Illness

Please do not send your child to school if he/ she appears to be ill or overly tired. If a child is not well enough to play outside, he/ she needs to be kept at home.

Parents will be notified if a child becomes ill at school and needs to be picked up within the hour of being called.

Children with elevated temperatures of **100 or over**, vomiting or three episodes of diarrhea will be sent home. They may return after 24 hours **IF AND ONLY IF** bowel movements are regular and vomiting has ceased.

Children must be fever free for 24 hours without the use of fever- reducing medication before returning to school. Please tell your child's teacher if you have given your child a medication that could cause drowsiness or a change in toileting habits.

If a communicable disease is diagnosed in your child's classroom, parents will be notified by email, letter, and/or the Procure app. If your child develops a communicable disease at home, please notify the school so that we can inform other parents in the class.

Medication

Should your child require medication, parents should:

- Bring the medication to the front office in its original container with physician instructions to be dispensed by the HTP office staff. HTP office staff can only dispense the amount written on the prescription by the doctor.
- Fill out a daily authorization slip in the Medicine Log located in the front office.
- If a physician prescribes an over-the-counter medication, it must be accompanied by a signed directive from the physician.
- All medications are stored in a secure area in the office. Because of the great responsibility involved in giving medications to children, we ask that parents give any necessary medication to their own children at home whenever possible.

Injuries

When a child sustains a minor injury, the child is brought to the office. Appropriate minor first aid steps are taken, and the child is comforted. The child's name, date, time, steps taken, and teacher authoring the report are recorded through incident reports. Cuts and scrapes will be washed with soap and water, then bandaged. Bumps will be given ice or a cold towel and will be carefully observed. Parents will be called if the bump was on the head or neck.

For injuries requiring outside medical treatment, immediate first aid will be provided while ascertaining the seriousness of the injury or illness. Emergency medical services will be called if necessary. The parents will be called as soon as possible, and a report will be filed with the Texas Department of Family and Protective Services.

Keeping Children Safe

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Failure to report suspected abuse or neglect is a crime. At HTP, we encourage that if you see something, say something if warning signs that child may be a victim of abuse or neglect is presented. Call the Texas Department of Family and Protective Services 1-800-252- 5400 to make a confidential report.

Our HTP staff must take yearly training courses that provide methods of prevention for child abuse, neglect, and safety.

A Day in the Life at HTP

Dress

Washable play clothes are our schools “uniform.” No costumes, dress, or clothing impairing movement may be worn. Rubber- soled shoes with laces or Velcro closures are appropriate and acceptable footwear. Children must always wear close-toed shoes. Crocs may be worn if they have backing.

A change of clothing appropriate to the season is necessary, including underwear and socks. Children who are toilet- training must bring additional complete sets of clothing including several pairs of underwear.

Coats, gloves, hats, and long pants are needed for outdoor play and should be brought as soon as cooler weather begins.

A full day’s supply of diapers and wipes for infants, toddlers, and two- year- olds are required for a child to be admitted each day. If the child is running low on supplies, we will communicate with parents through the Procure app, or a phone call will be made. After three attempts of retrieving supplies, your child may be sent home and can only return to school if supplies are replenished. Students may not borrow diapers, wipes, or clothing from other children.

We play outside every day except in inclement weather when the temperature is below 45 degrees or if the heat index is above 98 degrees. In hot weather, water is provided for the children outside.

Jewelry should not be worn to school, and all toys should be left at home.

Arrival

Extended care classes are open from 7:30 AM until 5:30 PM.

Regular class time is from 8:30 until 2:30 PM.

Parents are requested not to bring their child to the room prior to 7:30 PM for extended care or pick up past 5:30 PM.

If you are not utilizing extended care, children may be dropped off from 8:30- 9:00AM and picked up from 2:30-2:45PM.

9:00AM is the morning cut off time. 11:00 AM is the final cut off time for drop off even with a doctor note.

Toilet Training

Children who enroll in classes for ages three and four must be fully toilet trained to attend. This means that a child does not have more than the very occasional accident and can change his/her own clothes.

Children who wear Pull- Ups are not considered fully toilet trained. Pull- Ups are not allowed in HTP.

Children in the Twos classes who are being toilet trained need to have several complete sets of clothes at school.

Naptime

Rest time is a requirement of the state licensing agency for children up through the four- year- old program.

Children at each age level will have specific times for rest and naps. Times will be communicated to parents by their child's teacher. We are not able to keep a child awake during rest time if they are tired and want to nap.

Parents are asked to bring their children early enough in the day so that they will be ready to sleep with the rest of their class.

Children may not be dropped off or picked up during naptime, as it is disruptive to other sleeping children.

Dismissal

Class ends at 2:30PM for regular class, or 5:30PM late fees begin- a \$10 charge per family for every five minutes that children remain after the designated pick- up time. Parents should be prepared to call someone to pick up their child in case of a significant time delay. After the third late pickup, late fees doubled.

The Director will visit with the parents after five late pickups to determine if HTP's schedule works for the family. Late fees triple at this point.

In the case of a true emergency when tardiness cannot be avoided, the office must be notified as soon as possible as to when pickup can be expected.

Other than at naptime, parents may pick up their children at any time. Picking up at naptime is highly discouraged because it wakes other sleeping children.

Parents are requested to remain outside the playground fence for safety and security reasons.

Fun

Water Play

During the summer when water play is scheduled, parents will be notified in advance and a child must have the following items to participate: a swimsuit, towel, water shoes, or rubber- soled shoes, additional clothes or wear after water play, sunscreen if desired, and a bag for wet clothes.

Animal Visits

if an animal is to be present in a classroom or at school as an appropriate extension of learning, parents will be notified in advance. Complete documentation for the animal's health and up- to- date inoculations will be provided onsite at school during the visit. Proper care will always be taken of the animal to keep children safe.

Birthdays

Birthdays are special days to celebrate! To be consistent and mindful of each family's means and needs, the following birthday policies define acceptable celebrations:

- Contact the teacher in advance.
- Please do not bring balloons, candles, favors, or decorations.
- Simple food treats such as fruit, donut holes, cheese and crackers, white cupcakes with white icing, or muffins are good choices to be shared at snack time.
- Please do not bring any food that could contain nuts or nut oils. Candy or sheet cakes with gooey frosting are not allowed.
- Any food items brought to the school must have an ingredient list so that the teacher can check for allergy- causing ingredients.
- Invitations to outside parties may only be distributed at school if every child is invited.

Holidays

Parties will be planned with the teachers and parent volunteers.

Still and Video Cameras

Because of privacy concerns, video cameras are not allowed at school at any time. Cameras may not be used during Chapel, as it is a service of worship.

Please do not post photos of children other than your own on social media. HTP has a Facebook page where parents can view approved photos from school.

Immunizations

For information regarding immunizations, visit the Texas Department of State Health Services website at www.dshs.state.tx/immunize/public.shtm

Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <http://hhs.texas.gov/policies-practices-privacy-security>.

Important Reminders

- Children should not bring gum, candy, money, cough drops, balloons, toys, weapons, or valuables to school.
- Please notify the office of any change in address, phone, email, immunization status, or family concerns that affect your child.
- Please call (432) 683- 4200 when your child is ill or will not be in school for the day.
- The HTP classes end at 2:30 PM, and extended care ends at 5:30 PM. Parents, teachers, and staff should be able to leave the buildings at those times. Please allow time to talk with staff and friends prior to 2:30 or 5:30 PM.

- Never leave a child unattended in the building, parking lot, or on the playground. If you arrive when the class is in another part of the building, please walk your child to that class and hand him/ her over to the teacher in charge.
- Parents needing a child evaluation assessment for application to private school should take those to the Director, who will see that they are completed and delivered to the school.

Also, the HTP staff is eager to help families interested in becoming involved in the Episcopal Church of the Holy Trinity ministries and will also pass along concerns to the pastoral care ministry at parents' request.

Programs

Nursery (3-12 months of age)

Our nursery class provides a safe, nurturing environment for children 3 months to 12 months old. We are committed to providing a discovery-based program in which children can explore their environment through every day, individualized experiences. Parents and teachers work together to provide the best possible beginnings for our youngest children. Breastfeeding is supported, and a clean and separate space will be provided.

Items your child will need (all clearly labeled with your child's name):

- 2 changes of clothes. These can stay in your child's cubby and will be sent home when soiled.
- Diapers, wipes, and creams
- Any lovies, pacifiers, or blankets that help with self-soothing. We do not allow lovies or blankets in the cribs due to licensing standards. We do allow blankets and lovies on the floor or when in a swing.
- Snacks and lunch: In the nursery they have a morning snack, lunch, and afternoon snack. Please provide enough food for each of these activities. You are welcome to leave snacks and ajar food in your child's cubby or bring in their meals each day.
- Bottles/sippy cups need to be brought in daily and you must bring as many bottles as are needed for a particular day. If your child takes three bottles a day, we ask that you bring three bottles. We are not able to thoroughly sanitize bottles at the school and cannot reuse them. You may leave formula at school or bring it each day. Also, we do have a refrigerator in the room for milk. Please label all bottles and sippy cups with our child's first name and last initial.

Please inform the teacher if you brought food that your child has never tried before. It is helpful to provide additional food in these cases to make sure that your child eats and does not get hungry.

It is best to bring in more food and bottles than you would normally use at home. Some children may require a little extra feeding time as a comforting measure as they adjust to their new surroundings.

Teachers will update parents through the Procure app that will share the food your child ate, their diaper changing schedule, and other pertinent information from the day.

Toddler 1 (12-17 months of age)

Daily routines include age-appropriate stories, games, music, art, puzzles, and outdoor play. Teachers encourage the children to participate in activities which develop their language, social and emotional growth as they interact with others.

Items your child will need (all clearly labeled with your child's name):

- A nutritious, cold packed lunch
- A drinking cup with a sipping lid
- 2 changes of clothes
- Diapers, wipes, and creams
- A nap mat, blanket, lovie, and anything else that your child requires for nap time.

At this age, a little separation anxiety is normal. Initially, the time of saying goodbye in the morning may be difficult, but children usually adapt to "big school" within a few weeks and are excited about being at school with their friends. Parents can assist in this transition by staying no longer than two minutes, gently but firmly saying "I love you," and then leaving the room. Remaining outside the room where your child can see or hear you can make his/her integration into the classroom activities more difficult.

Teachers will update parents through the Procure app that will share the food your child ate, their diaper changing schedule, and other pertinent information from the day.

Toddler 2 (18 - 24 Months of Age)

Daily routines include age-appropriate stories, games, music, art, puzzles, and outdoor play. Teachers encourage the children to participate in activities which develop their language, social and emotional growth as they interact with others.

Items your child will need (all clearly labeled with your child's name):

- A nutritious, cold packed lunch
- A drinking cup with a sipping lid
- 2 changes of clothes
- Diapers, wipes, and creams
- A nap mat, blanket, lovie, and anything else that your child requires for nap time.

At this age, a little separation anxiety is normal. Initially, the time of saying goodbye in the morning may be difficult, but children usually adapt to "big school" within a few weeks and are excited about being at school with their friends. Parents can assist in this transition by staying no longer than two minutes, gently but firmly saying "I love you," and then leaving the room. Remaining outside the room where your child can see or hear you can make his/her integration into the classroom activities more difficult.

Teachers will update parents through the Procure app that will share the food your child ate, their diaper changing schedule, and other pertinent information from the day.

Beginner 2's

Children learn concepts such as colors, shapes, numbers, developing an awareness of the printed word, listening to short stories, extending and expanding vocabulary, expressing thoughts, finishing a task begun, participating in rhythms, finger plays and signing, and remembering a daily routine.

In addition to our classroom time, our 2- year- olds go to Chapel. We incorporate time for art, science, math, Christian education, and movement in a safe, fun learning environment as we explore all the materials and concepts available to us.

Our teachers will be happy to help assist in potty training when your child is ready. You will need to have a conversation with your teacher and make sure you are doing the work at home as well. Positivity and consistency are keys to success! HTP suggests that when potty training, go from diapers straight to underwear and avoid Pull- Ups.

Items your child will need (all clearly labeled with your child's name):

- A nutritious, cold packed lunch
- A drinking cup with a sipping lid
- 2 changes of clothes (extra underwear and bottoms)
- Diapers, wipes, and creams
- A nap mat, blanket, lovie, and anything else that your child requires for nap time.

Teachers will update parents through the Procure app that will share the food your child ate, their diaper changing schedule, and other pertinent information from the day.

There are NO pacifiers or bottles in this class.

Pre-K2's

Children learn concepts such as colors, shapes, numbers, developing an awareness of the printed word, listening to short stories, extending and expanding vocabulary, expressing thoughts, finishing a task begun, participating in rhythms, finger plays and signing, and remembering a daily routine.

In addition to our classroom time, our 2- year- olds go to Chapel. We incorporate time for art, science, math, Christian education, and movement in a safe, fun learning environment as we explore all the materials and concepts available to us.

Our teachers will be happy to help assist in potty training when your child is ready. You will need to have a conversation with your teacher and make sure you are doing the work at home as well. Positivity and consistency are keys to success! HTP suggests that when potty training, go from diapers straight to underwear and avoid Pull- Ups.

Items your child will need (all clearly labeled with your child's name):

- A nutritious, cold packed lunch
- A drinking cup with a sipping lid
- 2 changes of clothes (extra underwear and bottoms)
- Diapers, wipes, and creams
- A nap mat, blanket, lovie, and anything else that your child requires for nap time.

Teachers will update parents through the Procure app that will share the food your child ate, their diaper changing schedule, and other pertinent information from the day.

There are NO pacifiers or bottles in this class.

Pre- K3's

Children in our 3's class enjoy learning with our curriculum which meets and exceeds the minimum standards in Texas. Ideas and units are often presented to the class during Circle Time and are then reinforced in Small Group instruction and/or when rotating through Centers. Stories and artwork reinforce the ideas presented in a creative way. As the school year progresses, the duration of Circle Time and Center Time increases. More responsibility is asked of the children, such as cleaning up after themselves and learning how to properly use materials.

In addition to our classroom time, our 3- year- olds attend weekly Chapel. We incorporate time for art, science, math, Christian education, and movement in a safe, fun learning environment as we explore all the materials and concepts available to us.

We do not have the facilities to change diapers in this room. Therefore, your child must be fully potty trained to be in this class.

Items your child will need (all clearly labeled with your child's name):

- A nutritious, cold packed lunch
- A drinking cup with a sipping lid
- 2 changes of clothes (extra underwear and bottoms)
- A nap mat, blanket, stuffed animal, and anything else that your child requires for nap time.

There are NO pacifiers in this class.

Pre-K4's

Our 4's class will enjoy using the curriculum, Frog Street Press: DIG along with Handwriting Without Tears to help facilitate their learning development. This curriculum meets and exceeds the Texas minimum standards for preschool. Cognitive demands increase in the Pre -Kindergarten year. Students begin to gain and retain knowledge from their unit studies, solve social and academic problems, think creatively, express themselves clearly and manipulate letters and numbers. Daily story time fosters a love and appreciation for literature as well as the ability to listen carefully.

Early literacy activities allow teachers to meet the needs of all students. Working with manipulative materials and the calendar helps to develop an understanding and recognition of numbers and counting. The pre- Kindergarten day includes a daily independent task, circle and calendar time, large- group teacher- directed activities, snack time, and center time. Pre- Kindergarten students continue to engage in teacher- prepared tasks to develop their fine motor skills.

In addition to our classroom time, our 4- year- olds attend weekly Chapel. We incorporate time for art, science, math, Christian education, and movement in a safe, fun learning environment as we explore all the materials and concepts available to us.

Items your child will need (all clearly labeled with your child's name):

- A nutritious, cold packed lunch
- A drinking cup with a sipping lid
- 2 changes of clothes
- A nap mat, blanket, lovie, and anything else that your child requires for nap time.
- A backpack to take home special assignments or completed projects.

Bridge to Kinder

Our Bridge to Kinder class will enjoy using the curriculum, Frog Street Press: DIG along with Handwriting Without Tears to help facilitate their learning development. This curriculum meets and exceeds the Texas minimum standards for preschool. Cognitive demands increase in the Pre -Kindergarten year. Students begin to gain and retain knowledge from their unit studies, solve social and academic problems, think creatively, express themselves clearly and manipulate letters and numbers. Daily story time fosters a love and appreciation for literature as well as the ability to listen carefully.

Early literacy activities allow teachers to meet the needs of all students. Working with manipulative materials and the calendar helps to develop an understanding and recognition of numbers and counting. The pre- Kindergarten day includes a daily independent task, circle and calendar time, large- group teacher- directed activities, snack time, and center time. Pre- Kindergarten students continue to engage in teacher- prepared tasks to develop their fine motor skills.

In addition to our classroom time, our 4- year- olds attend weekly Chapel. We incorporate time for art, science, math, Christian education, and movement in a safe, fun learning environment as we explore all the materials and concepts available to us.

Items your child will need (all clearly labeled with your child’s name):

- A nutritious, cold packed lunch
- A drinking cup with a sipping lid
- 2 changes of clothes
- A backpack to take home special assignments or completed projects.

Emergency Preparedness Plan

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation.

The plan addresses the types of emergencies most likely to occur in the area including, but not limited to, natural events such as tornadoes, floods and hurricanes, health events such as medical emergencies, communicable disease outbreak, and human- caused events such as intruder with weapon, explosion, or chemical spill.

Disaster Plan and Checklist

The daycare center is owned by **The Episcopal Church of the Holy Trinity** and is operated by **Berenice Dominguez, Director – 432- 683- 4200.**

The phone number is **432- 683- 4200**

The nearest cross street is **G Street/Ohio**

The designated neighbor is **The Episcopal Church of the Holy Trinity**

Whose address is **1412 W. Illinois** and phone number is **432- 683- 4207.**

The types of disasters that could happen in the area:

- Tornados/ windstorms
- Loss of power, water, and heat
- Chemical Spill
- Fire

The evacuation locations have been established and they are:

- Just outside the preschool past the playground to the empty field
- The meeting point away from the preschool is the Episcopal Church of the Holy Trinity.
- The off- campus meeting point is Trinity School of Midland.

Evacuation

The first responsibility of staff is to move the children to the following designated safe areas or alternate shelter known to all employees, caregivers, and volunteers.

Designated safe areas:

- Just outside the preschool past the playground to the empty field.
- The meeting point away from the preschool is The Episcopal Church of the Holy Trinity
- The off- campus meeting point is Trinity School of Midland

The children will be moved to the designated safe area by classroom teachers.

The children will be moved to the alternate shelter by classroom teachers in their personal vehicles, only if evacuation to a shelter is necessary.

Children in attendance at the time of the emergency will be accounted for at the designated safe area or alternate shelter by classroom teachers, Berenice Dominguez (Director), Brenda Avelar (Director).

The emergency evacuation and relocation diagram for this childcare operation is a floor plan which is posted in a prominent place near the entrance or exit of each room used by children, which shows the following:

- Two exit paths from each room unless a room opens directly to the outdoors at ground level.
- The designated location outside the child- care operation where all caregivers and children meet to ensure everyone has exited the operation safely.
- The designated location inside the operation is where all caregivers and children take shelter from threatening weather.

Communication

The emergency telephone number that is on file with Child Care Licensing is 432- 683- 4200.

Communication with local authorities (such as fire, law enforcement, emergency medical services, health department), parents, and Licensing will be done by Berenice Dominguez (Director) and Brenda Avelar (Director).

The essential documentation for the childcare operation will be gathered by classroom teachers, Berenice Dominguez, and Brenda Avelar.

Essential documentation includes:

- Parent and emergency contact telephone numbers for each child in care.
- Authorization for emergency care for each child in care.
- The child tracking system information for children in care.

Shelter - in – Place

This plan is for chemical attacks or hazardous materials incidents.

If we are warned that a hazardous material or radiological incident is threatening our area, the Director will listen to the radio for reports and emergency information.

Emergency Instructions – Shelter Indoors

- Stay inside.
- Close all windows and outside doors.
- Turn off ventilation systems including fans, heating, and air conditioners.
- Make sure your emergency kit is readily available.
- If there is danger of explosion, move the children and yourself as far away from windows as possible.
- If necessary, seal under doors and windows with children’s bedding
- Do not call 911 unless there is an emergency.
- Assist the Director in informing parents of pick- up procedures as stated by emergency personnel.
- When the “all clear” is given, open all doors and windows, go outside until rooms and facility is well ventilated.

Emergency Instructions – Evacuation

Only emergency personnel will order an evacuation, if necessary, based on the type and amount of chemical released and how long it may impact an area.

The Director will monitor Emergency Alert stations for more information on evacuation routes, temporary shelters, and procedures.

- Close all doors.
- Turn off ventilation systems including fans, heating, and air conditioners.
- Follow evacuation routes given. No shortcuts!
- Take your classroom emergency kit with you.

- Do not use the telephone unless you have an emergency.
- Move quickly and calmly to the evacuation shelter or muster area.
- Assist the Director in notifying parents of pick-up procedures as given by emergency personnel.

After Evacuation – Returning to School/ Work

- Return to classroom/school when emergency personnel say it is safe.
- Follow instruction from emergency officials concerning clean up methods.
- Assist the Director in contacting parents.

Possible Disasters

Each disaster will be dealt with as follows:

Tornado/ Windstorm

During tornado season, and upon inclement weather, the Director will monitor radio bulletins and weather forecasts as often as possible.

In the event we are required to seek shelter, the children will be moved to several different locations depending on available time. The Director will state the location by contacting each classroom to “Take Cover”.

*Big Nursery children will move to kitchen and close the door. Teachers should bring crib mattresses to cover heads and move all objects to the sink.

*Little Nursery children will move into the nursery kitchen and restroom and should bring crib mattress to cover heads. Move all objects to the sink.

*The Pre-K2 and Beginner 2 classrooms will go to the boys’ bathroom and sit on the floor away from the mirrors.

*Toddler classrooms 1 & 2 will go to the girl’s bathroom and sit on the floor away from the mirrors.

*Pre-K3A & C classrooms will move to the men’s restroom near the chapel and sit on the floor away from the mirrors.

*Pre-K3B classroom will move to the women’s restroom near the chapel and sit or stand on the floor away from the mirrors.

*Pre-K4 classroom will move to the men’s restroom across from the director’s office and sit on the floor.

*Bridge classroom will move to the men’s restroom nearest to the gate.

*Enrichment classes will move to women’s restroom in parish hall.

*Classroom teachers must always have their emergency bags and attendance clipboard with them.

*The teachers must remain calm and engage their children in activities in which children can cover their heads if needed.

*Teachers may gather their own children – **only if the time allows so as not to make an unsafe situation**- all children must be signed out with classroom teacher on duty.

*All children will remain in this location until all clear is given.

*Summer older classrooms will move to women’s restroom in parish hall.

Only when the danger has passed will we contact parents and allow them to pick up their children. Discourage parents from traveling in unsafe conditions to pick up their children. Teachers are required to remain on duty until the children have been picked up by the parent/ guardian.

Power/ Utility Outage

Only in the event that an outage causes a safety issue, and the facility cannot function will the Director contact the parents and dismiss children.

Chemical Spill

Refer to Shelter- in- Place procedures.

Fire

in the event a fire takes place in the building and poses a potential harm will we evacuate the building and seek alternate shelter. The Director will notify the parents when a location has been secured where to pick up children.

In the event the fire is in a surrounding location, the Director will take direction from emergency personnel when evacuation is necessary and again will state a location for child pick- up.

Lockdown Procedures

The lockdown/ shelter in place code is “Lockdown” or an administrator will inform staff in person.

Possible reasons for a lockdown to be initiated:

- An out-of-control student who is a threat to the safety of our students, staff, or himself/herself.
- Someone has a gun or weapon.
- An intruder
- Hazardous chemical outside the building
- A weather- related event

If a lockdown is announced as “LOCKDOWN:”

Everyone is to stay where they are.

Classroom teachers are to:

- Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
- Lock your door.
- Lower or close any blinds.
- Place students against the wall, so that the intruder cannot see them looking in the door.
- Look for the “Safe Corner.”