



**TRINITY CATHOLIC SCHOOL  
EDUCARE PROGRAM**

**Parent Handbook**

**Address: 2315 N. Cedar**

**Office: 327-9159**

**Cell: 863-2587**

## **TRINITY CATHOLIC SCHOOL PHILOSOPHY**

Trinity Catholic School and Educare Center is an educational community which supports the teaching mission of the Catholic Church in the education of children.

Students, parents, teachers and staff work together to create an environment where individuals are respected, have the opportunity to achieve, accept responsibility, interact peacefully, discover the wonders of the universe and grow in the practice of their faith.

We believe Trinity Educare and Extended Care center to be a community of children, parents, teachers and staff working together to create a structured, yet free learning atmosphere where individual differences are respected, the dignity in the individual is maintained, and a positive self-concept is developed and fostered.

*We believe each child needs:  
to belong regardless of age, race and creed;  
to achieve—according to his/her own ability; to respect all  
people; to assume responsibilities as able; to discover the  
wonders of the world; and most of all, to love and be loved.*

These things are necessary if the child is to establish a good self-image; grow physically, socially, emotionally, cognitively, and to develop into the whole person.

## **POLICIES AND PROGRAMS**

Children from all races, creeds and religions are welcome to register. Harsh or threatening methods of discipline do not comply with our belief in teaching positive self-concepts. We make every effort to keep parents informed through weekly classroom updates in the Thursday Bulletin, notes to parents, and parent conferences (teacher or parent requested). If at any time you feel your needs, or the needs of your child are not being met, please inform us. We want your child's stay with us to be a happy and pleasant learning experience.

Religious activities include prayer at the beginning of meals, Bible character stories and observation of the traditional religious holidays such as Christmas and Easter.

## **ADMISSION AND REGISTRATION PROCEDURES**

We encourage you to visit the center with your child for a preadmission conference. There is a packet of registration forms to be completed by parents. The Educare program requires a \$75

non-refundable deposit for families currently enrolled in the program. New enrollees pay the first month in advance as well as the registration fee. Fees are due at the time of registration and secure a space for your child. All fees are non-refundable.

The center is open to all children without regard to race, religion or sex. Each child admitted is subject to a one-month probationary period.

We offer an open enrollment program where in a child may be registered at any time during the year. We do, however, require separate enrollment for Christmas vacation, spring vacation, the summer program, school in-service full/ half days and re-enrollment for Preschool in the fall. This is so we can estimate and meet staffing needs.

## **HOURS OF OPERATION**

Monday through Friday, 6:30 a.m. – 6:00 p.m.

**PLEASE NOTE:** The Center will be closed on the following holidays: Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Day and the day before or the day after Christmas, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day and July 4<sup>th</sup>.

Extended care will be available to school-aged children for any day school is not in session and Educare is open. **Pre-registration is required.** Any child not pre-registered may not be permitted into the program due to staffing regulations.

## **BILLING PROCEDURE**

All families attending Trinity Educare Center or being cared for in the Trinity Extended Care program are responsible for paying their full monthly commitment. You can access your billing information online.

**PAYING YOUR BILL:** Each month we ask that you pay your monthly payment either online (with the Smart Care app) or to the office (we except check, cash or card). If the office is closed, you can drop off a payment in the lock box located by the Educare sign in. To receive the lowest monthly charge (the prepay amount) payments are due the first of each month. If payment has not been received by the 15th of the month your account will be charged the post pay difference.

**REGISTRATION FEES:** Registration fees will need to be paid one time per year with the yearly renewal date at the start of the school year.

**OVERAGES:** Overage (Educare usage in excess of what was registered for) will be charged on an hourly basis and will be billed separately.

**LATE PICKUPS:** Children picked up after 6:00 p.m. will be charged \$3.00 per minute, per child. Please be aware that if we are unable to reach a parent or emergency contact once we are closed or if late pick-ups become a regular occurrence, Trinity is required to contact CPS and your child's care may be terminated.

**VACATION TIME:** Because our program and licensing regulations require us to engage staff based on the number of children enrolled, tuition refunds for sick days or holidays are not given. Each family is allowed up to three weeks of vacation time per year for which no fee will be charged. These three weeks must be taken in increments of one, two or three weeks at a time as opposed to a single day at a time. *You are paying for your child's spot in our center, not the amount of days attended.*

**SPECIAL MONTHS:** December and April will be billed at your regular monthly fee. Vacation time can be taken if you do not want to use Educare during Christmas or Spring break. The Educare Director must be informed in advance if you wish to do this. June billing will be divided into two portions: The first half of the month will be at your school-rate price and the second half of the month will be based on summer rates (if applicable).

**SIGNING IN AND OUT:** Children must be signed in and out of Educare (this is a State law). Families will be charged \$5.00 every day that their child isn't signed in or out of Educare.

### **COLLECTIONS**

Trinity is partnered with Valley Empire Collection in order to obtain payments from those who choose to leave our center with an outstanding balance. Trinity will attempt to create a payment plan with families before sending their information to Chapman.

### **SCHOOL INSERVICE HALF AND FULL DAYS / INDIVIDUAL HOLIDAYS / CHRISTMAS & SPRING BREAK:** The following policy applies:

#### **FULL DAY INSERVICE, HOLIDAY OR CHRISTMAS & SPRING BREAK::**

##### Currently registered for Educare:

- Infant-PreK children no additional fee
- Kindergarten children add \$10
- children ages 6-12 add \$15

##### Not currently registered for Educare

current drop-in rate applies

#### **HALF DAY INSERVICE:**

Currently registered for Educare

Infant-PreK children no additional fee  
Kindergarten children no additional fee  
children ages 6-12 add \$10

Not currently registered for Educare  
current drop-in rate applies

## **IMPORTANT INFORMATION**

1. Each child will be assigned a clothes hook for coats and boots and a cubby for personal belongings. It is the parents' responsibility to remove all items that need to go home at the end of the day. Please remember that your child's art project may be a very special expression of self and may be very important to your child.
2. For Toddlers and Preschool pacifiers, stuffed animals or blankets are not used during a child's stay at Trinity except at nap time.
  3. Infants may not use blankets, stuffed animals or bottles while in a crib. Pacifiers are ok as long as they don't have a stuffed animal attached.
  4. All parents are required to sign their children in and out of the center on the tablet located by the front doors.
5. Any information concerning your child that the staff needs to know should be posted AND should be reported to a staff member.
6. If your child is going to eat lunch at the center, he/she must be in attendance by 10:00 a.m. that day. If your child will arrive later, please plan on bringing a lunch from home.
7. Drop-in service is available with 24 hours' notice on a space available basis.
8. Nap time for most children will begin at 12:00 p.m. Please arrange to pick up your child prior to or after this time. If you must pick up your child during nap time, we would appreciate your cooperation in maintaining quiet.
9. Parents are welcome at the center any time. We would prefer for parents to observe before enrollment. This way they feel comfortable with the staff and center as a whole.

## **NUTRITION**

Trinity Educare Center will meet the child's nutritional needs for the part of the day which the child spends in the center. Breakfast, lunch and, afternoon snack are provided. Breakfast and lunch is prepared through the Federal School Lunch Program and afternoon snack meets nutritional requirements. Menus for the week are posted on the Parent Information Board located near the director's office and in each class on their parent boards. If your child has special nutritional needs, please contact the director and make any necessary arrangements. Occasionally, the center may provide "non-nutritional" party foods (Halloween, Christmas, Valentine's Day, Birthdays).

## REST PERIOD

Nap time is between 12:00 and 2:00pm. Each child will be assigned their own mat. Parents are expected to provide children with blankets (well-marked with the child's name). We sanitize the cots and launder sheets and blankets weekly. Additionally, if the child has a special stuffed animal, it may be brought and stored in the child's cubby.

## HEALTH POLICY

All children must have a completed immunization form or a waiver on file. Children who become ill while in attendance will have their parents contacted immediately. Parents are expected to arrange for the child to be picked up. Children should remain home until a fever, vomiting, diarrhea etc. have subsided. It is not uncommon for a fever to come back at the end of the day, so it is better to keep children home if you are unsure. Our center follows a 24-hour policy for children who were sent home sick. This means if your child is sent home for a fever, vomiting, or diarrheas they are unable to come back to the Educare center until it's been 24 hours since their last symptoms. Minor accidents will be documented in detail on a separate form and kept in the child's file.

We encourage parents to arrange a physical examination for children who have not had a regular health care or a physical examination within one year before enrollment in the center. The date of your child's last physical examination will be kept in his or her file and is a State licensing requirement.

## HEAD LICE POLICY

Head Lice guidelines at Trinity and the Catholic Dioceses of Spokane (Policy #5141.7) are as follows:

1. If the child is found to have live bugs in his/her hair school personnel, he/she is to be removed from the school by the parent/guardian and treatment must be started.
2. If the child is found to have nits in the hair by school personnel, he/she is to be removed from school by the parent/guardian and treatment must be started.
3. **In order for the child to return to school, the hair must be nit-free.**

Head lice are considered a communicable disease and, like many other communicable diseases, are easily spread among children. A child does not get head lice from school, he gets it from close contact with other humans beings at school.

This problem has absolutely nothing to do with the kind of parents that a child has. It has nothing to do with cleanliness; in fact, head lice prefer a clean, healthy head to a dirty one. Anyone, adult or child, can get head lice. Almost every school in this country deals with head lice at some time or another.

If you are called to come and get your child, please cooperate with us and follow the treatment and guidelines. We have a responsibility, not only to our regular classroom situations but to our Educare and extended care program as well, to be diligent about halting the spread of lice. We will work with you and assist you in any way we can.

If you should discover that your child has head lice, please notify the office as soon as possible as the classroom will need to be treated and other students will need to be checked.

## **MEDICAL CARE PLAN**

Schools shall have on file a care plan for all students who suffer from asthma, diabetes, acute allergic reactions, and other life threatening illnesses. This plan must be developed and signed by the parents in collaboration with their physician and must be acceptable to the school.

## **MEDICATIONS**

Diocesan policy on First Aid and staff dispensing medications require the following:

1. A Medication Request Form must be completed for each student receiving **any kind of prescription or non-prescription medication** at the center. **A request must be signed by the child's parent/guardian and by a physician or dentist (if a prescribed medication), must be current and unexpired, parent/guardians must put the exact times they wish to have the medication administered (as needed isn't a appropriate time)** and must be valid for a period not to exceed one school year. (Forms available in Educare classrooms)
2. All medication (prescription or non-prescription) must be in its original container.

3. A regular staff member is responsible for administering all medications and will sign his/her name and time when dosage is given in the proper form. No medications will be given unless there is proper documentation.

## **EMERGENCY PROCEDURES**

In the event of an emergency or accident, the center will contact the parents immediately. If parents cannot be contacted, a call will be placed to the emergency resource person listed on the emergency card. If they are also unavailable, the services of the paramedics or nearest hospital emergency room will be enlisted depending on the recommendation of medical professionals and the discretion of the staff.

## **CHILD ABUSE REPORTING LAW REQUIREMENTS**

All staff members are required by Washington State Law and by licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, or child neglect or exploitation. Also, staff members are not able to notify parents when the police or Child Protective Services are called about possible abuse, neglect, or exploitation.

## **DISASTER PREPAREDNESS PLAN**

Each staff member has access to a Trinity School Crisis book. This book covers the following topics: Crisis team members and assigned duties, reporting information, emergency locations, internal communication plan, school shelter area, secured classrooms, evacuation of building, accidents, bomb threats, hostage / sniper, intruder on campus / dangerous person, fire, medical emergencies, child abuse, earthquake, lost child / kidnapping, hazardous materials, suicide or death, weapons and explosives, assault, poisoning, drugs and alcohol. This book is available to preview upon request.

Should the school be evacuated, children will be taken to Head Start / Adult Education Center at 2310 N. Monroe. Parents will then be called to pick up their children.

## **SUPERVISION OF CHILDREN**

School-age children are supervised in the building and on the playground during school hours. These children cannot be supervised before and after school hours; therefore children arriving prior to the 8:20 a.m. bell and / or remaining on school grounds after 3:00 p.m. will be sent to Educare. Children need to be signed out when they are picked up.

## **DISCIPLINE POLICY**

Teaching children to respect themselves, others, and materials is our goal. There are many ways to help children learn for themselves these important human skills. This learning will occur when adults show respect for each other and for children. We, as a staff, will:

1. Acknowledge each child's goodness even at times when mistakes are made.
2. Never use corporal punishment.
3. Never do for a child what he/she can do alone.
4. Use I messages to communicate such as " I like it when you..." instead of "You shouldn't..."
5. Recognize the child's appropriate behavior and then encourage that behavior.
6. Be specific and honest when complimenting in an appropriate child behavior (I like the way you are sharing with your friends).
7. Recognize the effort and process more than the product.
8. Take time to train specific behaviors (how to clean up, how to get ready for lunch, etc.)
9. Be clear and reasonable in expectations.
10. Remember that children have thoughts and feelings.
11. Teach conflict resolution, not by taking sides, but by guiding to resolution and reconciliation.
12. Give gentle reminders to state rules or suggest acceptable behavior.
13. Use time-out when a child's behavior is out of control. The teacher will state the unacceptable behavior, remind the child that it is his/her choice to take time out, and invite the child to return to the activity as soon as control is regained and the child has a plan for making acceptable choices.

14. Children not adjusting to our specific discipline policy will be removed if parents and teachers, after conferencing, determine this to be the best interest of the child and/or center.

## **BIRTHDAYS**

Birthdays are a special time for your children. You may send a treat on this day. Please check for the correct number of children present so that all children will receive a treat. To prevent exclusion of some children, birthday party invitations need to be placed in parent mailboxes, not distributed to children's cubbies. If treats are brought to school, they must be purchased from the store. Homemade items are not allowed due to allergies.

## **OUTDOOR PLAY**

All children will have regularly scheduled outdoor playtime (weather permitting). Exceptions will be made only on the basis of a doctor's signed note providing the necessary information. Please send appropriate clothing with your child's name on it. Boots are necessary for snow and mud. The school gym is only used as a substitute when the weather poses a danger to children and staff.

## **FIELD TRIPS**

Periodically during the year, we will take the children on a field trips. These ventures are an important part of a child's learning experience. You will be fully informed prior to each trip. In order for your child to participate, you must return a signed permission slip.

## **STAFF**

The center employs full and part-time person. All employees in the program must be screened by the Washington State Patrol, Department of Social and Health Services and the Department of Early Learning. In addition, staff must complete the Diocesan Code of Conduct Training, First Aid, CPR, Blood borne Pathogens and AIDS training, sleep safe training and a current Food Handlers permit. DEL background checks are also required. Trinity is an equal opportunity employer.

## **PARENTS**

It is our wish that you and your child become familiar with Trinity Educare center before you leave your child with us for the first time. We recommend that you observe your child playing in our center prior to enrolling him or her. We want to afford you the opportunity to ask questions and review our policies. We want your child to feel safe as well as motivated to learn. We would ask that if you have some specific concerns or suggestions you would like to discuss with any staff, please make an appointment. It is imperative that the staff attend to the children first and not be pulled away from the group for which they are responsible.

## **TRANSITION PLAN**

Our goal is to assist you and your child(ren) through the transition process to make it as smooth and easy as possible for all involved.

### **New to the Center**

- Whether your child is beginning our center at the age of 1 month or five years, we want them to feel comfortable and happy.

### **Infant to Waddler Transition**

- Children will graduate to the Waddler class when they turn 12 months' old.
- Daily activities and lesson plans will be posted within the room and available for parents to review.
- Availability in the Waddler classroom is also taken into consideration. On occasion we will move a 11-month-old child from the Infant class to the Waddler class prior to them turning 12 months if the child is developmentally ready to move up.

### **Waddler to Toddler Transition**

- Children will graduate to Toddler class in September along with the new school year.
- Daily activities and lesson plans will be posted within the room and available for parents to review.
- Availability in the Toddler classroom is also taken in to consideration. On occasion we will move a child from the Waddler room into the Toddler room prior to the start of the new school year if the child is developmentally ready to move up.

### **Toddler to Preschool Transition**

- **CHILDREN MUST BE FULLY POTTY TRAINED TO MOVE INTO PRESCHOOL.**
- Children will graduate to Preschool in September along with the new school year.
- The new curriculum and lesson plans will aid in this transition. Your child will have time to become familiar with new rules and procedures and a more structured learning environment.
- Daily activities and lesson plans will be posted within the room and available for parents to review.
- Availability in the Preschool classroom is also taken into consideration. On occasion, we will move a child from the Toddler room into Preschool prior to the start of the new school year if the child is developmentally ready to move up.

### **Preschool to Pre-Kindergarten Transition**

- Children will graduate to Pre-Kindergarten in September along with the rest of their future-Kindergarten. The new curriculum and lesson plans will aid in this transition. Your child will have time to become familiar with new rules and procedures and an even more school-like, structured learning environment.
- Daily activities and lesson plans will be posted within the room and available for parents to review.
- Availability in the Pre-Kindergarten classroom is also taken into consideration. On occasion, we will move a child from the Preschool room into Pre-Kindergarten prior to the start of the new school year if the child is developmentally ready to move up.

### **Pre-Kindergarten to School-Age Transition**

- Once your child is 5 years old and enrolled in Kindergarten, they are considered a part of the school age ratio and will be moved into the appropriate classroom.
- Trinity holds a Kindergarten Round-Up every March for those Pre-Kindergarten students whose parents are interested in keeping them with us for Kindergarten and possible elementary school.
- Our Parent Resource Binder includes information on local area schools as well as our own. Trinity Educare center provides this information because we feel it is important for parents to be prepared regardless of what school they choose to send their children to.

## **CLOTHING**

Please have your child dress in comfortable clothing suitable for the weather and active play. Label all items. Each child must always have a change of clothes stored in their cubby. If they need to use their spare clothes, please take home the dirty clothes and bring new ones the next day. If it becomes an issue were your child doesn't have extra clothes on hand you may be called to bring them clothes or possibly pick up your child. Please check the lost and found frequently and work with your child to keep these items either on his/her person or in his/her cubby.

## **DIAPER CHANGING / TOILET TRAINING**

Children will be changed on the changing table in their classroom. Parents will provide diapers or pull-ups, wipes and extra clothes. Diaper creams will be provided by the parents as needed. Parents must fill out and sign a medication form for diaper cream to be administered, but a doctor's note or signature is not required for this. Teachers encourage toddlers to use the toilet at diaper changing time. We understand that toilet training can be a stressful time and we are happy to help with this developmental process.

## **TOYS**

Our toys and equipment have been specifically selected to be stimulating and educational as well as fun for children. We ask that you **do not** allow your child to bring toys from home unless it is for “show and tell” time. If toys are brought from home, the toy will be kept in their cubby or on a shelf until the child goes home. All toys brought are at the parent’s risk. Trinity Educare has a NO GUNS policy. If your child has something special he/she would like to bring for show and tell, please let his/her teacher know and special arrangements may be made to keep the item in a safe place.

## **DAILY SCHEDULE**

Daily Schedules as well as yearly curriculum are listed in classrooms. Each class has its own individual schedule, but all include circle time, art projects, recess, free play, breakfast and lunch. Please see the director if you would like a copy of any classroom schedules or curriculum.

As a part of our program we provide school-aged children with afterschool care. They follow a similar schedule, but are given a one hour homework time that can change periodically. At this time they are required to work on homework or read quietly. We would ask you, as parents, to encourage your child to do his/her homework at this time.

## **EARLY ACHIEVERS**

Our facility participates in the Early Achievers program. This program gives early learning professionals access to coaching and resources to provide high-quality care.

## **CURRICULUM**

### **Purpose:**

The following Early Childhood Curriculum guidelines have been developed to assist teachers and administrators in the Diocese of Spokane. It is the expectation that these guidelines will be used to localize the Early Childhood Curriculum in each school. The Washington State Early Learning Guidelines are used to inform curriculum.

### **Goals:**

- Understand that each person has unique talents
- Engage in appropriate activities and play which fosters a safe and respectful environment
- Develop self-confidence and self-discipline

- Develop spiritually, socially, physically and intellectually in accordance with each child's unique ability to learn.
- Engage in developmentally appropriate activities and play.

### **The Role of the Educator:**

Trinity Educare teachers understand individual differences and make available a wide range of materials and activities in order to allow children to make their own choices. They work hard to match their curriculum to the Washington State Early Learning and Development guidelines and Early Achievers standards. Positive relationships with families are very important. The educator facilitates the building of relationships between children, families, communities and themselves.

### **Observation and Documentation:**

We learn best about children by watching them in action and taking note of the learning they are experiencing. Observation and documentation are one of the most important roles of early childhood teachers. The purpose of objective of observing the documenting children's experience is to deepen understanding about each child's thinking and development. Making informed decisions about developmentally appropriate curriculum, taking each child's work and feelings seriously and making learning visible to parents is our goal when doing assessments. Assessments are done three times during the school year. We also create individual portfolios by collecting the children's own work and formal assessments.

## **ONE FINAL NOTE**

Trinity Educare and Extended Care is a part of Trinity Catholic School. The Educare has a Director who is responsible for the implementation of all programs, staff training, and student registration. The Director is supervised by the Principal; if necessary, the Principal stands in as the Director. If you have any questions, comments, or suggestions, please feel free to contact the Director at 327-9159 or the Principal at 327-9369.