

## **INTRODUCTION**

Trinity Christian School was founded by Trinity United Methodist Church in 1961 to provide an educational experience for children and young people that is grounded in Biblical principles. Our goal is to produce spiritual and academic growth in our students by providing quality opportunities for learning and development of character. The faculty and staff of Trinity Christian School are committed Christians and are trained teachers. We believe the teacher serves as a role model and has a tremendous impact on the lives of our students.

Our students represent varied backgrounds of religious interests and academic pursuits. Trinity Christian School offers the concept of Christian education to all who choose it.

We believe parents are the primary educators of their children and that our teachers partner in educational and spiritual training. We encourage parents to be active in their child's student experiences. Cooperation between the school and parents is essential to student success.

Please contact the administrative offices at 1-860-688-2008 ext. 101 or 1-860-688-2716 ext. 102 if you have any questions. We invite your inquiry.

## **STATEMENT OF FAITH**

We believe that the Holy Scriptures, both Old and New Testaments, are the inspired Word of God and contain all things necessary for salvation. This great book, the Holy Bible, is the divine and final authority for all Christian faith and life. “The grass withers and the flowers fall, but the Word of God stands forever.” (Isaiah 40:8)

We believe in one living and true God, Creator of all things, infinite in power, wisdom and goodness; the maker and preserver of all things both visible and invisible, eternally existing in three persons; Father, Son, and Holy Spirit. “May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with you all.” (II Corinthians 13:14)

We believe that Jesus Christ is true God and true man, conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross for our sins; on the third day rose bodily from the dead and now sits on the right hand of God the Father as our High Priest and advocate. “God was in Christ reconciling the world to Himself.” (II Corinthians 5:19)

We believe that the Holy Spirit, proceeding from the Father and the Son, is God’s presence at work in the world, church, and individual. The Holy Spirit empowers, inspires, guides, and leads the believer into the truth of new life in Christ. “When the Spirit of truth comes, He will guide you into all truth....and will tell you of what is yet to come.” (John 15:13) “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.” (Galatians 5:23)

We believe that humanity was created in the image of God for the primary purpose of glorifying and enjoying Him forever. Since the fall of Adam, however, sin has pervaded every person, extending into social, societal systems and all creation. “All have sinned and fall short of the glory of God.” (Romans 3:23)

We believe that God offers salvation to humanity and a lost world through Jesus Christ. When anyone turns away from sin, believes and receives Jesus Christ as Savior and Lord, that person is forgiven and transformed. “I tell you the truth, unless a (person) is born again, he cannot see the kingdom of God.” (John 3:3) “For it is by grace you have been saved, through faith....and this not from yourselves, it is the gift of God....not by works, so that no one can boast.” (Ephesians 2:8)

We believe that the Sacraments of Baptism and the Lord’s Supper should be celebrated in obedience to Christ’s command. They celebrate the full benefits of Christ’s death and resurrection, and the hope we have of ultimately being joined with our Lord in triumphant glory. “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.” (Matthew 28:19) “For whenever you eat this bread and drink this cup, you proclaim the Lord’s death until He comes (again).” (I Corinthians 11:26)

We believe that the Church of Jesus Christ is the community of all true believers under His sovereign Lordship and set apart for His purposes in the world. “There is one body and one Spirit...one Lord, one faith, one baptism, one God and Father of all, who is over all and through all and in all.” (Ephesians 4:4,5)

## **PHILOSOPHY OF EDUCATION**

The philosophy of Trinity Christian School is based on a Christ-centered view that all truth is God's truth and that the Bible is the inspired and authoritative word of God. God created all things and sustains all things. Therefore, the universe and humanity are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he can only glorify or know God by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim is to provide a Christian perspective of the world from which will come a balanced personality and proper understanding and acceptance of a person's role in life at home, at work, at play and at worship – all grounded in the Christian concept of love.

This philosophy channels our energies to promote academic excellence while helping the students to achieve skills in creative and critical thinking using the best-integrated curriculum available. The objective of our instructional program is to equip each child with the tools to face life effectively with the strength only a Christian education can produce.

Our responsibility for the student encompasses all aspects of development. The spiritual, intellectual, physical, social, and emotional components are inseparable and require that our aim be to incorporate Biblical Principles throughout the total curriculum. Therefore, the types of activities employed in the classroom and school programs will facilitate this basic philosophy.

While the education of children is the responsibility of parents, the school functions as an agent for parents. Teachers cooperate closely with them in every phase of the student's development, and both parties endeavor to improve the process of Christian education.

## **MISSION STATEMENT**

*Trinity Christian School is committed to a comprehensive program of academic excellence and spiritual vitality, anchored in Christian values with the person of Jesus Christ as the central focus.*



## ADMISSIONS

It is the philosophy of Trinity Christian School (TCS) to administer to the spiritual, academic, emotional, physical, and social needs of the greatest number of people possible. It is the desire of TCS to make Christian education available to as many students as possible. Because TCS is a ministry of Trinity United Methodist Church, TCS will accept any student whose desire is to receive a Christian education. However, if the system determines through testing and other vital factors that we cannot meet the child's needs or when the philosophy of the home is such that it may undermine the mission of TCS, we will not accept the child into our school.

TCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

TCS is not able to accommodate children with special needs, learning disabilities, or severe disciplinary problems.

### **Accreditation**

Trinity Christian School is a *STAR* member of the Association of Christian Schools International (ACSI). Trinity Christian School is in the process of seeking accreditation through the Association of Christian School International – website: <http://www.acsi.org>

Trinity Christian School's preschool program is licensed by the State of Connecticut.

### **Age Requirements**

Students entering our three-year-old program must be 3 by December 31<sup>st</sup>.

Students entering our four-year-old program must be 4 by December 31<sup>st</sup>.

### **Calendar**

The TCS calendar will be issued each year and will generally follow the Windsor Public School vacation and holiday schedule. TCS professional days may vary from Windsor Public School's schedule.

### **Office Hours**

The preschool office hours on school days are 7:45 A.M. to 3:00 P.M. Monday through Friday. The elementary office is open until 3:30 P.M. Both offices are closed on school holidays. During vacation, office hours will be posted. The preschool office phone number is 688-2716, ext. 102 and the elementary office phone number is 688-2008, ext. 101.



# **Admitting**

# **ENROLLMENT PROCEDURES**

The following materials must be in the school office prior to final admission. (Please have your own copies made prior to bringing these materials to the office.)

- Registration and Emergency Card
- New Student Application
- Copy of student's birth certificate
- Current State of Connecticut medical record (Original)
- Registration fee and tuition deposit and cot fee if full time
- Pick – Up Authorization Form

## **Re-enrollment**

Forms for re-enrollment will be sent out to current families in Mid- January. This re-enrollment period will be a limited period of time.

## **Standard of Conduct**

Parents must read and sign the TCS Standard of Conduct Form and Parent Commitment Form, a sample of which is found at the back of this Handbook. A copy must be on file for each student in our school system.



# **ACADEMIC POLICIES**

## **Academic Standards**

A quality education is the result of :

- A curriculum that integrates God's truth in all instruction and adequately prepares the student for future academic success,
- Teachers who are disciples of Jesus Christ and hold to a Christian world view, and
- A student/teacher ratio of 1:10 or less will enable the student to derive maximum benefit from his academic exposure. The maximum class size with a teacher and a teacher's assistant is 16,
- Parents who actively participate in the ministry and mission of their own church and support with prayer and are involved in the spiritual and academic development of their children.

## **Curriculum**

Curriculum development reflects Trinity Christian School's statements of philosophy and purpose, replicates a Christian worldview, and is based on reliable findings from the sciences dealing with child growth, development, and learning. Well-recognized Christian publishers form the basis of our curriculum. The methods of instruction are ones that promote inductive learning through exploration and discovery, inquiry and interpretation, critical thinking and creativity. The goal of the entire school effort is to achieve proper and adequate development of the students in terms of academic learning, spiritual growth, and healthy social and physical performance.

## **Music Education**

Music is an important part of a child's development. Our program consists of singing, rhythm instruments, and movement. Each class has music once every other week. The use of music is also an integral part of our daily class schedule.

## **Physical Education**

Developing a child's gross motor skills is very important. Group activities as well as outdoor play are planned to enhance this development.

## **Progress Reports**

### **Four-year-old programs**

TCS is on a nine-week reporting period. A progress report will be sent home in November, February and June showing the academic progress as well as showing areas of conduct that need to be improved.

### **Three-year-old programs**

Progress reports will be sent home in November, February, and June.

If an account is delinquent at the end of the year, the progress report will be held until an arrangement for payment has been made with the office.

The purpose of a reporting system is to give parents an accurate indication of the progress achieved by their children. Each child's ability, attitude, and application are taken into account.

## **Parent/Teacher Conferences**

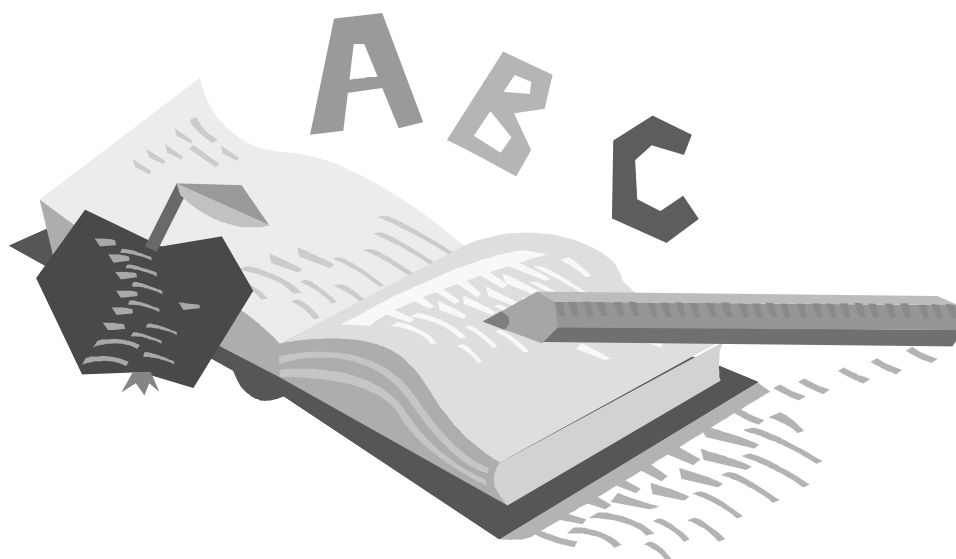
Parent/Teacher Conferences are required at the end of the first marking period. Conferences are optional for the remaining marking periods. Three report cards are issued as the primary means for academic and behavior reporting to parents. In addition to these scheduled report cards and conferences, parents are

free to request a conference as needed. A conference should be scheduled at a time convenient for both the parents and the teacher. It is expected that parents communicate with the teacher and the preschool director before contacting the school administrator. The school administrator is available for parent-teacher conferences following the initial parent-teacher contact/conference and a parent/teacher/preschool director conference.

### **Field Trips**

Field Trips will be scheduled for student enrichment. Permission slips will be required for student attendance and parents will be contacted to assist as chaperones, with transportation, etc., if necessary. Students are required to participate in field trips as these are learning experiences. Students who opt not to participate are expected to stay at home that day. Parents will be asked to pay a nominal fee to cover costs.

Parents who plan to chaperone or drive on a field trip must have read our *Field Trip Policy* and have a completed field trip assessment and driver's abstract form on file in the school office.



## **ATTENDANCE**

### **Attendance Policy**

If your child is absent, we require a call from the parent to the school office by 10:00 A.M. on the date(s) of the absence.

## DRESS

The Bible commands the Christian to do “all to the glory of God” (I Corinthians 10:31). In today’s society, this command has special reference to the fact that God may be honored or dishonored by our personal dress and grooming. In dress, as well as doctrine, the Christian is to “test all things; hold fast what is good. Abstain from every form of evil” (I Thessalonians 5:21-22). The Christian is to have regard for things that are “pure...of good report...of virtue...and praise.” (Philippians 4:8). These commands have a practical application to the dress and grooming of students. God is glorified when dress and hairstyles are appropriate for the occasion and free from distracting or offensive peculiarities or extremes. In preschool, parents are responsible for sending their children to school with correct dress and grooming.

PLEASE mark your child’s clothing, especially footwear and mittens! Every child should have an extra change of clothing in case of too enthusiastic water play, toilet accidents, etc. These items should also be marked with your child’s name and placed in a large Ziploc bag with the child’s name. ALL CLOTHING SHOULD BE EASY TO PUT ON AND REMOVE to encourage self-help especially boots and jackets. The children have outdoor play whenever possible. Please keep this in mind when your child dresses for school.



# CAMPUS POLICIES

## **School Days**

All Preschool classes begin at 8:00 A.M. Children may enter the building at 7:45 A.M. and go directly to their classroom. Please be sure to arrive by the start of school.

Children in Half – Day programs are dismissed at noon. Please meet your child at the Church Office entrance. Please park in the Elementary School lot.

Students arriving before 7:45AM must enroll in the morning Adventures in Learning program. *See Adventures in Learning, page 14.*

Full day students will be dismissed at 2:25. Upon dismissal, Adventures in Learning students will go directly to their Adventures in Learning rooms.

After 2:45, any students remaining for pick-up will be dismissed to Adventures in Learning and these charges will be collected on a weekly basis.

The preschool doors will be locked from 9:15 A.M. – 2:15 P.M. During these hours, please enter the building through the elementary entrance and sign in as a visitor in the elementary office.

## **Parking Lot Procedures**

- Please enter the East parking lot through the driveway farthest from the church (by the Trinity Christian School sign) and exit through the driveway closest to the church building.
- Please do not allow children to run free in the parking area or on the brick wall next to the church.
- Please hold your child's hand until safely in your vehicle.
- Please do not use the fire lane for dropping off or picking up children.

## **Pick-up Identification**

- Photo I.D. will be necessary for pick-up alternates not listed on Emergency Card. Parents need to notify the school if another party not listed on Emergency Card will be picking up their child and will need to inform their alternate pick-up party to present themselves to the office with their identification before child will be released.
- School buses are the only vehicles authorized to park along the curb.
- Students are absolutely restricted from walking alone through the parking lot without being accompanied by an adult. Please help us protect your child!
- Inform the Preschool Office if you will be picking up early.

## **Chapel**

Students will meet for corporate worship and expression in chapel service at least once each week during the school year. It shall be an extension of their Christian training, but not the extent of it. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies. Students are not to talk while coming or going or during the program.

Parents are invited and encouraged to attend weekly Chapel services. A schedule is included with the academic calendar.

## **Prayer**

Students of Trinity Christian School are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

## **Bible Version for Classroom Use**

The use of Scripture in the classroom is a fundamental, integral and principle part of the educational process. Trinity Christian School recognizes the New International Version as the translation normally used in the classroom for study, quotation and memorization.

## **Bible Memorization**

All students will be involved in Bible memorization throughout the year. These verses will be in accordance with the Bible guide for each grade.

## **Toys**

Students are requested to leave their toys at home unless instructed by their teacher for a special event (Teddy Bear parade, etc.).

## **Birthdays**

Birthdays are a very special time for children. Please feel free to provide a special treat for your child's class. However, please check with the teacher to make sure there are no students with **food allergies** and to allow time to let the other parents know that a birthday family will provide a snack for the children. A short story about the birthday boy or girl is also a welcome addition to this special day. This often proves to be an enjoyable time of sharing in his/her special day. Please provide any paper products that will be necessary for the serving of the special treat.

No birthday invitations will be distributed at school unless all the student's classmates are invited.

## **Emergency Closing**

On days when snow, sleet, or other inclement weather conditions make travel especially difficult, TCS will follow the decision made by the Windsor School System on whether or not classes will be held. If a decision is made to cancel school or open late, the announcement will be carried beginning at 6:00 A.M. on the following stations:

WTIC – AM 1080    WDRC – AM 1360    WVIT TV Channel 30  
WIHS – FM 104.9    WDRC – FM 103    WFSB TV Channel 3

This announcement will be carried independently as “Trinity Christian School-Windsor”, not as part of the Windsor Public School's announcement.

In the case of an unscheduled early dismissal, the school will call parents. These same radio and TV stations will carry the announcement of an unscheduled early dismissal. Please do not call the school during this time unless it is extremely urgent.

The following guidelines will be observed:

- If the elementary school has a **one-hour delay**, school will begin at 9:00 A.M.
- If the elementary school has a **90-minute delay**, school will begin at 9:30 A.M.
- If the elementary school has a **two-hour delay**, school will begin at 10:00 A.M.

- If the elementary school is cancelled, there will be **NO SCHOOL** for preschool also.

When there are delays due to inclement weather, A.M. extended care services will be cancelled.

### **Fire Drills**

Fire Drills are held on a regular basis and are usually unannounced. Students will be trained to exit the building in an orderly fashion, following the Connecticut regulations for evacuation of school buildings.

### **Lost and Found**

TCS assumes no responsibility for lost or stolen items. Items of value should not be brought to school. Items that have been lost or stolen should be reported to the school office where students may check for their possible return or recovery. Items found in and around the school building should be taken to the office where attempts will be made to locate the owner. Labeling of clothing or personal items would help expedite return to the rightful owner.

### **Lunch (full day students only)**

Students may either bring or buy lunch. If buying lunch, provided by the Windsor Food Service, students have the option of purchasing the main menu or alternate menu items. Milk is included in the purchase price. A menu will be sent home via the child once a month showing the lunch selections. Prepay envelopes will be sent home every Friday. These envelopes are to be used only for prepaying for the week or month, not for a one or two day purchase. If purchasing only one day or two, please send correct amount in cash or check with your child in an envelope that has child's first and last name, lunch selection, and teacher's name written on it. If a student is absent and has prepaid for lunch, his/her account will be credited. Please make sure your child is aware of what you want them to have for lunch. The lunch count is taken daily by 9:30 A.M.

Ice cream can be purchased separately for a nominal fee. Ice cream is sold on select days, not every day.

Students bringing in their own lunch can purchase a drink to accompany their lunch. They can also purchase ice cream. The school staff and the lunch staff **will not** heat lunches brought in from home.

### **Snacks**

Please provide a nutritious snack and water (preferred) or juice for your child daily.

### **Outside Play**

Students will have a daily recess period. When the temperature is 32° or above, students will be expected to go outdoors. If the temperature or wind chill is below 32°, students will have indoor recess. A student who is well enough to come to school is expected to participate in all activities, including recess, unless a doctor's note has been sent to the school. Students must be prepared with sufficient clothing (gloves, hats, coats, boots if ground is wet) during cold weather for outdoor play.

### **School Pictures**

Individual and class school pictures will be taken in the fall of the year. Parents will be notified when pictures are delivered to the school. Parents will be able to view their child's pictures and purchase them, if so desired. All pictures that have not been purchased will remain at school.

### **Visitors/Teacher Contacts**

All visitors to the school must sign in at the Preschool or Elementary Office and receive a Visitor's Pass. During school hours, teachers are unlikely to speak personally to parents except in emergencies. You may, however, leave a personal and confidential message on their voice mail by calling 688-2008 for Elementary, or 688-2716 for Preschool, or by leaving a message with the School office.

TCS welcomes and encourages parents and other interested persons to visit our school.

## **HEALTH POLICIES AND SERVICES**

### **Immunizations and Physical Examinations**

Each child must bring to school on the first day, a current, completed health form verifying his/her last physical exam and immunization record. The Department of Public Health requires that each student have a physical examination form signed by a physician, physician's assistant, or advanced practice nurse completed within one year prior to enrollment and updated yearly.

A child must be age appropriately immunized according to national standards. This consists of a primary series of:

- 4 DtaP,
- 3 Polio,
- 3 Hep B,
- 1 Varicella (given after a child's first birthday), and
- 1 HiB (given after a child's first birthday).

If, for any reason, a child has not received all of the noted inoculations, a signed statement by the child's physician will be required. The school nurse is available to answer any parental/guardian concerns.

Religious and medical exemptions to required immunizations must have written documentation from the physician.

### **Administering Medication**

Any medication, whether prescription or over-the-counter, which has to be administered during the school day, must be accompanied by written parental authorization to dispense by school nurse or designated personnel. All medications prescribed by a physician to be administered during the school day must be accompanied by an authorization to administer medication. This form should be available from your physician's office and must be signed by a physician and the parent or guardian. All medication will be kept in the school nurse's room. All non-prescription medications (e.g., Tylenol, Motrin, cough drops, etc.) must be provided by the parent in a clear, plastic bag with the child's name on it and kept in the school nurse's office. The office will call the parent when a student requests a medication that is administered on an as needed basis.

All medications shall be brought to the school office in the original pharmacy labeled container by a parent or responsible adult. **No medication should be brought to school via the child.**

### **Communicable Diseases**

TCS desire to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean any illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Parents should report all cases of communicable diseases to the School Nurse. Students with a communicable disease including, but not limited to, the following conditions are excluded from school and directed to see their family physician:

*Head lice, Scabies, Conjunctivitis, Impetigo, Ringworm, Strep Throat*

Students may return to school only with a written physician's statement that they are free of the condition or are receiving treatment for it and are no longer contagious. Children must be fever free for 24 hours in order to return to school.

TCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control spread of communicable diseases within the school. A teacher or administration official that reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

### **Emergency Card**

Emergency Cards must be completed and returned to the school office at the beginning of the school year. Any changes in phone numbers, addresses, doctors, hospital preference, etc. must be made known promptly to the school office so emergency information data can be kept current.

### **Illness and Accidents**

Students should not attend school if they have had a fever or have vomited within the past 24 hours. If a child becomes ill or seriously injured at school, parents are notified immediately and are expected to provide immediate transportation. Children sick are sent home at the discretion of the school administration. Children who become ill or injured at school are brought to the nurse's office. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. Parents will then be notified. A representative of the school will stay with the child until the parent assumes responsibility. In the case of when the parent can't be reached, the school will call the individual listed on the Emergency Card and/or physician or emergency personnel. If your child is in much discomfort, you will be called and asked to come and take the child home. Your child will be made as comfortable as possible until you arrive. In the case of small, superficial cuts and abrasions, the injury will be gently cleaned and bandaged. Bumps caused by blunt instruments, equipment, or by another student will receive an ice pack. Parents/guardians will be called if the bump is of a serious nature.

### **Physical Examinations**

School health legislation requires that each student present proof of a current physical examination prior to enrollment in school when entering Kindergarten and all preschool programs. All new students, elementary and preschool, must present complete and current health information to the school office. Necessary forms must be on file in the school office before the student can enter school.

### **Vision and Hearing Screening**

All Elementary students will have vision and hearing testing once a year unless parents specifically ask – in writing – to have their child exempted from being tested. Parents will be notified if there is a concern regarding their child's vision and/or hearing.

### **Child Protection Policy**

If there is any known or suspected abuse or neglect of a child attending Trinity Christian School, the teacher or the administrator has the duty to report the knowledge or suspicion to the appropriate state agency. This is the case whether the suspected abuse or neglect occurs on or off the school premises. The school administrator will inform the Pastor of Trinity United Methodist Church of all reported incidences of abuse and neglect.

# ADVENTURES IN LEARNING

## **Adventures in Learning**

Extended Care is available for TCS students only.

Before School Care begins at 7:00 A.M. and ends at 8:00 A.M. each day school is in session. After School Care will begin at 2:25 and end at 6:00 P.M. To participate, a parent must register their child for Adventures in Learning. "Drop-in" care is also available, but there is no guarantee there will be room. Drop-ins must be arranged by noon on the day the service is needed.

Enrollment forms are available in the school office.

## **Adventures in Learning Closing**

Please be advised that Extended Care will not be available whenever school is closed due to inclement weather.



# **DISCIPLINE POLICIES**

## **Discipline Philosophy**

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, TCS adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (Ephesians 6:1 – 4). A teacher stands in *Loco Parentis*, that is, in the parent's stead. He or she has the same God given authority as the parents have.
2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality (Proverbs 3:11-12).

TCS expects that its students show respect to God, country, family, faculty, and fellow students. Anyone who will not cooperate spiritually, morally, or scholastically will not be allowed to remain in TCS.

In the classrooms of TCS, these four fundamental rules are to be followed:

- Respect God
- Respect Authority
- Respect Others
- Respect Self

## **Discipline Policies**

The school seeks to instill the following characteristics in our students:

- Cheerful obedience to all in authority
- Responsibility in doing assigned or expected tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness in person and property
- Truthfulness and honesty in work and life
- Respect for property that belongs to others
- Morally good conduct in respect to recreation, social relationships, and language

The classroom teacher will handle offenses of a minor nature. Repeat offenses may require any one or a combination of the following:

- Student conferencing
- Loss of privileges
- Phone call to parents
- Written letter sent home
- Parent/teacher conference

### **Consequences and Positive Reinforcement**

The teacher will make every effort to correct a behavior with positive reinforcement and incentives such as stickers, praise, stamps, extra privileges, etc. If these positive reinforcements are ineffective, consequences for the exhibited behavior may be deemed necessary.

The classroom teacher will report any habitual behavior or serious offences such as biting, punching, or dangerous play, to the Preschool Director. The Preschool Director may do any one or a combination of the following:

- Send the student home
- Parent/teacher/director conference
- Dismissal from school

The administration of Trinity Christian School reserves the right to dismiss a student who is unable to adapt to the Christian school environment.



## CONFLICT RESOLUTION

*Moreover if your brother sins against you, go and tell him his fault between you and him alone.  
If he hears you, you have gained your brother.*

Matthew 18:15

If a student or parent is offended by the words or actions of a TCS staff member, as Christians, they should go *first* to that person through whom the offense came and share this with that person.

If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the person directly over that staff member, but *never* before approaching the person committing the offense.

In like manner, if the issue is not resolved there, it may then, and only then, be taken to the Administrator. If the matter cannot be resolved there, then it should be taken to the Chairman of the School Board, who will bring the matter before the Board for final disposition of the matter.



## **FINANCIAL POLICIES**

Tuition is paid over a 10-month period (August to May) unless you choose to pay annually (August) or semi-annually (August and January). FACTS Tuition Management (<http://www.factsmgt.com/FACTS/>) handles all accounts of families choosing a 10-month cycle. Information regarding registration for FACTS is available in the school office.

1. Accounts not paid by the due date will be considered delinquent. A bank fee will be charged for a returned check and is the responsibility of the parent.
2. Families with delinquent accounts at the end of the school year will not receive Report Cards until all financial obligations to TCS are paid in full.
3. Students whose parents/guardians have an outstanding obligation to TCS from a previous school year will not be permitted to start school the next year until that obligation is paid in full or a payment schedule has been worked out with the Business Office.
4. Students whose parents/guardians have an outstanding balance that is 60 or more days delinquent will not be permitted to attend classes until the account is brought to a current status or arrangements have been made for payment.
5. If you have a financial emergency and are temporarily unable to pay, please call the school office before you withdraw or get too far behind.
6. TCS offers a limited tuition assistance program to all qualified students. A student must be registered with the school before being considered for a scholarship. Scholarships can only be applied to tuition. All other fees are the responsibility of the applicant. The Scholarship Application may be picked up in the school office. Applications will be reviewed by Family Financial Needs Assessment. FFNA's recommendations will be approved by the TCS Scholarship Committee. The deadline for returning students to file for scholarship will be May 1st and recipients will be notified in late June. Hardships may be considered on a case-by-case basis. New students may apply as they enroll if funds are available.
7. If a family withdraws a student from attendance at Trinity Christian School, they are responsible for paying for the month of withdrawal plus a penalty fee of 10% of the annual tuition.

### **Tuition Payment Schedule**

Parents must choose one of the following payment schedules:

One payment	Due August 15
Two payments	Due August 15 and January 15
Ten payments	Complete FACTS Tuition Management form

### **Fee Requirements**

- Registration Fee, Tuition Deposit and all Financial Agreements must accompany all applications and re-registration forms

## **STANDARD OF CONDUCT FORM**

A signed Standard of Conduct Form must be on file in the office for each student. The Standard of Conduct forms will be included in the Student Orientation Packet and should be returned to the school office no later than the second day of school. A sample form is provided below.

### **Standard of Conduct**

Trinity Christian School is committed to striving for academic and spiritual excellence. Students are expected to display attitudes and behavior consistent with achieving these goals. Scripture is the best guideline for appropriate behavior and attitudes. If a student's behavior or attitude is injurious to these goals or detracts from their achievement, TCS will, at the recommendation of the Administrator and at the discretion of the School Board, dismiss the student either temporarily or permanently.

A sense of the need for spiritual growth in the light of these principles has led TCS to adopt standards believed to be conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, expects the student to abide by the discipline policies of TCS Parent/Student Handbook. In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and students, there is opportunity for development of strong Christian character and academic excellence.

*I have read and understand the Parent/Student Handbook, including the Statement of Faith, Statement of Philosophy, and Mission Statement, and I will support the school system in application of these policies.*

*In agreement with TCS, I also believe that discipline is necessary for the welfare of each student as well as for the entire school. I give my permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in the manner consistent with Christian principles and discipline as set forth in the Scriptures.*

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Teacher

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*Please sign and return this copy to your child's teacher.*

(See reverse side for Parent Commitment)



# Trinity Christian School Preschool Student Handbook

## TABLE OF CONTENTS

	Page Number
Introduction.....	1
Statement of Faith.....	2
Philosophy of Education.....	3
Mission Statement.....	3
Admissions.....	4
Accreditation	
Age Requirements	
Calendar	
Office hours	
Enrollment Procedures.....	5
Re-enrollment	
Standard of Conduct	
Academic Policies.....	6
Academic Standards	
Curriculum	
Music Programs	
Physical Education	
Progress Reports	
Parent/Teacher Conferences	6-7
Field Trip	7
Attendance.....	7
Dress.....	8
Campus Policies.....	9
School Days	
Parking Lot Procedures	
Pick-up Identification	
Chapel	
Prayer	10
Bible Version for classroom use	
Bible Memorization	
Toys	
Birthdays	
Emergency Closing	
Fire Drills	
Lost and Found	
Lunch	
Snacks	
Outside Play	

School Pictures		
Visitors/Teacher Contacts		
Health Policies and Services.....	12	
Immunizations and Physical Examinations		
Administering Medications		
Communicable Diseases		
Emergency Card		13
Illness and Accidents		
Physical Examinations		
Vision and Hearing Screening		
Child Protection Policy		
Extended Child Care “Adventures in Learning”	14	
Extended Care		
Extended Care Closing		
Discipline Policies.....	15	
Discipline Philosophy		
Discipline Policies		
Consequences and Positive Reinforcement		16
Conflict Resolution.....	17	
Financial Policies.....	18	
Tuition Payment Schedule		
Fee Requirements		
Standard of Conduct Form.....	19	
Parent Commitment.....	20	