



# **Trinity AME Early Learning Center**

## **PARENT HANDBOOK**

Effective July 1, 2024

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## ABOUT OUR CENTER

**Trinity AME Early Learning Center's** connection to the Southwest Atlanta community spans a period of over 50 years. Our center continues to provide educational programs and support that enhance the development of children in a nourishing environment. Our children come from different ethnic, economic and religious backgrounds. Trinity A.M.E. Early Learning Center accepts all children regardless of race, color, nationality or religious background.

Our goal is to provide a safe, Christian, professional environment for educational excellence. Our mission is to improve the early childhood experience of young children through developmental childcare and early learning focusing on the educational development of children and to provide support services and information to their families. We believe that for our children to achieve their fullest potential, our instructors should be focused on the development of the whole child (mentally and physically). We intend to execute our program to produce an environment that is conducive to the development of a value system that builds a foundation which promotes high self-esteem and appropriate positive self-confidence.

### I. AFFIRMATION ACTION STATEMENT

Trinity AME Early Learning Center, LLC (**The Center**) admits all children regardless of race, color, nationality or religious background.

### II. VISION

The Center's vision is to be a safe, Christian, and professional environment dedicated to educational excellence.

### III. MISSION STATEMENT

The Center's mission is to deliver an exceptional early childhood experience, emphasizing the educational development of young children while offering support services and information to their families.

### IV. PHILOSOPHY

We believe that for children to reach their fullest potential, our instruction should focus on the development of the whole child. We prioritize nurturing each child's physical and mental health. Our programs are designed to create an environment that fosters the development of values, morals, and etiquette, building a foundation that promotes high self-esteem and positive self-confidence.

## V. INFANT-TODDLER-PRESCHOOL PROGRAM

Planned within the framework of the Center’s philosophy, mission, and vision, the Georgia Early Learning and Development Standards (GELDS) are utilized. This combination of standards ensures that children develop skills in the following learning domains: physical development and motor skills; social and emotional development; approaches to play and learning; communication, language, and literacy; and cognitive development and general knowledge (math, social studies, science, creative development, and cognitive processes). Activities include sharing and conversation time, stories, songs, finger plays, exposure to shapes, colors, numbers, and letters, creative arts and crafts, games and gross and fine motor activities, food preparation, in-house field trips, and the celebration of birthdays and holidays.

### **Infants**

Infancy is a tender, remarkable time of growth and development in a child’s life. Our Infant program gets our babies moving on a fast track to early learning. The classroom is designed to develop physical, emotional, social and cognitive skills for babies between the ages of six weeks and twelve months. From the very beginning, our teachers develop a personal bond with your baby to foster a strong emotional connection, so your little one feels safe and loved in this new environment.

We spend quality time getting to know their individual needs so that we can collaborate with families to customize meal plans, daily developmental activities and give special attention during the times they’ll need it most. Emphasis is placed on the child’s physical needs, such as feeding and diapering, as well as interpersonal interaction

Our curriculum is designed to help infants achieve their milestones through sensory, social and motor activities. Infant classrooms are cozy and filled with stimulating colors, textures and sounds to keep your baby actively engaged throughout the day. Enrollment in the infant room may be extended based on a child’s developmental needs. When our babies begin taking steps, show assertion and more self-control, they are moved to the “Toddler One” classroom.

### **Toddlers**

Our **Toddler One Program** is designed to provide interactive challenges that will encourage our students to safely discover and explore. Children at this stage have a natural desire to “push it to the limit” and experience the world around them without boundaries. Driven by curiosity and a newfound sense of confidence, toddlers are more self-aware, expressive and pensive in their daily activities.

A proper toddler program engages energetic children by inviting them to interact with their environment. We incorporate more complex manipulatives, play centers and activities as students move from our Toddler One to Toddler Two classroom. At this age, children mimic what they see, so we work to foster a toddler’s understanding of safe and socially appropriate behavior.

Two-year-old children have an inquisitive mind when it comes to learning. We aim to open their little worlds to all the possibilities imaginable!

The **Toddler Two Program** opens more space for movement and exploration. We incorporate tactile learning materials, a variety of play centers and a more challenging curriculum that fosters their growing independence and cognitive abilities. Our Creative Curriculum program fosters the critical relationship building that occurs at this age, supporting intellectual and social development. Manipulative toys are used to promote eye-hand coordination. Teachers emphasize daily routines and social interaction through family style meals and other small group activities. Picture books, songs and skits are used to increase color, shape and number recognition. Teachers organize socio-dramatic play activities so children can dress up and role-play. This develops new skills, such as problem-solving, self-care routines and conversation. Children frequently read stories to build listening skills and are often asked to repeat the stories to develop memory recognition.

The dedicated toddler teachers will introduce your child to various hands-on exercises and methods of 'productive play' which help lay the foundation for more advanced pre-school activities. Teachers introduce more structure into their daily routine and new learning subjects with more intensive lesson plans. While daily activities are play-based, we encourage children to be more mindful of their actions so that they transition to preschool and beyond confident in their capacity to solve problems, trust their instincts and express themselves freely. To facilitate parental involvement, teachers provide daily digital feedback via ProCare to document and share the child's experiences.

Trinity's Preschool Program acts as a preparatory school that focuses on academic readiness skills for young children. Students are exposed to real-world situations, current events and more complex learning concepts that complement the evolution that takes place when children turn three years old. Their personalities are larger than life and their perception of the world has matured to understand how things operate and coincide in their everyday lives.

### **Preschoolers**

The Preschool classroom incorporates immersive exploration centers that allow them to heighten their competency of academic subjects. The Creative Curriculum for Preschool focuses on language and literacy, logic and reasoning, social studies and environmental awareness. We strive to instill more structure, accountability and independence at this stage so when the time comes, students will be well. Preschoolers are full of curiosity and spend a great deal of time observing the world around them. Our program uses this opportunity to focus on academic readiness skills.

Children learn to recognize an expanded range of shapes and numbers. In addition, techniques are used to enhance the child's ability to associate groups of letters with spoken words, and children are encouraged to tell stories through figures and symbols. Teachers stimulate the child's understanding of cause and effect and inquisitiveness through activities that present real-world situations. Age-appropriate, interactive learning areas are available for the children to explore and learn as they play. Support and involvement of parents is encouraged through daily digital progress reports via Kid Reports.

## **VI. GEORGIA LOTTERY FUNDED PRE - KINDERGARTEN PROGRAM**

Georgia's Pre-K Program is a state lottery funded educational program for all age eligible four-year-old children in Georgia. The purpose of Georgia's Pre-K Program is to prepare children for success in Kindergarten and later school years. The Center's Pre-K program operates on the regular school system calendar for the length of a typical school day. The child must be a Georgia resident. For purposes of this program, Georgia resident is defined as a child who resides in the state of Georgia. Proof of residency should be part of a child's on-site file prior to or on the first day of Pre-K. Examples of proof of residency

include the following: current lease, property tax notice, homeowner's insurance bill, mortgage statement, current vehicle registration form, letter from shelter, letter from employer if employer provides housing, any utility bill listing the residence as the service address, and current PeachCare eligibility documents (PeachCare card or eligibility letter) for the child. A cell phone bill or a driver's license is not an acceptable proof of residency. If a student's family is living with someone else, parents should provide a notarized affidavit from the property owner stating where the child's family is residing, plus a copy of the property owner's proof of residency (any items listed above). Active duty military families can support Georgia residency with a copy of official military orders verifying Georgia residency during the school year. Certificate of Immunization (Form 3231) • Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300) The Center's Georgia's Pre-K Programs provide instruction using the Georgia Early Learning and Development Standards (GELDS) along with Creative Curriculum These standards are aligned with the Kindergarten Common Core Georgia Performance Standards.

## **VII. EXTENDED CARE PROGRAM**

The Center operates an extended care program for children in the Preschool and Pre- kindergarten program. The Extended Care curriculum consists of enrichment activities, music classes, and arts & crafts both inside the classroom and the outside classroom.

## **VIII. ADMISSION**

Upon receipt of the first week's tuition payment and registration fees, children aged six weeks to 4 years of age are enrolled into The Center. Classes are filled on a first come, first serve basis according to the date of enrollment. If classes are filled when a parent calls, the child's name will be placed on a waiting list to fill vacancies as they occur. As vacancies arise during the year, they will be filled from the waiting list and from new registrations. All applications for admission must include a current immunization certificate on a Georgia Form 3231 and signed by the child's physician or health service provider. Before children can be left in our care, we require that every child have a comprehensive authorized pick-up list. All authorized persons must have a valid form of id and they must have completed contact information. All changes to the authorized pick-up list must be in writing from the enrolling parent or guardian. Registration of newborns requires that an Infant feeding plan be completed and a first day of school Teacher Parent conference after 9:30a.m. This ensures a safe, smooth transition.

Enrollment in The Center's Pre-Kindergarten Program (funded by Bright from The Start Georgia Department of Early Care and Learning) is on a first come, first serve basis. Registration for Pre-Kindergarten begins the first week of February in the same year prior to the beginning of the school term. Children must be four years of age by September 1<sup>st</sup> of the school year. Parents are required to produce a birth certificate and proof of residency at the time of enrollment.

## **IX. WITHDRAWAL**

Trinity AME Early Learning Center requires two weeks advance notice when a child is to be withdrawn. A disenrollment form that must be filled out prior to the child leaving the Center. We also ask that parents complete an exit survey as feedback is a critical part of future policies and practices.

## **X. CALENDAR YEAR PROGRAM**

The Center operates a year-round program. The **Pre-Kindergarten program** operates for 180 days per year and a special calendar is provided to Pre-K parents detailing the days of operation. The following holidays are observed, and The Center is closed on these dates: New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Juneteenth, Thanksgiving Day, the Friday after Thanksgiving and Christmas Week, Annual Staff Training Day, and Annual Center Open House.

# SY2024 - 2025 Infant-Preschool

Center Site Name : Trinity AME Early Learning Center, LLC

Daily Start  
**Time: 6:30 AM**  
 Daily End  
**Time: 6:00 PM**



July 4 - Campus Closed  
 July 26- Annual Staff Development  
 Campus Closed  
 July 31 - Open House ( Entire Campus)  
 August 1- First Day of School  
 September 2 - Campus Closed  
 November 28&29 - Campus Closed  
 December 25&26&27 - Campus Closed

**July 2024**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September**

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# SY2024 - 2025 Infant - Preschool

Center Site Name: Trinity AME Early Learning Center

January 1- Campus Closed  
 January 20 - Campus Closed  
 April 18 - Campus Closed  
 May 26 - Campus Closed  
 May 30- Last Day of School  
 June 2 - Summer Camp Starts -  
 Entire Campus  
 June 19- Campus Closed

**January 2025**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**March**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**May**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**June**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



# SY2024 - 2025 PreK

Center Site Name : Trinity AME Early Learning Center, LLC

Daily Start

**Time:** 8:00 AM

Daily End

**Time:** 2:30 PM



July 4 - Campus Closed  
 July 24-31 - Teacher Preplanning Days  
 ((Teachers Report-Student Break)

July 26- Annual Staff Development  
 Campus Closed

July 31 - Open House ( Entire Campus)

August 1- First Day of School

September 2 - Labor Day - Campus Closed

October 14- Professional Learning  
 (Teachers Report-Student Break)

October 15-18- Fall Break - students and teachers

November 25-29 - Thanksgiving Break -students and teachers

December 23-January 3 - Semester Break- students and teachers

## July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Instructional days : 22

## September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Instructional days: 20

## October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Instructional days : 18

## November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Instructional days: 15

## December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Instructional days:15

# SY2024 - 2025 PreK

Center Site Name: Trinity AME Early Learning Center

January 20 - MLK DAY- Campus Closed  
 February 17- Professional Learning (Teachers Report-Student Break)  
 April 18 - Good Friday- Campus Closed  
 May 28 - Memorial Day - Campus Closed  
 May 29- Last Day of School  
 May 30 - Teacher Post Planning Day  
 June 2 - Summer Camp Starts - Entire Campus  
 June 19- Juneteenth- Campus Closed

**January 2025**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Instructional Days : 19

**February**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Instructional Days : 15

**March**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Instructional Days : 20

**April**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Instructional Days : 16

**May**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Instructional Days : 20

**June**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Summer Camp



## XI. HOURS OF OPERATION

Children enrolled in The Center's program may be dropped off and picked up between 6:30 a.m. and 6:00 p.m. on Monday through Friday. Drop off and pick up times are confusing times for children. We have learned that a quick transition of authority is best. If you are unsure as to how this is done, we suggest a hug, a kiss and "I'll pick you up later. I love you and have fun today." We will greet your child and immediately engage them in conversation or direct them toward an activity that will quickly capture their interest. Any stress on your child's part is usually over before you drive away. **Children are to be dropped off no later than 9:00 a.m. daily. Any child reporting to school after 9:00 a.m. must present a doctor's excuse or other valid excuse to be permitted into class for the day.**

To aid in the security of our staff and families, a visual doorbell must be used to gain access to The Center. All children must sign in and sign out at the ProCare Kiosk located in the lobby. If a parent desires classroom access, visitation may be granted by front office staff. For security purposes, the front door automatically locks after each entrance or exit. The door may only be released by our staff after determining if it is safe to do so. Children must be accompanied by an adult to enter or exit the center. This prevents accidents and ensures that each child is safe during the transfer of care.

Research shows that a maximum of 10 hours per day of childcare promotes the best possible outcomes for children's emotional and social development. Based on these findings and our commitment to children (0-3), our policies and procedures for Trinity AME Early Learning Center include a 10-hour maximum school day. Children may not be left under our care for more than 10 hours per day. In these cases, parents will be contacted to retrieve their children. Repeated incidents may result in disenrollment of your child.

## XII. FEES

### **Tuition fees are as follows:**

Annual Registration Fee (Infant, Toddler and Preschool I) \$125.00 (non-refundable)  
Annual Registration Fee (Extended Care and Summer Camp) \$65.00 (non-refundable)

Infants	\$180.00 per week
Toddler One	\$170.00 per week
Toddler Two	\$165.00 per week
Preschoolers	\$150.00 per week
Pre-Kindergarten	State-Funded
Extended Care (including Pre-K)	\$75.00 per week
Summer Enrichment	\$150.00 per week
Discount for Two or More Children	15% of the total fee
District Teacher Discount	15% of the total fee

**Tuition is due the Friday** prior to the week of service and must be **paid no later than 10:00 a.m. on Monday of the service week. At registration, the first week's tuition payment and registration fees are due. If payment is not received by the close of business on Monday of the service week, entry will not be granted until full payment is received.** Parents will be given up to two weeks to settle an account. If the account has not been settled after two weeks, the child(ren) will be disenrolled.

**Parents will be charged one-half of tuition when the student is absent for the entire week. This fee is due regardless of inclement weather or school closure days. Note: Tuition cannot be prorated based on a child's attendance.**

Full or partial payment will be accepted from the Department of Early Learning CAPS program. Application forms and a CAPS contract must be submitted at the time of enrollment. In the event that your enrollment status changes, the parent is required to set up an immediate payment plan.

All payments are to be made via credit card or cash on Friday prior to the week of service.

Parents are encouraged to use Tuition Express through ProCare for automatic payment processing for childcare tuition. Please see the front office for setup details.

### **XIII. DISCIPLINE**

The Center uses a Peace Education curriculum that engages children in self-regulating practices. Making good choices is the goal of this plan, and bad choices are handled using consequences such as removing themselves from play or work until they are ready to make good choices. The primary practice for disciplining children is positive reinforcement and redirection.

Corporal punishment is not an accepted method of discipline. The staff will not physically or sexually abuse a child or engage in or permit others to engage in obviously sexual behavior in the presence of any child enrolled in The Center. Staff will not shake, jerk, pinch, handle a child roughly, or use any substance in or on the child's mouth, including but not limited to lemon juice, vinegar, or soap. Additionally, staff will not verbally abuse or humiliate a child, which includes but is not limited to the use of threats, profanity, or belittling remarks about a child or their family. Staff will not isolate a child in a dark room, closet, or unsupervised area, use mechanical or physical restraints or devices to discipline children, or use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent.

Furthermore, staff will not unreasonably restrict a child from going to the bathroom, punish toilet accidents, force or withhold naps or food, allow children to discipline or humiliate other children, or confine a child for disciplinary purposes to equipment such as a swing, highchair, infant carrier, walker, or jump seats.

### **XIV. INCIDENTS AND ACCIDENTS**

The Center will keep parents informed of any concerns or incidents involving their child, including illnesses, injuries, adverse reactions to medications, and other issues, while maintaining confidentiality. If a concern relates to a child's behavior, the Center will first discuss it with the parents to decide on a course of action. If appropriate, the child will be included in the plan to address the issue. Initial notifications of any concerns or incidents will be communicated through the ProCare App.

## XV. HEALTH POLICIES

### SICK POLICY

The sick policy is put in place to protect the teaching staff as well as the other students in the classroom. The teachers in the class have the right to enforce The Center's policy at any time. The policy is as follows:

- **NO child who arrives noticeably ill, with a rash, or with a fever will be admitted for the day.**
- If a child has a fever of **101.0 or higher**, a teacher must contact the child's parent or emergency contact to pick up the child. Documentation will be made of the time of the call, as well as the time of pickup. The child must be fever free for 24 hours before they can return to school.
- If a child has 3 or more loose stools **within an hour**, a teacher must contact the parent or emergency contact to pick up the child. The child must be symptom free for 24 hours before they can return to school.
- If a child is sent home with symptoms of the pink eye or ring worm, the child must be on prescribed medication for 24 hours and must have a doctor's excuse which includes the diagnoses and recommended time of return to school.
- If we are notified of a communicable disease outbreak (i.e. strept throat, viruses, scarlet fever, etc.) and we notice symptoms in a child at school, a parent or emergency contact must be notified immediately by a teacher and the child cannot return without a doctor's excuse.
- **EXCLUSION OF SICK CHILD:** No child who arrives noticeably ill, with a rash, or with a fever will be admitted for the day. Should a child become ill during the day, he or she will remain under adult supervision until a parent or an authorized person arrives to take the child home. In the event a child contracts a communicable disease and exposes the other children, notices of such exposure will be posted, and parents will be notified when they pick up their children. The sick child will not be allowed to return to school until the period of contagion has passed.

### A. EMERGENCY AUTHORIZATION

The Center must have on file for each child a signed permission for health care authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and other authorized persons will also be on file.

### B. EMERGENCY PROCEDURES

**First Aid Training:** Every staff member in our building must have first aid training through an accredited course to supervise children.

#### 1. Notification in Case of Serious Injury or Illness:

- In the event of a serious injury or illness requiring emergency care, the child's parents, guardian, or an authorized person will be notified immediately.
- A detailed written incident report will be available within 24 hours.

#### 2. Administering First Aid:

- First aid will be administered by a qualified staff member.

#### 3. Emergency Information:

- The 911 emergency number is utilized in the case of an emergency.
- The local rescue squad or ambulance service will provide emergency transportation.
- Children's Healthcare of Atlanta: Hughes Spalding or Grady Emergency Medical Services will provide emergency care.

### **C. ACCIDENT REPORTS**

An accident report will be completed for each injury including minor scratches and abrasions. The report will be made as soon as possible following the accident and no later than the same day. Reports will be sent directly to parents via the ProCare App. Parents will be notified by phone of any incidents that require first aid at the center or professional medical care.

## **Medication Administration Policy**

Trinity AME Early Learning only dispenses topical medications and inhalers. We do not dispense any oral medications. All medications are kept in the front office.

### **Prescription Medication Requirements:**

Prescription medications to be administered by a staff member must be in their original container and labeled with the following information:

- Child's name
- Physician's name
- Pharmacist's name
- Medication name
- Dosage
- Frequency
- Starting date
- Expiration date (if applicable)

This information is verified upon receipt from the parent.

### **Authorization and Administration:**

Parents/guardians must sign an Authorization for Medication form, authorizing the administration of the medication.

A staff member will triple-check the label before administering the medication: once before opening, once after opening, and once after closing the container after the medication has been administered.

The Authorization for Medication form will be filed with the child's health record.

### **Handling Unused or Expired Medications:**

Any unused portion of a prescribed medication will be returned to the parent or destroyed by the Center.

Medications with a specific expiration date will not be used after the expiration date.

## **Parental Notification:**

Parents will be informed when any medication is given or if there is any adverse reaction to the medication.

## **Non-Prescription Medications:**

The Center will not dispense non-prescription medications to children.

## **XVI. EMERGENCIES**

**INCLEMENT WEATHER:** If the Center Director has determined that weather conditions may make it impossible for the majority of staff to get to The Center, then The Center will be closed. Log into [www.wsbtv.com](http://www.wsbtv.com) under the school closure tab to see if The Center will be open on those days. The Center will be listed as Trinity AME Early Learning Center. Please call The Center between 6:30a.m. and 7:00 a.m. to see if the Center will be open on those days. Parents will receive urgent updates via ProCare Text Service. Please be sure to update your telephone information if your number is changed.

**FIRE:** The Center conforms to all fire regulations as designated by the State Fire Marshall. A fire evacuation plan is drawn and posted in the school.

The 911 emergency number is posted by the telephone. Monthly fire drills are held. The fire alarm system, emergency power pack lights, and fire extinguishers are checked yearly for proper function. All staff members know how to use the fire extinguishers.

In the event of a fire, the building will be immediately evacuated. The staff member in charge will phone the fire department from within the building, if it is safe, or from another phone. A designated staff member may attempt to extinguish the fire while the building is being evacuated. All other staff members are to remain with the children and see them safely to the designated emergency site.

**TORNADO:** A written tornado shelter plan is posted. Tornado drills are held monthly. A battery-operated radio is easily accessible and kept in good repair. In case of an emergency, staff will tune to the local radio station for tornado information. In the event of a tornado warning, the children will be evacuated to the designated area and remain there until the threat passes.

**BLIZZARD:** In the event of a blizzard when parents are not able to pick up their children, the staff will house the children at the facility until the parents or guardians can pick them up.

**POWER FAILURE:** Two flashlights in working order are kept in an accessible place. Power pack emergency lights are installed to light each exit.

**MISSING CHILD:** Should a child become missing, staff will search the building and grounds completely. If the child is still not found, the police and parent-guardian will be notified while staff begins searching the immediate surrounding areas.



## **XVII. CHILD ABUSE**

If a staff member suspects possible child abuse or neglect, they must document their observations and dates on the Observation of Child Problem Form. The staff member must then inform the Director, who is responsible for notifying the local family services agency.

If there is suspicion of abuse by a staff member at the Center, it must be reported immediately to the Director. The Director will confer with the reporting staff member and, if abuse is determined to be a possibility, will report the case to the local family services agency

## **XVIII. CONFIDENTIALITY OF STUDENT RECORDS**

Student records are open only to the particular child's teacher, the Director, an authorized employee of the licensing agency, or the child's parents or legal guardian.

## **XIX. UNIFORMS AND ATTIRE**

Trinity AME Early Learning Center is a book bag free environment. Uniforms are to be worn by Preschool and Pre –Kindergarten students during the school year. We ask that your child wear navy pants skirts or shorts and white or grey shirts/tops. The Trinity logo for the tops can be purchased at Prestige Uniform located in Greenbriar Mall. Uniforms should be worn four (4) days out the week (Monday – Thursday). Uniforms may be purchased at any department store. However, we have found Wal-Mart, Rainbow, and Citi-Trends to be the most cost effective. You may also purchase uniforms at the Target stores, who carry a larger supply of smaller sizes (beginning at size 4t). Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing (including socks) be kept at the Center at all times. All extra clothing should be marked with the child's name. If wet or dry clothes are sent home, please return a clean extra set of clothes the next morning. Children are taken outdoors daily (weather permitting) and should be dressed accordingly: a light jacket, a cap, rain boots in fall and spring; heavy winter jacket, mittens, hat, scarf, and snow boots in winter. All clothing should be marked. Parents of a non-potty-trained child must provide the Center with diapers, pull-ups and diaper wipes.

We are a mandatory **UNIFORM** school  
starting August 5, 2021

All Preschool and  
Pre-K Students



**Mon-Thurs**  
**Friday Dress Down**

**Polo Top**

Navy Blue

White

Grey

**Pants, Shorts,**  
**Dress or Skirt**

Navy Blue

Khaki

Uniforms may be purchased at :

Prestige Uniforms

Greenbriar Mall

(404) 349-3100

**Excellence Starts Early**

Additional clothing and accessory items that should not be worn at the Center, especially in the Infant and Toddler rooms, include child jewelry (particularly valuable items), and hair beads. Each of these poses dangerous choking hazards should a child put them in their mouth.

## **XX. NUTRITION AND PHYSICAL NUTRITION**

The Center believes that the early years are some of the most formative years for child development. Good nutrition and physical activity practices are essential to proper development in the early childhood years. The Center creates a healthy environment for our children by following proper nutrition and physical activity practices. Our policies are based on best practices and are listed below:

### **NUTRITION:**

The Center will meet the nutritional needs for all children enrolled by providing on a daily basis nutritional breakfast, lunch, and an afternoon snack. We ask that you do not bring food to The Center unless your child is on a special diet. Breakfast is served at 8:00 a.m. Lunch begins at 11:30 a.m. and snack time begins at 2:15 p.m. Meals are in accordance with the U.S.D.A. Food and Nutrition program. Your child will enjoy appetizing, well-balanced meals that promote healthy growth of young minds and bodies. We encourage children to try new and different food and to eat as much as they like of whatever is served. Weekly menus are posted in The Center. Children on special diets must provide a written statement from the child's doctor stating such.

**Employees are prohibited from giving children any food items that are not prepared or served** by The Center's nutrition program. In addition, we will no longer accept outside food unless it has been approved by the administrative office. Birthday parties, which usually include cake and ice cream, must also have prior approval from the administrative office. **Balloons are not allowed as part of the party decorations as they pose a choking hazard.** A list of all children with food allergies is posted in each classroom and the cafeterias.

The following actions are The Center's procedures that will be followed when a child has an allergic reaction to foods and/or medications and is considered ill due to a high temperature, vomiting or diarrhea:

Immediately notify parents and obtain specific instructions until the child can be picked up or returned to the group when professional medical attention is required, or when the child experiences symptoms of moderate discomfort such as elevated temperature, vomiting, or diarrhea.

- Notify parents by the end of the day when professional medical attention is not required, or when the child experiences an adverse reaction to prescribed medication, which does not constitute moderate discomfort.
- Parents are required to inform **the administrative office in writing of any known allergies.** This allows the center to implement a school wide strategy to ensure the child is not exposed to the known allergen.
- Also be reminded that the administrative staff administers doctor-prescribed medications only. Parents are to come to the main office and complete the Authorization for Medication Form and leave the medication with the administrative staff who will administer the medication at the time prescribed.
- In addition, **parents are asked to not put any medications in an infant's diaper bag.** **The only items permissible for diaper bags are change of clothing, diapers, and prepared formula.**

## PHYSICAL

### Unstructured and Structured Physical Activity

- Tummy time and opportunities to move freely with adult supervision are provided for all infants, including those with special needs on a daily basis.
- 60 minutes in the morning and 60 minutes in the afternoon of total physical activity time, both indoors and outdoors, for toddlers and preschoolers are offered on a daily basis.
- Formal physical activity education is offered to all students through curricula, games and lessons at least once a week.
- Physical activity is integrated into GELD domains and other activities that are designed to promote cognitive and social development are incorporated into daily activities for all students.
- A structured or teacher-led activity for toddlers and preschoolers takes place for at least 30 minutes daily.

### Sedentary Activity

- The use of confining equipment, like swings, molded seats, jump seats, strollers or walkers, is limited to 15 minutes or less daily.
- Cribs, car seats and high chairs will never be used for purposes other than their primary purpose.
  - During a typical day, not counting naps and meals, toddlers and preschoolers are not expected to remain seated for more than 15 minutes at a time.

## XXI. BIRTHDAYS AND SPECIAL OCCASIONS

Birthday parties, which usually include cake and ice cream, must also have prior approval from the administrative office. Parents are welcome to send cakes and other desserts to share with their child's friends on birthdays but they must be store bought and in original packing. No homemade desserts may be served to the children. Parents for students with allergies must provide alternate options. **Balloons are not allowed as part of the party decorations, because they pose a choking hazard.**

Special Occasions will be on a classroom by classroom basis and the teacher of your child's class will provide you with a preapproved list of items that may be donated during these occasions. Items should be individually wrapped and in its original container and 100% juice must be served.

## XXII. ANNUAL FUNDRAISERS

The Center usually has several fundraisers throughout the year. One is held in the fall, during the holiday season, in February, and in the spring of the year. The money raised from these fundraisers is used to defray the cost of furniture, equipment, and supplies. Participation is voluntary.

### **XXIII. PROCARE**

At Trinity AME Early Learning Center, the Procare App is used to keep families updated on their children's daily activities, milestones, photos, and videos in real time. This app reduces the need for updates during pick-up times by sharing information directly with parents throughout the day. The Procare App is user-friendly and easy to install, offering features such as newsletters, calendars, and event notifications. It allows for communication via emails and text messages, ensuring families stay informed. Parents can engage in their children's day-to-day experiences and track their developmental progress, fostering a strong connection between home and school.

## ACKNOWLEDGEMENT

This acknowledges that I, \_\_\_\_\_, have received my copy of Trinity AME Early Learning Center’s Family Handbook, and in part, it has been discussed with me. I also understand that it is my responsibility to read it completely and if I have questions, I may consult with the administrative team.

I agree to abide by the policies and procedures described in this handbook. I also understand that my failure to comply with these policies and procedures provides grounds for termination of services for my child(ren) at Trinity AME Early Learning Center.

Parent’s Signature \_\_\_\_\_

Date \_\_\_\_\_