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

## **Parents Handbook**

2015-2016

## Message from the Director

Dear Parents:

Thank you for entrusting your child to us at Trinity Christian Academy. We certainly appreciate you selecting this center.

I would like to take this opportunity to welcome you and your child to another new and exciting school year at Trinity Christian Academy.

The purpose of this handbook is to provide you, the parent, with very important information intended to notify you about the various policies and procedures at Trinity Christian Academy.

We ask that all parents or guardians of the child attending our school read the information in this handbook, so that they become familiar with our policies and procedures. Please keep it handy for any future reference.

Finally, our primary concern at Trinity Christian Academy is the welfare and the safety of your child, and all the children who attend our school. At Trinity Christian Academy, we all believe in an open door policy, and should a parent or guardian have any questions or concerns, please do not hesitate to ask. Together, we can achieve a wholesome and happy learning environment.

Very Truly Yours,

*Aurora E. Reyes*

Aurora E. Reyes  
Director

## Message from the Pastor

Welcome to Trinity Christian Academy!

It is our goal and commitment not only to train your children academically, but also to minister to the needs of the entire family.

We expect great things to happen this year and hope to develop a lasting relationship with you.

May God bless you and your family, and may we have an incredible year.

In His and your service,

*Victor T. Reyes*

Dr. Victor T. Reyes, M.S., Ph.D.

Sr. Pastor

# SCHOOL PHYLOSOPHY

## MISSION STATEMENT

To assist parents in the education of their children by providing a Christ-centered environment that promotes Biblical principles in the pursuit of integrity, moral character, spiritual growth, and academic excellence developing champions for Christ.

## EDUCATIONAL OBJECTIVES

Trinity Christian Academy strives to make a difference in the development of the children enrolled through the quality of care provided, the positive atmosphere of staff, and the identity of the expressed needs of your child through physical, social, emotional and cognitive recognition.

***Spiritual Development-*** We will help children grow spirituality by presenting Jesus Christ to them as Savior and best friend. Our educators will model Christian ethics and values for children to see that living the faith brings us closer to Jesus. Our greatest desire is for children to have a personal relationship with God.

***Social Development-*** We will help children grow socially by accepting themselves as a valued member of our learning community. We will help them learn to share, cooperate, respect their peers, those in authority and respect for the property of others.

***Emotional Development-*** We will help children grow emotionally by providing a stable environment founded upon mutual trust and respect between students and teachers.

***Academic Development-*** We will help children grow academically by providing a challenging and thriving curriculum.

***Physical Development-*** We will help children grow physically by providing opportunities for them to strengthen their small and large motor skills (running, jumping, hopping, throwing and catching).

**Trinity Christian Academy**

**Admits students of any race, color, religion, national or ethnic origin.**

## INTRODUCTION

We are pleased you have chosen Trinity Christian Academy as your child's source of education. We consider it a great honor and privilege to share the responsibility of educating your child. Therefore we must have rules to guide our relationship between parents and the school.

The Bible is our guidebook and serves as our set of rules. God's Word shows us how to live the Christian life. Our prayer for your family is that God's Word will have a strong impact upon your life.

We look forward to a promising school year. Thank you for placing your confidence in Trinity Christian Academy.

## CURRICULUM

We use the Creative Curriculum which explains all aspects of a program effectively at the level of child development and provides guidance to plan and implement every aspect of care and education of infants, toddlers 2 to 5 years. This curriculum offers options and encourages flexibility. Goals and Objectives also include children's learning in all areas of development: Socio-emotional, physical, cognitive and linguistic.

## ADMISSION REQUIREMENTS

1. Completion of application:
  - a. School Application Form
  - b. D.C.F. Application Form
2. Birth Certificate\*
3. Social Security Card\*

\*We must have originals of the forms below and we will make copies for you if needed.

DH Form # 680\* -Blue Form (Immunization Certificate)

DH Form # 3040\* -Yellow Form (Health Certificate)

\*Both forms are provided by your child's physician.

These records should be updated according to the DCF. Child cannot be accepted in the school if vaccines or medical evaluation dates are expired on form.

Payment of fees by cash, check or money order.

CDS applicants must bring the Child Care Application and Authorization.

Parents/Guardians must keep their office appointments current.

**No child will be considered enrolled until the registration fee is paid.**

## HOURS OF OPERATION

Our school is open Monday through Friday from 6:30 a.m. to 6:00 p.m. twelve months a year with the exception of the main holidays.

## **ARRIVAL/DROP-OFF**

We ask all parents to bring their child before class activities begin. Our schedule of activities begins approximately at 8:30 a.m. every morning, and our goal is to have every child settled in by this time to avoid any interruptions to the learning environment. **While the classes are in session no interruption is allowed.** Our nap time is between 12:00 p.m. to 2:30 p.m.

Students must be dropped off inside the school by parent or guardian. In the Reception Area, will be a binder with all the classes listed. Please look for your child's teacher, locate your child's name and **sign in and out everyday.**

Never leave a child unattended or alone in your car as well as any valuables.

**The school will not be responsible for lost or any stolen property.**

## **DISMISSAL/PICK-UP**

Your child will not be released from school until a parent, guardian or the person you have authorized on your child's emergency contact comes to the door to claim him/her. No child ever is allowed to exit school or parking lot without a parent or guardian. If you have an **unexpected circumstance** and another person other than those in the list come to pick up your child, please call the office and let us know, give us the name and the description of the person and a phone number you may be reached in case we need your assistance.

For the protection of your child, the person you authorize to pick him/her up **must** show an I.D. picture and sign the book.

Only authorized persons can pick up your child from school. **Students will not be released to anyone less than 18 years of age; younger siblings may not pick up and sign students.**

## **PICK UP/LATE FEE**

School closes promptly at 6:00 p.m. If you pick up your child after this time you will be charged \$1.00 for every minute there after. This fee must be paid when the child is picked up by the parent and/or guardian and given to the care taker.

## **PARENT/TEACHER OR ADMINISTRATION CONFERENCE**

Parents are welcome to schedule a conference with a teacher any time during the year. The schedule hours should be convenient for both, teachers and parents without interruptions or interference with the teacher's class. Please ask ahead of time, call the Secretary of the School and she will be glad to schedule a conference for you.

## PARENT/TEACHER COMMUNICATION

If you have questions or comments about your child, the Director or the School Secretary will be very glad to assist you. In the event you have an important communication to share with your child's teacher, please **be brief**, remember the teacher needs to focus the attention on the children and cannot be available for long conversations. A bulletin board is located in your child's classroom with all current events and activities. Classroom schedules are also located on these boards to give you an idea of the daily routine of your child and there is a daily report which will be very useful for you.

As we want to be sensitive to each child, please feel free to inform us of any special needs your child may have. Sometimes even the smallest of changes in a child's life affect them in a very large way. We are here to help you and your child and want to be involved in any positive way you may suggest.

## ABSENCE

Please contact the school if your child will be absent for the day. In the event that your child is absent due to a prolonged illness, we will require a release from your child's doctor stating when your child may return to school. All government assistance students are allowed three (3) days of excused absence, however, after the third day parent/guardian must bring a doctor's note listing absence dates. VPK Students are allowed three absences that will be excused, after the third you must bring a doctor notes, otherwise, absences will not be excused.

## HOME TOYS

It is our belief that part of the developmental process involves learning to share and for this purpose we provide toys and equipment that children can share or use together. When your child brings toys from home, they rightfully feel that they own the toy and should not have to share. This creates problems not only for the child but for others in the classroom. **Children may bring a toy from home only when designated by the teacher. No toy weapons or guns will be permitted on premises any time. Your cooperation is greatly appreciated.**

## ITEMS TO BE LEFT AT HOME

All children ages 2-5 should only bring the necessities to school, items such as: pacifiers, bottles, toys, games, electronic equipment, videos, jewelry, and personal items are better left at home. We discourage children from wearing expensive jewelry. Remember, your child is constantly learning and interacting throughout the day, and such items will become a problem to keep track of so please do not allow your child to bring school any of these items. This will prevent them from getting lost, damaged or stolen.

**The school will not be responsible of any lost of damage.**

## PERSONAL BELONGING

All belongings of your child (lunch boxes, books, bedding, sweaters, etc) should be properly labeled with his/her name in permanent marker including small backpacks (without wheels preferred) and special items.

As accidents do occur from time to time, please send a complete change of clothes labeled and placed in a zip lock bag to class.

Your child will be assigned a cubby in his/her classroom to be used for your child to put his/her belongings.

Parents should also upon picking up your child; go to his/her cubbyhole located in their classrooms and pickup whatever belongings of your child; and any important letters that may be there.

## NAPPING AND RESTING

All children are required to sleep or rest during Nap Time. If your child does not wish to sleep he/she may remain on their mat and stay quiet. The school provides the mat for your child. You must provide two small crib size sheets or lightweight blankets. One sheet is used to cover the mat and the other one to cover your child. Please, do not send bulky blankets and pillows, as we do not have enough storage for them. **The bedding will be send home every Friday to be washed and brought back on Monday in a plastic bag with your child's name on both the bedding and the bag.**

## HEALTH POLICIES

It is our policy to maintain the health of all children and staff members by excluding anyone with a communicable illness. **Do not bring your child to the Center if he or she is sick. Refer to our Sick Policy.**

## SICK POLICY

If your child becomes sick while at school, you will be notified immediately to pick up your child as soon as possible. You will need to pick up your child within 30 minutes from the time you are called. If we are unable to reach you, we will contact the persons listed on the emergency contact form. In the event that neither you nor those listed on the enrollment form can be contacted, the doctor named on the enrollment form and/or the Miami Dade Fire Rescue will be contacted if necessary.

Children should be sent home and kept home as long as the following conditions exist or until medical evaluation deems it safe for the child to return:

1. Armpit temperature 100 degrees F or greater, accompanied by changes in behavior or other signs of illness. **His/her temperature should be normal for twenty four hours before returning to school.**
2. Symptoms and signs of a severe illness, coughing, wheezing, lethargy, irritability, crying.
3. Vomiting: two or more episodes in the previous twenty four hours.
4. Uncontrolled diarrhea.

5. Rash, along with a fever or change in behavior.
6. Mouth sores accompanied by drooling.
7. Purulent conjunctivitis, red, watery and itching eyes (pink eye): **At least 24 hours after the start of the medication and these is no redness or drainage of the eye.**
8. Tuberculosis.
9. Strep throat or other streptococcal infection: No sooner than 48 hours after the start of oral medication or 24 hours after an injection.
10. Scabies, head lice or other infestations: Following confirmed medical treatment.
11. Impetigo (blisters covered with honey-colored crusts): At least 24 hours after the start of medication.
12. Chicken Pox, until seven days after onset of the rash or until all sores are dry and crusted.
13. Mumps, until nine days after the onset of gland swelling
14. Pertussis, until five days of antibiotic treatment has been completed.
15. Hepatitis A virus, until one week after the onset or as directed by health authorities.
16. Rubella, until seven days after onset of rash.
17. Measles, until seven days after onset of rash.
18. Worms (ringworm) after adequate treatment and lesions covered
19. Meningitis, cannot return to school unless authorized by a physician of the Department of Health

**Children will not be allowed back into the classroom until their physician certifies that they are free of contagion.** This will protect staff, children, and parents in the best way.

Please help us control and minimize the spread of infections to others by providing care for your child when he/she is sick.

## **MEDICATION**

Trinity Christian Academy has chosen not to give any medication to your child. Parents, guardian or any other authorized person must come to school to dispense the medication to your child.

## **SAFETY**

The safety of all children at our center is our primary focus and we do everything in our power to insure that we provide a hazard-free environment.

## **FOOD**

Your child will receive lunch and afternoon snack. We follow the Food Pyramid guidelines set by the U.S Department of Agriculture.

Lunch is served at 11:00 a.m. to 1:00 p.m.

Snack is served from 3:00 to 4:00 p.m. If your child is not going to arrive within the allotted time frame, please make sure he or she had breakfast or lunch before arriving to school.

## **ALLERGIES**

If your child has any allergies, please be sure to note this information on the enrollment form. We need to be aware of all health conditions that could result in an emergency situation.

## **SPECIAL OCCASIONS**

Parents are welcome to celebrate your child's birthday at school; you can make a birthday a special occasion for the child and his or her class.

Please check with your child's teacher a week prior to Birthday. Only cakes or cupcakes and juices are allowed. Parties will be scheduled at your child's lunchtime.

Why we do not celebrate HALLOWEEN: We respect your belief, but our School PROHIBITS this celebration. We are Christians and are against satanic belief; therefore, we do not celebrate this day (no candy, no costumes of any kind or cupcakes).

Why we do not celebrate EASTER WITH EGGS AND RABBITS: For Christians Easter is an important date as we celebrate a Christ who died for our sins and rose from the dead the third day, society has commercialized this holiday diverting the true meaning with eggs and rabbits.

## **CHILDREN'S RECORD**

Records must be updated every time a change occurs pertaining to your child. For example, vaccinations, new allergies that may develop, a change of doctor, change of address, phone number, work number, cell number, or emergency contact numbers. We must maintain accurate records in case of an emergency. Should any of this information change during the course of the school year, please notify the school office immediately.

## **DISCIPLINE**

Our discipline policy is as follows, we will ensure that positive methods of discipline which encourage self direction, self control, self esteem and cooperation will be implemented. If the misconduct is repeated, the incident will be reported to the parents to insure the safety of the child and their classmates.

We do not use any form of corporal punishment of any kind, nor child ever be denied meals, snacks or rest as result of discipline. If TIME OF REFLECTION is needed this should be always within sight of a teacher. **"TIME OF REFLECTION"** means that the child is separated from the group for a short period of time until he/she can calm down and stop the disruptive behavior. The teacher will explain the child what was done wrong and what should be done. If the disruptive behavior continues, the child will be sent to the office with the Director. **THE WORD "TIME OUT" OR PUNISHMENT DOES NOT EXIST IN THIS SCHOOL.** Committing an act that endangers themselves or others children in the facility will result in the following response: The Center Director will hold a conference with the parent, the child may be suspended and if misconduct is repeated the child may be dismissed from our program.

## SCHOOL UNIFORM

All children are expected to wear their uniforms on a daily basis, unless otherwise specified by the school office. Uniforms are mandatory for all children except the Infant Class. Students will not be admitted without their proper uniform.

The following dress code rules will be strictly enforced:

- Girls must wear: navy blue skirts, shorts or long pants, light yellow polo shirt with the school logo.
- Boys must wear: navy blue shorts or long pants, light yellow polo shirt with the school logo.

## PARENT INVOLVEMENT

Home-School relations are very important parts in the education of your child. Parents are welcome to visit our center anytime, but should be considerate of visits at naptime, as it can be very disruptive. We are always happy to see you but we must keep these visits brief. Fifteen minutes maximum please. Any parent who visits the center during naptime will be asked to limit his/her visit to 5 minutes in consideration for the other children.

We welcome any comments, suggestions or questions you may have concerning your child or the center program.

## TUITION AND FEES

### ***FEE DESCRIPTION***

Registration Fee ( <b>Due upon registration</b> )	\$125.00
Books ( <b>Due upon registration</b> )	See below
Improvement Fee (Due by February 1)	\$50.00
Activity Fee (Due by March 1)	\$50.00

### ***TUITION PRICES PER STUDENT***

### ***MONTHLY COST***

Infant Care (3-11 months of age)	\$540.00	
Toddlers (12-23 months of age)	\$470.00 Full Day	\$420.00 Half Day
2 Years Preschool	\$450.00 Full Day	\$410.00 Half Day
3 Years Preschool	\$440.00 Full Day	\$400.00 Half Day
4 Years Preschool	\$420.00 Full Day	\$370.00 Half Day
4 Years Pre-Kinder	\$350.00 Full Day	\$300.00 Half Day
Elementary before School Care	\$100.00 (Up to an hour only)	
After School Care 2 pm -6 pm	\$220.00	
Siblings have a 10% off from the original price		
<b><u>VPK (Certificate Required)</u></b>	\$250.00	

## **BOOKS & MATERIALS FEES**

K-2	\$50.00
K-3	\$50.00
K-4	\$50.00

**Your child's tuition is a monthly fee and it must be paid in full the first seven days of the month. A \$10.00 late charge fee will be assessed for each day late.**

<b>PRICES ARE SUBJECT TO CHANGE ANY TIME DURING THE YEAR</b>
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## **LATE FEE POLICY**

Tuition in full is due by the 1<sup>st</sup> of the month. Any account **NOT** paid by the 7<sup>th</sup> of the month will be assessed a \$10.00 late charge each day thereafter. Any account fourteen (14) days overdue could be subject to dismissal from the school until account is up to date.

Over Due accounts that become delinquent after thirty (30) days will be turned to a collection agency and or attorney for collection. Debtor (Parent/Guardian) will be responsible for court and legal cost.

## **RETURNED CHECKS**

Any return check from the bank will result in a \$35.00 charge plus late fee accordingly. After two returned checks you will be required to pay your account with cash or money order only for the remainder of the school year.

## **REGISTRATION FEE**

Is paid once every school year and **is not refundable**; registration does not include Summer Program.

No discounts or reimbursements will be given for vacations, absences or withdrawals. Full tuition must be paid regardless of days missed within a week. Any portion of the month is considered a month.

## SEVERE WEATHER POLICY

In the event of severe conditions, the following procedures will be in effect:

1. If Miami Dade County Public Schools announce the closing of school due to severe weather conditions, we too will be closed.
2. If the National Weather Service issues a **“Watch”** for either a tropical storm or a hurricane, the center **will be open**.
3. If the National Weather Service issues a **“Warning”** for either a tropical storm or a hurricane, the center **will be closed**. If a warning is issued during regular school hours, parents should come immediately to the center and pick up their child. Phone calls are not necessary if you have heard this warning via the radio or television. For the safety of all our children, your arrival here should be swift.

## SCHOOL CLOSINGS 2015-2016 Holidays

Labor Day	September 7 <sup>th</sup>
Thanksgiving Day	November 26 <sup>th</sup> and 27 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
New Year's Day	December 31 <sup>st</sup> and January 1 <sup>st</sup>
Good Friday	March 25 <sup>th</sup>
Memorial Day	May 30 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>