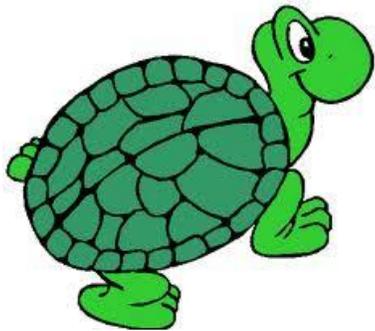
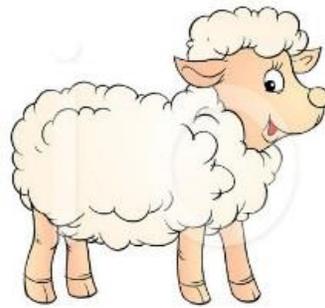




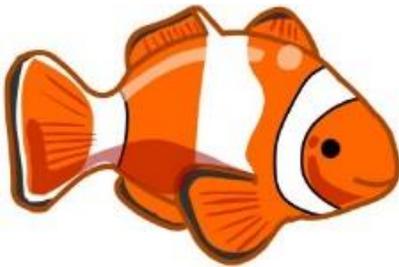
**Triangle
Grace Preschool**
Handbook



Turtles



Lambs



Fish



Bears

Triangle Grace Preschool Handbook

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Triangle Grace Preschool Handbook

I. PHILOSOPHY

The philosophy of Triangle Grace Preschool is:

- To provide a Christian atmosphere where our children can grow and develop at their own level of maturity and ability.
- To offer parents an opportunity to work with their own and others' children in a school setting and to provide an atmosphere where the parent can become an active part of the child's learning.
- To lay a sound foundation for social and spiritual growth.
- To foster the development of motor, intellectual, emotional, and social skills, each skill being equally important.
- To foster the development of these skills with a "learning through play and experience" approach.

II. OBJECTIVES

The objectives of Triangle Grace Preschool are:

- Using the principles of *Conscious Discipline*® we strive to create a gentle environment in which parents can work with their own and others' children under the guidance of a trained teacher who brings consistency to the program.
- To provide you and your child with opportunities to learn and grow in a loving and encouraging atmosphere. Research and experience indicate that young children learn and develop best in small groups with hands-on opportunities
- To operate a school at a reasonable cost consistent with the maintenance of a quality program.
- To provide the community with a not-for-profit program for the benefit of young children and their families.

***Conscious Discipline® is a comprehensive self-regulation program that integrates social-emotional learning and discipline. (<http://consciousdiscipline.com>)

III. ADMINISTRATION

- **Triangle Grace Church Session**
Triangle Grace Preschool is an entity of Triangle Grace Church. Ultimate oversight of the school lies with the session.
- **Triangle Grace Preschool Board**
Policy decisions about the school are made by a committee (drawn from church members and former preschool parents), chairperson and/or co-chairs, director, Director of Children's Ministries of Triangle Grace Church and a teacher representative. The Triangle Grace Preschool Board meets regularly year-round.
- **Director**
The director reports to the Triangle Grace Preschool Board year-round. The Director is on-site Monday thru Friday.
- **Staff Members**
Staff members are hired by the school and the church to be responsible for the educational development and well-being of the children. The adjustment and development of a child are matters of private concern between the child's parents and the child's teacher. Staff members are responsible to and work in conjunction with the Director.

IV. PARENT PARTICIPATION

1. Classroom Participation

Our school enjoys celebrating your child's birthday. Coordinating with your teacher, plan to come to

class on or close to that date. If your child has a summer birthday, please discuss a “birthday day” with the teacher

2. Snack Time

All children bring their own water bottles labeled with their name. If your child is in our 2 or 3-year-old class, parents provide a nutritious snack for the whole class on a rotating schedule. If your child is in our 4 or 4-5 program, please pack a nutritious lunch for your child.

Snack suggestions are listed below:

Drink-WATER ONLY

Food-fresh fruit pieces (apples, oranges, bananas, pears, strawberries, cantaloupe, watermelon), unsweetened cereal, muffins, bagels, quick breads without nuts, string cheese, cheese cubes, crackers (Goldfish, graham, Ritz, animal, etc), pretzels, vanilla wafers, raw vegetable strips (carrots, cucumbers, celery).

Triangle Grace is a peanut free school. Parents of students with food allergies are responsible for providing an alternative snack if necessary and/or working with the classroom teacher for a safe solution.

3. Parent Volunteer Positions:

Each year, a parent must fulfill a job volunteering to help with a special activity during the school year. Areas to volunteer may include the following:

- Virtual Room Parent (Includes Staff Appreciation)
- Picture Orders
- Scholastic Book Orders
- Garden Committee
- Adopt an outdoor classroom or area on church grounds
- Playground Crew
- Box Tops Coordinator
- Fundraising Committee
- Prayer Team

Signups will be through the website “Signup Genius”. You will also receive email reminders throughout the year.

4. Field Trip Responsibilities-NO FIELD TRIPS AT THIS TIME

V. NON-CLASSROOM PARTICIPATION

1. Orientation via Zoom

In late summer, you will be notified of the date and time of the MANDATORY parent orientation meeting. General rules and policies will be explained and volunteer opportunities will be discussed. The teachers will be introduced and be available to discuss questions and concerns. Please do NOT bring children to this meeting.

2. Parent/Teacher Conferences via Zoom

Individual teacher conferences are scheduled in the fall (telephone or face to face conferences) and late winter (face to face conference) for school classes. Please remember it is difficult and often inappropriate to discuss your concerns with the teacher during the school day (including just before and after school). Other appointments may be scheduled with or by the teacher or Director as desired or as necessary.

3. Helping Your Child Adjust

Approach your child's school experience POSITIVELY! Focus on the exciting things to be learned and the new friends to be made. It is usually best NOT to remain with your child; leave promptly after a kiss and a smile. Let the teacher know if your child is showing signs of unhappiness or if a problem occurs which may affect the child's behavior. There may be days when your child does not want to attend, but it is best to stay with his/her routine. Continue to be positive during these times. If there is a problem, it usually works out in a few days!

VI. DISCIPLINE PROGRAM

Conscious Discipline is a comprehensive self-regulation program that integrates social-emotional learning and discipline. (<http://consciousdiscipline.com>). Our teachers incorporate "The School Family" model into their classrooms and throughout the school.

- The School Family builds connection between families and schools, teachers and teachers, teachers and students, and students and students to insure the optimal development of all.
- The School Family is created through routines, rituals and structures.

At Triangle Grace we recognize that part of what preschoolers learn at school is how to get along well with others. This includes learning positive behaviors and that as part of the learning process mistakes will be made. Therefore, unacceptable behaviors are viewed in light of developmental stages.

A child who exhibits unacceptable behavior will first be redirected into positive behavior by gaining his/her attention and eye contact. Should redirection be unsuccessful in terminating the unacceptable behavior, the child will be directed to the Safe Place for self-regulation, such a break will be utilized at the sole discretion of the teacher. If the child does not respond to redirection, the Safe Place or a break; or if the child is a threat to other children, the teacher or if the child is a serious disruption to the classroom, the following steps will be taken:

1. A conference between the parents, the teacher(s) and the Director will be called with written documentation of the problem(s) and the action plan to address those problems created at the meeting.
2. The teacher and/or the director will send a letter to the parents two weeks after this initial conference informing the parents of improvements or regressions.
3. The teacher will be in contact with the Director.
4. A follow-up conference will be held not more than four weeks after the first meeting should the child's behavior not improve.
5. Every reasonable effort will be made to resolve the situation within the context of the school; however, the school reserves the right to dismiss the child should these efforts, in the sole discretion of the Triangle Grace Preschool Board, fail.

When children learn self-regulation, they learn to be loving and kind to one another and most behavioral challenges are minimized.

It is our desire to work closely with each family. Our teachers and Director are available and will help in any way possible. If you desire pastoral counseling, our pastors will be happy to meet with you.

VII. Special Needs/Developmental Issues

If a teacher believes that one of her students may need professional evaluation, the teacher, after consulting with the Director, will document the child's behavior over a period of at least two weeks and review the documentation with the Director. If the Director and teacher believe professional evaluation is necessary, they will meet with the parents to discuss the matter and, if necessary, share the documentation with the parents. After receiving the parents' input, the director and teacher will propose a preliminary plan of action

including, if necessary, retention by the parents of an appropriate health care professional to evaluate the child. The parents shall contact the health care professional within one week of the meeting and schedule an evaluation appointment as soon as possible. The parents will promptly notify the director of the date of the appointment. The parents are responsible for paying all costs associated with any professional evaluation or related services.

In cases where professional evaluation is required and during the interval while awaiting the evaluation results, Triangle Grace Preschool, at the discretion of the Director, may attempt to accommodate the child if this can be done without imposing an undue burden (e.g., a significant expense, disruption) or safety threat to the school program.

When a professional health care evaluation (including classroom recommendations and related information) is completed, the evaluation and related information shall be promptly provided to the Director and will be placed in the student's school file. At the Director's discretion, a summary by the health care professional of the evaluation and recommendations may suffice. Once the evaluation and related information is received by the school, the director and teacher involved will review the information. The evaluation and related information and school documentation will be confidential, subject to review only by appropriate school staff and officials.

Following any evaluation review, the Director will determine if the school is in a position to retain the child in the school program, with or without modifications, considering the impact on the school program. If additional staff assistance or other accommodation is required to serve the child, the parents may be required to seek and/or pay for such additional assistance or accommodation. In some cases, Triangle Grace Preschool may not be able to accommodate the needs of the child.

If the parents choose not to release the health professional evaluation and related information, to pay for necessary additional assistance or accommodation upon request, or to comply with any other related requirement or request, the Director reserves the right to discontinue the child's enrollment.

If the director determines the child cannot be accommodated or that the child must discontinue enrollment at the school, the parents may request review of such determination by the Triangle Grace Preschool Board. To do so, the parents must submit, within seven days of the determination, a written request for review to the preschool Board and provide a copy of such request to the Director. The decision of the Triangle Grace Preschool Board shall be final.

VIII. POLICIES AND PROCEDURES

A. Security

Following health and safety guidelines due to Covid-19, a staggered arrival and dismissal will be in place along with a car line. Staff members, adults and children will wear face coverings and maintain physical distancing when possible.

Vehicles will take the third left into the large parking lot, continue straight up the hill to the second tiered parking then pull up to the Welcome Center ramp.

Child will be greeted by a staff member who will ask a series of health questions, take temperature and record information. Once cleared, the child says goodbye to parent and is greeted by director and staff member. The staff member will escort child inside the building to the child's classroom. Once at the classroom, teacher/assistant will direct child to use restroom and wash hands.

Dismissal

Teacher/assistant will walk class to the Welcome Center ramp for pick up.

***If needed, a family may choose a designated family member for arrival and dismissal. The family member will walk child to Welcome Center ramp and both will complete health screening with temperature check and series of health questions. Once cleared, they will enter the building to use restroom and wash hands (family

member washes too!). From there, they will walk to the classroom, say goodbye, then family member will exit out the preschool door near the director's office (room 104).

"Triangle Grace Preschool Security Codes"

- "Code Weather"- all staff and children will meet in the back hallway and bathrooms
- "Code Yellow"- There is a lock down as there is something that is going on outside the building. Everyone remains in the building
- "Code Red"- There is a lock down and someone is in the building. Everyone locks their classrooms and offices and remains there until further notice.

B. Health and Sickness Policy

Triangle Grace Preschool requires all children to have "full, up-to-date vaccinations according to current Center for Disease Control (CDC) guidelines" for enrollment. A child who has not been immunized and/or has not turned in a completed Triangle Grace Preschool Medical Form will not be admitted to Triangle Grace Preschool. There will be no exceptions to this policy. All students must submit a medical form each year.

If your child has a medical concern that may require *emergency attention*, you must submit both a signed Medical Action Plan from your child's doctor as well as the Triangle Grace Preschool emergency medical form before the child may attend school.

Triangle Grace Preschool is a peanut/nut aware school. Parents of students with food allergies are responsible for providing an alternative snack if necessary. Please visit:

<http://www.peanutaware.com/awayfromhome.html> for more information.

If your child needs medication during the course of the school day, it is your responsibility to administer this medication. Neither the teacher nor the assisting parent will administer medication. If your child is on medication that may affect his behavior, please note this on the daily log.

The teacher reserves the right to send a child home from school or not admit him to class on any given day. If in doubt, please call the teacher prior to school as this might save you an unnecessary trip. If your child will be absent, please notify your teacher.

The Wellness Guidelines for Triangle Grace Preschool include symptoms of Covid-19 (but does not include all possible symptoms) as well as symptoms of other contagious diseases. Please do NOT bring your child(ren) to school with...

- Fever (99.5 or higher) or chills
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- New cough
- Fatigue
- Muscle or body aches
- Sore throat
- Headache
- Diarrhea

Additional Guidelines on Child's Exclusion Due to Illness

Temporary exclusion is recommended when the child has any of the following conditions:

- The illness prevents the child from participating comfortably in activities
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children
- An acute change in behavior - this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash
- Vomiting more than two times in the previous twenty four hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated
- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness
- Mouth sores with drooling unless the child's primary care provider or local health department authority states that the child is noninfectious
- Rash with fever or behavioral changes, until the primary care provider has determined that the illness is not an infectious disease risk
- Active tuberculosis, until the child's primary care provider or local health department states child is on appropriate treatment and can return
- Impetigo, until treatment has been started
- Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until twenty-four hours after treatment has been started
- Head lice until after the first treatment (note: exclusion is not necessary before the end of the program day)
- Scabies, until after treatment has been given
- Chickenpox (varicella), until all lesions have dried or crusted (usually six days after onset of rash)
- Rubella, until six days after the rash appears
- Pertussis, until five days of appropriate antibiotic treatment
- Mumps, until five days after onset of parotid gland swelling
- Measles, until four days after onset of rash
- Hepatitis A virus infection, until one week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Adapted from Health and Safety, 02/2012

C. Diaper Changing Procedure

Children in the 2-year-old classes who wear diapers or pull-ups will be changed on an as needed basis by the teacher. Spare diapers labeled with child’s name will be kept in the classroom.

Children in our 3’s, 4’s and Transitional Kindergarten classes must be toilet trained and diaper free. However, toilet accidents do happen. These incidents are handled on a case by case basis and we encourage parents to talk with the teacher if you have any concerns.

D. Emergency Procedures

A first aid kit and CPR reference guide are kept in each classroom and taken on all field trips. If your child becomes ill during the day, you will be contacted and asked to pick up your child as soon as possible. If your child needs immediate medical attention, emergency assistance will be requested by calling 911 and you will be notified as soon as possible. Parents of children with special medical considerations should contact the Director to schedule an appointment to educate Triangle Grace Preschool personnel about the child's specific needs. Remember to **update your emergency contact form when information changes!!**

G. School Operation Policies

Our classes meet on the following schedule:

Lambs (2 and 3-year-old combined class)	Tuesday - Thursday	9:00 am -12:00 pm
Turtles (2 and 3-year-old combined class)	Tuesday – Thursday	9:15 a.m. –12:15 p.m.
Bears (4 and 5-year-old class)	Monday-Friday	9:30 a.m. –12:30 p.m.
Fish (4-year-old)	Monday-Thursday	9:45 a.m. –12:45 p.m.

Please arrive for the school day during your designated time. Your child must complete the health screening to attend school. Unfortunately, this means no late arrivals.

Please contact your child’s teacher if your child is going to be absent or email the Director.

1. School Closings and Delays

Triangle Grace Preschool will be CLOSED if the Durham Public Schools are closed or on delay. If DPS has multiple consecutive closings or delays, the director will make the decision whether or not to open. We dismiss early if the weather gets bad and the Public Schools dismiss early. Email will be used to notify parents of closings. You may also check WRAL and WTVD television stations. **Triangle Grace Preschool will not make up days or offer a tuition rebate because of school closings.**

H. Non-Conformance Policies

In the rare event of nonconformance, Triangle Grace Preschool has established, and will enforce, the following policies:

Late Pickup:

Please realize our teachers have other commitments and will be inconvenienced to provide care for a child after hours. A late pickup fine is charged to parents for pickup of

children for all classes. **This fine of \$10.00 per each 10 minutes late is payable that day.**

Late Tuition Payment:

Tuition is due by the 15th of each month. If the payment is not received by the 15th, a \$10.00 late fine will be assessed. Payment must be made by the 20th or the child will not be re-admitted until the tuition and late payment are paid in full. Late tuition payment recurrence will result in an additional \$10.00 charge for each month payment is late (i.e. \$10.00 for the first month, \$20.00 for the second month, \$30.00 for the third month). In case of short-term difficulties, parents are urged to make private arrangements with the Director. If tuition is outstanding for 30 days, the contract with the school will be terminated.

Returned Checks:

A fee of \$20.00 will be charged for all returned checks, consistent with the fees charged to Triangle Grace Preschool by the bank. All future payments must then be paid by money order payable to Triangle Grace Preschool.

I. Channels of Communication

Parent concern about class/classroom activity:

Triangle Grace Preschool teachers strive every day to work closely with parents to ensure that both the child and the parents are having a great experience at preschool. Triangle Grace Preschool asks parents to immediately address any concerns about the classroom **with their child's teacher**. If, however, the parent feels that a concern is too sensitive to discuss directly with the teacher, then they should request a meeting with the Director in writing, stating the nature of the concern, so that the Director can be prepared to address any concerns at that first meeting. If the parent reasonably believes that his/her concerns have not been adequately addressed by the Teacher and/or the Director, then the parent should contact the preschool Board Chair with his/her concerns.

Parent concern regarding registration, enrollment, or contract commitment:

Any concerns about the foregoing topics should be addressed directly to the Director of Triangle Grace Preschool. If the parent reasonably believes that his/her concern has not been adequately addressed by the meeting with the Director, then he/she should take his/her concern to the Triangle Grace Preschool Board Chair. If the parent reasonably believes that his/her concern has not been adequately addressed by the meeting with the Triangle Grace Preschool Board Chair, then he/she should take his/her concern to the Triangle Grace Church Session for resolution thereof.

J. Enrollment Policy

Triangle Grace Preschool Board has set the following priority for admission into the school:

1. Returning students
2. Siblings of current students
3. Church members
4. General public

Triangle Grace Preschool will have an in-house registration day early in the second semester, for returning students and siblings of current students. Please see "Tuition and Fees" for details on enrollment and/or waiting list fees.

K. Visitor Policy

Please talk to the teacher in advance about the best time for an adult family member to visit your child's classroom. They must stop by the Director's office, sign in, and receive a badge.

L. Clothing Policy

Please dress your child comfortably for play. Clothes that are easily handled during bathroom time are appreciated by the teacher and child. Shoes with non-slip bottoms should be worn by all children to avoid accidents. Slick-soled shoes and flip-flops are dangerous on tiled floors and the playground. Mark all outer clothing for identification. We use washable paints and smocks but not all colors come out of all fabrics. Please dress your child in washable clothing. Please send a change of clothing (including socks and underwear) in the bag provided for your child. A reminder to change to seasonal clothing will be given.

M. Lost and Found Policy

Teach your child to recognize his/her own things. Please label all outerwear, backpacks, and items brought in at the request of the teacher. Check with your child's teacher if an item is lost.

N. Referral Forms

If you need a referral form for your child's application/admission to another school, please be advised of the following:

- Each teacher will complete **one form per child per year** at no charge. You must include a pre-addressed, stamped envelope for the form to be returned. Please allow **ONE WEEK** for the form to be completed, plus mailing time.
- Each additional form (beyond the one free per year) may be requested at a cost of \$25 per form, payable directly to the teacher at the time of the request. Pre-addressed, stamped envelopes for the forms to be returned and one-week turn-around time are also requested.

O. Request for Legal Intervention Policy

Legal situations such as marital separation, divorce, child custody, etc. will not involve the Triangle Grace Preschool staff unless the mental or physical well-being of a student is in jeopardy.

If testimony from a staff member is required, the preferable format would be:

1) A notarized statement, 2) an audio taped interview, 3) a videotaped interview.

Should it become necessary for a staff member to appear in the courtroom, the attorney requesting the appearance will be responsible for all necessary expenses including travel, lodging, meals, salary payment for the time away from school, reimbursement for a substitute to fill the vacated position, and any other expenses incurred by the staff member. The Director is available to discuss any questions or concerns you may have about these policies and procedures.

P. Lunch Bunch Procedure and Sign Up-NO LUNCH BUNCH AT THIS TIME

Please follow these guidelines when sending in lunch:

1. Include an icepack if perishable items are included.
2. Provide napkins and any utensils needed (plastic is fine).
3. We will not allow sharing of food due to potential food allergies.

IX. PARENT - SCHOOL COMMUNICATIONS

A. Cubbies/Backpacks

Each child has his or her own "cubbie" that will accommodate the child's outerwear, completed projects, water bottle/lunch box and all written communication to you from the school. Please check with the Director before placing anything in student cubbies. No items should be placed in cubbies without the Director's permission

E. Email

Email will be used by director and teachers as the primary means of communication. If you need to get in touch with the Director by way of email, she may be contacted at alana.scott@trianglegracepreschool.org. If you do not have email, you will be called.

X. TUITION AND FEES

Tuition and fees are reviewed and set by the preschool Board annually. Tuition is calculated by the number of class sessions per school year and divided into nine equal monthly payments. Tuition may be paid yearly, chunks of your choosing or monthly. Due to Covid-19 health and safety guidelines and limiting the number of people in the building, we have provided several contactless payment methods.

- Set up an account with your bank for tuition checks to be mailed to Triangle Grace Preschool. This can be done online. You designate the date (due 15th August – April) and amount.
- You may also make checks/money orders to Triangle Grace Preschool and mail to 5001 Tudor Place, Durham NC 27713.
- Pay Pal is also available for an additional fee. For this option, please schedule payment with director.

***Please do not hand checks to teachers or to the Director.

If you need a receipt for your tuition payment, please email the Director (alana.scott@trianglegracepreschool.org).

If for any reason the parent wishes to break the contract with Triangle Grace Preschool, a 30-day written notice must be sent to the Director. Again, no portion of this tuition payment will be refunded for holidays, absences or school closings.

Regular Tuition:

Tuition is due by the 15th of each month. If the payment is not received by the 20th, a \$10.00 late fine will be assessed. Payment must be made by the 20th or the child will not be re-admitted until the tuition and late payment are paid in full. In case of short-term difficulties, parents are urged to make private arrangements with the Director. If tuition is outstanding for 30 days, the contract with the school will be terminated. No deductions or refunds are made for holidays, absences or school closings.

Registration and Waiting List Fees:

The school requires the nonrefundable registration fee (as specified in the pre-registration information) to be included with the application form. This fee does not apply to tuition.

The school requires a nonrefundable fee of \$10.00 to reserve a space on the waiting list if a class filled. Upon enrollment, the full registration fee is due.

Reduced Registration:

The \$100.00 registration fee is reduced to \$50.00 for the second child enrolling in the school. (Any additional children would also be \$50.00).

Supply Fee:

A non-refundable yearly supply fee is due by Open House in September. This fee covers basic classroom consumable and non-consumable supplies. Periodically, the teacher may ask for “special supplies”.

XI. Fire Drill & Emergency Procedures

Fire Drill Procedures

1. When the fire alarm goes off, line up the children to the closest exit.
2. Count the children.
3. Check all bathrooms, closets, behind doors, etc. for all children.
4. Exit the building.
5. If you are missing a child, let the parent locate the child. The teacher should continue to get the children out of the building.
6. Count the children again.
7. Move the children as quick as possible to the top parking lot on the south end of the property.
8. Count the children again.
9. The Director will check the building before joining the classes and call 911 if there is a fire.
10. Wait until you get word from the Director before entering back into the building.

Emergency Procedures

Poison Control Center – Push line 1, 2, or 3, then dial 1-800-848-6946

In case of serious medical emergency during school:

1. Push Line 1, 2 or 3, and then dial **911** with location information below.
2. Pull the child’s emergency form from the TPPK file located in the Directors office in room 106. This may contain information emergency personnel need.
3. Have someone contact the parent as soon as possible. (Phone numbers are also on the emergency form. Check the daily log for alternate numbers).

**Triangle Grace Church
5001 Tudor Place
919-544-2872**

**Located off Hwy.54 near Spring Hill
between Homestead Market and
Woodcroft Shopping Center**

