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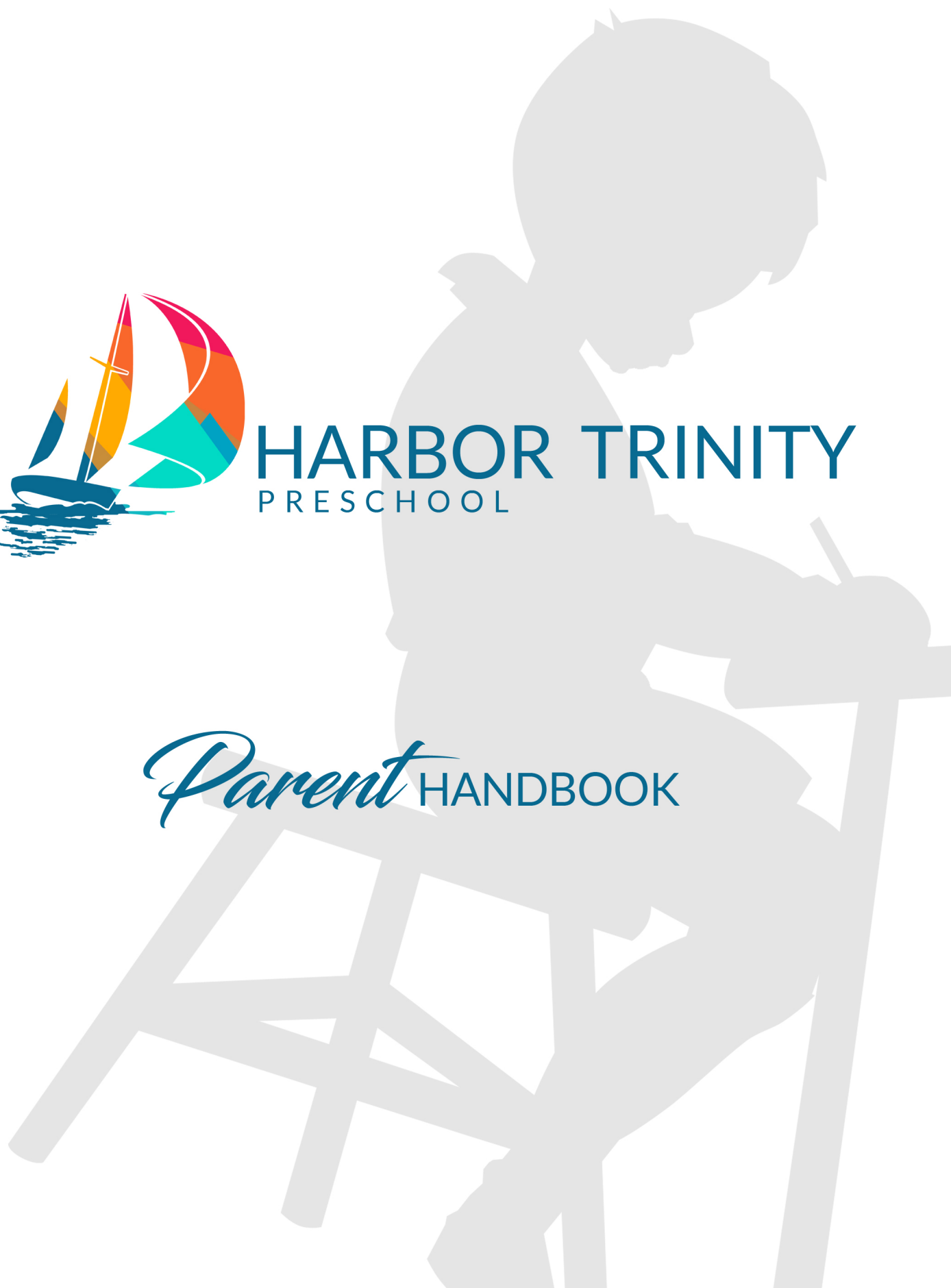
Effective August 2024- July 2025



HARBOR TRINITY

PRESCHOOL

Parent HANDBOOK



Dear Parents,

Welcome to the Harbor Trinity Preschool family!

We are excited that you have chosen HTP for your child's care and education. God tells us in Psalm 127:3 that "Children are a gift of the Lord; the fruit of the womb is a reward." We at Harbor Trinity Preschool wish to express our appreciation in your decision to entrust to us the most precious of God's gifts - your child. Be assured, we do not view this privilege frivolously. Our aim is to provide your child with a superior academic program while placing a strong emphasis in sound Biblical training.

We encourage you to take an active role in your child's educational process. The following pages will answer many of your questions concerning our school's procedures, philosophy, and overall operation. We welcome all comments, questions, and suggestions.

Please know that Harbor Trinity Preschool strives for excellence in all aspects and that we will make every effort to live up to the expectations you have confidently placed in us. Our prayer is that we can play a significant part in your child's blessed future in Christ.

Praise God for what is certain to be a wonderful year.

Blessings,

Kristina Isaacson

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ABOUT OUR PRESCHOOL

MISSION STATEMENT

Harbor Trinity Preschool exists as a ministry of Harbor Trinity Church of Costa Mesa to provide a Biblically integrated curriculum and extra-curricular program that meets the spiritual, intellectual, emotional, physical, and social needs of each student. The mission of Harbor Trinity Preschool is to nurture and assist students and their families in developing a relationship with Jesus Christ and to inspire them to make Him known to others. The biblical principles and beliefs here at Harbor Trinity Preschool are to enhance the lifestyle of our students and their families.

PHILOSOPHY OF EDUCATION

The philosophy of Christian education at Harbor Trinity Preschool is based upon the existence of a living God, who created all things and has revealed Himself to us. The revelation has come through the written Word, the Bible, and through the living Word, Jesus Christ and the ministry of God, the Holy Spirit.

The Bible is the inspired, infallible, and authoritative Word of God. Jesus Christ is the central theme of history and is the central authority of what men say, do or believe. Man was created in God's image, but that image was ruined at the fall when man chose to sin against God. God provided a way of redemption for man through the incarnation, death and resurrection of His Son, Jesus Christ. A regenerated person is indwelt by the Holy Spirit who is given to guide the believer into all truth.

The education at Harbor Trinity Preschool is God-centered and seeks to view life in every dimension as God sees it, including the birth of a person as male or female and the biblical marriage between a man a woman. All educational goals and objectives are found within the Bible, among which are glorifying God, reaching the lost, and training and nurturing individual believers.

The knowledge of Jesus Christ is essential for personal individual development in matters physical, mental, social, and spiritual. All members of the educational process at Harbor

Trinity Preschool are personally committed to Jesus Christ. We believe that the educational process cannot truly take place apart from the ministry of the Holy Spirit.

We believe that a proper relationship between family, church, and school is essential to Christian education. It is the responsibility of the parents to teach and train a child. Harbor Trinity Preschool, as a ministry of the church, is an extension of the educational process of the home.

Biblical principles are integrated into every day subjects taught at our school. Our staff is committed not only to academic excellence, but also to teach students how to apply the truths of God's Word to every aspect of life.

The education offered at Harbor Trinity Preschool is designed to meet the student on his level of development and growth. We strive to instill the proper priorities of life, the first being an individual commitment to Jesus Christ.

GOALS

The program is designed to teach about God's love and salvation through His son, Jesus. In addition, a high emphasis is placed on kindergarten readiness by offering activities that stimulate and encourage the overall development of each student. Activities offered at Harbor Trinity Preschool include:

- Daily Bible Time & Bible Verses
- Weekly Units of Study
- Arts and Crafts
- Science and Health
- Cooking Experiences
- Music Appreciation
- Special Visitors and Speakers
- Letter, Number, Color and Shape Recognition
- Phonics, Reading Readiness, Writing
- Political Science, Rhyming, and Opposite Concepts
- Sensory, Perceptual and Fine Motor Development
- Receptive and Expressive Language Development Including Basic Spanish
- Visual/Auditory Discrimination & Memory Development

We will provide for Christian growth by teaching the children about God and the love Jesus has for each one of us.

We will teach in an atmosphere that will be relaxed and loving with the flexibility to meet the individual needs of the child.

We will provide a safe environment inside and outside that stimulates a child's individual growth by meeting his or her needs and by building important foundations for future academic, physical, emotional, and social pursuits.

We will provide a positive approach in building a child's confidence. We will encourage acceptable social behavior, being kind, and learning to work together for the wellbeing of the class.

CURRICULUM

Harbor Trinity Preschool will provide for academic and spiritual growth within a loving and safe classroom environment.

The pre-school and pre-kindergarten curriculums will vary depending on the age range of the students in each classroom and will contain the following:

- **BIBLE:** Each week the students will study a different story from the Bible and its practical application. Students will be encouraged to learn a new Bible verse each week and will attend weekly chapel services led by HTP staff where we will worship through Bible songs and prayer.
- **CHAPEL SERVICES:** Bible time will be included in the daily class schedule. Chapel time will be held once a week, alternating every other Thursday and Friday. Favorite Bible stories and songs are used to reinforce lessons. Parents are invited to attend.
- **DAILY CALENDAR AND PLEDGE TIME:** Students will review the days of the week, month, and year and the class will recite the pledges to the American flag.
- **UNIT OF STUDY:** Every week we explore a different subject about the world around us. We will study weekly units such as seasons, holidays, animals, space, our families and much more.
- **SCIENCE AND HEALTH:** Each class will explore God's creation by studying animals, plants, weather, nutrition, and hygiene.
- **POLITICAL SCIENCE:** Each week we will introduce a new fact about our country, our presidents, and the world around us.
- **MUSIC APPRECIATION:** The children will participate in songs and rhythmic activity, dancing, creative movement, and finger plays. The classes will also engage in the use of musical instruments and make music together!

- **MOTOR DEVELOPMENT:** Activities which promote the development of your child's large motor skills will be planned each week. The class may play a relay game or take turns on the balance beam, crawling through a tunnel, etc.
- **LANGUAGE AND VOCABULARY DEVELOPMENT:** Language arts, stories, share time, finger play, and music are incorporated into the curriculum to provide students opportunities for language development, including learning basic Spanish.
- **ART:** Students will be given opportunities to create an original piece of art and the teachers will encourage the proper use of scissors, glue, and other art materials. This will enhance their fine motor skills and help to develop creative imaginations.
- **COOKING EXPERIENCE:** Each class will participate in cooking projects. This is a great way for students to learn about counting, measuring, and sequencing skills. Of course, students always enjoy eating their special treats.
- **SPECIAL EVENTS & VISITORS:** We will bring in speakers and activities to provide hands-on experiences for the students. A more detailed description of this is provided under the "Special Events" section of this handbook.

The pre-school classes (ages 2-4) will incorporate the following into the curriculum:

- **LETTER, AND NUMBER RECOGNITION:** Students will explore the alphabet, and numbers through ten.
- **MATH CONCEPTS:** Students will be introduced to counting and sorting.
- **COLORS AND SHAPES:** Students will be encouraged to recognize and name colors and shapes.

The transitional-kindergarten (TK) curriculum incorporates the following academic activities:

- **PHONICS AND READING READINESS:** Students will be introduced to letter recognition, phonetic sounds, long and short vowel sounds and blending two letter sounds together.
- **WRITING:** Activities will be offered that are designed to strengthen and develop fine motor skills. Students will be encouraged to use the proper grip and use of a pencil and to print letters.
- **MATH CONCEPTS:** Students will be introduced to patterning and sequencing skills, problem solving skills, recognizing numbers 1-50. Students will use manipulatives to add and subtract.

- **RHYMING, CLASSIFYING AND OPPOSITE CONCEPTS:** Activities will include opportunities for students to develop their discrimination skills.
- **REVIEW OF PRE-SCHOOL ENRICHMENT ACTIVITIES**
- **BASIC SKILLS NECESSARY FOR KINDERGARTEN**

SPECIAL EVENTS & ACTIVITIES

Throughout the course of the year, we will offer many fun and educational programs. The events will be varied to accommodate M/W/F students and T/TH students. The programs will enhance the areas of study given each week. Here are some examples:

- **BOUNCE HOUSE**
At few times throughout the school year, we bounce into learning and have a hopping good time. It's always a treat for our students and even some teachers to join in.
- **LIZARD WIZARD**
The Lizard Wizard visits our school during our reptile week for a hands-on look into the world of reptiles, amphibians and arachnids. Your children will get to participate in the show and may be selected to sit in the "dare chair" and hold one of the Lizard Wizard's special friends.
- **PUPPY PARTY**
At some point in the school year we invite our cute furry friends on our campus as we study about "animals." Each class has a scheduled time to play and visit with a whole pack of puppies to ensure that all students get a turn holding a puppy.
- **MOBILE TIDE POOL**
Captain Carl will teach us all about the sea creatures he found in our ocean. This creates a hands-on approach to learning about each sea animal.
- **DRESS UP & SPIRIT DAYS**
Each month we have a different dress up opportunities; Crazy hair, dress like a superhero, sports jersey, cowboy/girl days etc. Students are encouraged to dress up, take pictures against our photo wall and participate in fun activities. Harbor Trinity Preschool T-shirts are given out to be worn on Spirit Days and any other day they choose.
- **MAY HOORAY**

Every year our students participate in a singing performance. Our June Jamboree is full of excitement. All students participate in this “End of The Year” event.

- **WEBBY & SPORTS X**

Webby come in twice a week and offers students a weekly dance or gymnastics lesson. Dance Sports X comes once a week and offers students basic ball handling skills necessary for soccer, football, baseball and more. Extra cost for these programs.

OVERVIEW OF THE DAY

All classes begin at 8:30am. The option for an early drop for an additional fee is available between 7:15-8:30.

7:15 – 8:30 EARLY DROP OFF TIME -- FREE FLOW ACTIVITIES

During this time, one central classroom is open the children are taking part in various free-time activities. Breakfast in disposable packaging may be brought to the school by the parent if arriving before 8:00a.

8:30 – 9:00 MEET AND GREET TIME ALL CLASSES OPEN -- FREE FLOW ACTIVITIES

During this time, the children are taking part in various free-time activities. Children can choose from dramatic play center, building center, reading center, easel painting, cut and color center, math center, science center or the sensory center where they can manipulate with items such as play dough.

9:00 – 9:15 GROUPTIME

During this time, the following concepts are covered:

- Calendar: Month, Day, Year, Number of Day
- Helpers: Choose line leader, flag leader, etc.
- Roll call: Greet all who are here, take roll.
- Political Science: Each week we will introduce a new fact about our country (i.e., who is the president of the United States?)
- Pledges: American Flag, Christian Flag & the Bible

9:15 – 9:30 ACADEMIC TIME

Each class will study concepts according to their level of learning. From colors, numbers and shapes to phonics and reading small words. Our Pre-kindergarten students will be utilizing the *Self Pronouncing Alphabet* and *ABeka* curriculum materials for learning.

9:30 – 9:45 SNACK TIME

9:45 – 10:30 OUTSIDE ACTIVITIES

During outside time the children have the opportunity to further develop motor and social skills at different activity centers on our playground.

10:30 – 10:45 BIBLE TIME

With the use of flannel graph and picture books, the students will explore the Bible story of the week and a Bible Verse. Once a week the students will go to chapel to sing praises and hear more about the story with the entire school.

10:45 – 11:00 UNIT OF THE WEEK - STORY AND DISCUSSION TIME

A story based on the weekly unit of study may be read and a discussion of the subject may follow.

11:00 – 11:30 ARTS AND CRAFTS / SCIENCE / COOKING

During the week each class will have done 3 art projects, most will be relating to the unit of study for the week (i.e. clouds for winter study), the letter of the week, or to our Bible Story. On alternate days, the class will cook a special food or explore a science activity together.

11:30 – 11:45 LARGE MOTOR DEVELOPMENT / MUSIC APPRECIATION

This is a time when a fun outdoor or indoor game is planned that utilizes the large motor skills, such as “duck, duck goose”, an obstacle course, walking the balance beam or relay races. On alternate days, we have a variety of musical activities to choose from including the use of musical instruments.

11:45 – 12:00 LANGUAGE DEVELOPMENT / SHARE TIME / WRITING / CONCEPTS

Students will be given the opportunity to share something they brought from home, often times the teacher will request something to be brought which relates to the weekly unit of study or the Bible story. Alternately, students will explore concepts such as opposites, rhyming, matching, differences, math, language (including basic Spanish), and will be given opportunities to use their writing skills.

12:00 – 12:30 LUNCH / PART-TIME PICK UP

The children eat lunch in their classrooms and when finished, free time is offered. Students enrolled in the half day program are picked up at 12:30

12:30 – 2:30 STORYTIME/ NAPTIME

Full day students will have a short story-time with their teachers and prepare for naptime. Students nap in the “Crain Chapel” (our multipurpose room) while soft relaxing music is played while the teachers rub backs to help the children rest.

2:30 – 3:15 WAKE UP / SNACK TIME

Children begin waking at 2:30p.m. After everyone is awake and has used the bathroom, we have snack time and then it is time to exert some energy on the playground!

3:15 – 5:30 OUTSIDE AND INSIDE FREE FLOW

Students will enjoy outside playtime until about 4:45 after which we will return to the classrooms to play in the centers while the parents are picking up their children.

Schedule varies with each classroom and is subject to change. Times are approximate.

PRESCHOOL POLICIES

The school shall be operated according to the regulations as set forth in the State of California Administrative Code for Day Nurseries. Classes shall have a 12:1 student to teacher ratio. The school may be closed on certain days for teacher's workshops. Written notice of each closing shall be made to the parents. School hours and sessions shall be set each year by the school administration.

The school administration reserves the right to amend, suspend, or terminate any part of this program at any time.

BEHAVIOR GUIDANCE AND DISCIPLINE

Harbor Trinity Preschool promotes a positive approach to managing the behavior of all children. Our rooms are designed to be learning centers for the spiritual, physical, educational, emotional, and social development of each child. In order for students to learn, the classroom must be safe and have an orderly environment. To manage behavior in the classroom, teachers use the following techniques:

- **POSITIVE REDIRECTION:** This redirects the child from the unacceptable behavior to an acceptable alternative.
- **PREVENTION:** A well-designed and well-equipped classroom is maintained.
- **LIMIT SETTING:** Clear and reasonable expectations are given to the students. Rules are enforced consistently and with a positive tone. Students are given rules for what is allowed and what is not allowed.
- **POSITIVE DISCIPLINE PLAN:** Each classroom uses a positive discipline plan to provide rewards for good behavior.

- **CONSEQUENCES:** A child who is aware of the rules and is habitually disruptive or disobedient may meet with the director and agree to cooperate before returning to class. If the unacceptable behavior continues, the child will meet with the director again. Parents will be notified of continual discipline problems. It is important that the family and the schoolwork together to help each child understand the importance of acceptable behavior.

All discipline is done in love, with self-control, patience, and free from anger, as biblically set forth. Corporal punishment, humiliating or frightening techniques are not used.

BITING AND AGGRESSION POLICY

BITING POLICY: If a student bites another child 3 times within 3 months the student will be given a 2-day suspension and could be subject to expulsion.

AGGRESSION POLICY: If a student intentionally threatens the physical safety of another child (i.e., biting, poking with objects, physical harassment etc.) the student will be subject to suspension or expulsion. The school staff will keep the parents informed on any problem in this area.

Once a student has been suspended and has returned to school, any further occurrences may result in immediate expulsion.

PROGRESS REPORTS

Progress reports are sent home twice a year for TK classes and once a year for Pre-school students. The first report is given in January for TK and the end of year report is given to everyone in May. We suggest that parents do not compare progress reports with those of other students or siblings. Progress reports reflect the individual development and abilities of children.

CONFERENCES

Parent-teacher conferences can be scheduled by request through the school office.

Throughout the year you may find that you have questions or concerns that you would like to discuss with your child's teacher. The teachers are more than happy to address these things, however, please **be aware that when teachers are on the playground, they are supervising your children.** If you approach them on the playground, **keep the time spent talking limited to no more than a minute.** If more time is needed, you may set up a time to meet with your child's teacher or have a phone conference. When talking informally with a teacher about your child, please be sensitive to what your child hears.

PROCEDURES FOR ENROLLMENT AND REGISTRATION

To initiate the enrollment process the parents and children will meet with the director or other school representative. At which time they will tour the school and discuss the purpose, goals, philosophy, policies of the school and general information concerning the child and his/her family.

- Children shall be admitted on a non-discriminatory basis, according to equal treatment and access to services without regard to race, color, religious belief, national origin or ancestry.
- Enrollment shall be open to any child, provided the school can meet the needs of that child.
- **Minimum age requirement for enrollment shall be two years.** (If your child is not yet two years old, you may pay the registration fee up to 2 months prior their second birthday to hold their spot if there is availability.)
- Classes shall be filled in order of applications received.
- As vacancies occur, classroom quotas shall be filled as names appear on waiting lists.
- Total enrollment shall not exceed that which is allowed by the licensing agency.
- Class screening and placement remain the responsibility of the school's staff.
- Child's classroom placement is to be determined by the school and based on teacher recommendation.

ADMISSION

Parents who wish to enroll their children in Harbor Trinity Preschool are required to complete the following:

- Registration Forms and Admission Agreement
- Pay registration fee.

Registration forms plus registration fee is turned in to the school office and you will receive an enrollment packet. An enrollment packet is filled out and returned along with a copy of the child's Birth Certificate. An enrollment packet includes:

- Child's Pre-Admission Health Form
- Physician's Report (**signed by the doctor**)
- 2 Emergency Cards (for office & playground)

- Identification information
- Authorization to treat minor
- Current Immunization Records
 - All immunizations are required to start Harbor Trinity Preschool.
Shots required: 3 Polio, 4 DTaP, 3 Hep B, 1 Varicella, 1 Hib, 1 MMR

Completion of these procedures and payment of registration fees constitutes registration and admission. Final approval of enrollment may be based on recommendation from previous school.

CHILD'S HEALTH

The Department of Social Services Licensing Regulations require submission of the Physician's Report Form, signed by the child's physician, with a record of a physical done within six months prior to school entrance. All students must be able to participate in all in/outdoor activities.

Keeping your child healthy is important to us. Please do not send your child to school if he/she is ill or has any abnormal symptoms. As your child arrives for school, a brief "health check" may be given at the door. Please do not leave until the child is greeted and admitted by his/her teacher.

ACCEPTANCE

There will be a 1-month acceptance and trial period for each child that enters our preschool. At the end of one month any child not adjusting to our preschool will not be accepted into Harbor Trinity Preschool. During the one-month trial period Harbor Trinity Preschool will be observing if any child continues to struggle in the following areas:

- Consistent Disruptive Behavior
- Safety Risk (i.e. running out of classrooms, from teachers, being self-destructive)
- Aggressive Behavior Towards Others

If the student continues to struggle with any of the above named or cannot adjust to the school's policies, he/she may be dismissed. Harbor Trinity Preschool is not intended to serve as a disciplinary school or a school for exceptional children. Such cases need specialized care that this school is not able to furnish.

TERMINATION

Beyond the trial period any student may be dismissed from Harbor Trinity Preschool for reasons of non-cooperation, delinquency in payment of fees or inability of child or parent to adjust to the preschool program.

Harbor Trinity Preschool Reserves the right to terminate the enrollment of any child causing physical harm to other children.

WITHDRAWAL

Any parent wishing to withdraw their child must notify the school office two weeks prior with written notice. All fines, tuition, etc. must all be taken care of prior to withdrawal.

NON-POTTY TRAINED

If your child is in diapers or is not fully potty trained, he/she will be enrolled as a “Non-Potty Trained” student. There is an additional charge for children who are not fully potty trained.

Harbor Trinity Preschool considers a child fully potty trained when he/she:

- can wear underwear and is not using diapers or pull ups at any time.
- can initiate going to the bathroom on his/her own.
- can be self-sufficient when going to the bathroom.
- can clean/wipe on his/her own.
- can pull pants up and down on his/her own.
- is not on our “potty trackers” list.
- does not have multiple “potty accidents” (we reserve the right to make that determination).

When a child has completed one month on the “potty tracker” (see under “beginning potty training”) without “potty accidents” and he/she is not wearing diapers at any time, we can consider him/her fully potty trained.

If your child is not potty trained, please bring an adequate supply of diapers and wipes to keep at school and check the supply often to know when to replenish. We do not allow pull-ups here at HTP. If your child runs out of his/her supply, your account will be billed \$2.00 for diapers or \$1.00 for wipes each day (for usage of our own supply) until diapers and/or wipes are provided. In addition, please provide a full set of extra clothes.

BEGINNING POTTY TRAINING

When a child begins potty training, the staff of HTP will monitor the child’s progress by filling out a ‘Potty Tracker’ each day. An HTP staff member will take the child to the bathroom throughout the day. If a child has consistent potty accidents after trying to potty train, he will be taken off the ‘Potty Tracker’ until he shows signs of being ready to try again.

We will not begin potty training a child who is wearing diapers. We have found pull-ups to deter the potty-training process. We suggest diapers for overnight. Children who are potty training are **NOT** allowed to wear pull-ups and **MUST** wear underwear to school.

It is important to dress your child in clothing that is easy for them to get on and off. We suggest elastic waistbands during potty training. Do not bring your child dressed in overalls or belts. It is a good idea to avoid zippers, buttons etc. Please provide plenty of extra clothes (at least 3 sets) including underwear, pants, socks, and one pair of extra shoes.

FINANCIAL ARRANGEMENTS

A **non-refundable** registration fee of \$200.00 is payable at the time of enrollment or re-enrollment. This fee is required at the commencement of each school year. For enrollments after February 1 the registration fee shall be pro-rated as follows:

- February: \$135
- March: \$105
- April: \$75
- May: \$45
- June: \$25

Students that leave the program and return shortly later will need to pay the registration fee to re-enter according to the following fee schedule and return within:

- 1 month - 25%
- 2 months - 50%
- 3 months - 75%
- 4+ months - 100%

For the fall session (August - May) the registration fee secures your child's enrollment. Registration fees paid in the spring for August enrollment secures your child's enrollment only until July 1st. If HTP has not received August's tuition payment (due on July 1st) your child's position may be considered open and may be given to the next student on the waiting list. A separate registration fee will be required to secure your child's summer enrollment (June - July).

CHANGE OF PROGRAM FEE

A \$25.00 change of program fee will be charged to adjustments that are made to attendance of full time (5 days) to part time attendance (2 or 3 days). This policy is effective during the months of February- August for the upcoming school session.

TUITION POLICIES

Tuition shall be computed on an annual basis and divided into TEN equal monthly installments for the fall session and TWO monthly installments for the summer. Tuition is due on the 1st of each month prior to student attending, (one month in advance -- i.e. tuition for August will be due on July 1st).

*There will be a late payment fee of \$15.00 for payments made after the grace period of ten days (if mailing tuition, must be post-marked by the 10th) and for accounts that have a balance larger than \$25.00 remaining. **This includes post-dated checks and checks we have been asked to hold.** When an account is 25 days delinquent, the student will not be able to attend school until the account is paid in full.*

No tuition credit will be given during any absences, including COVID related illness or exposure. We are licensed to handle a certain number of children per day, distributed between the various classrooms in specific numbers. Consequently, we cannot grant opportunities to make up lost days because of absences.

- Full tuition shall be charged for those months during which there are holidays and vacations within the school year.
- A charge of \$25 per check will be added to your account for bank returned checks.
- In the event of failure to pay, you agree to pay all costs and disbursements, including reasonable attorney fees incurred by us in the legal proceedings to collect your fees, to the extent permitted by law.
- All old balances must be cleared before the next year begins.
- No tuition fees shall be refunded if two-week advance notice is not given.
- Accounts that have been 25 days delinquent more than once or have had 2 returned checks will become a “cash or money order” account for ALL payments made.
- All incoming student families will be given a 30-day grace period to catch up with the month in advance payment schedule and will not be assessed any late payment fees during this time. All families will be graced one late payment fee for the year, to be refreshed in September.

TUITION AMOUNTS

STEP 1: Select the amount of **Hours**

Full Day: 8:30am - 5:30pm
Half Day: 8:30am – 12:30pm

STEP 2: Select the amount of **Days**

5 Days: Monday - Friday
3 Days: Monday, Wednesday, Friday
2 Days: Tuesday, Thursday

STEP 3: Calculate your **Tuition Amount** (*price based monthly*)

5 Full Days \$999 | 5 Half Days \$599
3 Full Days \$699 | 3 Half Days \$499
2 Full Days \$499 | 2 Half Days \$399

STEP 4: Factor in any **extras** (*if applicable*)

Additional cost breakdown (if applicable):

- **Non-Potty-Trained Rate:** \$200 (5 day) or \$100 (2 or 3 day) per month.
- **Morning Drop Off Rate:** \$100 per month.
 - * This applies to students who attend between 7:15-8:30a. This is a flat rate that cannot be prorated to fit different needs.
- **Extra Day Rate:** \$60 per day.
 - * This applies to any student who is enrolled in a *2 day* or *3-day* program and needs to attend an extra day. This only applies to the 8:30a -12:30p portion of the day
- **Extended Hours Rate:** \$60 per day.
 - * This “flat rate” applies to any student who is enrolled in the *half day* and needs to stay any portion of the day before 8:30a or past 12:30p.
- **Sibling Discount:** 10% from tuition for the 1st sibling (Discount applies to the lesser amount and does not include other fees/rates such as non potty, extra day, morning drop, registration fees etc.)

PAYMENT

We utilize a company called Brightwheel to take in tuition payments and fees. All parents will establish an account with Brightwheel and the option to pay by ACH Debit (no processing fees) or by Credit Card (with processing fees) is available.

HOLIDAYS

No credit on tuition is given for scheduled school holidays. The school will be closed for the following holidays and teacher conferences:

- Labor Day
- Veterans Day
- Thanksgiving (2 days)
- Christmas Vacation (10 days)
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July

IN-SERVICE DAYS

Throughout the year HTP will close the school for staff “Special Training” (i.e., CPR training, First Aid, etc.). Specific dates will be listed on the “Calendar of Events”.

HOURS AND LATE PICK-UP POLICY

Full day program hours are from 8:30am to 5:30pm. Pick ups after 5:30pm will result in late charges of \$2.00 per minute.

Half-Day hours are 8:30am – 12:30pm. Students may not arrive earlier than 8:30am. Students arriving between 7:15-8:30 will incur the “morning drop off rate” of \$60 per day or \$100 for the month. It is mandatory that your child be picked up by the designated class time. School ends at 12:30pm. **Late pick-ups will result in a \$2.00 per minute charge.**

EXTENDED HOURS

Harbor Trinity Preschool offers extended hours on a daily basis for any child enrolled in the Half Day Program. The office must be notified in advance and the space must be approved first before extending the child’s day.

ADDITIONAL DAYS

Harbor Trinity Preschool offers additional days of attendance at an added cost for a child on the days that he/she does not normally attend. The additional days are based on a day-to-day basis and **must be approved ONE DAY in advance.**

AFTER SCHOOL DROP OFF

- Children must not be older than 6 to be included in this program.
- Children must be brought in by an adult and signed in and out daily.
- This program is only offered after 12pm and as a full week (Monday – Friday) option.
- The monthly price is \$600 and cannot be prorated to fit different needs.

RELEASE OF STUDENTS

The names of **both birth** parents be provided on the enrollment forms. Both birth parents **MUST** be considered authorized to pick their child up from school unless a restrictive court order is on file in the school office. Students may not be enrolled without the provision of the names of both birthparents and the proper court documentation as needed.

PROCEDURES FOR CHECKING IN AND OUT

All adults authorized to pick up your child must be named on the Emergency Cards and are considered “permanently” authorized. A “REMOVE” notice must be filled out in order to alert the school staff of any persons no longer authorized.

SECURITY

Please use caution in the parking lot and hold the child’s hand while walking in the parking lot. **DO NOT LEAVE SIBLINGS OR OTHER CHILDREN UNATTENDED IN YOUR CAR.** Please do not park in areas not marked for vehicles or in handicapped parking spaces without the required permits. For your children’s safety, please do not let children run in the halls or climb on the stairs in the courtyard area.

SIGNING IN/OUT

The State of California Department of Social Services requires that parents sign their child in/out each day (either on Brightwheel or manually) and that their parents first and last name be clearly written when signing their child in/out. Unfortunately, this is a VERY COMMON problem, and we are held accountable by Social Services to enforce this policy. If this occurs, the office will attempt to reach you, and you will be asked to return within one hour to sign your child in or a \$15.00 fee will be applied to your account. You may also have an authorized person return and sign them in. If we are not able to reach you, (a phone call and email attempt will be made) the fee will be applied to the account. **It is important that you explain this policy to anyone who has the authorization to drop off or pick up your child.**

ARRIVAL

Parents must accompany their child and sign in each day electronically via Brightwheel or on the sign in/sign out sheet located in his/her assigned classroom. If your child is enrolled in our “early morning drop off” and arriving before 8:30am, you may need to bring him/her to a classroom other than your child’s assigned room. The teacher(s) on duty will supervise until your child’s teacher arrives. Please be sure to make contact with the teacher before leaving your child.

PICK UP

To check out a child, a parent or authorized adult (must be age 18 or older) must sign out via Brightwheel or on the same sign in/sign out sheet as in the morning. No child will be released to an adult not authorized by a parent.

- We must have written authorization for changes in this respect.
- Phone calls will **NOT** be considered as authorization for pick up when the school office does not have the person's name in the file.

- Please keep emergency contacts and persons authorized for pick up listed on the emergency cards in the office up to date. Any changes must be made in writing.
- Unrecognized persons picking up children will be required to show a photo I.D.

HEALTH RELATED POLICIES

GUIDELINES FOR EXCLUSION FROM SCHOOL DUE TO ILLNESS

Children with any of the following symptoms will not be admitted to school:

- Fever/Diarrhea/Vomiting/Nausea (within the last 24 hours)
- Congested/persistent cough.
- Runny noses producing yellow or green mucous.
- Conjunctivitis/pink eye
- Cold or flu symptoms
- Drowsiness or dizziness

If a child becomes ill during the school day, a parent will be notified to pick up the child immediately. Please make sure the school has current work and home phone numbers.

Children must be without fever and symptoms for 24 hours before attending school. COVID sicknesses will be observed according to the current CDC recommendations at the time. We reserve the right to request a physician release before admitting a child into school after being absent for health reasons.

NOTIFY THE SCHOOL IMMEDIATELY IF YOUR CHILD HAS A COMMUNICABLE DISEASE - MUMPS, CHICKEN POX, CONJUNCTIVITIS, STREP THROAT, LICE OR COVID.

HEALTH STATUS

A dated, written statement of the child's current health status, signed by an approved health professional, shall be obtained whenever the director has reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds the child's general condition indicates the need for such examination.

MEDICATION & HEALTH SERVICES

School staff will administer only medications for asthma relief, (inhalers), and for life-saving benefits (Epi-pens & blood-glucose monitoring). No other medication or health services will be administered. Instruction forms for the administering of **doctor prescribed** medication are found in the school office. These *must* be filled out, *signed*, and returned to the school office before **any** medication or services are administered to your child. Parents must

deliver all medication to the school office in the **original container**. **Medicine must be brought by the parent, NOT the child.** Do not leave it in the lunch pail or the child's cubby.

ASTHMA POLICY

If your child has asthma, we recommend that you provide asthma medication (i.e., inhalers) along with a Medication Release Form (completed by your family doctor) to be kept on hand in the school office. This would assure the proper treatment of your child in the event your child has an asthma attack, and you are unable to be reached. If you choose not to provide us with medication you will be asked to sign a waiver, to be kept in your child's file.

MINOR INJURIES

Minor injuries at preschool will be handled by staff members trained in first aid. Ice, soap, water, antiseptic wipes and Band-Aids will be the extent of the first aid treatment rendered.

SIGNIFICANT INJURY

In case of serious injury, we make an immediate attempt to contact a parent. If we cannot reach you and it seems necessary, we will call the child's physician or the paramedics. Until the arrival of a parent, the physician, paramedics, school director or a qualified staff person will be in charge and make all decisions about the care of the child.

You will be expected to assume responsibility for any resultant expense not covered by your insurance. The school will maintain a parent's signed consent form agreeing to this provision. It is to your child's benefit that you keep the school up to date on phone numbers, and other pertinent information.

NUTRITION

At Harbor Trinity Preschool we are interested in the total development of your child. Nutrition plays a very important role in a successful day at school.

- **BREAKFAST:** Breakfast is the most important meal of the day according to physicians and scientists. Be sure that your child eats a good, high-protein breakfast before coming to school. We ask that students stay away from sweets in the mornings.
- **SNACK:** We will provide a nutritious snack in the morning and afternoon. Each snack shall consist of two food groups.
- **LUNCH:** All students are required to bring a nutritious lunch to school. Please be mindful that your child needs a lunch that provides items from FOUR (4) food groups to constitute a healthy lunch. Lunches should include vegetables and fruits, breads, (or pasta, crackers), meat (or cheese/eggs/peanut butter), along with a beverage of water or 100% fruit juice. We encourage the children to eat their sandwich or yogurt first. Please keep "junk food" to a minimum. Also, candy is not allowed so please do not put it in your child's lunch. **If your child does not have a lunch, a "FORGOTTEN**

LUNCH FEE” of \$10.00 per day will be charged to your account and a lunch will be provided for your child by the school.

CLASSROOM POLICIES

EMERGENCY PREPAREDNESS

Each month the Harbor Trinity Preschool administration conducts fire and earthquake drills with the teachers and students. These drills help the students become accustomed to what to do in an emergency.

There are earthquake kits in every classroom and emergency supplies throughout the school. In the event of an earthquake, we have a supply of emergency food on hand, and we would implement our comprehensive disaster plan.

SHARE DAYS

- Share days are determined by each teacher.
- Toys that may promote aggression (i.e. toy guns) or violence are not allowed to be shared at school.
- We will not be responsible for items brought from the home that are lost or broken at the school.
- No toys should be brought on other days unless authorized by your child's teacher.
- Books brought to school to be shared must be Christian related or educational in nature (avoid spooky/scary type books).

GUIDELINE FOR BOOKS AT HARBOR TRINITY PRESCHOOL

Harbor Trinity Preschool seeks to glorify God in all that we endeavor, including in the books we choose to read to our students. We do not read books with the following content:

- Witches (good or bad) or Halloween
- Easter Bunny, Santa Claus, Elves, Santa’s Reindeer

DRESS CODE

- Please have your child wear washable play clothes that will allow him/her to use the restroom easily.

- For your child's safety we highly recommend closed toed shoes. "Open shoes" or open-toe/open-heel sandals are not recommended to be worn as they can pose a risk of their toes getting stubbed when riding bikes on our playground.
- All sweaters and jackets should be **clearly marked with the child's name.**
- We strongly discourage jewelry or watches being worn, as they are often a safety hazard and/or a distraction to the child and can be misplaced.
- We suggest for all girls to wear shorts/leggings under their dresses.

SOILED CLOTHING

Soiled clothing resulting from a "potty accident" will be handled in the following manner:

- Parents will provide their child with an extra set of clothing to be kept on the school premises in the event their child's clothing becomes soiled (from paint spills, slipping in the mud, or toilet accidents). Clothes should be **clearly marked with the child's name** and placed in a Ziploc freezer bag.
- Soiled clothing will not be cleaned and/or rinsed out and will be contained in a Ziploc bag and stored in the soiled bin located outside the preschool office.
- A note will be attached to the student's cubby or in Brightwheel indicating that he/she has had a potty accident and instructing the parent to pick up the soiled clothing.
- The parent will return a clean set of clothing in a new Ziploc bag the next school day.

PARENT SCHOOL COMMUNICATION

- Our main form of communication with the parents is through our weekly emailed newsletter. The newsletter contains important information regarding the events that are coming up. A calendar of events is provided for easy reference.
- **CLASS NEWSLETTER:** This is the main form of communication to the parents from the teacher. Class newsletters notify parents of class activities and upcoming events.

PARENT HELPERS/VOLUNTEERS

We love for our parents to be involved in our school. Please make other arrangements for siblings when you are helping in your child's class. Per Licensing regulations, parents interacting with students directly will need to bring proof of immunizations (including current TB test) to the office first.

VISITORS

Visitors other than parents or guardians must receive permission from the school office before moving around the campus. All visitors must obtain management approval before entering. Teachers are instructed not to receive visitors in the classroom unless they have proper clearance from the school office.

SOLICITATION

Our preschool is not to be used as a setting for solicitation.

BIRTHDAYS

Your child is welcome to bring a special treat to celebrate his/her birthday at school. Please let your child's teacher know one week in advance which day you would like to celebrate. Special birthday snacks will ONLY be served during snack time. Therefore, we need snack to arrive to the school by 8:45am. Please do not bring party favors, decorations, etc.

LOST AND FOUND

Please be sure every piece of clothing, lunch pail, rain gear, toys, etc. is **marked with the student's name**. If it washes off re-mark it. Lost and found items are kept in one area by the school office. Items not claimed will be given to charity each quarter.

STUDENT RECORDS POLICY

Harbor Trinity Preschool will not make any statements (aside from progress or incident reports) regarding students who are or have been enrolled unless a subpoena from the court is issued. Student records will only be released to paternal parents or legal guardians.

CHILD ABUSE

Because of the increased incidents of child abuse in our nation, lawmakers have sought to write strict laws to protect children. For that reason, all school, medical and social services personnel are required to report any suspected cases of child abuse either to the child protective agency or the local police. We also must cooperate in their investigation. Any repeated injury to a child by other than accidental means, psychological cruelty or sexual abuse is considered abuse. The school is not equipped to investigate, nor are we allowed the choice to avoid reporting cases of abuse. **We are required to report such cases.**

If your child has any unusual birthmarks, permanent scars, etc., please inform the school office prior to your child's first day at school. The school is under obligation, by the law, to report any unusual marks found on the body of a child. It is most important to make the school aware of these marks, as to save you from being offended or embarrassed.

WHAT TO BRING

Please bring the following extra clothes in a large Ziploc bag labeled with your child's name:

- Socks

- Underwear
- Shirt
- Shorts/Pants

Put the clothes in a big Ziploc bag with your child's full name written on it. We will keep these clothes at the school. See policy under "soiled clothing" for information on the fees for children who do not have extra clothes on the premises.

If your child is enrolled in our full day program, you will need to purchase a "Nap Quilt", (blanket, sheet, and pillow in one) from the school for \$40 (price subject to increase when the company we buy them from increases their cost to us).

To cover the cost of washing and maintaining the blankets for your child the following policy applies: if a student uses a "borrowed" nap quilt from the school, HTP will provide you with two reminder notices. **After the second reminder the students account will be billed \$1.00 per day until the student has returned his/her nap quilt from home.** Pacifiers and baby bottles are not permitted.

Sippy cups/pop-top bottles with water only and labeled with their name may be brought to school, but the cup must be closable. They must stay inside the student's cubby; students may NOT walk around with them.

YOUR CHILD'S FIRST DAY

You can help make your child's first day successful by assuring him/her that you will be busy while he/she is busy at school. It is difficult for some children to leave home and begin the preschool experience. The teachers are qualified to handle this transition by making the first days as easy as possible for your child. It is best if you arrange to show your child the school ahead of time and talk about the fun of attending the school. As soon as your child is safely settled in his/ her new class, go ahead, and leave. Adjustments, even when tearful, are made fairly quickly if the parent is not present.

WHAT TO BRING ON YOUR FIRST DAY OF SCHOOL

Extra clothes in a Ziplock
Lunch with ice packs
Nap quilt (Full Day)
Backpack (Optional)
Water bottle (Optional)
Diapers (Non-Potty Trained)
Wipes (Non-Potty Trained)

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