



TRINITY BUCKINGHAM ACADEMY
2631 DURHAM ROAD, PO BOX 387
BUCKINGHAM, PA 18912

215.794.5530

TRINITYBUCKINGHAMACADEMY.ORG

Parent Handbook

215-794-5530 - School 215-794-7921 - Church office
tba@trinitybuckingham.org
www.trinitybuckinghamacademy.org

**Trinity Buckingham Academy
is licensed by the
Department of Human Services
a member of
National Association of Episcopal Schools**

**Code of Ethical Conduct
National Association for the Education of Young Children
Ethical Responsibilities to Children**

Childhood is a unique stage in the life cycle. Our paramount responsibility is to provide safe, healthy, nurturing and responsive settings for children. We are committed to supporting children's development, respecting individual differences, helping children learn to live and work cooperatively, and promoting health, self-awareness, competence, self-worth and resiliency.

Our ideals are:

- To be familiar with the knowledge base of early childhood care and education and to keep current through continuing education and in-service training.
- To base program practices upon current knowledge in the field of child development and related disciplines and upon particular knowledge of each child.
- To recognize and respect the uniqueness and the potential of each child.
- To appreciate the special vulnerability of children.
- To create and maintain safe and healthy settings that foster children's social, emotional, intellectual, and physical development and that respect their dignity and their contributions.
- To support the right of each child to play and learn in inclusive early childhood programs to the fullest extent consistent with the best interests of all involved. As with adults who are disabled in the larger community, children with disabilities are ideally served in the same settings in which they would participate if they did not have a disability.
- To ensure that children with disabilities have access to appropriate and convenient support services and to advocate for the resources necessary to provide the most appropriate settings for all children.

Trinity Buckingham Academy is an Equal Opportunity Care Provider.

Philosophy

We believe that play is the true work of children. It is their language and the medium by which they begin to experience the world they inhabit. As they play with blocks, they develop the skills necessary to tackle mathematics. As they manipulate puzzles, they are increasing the perceptual development that they will need to begin reading. As they paint and draw, they practice the hand-eye coordination needed to print. As they involve themselves in all of these activities, they are interacting with others – building the basis for language and social skills and forming their moral consciousness.

We strive to provide a rich, loving, nurturing environment in which all these wonderful things happen. We believe that Trinity is a partnership with our families and community. An atmosphere of love, trust and patience where the child can safely explore, experiment and grow in his or her own time, at his or her own pace. Our curriculum is created with the children's interests and development readiness in mind. As a Christian school, we never lose sight of the child as a spiritual being, beloved by God and equal to members of the Body of Christ.

Educational Objectives

To help each child develop socially

- To help each child separate from his or her caregiver
- To encourage the development of self-help skills –bathroom etiquette, snack time expectations, getting ready for outdoor activities, unpacking and packing up back pack and choosing an activity during free play
- To identify feelings and express them verbally
- To use language as a tool in social settings
- To resolve conflicts with others peaceably
- To feel comfortable speaking in a group
- To make friends

To help each child develop spiritually and morally

- To understand his or her relationship to God
- To respect others
- To treat others with kindness and caring
- To respect God's creation

To help each child develop physically

- To gain increased coordination in both large and small muscles

To help each child develop intellectually and gain the skills needed to succeed in school

- To learn to be confident and self-sufficient in a school environment
- To be introduced to the tools of learning
- To learn from mistakes
- To learn to work with others toward a goal
- To develop habits of observation, questioning and listening
- To explore his or her creativity

Admission Policies, Enrollment, Registration, and Withdrawals

Enrollment begins in January for the following school year. New applicants should contact the school office to obtain an enrollment packet and arrange a visit with their child. We encourage the prompt return of registration fee and completed form.

Registration for currently enrolled students will begin in January each year.

Parents should notify school of any previous testing that your child has done, all info held in confidence. TBA recognizes the wide range of special needs of children and will consider what part the school can play in meeting these needs.

In the event of a waiting list:

Applicants are granted acceptance into the school with first priority given to current students, followed by current student's siblings, then church members. Church membership is defined as a financially contributing to and attending member of Trinity Buckingham Episcopal church.

Prior to the first day of school, the applicant will be required to complete and return the following forms. These forms will be sent out in May.

- Child Health assessment
- Emergency contact
- Immunization Records
- Photo Consent Form
- Financial Obligation Contract
- Enrollment Agreement
- Create a brightwheel account

Sometimes our program is not the best placement for a child, and we may ask the parents to withdraw their child. Leaving the program during the year for any other reason does not release parents from the full tuition payment for the remainder of the year. Registration fees are non-refundable.

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Everything you want to know from A to Z

Attendance and Absences

Please notify the school through Brightwheel, or at (215-794-5530) or at tba@trinitybuckingham.org if your child will be absent for any reason. We strive to keep our school as free from infectious disease as possible. Please read carefully the Illness section to determine when your child should stay home from school. All teachers will take attendance each day in roll books kept in their rooms. Please do **NOT** bring your child to school if he or she is exhibiting any of the following symptoms:

- Fever within the last 24 hours
- Discolored nasal discharge
- Constant cough
- Symptoms of pink eye (may return 24 hours after treatment commences)
- Diarrhea
- Vomiting twice within the previous 24 hours
- Sore throat
- Headache
- Abdominal pains
- Undiagnosed rashes or weeping skin lesions
- Pain or acute discomfort or swollen joints
- Nits or head lice

If your child has been placed on an antibiotic, they should not be brought to school until they have been on the medication for more than 24 hours.

If your child contracts the following: strep throat, chicken pox, measles, head lice, fifth disease, conjunctivitis, or any other highly communicable condition it will be necessary for parents to **notify the school immediately** and keep the child at home until a physician has designated your child is no longer contagious.

A note will go home to all parents discreetly informing them that there has been a case of a highly infectious disease along with a detailed explanation of the symptoms.

If your child becomes ill while in school, we will contact you immediately so you may pick up your child from the school. Remember to keep the office informed of any changes in the emergency contact information on file.

Accidents

Parents may be informed of injuries occurring during the school day by means of a printed incident report. Parents will be notified immediately of any injury requiring more than a band-aid or an ice pack. In the event of a life-threatening emergency, the parent and 911 will be called immediately and a staff member will ride with the child to the hospital.

All of our staff members are trained in pediatric first aid and infant/child CPR. First aid kits are kept in several locations in the building. No over-the-counter product is used; just soap and water, ice and loving reassurance. Any injury requiring more than a band-aid or an ice pack will prompt a call to parents.

Arrival and Dismissal

Children in the Jump Start, Preschool 3 and Pre-K 4 classes are to be dropped off between 8:55-9:10 am and picked up promptly at 11:45 am. Please walk your child into the school, check in with the greeter and walk your child to their classroom. Dismissal will either be from Faith Hall or the playground, depending on your class. If your child is being dismissed from the playground, **ONLY STAFF MEMBERS MAY OPEN PLAYGROUND GATE.**

At dismissal time, students are only released to **the individuals listed on the emergency contact and enrollment agreement. Parents must fill out a Parent Release Form if someone not listed will pick up your child. The person picking up must show a photo ID to the teacher at dismissal. Forms are located in the lobby outside the preschool office.**

The safety of you and your children is our number one priority. Please park away from the play area in the parking lot. Please do not leave your car running while parked. Please be attentive to the loading and unloading of children in the parking lot. Kindly observe the 15 MPH speed limit in the driveways and parking lot.

Late pick up policy: Due to staff scheduling, a \$20 late pick-up fee will be assessed for the first 15 minutes after class dismissal time. Once 15 minutes after dismissal has expired, it will be \$1 a minute until the student is picked up.

**** NO PARKING IN DESIGNATED HANDICAP PARKING SPOTS**

**** PLEASE NO CELL PHONE USE WHILE OPERATING VEHICLES DURING ARRIVAL AND DISMISSAL**

Behavior Policy

Discipline is the method by which children learn self-control. At TBA, the process of learning self-control is seen as part of the curriculum, and making mistakes is the method by which children learn their abilities. Our philosophy is to always use positive reinforcement and redirection. When redirection is not sufficient, the child will be given limited options to help them gain self-control.

It is our goal to anticipate a problem before it starts. When it is necessary, a staff member will intervene, identify the children's feelings, state the classroom rule and help all involved to "fix" the problem.

Behavior Policy for three acts of physical aggression

Any student that has three incident reports of physical aggression toward peers or teachers will be asked to take a pause or leave the program until the child is ready to be in a preschool setting. This includes but is not limited to biting, kicking, hitting and/or vulgar language. Parents will be notified in writing of each incident.

Birthdays

Birthdays are a very special day at Trinity. The children will wear a special birthday crown and be serenaded during snack time. You are welcome to send in a special prepackaged treat (with nutritional label) or gift bag for your child to distribute to their classmates. **NO FOOD WILL BE SHARED IN THE CLASSROOM.**

Class lists will be sent home at the beginning of the year for your reference if you are planning a birthday party. We do not distribute birthday invitations at school.

Clothing, including Emergency Clothing

It is recommended that children wear play clothes. Shoes should velcro, buckle or tie. Although fashionable, **slip-on shoes or sandals are not appropriate for running, jumping and climbing on the playground.** Please note: all classes use the playground daily. Be sure your child has a hat, mittens (NO GLOVES) and suitable jacket for winter weather. We will not play outside if it is raining, snowing or below freezing.

Scarves can be caught in playground equipment and will not be worn while playing outside. **Please label all clothing.**

Children should also keep an emergency change of clothing at school. We recommend clothing be placed in a zip-lock bag, clearly labeled with the child's name which is provided at Classroom Orientation. A change of clothing should include underwear, socks, pull-on pants and a shirt.

It is strongly recommended that all children, except those in the Jump Start Class be toilet-trained before entering school. It is expected that Prekindergarten students are potty trained and toileting independent prior to entering prekindergarten. Children are always supervised during bathroom breaks. In the event of accidents, parents may be called to come to school to change their child.

Communications

Brightwheel App

Phone: 215-794-5530

e-mail: tba@trinitybuckingham.org (Director)

Excellent communication between our teachers and families is an important goal for our program. After orientation on the first day of school, you will continue to receive a steady flow of information from the director and your child's teacher mainly via Brightwheel. You will receive regular emails with highlights of activities as well as upcoming events. A copy of the monthly calendar and special events are posted on Brightwheel and our web site. Please be respectful of teachers time at arrival and dismissal. If you need time to discuss your child please schedule a time with your child's teacher.

Confidentiality

Staff members are not permitted to discuss or repeat information about students or their families outside the TBA Staff and Bucks County Intermediate Unit employees. Parents who seek advice or have questions, can arrange a meeting with the director and their child's teacher.

Convicted sexual offenders responsibly to notify TBA

If any parent or designated pick-up person is currently a convicted sexual offender and restricted in his/her ability to interact with children, you must disclose this to TBA. This includes but is not limited to: any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth: Section 2709.1 (relating to stalking); Section 2901; (relating to kidnapping); Section 2902 (relating to unlawful restraint); Section 3121 (relating to rape); Section 3122.1 (relating to statutory sexual assault); Section 3123 (relating to involuntary deviate sexual intercourse); Section 3124.1 (relating to sexual assault); Section 3125 (relating to aggravated indecent assault); Section 3126 (relating to indecent assault); Section 3127 (relating to indecent exposure); Section 4302 (relating to incest); Section 4304 (relating to endangering welfare of children); Section 5902(b) (relating to prostitution and related offenses); Section 5903(c) (d) (relating to obscene and other sexual material and performances); Section 6301 (relating to corruption of minors); Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state. **Any limitations or other restrictions required by such status will be in TBA's sole, but reasonable, discretion.**

Custody Agreements

Your child's safety is our paramount concern. Please notify the school of current custody agreements and notify us immediately of any changes. We also require written documentation of any restrictions to be kept on file in the office. Emergency Contact forms provide us with information on authorized adults that your child may be released to.

Emergency Management/Drills

Staff members have participated in training by a certified instructor for Fire Safety and Emergency Management procedures in schools. TBA will follow the directions of the township police and/or fire personnel if necessary. The emergency plan is located on our web site and outside of the office doors for your convenience. The need to evacuate the building or be in a lock-down situation requires contacting families efficiently. Be certain your phone numbers are always up-to-date. We will conduct fire drills and lock down drills regularly throughout the year.

Emergency School Closings - Weather-Related

TBA follows Central Bucks School District closing and delay procedures. The Director and teachers will message families through Brightwheel informing them that the school is either closed or on a delayed schedule. When Central Bucks announces a two-hour delay, **all morning classes will be on an abbreviated schedule of 10:00-11:45, all lunch and afternoon programs will remain the same .**

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NOTE: We have chosen to follow the Central Bucks School District emergency closing plans. If CBSD remains open on a snowy/icy morning please understand that it is **your decision** to drive your preschool child to school, or to remain at home.

Health Services

- **Administration of Medicine:** If your child is taking prescribed medication as the result of a temporary illness, a parent may make arrangements to come in to administer the medication during school hours. Parents will need to fill out a Medication Log if medications needed for a chronic condition where staff members are responsible in administering medication during the preschool day.
- **Allergies:** All children with allergies must complete an Allergy Action Plan signed by a physician. Children with allergies to specific foods or ingredients will have their name and allergy posted (with parental permission) in all classes. The symptoms of an allergic reaction, procedures and emergency numbers are posted in each classroom. Trinity Buckingham is a **PEANUT-FREE BUILDING**.

Home and School

All parents of students in the Trinity Buckingham Academy are automatically members of the Parents Organization. Our Parents Organization is a great place to meet other TBA families and be involved in your child's school. Informal and fundraising events will be planned throughout the year. Two representatives of the Parents Organization sit on the Trinity Buckingham School Board.

Lunch/Snacks

A morning snack time is scheduled daily. Parents are to provide a healthy snack and labeled water bottle for their child each day. Please send your child's snack in a clearly labeled lunch box/bag. Although we encourage sharing in general, we don't allow sharing during snack as it puts our children with allergies at risk.

Children participating in any of the Extended Day Classes or Lunch Bunch will need to bring a lunch to school. **We are unable to refrigerate lunches or microwave food items at lunchtime.** Lunch boxes or paper lunch bags are recommended, clearly labeled with the child's name. Kindly remember we are a **peanut-free** building.

Progress Reports/Child Service Reports

Child service reports are a requirement for our Department of Human Services License. Child service reports are done once a year, in the spring for Jumps and fall for Threes and Fours. Along with the child service report, a fall progress report will be included for the threes and fours. This progress report is just an informational update on your child's first couple months of school. A more detailed progress report will be given in May, including an age appropriate assessment of skills (letter, number recognition, scissor skills, etc). In person/phone conferences can be scheduled if a parent would like to further discuss their child's progress.

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