



TRINITY PRESCHOOL

2021-2022
HANDBOOK

Preschool@trinitycamphill.org

717-737-9921 ext.241



It is important for all families to read the following information as it pertains to the changes implemented due to Covid-19. These policies are vital to keep our children, their families, and our staff healthy.

~ Please keep in mind that everything is subject to change as we navigate through this unprecedented situation. ~

Drop Off Procedures

Parents will no longer exit their vehicles to drop off their child. All families will be given a color-coded placard to hang on their passenger visor identifying their student. The drop off- line will run parallel to the Church building in the Church's upper parking lot. I will be greeting everyone at the steps near the Market Street entrance. You will be receiving a video of this process prior to the beginning of school to share with your child.

- If you have more than one child attending, you will receive a placard for each child.
- Each child will need to be dropped off at their classes' designated time.
- What does this mean? The first child will be dropped off and you will wait in a parking space. You will get back in line at the scheduled drop off time for your next child.

Class times will be staggered to allow for limited numbers of students arriving simultaneously.

- Older Pre-K (Mrs. Hollander), 4 Day 4 (Mrs. Beatty), 3 Day 4 (Mrs. Clark)

Class time ~ 8:45 am -11:45 am

Drop Off Time is 8:30 am to 8:45 am

- 3 Day 3 (Mrs. Koch), 2 Day 3 (Mrs. Maffei)

Class time ~ 9:00 am – 11:30 am

Drop Off Time is 8:50 am to 9:00 am

- 2.5 (Mrs. Maffei)

Class time ~ 9:15 am - 11:15 am

Drop Off Time is 9:05 am – 9:15 am (Drop Off will be at the glass doors under the portico)

This process is relying on volunteers. Due to this fact, if you arrive at school after the drop off procedure is finished for the day, your child will unfortunately not be able to attend that day.

To keep the drop off system as smooth as possible, please respect the drop off times. If you arrive to preschool before your child's drop off time, please wait in the lower parking lot.

- If your child can not get out of the car seat unassisted, the parent can help get the child out of the car.
- Once out of the car seat, your child will be escorted to their classroom.

Pick-Up Procedures

The pick-up line will run parallel to the Church building in the Church's upper parking lot. This procedure is the same as the drop-off routine.

Students will be brought down from their classrooms to their parent's/guardian's car.

- Parents/Guardians will receive a colored placard for each student.
- Hang the placard from the passenger visor.
- Parents/Guardians will remain in vehicles; your child will be escorted to your car.
- Parents/Guardians are responsible for securing the child in his/her car seat.
- Older Pre-K (Mrs. Hollander), 4 Day 4 (Mrs. Beatty), 3 Day 4 (Mrs. Clark)

Pick Up Time is 11:45 am

- 3 Day 3 (Mrs. Koch), 2 Day 3 (Mrs. Maffei)

Pick Up Time is 11:30 am

- 2.5 (Mrs. Maffei)

Pick Up Time is 11:15 am (Pick up will be at the glass doors under the portico)

Health and Safety

- All students and staff will be asked to self-monitor for Covid-19 symptoms each day prior to arriving at school.

Does your child have any of the following symptoms? If they do, please keep them home until they are symptom free for 72 hours without the use of medication.

- Fever (higher than 100.4 F)
- Cough, nasal congestion, sore throat, or runny nose (not due to seasonal allergies or common cold)
- Shortness of breath or difficulty of breathing
- Fatigue (more than expected with recommended sleep)
- Muscle and body aches
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

- Communicable illness or infection such as, (but not limited to) chicken pox, conjunctivitis, impetigo, or head lice

While we understand the nature of childhood illnesses and viruses, we must put a specific process in place to keep our students, staff and church safe.

- **Masks: Your child may wear the mask they are comfortable wearing to school. We are requiring that you add a mask extension/adapter to the ear loops of the mask.** The children can pull their masks down as necessary, and it will stay on their body. We have adjusted our daily schedule to give the children mask breaks throughout the day. DIY with a piece of elastic through the ear loops and tied or purchase a button headband adapter.
- Use of masks by all teachers and volunteers assisting with child drop off and pick up.
- Hand washing will be vigilant. This is something we do well, and we will continue to do.
- Each classroom has two hand sanitizer stations.
- We will be encouraging hand washing/hand sanitizing between activities.
- We have posted signs, in highly visible locations, that promote health and safety.
- If a child becomes sick while at school, they will be taken to a designated area until he/she is picked up.
- We have additional outside time in our class schedule.
- We are following the CDC and PA Department of Health and Safety recommendations for cleaning and disinfecting.
- Each classroom is equipped with an activTEK, a technologically advanced air purifier. Scientific tests have demonstrated that the technology in activTek air purifiers can substantially reduce microbial populations on surfaces.
- Our facility is equipped with a Bi-Polar Ionization Air Purification System.

Covid-19 Positive test result for a student or teacher

- The positive test result should be reported to the Director as soon as possible.
- The positive test result will be reported to the proper government agencies in accordance with HIPAA privacy Laws. No names or personal information is revealed.
- I will be working directly with a nurse or doctor at PA Department of Health. They will provide the current guidelines and procedures to follow regarding quarantining and/or closing a classroom.
- The classroom will be deep cleaned 48-hours after usage using special precautions and guidelines established by the Department of Health, PA Department of Education, and the CDC.
- If virtual learning will be available and feasible for the class in question, virtual learning may commence during this time.
- If you test positive for COVID-19:

Option#1 – A negative test to return

Option#2 – Quarantine for 10 days after the date of the positive test

Family Travel-Out of State

- Fully vaccinated: Travelers do not need to get tested or self-quarantine after travel.
- Unvaccinated:

Option #1- Travelers (ALL AGES) must self-quarantine for 7 days and receive a negative test (tested within 3-5 days after return).

Option #2- Travelers (ALL AGES) must self-quarantine for 10 days if choosing to not be tested.

Inclement Weather

- For school Closures please watch ABC 27 SNOW WATCH you will see Trinity Preschool Camp Hill flash across the screen or check their website for school listings. It will also be posted on the preschool page of the Trinity Lutheran Church website and on your child's classroom SeeSaw account.
- Virtual Learning – No delayed openings, more information to follow

Snack

- Each parent will be providing snack for their child.
 - ~ Only single serving, factory sealed packages from the list below will be permitted.

Goldfish	Pirate Booty	Teddy Grahams	Animal Crackers
Pretzels	Nutri Grain Bars	Cheez-Its	Scooby Snacks
Veggie Straws	Cheese Ritz Bits (NO PEANUT BUTTER)		

- Please bring September's supply when you come to the Classroom Visit.
- Please send each following month's supply on the first school day of that month. Place the snacks in a plastic grocery bag with a label with your child's name.

If you have an issue with the snack choices due to a food allergy, please contact Heather Rose.

- While we will still celebrate birthdays, we are not allowing a special snack to be sent.

Extra Clothing

- Please bring an extra set of weather appropriate clothing and an extra mask (marked with child's name) in a plastic bag to the scheduled **Classroom Visit** to leave at school.

Tuition and Payment Policy

Tuition is paid on a yearly basis, in 9 monthly installments for your convenience. To firmly reserve a place for your child, your first tuition payment must be received by June 1, 2021. Tuition payments 2-9 are due on the 1st of each month from September to April. FAILURE TO SUBMIT THE SEPTEMBER 1ST PAYMENT MAY RESULT IN THE REMOVAL OF YOUR CHILD'S NAME FROM THE CLASS LIST.

Checks should be made payable to Trinity Lutheran Church. Please place your check in a sealed envelope marked with your child's name and place it in your child's monthly snack bag, or mail to 2000 Chestnut Street, Camp Hill PA 17011.

A late fee of \$15.00 will be charged if your tuition payment is not received by the 10th of the month. If you find you will be late with a payment, please contact Heather Rose so she is aware of the situation. If she knows in advance, every effort will be made to accommodate various financial situations.

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2021-2022 School Calendar

School will be in session September 13, 2021, through May 18, 2022

With the following vacation days:

Columbus Day

Monday, October 11

Thanksgiving Recess

Wednesday, November 24 through Monday, November 29

Classes resume Tuesday, November 30

Christmas Recess

Monday, December 20 through Friday, December 31

Classes resume Monday, January 3

Martin Luther King Day

Monday, January 17

President's Day

Monday, February 21

Easter Recess

Wednesday, April 13 through Monday, April 18

Classes resume Tuesday, April 19

Last day of school is Wednesday, May 18, 2022

Carnival is scheduled for Thursday, May 19, 2022

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Trinity Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs."