



TRINITY PRESCHOOL

2023-2024
HANDBOOK

Drop-Off Procedures

All families will be given a color-coded placard to hang on their rearview mirror identifying their students. 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.

- If you have more than one child attending, you will receive a placard for each child.
- Each child must 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 return in line at the scheduled drop-off time for your next child.

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

Parents will not be entering the building at drop-off.

Older Pre-K (Mrs. Hollander)

Class time ~ 8:30 am -12:00 pm

Drop Off Time is 8:25 am to 8:30 am

4 Day 4 (Mrs. Beatty), 3 Day 4 (Mrs. Moyer)

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

Drop Off Time is 8:40 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 relies 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.

Please respect the drop-off times to keep the drop-off system as smooth as possible. Please wait in the lower parking lot if you arrive at preschool before your child's drop-off time.

Pick-Up Procedures

- * Please bring your car placard with you to show at the call box camera at the door to be buzzed into the building.
- * Families will enter the building at the main church entrance and use the stairs or elevator to the second floor.
- * Families will exit the same way they entered the building.

Older Pre-K (Mrs. Hollander)

Class time ~ 8:30 am – 12:00 pm

Pick-Up Time:

Parents may enter the preschool waiting area starting at 11:55 am and enter the preschool wing at 12:00 pm.

4 Day 4 (Mrs. Beatty), 3 Day 4 (Mrs. Moyer)

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

Pick-Up Time:

Parents may enter the preschool waiting area starting at 11:40 am and enter the preschool wing at 11:45.

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

Class time ~ 9:00 am – 11:30 am

Pick-Up Time:

Parents may enter the preschool waiting area starting at 11:25 am and enter the preschool wing at 11:30.

2.5 (Mrs. Maffei)

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

Pick-Up Time:

Parents will enter the preschool waiting area starting at 11:10 am and enter the preschool wing at 11:15.

Snack

- Each parent will be providing snacks for their child. A snack list is provided by your child's teacher.
 - ~ Only single serving, factory sealed packages from the list will be permitted. ~
- **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 your teacher.

Extra Clothing

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

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 your child's classroom SeeSaw page.
- Virtual Learning – No delayed openings

Tuition and Payment Policy

Tuition is paid on a yearly basis, in 9 monthly installments for your convenience.

Checks should be made payable to Trinity Lutheran Church. Place tuition check in tuition box outside of my office.

A late fee of \$15.00 will be charged if your tuition payment is not received by the 1st of the month.

Online Payments

- ACH, Debit and /or Credit cards are accepted.
- ALL Online payments incur a 2.75% processing fee.

The preschool loses tuition revenue when processing fees are not added to online payments.

Two-Day 2 ½ - **\$123.30**

Three- Day -4's **\$169.54**

Two- Day 3's - **\$138.71**

Four Day's - **\$184.95**

Three Day 3's - **\$159.26**

Pre-K - **\$236.33**

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 48 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.

Please understand our health and safety protocols are put in place to ensure the health and safety of our preschoolers. *As we have experienced over the past few years, these guidelines are subject to change, and our goal is to keep our preschoolers healthy, and our program open throughout the school year. We appreciate your patience and understanding.*

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."