



TRINITY
SCHOOL FOR CHILDREN

O'DEA CENTER
FOR EARLY CHILDHOOD DEVELOPMENT

Early Childhood Program Parent Handbook

2019-2020

WWW.TRINITYSFC.ORG

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A Credo for Trinity School for Children

What potentialities in human beings – children, teachers and ourselves – do we want to see develop?

- *A zest for living that comes from taking in the world with all five senses alert*
- *Lively intellectual curiosities that turn the world into an exciting laboratory and keep one ever a learner*
- *Flexibility when confronted with change and ability to relinquish patterns that no longer fit the present*
- *The courage to work, unafraid and efficiently, in a world of new needs, new problems and new ideas*
- *Gentleness combined with justice in passing judgments on other human beings*
- *Sensitivity, not only to the external formal rights of the “other fellow” but to him as another human being seeking a good life through his own standards*
- *A striving to live democratically, in and out of schools, as the best way to advance our concept of democracy*

Our credo demands ethical standards as well as scientific attitudes. Our work is based on faith that human beings can improve the society they have created.

Lucy Sprague Mitchell

Founder of Bank Street, College of Education, 1916

Adopted by Trinity School for Children, 1999

MISSION

The maximum development of each individual student is of great concern at Trinity School for Children.

Our mission is to create a zest for lifelong learning through the developmental-interactive approach based on the Bank Street College of Education philosophy. This approach is achieved through the collaborative efforts of students, parents, faculty, and the civic environment creating a mutual respect for each other.

Trinity School for Children's emphasis is on child development and individual learning styles from the early years. We understand that the emotional life of children is inseparable from their learning, interest and motivation. We strive to create and sustain a loving and nurturing community experience for children fostering their spiritual, intellectual, social, emotional and physical growth.

HISTORY & PHILOSOPHY

The Tampa School Development Corporation was created in January 1999 by a group of parents, educators, and business people with a deep concern for the effective educational opportunities in the greater Tampa Bay area. It formed Trinity School for Children – a school that places emphasis on child development and individual learning styles.

Trinity School for Children teaches children using the Bank Street philosophy of education, which concentrates on developing the “whole child” intellectually, physically, emotionally, spiritually and socially. By offering children creative, challenging and enlightening academics, the faculty creates a school experience for each child, emphasizing his/her individual learning style, talents and family culture.

Lucy Sprague Mitchell conceived the Bank Street philosophy in 1916. The single most important organizing principle of the Bank Street philosophy is that, in order for children to learn in school and to become lifelong learners, they must interact with their environment (people, places and things) and interpret their experiences. Mrs. Mitchell and her colleagues were at the forefront of a revolution in education in the 1920s. Many of their ideas have since influenced educational theory and practice in both public and private sectors. These ideas encompass the emphasis on child development and individual learning styles, the importance of experimental learning and the understanding that the emotional life of children is inseparable from their learning interests and motivation.

Early Childhood Program

Dr. Madeline O’Dea, Founder/CEO/Principal
Stephanie Hearne, Early Childhood Coordinator

Newborns

Courtney Alvord

Infants

Brianna Wilson-Mathney

1s

Bella Baker

1/2s

Carrie Jerger

2s

Jennifer Turner

2/3s

Julia Auvil

3s

Chelsea Fredrickson

3/4s

Ansley Lamb

4/5s

Sarah Fuller

4/5s

Nicolette “Nikki” Kemp

4/5s

Lauren “Lo” Garcia

ADMINISTRATIVE STAFF

Peggy Chillura	Front Desk, Administrative Assistant
Mary Goldman	Occupational Therapist
Yvette Gonzalez	EC Educational Facilitator
Kara Harlow	Speech Pathologist
Kathy Perez	Behavioral Specialist
Katie Smith, RN	School Clinic Nurse
Karla Vilchez	EC Aftercare Coordinator
Amy Weiss	Administrative Assistant

HUMANITIES

Miguel Acosta	Cultural Arts: Media
Cleopatra Doyle	Cultural Arts: Art
Jenny Hess	Cultural Arts: Dance
Heather Linville	Cultural Arts: Music
Percy White	Creative Movement

WELCOME

Welcome to Trinity School for Children's Early Childhood Program. I am delighted that you have chosen our school to educate your child and grow with your family.

Our mission is to create a zest for lifelong learning through the developmental-interaction approach based upon the Bank Street College of Education philosophy. This approach can only be achieved through collaborative efforts of students, parents, faculty and the community creating a mutual respect for each other.

You are your child's first teacher. Your role as a parent cannot be underestimated. Active involvement in their education will allow them to reach their greatest potential. We know that you will honor and respect our years of experience as educators. We are experts on child development. In turn, we will honor and respect your role as parents. You are the expert on your child. You have valuable understandings about your child that will help us to develop the greatest potentialities in your child. The partnership between parent and teacher is critical to your child's success.

Our classrooms may look and feel different other schools. The learning process at Trinity is what Bank Street's founder, Lucy Sprague Mitchell, described as "active, dynamic and creative. It is utterly different from parrot-like repetition – the giving back of facts just as they are found. It is using facts; not merely knowing them." We strive to develop thinkers.

As parents you must be keen observers of your children and ask questions of your teachers. We are all called to educate ourselves so that we may become part of the learning process with your child.

To our returning families – welcome back! To our new families – welcome! I am looking forward to embark on this journey with you and your children.

Stephanie Hearne
Early Childhood Coordinator
(813) 874-2402
shearne@trinitysfc.com

ABOUT OUR EARLY CHILDHOOD PROGRAM

Ages and Stages

The EC Program is designed to provide developmentally oriented, culturally sensitive childcare and family support for children 6 weeks to 5 years. Our classrooms are divided by stages of development.

Parent Partnership

Family members are the most important people in the lives of young children. Therefore, we work to create a family and faculty partnership that supports each child's sense of security, growth and development. The beginning nine weeks of a family's entrance into the program are devoted to establishing these relationships and to developing trust. Children can only freely explore and therefore learn when they feel safe, respected and cared for. Based on this initial experience, faculty is able to provide care that feels most consistent and comfortable for each child. In addition, family members can gain insight into issues that affect them and their children. It is our hope that from this foundation of security, a child will begin to form trusting relationships outside of their family unit and develop a positive self-image.

Curriculum

Our curriculum is based on the developmental-interaction approach, which supports our understanding of the ways in which young children learn best. Our program supports the needs, interests and developmental tasks of young children with an emphasis on the interaction between the learning child and the social, physical environment. A critical component of this approach is our focus on providing children with the opportunity to explore and learn about the diversity of their community. Thus, the overall framework of our curriculum is firmly rooted in such activities as saying hello and good-bye, building friendships, talking about who we are, what we look like, what our families look like and what we celebrate and value. We strive to create a welcoming learning environment to ensure that both children and adults feel comfortable. This is done in many ways:

- **Lead teachers** in each classroom are professional educators, highly skilled in curriculum design and child development.
- **The physical environment** is designed to be warm and inviting. Furniture that is comfortable for adults as well as for children makes the room look and feel more like home than school.
- **Group size** maximizes student learning. Teacher/student ratios are kept below child care licensing requirements. Large group activities naturally happen around singing and meal times. The children tend to gravitate together for these activities, thus gaining experiences with other children.
- **Daily routines** are an important part of our learning environment. Preparing snack, cleaning up, naptime, errands, toileting, and dressing are integral parts of our program and geared toward each child's individual developmental needs. Young children are busy exploring and need experiences putting their environment into an understandable order. Routines assist in this developmental task because they happen daily and are predictable. Routine activities are just as important as planned projects in the classroom.
- **Language**, the way we speak with children and other adults, is another important piece of our curriculum. We use language to convey thoughts, make observations, and to express our feelings. With language we show our respect for one another. Language is a powerful

tool that can be easily misused or misunderstood. Because we are working with young children who are just beginning to use language, we carefully model for appropriate usage of words and communication skills.

- **Cultural Arts** are daily extension activities offered to support the development of the whole child. Children participate in Music, Dance, Creative Movement, and Art, with educators that are specialized in these disciplines.

Tuition

The Early Childhood Program is private and tuition driven. Please refer to your tuition agreement for more information.

ARRIVAL AND DISMISSAL

Hours of Operation

Office Hours:	7:30 A.M. – 4:00 P.M.
School Day Hours:	7:30 A.M. – 3:15 P.M.
Full Day Hours:	7:30 A.M. – 6:00 P.M.
Half Day Hours:	7:30 A.M. – 11:45 A.M.

Arrival

Prompt arrival sets the stage for your child having a successful day. Students must be signed in by their parent or authorized adult each morning using our Brightwheel I-Pad located at the front desk. Early Childhood Program students must be walked to the classroom. After 8:30 A.M. a staff member will walk your child to class, this applies to students in EC 2's through EC 4/5's.

Our program provides supervision beginning at 7:30 A.M. **Only faculty/staff may enter the building prior to 7:30 A.M.** If your child's teacher is in the classroom before 7:30 A.M., it is to prepare the room for your child's day. Please wait for your teacher to open the door.

Our School Day begins at 8:00A.M. Please arrive prior to this time in order to allow the child to enter the classroom without being hurried into a transition period.

Morning Meeting is of the utmost importance and is a crucial part of our curriculum for all ages. **It is important that your child be present during this time.** It is disruptive to the meeting, the group, and most importantly, your child, if you arrive late. Teachers will advise you of the Morning Meeting time frame.

Dismissal

Students enrolled for the School Day Program must be picked up prior to 3:15 P.M. Full Day Program students must be picked up before 6:00 P.M.

Authorization for Pick-Up

People authorized to pick-up your child must be designated by you on your child's emergency card, located in the O'Dea Center Clinic.

It is your responsibility to update the emergency card, as well as Brightwheel. Anyone picking up your child must be prepared to present photo identification.

Late Fees

Students enrolled in the School Day Program remaining on school grounds after 3:15 P.M. will be charged accordingly. The Full Day program ends at 6:00 P.M. A late fee of \$1.00 per minute will begin at 6:01 P.M.

Early Release Days

All students must be picked up prior to 12:00 P.M. on Early Release Days. A late fee of \$1.00 per minute will apply.

Parent/Visitor Parking

Parents and visitors may park in a designated “visitor” parking space, an Early Childhood parking space, or an unmarked parking spot.

Early Childhood parking is by permit only. You must display your EC car tag. You may not park in ANY other reserved spot at ANY time.

No one is ever to park in the fire lane in front of the building or reserved spaces. Your car may be towed at the owner’s expense and/or you may be asked to appear before the school board. Failure to comply with school policy is grounds for dismissal from the school.

Respect our neighbors as they may tow cars that are illegally parked in their lots.

ATTENDANCE POLICIES

Absences

Your child’s attendance is imperative. Coming to school each day builds consistency, supports your child’s sense of security, and gives your child the time needed to develop relationships, explore with courage, and learn about their world.

It is the parent’s responsibility to report their child’s absence each day their child is absent. Please email your child’s teacher and the absent email (ecabsent@trinitysfc.com) to report your child’s absence. In the case of absences due to a reportable communicable disease (i.e. chicken pox, measles, mumps, lice, ring worm, etc.) the child must return with a letter from the family physician indicating that he/she is no longer contagious.

We would appreciate an immediate call to the Clinic Director at (813) 874-2402, x2068 when a communicable disease is diagnosed. This is for the health of the other children and our staff.

HEALTH POLICIES

Hillsborough County Childcare Licensing (CCL) Illness Policy

The Early Childhood Program is required to be in full compliance of these Rules and Regulations, per Hillsborough County Ordinance No. 13-5, 3.05-3.06(1).

“Any child who is suspected of having a communicable disease or exhibits other signs and symptoms, which include those listed below, shall be placed in the isolation area. The condition shall be reported to the Parent and the child shall be removed from the Child Care Facility as soon as possible. Such children can return to the Child Care Facility when the signs and symptoms are no longer present or when the Child Care Facility receives written verification by the treating physician stating that the child’s illness is no longer communicable.”

Please observe the following guidelines for the safety and health of all the children at the school.

Symptoms requiring ***exclusion from school***, per Childcare Licensing and Trinity School for Children:

- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult, rapid breathing
- Stiff neck
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Vomiting
- A temperature of 100°F or higher taken by the axillary method when in combination with any other sign of illness
- Conjunctivitis
- Ringworm is a fungal infection of the skin and must be covered at all times while at school—even if treated.
- Exposed skin lesions
- Head lice-A child who has head lice will not be permitted to return to the Child Care Facility until treatment has been accomplished. Treatment shall include the removal of all lice, lice eggs, and lice cases. Verification shall be the physical inspection of the child.
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Any other unusual sign or symptom of illness
- Rashes that you cannot identify or have not been diagnosed by a physician. If your child has been sent home with an unidentified rash, he/she may only return to school with a doctor’s note stating he/she is not contagious.
- Impetigo of the skin. Impetigo starts as red pimples. These eventually become small vesicles surrounded by a reddened area.
- Severe cold, sneezing, and nose drainage. If your child’s nose is draining greenish mucus, he/she may not return to school without a doctor’s note.
- With contagious diseases, a child must be kept home. This may include measles (red or German), chicken pox, mumps, and roseola. A doctor’s note will be required to return to school.
- If your child seems really sick, without obvious symptoms, please keep him/her at home. In this case, a child may look and act different. He/she may be unusually pale, irritable, tired, or uninterested.

In order to return to school, your child must:

- be fever free without a fever reducing medication for 24 hours
- be symptom free of diarrhea and/or vomiting for 24 hours
- and/or have a doctor’s note releasing them for school

Because we do not have facilities to care for sick children in the Early Childhood Program, you will be called to come and take your child home if he/she becomes sick during the day. Children must be picked-up within one (1) hour of being notified. **Final decisions regarding a child being excluded from the school day are made at the discretion of the Clinic Director.**

By helping us observe good health standards, you will be protecting your child and the others at Trinity School for Children.

Immunizations

Hillsborough County Childcare Licensing requires all students to have a current immunization record on file with the school. Children with expired health cards may not return to school until the card is updated.

Medication

All prescribed, over-the-counter, and/or homeopathic medication **MUST** be stored in the Health Clinic. Prescribed, over-the-counter, and/or homeopathic medication **CANNOT** be brought to the classroom in any way, including but not limited to: bottles, sippee cups, backpacks, and/or lunchboxes.

Only prescribed medication can be accepted at school. Medication must be turned in directly to the Clinic. Before medication can be administered, a form must be completed in the Health Clinic, with a copy to be given to the teacher. Medications must be brought to the clinic in the original container and will only be dispensed as directed by the prescription label.

First Aid

School officials are only permitted to wash an injury with soap and water and apply a non-medicated bandage. If we feel your child's injury requires more attention, you will be notified immediately.

Emergency Numbers

It is imperative that Trinity School for Children have a current telephone number, on file in the school office, where parents may be reached at any time during school hours. The school must be immediately notified as changes occur. It is the parents' responsibility to keep the emergency contact information up-to-date. Brightwheel updates do not replace the need for you to update your child's emergency card.

Medical Excuses from Creative Movement

Creative Movement is an important part of our school curriculum as it promotes not only the students' physical development, but also with their mental, emotional, and social development. Excuses from participation in Creative Movement for medical reasons will be granted upon a physician's request or at the discretion of Administration. Be sure the physician lists the types of activities the student can, or cannot, take part in and how long the medical condition will last.

PARENT AND VISITOR EXPECTATIONS

We expect all parents/guardians on our campus to act in a respectful, appropriate manner. By choosing to send your child(ren) to Trinity School for Children you are agreeing to abide by our policies, attend Parent-Teacher conferences, attend community meetings, turn in paperwork in a timely manner, complete your parent hours by the deadline, and thoughtfully participate in your child's education as defined by the administration. The parent partnership is a powerful one and can only succeed if you are actively engaged in your child's education. Our philosophy demands your respectful participation. We retain the right to dismiss families that fail to follow all policies contained within this handbook, including the documents you returned and signed for the first day of school.

Visitor Badges

For the protection of the students, all parents and visitors to Trinity School for Children must register at the reception desk and wear a visitor's name tag to remain on school grounds for volunteer purposes. Any person on campus between 8:30am and 2:30pm is required to stop at the reception desk and sign in the Visitor's Log.

Parent & Family Participation

The Early Childhood Program invites families to participate in the care of their children while at school. Families are welcome to spend time in the classroom, have lunch with the group, go on outings or do special projects. Please make an appointment with the teacher in advance.

Classroom Volunteers are expected to:

- wear school appropriate clothing
- help the classroom teachers
- talk, work, and interact with all of the students
- take students with discipline concerns to a teacher
- avoid cellphone use
- use school appropriate language

Parent/Teacher Communication

Telephone messages will be forwarded to the classroom only in cases of emergency. Messages can be left on voice mail at the teacher's extension number.

Teachers will use the following communication tools. The staffs' personal devices will not be used to communicate with families via text or telephone.

Student planners are used to facilitate two-way communication between home and school. The planner is a vital link between you and your child's teacher and will be sent home daily. It is the parent's responsibility to sign, respond and return the planner to school daily. Older students will be expected to unpack their planners independently.

Brightwheel is our communication platform that allows you to view classroom information. Check it regularly to read postings from your child's teacher and to view photos and videos of the children learning, working and exploring. Additionally, we will be using Brightwheel for our infant wing daily reports, as well as Early Childhood checkin/checkout.

Trinity Emails are sent regularly. It is the parents' responsibility to ensure that the school has your correct email. Please notify the Director of Business & Communications, Nicole Morgado, at nmorgado@trinitysfc.com, if you are not receiving regular school email communication.

A Family Information Board is located outside of each classroom and contains important information. It is the responsibility of the parents to read all posted information. Information regarding picture day, school functions, celebrations and important dates will be posted in this area.

Parent-Teacher Conferences are held at scheduled times during the school year and are available upon request. Please refer to the "Student Progress and Development" section of the Parent Handbook for detailed information.

Cellular Telephones

The use of cellular telephones is not permitted in the classrooms. It is disruptive to the learning process, distracting and disrespectful.

Zero Tolerance for Harassment, Weapons, Drugs, Tobacco, and Alcohol

- Harassment (sexual harassment, sexual advances, or other forms of religious, racial, physical or emotional harassment, and bullying) by any pupil, visitor, teacher, administrator, or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.
- Firearms, knives, or any other object that may be used with intent to harm any pupil, teacher, administrator, other school personnel, or visitor is absolutely prohibited.
- Trinity School for Children is a drug and alcohol-free zone and a smoke and tobacco-free environment. Smoking, including e-cigarettes, or tobacco use of any kind is strictly prohibited anywhere on school grounds, or at school events including those held off campus. Illegal drugs on campus are absolutely prohibited.
- Spectators are expected to uphold high standards of good sportsmanship at all Trinity sporting events.

ANY BEHAVIOR AS DESCRIBED ABOVE WILL NOT BE TOLERATED AND MAY CAUSE YOUR CHILD'S PLACEMENT TO BE RESCINDED.

Parent Hours

Parent involvement is of utmost importance at Trinity School for Children. When our charter was originally written, the component of parent involvement was a key prong to our mission. Children learn most effectively when their parents are an integral part of the learning process. If learning is important to you, it will be important to your child.

Requirements

Trinity's Early Childhood Program requires (5) five service hours per family each year. Families with an EC student entering Kindergarten for the following school year requires (10) ten service hours. Families extenuating circumstances must request an exemption by submitting their situation, via email, to the Director of Early Childhood. Exemptions must be requested each school year, they do not roll over.

Parent Responsibility

Trinity's School Board policy states that compliance with the parent partnership is imperative. Failure to meet the parent hour requirements jeopardizes your child's opportunity to continue their education at Trinity School for Children. At the end of the school year, an evaluation will be made of each family's participation. Families that have not met the required hours will be referred to the School Disciplinary Board and may be dismissed from Trinity School for Children.

All families are responsible for ensuring their service hours are submitted for approval via the Trinity Parent Hour Website. If you do not have access to the web, you may utilize the computers available in the Trinity Media Center or your public library. Any questions regarding log in and passwords should be directed to PH@Trinitysfc.com.

There are several approvers designated to review your service hours and answer any questions you may have regarding the hours you submitted. For example, the PPA Parent Hour Coordinators approve hours entered related to PPA events, your child's teacher will approve hours related to classroom service, etc. These designated approvers can answer questions families may have regarding the service hours related to their category. **It is every family's responsibility to enter their hours and verify that approval has been received.**

Throughout the school year, numerous opportunities are available in and out of the classroom to fulfill the service hour requirements. Trinity believes service hours are an opportunity to get involved with your child's education, rather than an obligation. When possible, service hours should be fulfilled in several capacities, rather than only in one category.

Service Hour Year

The service hour year for the 2019-2020 school year is May 18, 2019 through May 15, 2020. The minimum required service hours must be **completed and entered** into the Parent Hour website for approval **no later than May 17, 2020.** Hours earned after May 15, 2020, will count towards hours for the 2020-2021 school year.

Benefits of Parent Hours

After families earn their required hours, they often stop entering hours even if they continue to earn hours. Parents should continue to enter all earned hours as these hours are shown when the school is applying for grants. It helps to show we are a strong community and our families support the school.

Parent Hour Guidelines

Although any and all parent/family involvement and participation is greatly appreciated, the following guidelines will be used to determine those activities that earn parent hours. Once earned, parent hours are not transferable, but family and friends may earn parent hours on your family's behalf. The family receiving the hours must enter the hours with the name of the person who worked the hours and a description of what they did.

Items Eligible for Parent Hours

Class Parties and Events:

Volunteering time for a school-generated party earns parent service hours. (Examples: Time spent making cupcakes for a class party; time volunteering in the classroom assisting with the party; time spent gathering and organizing materials)

Field Studies (Chaperoning):

Chaperoning a field study earns parent service hours. It is the discretion of the teacher to determine the necessary number of chaperones. You do not earn additional hours for each additional child you drive. The amount of hours earned is based on the length of the field study *not the number of children in the car*.

Volunteering:

Time spent volunteering in a classroom, the media center, and/or at the Book Fair, during the school work day is eligible for parent hours. Some classroom examples may include: nap mat cleaning, laundry, and printing photos.

The time spent fulfilling Homeroom Parent duties are eligible for parent hours.

Making Items for Sale (Bake sale, Secret Santa Gift Shop, etc.):

Your time to make the item is eligible for parent hours.

Special Events (Winter Show, etc.):

Volunteering your time at school events earns parent service hours.

Chairing a Fundraiser:

Chairing a PPA fundraiser and successfully completing it, as determined by the PPA, earns 25 parent hours. Additional hours will be approved if more than 25 hours are spent on the fundraiser.

Fundraisers (Annual Gala, etc.):

Attending school fundraiser meetings in which you volunteer in some capacity earns parent service hours. Please refer to the information sent home with each fundraiser for additional parent hour opportunities.

Meetings:

Participating in School Board, PPA Board, and Homeroom Parent meetings is eligible for parent hours for the time in attendance.

Families do not receive additional hours for sending additional family members. Families must stay for the entire meeting to earn parent hours.

Family Service Project:

Earn up to 5 hours for submitting documentation of a completed project.

Items Not Eligible for Parent Hours

Parties-Time related to celebrating a child's birthday are not eligible for parent hours. Time spent at the classroom party in a non-volunteer capacity does not earn parent hours.

Lunch-Eating lunch with your child does not earn parent hours.

Sporting Event Attendance-The time for attendance at a sporting event is not eligible for parent hours.

Special Events (Winter Show, etc.)-Time spent at the event in a non-volunteer capacity does not earn parent hours.

Meetings-Attendance at Open House, Parent/Teacher conference or Meet & Greet (meetings specific to your child) is **not** eligible for parent hours.

TSC Students-TSC students cannot earn parent hours, but hours may qualify towards the Family Service Project.

Logging Parent Hours-The time spent entering parent hours does not earn parent hours.

Purchases: Any purchases made from school, for the school, or school related events may not be rewarded parent hours.

Voluntary Donations: Any material or monetary donations made to the school may not be rewarded parent hours.

Classroom Supplies

Throughout the year teachers may request additional supplies for classroom activities and events.

FIELD STUDIES

Field Studies, both on campus and off, are an integral part of our philosophy and curriculum for all age groups. They are an important extension of our classrooms. In the case of an off campus field study, students under the age of 3 years, must be chaperoned by their parent or family member.

Permission Slips

Written permission from the parent is required for every child. Field Study Permission Slip deadlines will be strictly enforced. Failure to return completed permission slips on time may result in your child not attending the field study. Verbal permission is not acceptable. Only students in each particular class can attend classroom field studies.

Non-Trinity, non-classroom children are not permitted to attend field studies, no exceptions. Only adults who have been approved on the Field Study Permission Form may attend the Field Study.

Chaperones

Parents are expected to assist with supervision and transportation.

- Chaperones are to supervise the group to which they are assigned. You are not to be on your cell phone or socializing with other chaperones.

- Chaperones must wear appropriately fitted clothing. Clothing depicting nudity, adult language, and/or illegal activities for minors is prohibited.
- It is important that we model the behavior we expect of our children.
- The field studies have been carefully planned by your child’s teacher. Comments regarding a field study you have been on should be discussed with your child’s teacher in a respectful manner and appropriate setting.
- If you chaperone a field study, you must start and end your day at the school. Please do not make arrangements to meet at the field study location or leave the location of the field study without permission from the teacher.
- Head counts will be taken upon arrival at the location and prior to departure.
- Teachers will provide you with a contact number to be used during the Field Study for emergency purposes. This number is ONLY for use during the Field Study and is NOT to be used for any other reason.
- Parent hours are earned in accordance with the “Parent Hour Guidelines.”
- A valid driver’s license and Proof of Insurance is required and due with the permission slip.
- According to Florida law, if you plan to be on campus or chaperone a field study, you must have an approved Community Volunteer Form on file in the office.
- Only approved vehicles are permitted, please review this list at the end of this handbook.

***Field study procedures and policies are non-negotiable. They are put into place to provide for the safety of the participants and compliance with our school’s insurance policies. All children must be in compliance with the Florida car seat law (visit www.dmv.org for details).**

Outings

Outings on our campus occur often, weather permitting. The destination is not always the emphasis of the outing. The journey itself can offer an abundance of interesting and exciting experiences for young children.

Outings are best if they are unhurried and the children have time to explore at their own speed. Due to their closer proximity to the earth, children often see things from a different angle than adults, see things adults don’t see or completely miss things that attract adult attention. Often our primary goal is to go outside and discover the world.

UNIFORM POLICY

Trinity School for Children is a uniform school. Students must be in proper uniform to attend. Please check with your child’s teacher to confirm uniform requirements for your child. *Parents of students not in proper uniform will be contacted to correct the situation.* It is the parents’ responsibility to ensure that their student(s) are in proper uniform. Continuous infractions may result in disciplinary action.

Newborns to EC 1/2s

- Please dress your children in clothing that is appropriate for all types of play activities and weather. Comfortable clothing is best.

EC 2s to EC 4/5s

The following items must be purchased through the school's uniform provider: polo shirts, polo dress, outerwear, Creative Movement uniforms, and Spirit shirts.

- Shoes: All children will wear **athletic shoes** with a Velcro closure.
 - Shoes that have lights, sounds, or wheels are not permitted.
 - Boots and/or dress shoes are not permitted.
 - Children entering Kindergarten for the following school year may wear flat laced, athletic shoes.
- Socks are required.
- Sandals and “cros” are not permitted.
- Students may wear a wristwatch and conservative jewelry.
- All students are expected to have clean and neatly groomed hair.
- Winter uniforms cannot be worn during warm weather. **This is a health issue.**
- Field Study attire will differ depending on the requirements of the study and will be included with each study's permission slip.

Winter Uniform

- Tights and leggings are permitted. Solid white, solid light blue or solid dark blue tights/leggings are preferred.
- Long sleeve shirts in a solid color may be worn under the short sleeve polos or Creative Movement shirts.
- EC students are permitted to wear TSC sweatpants and sweatshirts on any day for their winter uniform during cold weather.
- Only Trinity logo outerwear is permitted in the classrooms. Non-Trinity jackets, coats and/or sweatshirts may be worn outside.

Picture Day Uniform Attire

- Individual – Clothing of individual choice within limits
Shirts must have sleeves. Dresses, skirts, shorts and skorts are permissible.
- Whole Group – Trinity polo or Trinity polo dress.

Spirit Day Uniform Attire

- Any appropriate bottoms with the navy blue Trinity Spirit Shirt.

STUDENT EXPECTATIONS

The Seven Trinity Truths

1. Respect/Reflect:

- Who am I?
- What do I think/feel and why?
- Are my actions helpful or hurtful?

2. Attachment/Belonging:

- Do I have strong and genuine relationships with others?
- Am I connected to an individual or a group?
- Do I have supportive and nurturing interactions?

3. Intrinsic Motivation:

- Do I do the right thing because it is the right thing to do?
- Do I make wise choices, even when no one is looking?
- Am I motivated from the inside-out?

4. Self-Regulation:

- What are my responsibilities?
- How do my actions affect others?
- Can I respectfully manage my emotions?

5. Adaptability:

- Do I have the ability to transition from situation to situation?
- Can I modify my behavior to different environments?
- Am I flexible when confronted with change?

6. Collaborate:

- Am I considerate of others?
- How well do I manage conflict?
- Do I value the perspectives of others?

7. Contribution:

- How do I make a difference in the world?
- In what ways do I show initiative?
- Do I utilize my gifts/talents for others?
- Am I invested in my work?

Students are expected to:

- Be a respectful community member
- Be honest
- Keep feet, hands, and objects to themselves
- Follow directions
- Be in proper clothing or uniform (as stated in the uniform policy) at all times
- Treat school property, as well as other's property, with respect
- Be responsible

DISCIPLINE POLICY

The very young child is unique in their development process. Each child develops at their own pace. They require a safe space within which to experiment and interact with others. The activities that we provide promote community building social skills. When conflict arises between children, it is resolved with redirection, observation and role-modeling appropriate behavior. They are given the opportunity to solve conflict with the teacher's help in the beginning while learning the skills needed for independent conflict resolution. Proper student behavior is essential to our school community.

Students are expected to follow all policies contained within this handbook, including the documents you returned and signed for the first day of school. **Consistent or prolonged disruptive behavior or disregard for student rules may result in a student's dismissal from Trinity School for Children. The final decision will rest with the administration.**

Biting Policy

We want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary behavior that is most common between thirteen and twenty-four months of age.

For the safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating and stressful for children, families and teachers. It is also not something to blame on children, parents or teachers. There are no quick and easy solutions to biting. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed or the intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement or attention. It is challenging for children of this developmental stage to understand the cause and effect of their biting behavior. Our teachers plan activities and supervise carefully in order to prevent biting; however, there are times when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

- The child who bites is immediately removed from the situation with a firm NO. The child who is bitten is consoled, taken to the health clinic, and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The child who bit is not given attention, positive or negative. They are then redirected.
- A telephone call is made to each family, informing them of the incident. A written incident report is given to the parents of both children involved when they are picked up that day. The name of the child who bit is not released for confidentiality purposes.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior. Specific, detailed observation and assessment will take place.
- We work with each child on resolving conflict or frustration in an appropriate manner. Further development of language skills is emphasized.
- We adapt the environment and work with families to reduce and child stress.
- We make special efforts to protect potential victims.
- Children who bite frequently or severely injure another student may be sent home for everyone's safety.

We make every effort to extinguish the behavior quickly and to balance our commitment to the family of the child who bites to that of the other families. Only after we feel we have made every effort to make the program work for the child who bites do we consider asking the family to withdraw the child.

Time-With instead of Time-Out

It is okay to remove a child from a situation, saying, “You are having a hard time doing _____, let’s find something else for you to do.” Teachers spend time WITH the child, making sure he/she is well settled and involved before leaving him/her. The teacher can express her dissatisfaction at the child’s behavior and explain simply a more appropriate play.

Other Suggested Parent Resources

- Book: 1-2-3 Magic
- Book: Parenting with Love and Logic

Zero Tolerance for Harassment, Weapons, Drugs, Tobacco, and Alcohol

- Harassment (sexual harassment, sexual advances, or other forms of religious, racial, physical or emotional harassment, and bullying) by any pupil, visitor, teacher, administrator, or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.
- Firearms, knives, or any other object that may be used with intent to harm any pupil, teacher, administrator, other school personnel, or visitor is absolutely prohibited.
- Trinity School for Children is a drug and alcohol-free zone and a smoke and tobacco-free environment. Smoking or tobacco, including e-cigarette use of any kind is strictly prohibited anywhere on school grounds, or at school events including those held off campus. Illegal drugs on campus are absolutely prohibited.
- Spectators are expected to uphold high standards of good sportsmanship at all Trinity sporting events.

ANY BEHAVIOR AS DESCRIBED ABOVE WILL NOT BE TOLERATED AND MAY CAUSE YOUR CHILD’S PLACEMENT TO BE RESCINDED.

STUDENT LIFE

Holidays

It is our philosophy that every family has its own individual way to celebrate holidays. Please discuss with your child’s teacher any concerns that you may have regarding holidays in advance. Honoring family requests regarding the celebration of holidays is only possible when teachers are given the time to prepare appropriately.

Birthdays

Birthdays are celebrated on each child’s date of birth whenever possible. It is the **parent’s responsibility** to schedule an exact time and date with the classroom teacher the week before you want to celebrate your child’s birthday at school.

Birthday snacks, goody bags or a token gift for each child can be brought into class and will be distributed at the end of the school day for the children to take home. Any food must be individually wrapped do to health concerns. Please reserve decorations for home celebrations.

Invitations to off-campus celebrations will only be distributed if there is an invitation for each child in the class.

Snack

We will provide a morning and afternoon snack to children in the 1 / 2's and older at a specified time according to the classroom's daily schedule. This time period allows for children to work on life skills such as pouring, spreading, and cutting. If your child has specific dietary requirements, please meet with our nurse or the Clinic Director.

All meals and snacks are provided by the family for children in the Newborn through the 1's classes for health and safety reasons.

Lunch

Nutritious foods are vital to the health of your child. Therefore, candy and soda are not permitted. Make sure lunches are clearly labeled with your child's name. Lunches that need to be kept cold must have an ice pack. Thermoses for hot food are helpful as we are not able to heat foods. **No lunches will be heated or refrigerated for EC 2 through EC 4/5's.** Feel free to be creative and send food that your child enjoys eating. *Please check with your child's teacher to find out if there are allergy restrictions for their classroom.*

For your convenience, you may purchase lunches through our provider, Wholesome Tummies (www.wtcafe.com). When a lunch is forgotten, an emergency lunch will be provided and billed to the parent.

Water Bottles

Students are expected to bring a water bottle daily.

Soiled Clothing

In the course of a day, your child will paint, enjoy water-play, climb outside, tumble on the rug, spill their juice and often use their sleeve as a napkin. We do have smocks and require that the children wear them before doing anything wet or messy. From past experience we know that the smocks do not keep children totally clean or dry. Children often reach under to scratch a leg and suddenly red paint is everywhere. We do not want the children to feel they must restrict their play and exploration because they are afraid of getting dirty. **Please provide a full set of extra clothing at all times for your child.**

Backpacks

We ask that you provide a backpack large enough to contain the following for your child: artwork, rest items, planners, soiled clothes, and a lunch box. It will keep all these items contained and easier to take home.

Bringing Things from Home

Children may bring a small sheet or blanket and a soft rest time friend for rest time. Non-curricular items are not permitted at school and must be left at home or in your car. Separating children from these objects in the classroom can be very traumatizing and disruptive to their day.

Although we do our best to keep track of your child's items, occasionally items are misplaced or mistreated. Please leave all valuable or irreplaceable items at home. The Early Childhood Program faculty is not responsible for personal items brought from home.

A special note on pacifiers and sipper cups: Pacifiers are allowed at any time for children in the newborn through 1's rooms. Children in the 1 / 2's classroom may use a pacifier at rest time and will begin using open cups. Children over 2 years old are not permitted to use either pacifiers or sippy cups in the classroom.

Your child's first AND last name label must be labeled on all bottles, sippy cups and water bottles.

Rest Time

Rest time is a very pleasant, relaxing time of day. Your child's blanket and favorite cuddly toy await, soothing music is played and the lights are low. We sit down and rub backs until everyone is resting peacefully.

Students have their individual cribs (under 12 months old) and mats (1 year and older). Infants are placed on their back to sleep. They may assume a different position as they learn to roll over.

Pillows are not allowed for sanitary reasons.

We ask you provide your child with a small blanket and something soft and cuddly. We are very limited on space so please keep these items cubby size and not too bulky. Large mats, sleeping bags, and oversized blankets must be kept at home. Rest items will be sent home Friday afternoons for laundering. Please return them on Monday morning.

Lost and Found

All items brought to school must be boldly labeled with the student's complete first and last name. This includes all uniform pieces. Should you lose anything, check the reception desk. All lost and found items must be claimed by the end of each calendar month. **Any items left at that time will be donated to a charity.**

STUDENT PROGRESS AND DEVELOPMENT

Assessments

We will conduct weekly informal assessments through observation, anecdotal record keeping, photos, and/or student work samples. The purpose of this form of assessment is to document milestones and gain in-depth insights to your child's development.

The tool used for the formal assessment of your child's development is the Brigance Inventory of Early Development. This inventory tool follows your child from infancy to 3 years of age. It is divided into eleven parts: Pre-ambulatory Motor Skills and Behaviors, Gross Motor Skills and Behaviors, Fine Motor Skills and Behaviors, Self Help Skills, Speech and Language, General Knowledge and Comprehension, Social and Emotional Development, Readiness, Basic Reading Skills, Manuscript Writing, and basic Math. The Brigance is administered in both small group and individual settings. Children are under no time constraints and work with familiar adults. Records are kept confidential in a locked filing cabinet. From age 3/4's through 4/5's we use a Trinity developmental assessment that covers academic and social emotional growth.

Additional assessments may be performed as necessary to gain greater understanding of your child's social, emotional, physical or cognitive development. Examples include tools that assess phonemic awareness, numeracy, etc. Narrative reports will be distributed through out the year.

Parent-Teacher Conferences

Parent-teacher conferences are held periodically throughout the year. This is a time to exchange information and set goals, as well as report on your child's progress. Teachers will schedule times individually with parents. If either a teacher or parent feels that an additional conference is necessary, an appointment will be scheduled.

Student Placement

In determining a student's class placement in the Early Childhood Program, the teachers and administration will consider how the needs of the student can be best met. If the teacher and administration feel that it is not in the best interest of the student to advance to the next age group, they will recommend the proper placement. In such cases, a great deal of communication will take place between parents and teachers. A Parent/Teacher Conference will be scheduled. Parents will be given ample opportunity to express their feelings and concerns regarding the academic needs of their child and hopefully will arrive at a mutually agreed upon solution. The final decision will rest with the administration.

EMERGENCY WARNINGS

Inclement Weather

If it should become necessary to close the school for any reason, the announcement will be made over the local radio/T.V. stations. When possible, notification will be posted on our website and/or via email and Brightwheel. In times of natural disasters, such as hurricanes, the center will follow whatever instructions the Hillsborough County School District renders regarding the closing of area schools.

Communication During an Emergency

Our primary concern in emergency situations is the safety of our students. The decision of when and how to notify families is made in conjunction with emergency personnel that are on the scene (i.e. the chief of police, the fire chief, etc). The decision of when and how to release students during an emergency is also made in conjunction with emergency personnel.

SCHOOL BOARD
2019-2020

TAMPA SCHOOL DEVELOPMENT CORPORATION

Trinity School for Children was created in 1999 by Tampa School Development Corporation, a 501c(3) non-profit corporation. The Board of Directors for this corporation serves as Trinity's School Board and governing body.

The purpose of the Trinity School for Children Board is to assure the education of students from infants through Upper School is in accordance with the educational philosophy of Bank Street College of Education. In addition, the intent of the Board is to raise, receive, manage and oversee the expenditure of funds in the direct provision of programming for children and youth, either solely or in concert with other agencies. The membership of the Board shall consist of only the members of the Board of Directors, referred to herein as the School Board.

School Board 2019-2020

President	Marina A. Choundas
Vice President	Ryan Luzod
Secretary	Amy Pickford
Treasurer	Marianne Touger
Board Members	Dr. Joseph Daum Dana Dowsett Celeste Greco Bryant Johnson Jennifer Pecora Ashley Valdes

Name and contact for the representative to facilitate parental involvement:
Yvette Gonzalez, 813-874-2402, ygonzalez@trinitysfc.com

Mission Statement

We are committed to facilitate and support the highest quality of education through strategic planning, communication and accountability. By modeling the school's values, we shall foster a dynamic, nurturing and safe environment for lifelong learning for our Trinity School for Children family.

School Board

The Board, under the leadership of the President and with the support of the Principal, maintains the integrity of the Bank Street College of Education philosophy and the values of the Trinity School for Children, while ensuring efficiency and accountability.

The Board and Principal are supported in meeting their accountability through full utilization of the corporate strategic planning process. The planning process enables the Board to develop, implement and review an integrated strategy used in identifying, developing and allocating resources considered necessary to meet the needs of our charter staff and students.

History

The Tampa School Development Corporation, sponsoring corporation of Trinity School for Children, was founded and incorporated in January 1999. The corporation's board consisted of a group of parents, educators and community business professionals who demanded an alternative to traditional education for all children and their families. The Board's belief in the Bank Street philosophy of education was rooted in a conviction so strong, that they conquered insurmountable odds to open Trinity School for Children on August 12, 1999.

The Board's goal was met by opening a school with a quality administration, faculty and curriculum driven by the sole purpose of educating in an understanding, developmentally appropriate learning environment. Centered on a social studies curriculum, the children were to learn how their academics affect their relationship with the world around them. By emphasizing mutual respect, self-expression, creative and inquisitive thinking, the students at Trinity School for Children proved that children naturally love to learn. They proved that school is an extension of their personal development. An open-enrollment charter school, Trinity School for Children was made available to all children in the greater Tampa Bay area.

Governance

Tampa School Development Corporation operates under the Sunshine Law Standards as they apply to charter schools and public entities.

Meetings

Meetings are usually held once a month, but subject to change, and are open to the public. Board workshops are held as needed. A calendar of the year's scheduled meetings, times and locations is available on the school's website at www.trinitysfc.org. Changes in this calendar are posted in the front offices.

Public Accessibility

Copies of all documents pertaining to the organizational structure and operation of the Tampa School Development Corporation/School Board are kept in the Trinity School for Children office and are available for public viewing by request to the corporate secretary.

These documents include, but are not limited to:

- The School's Charter
- Corporation By-laws and Articles of Incorporation
- 501c(3) Determination Letter
- Sales Tax Exemption
- Financial and Operational Records

Confidentiality

All Records pertaining to students and employees, deemed confidential by the State of Florida, remain in the office in secured fireproof file cabinets.

Disciplinary Procedures

Trinity School for Children's success is achieved through the collaborative efforts of students, parents, and faculty creating a school community centered on mutual respect for each other.

Attending Trinity School for Children is **not an entitlement** for your children; **it is a choice**. As a family, you make the choice to enroll your children and abide by our policies and procedures. The school has the right to choose to dismiss any child whose family does not abide by our stated policies. Our expectation is that, as a Trinity family, you follow all of our policies.

When children misbehave at our school there are consequences. Generally, classroom teachers handle minor issues; if the problems escalate then our division coordinators and/or our guidance staff may become involved; and, when the issues become major or reoccurring, the principal will take action. The ultimate consequence of continuous misbehavior is student dismissal.

As a Board, it is our responsibility to maintain a collaborative and safe learning environment by crafting clear policies and procedures for members of our school community, including students, parents, visitors, and family members, and making sure that those policies and procedures are fairly and consistently enforced. Infractions of policies and/or procedures will be heard either by the School Board or by the Board's Disciplinary Committee. Individuals are notified that they must appear before the Board or Disciplinary Committee in writing. If brought before the Board or its Disciplinary Committee, families will have the opportunity to state their case. If a parent or family fails to appear, that individual's child(ren) may be subjected to immediate dismissal from Trinity School for Children.

Below is a list of the various disciplinary infractions that the School Board and/or Disciplinary Committee may handle. This is a working document, however, the School Board and/or Disciplinary Committee has discretion to modify or add to the list of infractions.

Infractions that may result in immediate dismissal of your children from Trinity:

1. Bringing weapons, drugs, or alcohol onto school grounds.
2. Engaging in behaviors outlined in the zero tolerance policies (See "Parent Expectations" and "Student Expectations" sections of this handbook).
3. Cursing at, threatening, or physically hurting a staff member.
4. Cursing at, threatening, or physically hurting a student or parent.
5. Failure to complete the required number of parent hours.
6. Violating probation set by the School Board/Disciplinary Committee/Administration.

Infractions that will be addressed by the Disciplinary Committee and may be cause for your children's dismissal if they reoccur during a school year:

1. Violating the school's parking policies.
2. Violating the school's drop-off and/or pick-up procedures
3. Bouncing checks to the school and **failing to correct the matter immediately.**
4. Failure to keep your accounts payable to the school in good standing.
5. Failure to follow the rules established by individual teachers for Field Study experiences.
6. Failure to procure a Visitor's Badge when asked to do so by staff or Board members.
7. Failure to attend mandatory PPA or school-wide meetings.
8. Failure to attend mandatory teacher conferences or classroom meetings.
9. Repeated failure to support/respect our philosophy and/or our mission.
10. Failure to act in accordance with the Parent Handbook.
11. Providing inaccurate information when asked to provide your name to a staff or board member.
12. Failure to comply with reasonable requests made by a staff or board member.

Grievance Procedure

The following is the proper protocol for Trinity School for Children families who have a grievance or concern to voice:

1. Schedule a time with your child's teacher to discuss the issue.
2. If further action is needed, schedule an appointment with administration to discuss the issue.
3. If further action is still needed, schedule an appointment with the principal to discuss the issue.
4. After the above three steps are taken and you feel your issue has not been handled to your satisfaction, you may contact the School Board President, Marina Choundas, mchoundas@trinitysfc.com, to be placed on the agenda at the next scheduled board meeting. All meetings are open to the public and time is set for public comment on non-agenda items.

This procedure has been set up because your concerns are important to us. Our School Board meetings are the proper setting for discussing any concerns our families may have. Our general TSFC – Meetings that will be held throughout the year are for informational purposes only and are not a forum for discussion of grievances or concerns. Thank you for your cooperation in this matter.

Sincerely,

School Board of Trinity School for Children

Parent Partner Association
PPA
2019-2020

PARTNER ASSOCIATION (PPA)

The PPA is a group of dedicated parents and teachers that want the best for our children. We are committed to enriching student's education and young lives through community fundraisers/ events for the whole family and curriculum enhancements. We also provide opportunities for volunteerism, because we know that when parents are involved at school, children go farther and the school excels. When parents, school staff, students and the community work together, the students win. All funds raised by the PPA go directly to enhance the learning environment at our school.

Mission Statement

The purpose of this PPA is to provide:

- Programs and fundraisers that enhance educationally related opportunities for our students, our teachers, and the community.
- A structure where its parents can have a voice in support of their school system.
- A vehicle for parent and teacher interaction, through cooperative undertakings. Ideas are shared and pursued with trust and confidence.

2019-2020 PPA Officers

President	Cassandra Mitchell	cassandra.mitchell@usdoj.gov
Past President	Therese Holmes	Tholmes@tisonlawgroup.com
Vice Presidents	Natasha Stubbs Heather Pitcher	natasham.stubbs@yahoo.com pitcherent@yahoo.com
Treasurers	Marsha Eugene Jennifer Lockler	marsha.r.eugene@gmail.com jenn.lockler@yahoo.com
Secretary	Jennifer Crisafulli	jencrisa@gmail.com

PPA COMMITTEE MEMEBRS

Parent Hour Coordinators	Sarah Fawcett Selina O'Shannon	TrinityParentHours@gmail.com
HR Parent Coordinators	Chadia Mera (LS building) Jilian Sakall (EC building) Crystal Lynch (EC building) Christina Lopez (US building)	TrinityHRPC@gmail.com
Comm Events Coord.	Crystal Lynch Jilian Sakall	lynchcrystal@ymail.com

Meetings

Meetings are typically held on the third Wednesday on the month, but are subject to change.
Please refer to the PPA blast in the weekly email to confirm date, time, and location.

Parents are encouraged to take part in these meetings and become an active member of our school community. If you have a topic you would like to discuss please notify the PPA President 48 hours before the scheduled meeting so it can be added to the agenda. You can earn parent hours by attending meetings but more importantly you can become a voice in your child's education.

Fundraising

The PPA sponsors four major and several other mid-level fundraising initiatives each year; all of which are voluntary. They are spread throughout the school calendar to help families take advantage of volunteer hours and provide the school with consistent financial support. In addition, there are a few community fundraisers to provide our families an opportunity to get to know each other. All funds raised by the PPA go directly to enhance the learning environment at our school.

Committees

Annual Voluntary Giving Fund Committee

This committee is responsible for setting the theme and the rollout for the collection of the Annual Voluntary Giving Fund at *Meet and Greet* at the beginning of each school year. This committee will also create and maintaining a large banner with the contributors' names, as well as any other incentives and giveaways that are included in the campaign. This committee must work closely with Finance in the Administrative Office to organize the collection for Meet and Greet and also to receive the list of contributors' names.

Magazine Committee

This committee is responsible for working with Administration to schedule start and end dates (must be beginning of the school year) for the fundraiser and the kick-off assembly date. The

committee must advertise the fundraiser, create and propose incentive prizes to the PPA Executive Board for approval, and send fundraiser packets to the community. Throughout the fundraiser, the committee will response to inquiries and questions in a timely manner. The committee will work closely with the PPA Co-Treasures in collecting payments and processing all orders, and subsequently submitting all the orders in a timely manner to the fundraising company. At the end of the fundraiser, the committee will report volunteer hours to the Parent Hour Coordinator for timely credit.

Community Events Committee

This committee is responsible for scheduling and coordinating community events with Administration. This committee will organize community-wide events such as *Movie on the Lawn*, skating parties, and dinners at local restaurants. The committee will create advertisements for the events, coordinate with the Co-Treasurers in the collection of any monies, and solicit and organize volunteer efforts, if applicable. After each event, the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.

Secret Santa Committee

This committee is responsible for coordinating the Secret Santa event with Administration and the Media Center. The committee will collect crafts and donations to display in the Media Center for students to purchase. The committee must work with the teachers to create a shopping schedule for the students. The committee must coordinate with the PPA Co-Treasurers to obtain a cash box, ensure proceeds are properly deposited and accounted for, and also submit daily cash box proceeds to the Accounting office (Lower School). Additionally, the committee must clean up the Media Center, and return unsold items to the PPA closet or to the company that provided them. At the end of the fundraiser, the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.

Gala Committee

This Gala Chair is responsible for proposing the theme to Administration. The committee is responsible for booking a venue, any entertainment and organizing raffles for the gala. The gala is an **adult-only** event held in the evening. The committee will advertise the event and work closely with Administration on all aspects of this major fundraising event. The committee will solicit and organize volunteers and will coordinate with the PPA and Administration to oversee the website and money collection. Teacher, student and parent incentives are encouraged for this event. At the end of the fundraiser (and during-as time permits), the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.

Auction Committee

This committee is responsible for soliciting and gathering donated items to be auctioned off at the annual gala. The committee must send solicitation letters, thank you letters to all donors, and coordinate the pickup of any necessary auction items from vendors with the PPA members. This committee must work side-by-side with the Gala Committee Chairs. At the end of the fundraiser, the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.

Teacher Appreciation Committee

This committee coordinates with Administration to plan ways to thank our teachers for a wonderful year. The committee will solicit volunteers and communicate information to homeroom parents regarding Teacher Appreciation. The committee must report volunteer hours to the Parent Hour Coordinators for timely credit.

School Supplies Committee

This committee works with Administration and teachers to compile grade level lists of common school supplies needed for each grade. The committee will communicate school supply information to parents via Administration, coordinate with the PPA Co-Treasurers in submitting check requests for payment, obtain Administration and PPA approval for any matter requiring same, assist with ordering supplies, and coordinate the unloading and delivering of supplies to each classroom prior to the new school year starting. The committee must recruit parent volunteers and report volunteer hours to the Parent Hour Coordinators for timely credit.

Boxtops/Campbell's Labels for Education/Tyson/Kelloggs/Coke Rewards Committee

This committee advertises and collects box tops, various labels, and coke bottle tops throughout the year. All Labels, BoxTops, Coke bottle tops will be collected weekly throughout the year; however, collection deadline dates announced. The committee must also create and advertise student incentives, and obtain approval from the PPA Executive Board for said incentives. At the end of the fundraiser, the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.

Sponsored Lunch Program

The PPA sponsors Trinity's lunch program. The PPA will provide you with the opportunity to pre-purchase prepared meals on either a daily, weekly, or monthly basis for enrolled students.