

Family Handbook

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Table of Contents

**Welcome**

* Introduction
* Trinity Day School’s Mission Statement
* Our Philosophy
* Rights of Children
* The History of Trinity Day School
* Non-Discrimination Policy
* General Information

**Enrollment and Tuition**

* Enrollment Process
* Tuition Policies
* Tuition Rates

**Policies and Procedures**

* Attendance Policy
* Health and Safety Policy
* Diapering/Toilet Training
* Napping
* Nutrition
* Accident and Emergency Procedures
* Fire Drills
* Y.I.K.E.S.
* Discipline Policy
* Court Documentation
* Confidentiality
* Parent Code of Conduct
* Closures

**Administration, Staff, and Programs**

* Administration and Teachers
* Hiring/Screening
* Staff Training
* Classroom Curriculum
* Daily Schedule
* Outdoor Play
* Transitioning Age Groups
* Assessments and Portfolios

**Family Involvement and Resources**

* How you can be involved
* Family Resources

**Closing Thoughts**

Introduction

Welcome to Trinity Day School, a licensed day care center serving children ages 6 weeks-5 years old in the Greater Portland area since 1985. Our facility is licensed to serve a maximum of 49 children per day. This Family Handbook has been written as an informative guide for your reference while your child(ren) are with us. In this handbook, you will find information about our administration, staff, policies, and procedures.

Please let us know if you have any questions or thoughts as you read this material and spend the next several years at Trinity Day School. The administration is always available to you.

Thank you,

Melanie Guiod, Director ([trinitydayschool2016@gmail.com](mailto:trinitydayschool2016@gmail.com)) 207-761-0655

Melanie Way, Assistant Director

Our History

Trinity Day School opened their doors at 113 Coyle Street in 1985. Together with community members from Trinity Church, a board of directors was formed to help achieve the goal of becoming a non-profit childcare center providing a connection between community and family. Starting with only two classrooms and five teachers, Trinity Day School began to build educational relationships with surrounding businesses, local groups, and families.

Currently with four classrooms and twelve teachers Trinity Day School has continued to explore their program’s role in the community for over 35 years. The school’s program has expanded by utilizing surrounding businesses and experiences for field trips, providing child-based outreach programs to add to our daily curriculum, working with local architects to improve our playground and joining the Quality for Maine program. Trinity Day School has continued to build these and will continue to create relationships to support our future community of learners.

Our Philosophy

“It takes a village to raise a child” -African Proverb

The teaching staff at Trinity Day School believes in our four core values: **compassion, respect, growth,** and **creativity.**  We teach the children that this is achievable through teamwork.

We teach compassion by modeling concern for others and their feelings. We encourage the children to make sure their peers are having their needs met and their voices heard. Through song, books, and play children are given the vocabulary and confidence to acknowledge and understand each other’s feelings.

The staff models respect for one another as well as the children. Through play we teach the children to respect themselves, their peers, and their environment. Manners are taught at the table during family style meals. We promote respectful conversations and exploration of all families’ cultures and beliefs.

As early childhood educators, it is our belief, that every child learns and grows at their own pace and we need to facilitate this by embracing their individuality. We work together as a community to help each child reach their milestones and the children are encouraged to celebrate their peers. We understand that growth is as unique as the child themselves.

Creativity is an instrumental part of childhood. Children should have the freedom to express their ideas, thoughts, and feelings through multiple mediums. We encourage creativity throughout day by providing free art, dramatic play, building with blocks and music and movement.

Working as a community the children learn to demonstrate concern for others and their needs, to treat others as they want to be treated, and that their imagination has no limits.

Rights of Children

Children receiving childcare from a Child Care Facility have the following rights:

1. Children must be free from emotional, physical and/or sexual abuse, neglect, and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child’s welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration, and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facilities policies and practices.

Non-Discrimination Policy

Trinity Day School will not exclude or subject any family to discrimination based on race, color, religion, sex, sexual orientation, gender identify, national origin, age, disability, political beliefs, cultural heritage, or any other protected status.

General Information

* Trinity Day School has an open-door policy. You may call or visit at any time during the day.
* We are open 7:30 a.m. to 5:30 p.m.
* Applications must be filled out on your child’s first day, along with a one-time registration fee of $100.00- and first-weeks tuition.
* Tax information: Tax ID#222672270, Childcare License#211179 QRIS#622
* We ask that you please call by 9:00 a.m. if your child is going to be late or out sick for the day.
* We close at 5:30 p.m. if you are late it is $5.00 for the first five minutes and $1.00 each additional minute after that.
* We are **no longer** a nut freeschool, please see attached update on the policy.
* We offer a sibling discount with 10% taken off the oldest child’s tuition.
* We offer a teacher/student discount with 10% taken off the oldest child’s tuition (if you have multiple children 10% will be taken off the oldest child and one other sibling).
* Tuition is due every Monday, if payment is not received by Wednesday of that week a $5.00 late fee will be applied to each day until paid.
* Tuition is to be paid each week regardless of whether your child is here due to vacation, illness, holidays, snow days, COVID closures, etc.
* If tuition is two weeks late a letter will be sent home asking for a full payment or payment plan. If tuition is not paid or a payment plan set up by the end of the third week your child will not be able to return until tuition is paid or a payment plan is in place.
* Each child must have an immunization record on file unless there is a signed waiver from a pediatrician stating that immunization is medically inadvisable.
* We offer snack twice a day in the morning and afternoon. We also offer milk with lunch.
* We are open year-round, except for the holidays listed.
* If we need to close due to inclement weather, it will be posted no later than 6:30 a.m. Closings will be posted on WCSH Channel 6, WMTW Channel 8, WGME Channel 13, Facebook, and our website.
* We will provide a 30-day written notice of any policy changes.
* In the event of weather or other emergency that may make it necessary to close the school, parents will be called, and the child must be picked up as soon as possible.
* If or when you decide to leave Trinity Day School, we do ask for a two-week notice written formally to the office.
* We are all mandated reporters and must report any child abuse or neglect that we suspect.
* We at Trinity Day School reserve the right to dismiss a family if there is a conflict of interest.

Enrollment Process

We welcome all families to contact us with interest in the center or questions about enrollment. You can call the office and request a tour where you will be given the opportunity to check out the classrooms and meet the teachers, when spaces are available. Throughout the year, we keep the program closed to prospective families who are not immediately in line for a slot to minimize the disruption to the children and educators during the day.

The waiting list is carefully managed throughout the year for both Trinity Day School families and community families. All families will be kept current on our list through phone calls and emails intermittently through the year. Families may contact us to see about their place on the waiting list. As family’s names rise on the waiting list, we will call and offer a tour of the center.

Once a spot becomes available and your family accepts the spot you will be asked to fill out an application and pay a $100.00 non-refundable deposit. During your child’s first week, you and your child may stay in the new classroom together until you and your child are ready to be separated for longer periods of time. This offers parent/guardian and child an opportunity to find a place to explore the room together, and to develop a “good-bye” routine. We ask that the first three days be shorter days so you and your child can adjust slowly.

The following forms must be completed for your child’s initial enrollment in our program:

* Tuition Agreement
* Application
* Emergency Contact Information (found on the application)
* Permission to use photograph
* Non-Prescription Medication Form
* Vaccination records (or letter from pediatrician stating you decline)
* Allergy form

Tuition Policies

Tuition rates are listed in the handbook by age group. If a second child is enrolled a 10% discount will be taken off the oldest child’s tuition. We also offer a teacher/student discount of 10% to be taken off the oldest child’s tuition. There is a teacher/student contract that needs to be read and signed if you choose to apply this discount.

**The teacher/student discount has the following conditions**:

* Children must be picked up no later than 4:00 p.m. every day
* Children must stay home on snow days
* Children may only attend three days during a school vacation week
* Families must pay a minimum of a two day rate a week during the summer in order to save their spot for the following year, which their child may attend.

Tuition is due every Monday, if payment is not received by Wednesday of that week a $5.00 late fee will be applied to each day until it is paid. Tuition is to be paid regardless of whether your child is here due to vacation, illness, holidays, snow days, etc. If tuition is two weeks late a letter will be sent home asking for full payment or a payment plan set in place. If tuition is not paid or a payment plan is not set in place by the end of the third week your child will not be able to return until it is paid in full or you have entered into an agreement to pay back using a payment plan. We accept subsidy through DHHS and ASPIRE to assist families with their tuition. Families are responsible for calling the appropriate agencies to enroll in these programs.

Trinity Day School makes every effort to ensure each child’s and family’s needs are well matched with our philosophy. In rare cases, a family may be asked to leave the center. The following examples are reasoning a child or family may be suspended or asked to leave the program:

* Non-payment of tuition
* Non-compliance with health and safety policies
* Inability of program to meet the child’s needs
* Behavior of child threatens the safety of other children or staff
* Inappropriate behavior by parents resulting in a lack of partnership i.e. safety and security of staff and other children

We close at 5:30 p.m. if you are late you will be charged $5.00 for the first five minutes and then $1.00 for each additional minute. Please call the center as soon as you know you are running late. If we have not heard from you by 5:35 p.m. we will call you. If we cannot get a hold of you, we will start calling your emergency contacts. Your late fee will be billed to your tuition, please do not attempt to give our staff cash or check when you get here.

We ask that if a family should choose to leave Trinity Day School before their child enters public school, that you submit a two-week letter to the office. This will give us time to go over our waiting list and fill the available spot. If you fail to give a two week notice you will be asked to pay for those two weeks after leaving the program.

Attendance Policy

Trinity Day School is open from 7:30 a.m. to 5:30 p.m. Please call by 9:00 a.m. if your child is going to be late or absent. Children who are picked up from the center for a doctor’s appointment, special activity, etc. may not return between the hours of 11:30-2:00, it can be too difficult and disruptive for the child and the rest of the classroom if s/he enters during nap time or is asked to stay the afternoon when s/he has not had a nap or rest period. No deductions from tuition shall be made for absences, holidays, staff in-service days, snow days or for vacation days.

Each morning at drop off families are asked to sign their child(ren) in for the day. The infant and toddler rooms have daily sheets to be filled out with a pick-up time and the preschool classrooms have a family sign in sheet posted on their family information board. We ask that if you are going to be later than the time listed that you call the center and let the office know. We use these times at the end of the day when making sure classrooms stay within ratio.

Trinity Day School will release children only to their parents, legal guardians, or to the people given authorization listed on the application under emergency contacts. If someone else who is not listed on that form will be picking your child(ren) up, you must first call the center (or let the office/teachers know at drop off) and provide us with the person’s name. Please make sure your alternative person has their ID when they are picking up. Any person picking up a child showing signs of drug or alcohol induced behavior will be asked to wait until an alternative parent/guardian or emergency contact person can arrive to transport the child home.

Health and Safety Policies

Parking is in the back of the building near the playground. There are a couple of parking spaces located at the front of the building, but we ask that these parking spaces be used for a short drop-off exclusively. Our parking lot is a one way only, entering from Coyle Street and existing on Lincoln Street. Please be aware that we share our parking lot with the church, so families need to pay close attention to their children while walking to and from their cars. We believe that a good practice, that we model with the children, is handholding whenever they leave the building.

For safety reasons, we want to remind everyone that no child under 12 years of age should be left in a vehicle unattended. We understand that this can be inconvenient, but there isn’t direct supervision in the parking lot.

Trinity Day School’s front door is locked 24 hours a day. Each family is given a four-digit code to access the building between the hours of 7:30-5:30. For continued safety we ask that everyone keep the code to themselves and to have others ring the doorbell when picking up their children. We also ask that parents maintain our center rule that only adults open the door. This helps teachers enforce the rule with children and keep them safe.

Trinity Day School staff are mandated reporters as determined by the Maine State law and are required to report any suspected instances of child abuse or neglect. Failing to report is punishable by law.

Trinity Day School’s wellness policy is designed for parents and teachers to partner in keeping children healthy. As young children grow and build up their immune systems, they are susceptible to germs and illness. The teachers practice hand washing throughout the day and wearing gloves for diaper/toileting. Teachers wash their hands after wiping noses and ask the children to do the same. By continuously washing hands, providing a barrier to germs, and washing young children’s hands, they understand they are doing everything they can reasonably do to keep children and themselves healthy.

**When your child shows the following symptoms, they will be sent home for 24 hours from their last episode without the aid of medication:**

* Fever of 101 degrees F or higher, alone or accompanied with a sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
* If treated with an antibiotic, your child must remain at home for 24 hours after the first dose is given.
* 2 or more episodes of diarrhea while at school.
* Vomiting: your child will be sent home and may return 24 hours after symptoms cease, without the aid of medication.
* Eye discharge
* Yellowish skin or eyes
* Unable to console (requires one on one attention) for a long period of time
* Head lice-nits and/or eggs or other infestations (e.g. scabies)
* Contagious disease
* Ear infection or ear discharge
* Strep throat
* Signs of respiratory illness: excessive coughing, wheezing, difficulty breathing or more than a moderate amount of mucus present.
* Unexplained or spreading rash or a rash with crusty or weeping lesions
* We go outside twice daily even in the winter, if your child is unable to go outside due to illness, they should be kept home.
* **Parents/guardians will be called immediately and asked to pick their children up within 30 minutes of the phone call.**

All prescription and over the counter drugs including Tylenol/Motrin and medicated ointments, must be accompanied by a signed and dated permission slip. Medications may not be left in your child’s cubby or lunch box, they must be directly handed to a teacher. Medications must also be in their original container, labeled with your child’s name and the amount that should be given. Any expired medication will be sent home or discarded by the classroom teachers.

All families will be asked to fill out a **non-prescription medication form** for the following items:

* Chapstick
* Ointment (Desitin, Vaseline, etc.)
* Sunscreen
* Insect Repellent

Diapering/Toilet Training

Changing diapers happens often throughout the day and is one of the most important times for teachers to bond with the children. We talk to the children, build routines that allow them to anticipate what will happen next, and take time to enjoy these one-on-one moments.

Teachers check diapers frequently during the day and change each child every two hours and/or as needed. Children are changed on a sanitized diaper changing table and are encouraged to help in the process by holding the clean diaper or clean wipe. Wipes are provided by the center, but we do ask that you provide your own diapers. Please remember to restock your diapers often.

We do accept cloth diapers without a note from you pediatrician, but we do ask that you adhere to the following policy set forth by Maine Child Care Licensing:

* All soiled cloth diapers must be stored in a zipper top wet bag, labeled with your child’s name.
* Wet bags must be brought home at the end of the night. SOILED DIAPERS ARE NOT ALLOWED TO STAY AT SCHOOL OVERNIGHT.
* Cloth diapers must be brought in already assembled.
* Soiled cloth diapers cannot be dissembled or rinsed by teachers.
* Cloth diaper covers can only be used once.

Toilet training can be exciting, yet very overwhelming for both the children and their families. We have a few suggestions to help make the process a positive experience for everyone involved:

* First and foremost, take cues from your child. They will let you know when they are ready by talking about the toilet or even asking to use it.
* Communication is key! Whatever you are doing at home, we will do here at the center. Please make sure you update your child’s teachers as to what is going on at home so we can reinforce it here.
* Consistency is the most important item! Once you start no matter how many accidents your child may have do not go back to diapers, it only confuses your child more.
* Pack plenty of spare clothes, especially underwear and be prepared to do a ton of laundry.
* If you are going to use pull ups, they must be Velcro tabs as they can be put on and taken off most easily in group care.
* Please send your child in clothing that can easily be taken off by themselves (so please no overalls or tights). We want to make “making it to the potty” as easy as possible.

There is no set length that the process will take. There are going to be “good” days and not so “good” days, but we must all remain consistent, reassuring and keep up a positive attitude!

Napping

Children are offered the opportunity to nap daily according to their needs. Infants are offered naps on individual schedules so that their needs are being met. After entering the toddler room every child is offered the opportunity to rest for at least one hour after lunch. A child can choose not to sleep but they need to rest for a minimum of an hour. If a child is awake after one hour of being on their mat, they may pick a quiet activity to do until nap time is over. The teachers will help the children prepare for nap by reading books, playing soft music, and rubbing their backs. Staffing ratios remain the same during nap, children will always be cared for by staff that can hear, see, and respond to their needs. Each child will have a crib or a nap mat of their own, which will be washed weekly. Children in the toddler and preschool rooms will be provided nap bags or cubbies for sheets, blankets or lovies. We ask that these items be brought home at the end of your child’s week to be washed and brought back the following week.

Nutrition

We offer 2 nutritious snacks a day and whole milk to toddlers and low-fat milk to preschoolers at lunch. We participate in the 5-2-1-0 program so some our snacks consist of one grain and one fruit or vegetable. Families need to provide lunch from home. Please make sure you are sending your child’s lunch in a marked lunchbox and that all containers are labeled as well. Each classroom has a refrigerator and microwave, so we accept preheatable lunches. We do ask that your child bring healthy choices for lunch and keep your “unhealthy” snacks at home for when their day ends (e.g. candy, gum, food items with excessive sugar or salt). If you are sending in foods that may be considered a choking hazard (e.g. hot dogs, grapes, raw carrots) we ask that you please cut them up for your child before packing them in the container.

Our infant classroom is on their own feeding schedule and will be provided the same nutritious snacks once they reach 12 months of age. We have a freezer and refrigerator for storing breast milk for those who are being breast-fed. We do ask that all containers be labeled with your child’s name as well as the date and time the milk was packaged. We have a bottle warmer in the classroom for warming up the milk. If your child is bringing in formula, please make sure the container is labeled with your child’s name. It may be helpful to leave a container here at the center along with a labeled bottle.

We encourage celebration of birthdays because everyone loves to celebrate their day! We do have a few suggestions for when that big day arrives:

* Please try and send in healthy choices for your celebration (e.g. fruit kabobs, cheese, and crackers). When we serve healthy snacks for celebrations it counts towards our 5-2-1-0!
* If you are sending out invitations to the children in the classroom, please put them in the parent mailboxes. We understand you can’t always invite every child in the classroom, but this will prevent other from feeling left out.
* You are always welcome to join the party but please try and limit your guests to immediate family.

Accident and Emergency Procedures

All Trinity Day School staff are certified in Infant/Child CPR and First Aid, including the Director, Assistant Director, and Center Manager. Accidents requiring first aid are reported by the teachers on an Accident Report form through the Brightwheel App. Parents are required to read the report. Minor accidents such as cuts and scrapes will be cleaned with soap and water; bruises and bumps will be treated with an ice pack.

In case of a major accident, dislocated bones, cuts that require stiches or a chipped tooth, parents will be called to take their child to a doctor. If a child receives a head injury, no matter the severity, the parent will be contacted by the director. If an accident occurs requiring immediate emergency medical care, an ambulance will be called to transport the child to Maine Medical Center. Parents/guardians will be notified following the emergency 911 call. Please make sure that emergency phone numbers are always updated. **You must have an alternative adult who is authorized to pick up your child.**

If a child death occurs, the Director or Assistant Director will call 911. Parents/guardians will be called immediately after the 911 call is placed. Other children will be kept calm and removed from the situation immediately. The death will be reported to the Licensing Office as soon as possible.

Fire Drills

We practice fire drills, in conjunction with the Portland Fire Department, monthly. In accordance with the Maine Fire and Safety Codes each classroom has two fire exits. In the event of a fire, the designated teacher will take the attendance clipboard, and with the help of the other teacher (who will grab the “To Go” bag) will evacuate all children in a quick but calm and orderly fashion. The children will be accounted for as they leave the building and attendance will be taken outside at the designated meeting area. The Director will check in with the classroom teachers to make sure all children are safe. Non-walking infants will be placed in an evacuation crib and wheeled to the stairway where the teachers, floaters and Center Manager will carry the children to their designated area.

Y.I.K.E.S.

The intent of this plan is to assist the child care director and staff in responding to emergency situations, provide information that can be used with family members concerning emergency planning, and to provide a basis for restoration of services. The Director and staff of each center are considered responsible for the safety of children and will coordinate actions and/or requirements with community public officials and families/guardians.

In the event of an emergency, the Director will oversee the situation at the center. In the Director’s absence, the emergency management responsibilities are delegated to the Assistant Director.

The Emergency Response Plan shall be reviewed periodically for modifications to the procedures, changes of key personnel or other resources, and additions of new emergency management information.

The Emergency Response Plan shall be controlled by the Center Director to ensure appropriate updates, changes, and reviews are incorporated in all distributed copies of the plan. A plan will always remain on site and located in the office.

The plan covers the following situations:

* Evacuation Procedures and Process
* Sheltering in Place
* Medical Emergencies
* Natural Disasters; hurricane, tornado, severe storms
* Utility disruption
* Fire/smoke emergencies
* Hazardous materials
* Bomb threat
* Suspicious articles
* Potentially violent situations
* Random acts of violence
* Disgruntled/Impaired Parents/Guardians and/or Employees
* Hostage Situations
* Missing Child

Emergencies may arrive when we are asked to evacuate the building or take shelter in place. The Director or Center Manager will contact families as soon as possible and within an hour of the incident. Each classroom has an emergency evacuation bag that they will be carrying holding the children’s emergency contact information, as well as first aid supplies. Each teacher is certified in adult and pediatric first aid and CPR. There is also protocol for what to bring in cases of evacuation or relocation and each teacher will be prepared based on an emergency plan made at the beginning of the year.

After an emergency occurs and parents/guardians have been contacted, you will be re-united with your children as soon as safety is established. This will take place either at the center or a different relocation place, which you will be told about during your phone call. We ask that all parents/guardians wait for their phone call before coming to retrieve their children. We know this may be hard for you but please understand that we need to stick to protocol to make the situation follow what our staff is trained for. Two of our location sites are the Greater Portland YMCA and the South Portland Community Center.

Discipline Policy

The Maine Licensing Regulations state: Corporal punishment, including spanking or shaking, is strictly prohibited. Shaming and embarrassment shall not be used. Punishment or threat of punishment shall not be associated with food, rest, isolation for illness or toilet training. No child shall be punished for soiling, wetting, or not using the toilet. No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse or unusual confinement. (16.1) **Use of any of the techniques stated in this paragraph by teachers at Trinity Day School may result in immediate termination of his/her employment.**

Here at Trinity Day School discipline is something we do for the children not to them. We see discipline as a means of assisting children in establishing self-control. At the beginning of the year children get center rules and expectations….rules for safety, care of property, consideration to others. Setting limits gives children a sense of security. We will help them work out problems, redirect when the situation allows, and provide a safe place to be alone when needed.

Disruptive behavior is behavior that prevents other children from feeling safe or being able to engage in effective learning. Behavior or language that makes another child feel threatened or afraid, bullying, violence, destroying or damaging equipment, or any behavior that makes it difficult or impossible for the classroom teacher to implement a safe successful program for all children.

If a child’s behavior is disruptive, harmful, or negative to the extent that it is detrimental to the other children, staff, or the program the following policy will be implemented:

* Teachers will bring to the Director’s attention written observation and documentation to support a concern.
* Parents will be required to attend a conference to discuss the concerns and work with the staff to identify possible solutions and develop an agreed upon plan of action.
* An appropriate action plan will be implemented, and the classroom teacher will continue to collect observations and documentation.
* A check in conference will be scheduled after 2 weeks if positive progress is not being made.
* A 3rd conference will be scheduled if sufficient progress is not being made after 30 days to resolve the behavior concerns. At this time, a child may be removed from the program.
* If a child’s behavior requires one-on-one attention, their parent/guardian will be called to pick them up immediately.
* The Director reserves the right to dismiss from the program any child having behaviors that interfere with the quality or success of our program.

Confidentiality

Trinity Day School is a small community where trust and strong relationships are the foundation of our program. To follow federal and state regulations and to respect the privacy of everyone, confidentiality of information is of the utmost importance at our center. Confidential information includes but is not limited to electronic or hard copy documents such as reports, charts, graphs, records, and all other documents which are the property of Trinity Day School. No one is permitted to remove or make copies of any records, reports, or documents without prior management or parent/guardian approval. We will not disclose this information to anyone outside of the center, including family members, or to any other employee who is not entitled to the information.

During the year teachers will photograph children for documentation purposes. At no time will photos of children be posted on the website, on Facebook, or be posted in the classroom unless the child has a signed permission slip from a parent/guardian releasing their photos to be used. Parents/guardians who take photos of their children at school are asked to make sure that there are no other children in the picture. This protects the privacy of the other children if the parents/guardians share the pictures. Parents are asked to refrain from sharing photos on the Internet of their children if they are photographed with their classmates. Visitors to Trinity Day School are not permitted to take photographs that include children’s faces, except with parent/guardian permission.

Parent Code of Conduct

Trinity Day School always requires the parents/guardians of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Trinity Day School is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees but is the responsibility of every family member or adult who enters the center.

Parents/guardians are required to behave in a manner that fosters this ideal environment. Any adult who violates the Parent Code of Conduct will not be permitted on Trinity Day School property thereafter.

No parent/guardian is permitted to curse or use other inappropriate language on Trinity Day School property at any time, whether in the presence of children or not. Such language is considered offensive by many people and will not be tolerated. If a parent/guardian feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed towards a staff member.

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, Trinity Day School will not assume the risk of a second chance.

While it is understood that parents/guardians will not always agree with the employees at Trinity Day School or the parents/guardians of other children, it is expected that all disagreements be handled in a clam and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

If a parent/guardian has a concern, they should first discuss it with the teachers in the classroom. If the teachers and the parent/guardian cannot resolve the concern together and to the satisfaction of both parties, the matter should be brought to the attention of the Director and Assistant Director. A conference will be arranged at that time so all parties can be heard. If a resolution cannot be made during the meeting, it will then be brought to the Board of Directors for their consideration.

Court Documentation

If your family is in a situation where court documentation is necessary, the center will need to have copies. This is for the protection of your child(ren). The center will do it’s best to protect your family while they are in our care. However, if we feel threatened or caught in the middle of an uncomfortable situation, you will be notified, and a solution will be discussed with all parties involved.

The childcare staff will not mediate between family members who are separated or going through court proceedings. Please keep the director informed as to appropriate pick-up and emergency names and numbers. If this changes throughout the year, please let us know immediately by changing your registration forms.

**Please note:** The center will not be used as a place for parental visitations unless we have court documentation saying that will be the protocol. Once court documentation has been received by the Director, the visitor will adhere to all center policies. The visitor will not be permitted to take the child to any area that is not being supervised by center staff. The visitor must always be within sight of staff and follow the center’s daily routine. If it has been determined that there has been an infraction against this policy, visitors will be asked to leave immediately without their child.

Snow Days and Emergency Closings

We try not to close our center, but weather or other emergencies may affect our schedule. If our hours of operation need to change in any way or if we need to close, we will have the information posted by 6:30 a.m. Please listen or watch:

* **WCSH Channel 6 TV**
* **WMTW Channel 8 TV**
* **WGME Channel 13 TV**
* **Facebook**
* **Website**
* **Brightwheel App**

In the event of weather, travel issues, or other emergencies that may make it necessary to close the center early, we will post the information as noted above and we will call parents/guardians at work to notify them. Children must be picked up immediately. We try to give at least an hour notice but there may be an emergency that requires immediate response. If you cannot be reached your emergency contact person will be called.

Holiday Closings

Trinity Day School will be closed each year for the following holidays. You will receive a calendar in December of the prior year letting you know the exact dates.

President’s Day/Staff In-Service

Memorial Day

Independence Day

Labor Day

Thanksgiving and the Friday after

Week of Christmas through New Year’s Day

Administration and Teachers

Trinity Day School’s administration consists of the Director, Assistant Director, and the Center Manager. The Director and the Assistant Director serve as a central communication point between Trinity Day School, Trinity Episcopal Church, and the greater community. The Director and Assistant Director are responsible for the day-to-day operations of the center, staff hiring and supervision, compliance with Maine licensing regulations, enrollment, program development and evaluation, manages the operating budget, tuition, and billing. The Center Manager reports to the Director and the Assistant Director and is responsible for maintaining children’s files, answering phones, scheduling tours and other duties relative to site management, i.e. ordering office and general classroom supplies, working closely with teachers to plan and implement curriculum, and fosters a relationship between staff, families, and the Directors.

Trinity Day School has a Board of Directors whose job it is to oversee the policies and budget for the center. The Board is responsible for the long-term fiscal health of the center while always maintaining the highest standards of early childhood education. The Board may engage in fund-raising and grant writing activities, as necessary. The Board must approve any purchase more than $1000.00. The Board is responsible for evaluating and hiring the Director.

Teachers are the most important component of an early childhood development program. Each classroom has two full-time co-teachers. There are also two teachers designated as “floaters” for the center to assist during lunch breaks, weekly planning, as well as vacations and sick days. Teachers must have one or more of the following: a degree in Early Childhood Education or a related field, a CDA (Child Development Associate), and/or teaching experience. Teachers are compensated based on their level of education and experience. Candidates submit a cover letter and resume and then begin the interview process by meeting with the Director and Center Manager. After the initial interview, the candidates meet with the classroom teachers for a working interview. Upon hiring, a criminal background check is run along with a child abuse and neglect check. Each teacher is placed on a 3-month probationary period during which time they are orientated and evaluated. After the 3-month mark, teachers are evaluated annually by the Director. We will not exclude or subject any candidate to discrimination based on race, color, religion, sex, sexual orientation, gender identify, national origin, age, disability, political beliefs, cultural heritage, or any other protected status.

All staff are required by the Maine State licensing to complete 30 hours of training each year if they are a full-time employee and 18 hours of training each year if they are a part time employee. Each teacher will take trainings based on the classroom age they provide care for.

Curriculum

Trinity Day School is committed to and provides a warm and caring setting, which stimulates young children in the discovery of themselves, others, and the world around them. We feel that it is extremely important to form a secure connection between the child and their teachers for them to discover themselves as problem solvers, communicators, and peers. We support them as they try out new skills to reach those important milestones across all domains.

A typical day at Trinity Day School follows a routine and activities appropriate to the ages of the children which is planned and implemented by the classroom teachers. Each classroom schedule must allow for individual, small group, and large group experiences. Care should be given to balance active, quiet, calming times, Classroom schedules are posted in each classroom in a place where families, visitors, and children can clearly see. The environments are arranged to provide areas that encourage group skills (blocks, dramatic play, art tables), areas that encourage partners (easels, games, sensory tables), and areas that allow space for individual concentration (books, quiet cubes). Space and times must be provided in the classroom and on the playground for both child-initiated and teacher-directed activities. Time is set aside each day for stories, songs, and outdoor play.

We go outside twice a day, every day weather permitting. Our cut off for cold weather is a wind chill of 19 degrees or below. We do go outside if it is misting or sprinkling so keep that in mind when packing your child’s bag for the day, you may want to add rain boots and an extra set of clothing. We ask that the families provide the following items so you children can play successfully outside:

**Spring, Summer, Fall Play (all items need to be labeled with your child’s name)**

* Sunscreen
* Sun hat
* Sensible shoe (closed toes work best with the woodchips on the playground)
* Light jacket or sweater
* Water bottle

**Winter Play (all items need to be labeled with your child’s name)**

* Winter jacket
* Snow pants (over the shoulder or full body suits work best for infants and toddlers)
* Hats
* Mittens (full sleeve ones work best for infants and toddlers)
* Boots

The playground will always be supervised by staff. The classrooms will stay within ratios while on the playground, each staff member will conduct periodical head counts to ensure that correct ratios are maintained. Staff members will always zone the playground, making sure that all parts of the playground are in constant view.

Transitions between ages groups happens twice a year. Our larger move up takes place in September, while a smaller move up takes place in June for those few that are developmentally ready as well as age appropriate. When the time approaches for the children to move up the families, teachers, Center Manager, and the Director talk about whether we feel the child is ready to move up to the next age group. We feel that being developmentally ready is just as important as being age appropriate to enter the next classroom. We would never want a child to be forced into the next classroom before they are ready as this could be detrimental to their development, as well as a little scary for them.

A great tool for helping us make the decision of whether a child is ready to move are our portfolios and assessments. We follow the Maine Early Guidelines when assessing the children and we use these guidelines to help us determine whether a child is reaching their milestones. Each teacher takes a 30-hour training on the guidelines that are age appropriate to the children they are teaching. They keep a portfolio on each child which holds photos, observations, and projects separated into each domain of the guidelines. The teachers assess the child when they enter the classroom and then preform the same assessment when they are getting ready to leave the classroom. This will be placed in their portfolio as well. We hold parent/teacher conferences twice a year, at this time the teachers will go over your child’s portfolios as well as their assessments and help you understand the guidelines as well. These are great opportunities for you to connect with your child’s teachers and learn about your child’s goals and progress they have made.

In some cases when children are not hitting their developmental milestones or having behavioral issues not typical for their age, we may reach out to the family and talk about a referral to CDS. This is a service provided in Maine to help children, teachers and families work together to help children reach their full potential in the mainstream classroom environment. We will start the process by having a meeting with the family, teachers, Assistant Director, and the Director. We will go over observations and assessments from the child’s portfolio. Once we have had the meeting the family will reach out to CDS and ask for an observation to be performed in the classroom environment. Once an observation has been completed a meeting, also known as an IEP, will take place where the observer will go over what they have found and what the next steps will be. If the child needs speech, OT, or PT, we will know at the time of the meeting. Once a year, after services have been determined, everyone will meet again (IEP) to go over if services need to continue or need to stop. Teachers, the family, the therapist, and directors will be present at all meetings.

Family Involvement

Trinity Day School has an open-door policy and encourage families to visit any time. We always welcome families to join us on field trips, come in during special events (i.e., holiday celebrations, bike a thon, special visitors), or just come in and read a special book to the class. If you are not sure how you could help but would like to, ask your child’s teachers or the Center Manager and the Director for some suggestions. Any small gesture would make a big difference. We welcome all parent involvement at our center.

Families need to understand that the teachers and staff at Trinity Day School are an asset and agree not to engage them in services that would deprive the center of their employment. We encourage our teachers and staff to babysit outside of work but ask families to sign our waivers which may be picked up in the office at any time.

For those families interested, we also have a Board of Directors and a Fundraising Committee. They both meet once a month after the center closes, and we provide childcare and dinner. You do not have to attend all the meetings but can go when you are able too, any participation is welcomed.

The Board of Directors is made up of the Director, parents from Trinity Day School and church members from Trinity Episcopal Church. As a member of the board, you will help make policies in areas of finances, personnel, and legal issues.  The board also approves fundraising goals, the hiring and evaluation of the executive director, and helps ensure that we are running within the by-laws.  Each fiscal year we elect a chairperson (2-year term), a vice chair, a treasurer, a secretary, and 22 member seats. Any parent is allowed and encouraged to attend board meetings whether you are voted on or not, we always value your input.

Our Fundraising Committee is made up of the Center Manager and parents from Trinity Day School. As a committee member you will be responsible for helping plan and execute fundraisers to help reach specific goals for the center. The fundraising goal is set by the Board and it is the committee’s job to raise the money to reach the goal during the fiscal year.

Family Resources

Here is a partial list of resources that are available to families in our area. If you need more information, please speak to the Center Manager or the Director and we can assist with locating additional communities.

Child Care Subsidy (assist with childcare expenses)

Office of Family Independence/DHHS 1-855-797-4357 or 207-822-2000

ASPIRE/TANF 207-624-4107

Opportunity Alliance 207-318-6549

Food Assistance

W.I.C. Program 1-800-437-9300 or 207-287-3991

Food Supplement Program (DHHS) 207-822-2000

Parenting classes, information

Maine Health Learning Resource Center 1-866-609-5183

Center for Grieving Children 207-775-5216

Kids First 207-761-2709

Child Development Services 207-781-8881

Childcare Choices [www.childchoices.me](http://www.childchoices.me)

DSER-Child Support Recovery 207-624-4100

Other information

DHHS [www.maine.gov](http://www.maine.gov)

Portland Branch 207-822-2000

Closing Thoughts

Trinity Day School strives daily to meet the needs of our families and children. If you have a question or a concern, please feel free to approach any member of your child’s center. Teachers understand children’s development, their individual needs, and how to address stages of development. In cases where talking directly to the child’s teacher is impractical, uncomfortable, or unsuccessful, please bring your concerns to the Center Manger or the Directors, an invitation that is good anytime, for any issue. We strive to maintain a relationship that fosters trust, collaboration, and inclusion. We look forward to a rewarding and enjoyable experience for your child at Trinity Day School and invite your participation in our school community.