



# PARENT HANDBOOK

REVISED 8/5/2023

**Trinity Play School**  
**509 West Pine Street**  
**Hattiesburg, MS 39401**

**Director:**  
Mrs. Judy Haydel

**Director Designee:**  
Mrs. April Nause

**School Phone:**  
601-582-2333

**School Email:**  
[Director@TrinityPlaySchool.com](mailto:Director@TrinityPlaySchool.com)

### **General Information:**

Trinity Preschool is a half day play school and preschool for children nine months to four years old. This program is an outreach ministry of Trinity Episcopal Church. Priority is given to active church members, currently enrolled children and their siblings. The waiting list is operated on a first come, first serve basis. Children will be accepted regardless of race or religion. The school operates on Monday, Wednesday and Fridays, from September to May. For our older students we also offer an additional Tuesday and Thursday half day option.

### **Purpose:**

To help each child develop, morally, physically, mentally, emotionally, and socially to his/her fullest potential.

### **Insurance:**

Trinity Preschool will at all times do everything possible to protect our students and to insure their safety but we do not provide accident, liability or health insurance for the children. This is the responsibility of the families of the students.

### **Release of a Child:**

The preschool staff will only release a child to a parent or other adult that is given written authorization to pick up the student. This should be on the child's permanent record (see blue sheet in your child's folder). Parents are responsible for making the school aware of changes and updates. In case of an emergency, the parents may send a written note or a phone call to Judy or April. A picture i.d. may be required if the adult is not known to us.

- **We will not release a child if a proper child restraint is not available. A loaner car seat is available in the office.**

### **Custody:**

If there are custody issues with your child that effects his well being or who may or may not pick them up, please let the office know in writing.

### **Schedule:**

The Trinity school day is from 9:00-11:45 for all ages. A calendar is provided at the beginning of the school year and any changes will be provided in advance and in writing.

- Arrival carpool will begin at 8:55.
- Departure carpool will begin at 11:45.

### **Admission and Registration:**

- Registration is \$75 for returning students and \$85 for new students.
- The Registration fee is non-refundable.
- Registration for Tues/Thurs is an additional \$25 and is also non-refundable.
- All forms must be filled out by the 1<sup>st</sup> day of school and a current MS 121 form must be on file before a child attends.

### **Enrollment:**

Enrollment is assumed to be for the entire ten month session. However, if the child must be withdrawn for health, personal reasons or because the family must move, *30 days notice will be given and that month's tuition must be paid.*

### **Early Arrival:**

- An early arrival program is available for students (all ages) arriving between 8:00-8:30 for a charge of \$6 per day or 8:30-8:55 for a charge of \$3.
- Parents will need to park their car and walk their child to the door as there is no carpool for this program.
- If you walk your child in before 8:55 you will be charged for early arrival.

### **Lunch:**

- Lunch is an optional program for all ages.
- Lunch is from 11:45-1:00 each school day.
- If you wish your child to stay for lunch you need to send a sack lunch **in an insulated lunch box with an ice pack and a drink.**
- We encourage you to send a healthy lunch that your child can manage on his/her own.
- Please know we do not have refrigeration space available for lunches (except in the nursery) nor do we have the ability to heat food sent. Please pack your child's lunch accordingly.
- The fee for Lunch is \$7 per day and reservations are not needed.

### **Tuition and Fees:**

- Tuition is \$160 for all ages. Tuition is due on the 5th of each month.
- Tuition for Tues/Thurs is an additional \$125.
- Early Arrival from 8:00 – 8:30 is an additional \$6/day.
- Early Arrival from 8:30 – 8:45 is an additional \$3/day.
- Lunch from 11:45 – 1:00 is an additional \$7/day.

### **Late Charges for Carpool:**

**Carpool is from 11:45-12:00 and 12:55-1:10.**

Parents are responsible for being prompt when picking up their children. We are very understanding about an occasional incident but repeat offenders may be charged **\$10** per day.

### **Snacks:**

In all classrooms **except the nursery** our parents are asked to help with snacks. Your teacher will set up a rotating schedule in which you will be assigned a “snack week”. Your week should come around once every 8-10 weeks depending on your class size. We encourage healthy snacks and will let you know if there is a student in your child's class with food allergies. A drink such as fruit juice, water, or milk and a snack of crackers, fruit, and cheese make for good snacks. **Purple grape juice tends not to be popular with the children.** You **do not** need to provide cups, plates, or napkins.

### **Conferences:**

We will always try to keep the lines of communication open between you and our staff to ensure your child's well being. Parents and teachers may communicate by phone or schedule a conference at anytime. The director will also be available for conferences as needed. Simply call or email the school to make an appointment. Formal spring conferences will be scheduled for our pre-K students.

### **Discipline:**

Trinity Preschool is a developmentally appropriate program and our activities are age appropriate. At Trinity our children experience a safe environment that encourages independence, success, and self-control. This reduces frustration and limits the amount of discipline problems. Age appropriate behaviors are expected of our children. We use positive discipline techniques that include guidance, redirection of behavior, positive reinforcement, and encouragement. Repeated misbehaviors will be brought to the director's attention and if necessary a meeting with the parents will be set up to discuss causes and constructive solutions.

### **Clothing:**

Please dress your child comfortably in "play clothes" suitable for indoors and outdoors. We play outside everyday. We ask that you keep diaper changing and using the potty in mind with your clothing selections. If your child uses the toilet or is potty training having the ability to undress and dress themselves is part of the independence process. Please send a change of clothes in a labeled ziplock bag to be kept at school.

***Please label everything: sweaters, jackets, lunch boxes, bags, etc.!***

### **Shoes:**

Tennis shoes or rubber soled shoes with socks are highly recommended. Our playground is a sand covered surface and without socks it quickly can become a rubbing irritant on little feet. ***Even at age 4 children are still developing gross motor skills. To reduce stumbles, trips, and falls as they play please no flip flops, cowboy boots, or open heeled shoes (croc)!!!***

### **Items Brought From Home:**

To prevent the misplacement of an item treasured by your child we do not have “Show and Tell” and discourage the bringing of toys from home. However, we understand some days children need their special lovie to feel secure. Please help us keep these instances to a minimum but when they are brought ensure they are school appropriate - no play guns, knives, oversized toys, toys with a violent nature (figures with weapons, etc.) breakable toys or live pets. The staff will not take responsibility for items brought from home.

### **Severe Weather and Evacuations:**

- In case of severe weather, the preschool will follow the Hattiesburg City Schools dismissal policy.
- In case the school building must be evacuated, the staff will walk the children to the Hattiesburg Public Library (582-4461) on Hardy Street.
- In case there is an ordered evacuation of downtown Hattiesburg we will transport the children to Parkway Heights United Methodist Church (2420 Hardy Street 544-7873) or to Cloverleaf Mall (5912 Highway 49 South 582-5281) depending on the safest evacuation route.
- Should school dismiss early due to severe weather or an evacuation be required parents will be notified by staff immediately.

### **Smoking:**

All of Trinity Play School and Trinity Episcopal Church are a no smoking and tobacco free facility.

### **Arrival and Departure Procedures:**

For your child’s protection, he/she will be released only to the parents or persons listed on your pick-up/drop off form. If anyone else is to pick up your child, we must have written permission or documented phone calls for each occasion. If you arrive late, you must walk your child to their classroom and check them in either by scanning the Brightwheel QR Code or asking a teacher to assist you. A QR can be found at the main entrance..

### **Check-In/Check-Out:**

- Per Health Department Regulations we must have a record of all students' daily arrival and departure.
- The preferred method is through the use of the app, **Brightwheel**.
- All parents and other adults (grandparents, babysitters, etc) that regularly drop off or pick up children should install the app on their phone.
- If you or the person dropping off/picking up your child is unable to access their Brightwheel account a staff member will assist you.

### **Transportation Policy:**

Children will not be transported by anyone other than persons listed on pick up authorization form or by notes from the parent or guardian. School personnel will only transport children in case of emergency. Field trips are rarely taken and at that time parents will transport their own children or make arrangements to have someone transport their child.

### **Photographs:**

Photographs will be taken of the children throughout the school year. Some of these may be published by the local media. If you do not wish to have your child photographed, please indicate your wishes on the "do not photograph" section of the blue sheet in your child's folder. We also occasionally post photos on the Trinity Play School Facebook page. We will never identify a child by name and will only share their picture if you have indicated we may on the Photo Permission Form found in their folder.



## **Health and Medical:**

Symptoms requiring that your child should remain at home include:

- Fever of 99.4 degrees or more
- A severe cold, chills
- Undetermined rash
- Red, draining eyes
- Upset stomach/diarrhea
- Earache
- Sore throat
- Yellow/green runny nose

**A child who has been fever-free for 24 hours without acetaminophen or ibuprofen** may return to Preschool.

If your child becomes ill while at school, you will be notified to come for them immediately.

- Medication **cannot** be given by the Preschool staff.
- Should your child contract a communicable disease, please notify the director immediately so that other parents may be notified.
- Any child with a diagnosed communicable disease *MAY NOT* return without a physician's written permission.

As part of our ongoing efforts to ensure the health and wellbeing of every student we must have an updated shot record, **Form 121**, on file before they may attend school. If your child has a Well-Child Check-up during the school year and receives a vaccination we will need a copy of their updated record. Reminders will be sent to parents prior to the expiration their child's Form 121 throughout the school year.

Updated Form 121s can be obtained through your pediatrician, your local Health Department office, or printed at home from [www.myirmobile.com](http://www.myirmobile.com)

## **Potty Training:**

It is the responsibility of the parent to potty train. We are here to help in the process. Please communicate with the teacher about your child's progress.

We understand and appreciate that all children develop at their own pace and potty training is most definitely an individual thing. We will be patient, encouraging, gentle, and kind as your child takes this journey. It is our hope that should we request some adaptations or concessions to your efforts while your child is at school that you understand and appreciate that it is being made out of concern for the overall well-being of the class and/or sanitation and hygiene of the classroom.

In a classroom with 8-10 children setting a timer and taking a child to sit on the toilet at 20 - 30 minute intervals while continuing with the daily routine and maintaining adequate classroom supervision is not possible. We offer multiple opportunities to visit the toilet throughout the morning and any child that requests a restroom visit will be allowed to go immediately.

Potty shaming at Play School by teachers or other students is **never** okay and will not be tolerated.

**Only pull-ups with side Velcro/tape are allowed at Trinity. Tear away pull-ups are too hard to change as they require a full undressing of the child. This removes a teacher's ability to effectively supervise the classroom as a whole.**

We ask all students to have a full set of clothes (top, pants, socks, and underwear) labeled and in a ziplock bag to be left in the classroom. This is required so that we have them available in case of accidents. If they are used, please wash and return as soon as possible.

***All 3 and 4 year old children are required to be able to independently use the potty. We understand there may be underlying medical issues that can cause delays or struggles. Communicating these to your teacher will educate us and help us do everything possible to accomidate them.***

## **Biting:**

When working with young children biting is going to happen. Their ability to both understand and communicate their emotions is not yet developed. A bite can mean I am upset, I want to be left alone, I am excited, or even I love you. Biting happens.

That being said, we do our absolute best to supervise the children, to be aware of their moods, tendencies, and preferences, and to stop a potential incident before it can occur.

When a biting incident occurs the children are immediately separated. The bitten child is comforted and the bite attended to. The biter is relocated to another part of the room where an age appropriate talk is had about what happened, why it happened, and how they made their friend feel. A message describing the incident along with a photograph of the bite will be sent to both children's parents, however, the name of the other child involved will not be disclosed.

The occasional incident will be tolerated but repeated incidents (3 or more) will require a conversation with the parents. The purpose of this conversation is to work together to discover the reason behind the behavior and how to best address it. Following the conversation with the parents if the biting behavior persists the biter may be asked to stay home for a period of time.

### **Health Department Phone Numbers:**

Trinity Play School is licensed by the Mississippi State Dept. of Health. The following is a list of departments and how to contact them should you have any questions or complaints.

Mississippi State Department of Health (MSDH)	
Child Care Complaint Hot Line	1-866-489-8734
Mississippi Department of Human Services (MSHD)	
Child Abuse Hot Line	1-800-222-8000
Mississippi Early Childhood Association (MECA)	601-898-0396
USDA Child & Adult Food Program	601-354-7015

# **CHILD CARE REGULATIONS SUMMARY FOR PARENTS**

Dear Parents,

The Regulations Governing Licensure of Child Care Facilities requires that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain its Child Care License. You, as a parent, are entitled to access these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Buildings & Grounds
- Rights of Entry & Violations
- Health, Hygiene, Safety
- Facility Policies & Procedures
- Nutrition & Meals
- Personnel Requirements
- Discipline & Guidance
- Records
- Transportation
- Reports
- Diapering & Toileting
- Staff Requirements
- Swimming & Water Activities
- Program Activities
- Feeding of Infants & Toddlers
- Children with Special Needs
- Night Care
- School Age Care
- Summer Day Camp & School Age Programs
- Hourly Child Care
- Hearings, Emergency Suspensions, Legal Actions & Penalties
- Release of Information
- Rest Periods
- Equipment, Toys, Materials

## **APPENDICES**

Appendix A – Child Abuse & Neglect Reporting

Appendix C – Nutritional Standards

Appendix E – Dishwashing Procedure

Appendix G – Diaper Changing Procedure

Appendix I – Communicable Disease/Conditions & Return to Child Care Guidelines Appendix J – Rules & Procedures for State Level Administrative Hearings

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at [www.healthys.com](http://www.healthys.com) (from the left menu, select Licensure, then Child Care & Youth Camps.) You may direct your questions to your local licensing officials, or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact your local licensing official

\_\_\_\_\_ at \_\_\_\_\_, email the Investigation Unit at [CC.ComplaintUnit@msdh.ms.gov](mailto:CC.ComplaintUnit@msdh.ms.gov) or mail the complaint to:

Mississippi State Department of Health Child Care Facilities Licensure  
PO Box 1700  
Jackson, MS 39215

Appendix B – Reportable Diseases

Appendix D – Playground Safety Standards Appendix F – Handwashing Procedure

Appendix H – Cleaning & Disinfection Procedure

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