

# Parent Handbook

2025-2026

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## **Student/Parent Handbook**

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August 2025

Dear Trinity Preschool Families,

Welcome to our 52<sup>nd</sup> year serving children in the downtown Tallahassee area! We have been working hard behind the scenes to prepare for another wonderful year together!

This Parent Handbook is loaded with a ton of information; please take some time to read it in its entirety. Communication is critical to our success, so I hope that you will take a few moments each month to read the newsletters and emails from your child's teacher. Consider taking a few moments now to mark down all of the important school dates in your family planner.

As always, I hope you will feel free to call or email me any time with questions, concerns, or suggestions, at 224-8992 x3 or [ecasey@tumct.org](mailto:ecasey@tumct.org).

Sincerely,

Erin Casey  
Preschool Director

## Preschool Information

Preschool staff:

Director:

Ms. Erin Casey

[ecasey@tumct.org](mailto:ecasey@tumct.org)

Assistant to the Director of the Preschool:

Ms. Amanda Johnson

[ajohnson@tumct.org](mailto:ajohnson@tumct.org)

Infant Teacher:

Ms. Victoria Tettey

Ms. Ella Klotz

Toddler Teacher:

Ms. Pam Barrera

[barrera@tumct.org](mailto:barrera@tumct.org)

PK2 Teacher:

Mrs. Clare Valdivieso

[valdivieso@tumct.org](mailto:valdivieso@tumct.org)

PK2 Teacher:

Ms. Isabel Zapata

[zapata@tumct.org](mailto:zapata@tumct.org)

PK3 Teacher:

Ms. Dyan Scotti

[scotti@tumct.org](mailto:scotti@tumct.org)

PK3 Teacher:

Ms. Faye Mobley

[mobley@tumct.org](mailto:mobley@tumct.org)

VPK Teacher:

Mrs. Kelly Forsmans

[forsmans@tumct.org](mailto:forsmans@tumct.org)

Church staff:

Rev. Dr. Matthew Williams

Senior Pastor

[matthewwilliams@tumct.org](mailto:matthewwilliams@tumct.org)

Rev. Anna Brook Opalinski

Associate Pastor

[abopalinski@tumct.org](mailto:abopalinski@tumct.org)

Weekday Preschool Advisory Board:

Elizabeth Ray, chair

Laurel Rigg

Jennie Kroeger

Rodney MacKinnon

Crystal Anderson

Isaac Newton

Mary Mica

Alyssa Beaubien

Colleen McClure

Ex-Officio Members:

Senior Minister – Matthew Williams

Trustees Representative – open

Director of Christian Education – Candace Duclos

Director of Weekday Preschool – Erin Casey

Street address

Trinity United Methodist Preschool

120 West Park Avenue

Tallahassee, FL 32301

Mailing address

Trinity United Methodist Preschool

PO Box 1086

Tallahassee, FL 32302

Phone numbers

**(850) 694-2473 – (Mobile)** PREFERRED! We have a mobile phone so that you can call or text if your child will be absent. Please put this number in your contacts as it will be the number you see when you get school wide text alerts.

**(850) 224-8992 (Land line)**

For the classroom teachers – extension 1

For the nursery staff – extension 2

For the director – extension 3

For the assistant to the director – extension 4

**(850) 222-1120 (Church number)** Please use this only if you have an urgent need to contact us and we are not responding on the mobile or land line.

## **ABC's of Trinity Preschool**



### **Accident/Incident Report**

Safety is a top priority, yet there are times when your child may get hurt while at preschool. If the accident/incident requires “more than a hug and a kiss”, our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described on the report. If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the other child. It not only puts our staff in an awkward situation, but could cause a confrontation between our families. We strive to handle any and all behavior problems in a professional and appropriate way.

### **Accreditation**

Trinity United Methodist Preschool is accredited with the Christian Preschool Association. For more information on the Christian Preschool Association, please click here:

<http://www.christianpreschoolassociation.com/>

### **Allergies**

Please inform us in writing if your child has any allergies or is on special medications.

### **Assessments**

At various times during the year, and when agreed upon by both the parents and TUMP staff, we conduct assessments that help us determine where your child is at and how best to help them to reach their full potential. Some of the assessments that we have include the Voluntary Pre-Kindergarten Assessments and Ages and Stages.

### **Attendance/Absence notification:**

DCF requests that we be in communication with every parent who has not dropped off their child within one hour of their regularly scheduled drop off time.

You can help by:

1. Calling the school, emailing, or texting (850-694-2473) the director if your child will be late or absent for the day. Please call first thing in the morning.
2. Let us know in advance of any preplanned vacations or days off.

If you call us, it is easier than us calling 10-15 parents each day; thank you for your cooperation.

If you are scheduled for either MWF or TR, you do NOT need to contact us on your scheduled day off, as we know you will be out on that day.



### Birthday celebrations – NEW THIS YEAR!

We are so excited your child has a birthday coming up! We would love to celebrate this special day in our classroom during snack time on or around his/her birthday! We will sing happy birthday, take pictures, and then enjoy a special store bought birthday treat you provide. We ask that you give us 1 week notice before the celebration so we can share any important allergy information.

Here are some birthday treat suggestions:

- Mini cupcakes with minimal frosting
- Decorated sugar cookies (1 per child)
- Mini Muffins
- Jell-O or Pudding cups
- Small donuts or donut holes

Please see the office if you have any questions.

### Bug spray

If you feel that your child could benefit from bug spray, please send in a bottle that is clearly labeled with both first and last name. We will spray at the morning playground time as well as the afternoon playground time (when necessary).



### Calendar

Families will receive a laminated, magnetic calendar at the beginning of the school year; this information is also posted on our web page at [www.tumct.org](http://www.tumct.org). We follow the Leon County School schedule for the most part; this calendar also includes other dates unique to TUMP.

### Chapel



One of the many joys of enrollment in a faith based early learning school is that we get to attend chapel once a week. Our Director of Christian Education teaches chapel for the PK3 and VPK classes, and the Preschool Director teaches chapel for the PK2 classes. We meet every Wednesday during the school year and help the children to learn about the Bible, recognize that they are a child of God, and hear that Jesus loves them.

### Christian Preschool Association

The Christian Preschool Association (formerly the United Methodist Association of Preschools) is the accrediting agency used by the preschool. CPA is an organization of early childhood professionals dedicated to helping faith-based preschools in their pursuit of excellence. The mission of CPA is to equip early childhood education programs to provide quality Christian learning environments. Our preschool has a long history with CPA; we have been awarded the Gold Seal through CPA, have attended many conferences, and have had a staff member represented on its Board of Directors for many years.

### Choking

Here are some tips from the Centers for Disease Control and Prevention. Click on the link for more details.

<https://www.cdc.gov/nutrition/infantandtoddlernutrition/foods-and-drinks/choking-hazards.html>

<https://www.cdc.gov/nutrition/InfantandToddlerNutrition/foods-and-drinks/when-to-introduce-solid-foods.html>

Here are ways to help prevent your child from choking.

#### Foods and preparation

- Cook and prepare food to the right shape, size, and texture for your child's development.
- Avoid small, sticky, or hard foods that are hard to chew and swallow.

#### Meals and snack time

- Have your child sit up while eating (no lying down, crawling, or walking).
- Have your child sit in a high chair or other safe place.
- Avoid letting your child eat in the car or stroller.
- Keep mealtimes calm. Avoid distractions, disruptions, and rushing when eating

#### Always

- Pay close attention to what your child puts in his or her mouth.
- Watch your child at all times while he or she is eating.

#### Be ready

- Talk to your child's doctor or nurse to learn what to do if your child chokes.

### Clothing

We recommend comfortable play clothes and tennis shoes for the children. We feel their safety can be threatened by wearing flip flops and shoes without back straps, especially in outdoor play. We discourage the wearing of these items.

Children will need a complete change of clothes that should remain in their cubby. If your child is not toilet trained, please send in a box of diapers and wipes (clearly labeled with your child's name).

Please keep seasonal changes in mind, and remember to clearly mark your child's FULL name on all jackets, coats, hats, sweaters, etc.

## Communication

### Written Communication:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We aspire to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Bulletin Board – updated with current information about Trinity United Methodist Preschool and Trinity United Methodist Church.
- Daily written communication in the form of a “Daily Report” for the infants and toddlers.
- Procare “Parent Engagement” posts from teachers (available on your phone or tablet)
- Parent/Teacher meetings in the VPK class, or upon request.

### Verbal Communication:

We aspire to be communicative during drop-off and pick-up times. However, this is not always a good time for extended conversations, since the staff members/teachers have responsibilities for all of the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that some children spend 10 hours a day at the center, and most of our employees work 5-8 hours per day. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the classroom development for the earlier hours and the majority of the day. We suggest that you go to your child's “lead” teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for a more detailed report.

## Confidentiality

It is imperative that we think of the safety of the children with regards to social networking sites such as Facebook, Instagram, and Twitter. Please refrain from posting or tagging photos of children other than your own unless you have permission from their parents.

## Curriculum

Our curriculum is founded on the broad knowledge of the needs and characteristics of young children, and is based on developmentally appropriate practices. The curriculum adheres to our strong conviction that children learn best when they feel good about themselves and their relationships with others. This curriculum includes a wide range of readiness experiences encompassing all types of learning styles.

This curriculum allows for the teachers to contribute their ideas for additional activities to enhance the total learning process and provides for on-the-spot modification of the curriculum. It encourages the acceptance of the child at the point he/she is found and from there begins to build and move forward with his/her development.

Our curriculum stresses a time for work and play that includes:

- A routine that provides children a feeling of knowing "what comes next."
- Large blocks of time for most activities rather than "chopped up" segments of time.
- Enough time for children to start what they are going to do and enough time for children to finish what they are doing.
- Flexible schedule that permits change to take place when needed.
- Time for just doing "nothing at all."



DCF



FLORIDA DEPARTMENT  
OF CHILDREN AND FAMILIES  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

The Department of Children and Families (DCF) is the licensing authority for all preschools and child care facilities in the state of Florida. Background screening, rules, and policies are set by DCF and can be reviewed at [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare). As a licensed facility, we are subject to periodic inspections throughout the year.

### Discipline Policy

Trinity United Methodist Preschool's Discipline Policy:

- Discipline is handled in a loving and caring way, keeping in mind at all times that the child's well-being is our primary concern. We feel discipline should be handled as the occasion arises, afterwards helping the child to forget the unpleasantness of the situation. Above all, letting the child know we love him/her - we may not approve of the behavior, but we do not stop loving him/her. We use a "time out" chair and also talk with each involved to understand the "wrong doing."
- We would never discipline in any way that is harmful to the child physically or emotionally as outlined in the Florida State Guidelines for Child Discipline as stated below:  
*Children shall not be subjected to discipline which is severe, humiliating, or harmful.*
- Discipline shall not be associated with food, rest, or toileting.
- Spanking or any form of physical punishment is prohibited.

### Drop off routine/rules

School begins at 9:00 am, or you may drop off between 7:30am-9:00am if you have made arrangements through the Director for full time or early drop. Children should not be brought to school before 8:55 am unless you have a full time student, or are enrolled in early drop off.

Morning dismissal runs from 12:50 - 1:00 pm from your child's classroom. A late fee will be charged for anyone being picked up later than 1:05 pm for the morning program or 5:35 PM for the afternoon program. The fee is \$1.00 per minute after the 5-minute grace period.



### Emergency preparedness and preparation

We routinely hold emergency preparedness drills and have a plan in place for the unlikely event that we would have to evacuate the building. We have made arrangements with the Leroy Collins Library to evacuate across the street if needed. We have a book with all of the family emergency contacts that remains in our possession and allows for us to communicate with parents in the event of such an evacuation/emergency.

### Emotions

Preschoolers, like adults, experience a wide range of emotions such as joy, happiness, sadness, fear, apprehension, curiosity, and anxiety, to name a few. Our hope is that we work together to understand what is happening in your child's life and assist in the best way possible to alleviate any undue stress. Please communicate to us any issues/events that may have an effect on your child's life (such as death of a family member or pet, divorce, new baby, new home, etc.).

### Enrollment

Applications are accepted on a first come, first serve basis. Applications may be obtained by making arrangements with the director.

Trinity United Methodist Church Preschool does not discriminate on the basis of race, color, national or ethnic origin.

Applications and all associated fees are valid for one year.

Currently enrolled children will have the first chance to re-enroll before allowing church members to obtain an open spot. After a designated period of time, open enrollment will begin.

A registration/insurance fee as determined by the Advisory Board must accompany each application. In the event you decide not to send your child to Trinity United Methodist Preschool, this fee will not be refunded.

We cannot enroll your infant in the preschool until he/she is three months old. If you would like to "hold" the spot in the event that a spot becomes available before your child is three months old, we would need for you pay 100% of the tuition for each month until they are eligible to attend.

Once we have reached capacity during open enrollment, you may place your child on the wait list by using the form on our web site at [www.tumct.org](http://www.tumct.org). Please note that the wait list is deleted each January. There is no fee to be placed on the waiting list.



### Family

We value each and every one of you, and hope that you feel like you are part of the TUMP Family! We strive to meet the educational and spiritual needs of your child and know that this only happens when we work in tandem with you. We are all important pieces of the puzzle!

### Federal ID

For tax purposes, our Federal ID number is: 590638497.

### Field Trips

On occasion, the PK3 and VPK classes will go on walking fieldtrips. Examples of past trips include:

- Fire Station Number 1
- Florida Capitol
- Challenger Learning Center
- Leroy Collins Library

NOTE: For the optimum care and protection of the preschool children, it is our policy that siblings not accompany parents who are helping out in the classroom or serving as chaperones.

### Fire drills

Each month, the preschool conducts a fire drill. These drills are held at different times during the day and are logged, as required by DCF, on a form located on the parent information board. **DCF Administrative Code 65C-22.002 Physical Environment 7(a-k)**

### First Aid

Each TUMP staff member has been trained in both CPR and First Aid. Not only is this best practice, but it is also a requirement of our Gold Seal Accreditation.

### Food (lunch, snack, and healthy plate)

For children in the **Infant and Toddler** classes: Parents will provide 100% of the food consumed by your child each day. This includes bottles, snacks, and lunch. Please note that we do not serve breakfast at the preschool.

For children in the **PK2, PK3, and VPK** classes: Parents will provide a nutritious snack for their child each day. Children who remain in care for the full day, will be provided an afternoon snack (after naptime). They will get to choose from a variety of options that include, but are not limited to: goldfish, granola bar, cookies, and Teddy Grahams. We will provide fresh fruit options and other individually wrapped snack bags when they are on sale. (Example: bananas, apples, pretzels, etc.) If you would like to provide your child with an afternoon snack of your choosing, please let us know so that we can be sure to note that on the afternoon schedule.

Nutritious snacks should be placed in the snack container in your child's classroom at drop-off time. Please clearly label your child's snack and note that snack items will not be refrigerated. Nutritious examples include an apple, orange, banana, crackers, applesauce pouch, protein bar, and a granola bar.

Nutritious lunches should be packed in a thermal type lunchbox with an ice pack. Please do not include soft drinks, sugar filled drinks, or candy with lunch. Some good examples are cheese, fresh fruit, fresh veggies, low fat plain yogurt, lean meat sandwiches, and crackers. Water is a great option for lunch – if you pack a plastic cup each day in your child's lunch, we would be happy to fill it with water at lunch time. You may also send in a drink bottle (clearly labeled with first and last name). We do not place lunchboxes in a refrigerator or use a microwave; you may send food in a thermal container that keeps food warm for this purpose. Please pack utensils as needed.

A reminder: Please label each container and lid with your child's first and last name. Be sure to also label their lunch box and drink cup (bottle) as well.

To ensure the health and safety of children in our care, and to comply with standards set by the American Academy of Pediatrics and DCF, please note the following policy as stated in the DCF Facility Handbook:

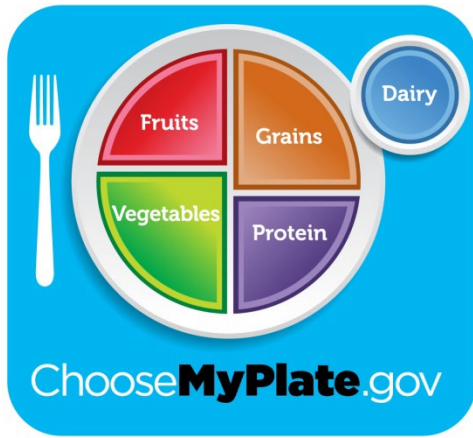
### 3.9.3 Food Safety

C. Foods that are associated with young children's choking incidents must not be served to children under 4 years of age; such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes and sticks, and any food that is of similar shape and size of the trachea/ windpipe. Food for infants must be cut into pieces ¼ inch or smaller, food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. This applies to all food, even food provided by parents/guardians.

**If you would like to send in items from the above referenced list, or similar items, please cut and quarter them so that we may serve them to your child.**

For more information on healthy food options, tips, and suggestions, please click here:

[www.choosemyplate.gov](http://www.choosemyplate.gov).



### GroupMe

Each classroom will utilize GroupMe as a way of sharing information, pictures, announcements, etc. GroupMe is a free group messaging app that allows users to create and join groups to communicate with friends, family, or other organizations. GroupMe supports text, voice, and video calls, as well as the sharing of various media like pictures, GIFs, and files. It's available on iOS, Android, and the web. Your child's teacher will reach out about joining the class GroupMe.

### Gold Seal

In 1996, the Florida Legislature established the Gold Seal Quality Care program to acknowledge child care facilities and family day care homes that are accredited by recognized agencies and whose standards reflect quality in the level of care and supervision provided to children. Accreditation is a voluntary process in order to prove that certain academic and social standards are not only met, but exceeded. Trinity has been a Gold Seal School since 2005.





In the event that we are inspected by the Department of Children and Families (DCF) and fined for record keeping (i.e. your child's file was out of date) this fine will be passed along to the parent. We will try to give you as much notice as possible when a form is due to expire. However, it would be in your best interest to keep a record for yourself and get a form from your doctor EACH TIME YOU VISIT. Be sure that they have checked the correct boxes and that they have dated and signed the forms each time.

School Entry Health Form

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Name of Child (Last, First, Middle)

Birth Date

PART II – MEDICAL EVALUATION

To be completed and signed by the Health Care Provider (DNV) on:  
The child named above has had a complete history and physical exam on the following date:  
(Please note – write only on date of evaluation)

Month Day Year

Screening Results:

Height:	Weight:	BM/BMI:	BP:	Ht/Hgt:	Lead:	Urn/urine:	
Vision - Without Glasses	Right 20"	Left 20"	Passed	Hoaring - Right	Passed	Failed	Referred
Vision - With Glasses	Right 20"	Left 20"	Failed	Hoaring - Left	Passed	Failed	Referred
Color detail (red and green)	Normal	Abnormal	Refer to:				
Head/body/eye	Normal	Abnormal	Refer to:				
Cross/Fat/Neck/Throat	Normal	Abnormal	Refer to:				
Chest/Lungs/Heart	Normal	Abnormal	Refer to:				
Abdomen	Normal	Abnormal	Refer to:				
Postural assessment	Normal	Abnormal	Refer to:				

TB risk assessment done ☐ (Please review Targeting Guidelines listed below)

This child has the following problems that may impact the educational experience:

☐ Vision ☐ Hearing ☐ Speech/Language ☐ Physical ☐ Social/Behavioral ☐ Cognitive

Specify: \_\_\_\_\_

☐ This child has a health condition that may require emergency attention (e.g., seizures, allergies). Specify below: \_\_\_\_\_

(This form will be stored in the child's Cumulative Health Folder and may be accessed by both school and health personnel.)

Recommendations (Additional school or if necessary): \_\_\_\_\_

\_\_\_\_\_

(Please Check One)

☐ This child may participate fully in school activities including physical education.

☐ This child may participate in school activities including physical education with the following restriction/adaptation.

(Specify reason and restriction) \_\_\_\_\_

\_\_\_\_\_

Signature/Link of Health Care Provider

Date

Address (Please print or stamp)

ID:

Name (Please print or stamp)

Tuberculosis Targeted Testing Guidelines for Health Care Providers

Tuberculosis Infection Risk:

Review the following risk factors and administer a Mantoux TB test (skin test) if you are on more than one category. The TB test is administered confidentially as part of the health examination. Do not record administration of any TB test on your related information on this form.

Recent immigrant (less than 5 years), frequent visitor to TB endemic areas

- ☐ Close contact to active TB case
- ☐ Frequent contact with adults or high-risk for TB disease, HIV+, homeless, incarcerated, illicit drug use
- ☐ HIV+ or have other medical conditions that increase the risk to progress from infection to disease, e.g., chronic renal failure, diabetes, hematology or any other malignancy, weight loss > 10% of body weight, on immunosuppressive medication

Active TB Disease Risk:

- ☐ Does the child exhibit signs/symptoms of tuberculosis (e.g. cough for three weeks or longer, weight loss, loss of appetite)?
- ☐ If symptoms are present, work-up on TB disease evaluation

For a great article on how much physical activity a preschooler needs, click here: <https://www.healthychildren.org/English/ages-stages/preschool/Pages/Movement-Milestones-in-Preschoolers.aspx>

The Preschool first opened its doors in the fall of 1973. Claire Nash and Mary Blackburn were both co-directors and classroom teachers. We began with seventeen children aged 3 or 4 and met three times per week. In 1975, Mary Blackburn assumed full director duties, as well as teaching the four-year-olds. Nancy Duncan became director in 1996, upon Mary Blackburn's retirement. Through the years we have added a two-year-old program, Mother's Morning Out, lunch hours, early morning drop off, afternoon care, and, finally, a summer program. In

In August of 2005, the Mother's Morning Out and Preschool Programs merged and now operate together as one unit.



In June of 2005, Trinity United Methodist Preschool was awarded the Gold Seal for Quality Care. This Gold Seal is recognized nationwide and symbolizes Trinity's commitment and dedication to quality care. This recognition is valid for three years; TUMP successfully went through the process in 2008, 2011, 2014, 2017, 2020 and 2023.

In August of 2005, Trinity joined with other schools across the state by becoming a Voluntary Pre-Kindergarten (VPK) Provider during the inaugural year of the program.

In 2009, our current playground was installed and with it, new ground cover. This ambitious project was two years in the making and was made possible by a donation from the estate of Gwen V. Roberts. We are very grateful to her and her family and have renamed the playground The Gwen V. Roberts Playground at Trinity United Methodist Church.

In May of 2013, we celebrated our 40th birthday with a party! Over 250 current and former students and staff came together to reminisce and reconnect. We had a bounce house and face painters for the littlest preschoolers, and tables with memorabilia for the older alumni and their families.

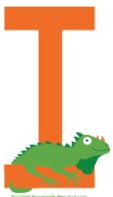
In 2017, we enhanced the playground by replacing all of the sand/dirt with a pour-in-place rubber product that is designed to be attractive and gentle on falling preschoolers.

In 2020, the preschool closed for an unprecedented 4 months due to the worldwide pandemic, Covid-19.

The 2023-2024 school year was a big one as we celebrated 50 years as a preschool! We had a party and welcomed back students and staff from our early days. At this time we unveiled and dedicated the Legacy Walk by the main entrance to the school.

In the summer of 2024, we buried a time capsule with the hopes that it would be unearthed at the 75<sup>th</sup> or 100<sup>th</sup> anniversary of the school!

At the conclusion of the 2024-2025 school year, Stacey Duggar resigned her position as Director and Erin Casey became only the 4<sup>th</sup> person to lead the school in over 50 years.



### Illness and return to school (Non-COVID-19 related)

Please keep your child home if he/she has:

- A fever (100.0 Fahrenheit or more)
- Diarrhea
- Vomiting
- A rash of undetermined origin

- Active head lice
- Green or yellow mucous
- Pink eye
- Severe coughing
- Unusual tiredness or drowsiness

Please call the director if your child has a contagious disease. Examples include: shigella, salmonella, chicken pox, measles, pertussis, and hand, foot and mouth disease.

If a child develops any of the above listed illnesses, we will call for you to pick them up immediately.

Children may only be readmitted under the following conditions:

1. With a physician's statement that the child is free from a communicable disease and that returning poses no risk to the child or our other students.
2. If visibly free from communicable rash or disease.
3. Free from fever, vomiting, and diarrhea for at least 24 hours without the use of medication.

COVID-19:

Please note the following symptoms:

- Fever of 100.0 degrees Fahrenheit or higher
- Dry cough
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches
- Such other symptoms of COVID-19 as may be identified by the CDC

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously.

If your child has been diagnosed with COVID-19, they may return to school only **when** they have been symptom free without the use of medication for at least 24 hours.

### Immunizations

- See information on Health records for more information.
- Sample Immunization form is listed below.
- 65C-22 7.1B states that providers must include written notification to inform parents, at the time of enrollment, that some children in care may not have current immunizations. Please see our parent board located in the main hallway for this information.



# FLORIDA CERTIFICATION OF IMMUNIZATION

Legal Authority: Sections 1003.22, 402.305, 402.313, Florida Statutes; rules 64D-3.046, 65C-20.011, Florida Administrative Code

LAST NAME	FIRST NAME	MI	DOB (MO/DA/YR)
PARENT OR GUARDIAN	CHILD'S SS# (optional)	STATE IMMUNIZATION ID# (optional)	

## Directions:

- Enter all appropriate doses and dates below.
- Sign and date appropriate certificate (A, B, or C) on form.
- See "Immunization Guidelines Florida Schools, Child Care Facilities and Family Day Care Homes" for information and instructions on form completion. Guidelines are available at: [http://us/disease\\_ctrl/immuneshoolguid.pdf](http://us/disease_ctrl/immuneshoolguid.pdf).

VACCINE	DOE CODE	Dose 1 MO/DA/YR	Dose 2 MO/DA/YR	Dose 3 MO/DA/YR	Dose 4 MO/DA/YR	Dose 5 MO/DA/YR
DTaP/DT	A					
DT	B					
Td/Tdap	C					
Polio	D					
Hib	E					
MMR (Combined)	F					
(Separate)	G, H, I					
	J					
Hepatitis B	K					
Varicella	L					
Varicella Disease						
PneumoConju						

## Select appropriate box(es)

### Certificate of Immunization for K-12

☐ Part A-Complete

Part A (Immunizations are complete for school entry and attendance and meet requirements for kindergarten and/or 7th grade (and for grades kindergarten through 12). Have reviewed the records available, and to the best of my knowledge, the above named child has adequately been immunized for school attendance as documented above.) DOE Code 1

### Temporary Medical Exemption

Expiration date: \_\_\_\_\_

☐ Part B-Temporary

Part B (For children in day care, family day care homes, preschool and kindergarten grades through 12 who are incomplete for immunization as Part A.) Invalid without expiration date. DOE Code 2

### Permanent Medical Exemption

☐ Part C-Permanent

Part C (For medically contraindicated immunizations, list each vaccine and state valid clinical reasoning or evidence for exemption.) DOE Code 3

I certify the physical condition of this child is such that immunization(s) as indicated in Part C above is medically contraindicated.

Physician or Clinic Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician or

Authorized Signature: \_\_\_\_\_

Issued By: \_\_\_\_\_

Date: \_\_\_\_\_

DH 680, 1/2007, (Stock Number: 5740-030-0680-6)

## Inclusion

Trinity United Methodist Church Preschool does not discriminate on the basis of race, color, national or ethnic origin.

## Infant room information

Please provide the following items for us to store at school:

- Diapers
- Container of wipes, clearly labeled with your child's first and last name
- Diaper cream, clearly labeled with your child's first and last name
- Pacifier, if you choose to use them, again, clearly labeled with first and last name
- A lightweight blanket, clearly labeled with your child's first and last name
- An extra change of clothes (or two), clearly labeled with your child's first and last name, including socks
- Bibs for feeding time, clearly labeled with the child's first and last name

You may store an extra package of diapers at the school, as well as some food items; please see the teacher for details.

Please pack the following items daily in a diaper bag:

- Clearly marked bottles**; premixed, chilled and ready to serve.
- Any food items that your child will consume during the morning. (Please label all bowls, utensils, cups, bottles, lids, etc. with both first and last name.)



## Jesus

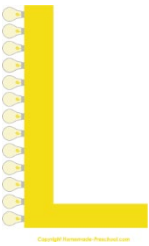
For God so loved the world, that He gave His only son, that whoever believes in Him should not perish but have eternal life. John 3:16

Jesus Christ is the same yesterday and today and forever. Hebrews 13:8.



## Key fobs

Each parent (as well as any other caregiver of your choice that has pick-up privileges) will be assigned an electronic key fob that will be activated within the first 24 hours of issue, at a cost of \$10.00 per fob. Please note that broken or lost key fobs will be replaced with an additional fee of \$10.00.



## Labels (Mabel's Labels)

If you have read anything up until this point, you know that we need for you to label all of your child's belongings. I cannot stress this enough. Imagine having 75 children and trying to keep their shoes straight. Maybe 75 food bowls; I think you get the picture. It is also a requirement of DCF, so please help us out by labeling your belongings with both your child's first and last name.

You may want to consider purchasing labels. We have an open fundraiser with Mabel's Labels. If you purchase labels with them, please click on the green tab to the right of the page that says "support a fundraiser". By locating Trinity United Methodist Preschool, Tallahassee, FL, and upon successfully ordering your labels, we will receive 10% of the total. [www.mabelslabels.com](http://www.mabelslabels.com)

I cannot say enough good things about these labels; they are sturdy, dishwasher safe and last for years. Please consider purchasing labels rather than using a sharpie marker, which tends to fade quickly.

### Licensing

Trinity United Methodist Preschool is a licensed and accredited school. Our licensing agent is the Florida Department of Children and Families (DCF).

### Lock Down Procedure

Our facility remains locked at all times. In the unlikely event that there is any need for a lock-down procedure to be implemented, it would simply mean that all the students would remain in their locked classroom with the teacher until the emergency is over. If the children are on the playground, they would immediately be brought into the building and would remain in a locked classroom until the emergency is over. We practice lock down drills annually.

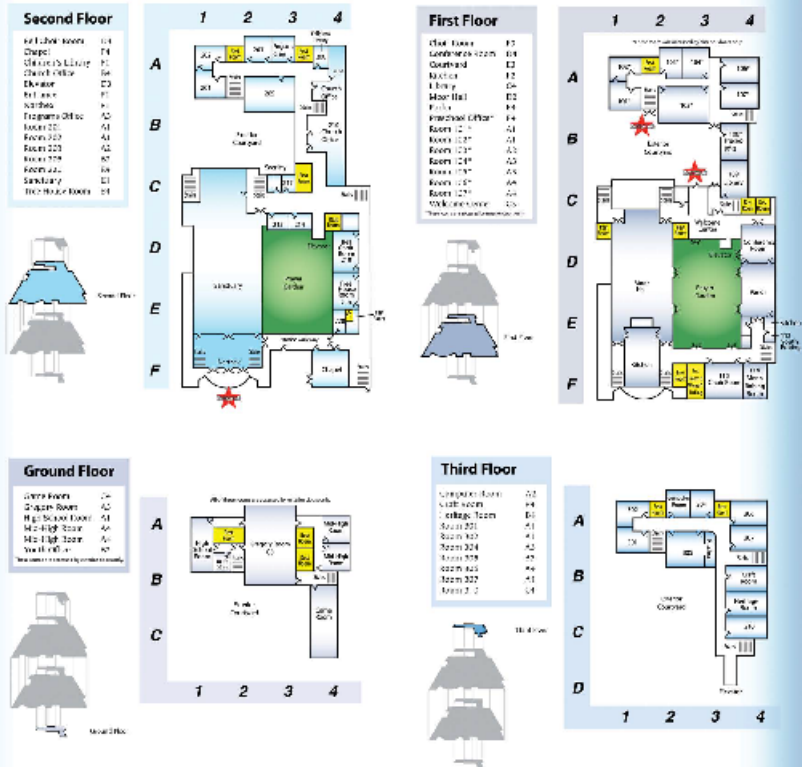


### Map

Trinity is a large facility; here is a map of the building.



# Floor Plans



## Welcome to Trinity United Methodist Church

Please use the map above to locate your seat through our building. As you walk around our campus, you will find many people and directional signs to help you find your way.

We pray your experience with us will be an informative, uplifting, and meaningful one for you.

## Medication

We do not have facilities for caring for sick children; if your child is sick, he/she needs to stay home. Consequently, we do not administer medication for routine colds or illnesses.

Occasionally a child may need medication for asthma or other medical conditions; if this is the case please see the director for assistance. The following conditions apply to the administration of medication in these instances:

- All medication must be in its original container and must be labeled with the correct name of the medication.
- No over the counter medication will be administered.
- All prescribed medication must have the appropriate prescription label and must be prescribed for the child to whom the medication will be administered.
- All dates for medication must be written out on our medication form; this form must be signed by a custodial parent or guardian.
- Date, time, and amount of medication to be administered must be written on the form by the parent.

### Mission statement

Trinity United Methodist Preschool's mission is to nurture and enrich the lives of children during the critical years of early learning, and to create the Christian and educational foundation for our students to flourish throughout their lives.

### Music

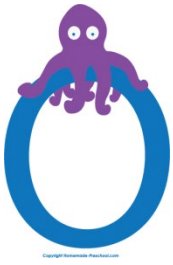
Music is an important component of a typical preschool day. We sing songs for fun, for transition, and for helping to retain information (for example songs that teach bible verses). In addition to the music that the teachers use in the classroom, we also provide the following:

- Healing Heart Music Therapy comes in weekly to work with children in the infant and toddler classes.
- Children in the PK2, PK3, and VPK classrooms attend a weekly 30-minute class.



### Naptime

Children enrolled in our full day program will have a naptime scheduled from 1:15pm to 3:15pm daily. We have cots for the children to sleep on that sit up about 3 inches from the floor. These cots are sanitized at the end of each day. Please provide a child sized blanket for us to keep in your child's cubby for the week. You may provide ONE small, stuffed animal for your child to sleep with; please no plastic dolls, cars, or other toys. We will provide you with a travel size pillow to use at naptime. This pillow is yours to keep. Due to the limited storage space in the cubbies, we cannot accommodate rolled up pillow/blanket combinations. Please take the pillow, blanket, and stuffed animal home each Friday to launder.



## Observation

From a child's perspective, early childhood education is less about teaching and more about exploration and learning; observations play an important role in helping us to ensure that they are meeting their developmental needs. Observation is often seen as one of the most simple, yet effective, methods of assessing young children as they develop; we do this very organically where most kids do not even know they are being observed. We do have a formal observation that we use for VPK, and details about this will be shared with you at the end of the year conference (for VPK students).



## Parent involvement

You may be asked to volunteer at TUMP. Opportunities include chaperoning field trips, providing refreshments for special activities, helping with the Thanksgiving Feast, Mom and Dad celebrations, or coordinating events with the help of other parents. We invite you to share any special interests, talents, training, or experiences you may have with us.

## Parking

Parking for drop off and pick up can be handled in many ways. If you know that you are going to come right in and drop off (and do not need to discuss anything out of the ordinary with the teachers), then you can use the half circle drive-through by the courtyard on Duval. Please use this when you know you will be in and out in less than 5 minutes. If you feel you may want to linger a while in the classroom, please park in the small pastor lot by the playground or the gravel lot on the corner of Call and Duval. Please note that the pastor lot has three spaces that are reserved 24 hours per day for our pastors. **PLEASE DO NOT PARK IN THE RESERVED SPACES. Ever.** Free parking is also available across the street at the library in the designated Trinity section.

## Philosophy

Trinity United Methodist Preschool will provide each child the opportunity to participate in a comprehensive, sequential, and developmental program of learning based upon the individual's specific needs for life's preparation in an ever-changing world. We feel that it is most important that your child learn through caring, laughing, playing, sharing, creating, listening, and loving. As a part of the Christian education and outreach of



the Trinity United Methodist Church, the program is consistent with concepts advocated by the United Methodist Church on the nurturing of young children.

### Pick up

Children will not be allowed to leave with anyone other than parents or others listed on the current application. We must have **written** permission for anyone other than the people you have listed on that form. This includes visiting relatives and play dates with friends.

### Picture days

We offer individual and class photos in the fall. Further information will be sent home prior to picture days. There is no obligation to purchase photos, and we do not profit from the sale of these pictures.

### Prayer Booklet

We will distribute a new prayer booklet at the beginning of each school year. This handy reference will help you to reinforce the daily prayers and scripture verses that are being taught at school.



### Quiet time

There are periods throughout the preschool day where we intentionally set aside periods for quite time. This time helps to reenergize, refocus, and rejuvenate.



### Rates

Please refer to the website for our tuition schedule. [www.tumct.org](http://www.tumct.org). The rate sheet is also posted on the parent information bulletin board in the main hallway.



## Safe sleep policy

100% of our staff has been trained to uphold safe sleeping policies. Part of this training includes information on shaken baby syndrome and abusive head trauma. Because DCF requires us to have a “policy” (65C-22 3.6.4), our “policy” is: We will never shake a crying baby to soothe them. We have a zero tolerance policy regarding shaken baby syndrome and abusive head trauma.

Here are the recommended hours of sleep for children/teens:

- Infants 4 to 12 months - 12 to 16 hours of sleep every 24 hours (including naps).
- Children 1 to 2 years - 11 to 14 hours of sleep every 24 hours (including naps).
- Children 3 to 5 years - 10 to 13 hours of sleep every 24 hours (including naps).
- Children 6 to 12 years - 9 to 12 hours of sleep every 24 hours.
- Teens 13 to 18 years - 8 to 10 hours of sleep every 24 hours.

For more information on sleep habits, see the American Academy of Pediatrics website at [www.aap.org](http://www.aap.org).

## Schedule

This is a typical schedule for the **PK2, PK3, and VPK** classrooms. Be sure to check with your child’s teacher for information specific to his/her classroom.

7:30 – 9:00	Early Drop-off; free play
9:00-9:30	Greeting, center based play, clean up, bathroom/diapering
9:30-9:55	Circle Time, music, movement, stories, finger-plays
9:55-10:15	Hand Washing, Snack
10:15-11:00	Center Play / unit activity
11:00-11:15	Clean Up Time
11:15-12:15	Outside Developmental Play
12:15-12:50	Hand Washing, Lunch
12:50-1:00	Bathroom / Diapering / Books / Dolls / Puzzle / Dismissal
1:00 – 1:15	Transition to naptime...morning children go home
1:15 – 3:15	Naptime
3:15 – 3:40	Put nap items away, bathroom, wash hands, snack
3:40 – 4:00	Songs, stories, puppets or other circle time activities
4:00 – 5:00	Outside play
5:00 – 5:30	Inside table activities or reading/puzzles; final dismissal

\*9:30-10:00 Mondays- Music

\*11:00-11:30 Wednesdays - Chapel with Mrs. Duclos or Mrs. Duggar

Our morning routine begins promptly at 9:00 am – please make every effort to arrive by then each day. This is especially important in the VPK class where attendance is monitored and mandated by the state.



This is a typical schedule for the **toddler** classroom. Be sure to check with your child's teacher for information specific to his/her classroom.

7:30 – 9:00	Early morning arrival; puzzles, books, toys, manipulatives
9:00 – 9:30	Circle time; books, music and movement
9:30 – 10:00	Snack
10:00 – 10:15	Diaper changing and potty time
10:15 – 11:15	Outside
11:15 – 11:30	Water break and story time/structured activity
11:30 – Noon	Lunch
12:00 – 12:50	Free choice (puzzles, books, toys, manipulatives) (Diaper changing and potty time)
12:50 – 1:00	Story time and dismissal
*Monday Music Therapy at 9:30am	



This is a typical schedule for the **infant** classroom. Be sure to check with your child's teacher for information specific to his/her classroom.

7:30 – 9:00	early morning arrival; breakfast and independent floor play
9:00 – 9:30	bottle/snack
9:30 – 10:15	story time, music and movement, puppets and finger-plays
10:15 – 11:00	outdoor play
11:00 – 11:45	lunch
11:45 – 12:30	independent floor play
12:30 – 12:45	art
12:45 – 1:00 pm	dismissal/clean-up
*Monday Music Therapy at 10:00am	

\*Diapers are changed every hour (or more, if needed!). Infant needs are on demand for feeding, napping, diapering and activities

### Screen time

Here is a great article on screen time; how much is too much? Is there good screen time vs. bad screen time?

<https://www.mayoclinic.org/healthy-lifestyle/childrens-health/in-depth/screen-time/art-20047952>

### Security

When you are dropping off and picking up your child, it is critical that you remain aware of those around you. If you are entering the school, and do not know the person next to you, kindly ask them to use their fob to be let in or ask which child they are picking up. We want to be sure that only those persons who have business in the school are allowed in the school. If you are uncomfortable or unsure about who is entering with you, please use the doorbell and a staff person will take over from there.

### Separation Anxiety

Separation anxiety is common, and your child may resist being left here in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call or email the director any time during the day to see how their child is adjusting.

### Signing in and out

Please sign your child in and out of school each day. These sign in sheets are located on the bulletin boards by each of the classroom doors. Failure to keep accurate records will result in the preschool being cited by DCF, so we ask that you please be diligent to sign in and out each day. Please sign with first and last name; **not initials.**

### Smoking policy

Smoking is prohibited within the child care facility, all outdoor areas, during field trips, and in vehicles when being used to transport children. DCF Administrative Code 65C-22.002 Physical Environment 1(i). This policy includes cigarettes, cigars, vaping, and any other form of smoking.

### Social Media

Please be mindful of posting photos on Facebook, Instagram, and other social media sites. Not all parents like for their child's photo to be posted.

The preschool Facebook page: <https://www.facebook.com/Trinity-United-Methodist-Preschool-Tallahassee-FL-442661692478178/>

The church Facebook page: <https://www.facebook.com/pg/TrinityUMCTallahassee/reviews/>

### Sun Screen

We have a beautifully shaded playground, with older trees shading a good portion of the surface. If your child has very fair skin and would benefit from sun block, please send in a bottle, clearly labeled with both first and last name and hand it to your child's teacher. Lotion is preferred over spray as we will be applying this in the classroom before we go downstairs.

### Sunday School

We share our classrooms with the Sunday School children. We would be delighted to give you information on church service and Sunday School times.

### Supplies

Your supply fee covers items such as paint, glue, construction paper, other paper products, craft supplies, and most special events. There is no need to bring in school or art supplies.

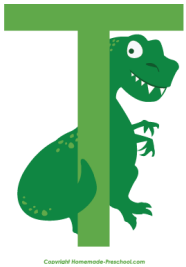
### Supply Request

To help us maintain a healthy and clean environment while continuing to provide the quality care your child deserves, we kindly ask that you contribute the following items. This allows us to stay within budget and focus on fun and keeping everyone safe.

**Requested Items:**

- 2 containers of Clorox or Lysol disinfecting wipes
- 2 containers of Softsoap (or similar brand) hand soap
- 1 can of Lysol disinfecting spray
- 2 packages of baby wipes (used during art projects)
- 2 boxes of tissues

Thank you for your support in helping us keep our classroom safe, clean, and full of happy moments!

**Teething Necklace**

Because they can be a potential choking hazard, teething necklaces are not to be worn while at preschool.

**Toddler tips**

Please provide the following items daily in a thermal lunch box:

- Morning snack, clearly labeled “snack” and placed in the designated basket each day.
- Lunch (see tips at [myfoodplate.gov](http://myfoodplate.gov) for suggestions)

Please provide the following items for us to store in the classroom:

- Diapers
- Container of wipes, clearly labeled with your child’s first and last name
- If necessary, Diaper cream, clearly labeled with your child’s first and last name
- An extra change of clothes (or two), clearly labeled with your child’s first and last name. Be sure to include socks.

Please note that we do not serve breakfast to the children; please make sure that they eat at home and are ready for a fun and busy morning!

**Toilet Training**

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults at home and at school. Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should work together to coordinate efforts to ensure success for your child! Several complete changes of clothes should be kept on-site during this process.

Click here for more information on potty training: <https://www.healthychildren.org/English/ages-stages/toddler/toilet-training/Pages/default.aspx>

Children **MUST** be completely toilet trained, and able to dress themselves, in order to be enrolled in the VPK class.

## Toys

Children are not to bring toys from home. On occasion, some classrooms will have a “show and tell” time; please do not send in toy guns or weapons. We are not responsible for lost or broken toys.

## Trinity United Methodist Church

We are the preschool and we are the church. Together we are in ministry to the community. If you would like more information on the church, please feel free to contact the director, one of the pastors, or search the website at [www.tumct.org](http://www.tumct.org).

## Tuition and Tuition Express

Tuition is due on the first of each month and is considered late after the 5<sup>th</sup>. A fee of \$25.00 will be charged for any tuition that is received after the 5<sup>th</sup>. (Please note that our tuition fees are divided into equal payments and the payment amount remains the same each month.) There is an annual Registration and Insurance fee of \$125 applied to each child’s account. This is a non-refundable fee due with the application.

Please see the Preschool page on the TUMC website for a list of current tuition rates.

An automatic payment through “Tuition Express” is the only way to pay your tuition at Trinity United Methodist Preschool.



## VPK

A constitutional amendment passed by Florida’s voters in Nov. 2002 required a voluntary prekindergarten program for all four-year-old children. House Bill 1-A was signed into law by Governor Bush on January 2, 2005, creating a program designed to prepare four-year-olds for kindergarten and build the foundation for their educational success. The program allows a parent to enroll his or her eligible child in a free VPK program. The program is voluntary for children and providers. Current funding provides for 540 hours per year – which we have broken down into 3 hours per day. Our VPK hours are from 9:00 am to 12 o’clock noon, Monday through Friday, during the school year only. (We have opted out of participating in a summer VPK program; your child is eligible for either school year or summer, not both.)

A child must be 4 years of age on or before September 1 of the program year and reside in Florida to participate in the VPK program. You must register with the Early Learning Coalition and complete the child

eligibility and enrollment certificate. Once we receive this and all of the appropriate signatures are made, your child is considered enrolled.

The school year is typically 180 days and you are required to enroll for 5 days a week (either half days or full days). While you receive a discounted tuition rate, the preschool is reimbursed for each enrolled child through the State of Florida via the Early Learning Coalition of the Big Bend. If a child misses more than 20% of the school year days (or 36 days) you are responsible for full payment (for the missed days only) to the preschool, as we will no longer be reimbursed by the State at that time.

We are proud to be a VPK provider for the state of Florida, and have been since the inaugural year 2005. Details about VPK and enrollment can be found at: <https://www.elcbigbend.org/Parents/Voluntary-PreKindergarten-VPK>



## Weather

In the event that we have severe weather such as a tropical storm, tornado, or hurricane, we will follow the public school closings for Leon County Schools, provided that it is during the school year/day. Listen to the radio or television for those announcements. If the severe weather occurs later in the afternoon, or in the summertime, we will follow the closings of state government offices. A staff member(s) will remain at the center until all of the children are picked up from our facility. In the interest of safety for all concerned, if a closing is announced, please be prompt in picking up your child. No refunds of tuition will be made, and no make-up days will be scheduled for those events.

Please note that we have a weather radio on the premises and receive emergency notifications via the emergency network through email. We try to keep abreast of all weather related happenings; however, you are always welcome to contact the school with your concerns or information.

## Web Information

Trinity United Methodist Church [www.tumct.org](http://www.tumct.org)

Trinity United Methodist Preschool <https://tumct.org/about-our-preschool>

## Withdrawal

If it becomes necessary to withdraw your child, please submit a letter to the preschool director one month in advance of the withdrawal date. Please call the director so that the appropriate arrangements can be made regarding tuition payments and the return of key fobs.



Yes!

We love our TUMP families!



Zip-a-Dee-Doo-Dah

You finished reading the handbook!



Additions or changes to this handbook:

Trinity United Methodist Preschool reserves the right to edit or adapt the policies in this handbook as the needs arise. Parents will be notified of these changes through the normal written communication system at the time they are made effective.