



# Trinity Presbyterian Preschool and School Age Program

License # C610576

## Tuition Rates 2025-2026 Aug – July

### Programs

Full Days; 5 days a week (6:30-6:00)	Two's	3/5-year-olds	Pre-K (wrap Care) until VPK ends
Weekly	\$230	\$200	\$170/ \$200 June-Aug & when there is no VPK

- \*Children Not Potty Trained will pay the two-year-old rate

Full Days; 3 days a week (6:30-6:00)	Two's	3/5-year-olds	Pre-K (wrap care)
Weekly	\$190	\$155	\$120

Full Days; mornings only (9am – 12pm)	Two's	3/5-year-olds	Pre-K (9-12)
Weekly	\$155	\$145	Free

School Age	All Inclusive Plan (includes all 42 wks bc/ac, 1/2days, in service days & holiday breaks.)	Standard Plan (includes all 42 wks bc/ac, ½ days, and in service days) Holiday breaks available for additional fee)	Summer Camp
Weekly	\$125	\$120	\$180

### Other Options & Fees

- Yearly Supply Fee \$125
  - School Readiness \$50
- VPK Full Days Supply Fee \$125
- VPK Only (9am-12) \$0
- School Age \$50
- School Readiness Differential fee plus parent fee per child.

- 50% Tuition due for the week of December 22nd—December 26<sup>th</sup>, 2025**

Additional Fee for Holidays if you don't choose the All-Inclusive package or as a drop in.

\$20 a day per student and \$40 a day for students not attending before or after care.

Tuition is due at the beginning of each week, no later than Friday mornings. Please consult with the director if you have special needs regarding payment. 10% Discount for siblings and 10% discount of total cost for church members. 1 week free for referral of monthly paid new student. **Tuition is due regardless of absence or illness.** You may have one free week per school year (Aug—July). The child must be absent for that week and a two-week notice (fill out form) needs to be given.

2001 Rainbow Drive Clearwater, FL 33765

727-446-0959



# Trinity Prebyterian Preschool

License # C610576

## Registration Form

Child's name, age

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Parents names, phone numbers and email address:

1. \_\_\_\_\_

Email: \_\_\_\_\_

2. \_\_\_\_\_

Email: \_\_\_\_\_

Child's shirt size (\$15 a shirt)

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# CHILD'S ENROLLMENT RECORD

<b>DIRECTOR'S USE ONLY</b>
Date enrolled _____

Child's full legal name \_\_\_\_\_  
First Middle Last Nickname

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Primary Hours of Care From \_\_\_\_\_ To \_\_\_\_\_ Days of Week in Care \_\_\_\_\_

Child's Physical Address \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

Family Information: Child Lives with \_\_\_\_\_

Parent's Name \_\_\_\_\_ Parent's Name \_\_\_\_\_

Address: \_\_\_\_\_ Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Custody: Mother \_\_\_\_\_ Father \_\_\_\_\_ Both \_\_\_\_\_ Other \_\_\_\_\_ Name \_\_\_\_\_

### Emergency Contacts:

Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the children's center in case of illness, accident or emergency, **if for some reason the custodial parent(s) or legal guardian(s) cannot be reached:**

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

**Please use additional sheet of paper to list name, address and phone number of any other people authorized to pick the child up.**



**EMERGENCY MEDICAL RELEASE**

This form must contain only one child's name, and be the original notarized form.

A new notarized form is required when there is a change in legal guardianship.

**Please Print Information**

Child's Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medicines Routinely Taken: \_\_\_\_\_

Name of Custodial Parent(s)/Legal Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Family Physician's Name/Health Care Resource: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

Telephone (\_\_\_\_) \_\_\_\_\_

Hospital Preference: \_\_\_\_\_  
Name City

Medical Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Emergency Contact (if custodial parent/guardian cannot be reached): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_



**Sign in the presence of the Notary.**

I hereby give my consent to any emergency facility and physician to administer necessary treatment to my child \_\_\_\_\_, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if situation warrants it.

(Child's Full Name)

**Signature of Custodial Parent/Legal Guardian (Affiant)**

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ 20\_\_\_\_\_  
(Month) (Day) (Year)

by means of  physical presence or  online notarization by \_\_\_\_\_ who is personally known  
(Name of Affiant)

to me or has produced \_\_\_\_\_ as identification.  
(Type of identification)

SEAL OF NOTARY

Signed: \_\_\_\_\_ (Signature of Notary)

## Child Discipline Policy

The 1985 Florida Legislature adopted a law to further protect children in childcare facilities. The law addresses child discipline in child care centers and states:

1. OM-12.03 Child Discipline.  
Child Care facilities must ensure that age appropriate, constructive disciplinary practices are used for children in care.
  - (a) Children shall not be subjected to discipline, which is severe, humiliating or frightening.
  - (b) Discipline shall not be associated with food, rest or toileting.
  - (c) Spanking or any other form of physical punishment is prohibited.
2. Prior to admission of a child in a childcare facility, the facility shall notify the parent in writing of the disciplinary practices used by the facility. The specific types of discipline used for each group must be included in the written material provided to parents. Verification that childcare facilities have provided the parents in writing the disciplinary practices used by the facility shall be documented on the enrollment form or an equivalent form with the signature of the parent.

In compliance with the law, Trinity Preschool has prepared this statement about our child discipline policy:

We recognize that many discipline problems are prevented by careful scheduling of activities and expectations of individual children as age appropriate, and the use of positive communication and listening techniques. We use positive reinforcement and praise when encouraging appropriate behavior.

Occasionally, inappropriate behavior does occur. We will not allow aggressive acts towards other children and staff. It is our policy to:

1. Use positive communication techniques, enabling the child to become calm, to understand that there are better ways to express his or her feelings and to help the child understand responsibility for his or her behavior.
2. Redirect child to another activity.
3. Separate child if necessary to a chair within view of the teacher and children, giving him or her the opportunity to think over his or her actions and to collect him or herself.

The staff at Trinity Preschool will not use corporal punishment, ridicule, humiliation, or denial of food and drink. We will not refuse gross motor activities as a punishment as well. These techniques do not teach a child how to handle his or her behavior when they are upset or angry.

In exercising its discretion under the items listed above, the school will require the child and the child's parents or guardians to attend a conference(s) with school personnel regarding the matters that potentially warrant termination of the Agreement. The child's parents/guardians may request a conference with school personnel regarding the matters that potentially warrant termination.

The school's director or staff shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this agreement.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Biting Policy**

Children sometimes bite other children. Although not all toddlers bite, biting is considered a normal stage in a child's development. Children may bite for a variety of reasons, rarely with the intent to hurt another child. Karen Miller, author of *Things to Do with Toddlers and Twos*, suggests toddlers may bite for any of the following reasons:

- **Self-Assertion:** This is probably the most common reason toddler's bite. It's a way to express frustration when they don't yet have the language skills to do so.
- **Teething:** Toddlers often cutting teeth and it hurts. Chewing on something relieves the itch and stops the pain momentarily.
- **Sensory Exploration:** Toddlers are very good at using all of their senses to learn about the world. The "oral mode", an important style of learning for infants, continues into toddler hood. They bite everything, not just their playmates.
- **Cause and Effect:** Toddlers are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic: there is a lot of noise and attention from adults.

Due to the serious nature of biting our staff has developed a procedure to deal with it.

- Staff members act to reduce the number of biting incidents, including providing access to teething toys, providing numerous sensory exploration activities, providing opportunity to explore cause and effect, and offering toddlers options and alternatives to reduce frustrations. Shadowing the child.
- When a child is bitten, that child is immediately comforted, and the bite is washed with antibacterial soap and Band-Aid applied if skin is broken. The biter is told very firmly and in a loud voice that "It is not okay to bite. Biting hurts very much." If possible, the teacher will try to encourage the child who was bitten to express his/her feelings. "It hurts" or "Don't bite me" are sentences teachers will model for the child to repeat.
- The biter is then redirected to another area of the classroom and no positive or negative attention is given for a short period of time. Consistent with the privacy policy, parents are not told the name of the child who bit their child. Parents of the biter are informed and work together with the teachers in hopes of preventing further incidents of biting.
- If biting continues, the parents of the biter will be called in for a conference. For the safety of all the children in our center, it is imperative that we work

together. Teachers will work to evaluate their room and procedures to make sure that the environment meets the needs of all the children.

- If a child requires more attention to prevent bites from occurring than teachers can provide, that child may be suspended for period of time until they have outgrown the need to bite, or it no longer is a problem.

We recognize how upset parents may be when they learn their child has been bitten; however, despite our many concerted efforts to prevent biting incidents, they do occasionally occur. Every effort is made on behalf of **all** the children involved to create a safe and nurturing environment.

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Please sign below and return that you have read the biting policy.

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Child's Name

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Parent/Guardian Signature

Date

## Signatures to Agreement/Before and After Care

For services listed in the agreement and in accordance with the terms of this agreement, I agree to pay Trinity Presbyterian Preschool the monthly sum of:

Tuition: \$ \_\_\_\_\_ Accommodations: \_\_\_\_\_

I further agree to pay the registration fee annually of: \$ 50

Parent Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to cooperate with the general policies of the school, paying special attention to:

- Bus riders should be to the school by 7:45 AM and they should be walked to their classroom.
- If your child will not be in attendance we need to be notified. A \$25 fee will be charged if we are not notified that we are not picking up your child from school.
- Suitable attire is vitally important for the school day. We require your child to continue to wear the approved attire, which includes and not limited to any piece of clothing that has weapons or pictures of violence and closed toed shoes.
- Our program closes everyday at 6:00 pm. You must sign your child out no later than that. If you are going to be late, please call the preschool office to report. You will be charged \$5.00 per minute. Our closing time is reported to licensing and we are only allowed to have children in our care until then.
- Tuition is due no later than the 5<sup>th</sup> of each month. You may be charged a late fee for payments after that date. If you have a special situation you must see the director to make arrangements.
- Your child must stay home when they have any of the symptoms of illness listed in the handbook. If your child is sent home from the program they will not be readmitted the following day. We will not administer any medications for fevers, vomiting, or any other symptom of illness. These are all symptoms your child should be kept home for if they are exhibiting. All prescriptions must be in a pharmacy labeled container with their names and dosing instructions on them, and have a medication form filled out and signed by the guardian to be administered.
- Your child may be photographed and photos will be used in church/preschool newsletter and websites. No last names and personal information about the child will ever be given.
- There will be no corporal punishment permitted on the school grounds. Corporal punishment viewed by our employees will be reported to Child Protective Services.

I agree to cooperate with the general policies of the school, to perform the obligations of guardians set forth in this agreement and to abide by all the rules, regulations, and manuals promulgated and provided by the school. My signature below indicates that I have read the terms of this agreement and that I have read the rules, regulations, and manuals promulgated and provided by the school. It further indicates that I have had this material explained to me and that all of my questions have been satisfactorily answered.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_





**TRINITY PRESBYTERIAN PRESCHOOL CENTER POLICIES**  
**AND TUITION FINACIAL AGREEMENT**

I **understand** and agree that tuition is due every Friday before my child attends Trinity Presbyterian Preschool unless other arrangements have been made. Should the tuition fee be late by Monday 6pm then a late fee of \$25 will be added for late fees.

X\_\_\_\_\_

I agree with the center's policies regarding the late pick up of a child after closing of a \$1.00 per minute after 6pm and then \$5.00 per minute after 6:05pm.

X\_\_\_\_\_

I also understand and agree that there will be no deductions from tuition fees for sick days, absent days or holidays, weather closures. You do get 1 week vacation per school year. Return checks are subject to a charge of \$30 and all future payments must be made in cash or money order.

X\_\_\_\_\_

In order to withdraw from Trinity Presbyterian Preschool a two-week written notification must be handed to the director and tuition is still applicable.

X\_\_\_\_\_

I have read, received and understood the school's expulsion AND discipline policy.

X\_\_\_\_\_

I understand that not all children have received current immunizations. I further understand that the children who are not immunized must provide a copy of DH680 or evidence of religious exemption documentation.

X\_\_\_\_\_

I understand that the cut off time for drop off is 7:45 Before/Aftercare program, 9:00 am and 11:00 am with a doctor's note for appointments. Families may be asked to leave the program or denied permission to stay for the day if they arrive late too frequently. Late arrivals cause disruptions.

X\_\_\_\_\_

I further understand that ANY employee of Trinity Presbyterian Preschool has full access to student records.

X\_\_\_\_\_

Fifty Percent tuition will be due for the week of Monday, December 22<sup>nd</sup> through Friday, December 26<sup>th</sup> when we are closed for Winter Break.

X\_\_\_\_\_

I am FULLY aware of the schools Emergency preparedness policies and procedures for inclement weather, hurricanes, tornadoes and lockdown procedures and that we follow Pinellas County Schools.

X\_\_\_\_\_

For our before and after care program there is a \$25 NO Call/ NO Show fee. IF your child will not be at school, Please makes sure you send us a message through the app or call us at 727-446-0959. Our van drivers will not leave a school without a child until the parent is contacted and/or the school informs us that the child was absent that day. Having to wait at a school while parental contact is made or while the school confirms that the child was absent leads to transporters being late to the other schools we pick up at.

X\_\_\_\_\_

The following information on the person responsible for the child's and other fees is required. In signing the agreement below I have read and understand the center's policy's and discipline procedures.

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Parent Full Name (Please Print)	Address	City & Zip
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Parents e-mail address	Parents e-mail address
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Signature (parent)	Date
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Every family needs to have a  
card or bank account on file.  
Thank you!



myprocare<sup>®</sup>

Dear parent/guardian,

Trinity Presbyterian Church Preschool is pleased to offer **MyProcare**, a free online portal for you to access account information and easily pay tuition. MyProcare is safe, secure and created with your convenience in mind. We are asking that every family have a form filled out on file. We will not pull any money unless authorized. The only time we would pull money from your account is if there is an outstanding balance without communication with the director in regards to payment.

**Log in today!**

1. Go to [MyProcare.com](http://MyProcare.com).
2. Enter your email address (the email you have on file with Trinity Presbyterian Church Preschool) and choose **Go**.
3. Enter the confirmation code sent to your email, choose a password, and press **Go**.
4. Then you may:
  - a. View your child's schedule, time card, immunizations and more.
  - b. Use the **Pay** button to make a payment with your card.

Thank you!

Trinity Presbyterian Church Preschool and MyProcare

# Tuition<sup>®</sup> Express

## Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express<sup>®</sup>—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

### ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

#### COMPLETE ONE SECTION ONLY

##### SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

##### SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	

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

Date \_\_\_\_\_

#### For Official Use Only

Date Received \_\_\_\_\_

Employee Signature \_\_\_\_\_

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE STATE 555 555 5555	00226
Pay to the order of	<b>Attach Voided Check Here</b>	\$ _____
Deposit slips not accepted		_____ Dollars
1234567890	18003300	0226

A service of



### **Plan For An Emergency Not Requiring Evacuations**

- Safely remove all children from the classroom
- We will relocate to Fellowship Hall or Chapel
- We will contact each parent once the children are safe
- Supplies, food, toys and other items will be available for each child
- We will remain in Fellowship Hall or Chapel until we are able to go back to the classroom or someone has come to pick up the child.

### **Plan For An Off-Site Evacuation**

- We will safely put each child on our Trinity Vans or Insured Teachers Vehicles
- We will transport the children to our relocation spots
  - Sunshine Academy \* 511 S Hercules Ave \* Clearwater, FL 33764
- Once the children are safe , we will contact each parent
- Supplies, food, toys and other items will be available for each child
- We will remain at this site until each child is picked up or we are able to return to Trinity.

I have read and understand the Trinity Preschool Clearwater's Emergency Evacuation Plan. I also give Trinity Preschool may consent to transport my child if necessary.

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Child's Name

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Parent/Guardian Name (Print)

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Parent/Guardian Name (Signature)



## Food Experience Permission Form

I give permission for my child \_\_\_\_\_ to participate in food related activities.

Please check one of the following:

\_\_\_\_\_ My child DOES NOT have a food allergy or dietary restriction.

\_\_\_\_\_ My child DOES have a food allergy or dietary restriction. He or she may participate, but may not eat or handle the following items (please list below)

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

\_\_\_\_\_ My child DOES have a food allergy or dietary restriction. He or she may not participate in activities.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# Trinity Presbyterian Preschool

2001 Rainbow Drive,  
Clearwater, FL 33765  
License #C610576

## Food and Nutrition Policy

We serve an AM and PM snack. Our snack choices will consist of nutri grain bars, granola bars, graham crackers, fruit, yogurt, cheese & crackers, cereal, gold fish, animal crackers, oreo cookies, fruit snacks, vanilla wafers, pretzels, cheese balls, rice krispie treats etc. The monthly snack calendar will be posted in the classrooms as well as on our parent board for review. We offer the option to participate in purchasing Pizza on Tuesdays which includes fruit or yogurt and a crunchy side with juice. Fridays we offer the option to purchase Chik Fil A. Again this is optional. Packed lunches need to be healthy, well balanced choices packed in a lunch box with an ice pack. If the lunches fail to meet nutritional or safety guidelines or not age appropriate Trinity Preschool reserves the right to refuse to serve the lunch sent from home. Trinity Preschool will offer an appropriate lunch and a \$5.00 lunch charge will be charged to your child's account. Every child at registration is required to fill out a food experience permission form. You are asked to list any food based allergies or food restrictions that your child may have. Please make sure if your child develops a food allergy or your child's food restrictions change that you update the office as soon as possible so that we may update our files. If your child has a birthday you are welcome to bring in a treat for the class to share but we do ask that you check with your child's teacher for any allergies in the classroom before bringing something in. *All treats should be store bought and can not be homemade.*

- **Foods that are associated with young children's choking incidents must not be served to children under the age of 4, that includes food sent from home such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese sticks/cubes and any other foods that are of similar shape and size of the trachea/windpipe.**

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Parent Signature

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Date

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Child's Name



## What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Centers for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.

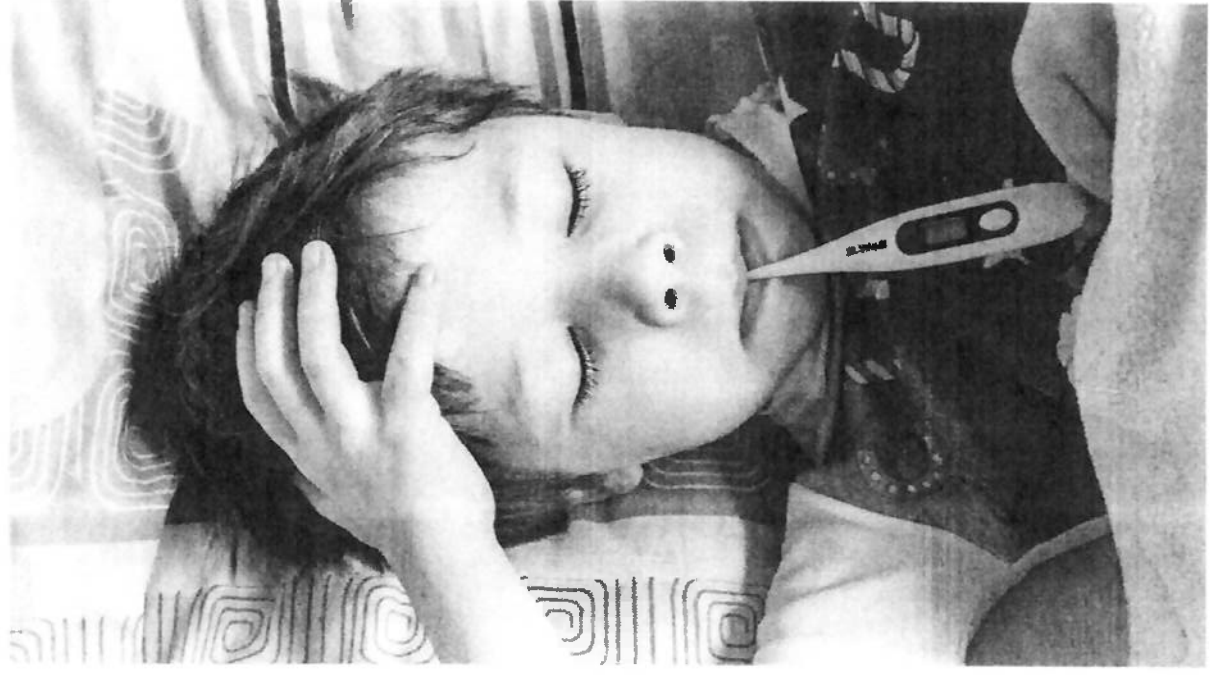
## How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



# THE FLU

## A Guide for Parents



X child's name

X parent's signature

X date



For additional information, please visit  
[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare) or contact  
your local licensing office.

This brochure was created by the  
Department of Children and Families in  
consultation with the Department of Health.

## What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

### Call or take your child to a doctor right away if your child:



- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse

## How can I protect my child from the flu?



A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.



## What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions.

### To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group settings until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.



*During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.*

For additional helpful information about the dangers of the flu and how to protect your child, visit: [www.cdc.gov/flu/](http://www.cdc.gov/flu/) or [www.immunizeflorida.org/](http://www.immunizeflorida.org/)

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



# WHEN LIFE HAPPENS... DON'T BE A DISTRACTED ADULT

X child's signature

α parent signature

α date



For additional information, please visit [www.myfamilies.com/childcare](http://www.myfamilies.com/childcare) or contact your local licensing office.

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



## Distraction Prevention Tips:

- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

*During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.*



## Facts About Heatstroke:

⚠️ It only takes a car **10 minutes** to heat up 20 degrees and become deadly.

⚠️ Even with a window cracked, the **temperature inside** a vehicle can cause heatstroke.

⚠️ The body temperature of a child increases **3 to 5 times** faster than an adult's body.





# Permission to Photograph

I, \_\_\_\_\_, give permission for Trinity Preschool to  
(Parent or Guardian name) (Child Care Provider)

photograph my child, \_\_\_\_\_, for the following purposes:  
(Child's name)

Type of Use:	(Please check one)	
	Grant Permission	Decline Permission
<b>Still Photographs:</b>		
Display in my classroom scrapbook	<input type="checkbox"/>	<input type="checkbox"/>
Display in facility's scrapbook or bulletin boards, shown to current and prospective clients	<input type="checkbox"/>	<input type="checkbox"/>
Display still photos on child care website*	<input type="checkbox"/>	<input type="checkbox"/>
Post photos on child care's Facebook/Instagram page	<input type="checkbox"/>	<input type="checkbox"/>
Other: Slide shows presented at special occasions for parents	<input type="checkbox"/>	<input type="checkbox"/>

\*No Names will be used.

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Signed:

\_\_\_\_\_  
(Parent or Guardian signature)

\_\_\_\_\_  
(Date)

# All About You



Name \_\_\_\_\_

Family \_\_\_\_\_

Favorite Tv Show(s) \_\_\_\_\_

Favorite Book(s) \_\_\_\_\_

Favorite Thing(s) to do outside of school \_\_\_\_\_

Favorite Subject(s) \_\_\_\_\_

Favorite Game(s) \_\_\_\_\_

Favorite Animal(s) \_\_\_\_\_

Favorite Food(s) \_\_\_\_\_

Favorite Color(s) \_\_\_\_\_

Favorite Movie(s) \_\_\_\_\_

What makes me happy \_\_\_\_\_

Share a cute story about your child \_\_\_\_\_

Anything else you'd like to share \_\_\_\_\_



# The Creative Curriculum® Goals and Objectives at a Glance

SOCIAL/EMOTIONAL DEVELOPMENT	PHYSICAL DEVELOPMENT	COGNITIVE DEVELOPMENT	LANGUAGE DEVELOPMENT
<p><b>Sense of Self</b></p> <ol style="list-style-type: none"> <li>Shows ability to adjust to new situations</li> <li>Demonstrates appropriate trust in adults</li> <li>Recognizes own feelings and manages them appropriately</li> <li>Stands up for rights</li> </ol> <p><b>Responsibility for Self and Others</b></p> <ol style="list-style-type: none"> <li>Demonstrates self-direction and independence</li> <li>Takes responsibility for own well-being</li> <li>Respects and cares for classroom environment and materials</li> <li>Follows classroom routines</li> <li>Follows classroom rules</li> </ol> <p><b>Prosocial Behavior</b></p> <ol style="list-style-type: none"> <li>Plays well with other children</li> <li>Recognizes the feelings of others and responds appropriately</li> <li>Shares and respects the rights of others</li> <li>Uses thinking skills to resolve conflicts</li> </ol>	<p><b>Gross Motor</b></p> <ol style="list-style-type: none"> <li>Demonstrates basic locomotor skills (running, jumping, hopping, galloping)</li> <li>Shows balance while moving</li> <li>Climbs up and down</li> <li>Pedals and steers a tricycle (or other wheeled vehicle)</li> <li>Demonstrates throwing, kicking, and catching skills</li> </ol> <p><b>Fine Motor</b></p> <ol style="list-style-type: none"> <li>Controls small muscles in hands</li> <li>Coordinates eye-hand movement</li> <li>Uses tools for writing and drawing</li> </ol>	<p><b>Learning and Problem Solving</b></p> <ol style="list-style-type: none"> <li>Observes objects and events with curiosity</li> <li>Approaches problems flexibly</li> <li>Shows persistence in approaching tasks</li> <li>Explores cause and effect</li> <li>Applies knowledge or experience to a new context</li> </ol> <p><b>Logical Thinking</b></p> <ol style="list-style-type: none"> <li>Classifies objects</li> <li>Compares/measures</li> <li>Arranges objects in a series</li> <li>Recognizes patterns and can repeat them</li> <li>Shows awareness of time concepts and sequence</li> <li>Shows awareness of position in space</li> <li>Uses one-to-one correspondence</li> <li>Uses numbers and counting</li> </ol> <p><b>Representation and Symbolic Thinking</b></p> <ol style="list-style-type: none"> <li>Takes on pretend roles and situations</li> <li>Makes believe with objects</li> <li>Makes and interprets representations</li> </ol>	<p><b>Listening and Speaking</b></p> <ol style="list-style-type: none"> <li>Hears and discriminates the sounds of language</li> <li>Expresses self using words and expanded sentences</li> <li>Understands and follows oral directions</li> <li>Answers questions</li> <li>Asks questions</li> <li>Actively participates in conversations</li> </ol> <p><b>Reading and Writing</b></p> <ol style="list-style-type: none"> <li>Enjoys and values reading</li> <li>Demonstrates understanding of print concepts</li> <li>Demonstrates knowledge of the alphabet</li> <li>Uses emerging reading skills to make meaning from print</li> <li>Comprehends and interprets meaning from books and other texts</li> <li>Understands the purpose of writing</li> <li>Writes letters and words</li> </ol>

## QUALITY INDICATORS

Quality children's centers offer healthy, social and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a children's center setting, the following indicators should be considered:

- ❖ Are friendly and eager to care for children
- ❖ Are aware of the presence and activities of all children in their care.
- ❖ Accept family cultural and ethnic differences
- ❖ Are warm, understanding, encouraging and responsive to each child's individual needs
- ❖ Use a pleasant tone of voice and frequently talk with the children
- ❖ Manage their behavior in a positive, constructive and non-threatening manner
- ❖ Allow children to play alone and in small groups
- ❖ Are attentive to and interact with the children
- ❖ Provide stimulating, interesting and educational activities
- ❖ Demonstrate knowledge of child development
- ❖ Communicate with parents or legal guardians
- ❖ Is a safe and secure environment that fosters the growing independence of all children
- ❖ Is clean, safe, inviting, comfortable and child friendly
- ❖ Has easy access to age-appropriate toys
- ❖ Displays children's activities and creations

## ACTIVITIES

- ❖ Are started by the children and facilitated by the teacher
- ❖ Include social interchanges with all children.
- ❖ Include play, painting, drawing, story telling, music, dancing and other varied activities.
- ❖ Include daily exercise for development of both small and large motor skills
- ❖ Include free play and organized activities.
- ❖ Include opportunities for all children to read, explore, problem solve and be creative.

## PARENT'S ROLE

The parent's or legal guardian's role in quality child care is vital to its success. In partnering with the caregiver to achieve this goal, the parent(s) or legal guardian(s) should:

- ❖ Provide complete and accurate enrollment and health records. Update information as needed.
- ❖ Become familiar with the child care standards required to license the children's center.
- ❖ Ask about staff turnover.
- ❖ Know the policies of the children's center.
- ❖ Communicate with the caregiver.
- ❖ Visit and observe the children's center.
- ❖ Participate in special activities, meetings, and conferences.
- ❖ Talk with child(ren) about daily experiences in the children's center.
- ❖ Arrange alternate care for a sick child.

## PINELLAS COUNTY CHILDREN'S CENTERS GENERAL INFORMATION

For a listing of children's centers, contact 211 Tampa Bay Cares at 2-1-1.

For an appointment to review a children's center file or to file a complaint contact the Child Care Licensing Program at (727) 507-4857.

For further information about child care in Florida or to view children's center inspection reports, visit the website:

[www.myflorida.com/childcare](http://www.myflorida.com/childcare)

# KNOW YOUR CHILD'S CENTER

Nursery School \* Kindergarten

Day Nursery \* School Age Center



PINELLAS COUNTY LICENSE BOARD  
for Children's Centers and  
Family Child Care Homes  
8751 Ulmerton Road, Suite 2000  
Largo, FL 33771  
Telephone 727-507-4857  
[www.pclb.org](http://www.pclb.org)

The Child Care Licensing Program and its services are funded by the Juvenile Welfare Board, the Florida Department of Children and Family Services and the Florida Department of Health, Pinellas County.

C-0002 (Rev 03/13)

The statewide toll-free telephone number for reporting child abuse is 1-800-96 ABUSE (1-800-962-2873). Reports of suspected and actual cases of child physical abuse, sexual abuse, and neglect received through the Abuse Registry number are referred to the Pinellas County Sheriff's Department for investigation.

Our mission is to protect, promote & improve the health of all people in Florida through integrated state, county and community efforts





## PINELLAS COUNTY CHILDREN'S CENTERS LICENSING STANDARDS

This children's center has met regulations found in Licensing Regulations Governing Pinellas County Children's Centers

A valid temporary permit or license, which bears the distinctive seals of Pinellas County and the Florida Department of Children and Family Services, is posted in a conspicuous place within the center. A valid temporary permit or license will also include effective and expiration dates, a license number, capacity and ages of children in care

### A LICENSED CHILDREN'S CENTER MUST:

- ❖ Adhere to its licensed capacity at all times
- ❖ Post a schedule of daily activities.
- ❖ Have first aid and emergency procedures, and post evacuation diagrams in each room
- ❖ Keep accurate, current daily attendance records and document a visual sweep of the entire premises at the end of each day
- ❖ Provide parent(s) or legal guardian(s) access to the children's center during normal hours of operation
- ❖ Report suspected child abuse to the statewide toll-free telephone number
- ❖ Provide a permission form for parent(s) or legal guardian(s) to allow the center to administer medication as necessary
- ❖ Document required information when administering medication
- ❖ Document accidents and incidents and obtain parent's, legal guardian's or authorized pick-up person's, signature(s)
- ❖ Maintain vehicles in safe condition if transportation is provided
- ❖ Obtain parent's or legal guardian's permission before transporting children
- ❖ Maintain contact information for children in vehicles being used for transport and emergency care plans for children with chronic medical conditions

## CHILDREN'S RECORDS REQUIREMENTS

The following documentation is required to be maintained in the children's center for each child in care:

- ❖ A signed statement that parent or legal guardian received a copy of this brochure
- ❖ A statement signed by parent or legal guardian that enrollment information is complete and accurate
- ❖ A signed statement that the children's center has provided parent(s) or legal guardian(s) a copy of the written disciplinary practices
- ❖ A current health examination record (not required for school age children)
- ❖ A current Florida Certificate of Immunization (not required for school age children)
- ❖ An annual notarized Emergency Medical Release
- ❖ Medical records that include special medical or dietary needs and a list of allergies, if applicable
- ❖ Primary hours of care and days of week in care
- ❖ Telephone numbers or instructions as to how to reach parent(s) or legal guardian(s) when children are in care
- ❖ Hospital preference
- ❖ Child's full legal name, birth date, date of enrollment, current address and preferred name/nick name
- ❖ Name, address, and telephone number of parent or legal guardian
- ❖ Name, address and telephone number of emergency person(s), other than parent or legal guardian
- ❖ Name, address and telephone number of physician and dentist
- ❖ Proof of receipt by parent(s) or legal guardian(s) every August and September of information regarding causes, symptoms, and transmission of the influenza virus

## PERSONNEL REQUIREMENTS

- ❖ Director has a Director Credential with the certificate posted
- ❖ Documentation that staff meets the staff credentialing requirement (not required for school age centers)
- ❖ Completion of background screening
- ❖ Completion of 40-Hour Introductory Child Care training
- ❖ Completion of 10 hours training annually
- ❖ Completion of early literacy training (not required for school age centers)
- ❖ Documentation of educational requirements
- ❖ Meet minimum age requirements
- ❖ Signed statements that employees understand the statutory requirement of reporting child abuse/neglect.
- ❖ Staff trained in first aid and CPR on the premises at all times and on field trips
- ❖ Staff maintain direct supervision including minimum adult-child ratios:
  - 2 months-1 year 1 adult for 3 children
  - 1 year-2 years 1 adult for 5 children
  - 2 year olds 1 adult for 10 children
  - 3 year olds 1 adult for 15 children
  - 4 year olds 1 adult for 20 children
  - 5 years and up 1 adult for 25 children

### NUTRITIONAL REQUIREMENTS

- ❖ Parent(s) or legal guardian(s) notified of meals provided that are of quality and quantity to assure child's nutritional needs are met or arrangements made for parent(s) or legal guardian(s) to provide nutritional food
  - o Posted meal and snack menus
  - o Safe drinking water is available

### PHYSICAL ENVIRONMENT

- ❖ Has sufficient indoor space for playing and napping that is kept clean, adequately lighted, vented and in good repair

- ❖ Has indoor and outdoor space that is clean and free of litter and other hazards

- ❖ Has toys, equipment and furnishings that are age and developmentally appropriate, and are maintained in an operable, safe, and sanitary condition

- ❖ Has appropriate bathroom facilities that are operable, clean and sanitized (daily).

- ❖ Has isolation area for ill children

- ❖ Has equipment for proper sanitary hand washing, toileting, and diapering activities.

- ❖ Has at least one corded, operable telephone available to staff

### HEALTH RELATED ENVIRONMENTAL REQUIREMENTS

- ❖ Annual approved fire inspections conducted

- ❖ Monthly checks to ensure all areas of the children's center are free from fire hazards

- ❖ Smoking is prohibited on premises

- ❖ Storage of toxic and hazardous materials in areas inaccessible to children.

- ❖ Fire and emergency drills conducted as required

- ❖ A labeled, fully stocked first aid kit

- ❖ Parent(s) or legal guardian(s) notified of all animals on site.

- ❖ Records of immunizations for animals/fowl.

- ❖ Prohibit fire arms or weapons on premises (excluding federal, state and local law enforcement officers)

- ❖ Prohibit narcotics, alcohol or other impairing drugs on the premises

- ❖ Bimonthly outdoor equipment maintenance checks



## TRINITY PRESBYTERIAN SCHOOL AGE PROGRAM 2024-2025 School Calendar

Thursday, July 4 <sup>th</sup>	Fourth of July, Trinity Closed
Thursday, August 8 <sup>th</sup> & Friday, August 9 <sup>th</sup>	Trinity Closed, In-service
Monday, August 12 <sup>th</sup>	First Day of School
Monday, September 2 <sup>nd</sup>	Labor Day, Trinity Closed
Monday, September 23 <sup>rd</sup>	Public School Closed, <b>Trinity Available</b>
Monday, October 14 <sup>th</sup>	Public School Closed, <b>Trinity Available</b>
Monday, November 25 <sup>th</sup> -Wednesday, November 27 <sup>th</sup>	Public School Closed, <b>Trinity Available</b>
Thursday, November 28 <sup>th</sup> & Friday, November 29 <sup>th</sup>	Trinity Closed, Thanksgiving Break
Monday, December 23 <sup>rd</sup> - Friday, December 27 <sup>th</sup>	Trinity Closed, Winter Break
Monday, December 30 <sup>th</sup>	Public School Closed, <b>Trinity Available</b>
Tuesday, December 31 <sup>st</sup> & Wednesday, January 1 <sup>st</sup>	New Years, Trinity Closed
Thursday January 2 <sup>nd</sup> - Friday, January 3 <sup>rd</sup>	Public School Closed, <b>Trinity Available</b>
Monday, January 20 <sup>th</sup>	Martin Luther King, Jr Day, Trinity Closed
Friday, February 17 <sup>th</sup>	Public School Closed, <b>Trinity Available</b>
Monday, March 17 <sup>th</sup> – Friday, March 21 <sup>st</sup>	Public School Closed, <b>Trinity Available</b>
Friday, April 18 <sup>th</sup>	Good Friday, Trinity Closed
Friday, April 21 <sup>st</sup>	Public School Closed, <b>Trinity Available</b>
Monday, May 26 <sup>th</sup>	Memorial Day, Trinity Closed
Thursday, May 29 <sup>th</sup>	Last Day of Public School
Friday, May 30 <sup>th</sup>	Public School Closed, <b>Trinity Available</b>
Monday, June 2 <sup>nd</sup>	Summer Session Begins
Friday, July 4 <sup>th</sup>	Fourth of July, Trinity Closed
August	2 dates TBD, Closed for In-service