



Trinity Episcopal Day School

Reference Handbook

2010-11

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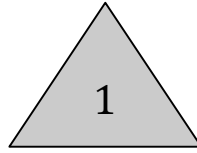
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SCHOOL POLICIES

Policy Statement

Trinity Episcopal Day School is owned and operated by Trinity Episcopal Church. The school, a not for profit organization, began in 1948 as a nursery school and since that time has grown to include a preschool and six elementary grades. Governed by a Board of Trustees, which establish, oversee, monitor and otherwise responsible for the policies of the school. The Board shall serve at the pleasure of the Rector of the parish and shall be regarded as a Council of the Church. The basic policies are determined by the Board of Trustees. The Head of School is responsible for administering and carrying out the policies and directives of the Board and for the daily administration of the school.

Trinity Episcopal Day School is a nurturing academic community created as an outreach of Trinity Episcopal Church. The school provides a well-rounded education in a Christian atmosphere. Tolerance and mutual respect guide our every effort.

The mission of Trinity Episcopal Day School is to provide the foundation for academic excellence in a Christian environment, nurturing the whole child.

The goal is to build a sound educational foundation in a secure, child-centered environment, combining traditional teaching methods with progressive teaching techniques. The focus is the spiritual, intellectual, social, emotional and physical development of each student.

Trinity is a developmentally appropriate school, which provides a quality education without regard to race, color, creed, national origin, handicapping condition, or ancestry.

Accreditation of all work done at Trinity is assured by the fact that all staff members must fully qualify in terms of state requirements. Also, scholastic standards exceed requirements set by the Louisiana State Department of Education. Trinity Episcopal Day School is also accredited by the Southwestern Association of Episcopal Schools and the National Association of Episcopal Schools.

Class size is determined by the Board of Trustees and adjustments shall be made as determined by the administration and the Board.

Parents' Volunteer Guild

The Parents' Volunteer Guild is an organization of parents established to assist the school in its mission as set forth by the Board of Trustees. The PVG provides assistance to the school through parental involvement, working directly with the Head of School. The PVG may raise money for the

benefit of the school and any such project conducted in the name of the school shall have the prior approval of the Board of Trustees. Such approval shall set forth the nature of the project.

Child Protection Policy

As stated in Section 1R.S.14:403, Trinity Episcopal Day School will follow mandatory reporting of suspected cases of child abuse or neglect. A copy of the statute can be obtained in the school office. Any suspected abuse and/or neglect of a child in a child care center must be reported in accordance with Louisiana Revised Statutes 14:403. Report of mistreatment of children coming to the attention of the Office of Community Service –Child Protection Services will be investigated.

Discipline

It is felt that reinforcement of positive behavior is the greatest aid in diminishing undesirable conduct. Behavior modification techniques are used within the classrooms. Parents will be notified if a child's behavior requires special attention for minor offenses.

Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. No corporal punishment is used. When a child is removed from the group for disciplinary reasons, he should never be out of sight of a staff member. No child shall be deprived of meals or any part of meals for disciplinary reasons.

The following policy will be followed if a child is involved in major offenses including fighting, disrespect of adults and peers, stealing, vandalism, immoral behavior or disruptive conduct. Offenses will occur as shown below.

- | | |
|------------------------|---|
| Warning- | Prior to the first offense a child may be issued one warning, depending on the severity of the offense. The student will be sent to the Head of School. At this time a warning will be issued to the student and parents will be notified of the occurrence. |
| First Offense- | Child informed by teacher and Head of School; and parents notified. Privileges withheld to be determined by the Head of School. |
| Second Offense- | Child informed by teacher and the Head of School; and parents notified. Privileges withheld to be determined by the Head of School. |
| Third Offense- | Child receives one day suspension. Suspension begins from the time the offense occurs and includes the following day. Upon a suspension, the child and both parents must attend a conference with the Head of School for the child to be re-admitted to school. |
| Fourth Offense- | Child receives one day suspension. Suspension begins from the time the offense occurs and includes the following day. Upon a suspension, the child and both parents must attend a conference with the Head of School for the child to be re-admitted to school. |

- Fifth Offense-** Child informed by teacher and Head of School; and parents called in for parent, teacher, and Head of School conference. Privileges withheld to be determined by the Head of School.
- Sixth Offense-** Child receives two day suspension. Suspension begins from the time the offense occurs and includes the following two days.
- Seventh Offense-** Information brought before the Board of Trustees for any further action.
- Tardies** Students may not be tardy more than five times per semester. After the fifth tardy, a conference with the Head of School will take place. From that point, if the student continues to be tardy during that semester, the Head of School will follow the Discipline Offense Calendar listed above.

Drug Policy

In order to protect the students, faculty, and staff members of Trinity Episcopal Day School from exposure to chemical substances, including illegal drugs, alcohol and prescription medication, the Board of Trustees has adopted the following policies:

Alcohol/Illegal Drugs

If alcohol/illegal drugs are found on a Trinity student, the following procedures will be followed:

1. Head of School will call appropriate law enforcement agency to notify of student possession. (Only if law mandates.)
 2. Head of School contacts parents/guardians and informs parents of the occurrence and schedules a mandatory parental conference with the Head of School, Rector, and Board of Trustees president (or designee.)
- If parents do not attend the conference, an immediate expulsion of the child may occur.***
3. Suspension (3-5 days) and/or expulsion (for remainder of the school year) may occur as a result of the offense.
 4. Family counseling may be required.
 5. Offense will be reported to the members of Trinity Episcopal Day School Board of Trustees.
 6. In the event of a second offense, expulsion may occur.
 7. Re-admittance to the school, after an expulsion, may be considered on a case-by-case basis by the Board of Trustees.
 8. Trinity Episcopal Day School will offer yearly classroom drug awareness presentations in grades K-5 in an effort to educate the students.

Prescription Drugs

1. No prescription drugs may be in the possession of students attending Trinity Episcopal Day School.
2. Procedures for administering prescription drugs are found in the current school handbook. (See Medication Policy.)
3. If a student is found to have medication in his/her possession with the intent to distribute or consume without school authorization, the Alcohol and Illegal Drug Policy will apply.

Harassment & Threat of Violence or Harm Policy

Trinity Episcopal Day School, as a school within the Episcopal Diocese of Louisiana, adheres to the Church's instructions that all students, parents, teachers, and staff shall be treated with respect and dignity. Harassment and/or threats of violence and harm are prohibited. The prohibition set forth in the policy applies to all people engaged in school related activities and shall include, but not be limited to all students, part-time and full time employees, volunteers, teachers, consultants, as well as clergy, religions and lay personnel.

All forms of sexual harassment, physical harassment, verbal harassment, and written/electronically communicated harassment is expressly denounced and prohibited. By way of example only, and not by way of limitation, the following conduct shall not be tolerated by Trinity Episcopal Day School.

Sexual Harassment-Shall include any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature;
- Submission to or rejection of such conduct by an individual is used as the basis for decision affection the student;
- Such conduct has the purpose or effect of unreasonable interference with the student's school performance or the creation of an intimidating, hostile, or offensive school environment.

Verbal Harassment-Shall include derogatory remarks, jokes or the use of slurs, and shall include belligerent or threatening words spoken to another.

Physical Harassment-Shall include an unwanted or unwarranted physical touching, contact, assault, obstruction, or intimidating interference with reasonable school work or movement.

Trinity Episcopal Day School shall treat all reports of harassment or threats of violence seriously and shall address the reported conduct by taking immediate steps to identify and investigate all such incidents. Further, the School shall communicate to all parents and children the policies of the Board of Trustees in a format consistent with the principles set forth herein.

In the event of a reported incident of harassment, violence or threat thereof, the administration of the School shall immediately complete an incident report. Appropriate action will be taken by Trinity Episcopal Day School in response to reported incidents of harassment, violence or threats of violence. Incidents which are determined to be factually based shall result in immediate remedial and/or disciplinary action including suspension or dismissal the case of students, and up to and including dismissal in the case of teachers, staff and others.

Grievance Procedure

It is an administrative policy that if at any time during the school year a parent has concerns regarding his/her child's progress, whether academically and/or behaviorally, these concerns must first be brought to the attention of the child's teacher. At this time the parent and teacher will work together to resolve problems that may be occurring.

Further resolution of the problem may then be brought to the attention of the Head of School. In the event that the parent feels that further action is necessary, the parent may request a hearing of the Board of Trustees

Medical Information

IMMUNIZATIONS: A doctor's immunization record for each student entering Trinity must be in the school office. This form may be obtained at the pediatrician's office or at the Health Unit.

All first time entering students enrolling in Louisiana schools will be required to have received three (3) doses of Hepatitis B vaccine. For the purpose of Louisiana R.S. 17:170, this will also include students who are new first time enrollers into the state's school system in grades 1 through 5; for example, students who are coming from another state into the Louisiana school system for the first time.

MEDICAL ADMIT: A child arriving after 8:30 a.m. will be considered a medical admit in lieu of a tardy if the child has been to a physician and has appropriate documentation.

COMMUNICABLE DISEASE POLICY: It is the responsibility and obligation of any person in the school community (including faculty, staff, parent, guardian or student) to report immediately to the Head of School any health condition that may call for separation or isolation or other special measures to protect the health of other persons.

FEVER/VOMITING/DIARRHEA

Children should be free of fever, vomiting or diarrhea for **24 hours** before returning to school. Children running fever, vomiting or experiencing diarrhea at school will be sent home and the **24 hour** policy will apply.

Medication Policy

- A. As a general principle, medications are not to be given at school.
- B. Children are not allowed to have medication in their possession on the school grounds. Teachers and others in authority have the right to take the medication from the child and contact the parent for appropriate information.
- C. Prescription medications that must be taken at school must be delivered to the school office by a parent and must be in the original container with the prescription label. The Trinity Medication Form must be signed by the parent.
- D. The following will be required for the above exception:
 1. School medication form (located in the back of the handbook) filled out with parent's signature.
 2. The medication should be brought to school by the parent in the container in which was delivered to him by the person selling or dispensing the same. Unlabeled medications will not be given at school. This includes prescription and non-prescription medicine.
 3. At the beginning of each school year and anytime there is a change in medication, a new form should accompany the new prescription.
 4. Non-prescription drugs will be given to children if accompanied by a completed medication form indicating the name of the medication, dosage, time to be administered and the length of time the medication is to be administered.

Student Uniform Code

All students in prek-3, prek-4, kindergarten through fifth grade are required to wear uniforms to school each day. Uniforms may be purchased from School Time, Young Fashions Uniform Outfitters, or Inka's Schoolwear. Refer to the Uniform Code in the handbook.

Occasionally during the school year, we will have free dress days. Notification will be sent home in advance and students may wear appropriate clothing other than the school uniform. On free dress days children may wear T-shirts, shorts, etc. Shorts must be an appropriate length. Midriff tops and caps are not allowed, and regulation shoes will be required on these days.

Girls Uniform Code

Jumpers: Blackwatch plaid jumpers of appropriate length with shorts underneath.

Blackwatch Dress Available in sizes 2T-5T

Skorts: Appropriate length

Shorts: Blackwatch plaid walking shorts.
PreK-3 & PreK-4 blue shorts

Pants: Regulation navy pants worn with blouse or knit shirt and sweater on cold weather days. No blackwatch plaid pants.
PreK-3 & PreK-4 must wear elastic waste band shorts and pants.

Blouses: White long or short sleeved Peter Pan collar blouse with or without navy piping.
White or light gray long or short-sleeved regulation knit shirt. (May be worn with jumpers.)
White long or short sleeved button front oxford cloth blouse.
White long or short sleeved turtleneck. No designer logos or insignias.
All shirts must be tucked in, Navy monogram on the collar optional.
PreK-3 & PreK-4 Trinity T-shirts may be worn.

Sweaters: Navy or white cardigan or pullover. White or navy monogram optional.

Sweatshirts: Light gray sweatshirt with Trinity emblem.

Sweatpants: Light gray sweatpants on cold weather days only.

Jackets: Navy regulation jacket. White monogram optional.

Coats: Navy winter coat only. A navy coat, fleece or sweatshirt may be worn in the classroom.

Fleece: A gray fleece will be available for purchase through the Parents' Volunteer Guild.

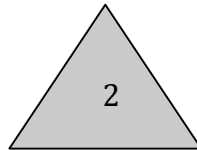
Shoes: Leather shoes or tennis shoes. No backless shoes.
Students must be able to tie their own shoes in order to wear laces.

- Socks:** White crew socks or ankle socks.
- Grooming:** Hair should be clean and properly groomed. No beaded hair braids.
- Jewelry:** No watches with beepers/buzzers. Post earrings and religious necklaces. No bracelets or ankle bracelets. No tattoos.

Boys Uniform Code

- Shorts:** Navy regulation shorts.
PreK-3 & PreK-4 must wear elastic waste band shorts.
- Pants:** Navy regulation pants
PreK-3 & PreK-4 must wear elastic waste band pants.
- Shirts:** White or light gray long or short sleeved regulation knit shirts. (A white knit shirt is required for some activities.)
PreK-3 & PreK-4 Trinity T-shirts may be worn.
- Belts:** Solid navy, black, or brown belt-no decorations.
PreK-3 & PreK-4 must wear elastic waist band shorts and pants.
- Sweaters:** Navy or white cardigan or pullover. White or navy monogram optional.
- Sweatshirts:** Light gray sweatshirt with Trinity emblem.
- Sweatpants:** Light gray sweatpants on cold weather days only.
- Jackets:** Navy regulation jacket. White monogram optional.
- Coats:** Navy winter coat only. A navy coat, fleece or sweatshirt may be worn in the classroom.
- Fleece:** A gray fleece will be available for purchase through the Parents' Volunteer Guild.
- Shoes:** Leather shoes or tennis shoes. No backless shoes.
Students must be able to tie their own shoes in order to wear laces.
- Socks:** White crew socks or ankle socks.
- Grooming:** Hair should be clean and properly groomed. No beaded hair braids. Bangs should be at eyebrow length and hair no longer than ear level.
- Jewelry:** No watches with beepers/buzzers. Post earrings and religious necklaces. No bracelets or ankle bracelets. No tattoos.

**Uniforms may be purchased from School Time, Young Fashions
Uniform Outfitters, or Inka's S'coolwear.**



ADMISSION

Application/Admission

An application is accompanied by a fee of \$100. This application fee is **not refundable**.

Students entering three-year-old preschool must be three years of age by September 30. All preschool students must be **potty trained** prior to the beginning of school. Students entering kindergarten must be five years of age by September 30. Students who are presently enrolled in State Approved Pre-K or Kindergarten programs may move into the next grade level regardless of established entrance ages.

First time applicants for admission to Trinity will be screened. Test scores, report cards and teacher recommendations are required. Acceptance into the program will be based on the ability of the child to work on or above his/her grade level. In the case of a child whose work is below grade level or who has other difficulties, each child will be considered individually. The application fee also covers the screening process.

It is expected that all children attending Trinity Day School remain on grade level or above. If a child were to have difficulty in certain areas, the faculty and administration would make every effort to assist in diagnosis and to alleviate the problems within the classroom. If the problems were to persist beyond our areas of expertise, recommendations for further alternatives would be given to parents.

Following a screening of the applicant consideration of acceptance is in the order as follows:

1. Brother or sister of student currently enrolled in Trinity.
2. Trinity Church communicant in good standing. (A communicant in good standing is defined as being an active church member and being a giver of record.)

3. Child of Trinity alum.

4. All other applicants.

Contracting Procedure

October Registration begins for new students.

January Contracts sent to currently enrolled students in January for next school year.
See school calendar for dates.

The contract is binding upon signing. (Full tuition due if contract is breached.)

Withdrawal Procedure

1. Parent contacts Head of School in writing to inform her of student's withdrawal. Date of receipt of withdrawal notice will determine date of withdrawal.

2. Files removed from current files.

3. No documents will be given on this student unless full payment of all tuition and other fees is received.

4. No further information released to parent unless full payment of all tuition and other fees is received.

5. Any deviation from this procedure will require communication with the Board of Trustees president.

6. Parents moving out of the Baton Rouge area may be released from the enrollment contract. All tuition or other fees paid prior to the date of withdrawal are non-refundable.

7. Upon the death of a parent, the surviving parent may be released from an enrollment contract executed prior to the death of the parent. All tuition or other fees paid prior to the date of withdrawal are nonrefundable.

Collection Procedures

Procedures to be enforced are as follows:

1. If any sum is outstanding for more than thirty (30) days, Trinity may preclude the student from returning to Trinity until the account is brought up to date.

2. If any sum is outstanding for more than sixty (60) days or if Parent is delinquent in paying installments due under this contract more than twice in the course of a school year, Trinity, may declare the entire Contract Amount due immediately and Trinity may preclude the student from returning Trinity until the entire balance is paid in full.

3. If on the last day of school, any balance remains, Trinity may withhold student documents (including but not limited to report cards, standardized test results and cumulative files) in the school office until full payment is received in cash or with certified funds.

4. If any sum is outstanding under this contract for more than ninety (90) days, Trinity may declare the entire Contract Amount due immediately and turn this contract over to an attorney for collection. If any contract is turned over for collection, Parent agrees to pay the sum of Twenty-

five (25%) of the amount owing as attorney fees. Parent also agrees to pay all other costs (including court costs) incurred in any collection proceeding. The rights provided to Trinity under this paragraph are cumulative and not sequential. Trinity may pursue any or all of them which may be applicable under the terms of this agreement, without first pursuing any others and/or simultaneously pursuing the others.

Attendance

Attendance at school is crucial for sound learning to take place. A school year is comprised of 180 days. State law mandates a minimum number of days for student attendance in order for a child to be promoted to the next grade level. A student can only be excused for absences beyond the minimum requirement if it is for medical reasons and can be documented by the child's physician.

If a child is going to miss school for non-medical reasons, parents should pay careful attention to state attendance regulations.

When a child is absent from school, a written note from the parent should accompany the child on return. A call directly to the school office on the day of the absence is encouraged.

If a child is dropped off after the 8:20 a.m. bell, the carpool driver must accompany the child into the school office to notify us of the arrival. This is for the child's safety. Late arrivals will designate a tardy. Tardies will result in discipline procedures (See Tardies).

Students are tardy at 8:31am.

Early check out is strongly discouraged. It is disruptive to classes. If a child must be picked up early, please do so by 2:30 p.m. A parent must stop by the school office to sign out the student and he/she will be called to the office.

If a parent must go to the child's classroom, he or she must check in at the office and obtain a visitor's pass. It is recommended that doctor's appointments etc., be scheduled after 3:15 p.m. Checking out early to avoid the carpool line is not allowed.

Also, the school office and classrooms are locked at 3:00 p.m. Children may not return to their classrooms after class hours.

TRINITY EPISCOPAL DAY SCHOOL

2010-2011

Tuition Fee Schedule

PreK-3 – 5th Grade

<u>PAYMENT IN FULL PLAN (No Interest):</u>		
	<u>PreK-3</u>	<u>PreK-4 – 5th Grade</u>
Due with Contract	\$ 624	\$ 736
Pay Balance in Full on July 1, 2010	<u>\$5,616</u>	<u>\$6,624</u>
Total Annual Tuition	\$6,240	\$7,360

<u>OPTIONAL MONTHLY PAYMENT PLAN (With 6% Interest):</u>		
	<u>PreK-3</u>	<u>PreK-4 – 5th Grade</u>
Due with Contract	\$ 600	\$ 707
Monthly Payment beginning July 1, 2009	<u>\$ 615</u>	<u>\$ 725</u>
Total Annual Tuition (including interest)	\$6,135	\$7,232

Application Fee (\$100) - One time non-refundable fee paid with application to Trinity Episcopal Day School.

Technology Fee for PreK-4 – 5th Grade (\$100 per semester) – Two payments of \$100 each to be billed in August and January. This money is dedicated solely for the purchase and upkeep of computer hardware and software at Trinity and the education of our faculty and staff on the use of these resources.

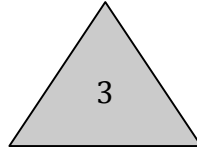
Tuition (See payment plans above) – One tenth of the tuition is due with the Enrollment Contract as a non-refundable deposit, with no interest added. The remaining balance may be paid in full on July 1, 2010 with no interest added, or may be paid in 9 monthly installments beginning July 1, 2010 through April 1, 2011 (excluding January 2011) with 6% interest added to declining balance. Monthly statements will be sent home with the student on or before the first of each month. Extended care fees will be included on the statement beginning in September. See back of sheet for extended care fees.

Lunch Fee – An optional hot lunch program will be offered each semester and billed in September and January. Amount to be determined prior to the start of school.

Late Fee (\$25.00) – Will be billed to your account if payment is not received by the 10th of each month.

Service Charge (\$25.00) – Will be billed to your account for each NSF check.

Financial Aid – Applications are available on the school website at www.trinityschoolbr.org under the Admission Section. Applications are available after November 1, 2009 for the 2010-2011 school year. Applications are due by January 14, 2011.



CURRICULUM

Curriculum

The preschool is designed to offer age appropriate developmental activities. Each student is challenged at his/her own level. Students experience whole group activities, as well as various learning centers including art, blocks, home living, writing and listening. Children are able to progress at their own rates, thus making learning an enjoyable experience.

The emphasis in the kindergarten through fifth grade curriculum is placed on reading, since it is essential to all other subjects.

Other areas covered include mathematics, language arts, social studies, science, science lab and technology. In addition to these subjects, Trinity also offers Spanish, music, art, physical education, religion and library. Computers are also an integral part of the curriculum with each classroom being equipped with computers.

Textbook series, used in second through fifth grades, are as follows:

Reading Harcourt Brace

Mathematics McGraw Hill/The Wright Group

Language Houghton Mifflin/Modern Curriculum Press

Spelling Houghton Mifflin/Educators Publishing Service

Science Lab Learner by Cognitive Learning Systems

Social Studies Harcourt Brace

Technology Techworks by TCM

Report Cards/Grading Scales/Testing Program

Reports cards are sent home each nine week period for PreK-5th grades. Progress reports to parents are sent by teachers as needed.

Grading Scales

PreK

GP = Good Progress

Kindergarten/First Grade

S = Satisfactory

ES = Emerging Skill

NI = Needs Improvement

NI = Needs Improvement

U = Unsatisfactory

NA = Not Applicable

Second Thru Fifth Grade

A = 100 - 94 S = Satisfactory

B = 93 - 86 NI = Needs Improvement

C = 85 - 77 U = Unsatisfactory

D = 76 - 70 NA = Not Applicable

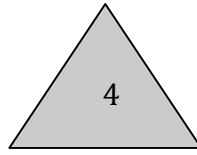
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Standardized Testing

Standardized testing is done in 2nd - 5th grades during the month of May. Results will be mailed to parents at the end of the year.

Religious Emphasis

Trinity Episcopal Day School believes strongly in the importance of a religious emphasis in the school program. In addition to offering weekly Eucharist services with the Trinity Church clergy and school staff, Christian education classes are taught at each grade level. Further, it is felt that the sense of love and caring for the students by faculty and staff is a vital part of Trinity Episcopal Day School.



CLASSROOM PROCEDURES

Birthday Parties/Birthday Book Club

If a child is celebrating a birthday, a snack for the class may be sent to school and will be served at morning snack time for preschoolers and at lunch for grade school students.

Birthday party invitations may be given out at school **only if** the entire class is invited **or** if all the boys or all the girls in a class are invited. Please send several extra invitations in case of new student arrivals.

Children may become a member of the **Birthday Book Club** by purchasing a book to be placed in our library in their honor. The school librarian keeps these books on hand throughout the year and will periodically send home information regarding the cost of the books. She also will assist in book selection.

Conferences

Parent-Teacher conferences are held twice yearly. Notification of these dates and times will be sent by your child's teacher. If you wish to set up other conferences, please email the teacher or call the school office and the teacher will be asked to contact you.

Field Trips

School field trips are encouraged by the administration. Commercial transportation will be provided by the school for all field trips. Parents are encouraged to attend as chaperones but should provide their own transportation. In order for a child to go on such trips, the following procedures must be adhered to:

Students

1. A signed permission slip must be on file for **each** trip.
2. Preschool students must wear **Trinity T-shirts** on all field trips.

Volunteer Chaperones

1. No possession or consumption of alcoholic beverages will be tolerated prior to or during field trips.
2. Volunteer chaperones will assist with the supervision of students while at field trip site.
3. Volunteer chaperones are responsible for the discipline and safety of students when the teacher is not available. (Teacher may not be with each group on a tour, etc.)

4. No siblings may go on field trips.

Food/Lunch Program

Preschool

A morning snack is served daily with juice. Please alert the office and the teacher of your child's allergies, if any.

Grade School

An optional hot lunch program is provided daily for Pre-K - 5th grade students. Your child may be enrolled in the program by semester and billed in the months of September and January. White and chocolate milk is provided daily.

Please note the following restrictions for students who bring their own lunch to school:

1. No refrigeration is available.
2. Milk may be purchased at the school by the semester.
3. Students may not bring soft drinks, candy, glass bottles or fast food items for lunch.

In the case of milk or food allergies, a written note from the child's physician must be provided in the office annually.

All parents in the school (one per family) are encouraged to serve in the lunchroom a minimum of two times per year per child.

Homeroom Mothers/Fathers

A Homeroom Mother/Father is selected for each classroom. He/she will be in charge of coordinating class parties, assisting the Parents' Volunteer Guild Hospitality Committee when needed, coordinating the Parents' Volunteer Guild activities, and assisting in teacher requests for assistance. Please understand that this procedure will work only if every parent volunteers to do his/her fair share when called upon. Otherwise, activities will have to be cancelled.

Grade School Homework

Homework will be assigned in the 1st-5th grades on Monday through Thursday nights. The amount and content will be left up to the discretion of the teacher. Class work and graded papers will be sent home every **Wednesday** in all grade school classes. All work should be signed by the parents and returned to the teacher by **Monday**. If a student is absent from school, the parent may request assignments.

No assignments will be given in advance for vacations or out-of-town trips. Assignments may be completed upon the student's return.

Inclement Weather

Please follow the directives given by the **East Baton Rouge Parish School Board** concerning the closing of school due to bad weather conditions.

Parents will be notified by One Call and email when school closes. A notification will also be placed on the school website at www.trinityschoolbr.org.

Contingency days will be used if school closure occurs due to bad weather. Days will be announced by the administration if necessary.

Opening Day of School

School will begin for all students in August. (Check the school calendar for the actual date.) A visitation day will be scheduled prior to the beginning of school for all students and their parents.

Daily Schedule for Pre-K - 5th Grade

8:00-8:20 — Arrival

3:00 p.m. — Departure

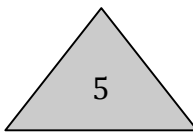
School Supplies

Preschool

A Trinity T-shirt and a Trinity book bag, along with all school supplies, will be provided by the school.

Grade School

Each grade school student will be required to have a book bag of his/her choice. Rolling bookbags (not suitcase type) are permitted but discouraged, due to classroom storage limitations. All other grade school supplies will be purchased by the school for your child.



TRINITY EPISCOPAL DAY SCHOOL

2010 - 2011

Tuition Fee Schedule

<u>PAYMENT IN FULL PLAN (No Interest):</u>				
	<u>Oldest or Only Child</u>		<u>Siblings (5% discount)</u>	
	<u>PreK-3</u>	<u>PreK-4 - 5th</u>	<u>PreK-3</u>	<u>PreK-4 - 5th</u>
Due with Contract	\$ 624	\$ 736	\$ 593	\$ 700
Pay Balance in Full on July 1, 2010	<u>\$5,616</u>	<u>\$6,624</u>	<u>\$5,335</u>	<u>\$6,292</u>
Total Annual Tuition	\$6,240	\$7,360	\$5,928	\$6,992

<u>OPTIONAL MONTHLY PAYMENT PLAN (With 6% Interest):</u>				
	<u>Oldest or Only Child</u>		<u>Siblings (5% discount)</u>	
	<u>PreK-3</u>	<u>PreK-4 - 5th</u>	<u>PreK-3</u>	<u>PreK-4 - 5th</u>
Due with Contract	\$624	\$736	\$593	\$700
Monthly Payment beginning July 1, 2010	<u>\$640</u>	<u>\$755</u>	<u>\$608</u>	<u>\$717</u>
Total Annual Tuition (including interest)	\$6,384	\$7,531	\$6,065	\$7,153

Application Fee (\$100) - One time non-refundable fee paid with application to Trinity Episcopal Day School.

Technology Fee for PreK-4 – 5th Grade (\$100 per semester) – Two payments of \$100 each to be billed in August and January. This money is dedicated solely for the purchase and upkeep of computer hardware and software at Trinity and the education of our faculty and staff on the use of these resources.

Tuition (See payment plans above) – One tenth of the tuition is due with the Enrollment Contract as a non-refundable deposit, with no interest added. The remaining balance may be paid in full on July 1, 2010 with no interest added, or may be paid in 9 monthly installments beginning July 1, 2010 through April 1, 2011 (excluding January 2011) with 6% interest added to declining balance. Monthly statements will be sent home with the student on the first of each month. Extended care fees will be included on the statement beginning in September. See back of sheet for extended care fees.

Lunch Fee – An optional hot lunch program will be offered each semester and billed in September and January. Amount to be determined prior to the start of school.

Late Fee (\$25.00) – Will be billed to your account if payment is not received by the 10th of each month.

Service Charge (\$25.00) – Will be billed to your account for each NSF check.

Financial Aid – Applications will be available beginning November 1 through our website at www.trinityschoolbr.org.

TRINITY EPISCOPAL DAY SCHOOL

2010 - 2011

Extended Care Fee Schedule

PreK-3 thru 5th Grade

Registration Fee	\$45.00
Monthly Schedule	
3:00 p.m. - 5:30 p.m. (M-F).....	\$125.00/month
Flexible/Hourly Schedule	\$3.00/hour
Early Morning Drop Off	\$160.00/year
Holidays (full day minimum).....	\$24.00/day
Late Departure	\$15.00/15 minutes

Explanation of Extended Care Fees

Registration Fee - Yearly fee per student to attend extended care.

Monthly Schedule - Students may remain after school each day at a set rate.

Flexible/Hourly Schedule - Students may attend extended care on a flexible schedule and be billed hourly.

Early Morning Drop Off - Students may be dropped off between 7:30 a.m. and 8:00 a.m. for an annual fee billed in September.

Holidays - Extended care is available on certain school holidays from 7:30 a.m. to 5:30 p.m. Advance sign-up is required and parent will be billed for the full day @ \$24.00 per day, regardless of attendance. Parents must provide a lunch for their child on these days.

Late Departure - If a parent arrives after 5:30 p.m., \$15 per 15 minute interval per child is charged.

Extended Care

- Philosophy:** The purpose of the Trinity Episcopal Day School Extended Care Program is to provide the option of before and after school care. The goal of the program is to provide a healthy and secure environment for children attending the school. It is the intent of the program to offer a relaxing atmosphere after the structured school day.
- Policies:** The Reference Handbook includes all policies and procedures for the school. All school policies are also followed for the Extended Care Program.
- It is also the policy of the school to report any suspected cases of child abuse and/or neglect.
- Discipline:** The supervisors use positive reinforcement and praise to encourage good behavior. When disciplining students, consistency and fairness are used to maintain a happy and healthy environment. Re-directing children to more appropriate activities and “time-out” are examples of methods used for minor infractions. No corporal punishment is used. If major problems occur, parents are contacted. Also, all school discipline policies listed in the handbook are applicable to Extended Care. (See Discipline Policy)
- Personnel:** Director: Kathy Davison
- Hours:** 7:30 a.m. - 8:00 a.m. Early morning drop-off available.
3:00 p.m. - 5:30 p.m. Extended Care available.
- Hourly/Flexible:** Call office by 2:00 p.m. See Extended Care Fee Schedule for hourly rate.
- Holidays:** See calendar for dates
- Daily Schedule:** 3:00 p.m. School dismissal/outdoor play/homework
5:30 p.m. Dismissal - Students will be seated in the breezeway between 5:00 and 5:30 awaiting their departure.
- Activities:** Children who are enrolled in the Extended Care Program after 3:00 p.m. are given time to do homework, as well as, time to play. Outdoor games and activities are encouraged, thus providing a relaxing, well-supervised afternoon. Indoor games and toys are also available on rainy days and at other times. Toys from home are not allowed.
- Extended Care Requirements:** Each student must have on file:
1. Student Office Card (2 per child)
 2. Child Information Form
 3. Physician’s Report

Departure: Students must be picked up and signed out by 5:30 p.m. They will be seated in the breezeway between 5:00 p.m. and 5:30 p.m. awaiting their departure. A charge of \$15 per 15 minute interval will be billed upon late arrival. A voucher will be signed by Extended Care personnel and parent at that time in order to assess the charge.

Billing: Monthly bills will be sent home with the student by the first of each month and payable on or before the 10th.

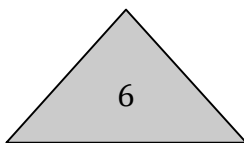
Telephone: School Office - 387-0398 before 3:00 p.m.

Extended Care Phone – **270-0976 after 3:00 p.m.**

In the event of the office being closed, please call the extended care telephone for extended care changes

Camp Theodore

Each summer Trinity Episcopal Day School hosts a day camp. Weekly theme sessions are planned with extended care available before and after camp. Enrollment procedures begin in early spring. Trinity students are given a window for first registration during early spring. After that time, non Trinity students will be accepted.



TRANSPORTATION

Student Departure Policy

If a parent or designated driver arrives to pick up a child for departure from Trinity Episcopal Day School and the adult appears to be incoherent, intoxicated, or has a smell of alcohol, the teacher or supervisor in charge will take appropriate steps to assure the safety of the child. These steps may include providing alternative means of transportation, calling a spouse, and in more difficult cases, calling the local police. Further steps may include, but are not limited to; not allowing the adult in question to attend field trips and/or notifying the parents of the children who may ride in carpool with the adult in question.

Trinity Episcopal Day School strongly recommends that no child be placed in the front seat of a vehicle which possesses passenger-side air bags. While enforcement and/or compliance with this recommendation rests solely with each individual driver, we would appreciate your assistance in conforming with this recommendation.

Emergency Dismissal

In the event of an emergency or disaster that requires evacuation of the school premises, all students will be escorted by the faculty and staff to the **ACME Oyster House** parking lot on Perkins Road. Parents will be able to pick up their children at that location.

Carpool

Transportation is primarily handled by means of parent carpools.

Please use the enclosed roster to start forming neighborhood carpools. All students need a carpool number. Carpool numbers will be assigned by the office. Numbers will be sent home on the first day of school.

Please hold carpool number so that it is visible to the carpool attendant. Do not place carpool number on the dash as it is not visible to the carpool attendant.

Parents should all drive through the carpool line. Please do not walk up to get children from the carpool line and do not get children from the rear of the breezeway. These are safety precautions. Sorry for any inconvenience.

Grade school students that are not picked up by 3:15 p.m. will be placed in Extended Care and billed accordingly.

Carpool Instructions

- 1. Cars will access our school parking lot from Cherrydale only.** Cars will line up down Cherrydale towards Perkins Road. Cherrydale may be accessed from Perkins Road or Marigold (4 way stop). Please be careful not to block residential driveways. **No one may access the line from Morning Glory.** Cars will turn into the parking lot at the driveway closest to the school building. When exiting the parking lot, cars will exit using the driveway closest to the playground. **All cars must then proceed left to Hyacinth.**

Students arriving or departing in mini-vans with one side door and students in the front seat will be getting out on the parking lot side and escorted around the front of the vehicle by the duty teacher.

- 2. Please use the transportation map on the back of your carpool number for student drop off and departure.**

Trinity Episcopal Day School Medication Form

TO: Kathy Davison, Head of School

DATE: _____

Please give my child, _____, the following medicine at school: _____

Prescription #: _____ Name of Medicine: _____

Amount of Dosage: _____ Time to be given: _____ Dates to be given: _____

I accept the rules of the school concerning the giving of medicine, including the following:

1. Medicine prescribed by a physician, must be in the original labeled bottle/package indicating the name of the medicine, the dosage amount and the time the medicine is to be administered. This prescription container must be brought to school by an adult with the prescription label showing,
2. Non-prescription medication will be administered to students if this form includes the name of the medication, amount to be administered, time of the dosage and duration (if known.)
3. The school and its employees are not to be responsible for any unintentional mistake or oversight in giving my child medication as directed by a physician and parent.

It is necessary that the above medicine be given during school hours.

Parent Signature

Trinity Episcopal Day School Medication Form

TO: Kathy Davison, Head of School

DATE: _____

Please give my child, _____, the following medicine at school: _____

Prescription #: _____ Name of Medicine: _____

Amount of Dosage: _____ Time to be given: _____ Dates to be given: _____

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2. Non-prescription medication will be administered to students if this form includes the name of the medication, amount to be administered, time of the dosage and duration (if known.)
3. The school and its employees are not to be responsible for any unintentional mistake or oversight in giving my child medication as directed by a physician and parent.

It is necessary that the above medicine be given during school hours.

Parent Signature

