



TRADERS POINT CHRISTIAN SCHOOLS

TRAINING SCHOLARS. MAKING DISCIPLES. GRADUATING LEADERS.

2020 - 2021 EARLY CHILDHOOD PARENT HANDBOOK



5770 Whitestown Parkway
Whitestown, IN 46075
317.769.2450 phone
317.769.2456 fax
www.tpcs.org

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A Message from the
Early Childhood Principal:



Preschool is a big deal. Now that's a controversial statement. Of course the principal of an early learning institution would feel this way, and I realize not everyone is in my camp. But after the events of the past year, I have no doubt of the positive influence "connectedness" has on our children's spiritual, social, physical, and emotional health. I also do not discount the fact that families have been, and will continue to be, their child's first teachers. That is why at Traders Point Christian Schools Early Childhood (The EC) we focus on coming alongside our families to train scholars, make disciples, and graduate leaders. Yes, even at this age.

Our plan is simple. It begins with a staff who is on mission to teach with a biblical worldview and facilitate developmentally appropriate learning through play and exploration. Students will learn by words, actions, and experiences that they are loved by a big God and by all the special people He has purposefully placed in their lives. They will also learn of their place in creation as they create, move, sing, discuss, observe, read, and play...everyday! This is how we build the foundation of early learning.

Strong academics, social skills, endurance, and risk-taking are all byproducts of the loving, safe, and patient environment. We are excited to join you in this journey. Together we are a family of believers in support of each other as we educate the next generation to be fearless, curious, and grounded in faith, and by faith.

"for we walk by faith, not by sight." 2 Corinthians 5:7

Serving Him,
Debbie Byely
Early Childhood Principal



About Traders Point Christian Schools

TPCS Mission	Traders Point Christian Schools challenges and educates students within the framework of a Biblical worldview while leading them to a personal faith and transformed life in Jesus Christ.
TPCS Vision	Traders Point Christian Schools will prepare and equip students to reach their highest individual potential and impact the world for Christ.
TPCS Credo	Training scholars. Making disciples. Graduating leaders.
Our Early Childhood Department Philosophy	TPCS Early Childhood Department is a Christ-centered nurturing environment that supports students in reaching their fullest potential as a unique creation of God.
Accreditation	Traders Point Christian Schools is fully accredited with the Association of Christian Schools International and North Central Association.
TPCS Mascot	Knights
TPCS Colors	Navy & Silver
School Verse	but those who hope in the Lord will renew their strength.They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.Isaiah 40:31
TPCS Core Values	TPCS Core Values
TPCS Statement of Faith	TPCS Statement of Faith

Early Childhood School Calendar for 2020-21

August

06- Lower/Upper Schools First Day
06, 07, 10- EC Home Visits
12- First day of school for: M/W-PBL, 2s & 3s, Pre-Kindergarten (all)
15- First day of school for: T/TH-PBL, 2s & 3s

September

07- Labor Day (No School)
16- **EC in session/** E-Learning Day for K-12
21-22- EC Pictures
23- See You @ the Pole (7:30am)
28- EC Football Frenzy

October

02- EC Night @ Knights Football
08- TPCS Day of Giving
07- End of 1st quarter
04-Hayride Days
05- Fall Harvest Festival-PTF
09-10- EC Picture Days
11- Veterans Day
12-16- Fall Break
19- **EC in session/** E-Learning Day for K-12

November

09- EC Picture Retakes
23/24- EC Parents /Teacher Conferences- No School for EC
25-27- Thanksgiving Break

December

15-17- EC Christmas Programs
17- EC Early Dismissal
18- Jan. 04 EC Christmas Break

January

04- No School- Teacher PD Day
05- School Resumes
18- MLKJr. Day (no school)
20- TPCS State of the School Address
25- EC Priority Registration Begins
27- EC Bump Day

February

04- KG University (5:30PM) & TPCS Open House (6:00PM)
15- President's Day (no school)
18- ACSI National Day of Prayer
27- PTF's Kings Ball

March

12- End of 2nd quarter
15- No School- Teacher PD Day
19- PTF Carnival


April

02- Good Friday/ No School
05-09- Spring Break
19- TPCS K-6 Grandparents Day & Spring Program
29- Kindergarten Round-up

May

03- Staff P D (No School)
05- Kindy 500
05/06- PBL & 2s Family Event
06- National Day of Prayer
11-13- 3s & PreK Spring Programs
19- EC Last day of school

General Policies and Procedures

Admissions	<p>TPCS students are automatically re-enrolled each year, however, EC families must notify the Director of Admissions mjohnson@tpcs.org of their class selection.</p> <p>*After the first of the calendar year the Admissions Department will set a deadline for unenrolling students. Families must adhere to this deadline in order to receive a refund of their initial enrollment deposit.</p>
Financial Policies	<p>TPCS Financial Policies</p>
Attendance 	<p>On the occasion when school must be missed due to illness or family emergencies. The EC follows these guidelines concerning school attendance:</p> <p>Absences: Please email your child's teacher in the event of an absence. If the child has contracted a communicable disease (e.g., chicken pox, strep throat, measles, scarlet fever, lice, etc.), please also alert the school nurse, nurse@tpcs.org of the illness.</p> <p>Vacation During Scheduled Class Days: If a child should have an extended absence, please email your child's teacher and principal at least four weeks in advance with vacation dates. This will allow teachers time to schedule snack days accordingly and offer any potential makeup work.</p>
Arrival and Dismissal Guidelines	<ul style="list-style-type: none"> • No parking in front the Main Entrance of the building due to safety and fire codes. Arrival and pick-up times are short and sweet! Please email the teacher to schedule a meeting if needed. • Children should be supervised inside TPCC and the EC. • Teachers and the EC office should be contacted in advance if a student needs to leave school early. • An unknown or unfamiliar person picking up a student will be asked to show ID and their name verified in Parents Web before a student is released.
Arrival and Dismissal Schedule 1st Quarter Covid Schedule	<p>Arrivals: <u>Before Care (7:30-8:15AM):</u> Parents or guardians enter through TPCC Main Entrance and advance to the "Birth to Kindergarten" doors. Please utilize the doorbell (white button inside EC doorframe) for Before Care drop off. An EC staff member will collect student(s) at the entrance and take them to BASC room 119. (please note: 8:15-8:30 grace period is not available at this time)</p> <p><u>PBL/Twos (8:15-8:30):</u> Parents or guardians will enter through TPCC Main Entrance and advance to the "Birth to Kindergarten" doors. Please social distance in the church foyer as students are received by teachers and escorted to classrooms. (Parents have the option to also drop off Threes and PreK siblings at this time)</p>



Threes (8:30): Parents or guardians will park in the parking lot outside of entrance #2 (please do not leave your vehicle or park in the circle drive) and walk students to doors. At 8:30 teachers will be present to welcome students and escort them to classrooms.

PreK (8:30): Parents or guardians will park outside of entrance #3 and walk students to doors. At 8:30 teachers will be present to welcome students and escort them to classrooms.

Dismissals:

PBL/Twos: (11:30.1:30.3:30) Parents or guardians will enter through TPCC Main Entrance and advance to the “Birth to Kindergarten” doors. Please social distance in the church foyer as students are brought out at the conclusion of their school day.

Threes/PreK: (1:30.3:30) Parents/guardians will park along the half circle drive between entrances 2 and 3. Please pull up in double rows, facing toward entrance 3. Display your child’s name from the rearview mirror (pant/skirt hangers work great). Wait in the car until the child is placed inside by a staff member. For the safety of students and staff we ask that drivers stay off their cell phones during the dismissal procedures. After your child is loaded please pull forward to an empty parking space to assist your child with their car seat/seat belt if needed.

Aftercare: Parents/guardians may enter the EC area through the TPCC main entrance and proceed to room 119 to sign out their child.

Before and After School Care

Before Care:

- Hours are between 7:30-8:15AM
- Only available to students who are pre-registered
- Food items such as breakfast, snacks, and drinks are not permitted.

After Care:


- Hours are between 3:30-5:30PM
- Only available to students who are pre-registered
- Late fee Policy:
 - Students who are not picked up by 5:30PM will be charged a late fee of \$20.00 per student for each fifteen minutes past 5:30PM.
 - Three late pick-ups may result in loss of privileges to our After Care program.

Communication

FACTS Family Portal	<ul style="list-style-type: none"> • View information about your child • Communicate with TPCS staff • Update your child's emergency information Family Portal Edits Changing your information in the FACTS Family Portal
Parent Alert	The Parent Alert Notification Service through FACTS allows us to send an automated message to you in the event of a school emergency, weather closing or delay. The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that you update your contact information in FACTS Family Portal. (see the above link for instructions)
School Newsletters	<p>TPCS Weekly News will arrive via email every Friday. A link to the Knightly News (Early Childhood) will be embedded in the all-school newsletter.</p> <p>Please take time to read both each week for upcoming events and pertinent information.</p>
Parent Conferences	<ul style="list-style-type: none"> • Parent/ Teacher Conferences will be held the week of Thanksgiving Break • A spring conference will be offered at the parent or teacher's request. • Additional conferences throughout the year can be scheduled by the parent or the teacher, as needed.
Support Services	<p>We recognize that each child is a unique blessing from God with their own strengths, interests, and challenges. In order to meet the needs of your child best, please inform your child's teacher of any challenges that might impact his/her time at school.</p> <p>The EC staff will inform families of any observed developmental delays that may need additional support. Educational Professionals from Boone County Joint Service may be consulted with permission from parents or guardians.</p>
Family Service and Engagement The Family Service Agreement (FSA) promotes family involvement at TPCS by serving and engaging within the school community.	<p>Hours are earned by acts of service (moving EC furniture, concession stand workers) and engagement (parent conference, PTF activities).</p> <p>EC enrollment of 15+ hours = 10 FSA hours required (buyout fee \$100) <10 hours = 5 FSA hours required (buyout fee \$50) Family max = 25 hours</p> <p>How to Log Service/Engagement Hours</p> <p>Hours are calculated June 1st - May 31st.</p> <p>Unserved hours after May 31st will be charged \$15 per hour.</p>
Parent Teacher Fellowship (PTF)	It is the mission of Traders Point Christian Schools PTF to establish and nurture relationships between parents, students, and teachers by providing opportunities for fellowship and engagement as a school community. Our meetings and events are listed on the master calendar.

	To learn more about serving through PTF, simply attend a meeting or email lowerschoolptf@tpcs.org
Problem Solving using the Matthew 18 Principle	It is the policy of the TPCS to approach concerns through the application of the Matthew 18 principle found in Matthew 18:15-17.
Social Media	Learn more about Traders Point Christian Schools at www.TPCS.org Early Childhood Instagram: @ec_tpcs Facebook: Traders Point Christian Schools

Health and Safety

Health Records 	<p>Each child is required by state health codes to be properly immunized against diphtheria, pertussis /whooping cough, tetanus, measles, mumps, rubella (German measles), hepatitis B, chickenpox, and meningococcal disease. The State Board of Health may expand/modify the list of communicable diseases that require documentation of immunity.</p> <ul style="list-style-type: none"> • Student immunization records (or a religious objection document) are due by the first day of school. • Children previously enrolled in the school will have their immunization records kept on file. • New immunization records need to be completed as students enroll in early childhood classes, kindergarten and sixth grades or if the student is new/transferred into any grade. • Each child enrolled is required to have a health history completed by the parents and/or physician at the start of the school year. • All Health Record/medical forms are available on the TPCS website under parent/forms/medical and other forms.
Medical Emergency Information and Injuries at School	<p>A phone call or email is sent each time a student receives a visit from the TPCS nurse for non-emergency situations.</p> <p>The Student Medical Contact and Emergency Information form completed by parents at enrollment will be followed in an emergency situation.</p> <p>Minor injuries may be treated at the school. If medical attention is required, the office will follow standard emergency procedures that may involve calling EMS for transportation to the nearest hospital. Parents/guardians will be contacted immediately.</p> <p>Please alert the TPCS Nurse should there be any changes to your child's Medical Emergency Information</p>

Illness and Sick Day Guidelines



When a suspected illness at school arises, the child may be sent to the office for evaluation. Parents/guardians will be contacted when symptoms of illness or communicable disease are present. Including these Symptoms::

- Fever of 100.4° F or higher
- Vomiting
- Three or more loose stools/diarrhea
- Rashes with open areas and/or suspected of being contagious
- Red, irritated eyes with discharge
- Signs of communicable disease (strep throat, chicken pox, influenza)

Children should remain at home after an illness until all of the following guidelines are met:

- Fever free for 72 hours without having taken any fever reducing medication
- Free from vomiting and/or diarrhea for 72 hours
- Antibiotics need to be taken for 24 hours for any contagious disease, including pink eye
- Diagnosis of skin rash by a physician, and on any prescribed medication for 24 hours, including ringworm

The State Board of Health requires that the occurrence of certain communicable diseases be reported to health authorities. We ask that you immediately report your child's documented cases of chickenpox or other communicable diseases to the office so that the local and state health department can be notified as soon as possible. The school reserves the right to require a doctor's clearance for a student to return to school whenever school officials feel it necessary to protect the health of either the pupil who has been ill or that of the other pupils in school.

COVID-19 Suspected Illness/Symptoms

Symptoms:


- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Any student who presents to the nurses office with these symptoms will be taken to the predetermined isolation room to await prompt pick-up by family/emergency listed people. They will wear a mask while in isolation. Please make sure your emergency list of phone numbers and people are up-to-date. **PLEASE do not send your child to school with these symptoms or if they are not feeling well.**

Please carefully review the COVID plan and documents on the school website under the COVID-19 tab at the top of the page. Returning to school is mapped out there and will be adhered to.

Medications	Any required medications taken during school hours need parent permission (for over-the-counter) and prescription medications will need to be in the ORIGINAL bottle/box/carton with prescription attached.
Allergies, Seizures, Diabetes, General, Asthma (MAP) *New for COVID, nebulizing treatments will not be given due to the aerosoling action in these treatments.	A medical action plan (MAP) will need to be filled out and signed by a physician each year for any of these disease processes/ailments. MAP forms are found on the TPCS website (under ABOUT> Parent Resources> Medical Forms).
Lice (pediculosis)	<ul style="list-style-type: none"> • A student found with live head lice while at school, will be sent home and can return the next day provided he/she has been treated with a special lice shampoo and has been checked by the school nurse. • Data does not support the exclusion of students for the presence of nits, although continued monitoring by the school nurse and parents/guardians for signs of reinfestation is appropriate. • This will be left to the discretion of the TPCS nurse and/or building principal.
Reporting of Child Abuse and Neglect	In accordance with state law and school policy, school staff are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. The school will not contact parents in advance of making a report to authorities.
Safety Drills	<ul style="list-style-type: none"> • Fire drills are conducted monthly. • Tornado, earthquake, and lockdown drills are completed several times throughout the school year.. • Staff are trained yearly in how to handle these emergency situations appropriately. • In the event of an evacuation, TPCS school safety officers will make certain the children and staff are safely bussed to a nearby relocation site. Parents will be notified of the relocation site and will be asked to come to the site with identification to retrieve their child(ren).
Weather Emergencies Please keep your family information up to date Family Portal Edits	<ul style="list-style-type: none"> • Families will receive a text/call from The Parent Alert Notification Service in the event of school emergency or weather closing or delay. • Families should monitor major radio and television stations for Traders Point Christian Schools closings. • Weather Delays: Students arrive 9:45-10AM, class begins @ 10AM (no Before School Care) • Early Dismissals: Early dismissals will also be announced by using Parent Alert and over the media outlets (no After School Care)
Visitors *We will evaluate whether it is advisable to welcome back Parents/guardians as visitors to the EC area quarterly	All visitors to the school, including visiting parents/guardians, are required to check-in at the EC office.
Animals in the Building	Non-service related animals are not allowed in school buildings unless permission is granted by the building principal.

Behavioral Expectations

<p>Biblical Worldview</p>	<p>At the EC our daily interactions with staff and families are filtered through the lens of a biblical worldview, meaning we strive to make the Bible the foundation of everything we say and do. This is done both intentionally (Chapel, Bible curriculum) and organically (classroom discussion, teaching moments).</p> <p>Chapel: Children attend chapel once a week. We begin and end Chapel with worship in the form of movement and song. Our weekly Chapel message follows The Gospel Project curriculum. As soon as CDC guidance dictates, parents/guardians will be welcomed back to our weekly Chapel programs.</p> <p>Holidays and Seasonal Celebrations: In all our special celebrations throughout the year we want to make Jesus the focus. In the fall we will highlight our Heavenly Father's provision and the beauty of His creation. At Christmas the birth of Jesus is emphasized, and in the spring Christ's sacrifice and resurrection is center stage.</p>
<p>Discipline</p> <p>1Timothy 4:7b-8 Proverbs 10:17</p> 	<p>School-wide Expectations: In order for our students to reach the goal of self-discipline, they must know what is expected from them. These expectations are built around the following principles:</p> <ul style="list-style-type: none"> • Show proper respect for God • Be good stewards of property and facilities • Be kind and respectful to others • Practice good health and safety <p>Classroom Discipline Procedures: At TPCS our goal is to disciple each child in a loving, safe environment that focuses on positive reinforcement. We may take the following steps in guiding student as they navigate interactions in the classroom:</p> <ul style="list-style-type: none"> • Redirection is the standard procedure to discourage inappropriate behavior • The next step may be removal from the environment and/or timeout based on students' age. • Visiting the principal may be necessary to reinforce the expected behavior. (we will communicate with parents at this step) • Any behavior that is considered to be a risk to anyone will be immediately referred to the appropriate administrator. <p>Every action is followed by discussion and prayer about God's mercy and expectations.</p>
<p>Dress Code</p>	<ul style="list-style-type: none"> • Clothing should be modest with no weapons or inappropriate symbols • Dress for messes • Comfortable shoes, "Gym" shoes • Open-toed shoes must have a back strap • Dresses with shorts underneath

Early Childhood Staff Director

Debbie Byely- Early Childhood Principal

dbyely@tpcs.org

Joshua Back- Threes Assistant Teacher

jback@tpcs.org

Stephanie Baker-Twos Assistant Teacher

sbaker@tpcs.org

Jacki Barr- Pre-K Lead Teacher

jbarr@tpcs.org

Wendy Blair- Twos Assistant Teacher

wblair@tpcs.org

Lisa Brown- Pre-K Lead Teacher

lbrown@tpcs.org

Janet Cooney- Twos Assistant Teacher

jcooney@tpcs.org

Elizabeth Curry- Pre-K Assistant Teacher

bcurry@tpcs.org

Shawwna Furnish- Threes Assistant Teacher

sfurnish@tpcs.org

Mindy Johnson- Admissions

mjohnson@tpcs.org

Laurie McNeil- Pre-K Assistant Teacher

lmcneil@tpcs.org

Mindy Merrifield- PBL Assistant Teacher

MMerrifield@tpcs.org

Alyssa Montgomery- EC Administrative Assistant

amontgomery@tpcs.org

Alison Morphey- Twos Lead Teacher

amorphey@tpcs.org

Molly Morris- Pre-K Assistant Teacher

mmorris@tpcs.org

Kristi Pavey- Pre-K Assistant Teacher

kpavey@tpcs.org

Tina Remender- Threes Lead Teacher

tremender@tpcs.org

Rachelle Shaver- Threes Lead Teacher

rshaver@tpcs.org

Lucinda Simmons- Twos Lead Teacher

lsimmons@tpcs.org

Angie Stamper- Pre-K Lead Teacher

astamper@tpcs.org

Jessa Theademan- PBL Lead Teacher

jtheademan@tpcs.org

Kelly Wassner- Pre-K Lead Teacher\Asst.Principal

kwassner@tpcs.org



TRADERS POINT CHRISTIAN SCHOOLS

TRAINING SCHOLARS. MAKING DISCIPLES. GRADUATING LEADERS.

2020/21 EC Student-Parent Handbook Acknowledgement Form

Please sign and return this page to your child's teacher.

1. Student's name: _____

Student's grade: _____ Teacher's name: _____

2. Student's name: _____

Student's grade: _____ Teacher's name: _____

3. Student's name: _____

Student's grade: _____ Teacher's name: _____

I/We have read the Parent/Student Handbook and Acceptable Use Policy and understand the requirements expected of us while our child(ren) is enrolled at Traders Point Christian Schools. I/We understand that the principles contained in this handbook are an extension of the covenant we signed when enrolling our child(ren) at Traders Point Christian Schools.

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

Guardian's Signature: _____ Date: _____

Traders Point Christian Schools

COVID-19 Parent Agreement Form

TPCS desires to provide a safe, caring, and effective educational environment for your child. To do so, we need parents to support our efforts by agreeing to the following.

Please initial:

_____ 1. I agree to check my child's temperature daily prior to dropping them off at school. If my child's temperature is 100.4 or above, I agree to keep them home until they have been fever-free without the use of medication for at least 72 hours.

_____ 2. I agree that I will make arrangements to take my child home from school within one hour if requested by the school nurse.

_____ 3. I recognize that there are inherent risks associated with sending my child to a traditional school setting and engaging in extracurricular activities at school, and by doing so, I assume responsibility for the consequences related to those risks.

_____ 4. I agree to provide my child with a personally labeled transparent water bottle to be refilled at school each day until the water fountains are made available to the students.

_____ 5. I agree that if my child participates in athletics, I will plan for my child to follow the athletic department's guidelines and restrictions to mitigate the COVID-19 risks associated with participation in athletics.

_____ 6. I recognize that each family has the responsibility to contribute engagement hours throughout the year as outlined in the student handbook. Opportunities will be made available both on and off campus to complete these hours.

_____ 7. I recognize that if the community spread of COVID-19 results in a pivot from face-to-face learning, I will need to be prepared in advance to manage distance learning as long as it is required by the Boone County Health Department and/or government officials. I also recognize that this potential transition may happen on short notice. TPCS will continue to provide exceptional service if distance learning is required.

_____ 8. I am aware that TPCS may not refund or prorate any portion of my tuition due to brief or extended closures as a result of COVID-19. TPCS will continue to provide distance learning services during these unanticipated closures.

Parent's Name _____ Date _____

Parent's Signature _____

Child's Name _____ Child's Grade _____

Child's Name _____ Child's Grade _____

Child's Name _____ Child's Grade _____

Child's Name _____ Child's Grade _____

Child's Name _____ Child's Grade _____

