



**Trinity Presbyterian Church**

# PRESCHOOL

*a Christian learning environment for young children*

**PARENT HANDBOOK  
2023-2024**

## Trinity Presbyterian Church Pre-School Policy and Procedures

### **Welcome to Trinity Presbyterian Church Pre-School!**

These are exciting times at 1728 South Hull Street in the Covenant Building Mondays through Fridays. We are so excited to have your family and count it a tremendous honor, privilege and blessing to be a part of your child's life.

In order to ensure Jesus Christ is worshipped and adored, children are safe, loved and taught professionally, parents and teachers need to partner and follow procedures. At Trinity Presbyterian Church Preschool we are constantly educating our teachers with workshops and new forums. Our teachers have had CPR/First Aid training to help make sure we are all safe. Your teachers cannot wait to meet you and start working with your children! Your children are God's greatest earthly gifts to you and our highest priority at the preschool.

### **Mission Statement**

Trinity Presbyterian Church Preschool (TPCP) is founded on the conviction that every child is created and loved by God, as declared in the Scriptures of the Old and New Testament and revealed in the life, death and resurrection of Jesus Christ. The mission of the Preschool is to minister to preschool age children and their families so that they may experience God's love through opportunities to grow spiritually, physically, mentally, and emotionally. The Preschool carries out this ministry by:

- providing an interesting and loving environment which encourages growth and learning, recognizing that each child is unique and endowed with special gifts;
- providing a community of support to parents and assisting them as they help their children to develop into healthy, thoughtful, responsible, spiritual individuals;
- serving the congregation and larger community, including the neighborhood and families with special needs;
- being effective stewards of church facilities by enhancing and utilizing them to their fullest extent;
- reaching out to non-members who may be seeking a church home.

### **Philosophy**

Trinity Presbyterian Church extends its ministry to young children and their families through the Preschool. The Preschool operates in close cooperation with an active Children's Ministry and Committee of the Church. This school is under the direction of this Ministry to Children, which reports through the Director of Children's Ministries to the Session of Trinity Presbyterian Church.

The school believes

- that each child, created by God and for God, is unique and endowed with gifts;
- that children desire to share their thoughts and ideas through creative expression;
- that children learn best in an interesting and loving environment which encourages growth and learning.

The school provides:

- opportunities to grow physically, mentally, socially, emotionally, and spiritually;
- experiences with open-ended materials that encourage exploration;
- a curriculum with a variety of themes or studies that allow children to explore their interests and discover their gifts;
- regular, developmentally appropriate opportunities for worship;
- activities in music, art, drama and dance to encourage creative expression;
- interesting classrooms with a variety of scientific materials and developmentally appropriate toys for children to investigate through play;
- a developmental, child-centered approach to preschool education.

Jesus said, "Let the children come to me, and do not hinder them; for to such belong the kingdom of heaven." (Matthew 19:14)

### **Organization**

The Preschool is a ministry of Trinity Presbyterian Church. It is under the direction of the Director of the Preschool and the Ministry to Children and reports to the Session, which is the governing body of this church. The role of the Ministry to Children is to inform, advise and request action as appropriate from the Session which in turn is responsible for making all governing decisions pertaining to the Preschool.

All staff of the Preschool are employees of Trinity Presbyterian Church and are subject to the appropriate policies governing staff.

### **Faith Development**

Besides providing for a child's physical, social and emotional developmental needs, TPCP encourages the development of a child's faith. The program is guided by the Christian faith as found in the Scriptures of the Old and New Testament and defined by the confessions and doctrines of the Presbyterian Church in America (PCA). Regularly scheduled chapel time, blessings at lunch, and age-appropriate Bible stories are specific ways in which spirituality is nurtured.

### **School Hours and Contact Information**

#### ***Regular hours***

Regular hours for the Preschool are Monday – Friday, 9:30 A.M. – 1:30 P.M.

#### ***Early Room Hours***

M-F Early Room 8:00-9:25 cost: \$5

#### ***After School Care***

M, W, F Late Room 1:30 - 2:30 cost: \$5

Office Hours: 8:30-1:30 Monday - Friday  
Preschool Phone Number: 334-262-8830  
Church Phone Number: 334-262-3892  
Website: [www.trinitypca.org/preschool](http://www.trinitypca.org/preschool)

Forms kept on file:

Registration Form  
Blue Immunization Form  
Past and Present Conference Forms  
Student Information/Medical Forms  
Signed Parent Agreement Forms  
Family Information Forms  
Field Trip Permission Forms  
Student Evaluation Forms

## **Academic Information**

### ***Curriculum***

In order for children to reach their full potential, we recognize each child as an individual and a child of God. We recognize that children learn and develop in different ways and at different paces. All of our classes use a guided curriculum to assist the parents in the social, physical, mental, emotional and spiritual development of the child. Our talented teachers are accompanied by caring assistants.

- Our Infants, Toddlers and Twos use a well-rounded program of socialization, free movement and expression, creative activities, story reading and music. These activities are developmentally-oriented to the young child's interests, allowing children to participate in thematic unit activities and special theme days. These classes have developed their own age appropriate curriculum to introduce topics such as colors, numbers, and letters. They also may share in some special activities presented by the older preschoolers!
- Our Three-year-old classes engage in a curriculum divided into thematic units developmentally appropriate for learning. The study of numbers, basic math skills and letters will be integrated into these units as they experience storytelling, word association, perception and movement activities, and learning centers. The Three's classrooms use Handwriting Without Tears curriculum.
- Our Four and Five-year-old classes also use Handwriting Without Tears, *Abeka*, and age-appropriate thematic units, putting greater emphasis on numbers, counting, math skills, letter recognition and formation, and letter sounds. A wide variety of creative learning experiences are used to help these growing children reach his or her fullest potential!

### ***Enrichment Opportunities During School Hours***

Several times a week classes participate in their own Enrichment classes. During this segment of the day, students will discover the basics of music, art, movement and language through a variety of fun and creative activities! And because our faith is at the core of all that we do at TPCP, Chapel is a regular part of students' days.

- Chapel - *But Jesus said, "Let the little children come to Me, and do not forbid them; for such is the kingdom of heaven." Matthew 9:14 NKJ.* Three, four and five year olds will attend chapel. Parents welcome to visit chapel after September when routines have been established and children have adjusted from separating from their parents. Chapel themes center around Old Testament and New Testament stories that help children understand love, miracles, salvation, sin, creation, heaven, believing, disciplining, praising, thanksgiving and obedience. Favorite older children's music and new Christian tunes help children worship and learn to praise God. Children recognized and prayed for in chapel during their birthday week.
- Field Trips – Four and Five-year-old classes have several fun field trips through the year. A field trip release form must be signed by the parent in order for a child to participate.
- Music – Each week Three-year-old through 5K classes will participate in music class. Here they will sing, dance, move, play instruments, and prepare for our two special programs at Christmas and the end of the year.

### ***Enrichment Opportunities Before or After School***

We offer several enrichment programs for our children. Costs and times vary and will be released at the beginning of each school year. Enrichment opportunities include:

- Ballet
- Art with Barb
- Gymnastics on The Big Green Bus

### ***Teacher/Pupil Ratio***

TPCP seeks to maintain the following Teacher/Pupil ratios:

- Infants – 8 students/2 teachers
- One's – 10 students/2 teachers
- Two's – 12 students/2 teachers
- Three's – 12 students/2 teachers
- Four's – 12 students/2 teachers
- Four/Five's – 14 students/2 teachers

### ***Teacher Qualifications***

Our staff are experienced, trained professionals chosen for their warmth, creativity and love for Jesus Christ. We employ people who are nurturing, who understand child development, and who respect each child as an individual. Our staff environment encourages mutual respect and a team approach. We are committed to ongoing training and professional development. Each teacher is trained in emergency and fire procedures. Each teacher is trained in first aid and CPR. Most teachers at TPCP have a college degree. It is required for all lead teachers to have a college degree.

### ***Class Work***

The children will bring something home accomplished at school each week in a folder. Parents are asked to return the folder the following school day and applaud all of their child's efforts! You might post projects at home. However, please remember that the most important tasks accomplished at preschool happen during the children's play, a child's "work", and not with paper and pencil. There are many years ahead when that will be refined and rewarded. We will be addressing all learning styles, auditory, visual, kinesthetic, and combinations of those, in young learners. *Abeka* is a super phonics based curriculum; whole language techniques will be incorporated as well. Some rote math *Abeka* pages will come home, but math is mainly done in the classroom with manipulatives.

### ***Homework***

You can naturally encourage learning by reading with your child, working puzzles, and playing games. Reading is the BEST activity you can do with your children for increasing the pre-reading and school readiness skills you desire your child to possess. Your best window of opportunity is age 1-7. You give proper parent nurturing by having them in your lap or close by, and you speak volumes about your love and care for them. Emotionally and academically, reading is priceless. Talk as you go through everyday life; driving down the road and walking through the grocery store, practice reading and math skills.

### ***Parent Conferences***

Conferences with our Four and Five-year-old parents will be scheduled in early spring. We welcome conferences at any time. Please set these up through the Office. Three, Four and Five-year old parents will receive an evaluation of your child's progress at least two times per year.

### ***Absences***

Please call the preschool if your child will be absent more than one day. Also, please inform us of any contagious diseases or illnesses. Your physician will tell you if your child's sickness is contagious or when they may return to school. Please be **symptom and fever free for 24 hours**.

### **Admission**

TPCP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to TPCP students. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, or other school-administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disruptive behavioral history, disqualifying health issue, or whose personal or family beliefs and/or lifestyle is not in harmony with the stated Mission Statement, Core Beliefs, and doctrinal standards of Trinity Presbyterian Church.

Trinity Presbyterian Church and Preschool reserves the privilege of setting and maintaining its own standards for Admission, student conduct, dress codes, and behavior. Admission to TPCP is a privilege and not a right. Therefore, TPCP maintains the right to admit only those students

who are in harmony with the standards of Trinity Presbyterian Church. Further, TPCP reserves the right, to dismiss any student who does not respect its standards or provide reasonable cooperation in the educational process, or whose conduct is considered detrimental to the best interest of TPCP and its mission.

TPCP does not provide enrollment to students whose educational, social and/or physical needs cannot be met by TPCP existing programs, services, or staff.

## **Enrollment**

### ***Registration***

Registration for each school year is held in February of that year. All tuition payments from the previous year must be paid in full before registration will be processed. Class placement is based on a child's age as of September 2. Additionally, Three-year-old students must be potty trained. If there is a question as to the placement of a child, the final decision will be left to the discretion of the Director with the help of the classroom teachers and the chair of the Director of Children's Ministry.

Registration is handled by mail or in person. Information packets are available in late January or early February, and processed in the following order:

- |                  |   |
|------------------|---|
| First Priority:  | Children currently enrolled   |
| Second Priority: | Trinity Presbyterian Church families not currently enrolled,<br>and siblings of children currently enrolled |
| Third Priority:  | New families  |

### ***Tuition & Fees***

Fees and tuition are set annually and are non-refundable. A registration payment is due at the time of enrollment.

- Fees - The Registration Fee is due when the enrollment form is received. The Supply Fee is due by the First Day of School. Fees are not refundable unless there is no space for your child. The Supply Fee helps to purchase necessary supplies, materials, books, workbooks, snacks and manipulatives for the classrooms.
  - **Registration Fee:** \$100 (Due at Registration)
  - **Supply Fee:** (Includes: classroom supplies, snack, curriculum, workbook)

#### **One Time Payment Due by first day of school.**

<b>Age</b>	<b>1 Day</b>	<b>2 Day</b>	<b>3 Day</b>	<b>4 Day</b>	<b>5 Day</b>
0-1	\$100	110	120	150	160
1Year Old	\$120	150	180	230	260
2 Year Old	\$150	180	210	260	290
3 Year Old		190	220	270	300
4/5 Year Old		190	220	270	300

- Tuition - Tuition is due by the 10th of each month. August tuition is due the first day of school. Tuition can be paid through Pay Pal, check, or cash. A \$20 late fee will be charged to delinquent accounts. A charge of \$35 will be added for returned checks. Make checks payable to TPC Preschool. Please itemize fees being paid in the “for” section of checks. Submit payments to the office, via your child’s folder, the secure payment folder inside the Preschool office, the TPC Business office, or by mail. We are a non-profit organization, operating solely on tuition, fees, and the support of Trinity Presbyterian Church. No credits are given for absences or holidays. No make-up days are allowed. If your bill becomes 30 days delinquent without communication, the matter will be presented to the Ministry to Children Committee. We endeavor to work with any family encountering unusual financial difficulties.

### **Tuition Amounts August-May**

Days	Monthly
1 Day	\$105
2 Days	\$150
3 Days	\$175
4 Days	\$240
5 Days	\$290

Tuition is not pro-rated due to mandatory school closures.

### ***Withdrawals and Re-Enrollments***

When a parent decides to withdraw a child from the program, the following month’s tuition is due. For example, if a child withdraws on September 10<sup>th</sup>, October tuition will be due. If a day is dropped it will not be guaranteed should the parent wish to add it at a later date.



## Drop Off and Pick Up

### *Drop Off and Pick Up General Information*

- The doors open at 9:30! Please do not enter until the doors are propped open, unless you are going to early room.
- Please watch for children in the parking lot and drive slow.
- We discourage the use of cell phones in the parking lot.
- Parents PLEASE keep a close watch on your children crossing the parking lot. It is mandatory that they hold your hand.
- The Baby and One-Year-Old Classes must walk their child to their classroom at drop off and pick up. Please park on the street to walk your child in. If you also have an older child, they may walk in with you and go to their classroom. At pick up, we suggest picking up the baby first and then getting your older child on your way back to the car.
- Two-Year-Old Class through Pre-K Classes must use the carpool lane for drop off and pick up.
- **Please do not let your child out of the car until a staff member is there to receive them.** Please pull as far forward as you can when you get to the drop off/pick up area.
- Afternoon carpool begins at 1:15 and ends promptly at 1:30. At 1:31 your child will be taken to late room on the days it is offered, and you will be charged the \$5 late room fee. On days late room is not offered, you will be charged \$1 for each minute you are late.
- **Do not get out of your car at carpool.** Please pull forward to a parking spot to buckle your child.
- Children will not be allowed to leave school with anyone other than their parents without consent. If you would like someone else to pick up your child you may write a note, call the office or let your child's teachers know. Identification will be required.
- Please share this information with anyone who will be picking up your child other than you.

## **General Information**

### ***What to Bring***

Help your child get the most out of his or her preschool experience, and help your child's teacher by remembering a few things:

- Check your child's bag each day for important information, notes, daily reports, artwork and other material.
- LABEL EVERYTHING: diapers, pacifiers, clothing, bags, lunches, etc. We are not responsible for items that are not labeled.
- Please send your child's lunch in a lunch box or bag with an ice pack.
- Parents are responsible for supplying their child with disposable diapers.
- All children must have a season-appropriate change of clothes in a labeled Ziploc bag (underwear, shirt, pants, socks); turn this in to your child's teacher.
- Please DO NOT allow your child to bring in toys or other items from home, with the exception of security items (blankies, etc.).
- Please arrive on time to school; most classes begin activities right away.
- A lost-and-found is in the office.

### ***Snacks***

All classes are provided snacks as part of your paid supply fees. Water is served with snack.

### ***Lunch***

Please send a small lunch with your child each school day. Please don't send anything that needs to be reheated. Include a drink with your child's lunch; water is preferred, please **NO SODA**. At this time TPCP is not a peanut free zone, but we may have to institute this policy if necessary. Make sure you label all lunch bags and sippy cups. Bottles must be fully prepared, sealed, & labeled AT HOME, ready to use. Please send them in a cooler bag with ice pack. Please keep lunches simple. We do not heat or refrigerate any food (except for the baby room). Send food in easy to open containers for your child's convenience. Plan for your child's lunch to be as convenient & neat as possible. Please label containers you want returned. Do not send gummies, popcorn, pizza Lunchables, or hot dogs. All grapes, or similar shaped foods, must be cut length wise.

### ***Parent Involvement***

Parent volunteers are an important component of our program! Each class needs parents' help with holiday parties and field trips.

### ***Field Trips***

We will take children on field trips with the assistance of parents by car. Each child must be accompanied by a parent on field trips. Field trip release forms will be sent home at least one week prior to an event. Please return them in the homework folders.

### ***Communication***

We strive to keep you up to date on the events at our school and information on your child and his or her class. Your child's teacher will send home daily or weekly reports about your child. Your child's teacher will also send home a monthly calendar. Visit our actively updated website at [www.trinitypca.org/preschool](http://www.trinitypca.org/preschool) for information and to download forms. "Like" our Facebook page "Trinity Presbyterian Church Preschool" for news and information delivered straight to your newsfeed. You may also "follow" us on Instagram "@hullandfelderpreschool." TPCP uses the "Remind" text messaging system to contact parents when necessary.

### ***Birthdays and Parties***

Birthdays are special days for your children. Hopefully, the traditions in your home for birthdays are very exciting. At school, we celebrate birthdays in our own special way. Please bring cupcakes, a cookie cake, or cookies for each member of the class and teachers. At the designated time, bring your child's favorite book to read to the class, help serve snack, sing "Happy Birthday." You are invited to attend your child's birthday Chapel where they will receive a special prayer. Check arrangements with your teachers one week prior to your child's birthday. Please note the days and snack time the teacher suggests.

Each class will have the following class parties: Christmas, Valentine's Day, Easter. Parents will sign up to volunteer at Open House.

## **Emergency Procedures & Inclement Weather**

### ***Fire safety***

Fire drills are conducted monthly. Teachers know the locations of fire extinguishers and alarms, and how to use them. In case of fire, teachers' first responsibility is to get children out of the building.

### ***Emergency Evacuation Plans***

In the event of extreme weather warnings or other emergencies that do not require evacuation, teachers will follow the procedures indicated and lead children to appropriate areas and remain with them until pick up is completed or the emergency warning lifted. These emergency plans will be practiced with the children.

In order for our emergency plan to work well, it is imperative that each of you keep your emergency contact information current with the school. Please let us know in a written form when you have a change of address, home phone, or cellular phone number. Please be mindful to keep your cell phones with you and turned on at all times while your child is in school. Parents will be asked to sign a release allowing their children to be picked up by other individuals in the event that the parent cannot be contacted during the emergency.

In the event of severe weather, power outage, loss of utilities, or other emergencies that do not require evacuation:

- The children will remain in the classrooms under teacher supervision.
- In the event of a condition that makes it unsafe to remain in the classrooms, the children will be evacuated to a safe location.
- Parents will be contacted via “Remind” text message system.
- Parents will be asked to pick up their children in the classrooms as soon as possible, although we prefer not to release children to their parents while under severe weather warnings.
- If parents cannot be contacted, children will be sent home with other individuals who have previously been approved by the parent for this purpose.

### ***Inclement Weather***

In case of inclement weather, the Preschool follows local school closing decisions. Parents should monitor their phones and listen to local radio and television stations for announcements regarding school closings.

### ***Suspected Child Abuse***

TPCP Staff will follow legal obligations of reporting suspected child abuse to proper authorities.

## **Health and Safety**

Health and safety are matters of great importance. The Preschool requires a health form and immunization record verified by each child’s physician annually. Immunizations must be up to date in accordance with the schedule recommended by the American Academy of Pediatrics. **Parents must inform teachers and the Director in writing of a child’s environmental or food allergies.**

Children are required to stay home if any of the following apply:

Fever within last 48 hours without fever reducing medication (100.4 is considered fever.)

Vomiting or diarrhea within 24 hours

Profuse nasal discharge

Severe congestion or frequent cough

First 24 hours on antibiotic

Conjunctivitis or “Pinkeye” (“cold in one eye”)

Positive for COVID-19 or family members test positive for COVID-19

If a child will not be in attendance due to illness, vacation, or for any other reason, please call the office. Families will be provided information verbally and in writing about any unusual level or type of communicable disease to which their child has been exposed.

- **Tuition will not be pro-rated if your child must quarantine or if the preschool has a mandatory closure.**

Minor injuries at school receive first aid from a staff member. Information about the accident will be shared with the parent(s). In case of serious accidental injury, an immediate effort will be made to contact a parent. If parents cannot be reached, the child’s physician may be called;

if necessary, an ambulance may also be called. Until the arrival of a parent, the Director or a teacher will make decisions about care of the child.

Reasonable precautions are taken to minimize the spread of germs within the Preschool. Use of latex gloves is required for diapering and first aid, along with hand washing afterward. A solution of water and chlorine bleach is used to disinfect toys and other surfaces.

### ***Medication***

Administration of emergency medications (inhalers, Benadryl & Epi Pen, etc.) shall be allowed, provided written parental and physician authorization have been given. Emergency medications (such as Benadryl, Epi Pens, inhalers, etc.) shall be kept in a locked container in the Preschool Director's office. Medication should be placed inside a labeled Ziploc bag, along with clear instructions. Medication should be in its pharmacy issued container.

Administration of any medication other than emergency medications (as listed above) is prohibited. Exceptions to the above rules may be made upon written request from a physician. Sunscreen & Insect Spray must be applied at home or by the parent.

### ***Dress Code/Personal Items***

Please send children in **comfortable play clothes**. Painting and arts and crafts can be messy. Children are **required to wear shoes**. Close toe shoes are recommended, but not required. "Play Clothes" and tennis shoes are suggested. All children will go outside each day that weather permits, so dress them accordingly. A change of clothes from home in a labeled Ziploc bag will be kept in your child's classroom.

Three year olds should wear shorts or pants with elastic unless they can handle other types on their own. We encourage independence and a child can better attend to his/her own bathroom needs in clothing that is easy for him/her to handle alone. Please put the child's name in all clothing (i.e. jackets, etc.) and other belongings to help insure their safe return.

Diapers from home, labeled with your child's name, will be kept in the classroom (wipes provided by the school). If your child needs special wipes, please send them with your child's name on the package.

### ***Discipline Policies (Behavior)***

Our children will learn how much they are loved by God, their parents and their teachers. Children will be lovingly taught procedures, expectations and classroom rules. Prevention and preparation are worth a "pound of cure"! Mainly, children will be expected to obey their teachers. We want them to know moral reasons why we behave in certain ways at certain times. We are not looking for encouraging mere outward obedience, but a heart trained to love what God loves and act accordingly. Specifics will come in the first few weeks for threes, fours and fives. Children may need a time-out. The time separated from the group will be equal to their age. Teachers will let you know if a continual problem arises.

TPCP will help a child learn self-control, self-direction, socialization, sharing and respect. We feel these qualities build a child's character. We strive to foster a loving environment where respect, kindness and patience are key, therefore discipline is NEVER physical or harshly verbal. Discipline is viewed as a partnership between parent, teacher and school. Discipline is accomplished first by talking to the child to help them understand why the behavior is inappropriate and how to be kinder and more respectful. Secondly, the teacher uses positive distraction, helping the child engage in another activity with classmates. If further action is needed, the child may need to take "Time Out" from his/her group, or lose an "end of the day reward" (i.e. sticker, special treat). At times, the child may need to take "Time Out" in the Director's office.

If it becomes necessary, continuing discipline problems will be discussed with the parents. If problems persist and a child becomes a danger to himself/herself or others, or his or her needs are not being met, the Director has full discretion to ask that the child be removed from the program so as not to disrupt the learning process for other children.

Biting more than once by the same student will result in the student withdrawing from school for one week. If biting occurs again by the same student, then permanent withdrawal will be necessary. Parents will be responsible for the following month's tuition.

### **Potty Training**

Potty training is a major life milestone and is different for every child. Its success hinges on physical and emotional readiness.

Teachers in the two's class will work with you and your child to make this process positive and successful.

While we understand accidents may occur in the three year old class, children in these classes must be potty trained. These classes are not set up for changing thus taking one teacher out of the classroom. If multiple accidents occur your child will need to stay at home until success can be achieved.

We look forward to a great year. We look forward to getting to know your child better. Please let us know of any questions or concerns that you have. Thank you for entrusting your precious child to us. We are thankful to God for you and them!

After you have read and reviewed the handbook, please sign the following page and return in your child's folder. Thanks!

## Trinity Presbyterian Church Preschool Handbook

I, \_\_\_\_\_, have read the information included in the Trinity Presbyterian Church Preschool handbook and agree to all the terms it asks of me. I also agree to have my child obey the rules aforementioned. Failure for the parent or child to comply with these policies will result in permanent withdrawal of the child.

Signed \_\_\_\_\_

Child's Name: \_\_\_\_\_

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