

Let Your  
Light  
Shine



Trinity Preschool  
Parent Handbook

2018-2019

Est. 2014

## Letter from our Pastor and Church

Dear Parents of Trinity Preschool,

It is such a joy for Trinity Baptist Church to host Trinity Preschool. This weekday program not only reflects the heart of our Lord and Savior Jesus Christ, it is also a reflection of Trinity's mission. We exist to lead our neighbors, the nations, and the next generation to know, love, and serve Jesus Christ. Trinity Preschool helps lay a foundation in the hearts of children for a life built on God's love and the Gospel of Christ.

I know that Trinity Preschool does an excellent job in assisting parents in preparing these precious little ones for future education and growth. I also believe that each member of our preschool staff plants loving seeds of faith and confidence in these children following in the steps of our Lord who said, "Let the little children come to me... for of such is the kingdom of heaven." (Matthew 19:14)

Please know that the Trinity Family not only stands behind our preschool, but we are also here for you and the rest of your family. Our mission and our 7 Summits ministry strategy is designed to reflect our core value of ministry to the whole family. If you are looking for a church home, we pray that you will come and worship with us at Trinity and discover what God is doing in this exciting fellowship.

Visit us at [www.trinitybc.net](http://www.trinitybc.net) for more information about the mission, vision, and ministries of our church. Feel free to make an appointment with one of our pastors if you have questions about our church or your personal relationship with Jesus Christ.

God Bless!

Pastor Robby Brown

# Trinity Preschool Directory

**Church / Preschool Address:**

Trinity Baptist Church  
2411 Hwy. 29 South  
Danielsville, Ga. 30633

**Church Phone number:**

(706) 795-3718

**Pastors:**

Robby Brown  
Ben Smith

**Preschool Mailing Address:**

Trinity Preschool  
P.O. Box 365  
Danielsville, Ga. 30633

**Director:** Misty Berryman

(706) 206-0263

**Assistant:** Katie Sullivan

(762) 338-9204

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# Positive Beginnings

The adjustment period into a new environment can be exciting yet somewhat stressful for both parents and children. Allow yourself some time to get comfortable with new faces, new settings and routines. Please realize that a child's hesitation to the unfamiliar is only normal. Even though the initial morning separation might be a little difficult, with constant reassurance from you, and involvement in the various fun activities at school, a child usually starts to get comfortable very quickly.

The following are some suggestions that might help you and your child to settle into the preschool routine:

- Be positive and reassuring. Smile and look comfortable! Let your child know that the teachers will take good care of him/her and that they will get to play and have lots of fun. Remind him/her that you will be back soon.
- Don't be too alarmed with a child's tears. It is their way of expressing their feelings of change.
- It is best if you choose to walk them in, to go to the door, give a hug, kiss and leave. If you stay for a while, they build up a sense that you will stay for the entire day.
- Feel free to ask questions so that you feel comfortable. (Open House is a great time to do this).

## Exemption

We are exempt from state license, but we are registered with the state of GA. Below is a link to all the requirements for exemption. If you have any questions about this, please feel free to ask the Director at anytime.

### Exemption from state licensure (State of Georgia)

<http://www.decal.ga.gov/CCS/Exemptions.aspx>

591-1-1-.46(b)5: Parent's Morning Out, Parent's Night Out, or similar programs which operate for no more than one session of up to four (4) consecutive hours per day and which limit attendance to no more than eight (8) hours a week per child.

591-1-1-.46(b)6: Nursery schools, play-schools, kindergartens or other educational programs for children two (2) years through six (6) years of age which operate for no more than four (4) consecutive hours per day.

# Entrance Requirements

## Forms and Fees due by September 4th:

- Registration Form and Registration Fee
  - Medical / Media Release Forms
  - Immunization Record from your doctor or Health Dept.
- (No handwritten forms allowed)**
- Extra Supplies from Supply List
  - Handbook Signature Page (Due by the end of the 1st week)
  - Exemption Signature page (Due by the end of the 1st week)

## Classes Offered and Age Requirements

We use the same age guidelines as the public schools in Madison county. Placement is determined by the age of the child on or before September 1st on that school year. We reserve the right to place children by developmental needs and to make decisions that will best serve each child and provide a safe environment for all enrolled.

<u>Classes</u>	<u>Days</u>	<u>Times</u>
12-24 months	Wednesday	9:00-12:00
2-year-olds	Tues. & Thurs.	9:00-12:00
3-year-olds	Tues./Wed./Thurs.	9:00-12:00
4-year-olds	Tues./Wed./Thurs.	9:00-12:00

## Notes

12-24 Months: Must be walking.

Three & Four Year Olds: Must be potty-trained

## Fees

### Registration Fee (non-refundable)

The registration fee is due when you sign your child up. It is used for school supplies throughout the school year. **This is not your first tuition payment!**

One Year Old:	\$75
Two Year Old:	\$100
Three Year Old:	\$100
Four Year Old:	\$100

### Tuition

Tuition is due by the first of each month, but will be accepted earlier or in full. Monthly tuition is due each month regardless of illness or the holiday schedule.

**Tuition is late after the 10th of each month.**

#### Monthly

One Year Old:	\$75
Two Year Old:	\$145
Three Year Old:	\$175
Four Year Old:	\$175

#### Yearly

One year old:	\$675
Two year old:	\$1305
Three Year old:	\$1575
Four year old:	\$1575

Checks, cash, money order or PayPal is accepted. Make all checks payable to Trinity Preschool. If you will be using PayPal please send payments to [mistyberryman@hotmail.com](mailto:mistyberryman@hotmail.com) using send to (friends and family) payment. This way, no one is charged any fees. If you have any questions do not hesitate to contact the Director.

# **Additional Fees and Withdrawal Policy**

## **Late Fees**

There is a \$10 late fee for each payment received after the 10th day of the month. Failure to pay tuition for 2 months is a reason for immediate dismissal from the program. If there is a concern about payment, please contact the director.

## **Returned Check Fee**

There will be a \$25 fee for any returned checks. If you have had more than 2 returned checks you must only pay with cash or money order for the remainder of your child's time in our program.

## **Field Trips:**

We take two or three field trips off campus each year. The preschool will provide admission for each child. Some field trips will require adult admission that you will be responsible for.

## **Withdrawal Policy**

Parents must give a 30 day written notice to the director if they plan to withdraw their child from school. You are still responsible for that months tuition.

# TRINITY PRESCHOOL CALENDAR

## 2018-2019

August 21, 22, 23	Teachers Pre-Planning
August 28	Open House <b>(Drop in 4:00PM-6:00PM)</b>
September 4	First Day of Preschool
September 27	Transportation Day
October 4	Fall Picture Day
October 10	Teacher Workday – No School
October 11	Fall Break – No School
October TBA	Bear Hollow
October 31	Costume Day/Trunk or Treat @ 11:00
November 15	Thanksgiving Program (Time TBA)
November 20, 21, 22	Thanksgiving Holidays
November 27	Return to Preschool
December 19	Christmas Brunch @ 10:30
December 20 - January 3	Christmas Holidays
January 8	Return to Preschool
January 24	Circus Day
February 14	Valentine’s Day Party @ 11:00
March TBA	INK (Interactive Neighborhood for Kids) ?
March 21	Spring Picture Day
April 2, 3, 4	Spring Break
April 9	Return to Preschool
April 18	Easter Brunch & Egg Hunt @ 10:30
April TBA	Strawberry Patch field trip (Moons Farm)
May (2 ?) TBA	Field Day at Madison Co. Rec. Dept. @ 9:30
May 16	Graduation Day (Time TBA)
May 21, 22, 23	Teachers Post-Planning

**\*\*Please check your Childs monthly calendar that will be sent home at the beginning of each month for important information and more special days\*\***

**\*\*One and Two year old classes are always invited to join us during special events that fall on the days they are not scheduled for school.\*\***

**\*\*They can join us at the times they are scheduled\*\***

## **Philosophy and Purpose**

Our purpose at Trinity Preschool is to provide opportunities for children to grow mentally, physically, emotionally, socially and spiritually in a safe, secure and loving Christian environment. We believe that the Bible is the Word of God, and we use the Bible as the basis for our code of conduct and our faith in Jesus Christ.

We feel that a child's first school experience sets a firm foundation for their future academic education. It is also a time when the concept of morals, independence and self image are being formed and need to be nurtured. Our school will be a place where growth and development in these areas can be promoted through activities designed to encourage creativity, discovery and self expression.

It is our goal to provide your child with a quality Christian experience that will meet his/her individual needs. We consider it a blessing and privilege that you are giving us the opportunity to be a part of your child's development. We recognize our role in serving both our students and their families in ways that will honor God. We hope this will be the beginning of a great start in your child's education!

## **Curriculum**

Trinity Preschool curriculum was created to be centered on theme-based units that incorporate some of the Georgia Pre-K Standards as a guide in our instruction to aide teaching preschoolers in a Christian setting. The purpose of these units is to provide a framework on which teachers can build an early childhood program that allows children to grow and develop. They provide guidance in activities in each unit to help each child develop language, reading, writing, and math skills appropriate to his or her stage of development. Spiritual, physical, mental, emotional, and social development are equally important. The themes are designed to help lay a foundation for understanding God, Jesus, the Bible, church, self, family, others and the natural world. Teachers are encouraged to use activities that will meet the specific needs and interest of each child.

## Our Schedule

8:50-9:05	Morning Carpool
9:15-9:45	<b>Story Time/Enrichment Time/Restroom</b> -ABC Stories -Bible Stories -Unit Stories -Music/Movement/Rhymes -Skills/Review/Calendar
9:45-9:55	Restroom
9:55-10:20	<b>Academic Time</b> -Alphabet -Numbers/Math -Unit -Colors/Shapes
10:20-10:50	Restroom/Snack
10:50-11:00	Free Play
11:00-11:30	Art/Creative Expression
11:30-11:50	Recess
11:50-11:55	Line up for carpool
12:00	Carpool Starts
12:15	Carpool closes

# Safety and Security

## Carpool Safety:

- Please make sure that your car is in "Park" while children are being loaded and unloaded.
- Please avoid using your cell phone while in the carpool line.
- Children will not be placed in the front seat.
- Because of liability reasons, we do not fasten Child Safety Seats or seat belts. Parents should pull to the designated area located on the carpool map to secure their children.
- Children will not be taken out of or put into a car if a animal is in the car. Parents will be required to park and walk their child in.
- Children should be ready to exit the car as soon as the car door is opened.
- Carpool is not the place to discuss any concerns about your child; please call the Director to make an appointment or wait until the line is over.
- The line will start at 8:50 and the door will lock at 9:05. If you arrive after 9:05 you must wait at the preschools main entrance

## Door

For the protection of our preschool children and staff, all doors will be locked during the school hours immediately following drop-off time. If you need us for any reason during school hours, you can ring our doorbell located to the left of the basement doors. **If you would like to enter the building at this time, you must bring your child's ID and sign the visitor book.**

## Custody

If there are any issues with custody, please contact the Director.

## **Liability Insurance**

Trinity Preschool is covered under the Church's liability insurance by Church Mutual.

## Security ID Cards:

Every student will be given 2 student security ID cards at drop off on the first day of school. If more cards are needed please let the Director or your child's Lead Teacher know. For anyone picking up your child we will require your child's student security ID card along with the authorized pickup persons identification. As the year goes along, staff will be able to identify authorized pickup, and identification may not be required. **However the authorized pickup must always show the student security ID.** If there is a question anytime during the year, staff will ask for identification. If there is a security issue during carpool, the driver will be instructed to pull out of the carpool line, park the car, and wait until the end of carpool so identification can be checked. Children will not be released until all security issues are resolved. Children will be released only to parents and others listed on their student security ID cards. **Parents should make sure this information is current.** Please make sure that everyone picking up your child is aware of these policies. Any changes to your authorized "pickup" list or any other changes in your child's emergency contacts should be given to the Director or Teacher in writing. For emergencies or any change in pickup during school hours you should contact the director. If a non-authorized person is picking your child up please send a written note

## Abuse Policy

Abuse is not a subject that people like to deal with, but in today's world, it must be addressed. Each staff member has a background check on file with Trinity Baptist Church. Restroom policies, diaper changing policies, having windows in the doors etc. are all ways we protect our children and staff. We are required by law to report any cases of abuse or substance abuse.

Any abuse or suspected abuse should always be reported to the director of Trinity Preschool. The Director will follow all policies on reporting abuse and it will be held confidential.

## **Children with special needs**

The desire of Trinity Preschool is to minister to all children. However, we realize each child has different needs. Our classroom setup, adult-to-student ratio, and programming may not be the best for all children. Therefore, if at any point, it becomes apparent that our program cannot provide the optimum education experience for a child, then the Lead Teacher, Director, and the Parents of the child will meet in person to discuss options that will be in the best interest of the child.

Each child's needs will be addressed on an individual basis, but the total learning environment must be considered. The needs of the child, the ability of the staff to teach, and the learning environment for all the children must be a part of the decision-making process. Each child must be able to learn and function within our classroom setting. Our program reserves the right to withdraw a child from our program for behavioral reasons or learning needs we cannot accommodate. We also work with the county on special needs and behavior issues. If we cannot resolve an issue with a child, we may have a meeting with the parents to look at other options the county provides.

## Health Policies

A current Immunization (form 3231) must be on file by the first day of school, or your child can not attend our program.

For the protection and well-being of all children, parents are requested not to bring a child to school who appears ill. Children should not attend if they have any of the following symptoms:

- Fever- child should not have a fever and should be fever-free for 24 hours without medication before returning to school.
- Vomiting or diarrhea- child should not have either and should be free of both for 24 hours.
- Symptoms of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, whooping cough, etc.
- Common cold- from onset through one week.
- Green Discharge for nose or eyes.
- Sore throat
- Croup
- Any unexplained rash
- Any skin infections- ringworms etc.
- Pinkeye or other eye infection
- Head lice- treatment and note from physician is required before returning. We suggest using Lice Shield Spray before school each day. You can purchase this at Wal-Mart, CVS, Rite-Aid or Amazon.

If a child develops any of these symptoms while at school, a parent will be contacted to pick up the child immediately. Parents should have a plan for a sick child and make sure all contact numbers are current. We will always contact the parents first; if parents cannot be reached, we will call the emergency contacts. If a child's life is endangered or a serious injury occurs, "911" will be called, and the staff will follow the directions of the responding medical personnel.

Should a child develop an infectious disease following a preschool day, parents should contact the Director.

## **Medications**

Medications will not be given by the staff here at Trinity Preschool. If your child has a allergy that requires a EpiPen or inhaler, please let the Director know and have a written statement signed with instructions.

## **Food Policies**

Each child should bring a snack each day. If you forget your child's snack we will contact you and give them a snack from our pantry. Water will be served daily, but your child is allowed to bring a drink that will not stain the carpet. If your child takes a special cup please send one with them each day.

Due to any food allergies and/or choking hazards, the following foods should not be sent in your child's snack bag.

- Nuts
- Popcorn
- Hard candy
- Gum
- Trail mix

If any of these foods are sent in their snack bag, they will be returned with a note explaining the reason.

Please have all fruits and veggies washed, cut up and ready to eat.

Please label your child's snack bag.

## **CPR Certified**

All staff members at TBC are CPR certified. We also have a teacher that is certified as a first responder.

# **Carpool Summary**

## **One year old Pick up and Drop off**

For safety reasons the one year old class will not participate in carpool. They require more one-on-one attention and they can not sit as a class for the length of time required by carpool. Parents will take them directly to the preschools main entrance. Doors are locked at all times. A staff member will be at the door during drop-off and pick-up. If a staff member is not present, please ring the door bell located to the left. If it is after 9:05 the Director will come to the door when all children are safely in their classrooms.

**Parents must show their child's student security ID if you will be entering the building at this time.**

**All parents are reminded not to park in the area used for carpool during carpool time.**

## **Two, Three and Four Year Old Carpool**

### **Morning Carpool**

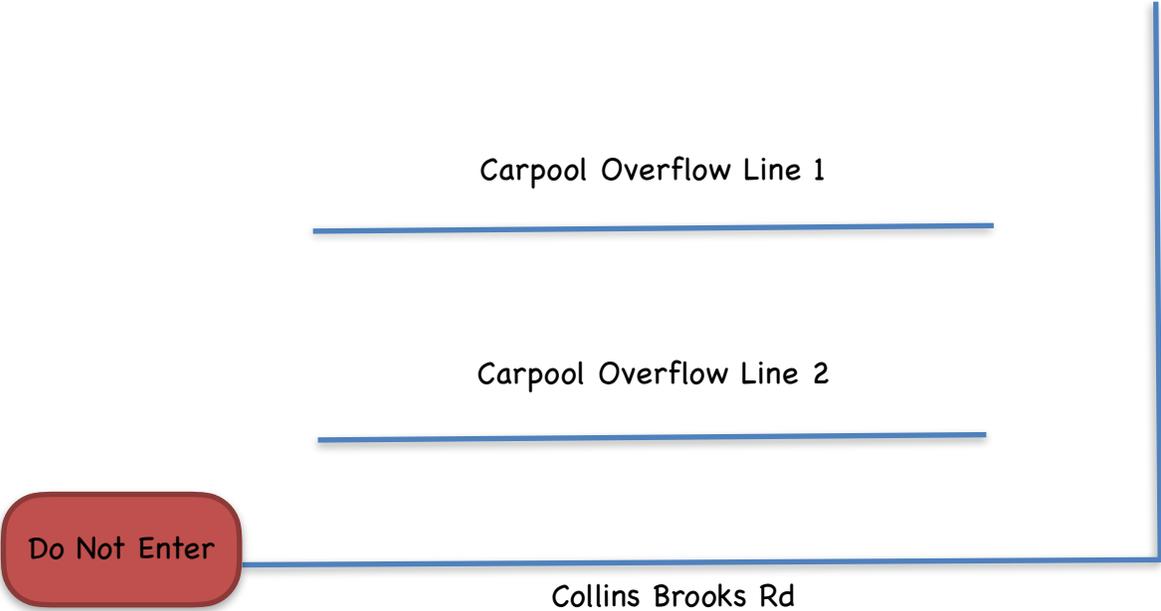
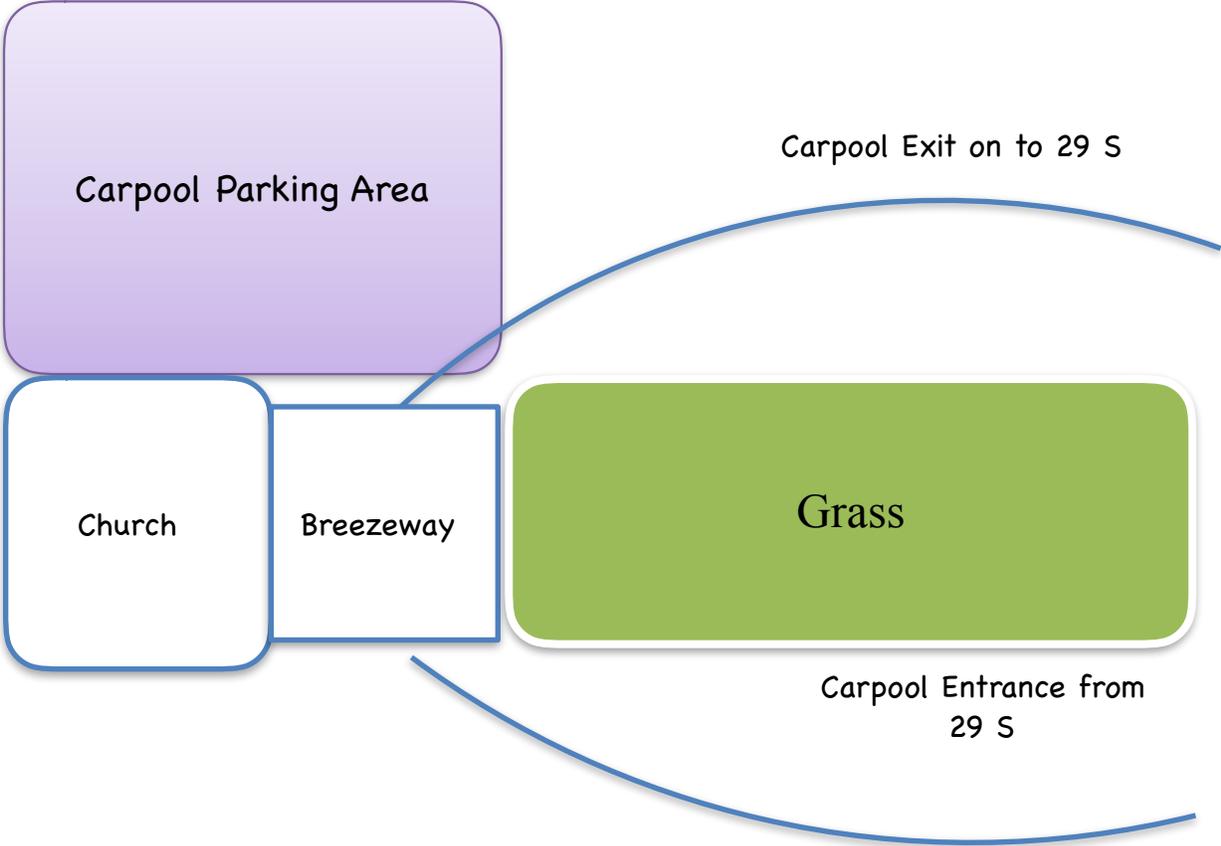
Will open at 8:50 AM and close and 9:05 AM. After 9:05 parents are to escort their children to the preschool's main entrance at the basement. Once the children are safely in their classrooms, the Director will let your child in. **Parents must have their child's SSC ID if you will be entering the building at this time.**

### **Afternoon Carpool**

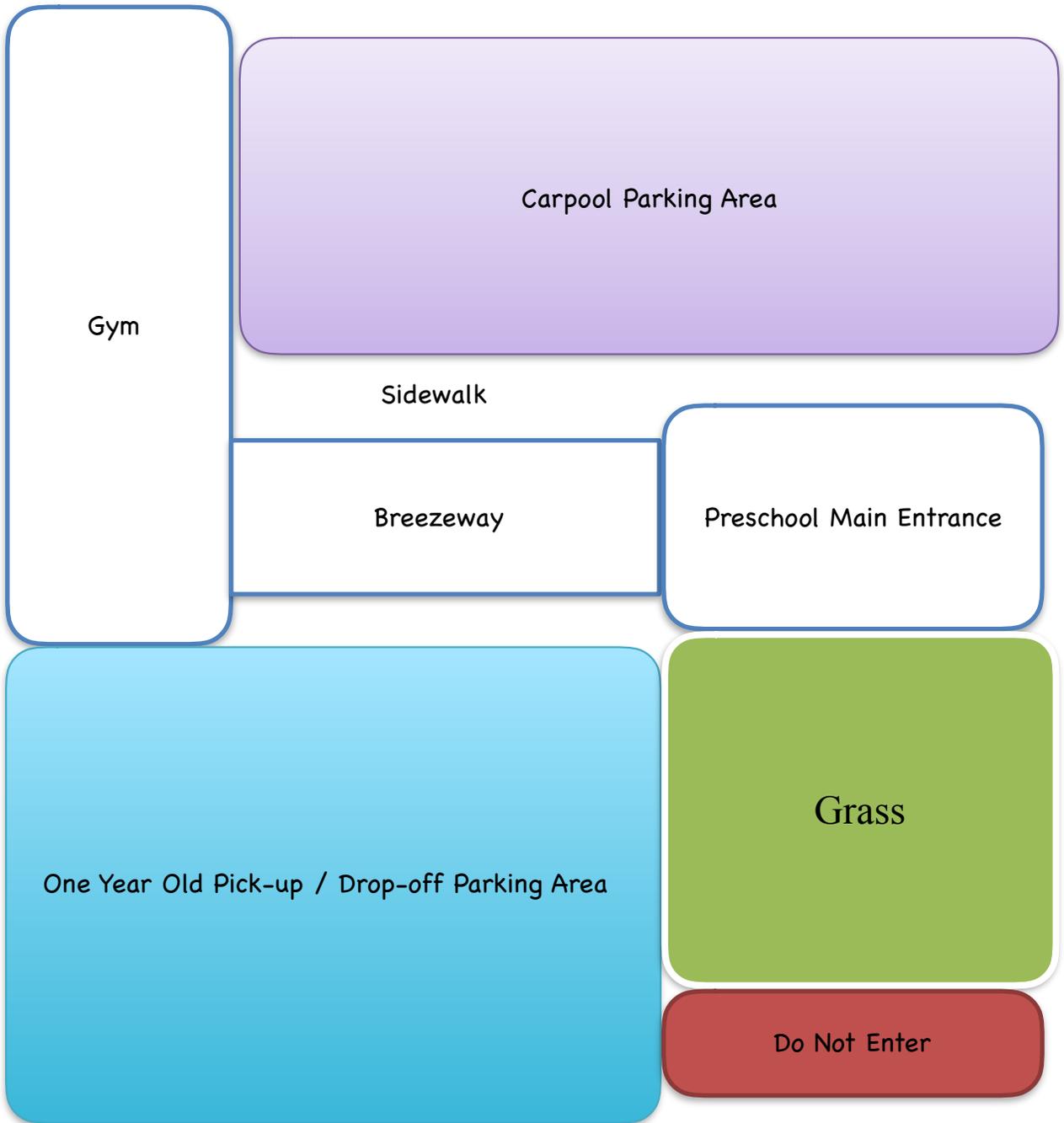
Afternoon carpool will begin at 12:00 PM, and end at 12:15 PM. Please see the carpool map for more detailed instructions. Because of liability issues, we do not fasten Child Safety Seats or seat belts. Parents should pull up to the designated area located on the carpool map to secure their children at carpool.

**All parents are reminded not to park in the area used for carpool during carpool time.**

# Carpool Map



## Trinity Preschool Upper Lot



Collins Brooks Rd

### Trinity Preschool Lower Lot

# **Carpool Plans**

## **Morning Carpool Plan**

- Morning carpool starts at 8:50 and will end at 9:05.
- All cars are to enter the Church entrance on Highway 29 and pull under the breezeway.
- If the line is backing up, please leave enough room at the entrance for another car to pull in.
- If the last car in the main carpool line is close to Highway 29, please pull into our overflow lines. Fill line one first and proceed to line two if needed.
- We are not to block any of the public streets.
- Please follow in behind the moving line.
- Please have your child unbuckled and ready to get out.
- Pull under the breezeway, put your car in park and make goodbyes short and sweet.

## **Afternoon Carpool plan**

- Same rules for line up apply to our afternoon carpool plan.
- We will start loading cars at 12:00.
- Please have your ID and your child's Student Security ID card out and ready. We will check your ID until we get familiar with everyone. We will then only ask for your child's ID when there is any question or concern about a person picking up your child.
- Once your child is loaded in the car, you must pull to our designated parking to secure them into their seat.

## **Backpack, Dress, Personal Items, and Potty-Training**

Children need to wear clothes that are practical, comfortable, and washable. Because of outdoor play, movement, art, and floor activities, there is much wear and tear on clothing. Make sure all children are adequately dressed for outdoor play and activities in all seasons. All coats, hats, mittens and other clothing items should be labeled with your child's name.

Shoes are to be worn at all times. They should be safe and comfortable for play. We encourage all children to wear socks and tennis shoes. Refrain from sending children in sandals, flip-flops, open-toe-shoes, open-heel shoes unless it is a special day.

We will not be responsible for jewelry and/or hair accessories. Small jewelry and small hair bows are a choking hazard and should not be brought to school. Toys from home should not be brought to school except on special days. **NO TOY GUNS!**

Each child should have a backpack large enough to carry their "creations" home from school. Be sure to clearly mark all items. For safety on the stairs, we ask that no child bring a tote bag or a backpack on wheels.

### **Extra Clothes**

Each child needs a seasonably appropriate change of clothing in his/her backpack in a ziplock bag labeled with their name. We do messy activities and accidents may happen.

## Potty Trained

Three-and-Four year olds should be fully potty trained. For clarification, TPS defines fully potty-trained as:

- Child recognizes the need to go to the restroom.
- Child enters the restroom on their own.
- Child can handle clothing with little or no assistance.
- Child is able to clean self after using the potty.

Teachers will encourage and help children with these steps as needed. If a child has a potty accident, staff will assist him/her with changing clothes. If needed, the parent will be contacted.

One-and-Two year olds should be dressed in a way that does not hinder diaper changing and/or potty training. One year olds should be sent with plenty of diapers in their bag. For sanitation reasons, only send your child in disposable diapers. We will gladly work on encouraging your child to use the restroom, but do not send them in training pants unless they can verbally communicate to the staff of their needs. If your child comes in pull-ups or underwear, please dress them in such a way that, if an accident does occur, the teacher may handle the change in an easy way. If a child has two "Potty Accidents," he/she must wear pull-ups or diapers to school. This is a health and hygiene issue.

"Security comforters" are allowed, but they will be put in the backpack as soon as possible. Keep in mind that your child may feel threatened by another child's natural interest in the item. Please work with the Lead Teacher to encourage the child to leave these items at home, in the car, or in the child's backpack.

## Behavior and Discipline

Guiding behavior is a part of teaching and is a responsibility of our staff. The aim of discipline is not punishment, but guidance. We strive to offer a loving, fun, and safe learning environment. We try to be positive about discipline, and our guidelines include (but are not limited to):

- Redirecting
- Planning ahead (to prevent problems)
- Encouraging appropriate behavior
- Having clear and consistent rules
- Teaching them to accept logical or natural consequences
- Time out (only age-appropriate)

It is rare when a child never gets a "time-out"; if your child tells you he or she was in "time-out", please don't assume he/she is in a lot of trouble. The Director will contact you when needed.

Under no circumstance will any child be subjected to harsh or physical punishment. Children will not be humiliated, threatened, shamed, frightened, or subjected to profane or abusive language.

If a child's behavior becomes so severe that it compromises the classroom environment for other children, the Director will be called in. If the situation continues, we will seek to remedy the circumstance with the parents' cooperation. We strive to meet the needs of all children. If a student continually shows aggression, demonstrates uncontrollable behavior, is having difficulty adjusting to school, is frustrated with the learning situation, or is disrupting the learning environment for other children, the Director will talk with the parents and discuss options to help the child. If at any time we find we cannot meet the needs of a student or his/her behavior is disruptive to the classroom setting, we reserve the right to withdraw the student from our program.

## Biting Policy

Biting in children under three years of age is considered to be a developmentally typical behavior. Biting for three or older may reflect a child's inability to function in a group setting. The following policy on biting has been developed for the benefit of the biter and the safety of the other children in our program.

- IF a child gets bitten by another child, the teacher will give them extra TLC and put ice on the bite.
- Next, the teacher will take the biter aside, get on eye level, and in a stern voice let him/her know that biting hurts and that we may not hurt our friends. The biter will be put in time-out as age appropriate.
- The teachers will try to determine if the bite was out of frustration etc. She will then try to give the biter words to use in a future situation. "You are too close."
- The parents will be informed when a child has bitten or has been bitten; however, names will not be disclosed. A record will be made of the biting incident, and biting incidents will be tracked.

It may be necessary to remove a persistent biter from our program for the benefit of the biter and safety of the other children.

## **Show and Tell**

We will have special days during the school year where your child can bring in a special toy from home to share with his/her class. **NO TOY GUNS** are allowed at school. If it is not a show and tell day, toys from home are not allowed. If they bring a toy from home, it will have to stay in their backpack while at school.

## Parent Involvement

All family members will sign our visitor book anytime they enter our preschool, classrooms or come to any preschool activities.

Throughout the year we will have several fun activities where parents and grandparents will be invited to participate if possible. There will also be some special family celebrations such as the Thanksgiving Program and Graduation celebration. We feel parental involvement is an important part of your child's year and encourage you to share in their preschool experiences as much as possible.

At any time during the school year, if you have a situation that needs addressing, please do not hesitate to contact the Director. You can schedule a meeting to discuss any matters you have. Please do not discuss matters during school hours unless an appointment has been made. Also, refrain from lengthy discussions with teachers during carpool. You are welcome to stay and wait on the carpool line to finish.

The three and four year old class will do an evaluation in the beginning to see what areas need improvement. Another evaluation will be done near the end of our school year to see how much your child has learned. We encourage families to continue your child's learning development at home by, reading to them each night, going through the packets that we send home and reviewing with your child what we are learning in class. Making learning fun and teaching them to love learning is a goal we have here at Trinity Preschool. Continuing this at home will help your child when he or she transitions into "BIG SCHOOL."

## Communication

**Communication folder:** We will send a communication folder home in each child's backpack. Please check it daily for important letters or information that will be sent home. Tuition payments and any notes to the teacher should be placed in the folder

**Calendar:** You will receive a calendar at the beginning of each month. Please check it for any important information.

**Remind 101:** Reminders will also be sent through our text system called remind 101. If you are not already included, text 81010 with the message @656af.

**News Letter:** On Tuesdays we will send home a news letter with church and school news.

**Ouch reports:** A ouch report will be sent home if we have anyone that gets a boo boo (little or big). A parent will be contacted if it is serious.

Please contact the Lead Teacher or Director if any changes at home might affect a child's behavior. The more we know, the more we can minister to the child's needs.

## Parent Conferences

Any time during the school year that you have a situation that needs addressing, please do not hesitate to contact us. You may schedule an appointment with the teacher and Director. Please do not discuss matters at carpool times.

# Trinity Preschool Activities

## **Field Trips**

Some special field trips will be scheduled during the school year. Due to liability issues, we ask that a parent or caregiver be responsible for your child's transportation to and from the location and during the field trip.

## **Birthdays**

Birthdays are special days. We welcome you to celebrate your child's birthday at school by providing a special treat for your child's class only. Please let the teacher know if you plan to do so. Instead of cupcakes or cake, we suggest cookies, cookie cake or a small treat. Cupcakes and cake do not come out of the carpet. Check with your child's teacher or the Director for any allergies before sending food into the classroom.

Summer birthdays will be celebrated during the school year as the child's "Special Day."

Celebration Days for each child will be listed on the calendar. If that day does not work for you, please let the Lead Teacher or Director know as soon as possible.

## **Giving Back**

Throughout the year, we will be participating in missions and community involvement to help students experience giving back to the community and those in need. Some of our missions are food bank drive, giving to the ones in need, making cards for nursing home residents and more.

## **General Preschool Safeguards/Policies**

- No one works alone in the preschool area.
- All preschool staff have a background check on file.
- No one under the age of 18 will be enlisted as a preschool teacher, and students will not be released to anyone under 18 unless a note is on file from the parent.
- Teachers aren't allowed to close the main bathroom door and be in the restroom alone with any student. The restroom door in the four year old room may be closed due to two other teachers near the door.
- Staff will wear gloves to change diapers and must not change diapers in a room alone.
- No cooking is allowed in the preschool area.
- Only age appropriate toys are allowed in the preschool classrooms.
- Toys will be cleaned each day and as needed throughout the hours of operation.
- Children should not bring personal toys to the classroom. Special show and tell days will be listed on the calendar.

## **Inclement Weather**

We follow Madison County School systems protocol when we have bad weather. If Madison County Schools announce they will be closed, we will also be closed. If they announce they will opening later and we are safe to come to school and continue a normal day, the Director will make that decision and let everyone know.

# Important Reminders

## ID Cards

Do not forget your child's Student Security ID and your identification for afternoon carpool. A written note must be sent in to the Director or your child's Lead Teacher for any changes to pickup.

## Goodbyes

Please make your goodbyes positive, upbeat and brief! Any hesitation on your part will trigger more separation anxiety. If your child cries, assure him/her of your love and that you will return soon. The preschool staff will comfort your child and help him or her adjust to the new surroundings. If your child continues to cry, we will contact you, and together we will make the best decision for your child. Younger children sometimes have to "work up" to the dismissal time. If you leave your child crying or upset and feel anxious about this, please contact the preschool staff later for a report on how your child is doing.

Misty (706)206-0263

## Disclaimer

- 1) No handbook serves as a contract bind in any way.
- 2) The handbook is subject to change at anytime without notice by Trinity Preschool.

# Trinity Preschool

Physical Address:  
2411 Hwy. 29 North  
Danielsville, GA 30633

Mailing Address  
P.O. Box 365  
Danielsville, GA 30633

## Notice of Exemption

I, \_\_\_\_\_ acknowledge I have been informed that this program is not a licensed child care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

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Parent Signature

Date

**Parent Copy: You will have a copy to return to school.**

## Handbook Signature Page

Please sign and return by the first week of school

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

I, \_\_\_\_\_  
have read and understood Trinity Preschool's handbook.

Sign, \_\_\_\_\_

**Parent Copy: You will have a copy to return to school.**



**Our Mission:** WE EXIST TO LEAD OUR NEIGHBORS, THE NATIONS, AND THE NEXT GENERATION TO KNOW, LOVE, AND SERVE JESUS

**HERE AT TRINITY WE ARE ALL ABOUT FAMILY:**

Trinity will continue to keep family and children ministry a priority. We have a vision for building strong marriages, equipping parents with tools for instilling a biblical worldview in the home, and ministering to families in the transitions of life. We have a vision for developing quality ministry to those sometimes disenfranchised by society including orphans and the unborn, widows, single-again, and those with hurts and addictions. We have a vision for reaching and implementing a discipleship strategy for the next generation through quality ministries so that they may be established early in the gospel and the Word of God.

Check out our ministries tab at [www.trinitybc.net](http://www.trinitybc.net) for more info about AWANA, Kidz Worship, and our EMERGE Student Ministry.

**We would like to invite you to Join Us!**

**Sunday Schedule:**

9:30 Life Groups/Sunday School  
10:45 Worship

**Wednesday Awana Schedule**

5:30 Dinner  
6:30 Awana Check In  
7:00 Men's & Women's Bible Study  
8:15 Awana Check Out