

Let Your  
Light  
Shine

Matthew 5:16



Trinity Preschool  
Parent Handbook

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

## Trinity Baptist Church

2411 Hwy. 29 South  
Danielsville, Ga. 30633

## Preschool Mailing Address:

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

Pastor Robby  
Pastor Ben  
(706) 795-3718

## Director:

Misty Berryman  
706-206-0263

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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. We recommend 4-6 weeks for them to adjust!
- 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 the first day of school:

- Registration Form and Registration Fee
- Medical / Media Release Forms (With registration online form)
- Immunization Record from your doctor or Health Dept.
- Extra Supplies from Supply List
- Handbook Signature and Covid Page (via link sent to be signed online)

### 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	Wednesdays	8:15-12:15
2-year-olds	Tues. & Thurs.	8:15-12:15
3-year-olds	Tues./Wed./Thurs.	8:15-12:15
4-year-olds	Tues./Wed./Thurs.	8:15-12:15

### Notes

12-24 Months: Must be walking

Three & Four Year Olds: Must be potty-trained

## Fees

### Registration Fee (non-refundable)

The registration fee is used for school supplies throughout the school year. This is not your first tuition payment!

One Year Old:	\$125
Two Year Old:	\$125
Three Year Old:	\$125
Four Year Old:	\$125

### Tuition

Tuition is due at by the first of each month, but will be accepted earlier or paid in full. 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:	\$100
Two Year Old:	\$185
Three Year Old:	\$225
Four Year Old:	\$225

#### Yearly

One year old:	\$900
Two year old:	\$1665
Three Year old:	\$2025
Four year old:	\$2025

**Checks, cash, money order or Venmo is accepted. Make all checks payable to Trinity Preschool. If you will be using Venmo, please send payments to @Misty-Berryman. 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. Checks are deposited by the 15th of each month. If there is a concern about payment, please contact the director.

There is a \$10 late for for any children picked up after 12:30.

## **Return Check Fee**

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

## **Field Trips:**

We will take field trips off campus during the school year. Some field trips will require 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's Yearly Calendar

DATE	DESCRIPTION
Aug. 18-20	Teachers Pre-Planning
Aug. 24	Open House: Drop in from 4-6
Aug. 31	First Day Of School
Oct. 6	Fall Picture Day for 1&4 year olds
Oct. 7	Fall Picture Day for 2&3 year olds
Oct. 19	Hartwell Safari Field Trip (Be there between 9/9:30) \$5 PP \$5 food bags
Oct. 13-14	MC Early Release Days: Our pick up line will start at 11:50-12:05 to allow teachers time to pick up their children from school.
Oct. 28	Trunk or Treat
Nov. 18	Thanksgiving Program (Evening)
Nov. 23-25	Thanksgiving Break (NO SCHOOL)
Nov. 30	Return to Preschool
Dec. 16	Christmas Brunch
Dec.21- Dec. 31	Christmas Break (NO SCHOOL)
Jan. 4	Return to Preschool
Feb. 16-17	MC Early Release Days: Our pick up line will start at 11:50-12:05 to allow teachers time to pick up their children from school.
Mar. 23	Spring Picture Day for 1&4 year olds
Mar. 24	Spring Picture Day for 2&3 year olds
Apr. 5-7	Spring Break (NO SCHOOL)
Apr. 12	Return to Preschool
Apr. 14	Easter Brunch
TBA	Moons Farm Field Trip (More info. to come)
May 12	Field Day at Madison Co. Rec. Dept. @ 9-1
May 19	Graduation Ceremony (Evening)
May 24-26	Teachers Post-Planning

## **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 pray 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**

8:00-8:15

Morning Carpool

### **Story Time/Enrichment Time**

- ABC Stories
- Bible Stories
- Unit Stories
- Music/Movement/Rhymes
- Skills/Review/Calendar

### **Academic Time**

- Alphabet
- Numbers/Math
- Unit
- Colors/Shapes

Snack

Free Play

Art/Creative Expression

Recess

12:15-12:30

Pick Up

Restroom breaks will be taken as a class and as needed throughout the day!

# 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 an animal is in the car and not in a cage. 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 8:00 and the door will lock at 8:15. If you arrive after 8:15, you must wait at the preschools main entrance until we get downstairs to let your child in.

## Door & Cameras

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.** We have cameras in each room and hallway.

## Custody

If there is 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 week 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 or email/text the Director.

## 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 and Pastors 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 have 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 a issues with a child, we may have a meeting with the parents to look at other options the county provides.

## Health Policies

A current Immunization 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- (The Childs head must be treated. The director will check the Childs head when they return. We suggest using Lice Shield Spray before school each day.)

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 an 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 & refillable water bottle or cup each day. If you forget your child's snack we will contact you and give them a snack from our pantry. If you forget your child's cup or water bottle, we will give them a disposable cup to drink from. 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**

We have staff members at TPS that are CPR certified.



# **Carpool Summary**

## **Morning Carpool**

Will open doors at 8:00 AM and end at 8:15 AM. If you arrive after 8:15, parents are to escort their children to the preschools main entrance at the basement. Once the children are safely in their classrooms, the Director or teacher will let your child in.

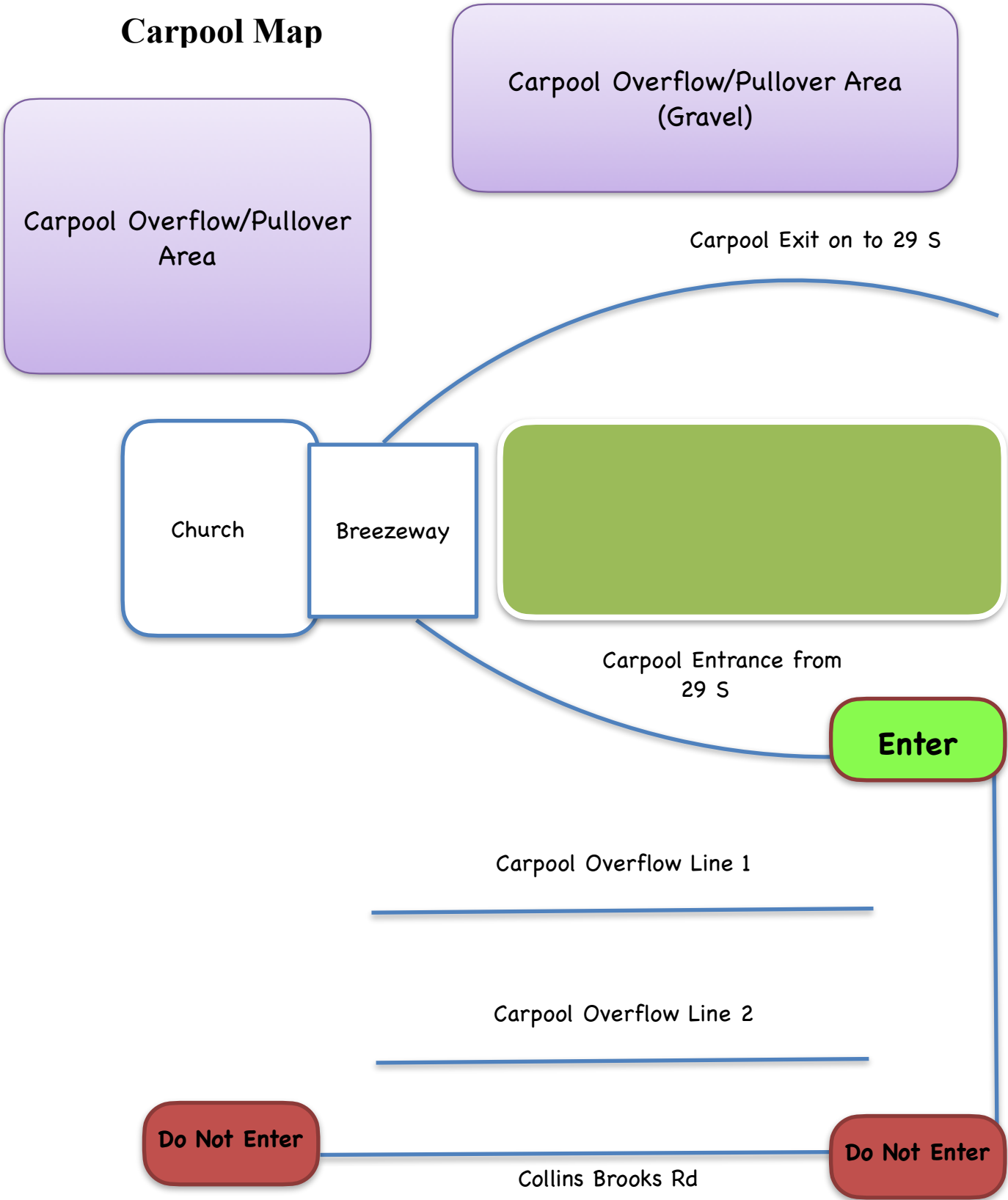
## **Afternoon Carpool**

Afternoon carpool will begin at 12:15 PM and end at 12:30 PM. Please see the carpool map for detail 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



# **Carpool Plans**

## **Morning Carpool Plan**

- Morning carpool starts at 8:00 and will end at 8:15.
- 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 too 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.
- This will take us all a few weeks to learn.

## **Afternoon Carpool plan**

- Same rules for line up apply to our afternoon carpool plan.
- We will start loading cars at 12:15 and end at 12:30.
- 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 unless there is any questions or concerns 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 you child's name. **If wearing a dress your child MUST wear shorts underneath.**

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. We will assist the child when needed.

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

Positive 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):

- Positive 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. You must bring your ID card when visiting.

Throughout the year we will have several fun activities where parents and grandparents will be invited to participate. 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. 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.

**Ouch reports:** A ouch report will be sent home if we have anyone that gets a boo boo (little or big). 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 they must stay at the field trip.

## Birthdays

Birthdays are very important and we want everyone to feel special in celebrating their big day at preschool! Two visitors are welcome to come in and celebrate with your child. You may bring or send a special treat or the small cupcakes for your child's class. **You MUST sign in and bring your child's security ID card.** We will celebrate summer birthdays at the end of the school year.

## 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 doors and be in the restroom alone with any student. The restroom in the four year old room may be closed due to teachers and students near the door.
- Staff will wear gloves to change diapers and must not change diapers in a room alone.
- Only age appropriate toys are allowed in the preschool classrooms.
- Toys will be sanitized 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.
- We have cameras throughout the rooms and halls.

## Inclement Weather

We do follow Madison County Schools system when we have bad weather. If Madison County Schools announce they will be closed, we will also be closed.

**The director will make any changes if she feels it's necessary.**

# 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.

**(This was signed during the registration process)**

## **Handbook Signature Page**

A link will be sent for you to sign that you have read and understand the preschool handbook!

## Remind 101

Dear Families,

Technology is an unbelievable thing! We know life can get a bit hectic when kids start school and deadlines can become overwhelming. Please allow us to introduce you to a text reminder application that will allow us to periodically send out classroom and school reminders via text message. Each classroom will have their own remind. Please sign up for your child's class and also sign up for the Trinity Preschool reminds. This is where you will receive any important reminders throughout the year.

**To participate in receiving text message reminders, simply text...**

**81010 with the message @656af: Trinity Preschool Reminders (Director)**

**81010 with the message @9h6699: 3 Year Old Class**

**81010 with the message @07one: 1 Year Old Class**

**81010 with the message @07two: 2 Year Old Class**

**81010 with the message @ahc647: 4 Year Old Class (Mrs. Bonnie)**

**81010 with the message @g43433: 3/4 Year Old Class (Mrs. Julie)**

You will not receive advertisement texts, and your phone number will remain private. We cannot see your phone number, nor can anyone else. You may choose to opt out at anytime by messaging 'stop' to the above number(s). It is our hope that this will help strengthen the home-school connection, so that you feel informed. Please do not hesitate to contact us if you have any questions.

Thank you,  
Trinity Preschool Teachers



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

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 website at [www.trinitybc.net](http://www.trinitybc.net) for more info about AWANA, Kidz Worship, and more!



# Supply List

\*We **MUST** have an **Immunization Record** for each child on file by the first day of school.

## Extra Supplies:

Please label these items with your child's name:

- Disinfecting spray
- Disinfecting wipes
- 1 1 inch 3 ring binder
- 20 clear sheet protectors
- Baby wipes
- Hand sanitizer
- 3 plastic folders with prongs
- Paper Towels

**You may bring your supplies to open house or on the first day of school!**

**\*Please keep a change of clothes in your child's backpack.** We ask that you place them in a zip-lock bag, clearly labeled with your child's name on the bag and the clothes. Make sure they have the appropriate clothing for the season we are in. This will be helpful in case of accidents (spilled paint, spilled snack, bathroom accidents, etc.). Also label coats and jackets that are sent to school. If your child is still in diapers, please send/provide diapers each day.

**\*Please be diligent in checking your child's book bag each day.** We will put important notices, reminders, monthly calendars, and school work in a plastic folder in their bag. **(Please keep the folder in their bag at all times)** Carefully look over the calendar at the beginning of each month for special days and activities. We will also send out reminders the day before any special day/activity.

**\*Please provide a nutritious snack & a no leak water bottle or thermos/cup each day your child attends school.** We ask that the snacks be ready for your child to eat (i.e. please have fruits and veggies washed and cut up if necessary). The preschool will refill bottles as needed with filtered water. They are welcome to bring a juice box for snack if they would like.

**\*Birthdays:** You are welcome to come back and celebrate with your child! Please bring a special treat or the small cupcakes for your child's class at 11:45. If you are not returning you may send the treats in on their special day! **You MUST sign in and bring your child's security ID card.** We will celebrate summer birthdays at the end of the school year!

## COVID-19 Information:

- \* Temperature's will be checked as needed.
- \* The Preschool area will be cleaned throughout the day; wiping tables, door knobs, toys, cleaning restrooms after each use etc. -
- \* As always we will continue practicing good hand washing skills and using hand sanitizer.
- \* Mask are not required for students or teachers. If parents feel comfortable sending their child with a mask on, we will do our best to encourage them to keep it on. With this age group, it will be difficult to enforce, so we can not guarantee it will be worn for the duration of the day. For sanitary purposes, if mask are worn please consider the usage of a neck gaiter or putting a lanyard on the mask.
- \* **Please notify us if anyone in your family becomes sick with COVID-19 or has been exposed. We will then notify everyone.**
- \* If someone runs a fever or becomes sick while at school we will take them to an isolated area with Mrs. Misty and call their parents to come pick them up.

**If you have any questions or concerns regarding anything, do not hesitate to contact Mrs. Misty at anytime. 706-206-0263**