

## **TABLE OF CONTENTS**

Page #	
2	-----Welcome
2	-----Purpose and Philosophy
2	-----Goals and Objectives
3	-----Credentials & Staff
3	-----Class Time and School Year
4	-----Class Descriptions
4	-----Class Size
5	-----A Day at Preschool
6	-----Registration
6	-----Class Tuition & Payment Plan
7	-----Early Withdrawal
7	-----Professional Days
7	-----Snow Days
7	-----Snacks
8	-----Health and Safety
8	-----Mask Policy
9	-----Medical Authorization Forms
9	-----Potty Training & Bathroom Accidents
9	-----Discipline
10	-----Carpools
10	-----Arrival & Dismissal
11	-----Emergency Disaster Plan
12	-----Field Trips
12	-----Music & Creative Movement
12	-----Tote Bags & Clothes
12	-----Resource People
12	-----Family Events
13	-----School Picture Day
13	-----Birthdays
13	-----Contacting School
14	-----Parent Communication
14	-----Staff and Parental Concerns

## **WELCOME TO TRINITY PRESBYTERIAN PRESCHOOL**

The staff of Trinity Presbyterian Preschool are pleased to welcome you to our school. We provide a loving and nurturing Christian environment where children can develop spiritually, intellectually, physically, socially, and emotionally. This handbook contains general information you will need to know about our program. We hope it is helpful and answers any questions you may have. Please feel free to stop by the preschool office if you have additional questions or suggestions.

### **PURPOSE AND PHILOSOPHY**

Trinity Presbyterian Preschool was established to be a service to the community while providing children with the opportunity to learn and grow in a Christian atmosphere. It provides a quality, multi-cultural, early childhood program for children ages two, three and four.

The philosophy of Trinity Presbyterian Preschool is to provide a loving and nurturing Christian environment where children can develop spiritually, intellectually, physically, socially and emotionally. We feel that each child is a unique individual with special and different needs. An age-appropriate curriculum reflects this philosophy, and maintains the flexibility necessary to acknowledge the different rates at which each child develops.

Trinity Presbyterian Preschool affirms its commitment to cultural diversity, and its program is available to all children of preschool age, without regard to race, sex, religion, or national origin.

### **GOALS AND OBJECTIVES**

The goals and objectives of Trinity Presbyterian Preschool are to provide a learning environment for children:

- Where they are loved, nurtured, and respected.
- Where Christian values are upheld.
- Which incorporates a planned age-appropriate curriculum that includes learning through play.
- Which encourages curiosity in the world, thus fostering a love of learning.

## **PARENT COMMUNICATION**

The preschool strives to provide regular communication with parents through weekly emails and a monthly newsletter from the Director. Each teacher will provide a monthly calendar /newsletter and weekly emails to keep you informed of daily classroom activities.

Further communication will be provided through parent conferences. A conference with your child's teacher will be held in the fall and spring. The days scheduled for conferences will be listed on the preschool calendar. Children do not attend school on these days. If you would like to request additional conferences concerning your child's progress in school, please contact the teacher. She will set up a date and time to meet with you.

## **STAFF AND PARENTAL CONCERNS**

Any staff or parental concerns will be reported to the preschool Director. These concerns will be discussed and a plan of action will be formulated to address them. A report on the concerns and how they were addressed will be submitted to the Trinity Preschool Board members by the Director.

## **CREDENTIALS**

Trinity Presbyterian Preschool is licensed by the Kentucky Cabinet for Human Resources and is recognized by the Kentucky Department of Education. We are members of the following organization:

- ❖ Community Coordinated Child Care (4 – Cs)

Trinity Presbyterian Preschool is inspected annually by the State Fire Marshal, and periodically by the Middletown Fire Department. We have monthly fire drills and quarterly disaster/lockdown drills.

Please know that every effort is made to meet all the requirements and regulations set forth by these agencies. Your child's safety and well being are of great importance to us.

## **STAFF**

Trinity Presbyterian Preschool has an excellent staff. Each staff member is required to take fifteen hours of continuing education each year to keep abreast of the latest trends in early childhood education. In addition, Pediatric Head Trauma training, First Aid and CPR training is required.

Trinity Presbyterian Preschool's staff is sensitive to the "whole" child as he/she develops spiritually, intellectually, physically, socially and emotionally. It is our goal to help each child develop skills and a positive attitude that will provide him/her with a sound foundation for their future.

## **CLASS TIME & SCHOOL YEAR**

Class hours – 9am to 12 Noon

The school year begins in August, and ends approximately mid May. Lunch Bunch, an optional program, is offered 1-5 times a week from 12:00-2:30pm. The children bring a nutritional lunch and play with their friends. Lunches must contain skim or 1% milk; bread/grain; meat/meat alternative; 2 different vegetables or 1 fruit and 1 vegetable. All bread or grain products must be "whole grain or enriched grain". There is an additional \$12.00 fee for each lunch bunch attended.

### **FOUR YEAR OLDS – 3 DAY AND 5 DAY CLASSES**

This informal learning setting has a strong focus on a pre-reading foundation. The class curriculum reinforces pre-reading, writing, math, science, social “readiness” skills and prepares the child for the structure of kindergarten. It involves children in language-rich experiences such as finger plays, drama, poetry, and literature. The activities involve the child in individual endeavors or small group interactions. Activity centers play a large role in our program. Classes are offered Monday/Wednesday/Friday and Monday through Friday. Children must be 4 on or before August 1<sup>st</sup> to enter these classes. All four year olds must be toilet trained prior to entering the program.

### **THREE YEAR OLDS - 3 DAY AND 5 DAY CLASSES**

The children are very interested in learning about themselves and the world around them. The curriculum is based on child appropriate social readiness skills, using words, sharing, and taking turns. The children are introduced to learning centers. Classes are offered on Monday/Wednesday/Friday, and Monday through Friday. Children must be 3 on or before August 1<sup>st</sup> to enter these classes. All three year olds must be toilet trained prior to entering the program (NO pull-ups allowed).

### **TWO YEAR OLDS - 3 DAY AND 2 DAY CLASSES**

The children are nurtured through the learning process of sharing. Children have some structured activities such as “circle time”, music, art, and listening to stories. Classes are offered on Monday/Wednesday/Friday and Tuesday/Thursday. Children must be 2 on or before August 1<sup>st</sup> to enter these classes.

### **CLASS SIZE**

We strive to give your child a quality program and to be able to provide individualized attention. We maintain a low student / teacher ratio. Classes have no more than:

- 14 four year olds / 1 teacher & an assistant
- 12 three year olds / 1 teacher & an assistant
- 8 two year olds / 1 teacher & an assistant

### **SCHOOL PICTURES**

Individual pictures are made in the fall and spring. Purchase of pictures is on a voluntary basis.

### **BIRTHDAYS**

The celebration of birthdays is eagerly anticipated. Children enjoy sharing this special day with their friends. You may send cookies, brownies, or other finger treats to school on your child’s birthday. All drinks provided must be 100% fruit juice. If you wish, you may provide special napkins and other party goods. Please check with the teacher to avoid a duplication of birthday celebrations. There will be half birthdays held for those children with summer birthdays. Please contact the teacher about scheduling a half birthday.

***All food sent to school must come from a bakery or store.*** This is a Health and Licensing law.

### **CONTACTING SCHOOL (502)244-0054**

The Director’s office hours are Monday through Friday, 8:30am to 12:30pm, when school is in session. Please call when you have a concern, question or suggestion. The Director or staff member will answer the phone. If they are unavailable, the phone will be answered by an answering machine. Please leave a message and we will return your call as soon as possible.

### FIELD TRIPS

Field trips are an important and enjoyable part of our program. These trips will be noted on your child's monthly calendar. A permission slip must be signed and returned to preschool before your child will be allowed to participate on a field trip.

### MUSIC/CREATIVE MOVEMENT

The daily curriculum includes music and creative movement in the classroom. The children are introduced to many forms of Christian and Secular music in an age appropriate and fun way!

### TOTE BAGS AND CLOTHES

Each day your child needs to bring a tote bag to school. Please include in the tote bag an extra set of weather appropriate clothes (pants, shirts, underwear, and socks). Occasionally, accidents do occur where clothes need to be changed due to spills at snack time or wet clothes from outdoor activities. Please label all items with your child's name. This includes coats, jackets, sweaters, hats and gloves.

We prefer that only comfortable, washable, everyday clothes be worn to school. We use paint smocks while painting but spills still occasionally occur. Please dress your child for outdoor play year round. **All children must wear tennis shoes with rubber soles that either velcro or tie. Sandals, cowboy boots, flip flops, clogs, and dress shoes make participating in play activities difficult and unsafe.**

### RESOURCE PEOPLE

We like to have parents and local people visit us in connection with our units of study. If you or someone you know has a specific talent or professional skill to share, please let us know!

### FAMILY EVENTS

During the year there are several opportunities for families to join us at school. This may include holiday programs or surprise events designed by the children. These events are a special time for your child. It is a time your child can share their friends and school with you.

### A DAY AT PRESCHOOL

A typical day in preschool will include activities in the following areas: learning centers, circle time, snack, story time, and P.E.

When the children enter the classroom they are greeted by their teacher. The children are encouraged to explore the various learning centers that have been prepared. There are blocks, books, art, manipulatives, science/social studies, and dramatic play centers. The activities within these centers are changed monthly to provide new and varied learning experiences. During this time the teacher is available to assist the children, answer questions, and provide individual instruction.

Circle time brings the class together to explore concepts and teach readiness skills such as colors, shapes, sequencing, matching, numbers and letters. The children learn how to listen, follow directions and interact within a group.

Snack provides an opportunity for the children to practice good manners and social skills. The children are encouraged to assist in preparing and cleaning up snack. These activities build self-esteem and encourage children to become self-sufficient.

Story time is included in the daily schedule. The children are introduced to many types of literature. They enjoy listening to stories or looking at books independently.

Children are able to interact with peers their own age during P.E. Large motor skills are developed through running, jumping, climbing, and swinging.

These are a few of the activities children experience each day. In addition, a variety of special activities are planned throughout the year.

## **REGISTRATION**

The children in the two and three year old classes will receive registration forms for the following year after January 1<sup>st</sup>. Siblings of former students may register prior to Open Registration for the Public. At the time of registration, parents are required to sign an Enrollment Agreement and pay a \$300 non-refundable enrollment fee. This fee includes a \$100 payment towards the 2023-2024 tuition balance and a \$200 registration fee. The registration fee provides funding for resource persons and consumable supplies. **A position for your child will be confirmed after we have received all of the following: registration form, Enrollment Agreement and paid the non-refundable \$300 fee.**

In the event there are more requests than openings for a particular class, a lottery system will be used to determine entrance. Those children whose names weren't chosen will be offered another class. In addition, they will be placed on a waiting list in case a position in the desired class becomes available.

Student assignments are made in a manner that strives to balance race, gender, and the learning needs of the children. Parent requests for specific teachers will be taken into consideration as one component of the process.

## **CLASS TUITION & PAYMENT PLANS**

There are 9 monthly installments due on or before the 15<sup>th</sup> of the month. The first month's tuition is due by May 8<sup>th</sup>. The following months will be due September – April.

5 Day Classes - \$3105/yr.	\$345/month
3 Day Classes - \$2475/yr.	\$275/month
2 Day Classes - \$2070/yr.	\$230/month

There is a 15% tuition discount for Trinity Church members and a 5% discount for a second child's tuition. Tuition must be paid on time. A \$10 late fee will be charged for each week the tuition payment is overdue. Non compliance of payments due is basis for removal of the child from the preschool program. If you have questions concerning your tuition statement, please call the preschool to talk to the Treasurer.

Trinity Preschool IRS I. D. #61-1134730.

All driving groups are to be registered with the Director on or before the first day of school. Each driving group will receive a number and a teacher will bring the children to the car.

**NO CHILD WILL BE RELEASED FROM SCHOOL TO ANYONE OTHER THAN THE CARPOOL GROUP UNLESS A WRITTEN, DATED NOTE OR E-MAIL IS PROVIDED TO THE DIRECTOR THAT DAY. PROPER IDENTIFICATION MUST BE SHOWN BY THE PERSON PICKING UP THE CHILD.**

We ask that parents be prompt in bringing the children between 8:50am – 9:00am, and picking them up between 11:45am – 12:00 Noon, dismissal time.

Parents who arrive after 12 noon or 2:30pm on Lunch Bunch days will be charged \$5 for the first five minutes and \$1 for each additional minute. It is due on the day the parent is late and is to be paid by check or cash. It is the parent's responsibility to inform all individuals who pick up their child of this policy and to pay late fees.

## **EMERGENCY DISASTER PLAN**

The following events may result in the preschool building being an unsafe environment for your child:

- Fire
- Earthquake
- Tornado
- No heat or water
- Outside chemical spill

In the event of one of the above disasters, we will move staff and children to Dorsey Fire Station (10217 Shelbyville Road). If this location is not safe, then we will transport children to Middletown Christian Church (500 North Watterson Trail). Parents will be contacted as soon as students and staff are safe. A sign will be posted at the preschool to direct you.

**CARPOOLS**

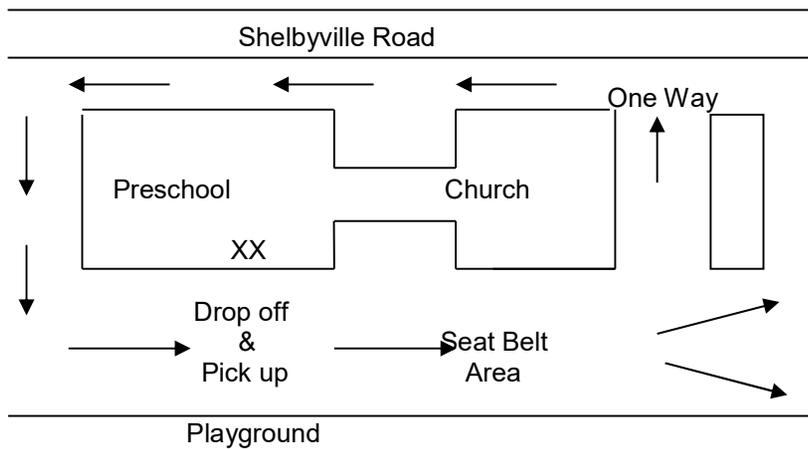
A class list of students will be available in the preschool if you wish to carpool. It will have addresses and phone numbers to assist you in contacting other parents. Staff members are not allowed to drive children to and from school.

**ARRIVAL AND DISMISSAL**

The double doors across from the playground will be unlocked at 8:45am. The Director and assistants will then begin unloading cars. This will allow time for the children to be in the classrooms by the time school starts at 9:00am. Cars form one line in the driveway.

Parents that bring a child after morning carpool has ended will be required to come to the preschool front door and ring the doorbell. A staff member will greet the student and escort him/her to the classroom

**DO NOT BLOCK THE DRIVING LANES**



**DO NOT LEAVE YOUR CAR UNATTENDED IN LINE**

Dismissal begins at 11:45am. Please form one lane. Hang your carpool number on the rearview mirror and pull your car up to the orange cone at the front of the line. All vehicles must be in park before we will put a student in the car. Drivers will pull forward to the handicap parking spaces on the right next to the grass to buckle in students.

**EARLY WITHDRAWAL**

At the time of registration, an Enrollment Agreement is signed stating that in the event of early withdrawal or the decision to enroll the student elsewhere, you are obligated to pay tuition for the full academic year.

A child may be asked to withdraw from the program and/or not re-enroll for the following reasons: lack of tuition, disruptive behavior, current Kentucky Immunization not on file in the preschool office, failure to abide by the conditions put forth in the Parent Policy Handbook, and/or conflicting views regarding the performance of the preschool to carry out its mission.

**PROFESSIONAL DAYS**

There are several In-Service Days during the year in which school is canceled to allow our staff to attend professional conventions or workshops related to early childhood education. These days are included on your preschool calendar.

**SNOW DAYS**

Our classes will be canceled whenever Jefferson County Public Schools are closed due to inclement weather. If Jefferson County Public Schools are on a delayed schedule (1 or 2 hour delay), our preschool hours will be 10:00 am – 12 noon with morning carpool beginning at 9:50 am.

**SNACKS**

We serve a mid-day snack which consists of two of the following food groups: 100% juice; 1% milk; bread/grain; meat/meat alternative; fruit; vegetable. All bread or grain products must be "whole grain or enriched grain". Cakes, cookies, doughnuts, or candy will not be permitted unless there is a special occasion such as a birthday celebration or holiday party. Snacks which contain peanuts or tree nuts are not allowed. Parents are asked to provide snacks two weeks during the year. Health and Licensing laws require that all snacks come from a bakery or store. All snacks must be sent to preschool in unopened boxes/packages or individually wrapped.

## **HEALTH AND SAFETY**

The health and safety of the students and staff is important to us. Cleaning protocols to prevent the spread of viruses are being implemented. There will be daily and weekly cleaning/disinfecting go classroom instructional materials and surfaces with an EPA-Certified disinfectant.

It is important to consider your child's health before you send him/her to school. Anyone that is ill or has a fever of 100.4 or higher will be sent home. Students and staff will be allowed to return when they have been fever free for 24 hours without the aid of fever-reducing medicine.

In the event a student becomes ill during preschool or develops symptoms of a communicable disease, he/she will remain in the office until a parent (or person named on the emergency contact form) is contacted and the child is picked up. Notification letters will be sent home if there is a health situation of which you should be aware, or when a student has been exposed to a communicable disease.

If your child is absent from preschool due to illness, please inform us by calling the preschool office at (502) 244-0054 or sending an email to trinity\_preschool@att.net.

## **MASK POLICY**

Trinity Preschool mask policy allows staff and children 3 years of age and older to decide if they wear a mask during school hours. **Children in the 2 year old class will not be allowed to wear a mask for safety reasons and due to the difficulty of keeping them on.**

**A face mask permission form must be signed and kept on file in the office for any child that wears a mask.**

## **MEDICAL AUTHORIZATION FORMS**

Each child must have an Emergency Medical Treatment Form on file in the preschool office.

Your child's safety is important to us and we take precautions to see that all activities are supervised and the environment is safe. In the event that an accidental injury occurs, the teacher will administer first aid, the parent will be notified and an accident report will be sent home. If the injury requires more than simple first aid and a parent cannot be reached, then we will phone the child's physician. Ambulances will be sent to the hospital stated on the Emergency Medical Treatment Form.

BE SURE TO INFORM US OF ANY CHANGES IN YOUR PHONE NUMBERS OR THOSE YOU HAVE LISTED IN THE EMERGENCY INFORMATION.

## **POTTY TRAINING AND BATHROOM PROCEDURES**

When your 2 year old has begun potty training at home, we will be glad to assist your child in this process at school. Please inform the teacher and attach written instructions to your child's bag. Each parent must provide diapers or pull-ups for their child at school. Diaper wipes are furnished by the preschool.

All 3 and 4 year olds must be potty-trained (no pull-ups allowed) prior to starting classes in August. In the event of a bathroom accident, the teacher will verbally assist the child when cleaning himself/herself and changing clothes. However, if the accident requires extensive clean-up, the child's parent (or a person named on the emergency contact sheet) will be contacted and requested to come to preschool and assist the child. If the parent or contact person cannot be reached, the Director and another staff member will assist the child. This is for the safety and health of the child.

## **DISCIPLINE**

Trinity Presbyterian Preschool staff use positive methods of discipline that encourages self-control, self-direction, and cooperative behavior. A "thinking" chair or area is sometimes used in order to isolate a child for several minutes when another child may be harmed physically or emotionally. Two or three minutes are usually the duration of any time out. The staff will not hit or spank a child.