

TPP Preschool Events

During the time of COVID-19 We will modify all Preschool Events

Teachers will be updated on all modifications via email or during Staff Meetings.

(please direct any TPP Preschool event questions to the Executive Director)

Teacher Workweek: All teachers must report to the preschool on the day indicated on their contract. All teachers will attend all days of teacher workweek. Returning teachers will attend all 7 days of the workweek. Teachers must find childcare for their own children. There will be some time to set up rooms but the purpose of Teacher Workweek is to bond as a preschool staff, explain all policies and procedures of the preschool, prepare for the upcoming school year and attend professional development courses as determined by the Executive Director.

Meet the Teacher: Meet the Teacher is held on the Friday before the first day of school. Parents bring their children to their classrooms to meet the teacher and their new classmates. Children attend according to the schedule posted for their classroom. Teachers should have the room clean and ready for the children. Please have manipulatives on the table for children who are slower to warm up.

Curriculum Night: Curriculum Night is held the first week of school. Parents come to the Chapel for a short meeting. All teachers should be present for this meeting so that we can briefly introduce all staff. You may leave a few minutes early so that you are in your classroom for the class meetings. After the meeting in the Chapel, parents will come to your classroom. Classroom teachers should use this time to share a little about both the lead and assistant teacher (experience, education, years at TPP, what you led you to this career, etc.) explain about the curriculum for their age level, our discipline philosophy, classroom rules, parent/teacher communication etc. For some of your parents this will be their only opportunity to hear from you and this helps set the stage for a successful year. The Specials Enrichment teacher will have an Open House for families to visit and learn more about the SET teacher and our SET curriculum.

Teacher Workday: We will have a Teacher Workday on the Tuesday after Columbus Day. All teachers must arrange childcare for their own children. We will have a schedule for this day including professional development workshop as well as parent conference preparation.

Halloween: Children wear their costumes to school for the morning parade through the church offices at 10 am on the day of the classroom parties. Children should bring something from home to collect

their “treats” from the church staff (we can use plastic bags if they forget!). Parents do not attend the parade (but if they really want to participate they are allowed to come). After the parade, children will change out of their costumes (if the teachers prefer) and continue with the rest of the day. Room parents and party parents will come host the party at 12:30 pm. Teachers should be in communication with Room Parents and party parents at the beginning of October about party details. Please include in all communication to parents in the month of October.

Parent Conferences: We will have conferences in late October and late March this school year. Teachers will work with the Director of Curriculum and Finance (DCF) to plan their conferences. Teachers should complete the Developmental Checklist and make comments before the conference and have the DCF check over these before you meet with the parents. Any behavior or other concerns should be brought to the Executive Director before meeting with the parents. All Assistant Teachers will watch the children (and their siblings) while in the conference. We will have a rotating schedule for all assistant teachers so that ratios are met but all assistant teachers are given an opportunity to work on classroom work as well. (this schedule will be provided to teachers a week before conferences)

Thanksgiving Program and Lunch: The preschool will host this event this school year. It is a large picnic style meal for the children (with parents and siblings also invited). This year it will be in Williams Hall. Teachers are in charge of costumes for the event (will be discussed in November staff meeting) and placemats. The Specials Enrichment Teacher (SET) will be in charge of the music and prayer portion of the meal. Lead and Assistant Teachers will assist the SET in helping the children learn and practice the songs. Administration and the SET will help the volunteers with set up. Please include in all communication to parents in November.

Christmas Program and Parties: TPP has an annual Christmas program. In October, we will discuss the program for December. Administration and the Specials Enrichment Teacher will assist all classroom teachers with preparation, practice and rehearsals.

Toddlers: Jingle Bells

2s: Little Drummer Boy

3s: Rudolph the Red Nosed Reindeer

Pre K-4: The Night before Christmas

Pre K-5: The Nativity

Donuts with Dads: This is a Parents Council sponsored event. The Parents Council and preschool administration will help with advertising the event. The event is held in the classrooms. Teacher should either make a craft for the dads ahead of time or make one at the event. Parents Council will deliver the donuts, juice, water, etc. to the classrooms for the teachers to hand out to the dads. Please include in all communication with parents in January.

Valentine's Day: It is up to the individual classrooms to decide how to handle Valentines for your class. Typically, a note is sent home in the beginning of February with a class list so that children can make individual Valentine's for their friends. This is a great community and friend builder for you classroom! Teachers should make Valentine boxes for bags with their class in February to hold their Valentines. Room and party parents will host a party at 12:30 pm. Teachers should be in touch with room parents for party details at the end of January. Please include in all parent communication in February.

Georgia Preschool Association Conference: The GPA conference is held each year in early March. All teachers attend the Friday of the conference. Teachers are expected to attend the entire day on Friday. The conference typically ends at 4 pm. Teachers should arrange childcare for their own children and make arrangements to stay the entire day. TPP will pay for the conference and all teachers will receive professional development hours for attending. Teachers will have an opportunity to choose some workshops that interest them and administration will also assign certain workshops to teacher according to classroom assessment and teacher reviews.

Easter Egg Hunts: The Easter Egg Hunts are a preschool event. The times for the Easter Egg Hunts are listed on the school calendar. Toddlers and 2s will have their Easter Egg Hunts in the courtyard during the first round then 3s will have their hunt also in the courtyard. Pre K's hunt will be in the Children's Exploration Garden. Notice from teachers should be sent to parents about each child bringing 12 stuffed Easter Eggs and a Easter Basket on the day of the hunt. (please give parents at least 2 week notice and send reminders as well). Teachers should include information about the Easter Egg Hunt in all communication in April.

3s Spring Sing: The 3s Spring Sing happens each year at the end of April. The children in the 3s classes have an opportunity to have a spring concert for their parents, family and friends. The Specials Enrichment teacher is in charge of the music and the program for the Spring Sing along with the assistance of the 3s teachers and school administration. The event is held at 12:30 pm in the Chapel. Administration will invite parents along with the 3s teachers communication home. Children should be encouraged to wear their "spring best". 3s teachers should work with the Specials Enrichment teacher to learn songs, practice and assist with rehearsals

Muffins with Moms: This is a new Parents Council event (replacing the Mother's Day Tea). The Parents Council is in charge of the organizing of this event, ordering and delivering food, inviting moms and managing volunteers. Classroom teachers should either have a craft gift for the moms already prepared or have an activity for the child and parent to complete together during the party. Teachers should include an invite in their weekly email, monthly calendar and monthly newsletter.

Multicultural Festival: This is a new event for the preschool in conjunction with our Multicultural Initiative. The Festival is held on a school day in May (date will be determined each year and placed on the school calendar). All parents are encouraged to attend this fun event! Children will come to the event with their class. Past activities have included: a food court, music, archives table, etc. Teachers should include this event in their communications with parents.

End of the Year Parties: The End of the Year parties are run by the Room and Party Parents. Teachers should be in touch with their room parents in April to see what their plans are for the party. Toddlers and 2s typically have their parties at 12:30 pm in the classrooms like most other parties but the 3s and Pre K normally like to have their parties start earlier and have a picnic somewhere on the church campus. Please plan this with your Room Parents! If you need to reserve space in the church (inside or outside) please see the Executive Director in April to schedule the space ahead of the May rush.

Pre K Graduation: All teachers are required to attend and assist with graduation. Administration, Pre K teachers and the Specials Enrichment teacher will all arrive at 5 pm to prepare for the event. All other teacher should arrive at 5:30 pm. Teacher are needed to help hand out programs, direct parents to the chapel, greeters at the front door, serving cake and lemonade, and helping with the graduation program.