



2022-2023 Parent Handbook

Trinity Presbyterian Preschool

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www.trinitypresbyterianpreschool.org

TABLE OF CONTENTS

I. School Information

Our Preschool	6
Our Misson	6
Our Vision	6
Our Purpose	6
Accreditation	7
Licensing	7
Brief History	7
Organization	7
Statement of Non-Discrimination	8
School Hours and Office Information	8
Adminstrative Staff	8

II. Admission Procedures

Enrollment Procedures	8
Annual Tuition Policy	9
Withdrawal from the Program	9
Tuition	10
Toilet Training	10

III. Health and Safety

Immunizations	10
Illness	10
Medication and Allergy Procedures	10
Injury/ Medical Procedures	11
Emergency Procedures	11

Preschool Environment Safety	11
Inclement Weather	11
Preschool Security	11
IV. Curriculum	12
V. Behavior	12/13
Interactions between children	13
VI. Child Abuse and Neglect	13
VII. School Day	
Drop-off	13
Pick-up	13
Late Pick up policy	14
Pick Up Changes Policy	14
Snack	14
Pik My Kid	14
Lunch	14
Food Restrictions	14/15
Enrichment Specials	15
In-School Field Trips	15
Chapel	15

Birthday Celebrations	15
Preschool Library	15
Outdoor Play Areas	15
Indoor Play Areas	16
Children’s Exploration Garden	16
Creative Learning Hub	16
Nature Trails	16
What to Bring Each Day	16
VIII. Communication	
School Website	16
Kaymbu	17
Preschool Bags and Green Folders	17
Monthly Newsletter	17
Executive Director 5 Things	17
Classroom Lesson Plans and Monthly Calendar	17
Conferences	17
Confidentiality of Student Information	17/18

Children's Assessment	18
IX. Parents	
Volunteering	18
School Pictures	18
Speech and Vision Screening	18
X. Orientation	
New Parent Orientation	18
Meet the Teacher	19
Curriculum Night	19
XI. Preschool Policies	
Key Fob Policy	20
Carpool Policy	20-21
Biting Policy	22-24

I. School Information

Our Preschool

Trinity Presbyterian Preschool provides a faith-based early childhood education for children aged one years old to Pre-K. Our program focuses on the cognitive, social, physical, spiritual, and emotional development of the whole child. In a nurturing, safe, and encouraging environment, children enjoy play, friendships, and hands-on learning experiences. The developmentally-appropriate and stimulating setting allows for skills of self-confidence, creativity, communication and critical thinking to be explored with loving teachers whose goal is to create life-long learners.

Our Mission

The mission of Trinity Presbyterian Preschool is to provide a faith-based education in a safe, family-like environment. By encouraging curiosity, exploration, and learning, we seek to nurture each child's head, hands, and heart. We work cooperatively with parents to understand the uniqueness of each child, and provide a structured environment adapted to the needs of the individual.

Our Vision

The vision of Trinity Presbyterian Preschool is to provide an education based in faith that will foster the development of the whole child. We strive to be an intentional and compassionate place where children grow emotionally, intellectually, socially, and spiritually, where families feel welcomed and supported, and where we work together to make God's love visible.

Our Purpose

LEARN CREATIVELY as we believe meaningful learning is cultivated through play and creativity.

WELCOME INTENTIONALLY as we provide a familial based environment encouraging authentic relationships with children and families.

CARE COMPASSIONATELY as we strive to support and nurture the emotional growth of each child.

GATHER JOYFULLY as we foster and facilitate social relationships among children based in joy and love.

GROW PURPOSEFULLY as we attend specifically to developmental needs of children nurturing growth in appropriate and meaningful ways.

Accreditation

Trinity Presbyterian Preschool earned accreditation from the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), an accreditation division of Cognia in February 2014. TPP successfully completed the accreditation process again in 2019 and remains an accredited preschool.

SACS CASI provides nationally-recognized accreditation, the purpose of which is continuous school improvement focused on increasing student performance. To earn accreditation, schools must meet SACS CASI's high standards, be evaluated by a team of professionals from outside the school, and implement a continuous process of school improvement.

Accreditation demonstrates to our students, parents, and community that we are focused on raising student achievement, providing a safe and enriching learning environment, and maintaining an efficient and effective operation staffed by highly qualified educators.

SACS CASI accreditation is recognized across state lines, which not only eases the transfer process as students move from accredited school to accredited school but also assures parents that the school is meeting nationally accepted standards for quality and successful professional practice.

Licensing

Our preschool is exempt from state licensing. It is required only of programs that serve students more than 4 hours a day. We have reviewed the licensing regulations and are in voluntary compliance. If you would like a copy of the licensing regulations, please contact the Executive Director.

Brief History

Members of Trinity Presbyterian Church developed the Preschool in 1997 as a parent-run, cooperative play group. Now transformed into an early childhood educational experience with emphasis on social interaction and basic childhood skills, the Preschool serves children who are one year old through Pre K. The program has grown from several children to about 85 children in a twenty year period.

Organization

The Executive Director and the Director of Curriculum and Finance administer the program. The Trinity Presbyterian Preschool Board of Advisors supervises the Executive Director. This Board consists of members of the Trinity congregation, preschool parents, and community members. Typically, there is one Session member (elder) present on the board. The Executive Director of Trinity Presbyterian Preschool and the Associate Pastor of Family Ministry at Trinity Church are also part of the board.

Statement of Non-Discrimination

Trinity Presbyterian Preschool “Preschool” is committed to providing equal opportunities for all of its constituents without regard to race, color, religion, gender, national origin, age, disability or any other group protected by law.

School Hours and Office Information

The Preschool office is open Monday through Friday, 8:00-2:00 pm, during all scheduled school days. The direct line to the preschool office is 404-495-8457. In case of emergency, you may also reach Paige Keller on her cell number: 678-520-5667.

Administrative Staff

Paige Keller, Executive Director, pkeller@trinityatlanta.org

Laura Ann Stanford, Director of Curriculum and Finance, lstanford@trinityatlanta.org

Kim Branch, Administrative Assistant, kbranch@trinityatlanta.org

II. Admission

Enrollment Procedures

Upon acceptance, the registration fee of \$125 is due. Prior to the child’s first day, parents must complete all registration forms, including emergency contacts, authorization for pick-up, health information, parental agreement, medical release forms, and tuition agreement. The DHR immunization form (3231) is due within 30 days of enrollment.

The Preschool gives priority enrollment for the next year to children and siblings already in the program through an early enrollment in November. After early enrollment, Trinity accepts children new to the program on a first come, first serve basis with priority to the children and grandchildren of church members in early December.

Annual Tuition Policy

If you should need to withdraw your child from the Preschool program, we ask that you provide a letter in writing to the Chair of the Preschool Board at least one month prior to withdrawing from the program. Just notifying the teacher in the classroom or preschool administration will not satisfy this requirement.

The annual tuition is non-refundable and non-transferable. The payment of the annual tuition in two separate payments does not make this a partial contract. Once a child is enrolled, parents are financially responsible and obligated to pay the full annual tuition.

50% of the unused portion of the annual tuition is refundable if, and only if:

Withdrawal of the child is necessitated by the family’s moving at least 30 miles away from Trinity Presbyterian Preschool;

AND

Written notice is given 30 days prior to the withdrawal

In this case, the refund check of 50% of the remaining unused annual tuition will be mailed to the new address.

The complete TPP Annual Tuition Policy must be signed by parents or guardian prior to enrollment in the preschool program each year.

If your child enters the program mid-year, please contact the Trinity Presbyterian Preschool Executive Director for the payment schedule.

Withdrawal from the Program

In rare circumstances, it may be necessary for parents to be asked to withdraw a child whose needs the Preschool cannot best serve. Some possible reasons that a child may be asked to leave the Preschool include, but are not limited to:

- severe behavioral problems
- failure to keep immunization records current
- habitual late pickup
- failure to pay fees in a timely manner
- lack of support of policies and procedures

Tuition

Tuition is paid in 2 payments. The two installments are due April 1 and October 1. Payment is as follows:

2 days: \$4,110 (2 payments; \$2,055)

3 days: \$5,408 (2 payments; \$2,704)

5 days: \$8,219 (2 payments; \$4,110)

Pre K: \$8,436 (2 payments;\$4,218)

Please make checks payable to Trinity Presbyterian Preschool with your child's name on the memo line. Tuition reminders will be emailed to families two weeks before payment is due. **A late fee of \$100 will be charged if payments are not received 7 days after the payment due date, unless previously discussed with the Executive Director.**

Toilet-Training Policy

It is required for children in our 3s program to be toilet-trained prior to the beginning of the school year.

III. Health and Safety

Immunizations

The preschool follows Georgia state requirements with regard to childhood immunizations. As stated by Georgia Law, the preschool requires that every child have record of their immunization (form 3231) within 30 days of their enrollment. If there are medical reasons for omitting an immunization, a written statement from the physician must be provided. After 30 days have passed, in order to comply with the state's rules and regulations, it is the Preschool's policy that your child's enrollment will be temporarily placed on hold and the child will be unable to attend the preschool until the proper documentation is submitted. If tuition lapses during this time, there will be an automatic release of your child's spot and the space will be filled. If this hold lasts for more than 2 business weeks (or 10 business days) the Preschool reserves the right to release your child's spot in the classroom.

Illness

There may be times when your child is too sick to attend preschool. To aid in the prevention of cross-infection and to ensure your child gets well soon, the Preschool is unable to care for children with the following symptoms: temperature of 100.4 degrees or higher, conjunctivitis (pink eye), rash, impetigo (until 24 hours after treatment has begun), diarrhea, vomiting, severe cold, chicken pox, pertussis (whooping cough), or other contagious diseases (for a complete list with descriptions, please see the front office). Your child must be free of the above listed symptoms for at least 24 hours before he/she can return to school. If your child is too ill to play outside, then your child is too ill to come to school.

Daily health checks are performed by the teachers at the beginning of the school day. If anything out of the ordinary is noticed, the details will be documented and discussed with the Executive Director. It is the ultimate decision of the Executive Director as to whether a child should remain at preschool that day.

Medication and Allergy Procedures

Since the Preschool is only a 4 hour program, we do not dispense medication. Emergency medications, such as EpiPens, will be left in a locked cabinet in the Preschool office with the prescription and release form. Please notify the Executive Director and your child's teacher of any allergy. The office must have an Allergy Action Plan Form on file in the office. Please see the Executive Director for a copy of this form.

Injury/Medical Emergency

All Preschool staff is trained in First Aid/CPR annually. Staff is also trained to use an AED, which is located in the gym lobby. If an injury occurs during preschool, an Accident/Incident form will be filled-out in full and signed by the teacher who witnessed

the incident, as well as the Executive Director/ Director of Curriculum and Finance. A copy of this report will be provided to you the following day.

The Preschool also has a detailed emergency response procedure outlining the steps to follow in the event of an emergency, including contacting emergency services if necessary, contacting the parent or emergency contact listed (if parent is unable to be reached).

Emergency Procedures

All teachers have a copy of the emergency procedure plan in their classrooms and have been trained on following it. Teachers bring a bag with the emergency procedure plan and pertinent information on all children whenever they leave the classroom. Monthly fire and biannual tornado and lockdown drills are held at the Preschool. All other emergency procedures are discussed during bi-monthly staff meetings.

Preschool Environment Safety

All outlets and cords in all classrooms and shared preschool spaces should be covered with child protective coverings. Smoke alarm and fire extinguishers are provided and checked regularly by the Trinity Church staff. Each classroom is equipped with a first aid kit that is carried by teachers in the class emergency bag whenever leaving the classroom. Administration and teachers check for any potential hazards every morning before children enter the preschool building.

Inclement Weather

Trinity Presbyterian Preschool follows the Atlanta Public School System during inclement weather days. APS closing and delays will be announced per the news and radio. You will also receive a Kaymbu alert text/email. Closing pertaining only to the Preschool will be made by a email from the school.

Preschool Security

For the safety and well being of your child, access to the Preschool is protected by a security key entry system. In order to gain entrance to the preschool at the main entrance of building D, you will need a small black security fob. One fob will be provided per family, and can be placed on your key ring for easy keeping. To maintain safety, the key fobs are only intended for use by the person it was issued to. Violations of this policy may be grounds for denying participation in this program. Additional fobs can be purchased for \$10.

IV. Curriculum

The curriculum used at the Preschool is the Creative Curriculum for Infant, Toddlers and Twos, and The Creative Curriculum for Preschoolers published by Diane Trister Dodge, Laura J. Colker, and Cate Heroman. The Creative Curriculum provides resources into how

children grow and develop, the importance of the learning environment, guidance for teachers in their important role as a teacher and role model, and lastly, the connection between the Preschool and families. For further information on The Creative Curriculum, please feel free to visit their website at www.teachingstrategies.com.

All classes follow the TPP curriculum map for each age level which includes a Phonics All-Around program. This begins in the Toddler and Two's classrooms as awareness of sounds through rhymes and songs.

Our Threes and Pre K programs use the Handwriting without Tears program. This program focuses on Readiness and Writing, Language and Literacy and Numbers and Math. Additionally, our Pre K Lead Teachers are all Orton-Gillingham trained.

The goal of our program is to nurture and encourage every child's positive self-image in an atmosphere of love and caring. Utilizing a Curriculum Map, devised around the Creative Curriculum framework, our program philosophy is implemented through guided instruction as well as free-play.

All curriculum plans are tentative, modified by children's interest and teacher's expertise. Curriculum is always evolving. Teachers engage in an ongoing process of planning, analyzing, observing, and evaluating the children's activities, ideas, needs and interest.

Our classes are small; therefore, small group teaching is used to facilitate individualized learning.

In each classroom, there are clearly defined interest areas where children can engage in activities of their own choosing. These areas may include spaces for: art, alone-quiet time, reading and relaxing, block building, dramatic play, sensory/water activities, science, music, manipulatives, gross motor activities, writing and drawing.

These spaces are consistently changed in order to meet the current interests and play needs, and are rearranged occasionally to renew interest in a particular area.

V. Behavior

The Preschool guides appropriate behavior through positive reinforcement and guidance and by teachers and staff modeling care and compassion. The Preschool strives to help each child develop self-control, responsibility and effective problem-solving skills. We use positive reinforcement, appropriate toys, kind voices, and a well-planned physical environment and curriculum to teach respect and self-control. Our faculty has been trained in Conscious Discipline and uses many of their problem solving tools to help transform everyday discipline into teaching moments.

The Preschool will take every avenue to assist a child who is having difficulty expressing themselves in an appropriate way. A parent may be asked to pick up their child on a particular day, but this will always be used as a last resort. If this behavior issue persists, other recommendations may be made such as scheduling a parent/teacher meeting, etc. In

rare circumstances, parents may be asked to withdraw a child whose needs the Preschool cannot best serve.

Interactions between Children

Conflicts are a developmentally appropriate interaction between children as they grow and develop. For example, during toddler (1- 3 years old) years, it is not unusual for biting to occur. The expression of conflict is different for every child. Teachers understand these developmental levels and are prepared and trained to respond in a manner that will help guide the children appropriately through these situations. Techniques that may be used are positive redirection, positive encouragement, natural consequences, and removing the child from a situation. The Preschool works individually with each child and his/her parents to establish a positive program of discipline and guidance

VI. Child Abuse and Neglect

Teachers and staff are required by law to report any suspected child abuse or neglect.

Trinity Presbyterian Preschool adheres to Trinity Presbyterian Church's Child Protection Policy. A copy of this policy can be found at:

<http://www.trinityatlanta.org/ChildAbusePrevention.htm>

VII. School Day

Drop-Off

Trinity Presbyterian Preschool begins at 9:00 am. Teachers use time in the morning for pre-planning, so children may not be dropped-off in the building prior to that time. After 9:00 am, children must be taken to the classroom and signed in by the parent, unless utilizing car pool. Please understand that your child is under your care until they are signed-in and transitioned over to the teacher.

Pick-Up

Trinity Presbyterian Preschool ends at 1:00 pm; however, if you choose not to use carpool, we ask that you please arrive by 12:40 pm to enable you to collect your child's belongings and leave the school so the classrooms are able to prepare for carpool. Carpool will begin promptly at 12:55 pm. Parents will not be able to enter the preschool building during carpool time; 12:50-1:05 pm. If utilizing carpool, please do not arrive after 1:00 pm.

Late Pick-Up Policy

We understand that circumstances occur, but we do reserve the right to institute a late pick-up fee of \$1.00 per minute for each minute after 1:05 pm. Please notify the preschool if you are going to be late so we can ease your child's worries and inform the staff. **(Please see complete carpool policy-your signature is required.)**

Pick Up Changes Policy

If someone other than a parent is picking up a child, please note the following:

- If the person is listed on your child's release form, he/she will be asked to show their I.D.
- If someone other than the individuals listed on your child's release form will pick up your child, the Executive Director must be notified in writing before 12 noon. This person will need to show ID. This is for the safety and security of your child.

PIK My Kid

TPP uses the Pik My Kid app to assist with morning drop off and carpool pick up in the afternoon. Information on Pik My Kid will be emailed to families in August before the start of school.

Snack

Snack is served at 10:00 am for our Toddler and 2s classes only. Please be sure to pack a snack each day. Toddlers and 2s are welcome to bring drinks from home for snack time. 3s and Pre K do not have snack.

Lunch

Parents are in charge of packing food for lunchtime for their child. Children in our 2s, 3s and Pre K classes will have water in cups provided by the Preschool for lunch time (Toddlers are welcome to bring a drink from home). We do not use microwaves to warm up food. We do have a refrigerator in our Toddler classroom for items that must remain cold.

Food Restrictions

We are a NUT FREE facility. Please do not send your child to school with products containing any type of nuts or cooked in any type of nut oils. This includes Chic-fil-a.

Hot dogs, raw carrots, popcorn, fish with bones and whole grapes (need to be cut in ¼'s) shall not be served to children under 3 years of age. A more detailed list will be given to children in our Toddler and 2s classes by their classroom teacher. Children over 3 years old may be served these items provided they are cut in such ways to minimize choking.

Please choose healthy options when packing for your child's day.*Please make sure all items are labeled clearly with your child's name.

Enrichment Specials

All children will participate in our Music and Creative Movement classes once a week in our Creative Learning Hub. Music class will incorporate singing of songs, movement and the use

of rhythm instruments. Our Creative Movement classes focuses on the appropriate developmental gross motor skills of your child's age group.

Our 2s, 3s and Pre K classes will also participate in STEAM (science, technology, engineering, art and math) and Makerspace classes once or twice a week.

In School Field Trips

Throughout the school year, special outside groups will come to the Preschool for special programs. In the past we have had visits from the fire station, a dentist, a local children's author and storyteller, Abrakadoodle, the Chattahoochee Nature Center and the Center for Puppetry Arts.

Chapel

All children will attend Chapel once a week on Wednesday or Thursday from 11:00 am to 11:15 am. The Chapel time will include songs and Bible stories. Chapel is led by our Specials Enrichment Teacher and the pastoral staff at Trinity Presbyterian Church. Chapel is held in Dobbs Chapel, the Children's Exploration Garden, and the gym lobby. Parents and family members are welcome to join us anytime!

Birthday Celebrations

Birthday celebrations may be scheduled with your child's teacher. Parents are welcome to bring a special birthday treat for the class. Healthy snacks are encouraged. No latex balloons are allowed in the building, as they are a choking hazard.

Preschool Library

Trinity Presbyterian Preschool has a wonderful library for our children and families. Children visit the library with their class weekly and also enjoy special readers and storytellers throughout the year. We also have a special section in our library for parents with various up-to-date parenting books that parents are welcome to borrow.

Outdoor Play Areas

All children in our toddler and 2s program use our Courtyard Playground which is located in Bldg. A. This is a playground specifically designed for younger children.

Children in the 3s and Pre K program use the outdoor playground located behind Bldg. A.

Indoor Play Areas

In case of inclement weather our children in our Toddler and 2s program use the indoor play area called the PlayPlace. This is located in Bldg. A and has tricycles, slides, ride on toys, etc. appropriate for young children.

Our 3s and Pre K children use the gym located in Bldg. D. They have access to balls, a parachute, hoops and other items appropriate to their developmental age.

Children's Exploration Garden

In 2018, the Preschool created the Children's Exploration Garden on the Trinity Church campus. The Children's Garden is an intergenerational outdoor activity area supporting exploration and discovery for preschool aged children and visitors of every age. Teachers have been trained on the benefits and creation of outdoor learning experiences. Children in our 2s, 3s and Pre K classes visit the Children's Garden multiple times during the week.

Nature Trails

Children of all age groups utilize the nature trails on the Trinity Church campus. Classes take nature walks and discover the wonders of nature.

Creative Learning Hub

Children visit the Creative Learning Hub each day. The HUB is a place of fun, creativity and exploration. Every day in the HUB, children participate in music, creative movement, Makerspace and STEAM focused activities with our Specials Enrichment teacher.

What to Bring Each Day

If needed, please bring diapers and wipes in the child's bag each day. If diaper rash cream is used, please provide in bag as well. Each day, please send a healthy snack (Toddler and 2s only) and lunch for your child. Security blanket (etc) may be brought to school with your child as necessary. An extra change of clothes should also be placed in your child's bag. **All items sent with your child must be clearly marked with their name.** More detailed information will be sent directly from your child's classroom teacher.

VIII. Communication

School Website

Important information about the Preschool can be found on the Preschool website, <https://trinitypresbyterianpreschool.org/parent-resources/>. Current families can access the password protected portal on the website for up to date information. The portal is located at the bottom of the home page. The password for this school year is 2022-2023.

Kaymbu

TPP uses the Kaymbu school platform as our communication tool between school and home. Teachers use this platform to share class news, photos and updates. TPP administration will use the platform to share school wide news and emergency announcements. More information will be available to new parents in August.

Preschool Bags and Green Folders

Each child will be provided a tote bag and green folder on their first day of class. New bags can be purchased for \$10 a bag. It is important that the tote bag and folder are brought to school every day and checked each day when your child comes home. Teachers will put important information in the bag. The tote bag/folders are an important tool of communication between the parents and the Preschool.

Executive Director's TPP Weekly News:

The Executive Director sends a weekly newsletter to all families through Kaymbu that highlights school happenings, school wide pictures and upcoming events.

Classroom Lesson Plans and Monthly Calendar

Teachers will send weekly communication to parents through Kaymbu. This communication will highlight the activities of the week, classroom reminders and upcoming events. Teachers will also send home the weekly lesson plans each Friday with the lesson plans for the upcoming week. Please be sure to refer to these classroom communications for special information in regards to your child's class, such as special items to bring and wear for that week's lesson.

Conferences

The Preschool holds conferences between parents and teaching staff twice a year, once in the fall and once in the spring. Both parents are encouraged to attend. During these conferences, your child's teacher will discuss your child's developmental progress, methods used in the classroom, and will discuss your child's portfolio.

Confidentiality of Student Information and Files

The Preschool will keep identifying information about all children in a locked cabinet in the administrative office. Administration and teachers agree to keep all information about children confidential. Teachers will only discuss information about individual children following TPP confidentiality procedures. This information is confidential and will only be shared with outside resources at the written request of the child's parent or guardian.

Children Assessment

All children in the preschool will be assessed throughout the school year. Teachers in all classes will complete the COR Advantage assessment three times a year and a skills checklist twice a year. 3s and Pre K students will also take a pre and post Handwriting without Tears assessment. Pre K students will complete the KRT Larson Kindergarten Readiness Test. Results of these assessments will be shared with parents at conference time or upon request of parent. Teachers and Administration will have access to these results and may use these results to monitor children's developmental and learning expectations, to identify red flags, as well as help to evaluate the program. Data results may be shared on a classroom or preschool basis, but individual results will only be shared with written parental permission.

IX. Parents

Volunteering

Parents are encouraged to observe their child in the classroom at anytime. At certain times during the year, there will be sign-up sheets outside your child's classroom for you to sign up for parties, events, etc. During our Curriculum Night, we will have a Volunteer Fair set up for parents to sign up for various events throughout the year. Each class will also have a room parent that will be reaching out at various times with volunteer opportunities.

School Pictures

We will have a professional photographer take individual pictures in the fall. More information about ordering information will be given to the parents closer to scheduled picture date.

Speech, Occupational and Vision Screening

Optional Speech and Occupational Therapy screenings will be available for a nominal fee in the fall for all children ages 2 and older. TPP will also offer vision screenings for children in our Pre K classes through Prevent Blindness Georgia.

X. Orientation

New Parent Orientation

Our New Parent Orientation is required for all new families. During the New Parent Orientation we will go over policy and procedures of the preschool as well as talk about ways that new parents can get involved in our preschool community. New Parent Orientation will be shared with families as a recorded webinar. A link to the webinar will be sent to families in mid August.

Meet the Teacher

Our Meet the Teacher time is a chance for your children to meet their teachers and see their classroom. It will be on Friday, August 26. An email will be sent to all families in August with the time your child should attend

Curriculum Night (previously known as Parents' Night)

This year our Curriculum Night will be held on Wednesday, September 6. We will meet briefly as a group in the Loft where the Executive Director will introduce all staff and Board members and go over pertinent preschool information. Parents will then have the opportunity to go to their child's classroom. You will be able to meet your child's teacher, see their room, and sign up for classroom and preschool volunteer opportunities. **This is an adult only event.**

XI. Preschool Policies

Trinity Presbyterian Preschool Security Key Fob Access Policy

Through this policy, Trinity Presbyterian Preschool seeks to achieve maximum security for all persons relying on this building access system for their safety.

- ↪ Electronic key fobs are the sole property of Trinity Presbyterian Preschool and are issued to currently enrolled families on a need to have basis. The key holder is personally responsible for the fob.
- ↪ Parents/caregivers to whom fobs are issued are prohibited from loaning the fob to any other person.
- ↪ The key fobs will activate the D building entrance where carpool is held during TPP hours only, 9 am – 1 pm Monday – Friday.
- ↪ Lost, stolen, or misplaced fobs must be reported immediately to the Administrative Assistant so they can be deactivated from the system and replaced. There will be a \$50.00 charge for the replacement of a missing key fob.
- ↪ Defective, damaged, or seriously worn fobs should be returned to the Administrative Assistant for replacement prior to activation of the replacement.
- ↪ Extra key fobs may be issued for grandparents/nannies for a fee of \$10.00, but the individual using the fob must sign a key fob agreement.
- ↪ Parents/caregivers of children no longer enrolled at TPP must immediately return all key fobs to the Administrative Assistant.
- ↪ Any violation of this agreement could result in loss of key fobs.

Carpool Policy

For the safety and security of every child, you (parent/driver), your vehicle, and TPP staff, we ask that you comply with the procedures outlined below.

Please be sure to read the following rules and have ALL people who will be picking up and/or dropping off your children this school year sign off on this policy.

Carpool Drop Off

1. Morning carpool will begin promptly at 9 am and end at 9:15 am.
2. Carpool drop off will occur along the sidewalk in front of the Preschool in Bldg. D.
3. Please pull your car up to the nearest numbered cone.

4. Please **DO NOT** exit your car. If you have more than one child in the car, or their car seat is on the driver's side, please allow one of our teachers to walk around behind your car to get the child in the driver's side out of the car.
5. Please wait until all cars in front of you have pulled out of the line before you leave the carpool line.

Carpool Pick Up

Afternoon carpool will begin at 12:55 pm. Carpool ends at 1:10 pm. If a child is not picked up by 1:10 pm, parents will be charged a late fee of \$10.

If you would like to pick your child up earlier, then you will need to park in a parking space and walk in and pick him/her up by 12:40 pm.

1. There will be three cones set up along the walkway to the Preschool. The first car in the line will pull all the way up to the first cone, the next car-the second cone, etc. Do not worry about blocking the walkway during carpool time.
2. We will have teachers stationed at each cone to put your children in the car. They will put your child in the car seat, **but the law does not allow us to buckle them in.**
3. If your child needs help buckling in, please pull up to the circle and assist them.
4. Please do not leave the carpool line until the cars in front of you have left the line.

Carpool Safety Rules:

- Please do not allow your child to place his/her head, arms. etc. outside the vehicle.
- Please keep child securely fastened in their car seat until a teacher arrives at the vehicle to unbuckle them and bring them into school.
- Please do not allow your child to sit in the front seat during pick up or drop off.
- Please do not exit the car in the carpool line at any time. The teachers will help with your child or ask you to pull forward to assist.
- Please refrain from cell phone usage when your child is exiting/entering the vehicle.
- Carpool is single file. Please do not pull around the car in front of you to exit carpool.
- If someone other than a parent is picking up a child, please note the following:
 - If the person is listed on your child's release form, he/she will be asked to show their I.D.
 - If someone other than the individuals listed on your child's release form will pick up your child, the Executive Director must be notified in writing before 12 noon. This person will need to show ID. This is for the safety and security of your child.

Trinity Presbyterian Preschool Biting Policy and Procedures

Perspective on Biting

Biting is a very common behavior among children birth to three years of age. Biting is a form of communication and is almost always a response to the child's needs not being met or coping with a challenge or stressor. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a preschool, we understand that biting, unfortunately, is a part of an early learning environment. Our goal is to identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children who are bitten. If a biting occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. In compliance with the National Association for the Education of Young Children (NAEYC) confidentiality guidelines, TPP staff will maintain complete confidentiality of all children involved when notifying the parents that their child had been bitten or bit another child.

Response to biting-Action Plan

Before biting occurs:

- Distribute TPP Biting Policy to all families in the preschool in the Back to School packets or upon enrollment.
- Create an environment which meets the developmental needs of the children. Monitor and supervise all children while working and/or playing. Redirect in situations where a potential biting incident may occur. Maintain an environment that elicits calm, thoughtful behavior.
- Teachers incorporate lessons on how to treat our friends, keep our hands to ourselves, and share in a positive manner during circle time through books and discussions.

For the biter:

- When a child bites someone in the classroom, the classroom teacher immediately gets down on the child's level and firmly says, "Biting is not okay...it hurts our friends". Teachers will avoid any immediate response that reinforces the biting or calls attention to the biter. Caring and attention will be focused on the child who was bitten.
- The child who bit is immediately brought to the preschool office to take a break with one of the administrators.
- Another administrator goes into the classroom and assists with the classroom so that one of the teachers can help the child who was bitten and provide them comfort and first aid and complete the biting form.
- The teacher will contact the parent during the school day via phone that their child has bitten by another child during the school day. An accounting of the events leading up to biting will be reviewed with the parent.
- Teachers will complete a biter form to provide to the family at pick up.

- If the child has bitten more than once, an administrator will spend time in the classroom helping to shadow the child who bit in order to help prevent the biting before it happens again. The administrator will have the goal of teaching and giving positive attention for acceptable social behavior, as well as documenting when the potential of biting may occur.
- Administrators and teachers will meet regularly to discuss the best ways to provide support in the classroom.

For the bitten:

- First aid is given to the bite. It is cleaned with soap and water if skin is not broken.
- **If the skin is broken we will:**
 - Clean the wound carefully with soap and water.
 - Apply a mild antiseptic, such as hydrogen peroxide.
 - If swelling occurs, apply ice.
 - Parent will be immediately notified by telephone.
 - Refer parent to visit the child's pediatrician for evaluation
- The child is comforted by the teacher and given lots of TLC.
- Parents are notified via phone call during the school day that their child has been bitten by another child during the school day. An accounting of the events leading up to the biting will be reviewed with the parent.
- Teachers complete the bitten form and give to the parent at pick up that day.
- Parents are encouraged to reach out to the Preschool Executive Director with any questions or concerns.

Working with the parent of the biter:

- **First Incidence:** We meet with the parent at pick up and let them know what happened. We let the parent of the child who bit know how we handled the biting. We give them articles on biting that we hope will be helpful for them to better understand what precipitates the biting.
- **Second incidence:** We meet with the parent of the biter and talk about the best ways to handle biting. We make sure we have a unified approach to responding to the biting so that the teachers in the classroom respond to the biting in the same way that parents respond at home. We encourage the parents to reach out to their child's pediatrician to discuss other helpful ways of addressing the behavior.
- **Third incidence:** We work with the parents on a plan to handle the biting. This plan can include: the parents picking up the child from school immediately after a biting occurs or developing a time period for the child to remain at home for a few days to see if the behavior changes upon return. Removal from Trinity Presbyterian Preschool for persistent biting is an option that TPP reserves the right to employ. Any family asked to leave school due to excessive biting will be reimbursed their unused tuition in entirety.

In most cases, this helps with the situation until the child grows out of the behavior and figures alternative ways of having his/her needs met. If biting continues, we will work with the parent. Removal of the child from the preschool for the duration of the biting period is sometimes the solution that works best. Written warning will be given to the families before this action is taken.¹

¹ Revised May, 2022