

# Trinity Presbyterian Church Preschool Policies and Procedures

## Purpose

Trinity Preschool is a mission outreach of Trinity Presbyterian Church. We are a non-profit organization that offers a child-oriented, Christian centered preschool program for 2, 3, and 4 year old children. Our program seeks for each child to grow academically, socially, emotionally and spiritually at his/her own pace. Our program provides unique and individually appropriate experiences for each child to learn more about themselves, others and the world around them. We feel that in a Christian setting with a Christian teacher modeling, the stimulation and enjoyable environment will not only encourage a positive self-image and a love for learning but also foster a positive relationship between the Christian environment and learning itself. Parents are encouraged to participate in the education of each child through volunteer time, conferences, field trips and special events such as class parties.

\*\*Trinity Preschool is under the guidance of the Trinity Presbyterian Preschool Board. This board serves as liaison between the preschool and the governing boards of Trinity Presbyterian Church.

## Program Schedule

Two year olds meet Tuesdays/Thursday OR Tuesday/Thursday/Fridays

Three year olds meet Tuesday/Thursday/Fridays

Four olds meet Tuesday through Friday

## >>>>School Delays and Closings

Our program follows the Wake County School System calendar. When schools are closed for teacher workdays, holidays, or inclement weather, the program is also closed. When Wake County schools are delayed 1 hour preschool is delayed 1 hour. If WCPSS is delayed 2 hours, preschool will begin at 11:30 and go until 1:30. Parents will need to send a bag lunch for a 2 hour delay day.

## >>>>Absences

Please call the preschool when your child will be absent for any reason. If you know in advance that your child will be absent, please inform your child's teacher or call the preschool.

## Enrollment

Enrollment is open to children ages 2-4. Children must be 2 by August 16.

Enrollment is open to members of Trinity Presbyterian Church starting in early February.

Enrollment is open to the community mid-February.

No drop-ins are accepted. Children must be enrolled to attend. Enrollment is limited.

## >>>>Fees

\*There is a non-refundable registration fee of \$135.00 due upon acceptance into the program. Monthly tuition varies, depending on program days. Payment is due on the first day of each month. **A late fee of \$10.00 will be added if the monthly fee is received after the 5th of the month.**

\*\***Late fees of \$10.00 per 15 minutes are due immediately if a child remains after dismissal time.** Dismissal is at 12:30 each day. We do not have after school child-care.

**\*\*A \$10 fee** will be charged for checks returned due to insufficient funds. Checks will not be “re-deposited”. Once a check is returned, you will need to pay the fee plus the amount of the check with cash or money order.

### **>>>>Illness and Medication**

No routine medication will be administered during Preschool.

A child who has any symptoms of illness must be kept at home. After any fever, please keep your child at home for observation until there has been no fever for 12 hours. PLEASE BE CONSIDERATE AND KEEP RUNNY NOSES(**mucus must be clear**), DIARRHEA AND UPSET STOMACHS AT HOME UNLESS YOUR DOCTOR GIVES WRITTEN CERTIFICATION THAT YOUR CHILD IS NOT CONTAGIOUS. We ask that you keep your child at home if he or she appears sick, has an unexplained rash, skin or eye infection, or has not been kept home 12 hours after fever, vomiting, or diarrhea. Children who become sick at school will be isolated from the other children and parents or their designated contacts will be called to pick up their child. This will help everyone stay healthy.

If your child is not feeling well enough to play outside, please keep them home. We cannot keep children inside during playground time!

### **\*\*\*What to Bring**

Each child should bring a large backpack with a complete change of clothes in a labeled Ziploc bag. If your child needs a security item (blanket, pacifier, teddy bear) they are welcome in the 2's class only. If your child is still in diapers/pull-ups, please include diapers/pull-ups and wipes in their backpack! **Please label all items.**

### **\*\*\*What NOT to Bring**

\*No food, candy or gum, please have breakfast at home.

\*No toys except on class assigned “Show-n-Tell” day.

### **Discipline and Behavior Policy**

We believe that praise and positive reinforcement are effective methods of behavioral management and discipline for children. No corporal punishment will be used at any time. Trinity Preschool uses the “3 strikes” warning program for more serious behaviors such as constant biting or hurting others. We also use the following to help with discipline:

- Children assist with making clear and concise rules and limits;
- Adults anticipate and redirect inappropriate behaviors;
- Adults remind children of expectations, rules and limits;
- Adults help children use words to express anger, resolve conflicts and express needs and desires;
- Adults will assist children in the conflict resolution process;
- Children are spoken to in a friendly (never angry) but firm voice when necessary;
- Adults may remove a child from an activity if inappropriate behaviors persist and help the child to find an appropriate activity to engage in;
- If a child physically hurts another child, he/she will be removed from the activity, the hurt child will be comforted and the children will then be assisted with the conflict resolution process and the parents will be informed at the end of the session;
- A conference will be held with parents if serious inappropriate behaviors continue.

### **Dismissal from Preschool**

The Preschool Director reserves the right to dismiss a child from preschool if we cannot meet the needs of the child. Before dismissal, all attempts will be made to work with your child to meet his/her needs. A problem solving meeting will be held with the Director, parents and any other agencies requested to help develop a plan to resolve the problem and best meet the needs of the child within a specified time limit. If the problem cannot be resolved and the child's needs are not being met, the child will be dismissed from Trinity Presbyterian Preschool.

Biting will not be permitted at school. If a child bites another person: **1st incident** – parent of both parties will be notified, either by phone and or written accident report. **2nd incident** – parents may be called to school to assist the Teacher and Preschool Director in determining what steps may be effective to help the child stop biting other people. **3rd incident** – the child that bites will be removed from our preschool program.

### **>>>>Communication**

Parents will receive information via the monthly newsletters, director emails and notes, and our handbook. It is the parent's responsibility to read the information sent home with your child. Newsletters will include monthly themes, special announcements and reminders.

### **>>>>Conferences**

Teacher/Parent Conferences are held twice each year, late fall and in the spring. Conferences are held during the school day while your children are in their classes. Classroom teachers will notify you of conference dates and times. Conferences last between 15 and 20 minutes. Additional conferences may be scheduled at any time. Teachers use a developmental checklist to share developmental skills that your child is mastering. The checklist assists parents and teachers in supporting the individual child's development and is given to the parent at the end of each year.

### **Confidentiality**

Parents are asked to refrain from discussing their child or any other child in preschool settings. Please ask your child's teacher or the director for a conference. The protection and confidentiality of each child and family is important to us.

### **>>>>Potty Training**

We do not expect 2 olds to be potty trained. If you are training your two year old, we will help with any way we can. Please send diapers/wipes in for your 2 year old.

Three year olds are not required to be completely trained. However, we require all children in the three's class to wear pull-ups unless they are completely trained. No diapers in this class please. Pull-ups help us to assist in potty training with this age-group. Also, please do not send your child in regular underwear unless they are fully trained.

### **>>>>Arrivals and Dismissals**

During the first week of preschool, parents will bring their children into the building and to the classrooms at 9:20 am. Please let your teacher know your child has arrived. Dismissal procedure

will be the same each afternoon at 12:30. After the first week of preschool, "carpool" will be the method of drop-off and pick-up. You will enter the church from the left driveway and follow the gravel path behind the church until you come to the preschool side of the church. Please pull up in single file fashion near the playground fence entrance. At 9:20 am teachers will begin unloading your children from their cars and guide them into the playground. Teachers will also greet the children inside the preschool and guide them to their classes. Carpool ends at 9:30 am.

If you arrive after 9:30, you will need to park and walk your child to class. Dismissal will be the same beginning at 12:30 in the afternoon. Pick-up will end at 12:40. There is a \$10.00 fee for picking your child up late. Please be on time!

### **Project Enlightenment**

Project Enlightenment is the Early Childhood intervention of Wake County Public Schools. Project staff serves children birth through kindergarten. Project Enlightenment provides teachers and families with help in many different areas. Our Preschool has a consultant from Project Enlightenment assigned to our school and she is available to come in and observe children upon request from the parent or teacher with signed permission from the parent. Our consultant shares her observations with the parents. All information is confidential. Project Enlightenment also has a parent talk-line, parent and teacher classes, and a wonderful resource area with books, pamphlets, videos, and activities. There are also specialists who provide services for children with special needs and support for their families.