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# Trinity Kids Preschool Philosophy

Trinity Baptist Church’s Preschool is a program of care and education for children, eight weeks of age until entrance into Kindergarten. Trinity provides a Christian environment for children to learn and grow. The Preschool program is a part of the Children’s Ministry of Trinity and a vital aspect of the outreach ministry of the church to the community. Trinity believes that based on Proverbs 22:6 our responsibility is to “Train a child in the way he should go, and when he is old he will not turn from it.”

# Fees and Registration Information

Required Fees for participation in TKP includes:

* Registration Fee - $170.00 per school year or $50.00 for Summer semester

Monthly Tuition - 1 day - $205/ mo., 2 days - $240/ mo., 3 days - $270/ mo.,

4 days - $295/mo.

* Curriculum and Supply Fees –Babies through Younger Toddlers - $120, Older Toddlers - $140, 2’s - $175, 3’s - $230, 4’s - $240
* Summer Supply Fee- $25 per child

Incidental, Optional or One-time fees for participation in TKP:

* Drop-in Fee - $25/ registered only
* Late Payment Fee - add $20.00 if bill is paid after the 20th of the month.
* Late Pick-up Fee - $1.00 per minute after 2:05pm.

Detailed information on these fees is provided below.

## Registration Fee

Registration materials are available at the Trinity Kids Preschool Welcome Center. All forms must be filled out and fees paid before entrance into the program is allowed. The Fall registration fee is $170.00 for the first child and $140.00 for each additional child. The Summer registration fee is $50.00 for the first child and $40 for each additional child. The registration fee is nonrefundable and holds the child’s placement within the program. This fee helps cover the cost of copies, snacks, supplies, and other items needed to have a successful program.

## Monthly Tuition

One day per week $205.00 per month

Two days per week $240.00 per month

Three days per week $270.00 per month

Four days per week $295.00 per month

$25.00 discount for the second child.

$15.00 discount for each additional child.

## Curriculum and Supply Fee

A book and supply fee is charged for all children. Book and supply fees are non-refundable.

* Babies thru Younger Toddlers $120.00
* Older Toddlers $140.00
* Twos $175.00
* Threes $230.00
* Fours $240.00

## Classroom Supplies

TKP will purchase all supplies for the fall/spring and summer semesters.

**Delayed Pick Up Fee**

Late pick-up fees are $1.00 per minute after 2:05 pm.

## Drop-In Fee

Children may attend TKP on days for which they are not registered only if a spot is available. Parents must contact the front office to check availability. Typically, it is not known until after 9:00am if a spot will be available that day. The drop-in rate is $25 per day.

## TKP Lunches

There will be no breakfasts or hot lunches provided. Parents will provide all meals for their children. Please pack meals that are easily opened by your child and do not require heating or refrigerating. Exceptions are made for baby bottles.

## Nap Mats

## TKP nap mats are available for purchase in the front office. Children will need a small blanket to leave in the classroom. All nap mats must be small in size, cloth and must roll up for easy storage.

## Billing & Payments

* *Payments should be labeled and placed in your child’s folder or dropped in the payment basket on the registration desk. Cash should be in an envelope with your child’s name.*
* Bills are sent home on the first Monday of each month.
* Please note your child’s name on or with the payment to ensure accurate processing.
* Checks are to be made payable to Trinity Baptist Church.
* Payment is due by the 15th of each month.
* Any payment received after the 20th should include a $20.00 late payment fee.

TKP is not responsible for lost payments. The monthly tuition is NOT pro-rated for partial months that TKP is in session (August, May or December) or for holidays, bad weather or child absences. Exceptions may be made if school closing is more than two full calendar weeks because of natural disaster or health pandemic.

## Attendance & Withdrawing from Trinity Kids Preschool

Children may attend TKP on the day(s) for which they are enrolled. If your child does not attend on his or her assigned day, their absence may not be made up on a different day.

The Director must receive a full two-week notice when withdrawing a child from the program; otherwise, the tuition payment will be expected.

**Two-Year-Old Center Based Learning Program**

UPON ENTERING THE PROGRAM:

Every child should be able to perform simple tasks such as some counting, singing, and coloring. Each child should be able to sit still for short increments of time to learn and to rest. Every child should be starting the process of potty-training.

Two-Year-Old classes will use a center-based curriculum which will allow for more hands-on play and literacy-based activities. The main goals for these age groups will be social, emotional, and spiritual development. Two-Year-Old Classes will attend chapel once a week beginning in January.

# ABEKA Curriculum

Our program offers the ABEKA curriculum to children ages three and above. The ABEKA curriculum will coordinate with chapel that the Three and Four-Year-Old classes will attend weekly. Many basic concepts are taught and encouraged such as: self, others, the world, shapes, colors, numbers, letters, manners, etiquette, art, music, developmental skills, and reading skills. Activities are included that help children grow emotionally, mentally, physically, socially, and spiritually. The desire is for each preschooler to develop a positive self-image and be confident and eager to learn.

Three-Year-Old ABEKA Program

UPON ENTERING THE PROGRAM:

Every child should be able to perform simple tasks such as sitting in a chair or on a mat and to follow simple instructions such as cleaning up and walking in a line. Each child should be potty-trained, although a pull-up at nap time may be allowed. Every child should be able to recognize basic shapes and colors, able to sing the alphabet, and able to count 1-20.

Four-Year-Old ABEKA Program

UPON ENTERING THE PROGRAM:

Every child should be able to perform expected age appropriate tasks and to follow instructions given by the teachers. Each child must be potty-trained. Every child should be able to recognize basic shapes and colors, able to say the alphabet and recognize most letters, and able to count and recognize numbers 1-15. Each child should know how to sit appropriately in a chair and to walk quietly down the hall.

# Early Learning Development Standards

Two-Year-Old Program

The structure of daily activities is carefully planned to encourage independence, self-confidence and group cooperation through large group, small group, and one-on-one participation in a variety of hands-on, interactive experiences. The activities will incorporate instruction and skill building. Listed below are some important development standards that the teachers will focus on with your child in the classroom.

1. Independence
2. Self-help skills
3. Social-emotional awareness
4. Colors
5. Shapes
6. Numbers 1-10 and counting objects to ten
7. Introduction to alphabet and beginning sounds A-Z
8. Oral language development
9. Following routines and procedures
10. Fine motor development

Three-Year-Old Program

The structure of daily activities is carefully planned to encourage independence, self-confidence and group cooperation through large group, small group, and one-on-one participation in a variety of hands-on, interactive experiences. The activities will incorporate instruction and skill building. Listed below are some important development standards that the teachers will focus on with your child in the classroom.

1. Independence
2. Self-help skills
3. Social-emotional awareness
4. Colors
5. Shapes
6. Numbers 1-20 and counting objects to twenty
7. Alphabet and Sounds A-Z
8. Oral language development
9. Following routines and procedures
10. Fine motor development
11. Handwriting

Four-Year-Old Program

The structure of daily activities is carefully planned to encourage independence, self-confidence and group cooperation through large group, small group, and one-on-one participation in a variety of hands-on, interactive experiences. The activities will incorporate instruction and skill building. These are some important development standards that the teachers will focus on with your child in the classroom:

1. Independence
2. Self-help skills
3. Social-emotional awareness
4. Colors
5. Shapes
6. Numbers 1-20 and counting objects to twenty
7. Alphabet and Sounds A-Z
8. Oral language development
9. Following routines and procedures
10. Fine motor development
11. Handwriting

## Special Needs Children

Any child with special needs is welcome to attend Trinity Kids Preschool. Should any child with special needs require additional staffing, parents are responsible for providing this for their child.

## Preschooler to Teacher Ratios

Babies 4:1 (8:2 per class)

Older Babies 4:1 (8:2 per class)

Younger Toddlers 4:1 (8:2 per class)

Older Toddlers 6:1 (12:2 per class)

Twos 8:1 (16:2 per class)

Threes 9:1 (18:2 per class)

Fours 10:1 (20:2 per class)

# General Policies

## Health and Hygiene

To provide a safe and healthy environment for all children, teachers will not admit a sick child into a classroom. Additionally, children who become ill while at TKP will be isolated in a safe, secure, and caring environment until parents can pick-up the child. When a child becomes ill, parents will be notified immediately. For this reason, it is vital that the Director has current parent information. Please make it a priority to inform the Trinity Kids Preschool Director of any changes in your contact information.

Please keep your child at home if:

* Child has had a fever of 99.8°F or higher within the last 24 hours
* Child has had diarrhea or vomiting within the last 24 hours
* Child has been on an antibiotic less than 24 hours
* Child has green nasal discharge
* Child has a constant cough
* Child has symptoms of a communicable disease
* Child has pink eye
* Child has a draining rash
* Child has blisters indicative of Hand-Foot-and-Mouth. (Will be out for at least six days)
* Child has lice or nits
* Child must be kept indoors when weather permits outdoor activities
* Child is too irritable, too tired, or too ill to participate in normal activities
* Child has been exposed to Covid-19. On the fifth day after exposure child must have a negative Covid-19 test result to return to school.

If your child has been exposed to or has contracted a contagious disease, please inform the Director immediately! If necessary, notifications will then be made to the parents of the other children that have been exposed.

## Infectious Diseases: May Return When:

Chicken pox & hand foot and mouth After all lesions are crusted

Diarrhea When stool is firm

Fevers Must be fever-free for 24 hours

Lice After medicated shampoo treatment

Pinkeye On medication 24 hours and without

 redness or discharge

Rashes (unknown origin) When rash has disappeared

Respiratory Syncytial Virus (RSV) When cough and runny nose has stopped

 (usually 5 to 7 days)

Ringworm After medication for 24 hours/ then area

 covered at TKP until gone

Strep throat After medication for 24 hours

Vomiting After 24 hours of not vomiting

COVID-19 Must be symptom free for 72 hours

COVID-19 Exposure Quarantine for five days then present a negative test from a doctor to return to school.

## Medication Policy

If any child requires medication during school hours, parents must complete a Medication Consent Form received from the Director. Medication will be administered by the Trinity Kids Office Staff. All prescriptions must be in the original container and properly labeled with the child’s full name, date prescription was filled or expiration date, and legible instructions for administration. Non-prescription medication may be given with written consent only as to the dose, duration, and method specified by the manufacturer’s label. A physician’s authorization is needed for any non-prescription medication to be taken differently than indicated on the label. Any unused medication will be returned to the parent or properly disposed of.

## Medical Emergency Policy

If a child requires emergency medical attention, 9-1-1 will be called immediately. After help is on the way, the child’s parents or guardians will be contacted. Should immediate medical attention be required, the child will be taken to Lake Area Medical Hospital. Trinity Baptist Church will cover all expenses not covered by the child’s primary insurance. Please ensure that TKP has a current copy of your child’s insurance card.

## Nursing Policy

Trinity Baptist Church has provided mothers with a comfortable environment in which to nurse their child. These rooms are furnished with all necessary furniture and supplies and are located on the preschool hall. Mothers will refrain from nursing their child in the presence of others.

# Classroom Policies and Procedures

## Teacher Evaluations

Each teacher is evaluated within the classroom setting periodically throughout each semester. These evaluations allow teachers the opportunity to grow and improve their teaching skills and techniques. Parents having questions or concerns pertaining to any teacher or classroom are to contact the Director immediately. Conferences between parents, teachers and the Director may be held when a situation deems it necessary. All conferences will take place with the Director present.

## What to Bring & Not to Bring

* Please bring the following items labeled with the child’s name:
* Diaper Bag with at least 4 disposable diapers, 2 sets of clothes, and any security item deemed necessary (babies through 2s who are not potty-trained)
* Backpack with 2 sets of clothes in case of an accident (twos through fours)
* Small blanket and pillow that fits inside the backpack and is brought daily (toddlers through fours)
* Any items requested by the teacher.

Please do not send toys or valuable possessions with children to school unless specified for a specific occasion. TKP will not be held responsible for these items.

## Personal Toys Policy

Please DO NOT allow your child to bring personal toys to TKP. Toys brought will be picked up by the teachers at the start of the day and returned to the child at the end of the day.

## Dress Policy

Children should come to Trinity Kids Preschool in comfortable play clothes (socks are **required** to play in the Kids Place). TKP is a part of Trinity Baptist Church; no obscene words or vulgar statements on a child’s clothing will be tolerated. TKP reserves the right to send a child home due to inappropriate attire. Please label all your child’s removeable clothing items, especially sweaters and jackets. **(Girls should wear bloomers or shorts under their dresses or skirts).**

## Cry Policy

TKP teachers prefer the children in their classrooms to be happy all the time. If a child becomes upset and cries, teachers will comfort the child but still allow the child to cry for up to 45 minutes to an hour. If the child is inconsolable at the 1-hour mark, parents will be contacted.

## Biting Policy

Most children are not repeat biters and generally only bite out of frustration. If biting is repeatedly an issue at home, then parents are asked (for the safety of other children) to make the child’s teacher aware of this. Also, it is helpful to let the teacher know how biting is dealt with at home.

If biting is a repeated occurrence:

* Teachers will note each occurrence of biting, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
* Attempts will be consistently made to head off biting situations before they occur.
* Non-biting responses to situations will be taught and reinforced.
* Early transition of a child “stuck” in a biting behavior pattern will be considered only if it is developmentally appropriate.
* If it is deemed in the best interest of the child and other TKP children, the child will be dismissed from TKP enrollment for the duration of the biting stage.
* Parents will be notified before this action is taken.

## Potty Policy

## As per the ABEKA curriculum requirements, children enrolled in the Three or Four-Year-Old Programs must be potty trained before starting school. Children should be wearing underwear with very few accidents throughout the school day. Additionally, the child should be able to manage their potty time with minimal assistance from the teacher. Children wearing pull ups are not considered to be potty trained. Pull ups may only be used if needed during naptime.

Teachers will encourage and prompt your child to use the bathroom many times throughout the day and will assist only if needed. Clothing that can be easily undone or changed is also very helpful in setting your child up for success.We understand that every child arrives at this milestone differently, therefore we have a 6-week grace period beginning with the first day of school for your child to demonstrate accomplishment of this goal. Following the 6-week grace period, if a child has not become potty trained, parents will be notified that their child will need to remain at home until achieving this goal.

## Discipline Policy

To provide a positive learning environment for each preschooler, each classroom needs to establish positive rules and guidelines. Children are taught and encouraged to use good behavior and are often rewarded or praised when they demonstrate acceptable behavior.

When a child does not follow the class guidelines, he/she will be reminded of the rules first. If the reminder is ineffective, the child will be placed in time-out to think about and prepare for appropriate behavior. Time-out will be no longer than one minute per year of the child’s life (for example, a 3-year-old will not be in time-out for more than 3 minutes). If the inappropriate behavior persists, the child will be taken to the Trinity Kids Preschool Director. At this point, the parent will be notified. Together, the Director, teachers and parents can work together to correct the behavior. If the Director continues to see that the problem is not being resolved, then the Director will make the decision to dismiss the child from the program.

Open and effective communication between parents and TKP staff is essential to providing quality childcare and instruction. When there are, circumstances occurring in the life of the child that could affect his or her behavior at school, please share those concerns with the teacher or TKP Director.

**Meals:**

Trinity Kids Preschool does not provide breakfast or lunch. Children should be fed breakfast prior to drop off.

* Pack lunch meals that are easily opened by your child.
* Do not include foods that will need heating or refrigerating.
	+ Exceptions are made for baby bottles.

**Naptime:**

The Younger Toddler, Older Toddler, Pre-K2, Pre-K3 and Pre-K4 classes will lay down for a nap after lunch. Children are not required to sleep but are expected to lay quietly until it is time to get up. Parents will be asked to come pick children up before naptime if they are repeatedly disturbing or waking up other children.

**Classroom Procedures:**

* All frequently touched surfaces including light switches, doorknobs, restrooms, faucets, counters, tables, chairs, gates, playground equipment and toys will be disinfected before the arrival of any students. They will also be disinfected periodically throughout the day and after dismissal of the last student.
* An enhanced thorough cleaning will be performed each evening in all areas of the school.
* Children and staff will wash their hands with soap and water before and after activities, snacks, meals, using the restroom, etc.
* Staff will have access to disposable gloves, wipes, anti-bacterial soap, and hand sanitizer. Each room will be stocked with a hospital grade disinfectant.

# Communication

**Getting Information to Parents/ Guardians:**

If it becomes necessary to update our procedures or close our program temporarily, we will notify families via email sent to the primary account holder’s address. Please make sure that we have your current email address on file. Depending on the circumstances, Trinity Kids Preschool also uses phone calls and texting to communicate.

## Accident Reports

Accident reports will be filled out and submitted to the office regardless of how small the incident may seem. TKP office personnel will contact the parent to let them know what happened.

## Conferences

Parent/Teacher/Director Conferences may be held when it is deemed necessary. All conferences will take place with the Director present. Parents should direct any teacher concerns, questions, or unreasonable expectations from teachers to the Director. Allowing the Director to handle these situations provides a buffer for parents and teachers should an uncomfortable situation arise. Additionally, please do not contact teachers outside of TKP (social media, phone calls, emails, texts, personal messages, etc.) concerning events that took place during the day. Conversations concerning these events may be directed to TKP Director.

## Grievances

All concerns will be brought directly to the attention of the Director in a private manner. If this has been done and a teacher believes that a concern was improperly addressed, or that further consideration is needed, the Children’s Minister of Trinity Baptist Church will be notified by the teacher or parent in writing. The Children’s Minister will consider the situation and either deal with the situation personally or schedule a meeting with the parties involved to work to achieve a resolution. All meetings with the Director or Children’s Minister will be held at scheduled times to prevent distractions or interruptions.

**Holiday Schedule and Policies**

**TKP 2022 - 2023 School Calendar**

School Begins......................................................................... August 15, 2022

Labor Day............................................................................... September 5, 2022 (closed)

Fall Break................................................................................October 10-12, 2022 (closed)

Election Day........................................................................... November 8, 2022 (closed)

Thanksgiving.......................................................................... November 21-25, 2022 (closed)

Christmas............................................................................... Dec. 19, 2022-Jan. 2, 2023 (closed)

(Return to school on Tuesday, January 3, 2023)

Martin Luther King Day..........................................................January 16, 2023 (closed)

Mardi Gras (TKP Spring Break) ........................................... February 20-22, 2023 (closed)

Teacher Inservice................................................................... March 13, 2023 (closed)

Easter......................................................................................April 6-14, 2023 (closed)

Last Day of School ………….................................................May 23, 2023

## School Closures

Any decision to close Trinity Kids Preschool for weather or any other hazardous event will be determined by Trinity staff and TKP Director as needed. While CPSB closures will be a consideration, TKP will no longer follow CPSB closures exclusively.

# Safety and Security

## Parent Pager

The Parent Pager Check-In System provides TKP employees with a means to visually identify any adult who is attempting to leave the premises with a child.

If parents wish to authorize other adults to pick up their child, parents must fill out the appropriate form and submit it to the TKP office staff. Newly authorized adults must bring a photo id to be entered into the Parent Pager System.

If for some reason during the semester it is determined that a parent or relative is not to be in contact with his or her child, a copy of a court-ordered document must be submitted to the TKP office staff.

## Child Protection Policy

For the safety of teachers and children, as well as for the peace of mind of parents, teachers will adhere to the following:

* Two-person Rule - Two workers must always be present in each classroom.
* Punishment involving physical pain is not ever appropriate. Any person witnessing a co-worker inappropriately disciplining a child should report the action to the TKP Director, Children’s Minister or if neither are available, any other church minister.
* Trinity Kids Preschool employees follow that statues set forth under Louisiana Law, Code Section §14:403 Criminal; Article 609 & 603 Children's Code.
* This law requires that any teacher or childcare provider report any suspected abuse immediately to the Calcasieu Parish Department of Child Protective Services.
* Failure to abide by this statute will result in the immediate dismissal of the employee from his or her position with Trinity Kids Preschool as well as being charged with a misdemeanor and up to $500 fine and/or 6 months jail.
* To protect Trinity Kids Preschool and its employees, and to avoid making erroneous reports, decisions to involve CPS will be made by the consensus of at least three individuals who are employed by Trinity Baptist Church.

## Fire Drills

Due to the size of Trinity Baptist Church, TKP is now required to conduct fire drills at least once per month. Teachers are aware that these will take place but are not told when they will happen. Any questions or concerns that parents may have with this policy must be directed to the TKP Director.

# About TBC Core Values Statement

##

* There is only one Holy and Sovereign God of the universe and nothing is more important than Him. *(Isa. 45:5-6; Ex. 20:2-3; Heb. 3:3-4)*
* This being so, it is our hearts desire that every man, woman, and child everywhere have a relationship with God and that their relationship with Him is superior to all other relationships. *(Matt. 28:19-20; Matt. 22:37-40)*
* The only means to a relationship with God is by accepting Jesus as Savior and Lord through faith. *(John 14:6; 1 John 3:11; Acts 4:12; John 3:17-18)*
* After beginning a relationship with God our life’s goal is to grow in our relationship with Him to the point that we love the things He loves and hate the things He hates and to live our lives accordingly. *(John 17:20-23; 1 John 4:7-8; 1 John 5:2-3)*
* God loves all people and so do we. God hates sin and the destruction sin brings to peoples’ lives and so do we. *(John 3:16; Gen. 4:6-7; Luke 13:34-35)*
* Sin is any disobedience to God’s will whether by actions, inaction, thought or attitude. *(Matt. 5:21-22; Matt. 5:27-28; Matt. 6:14-15; Matt. 19:16-21)* The means to growth in our relationship with God is through frequent prayer to Him, Bible study about Him, worship of Him and obedience to Him. *(Eph.6:18; Col. 3:16; Ps. 100:2-3; Deut. 12:32)*