



# Policies and Procedures

## 2019 - 2020 School Year

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## **From the Director, Brittney Grimshaw**

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We are so excited that you have chosen Trinity Preschool! We are passionate about building relationships, educating children and growing the leaders of tomorrow. Our foundation is built on providing children with a space to begin to understand who God is and who He has made them to be. When students have a confidence in themselves, in the unique person God has designed them to be, they begin to develop a solid foundation on which all further social interactions, interactions with our culture, educational goals, drive and passion can be built on. This year we have the pleasure of celebrating 49 years of being an educational leader in our community!

We acknowledge that choosing the right preschool environment for your child is a big decision and it is our desire to help you find the best fit for your family. Our highly trained, energetic, creative, and loving preschool staff provide a magnificent balance between structure and play, developing focus and creativity all built upon positive, loving relationships with their students. It is our desire to prepare our students for Kindergarten but even more so for the years beyond, creating a solid base on which they can succeed in achieving their dreams.

Our success is built on our partnership with you. As parents, the role that you play in your child's development is unparalleled to any other person your child will encounter in their lifetime. It is for this reason that we feel strongly about being your ally, providing a space for open communication, building action plans and enjoying this adventure of the preschool years together! We are excited to partner with you in providing your children with a quality early education.

Here is to a fantastic year!

Brittney



This handbook will aid you in better understanding the program your child is enrolled in. This is intended as a reference in setting forth the purpose, goals, methods, activities and policies of Trinity Preschool under which the school and you, as parents or guardians, mutually agree to work. We look forward to establishing a wonderful relationship with you and your family throughout your child's enrollment in the program. We rejoice in the opportunity to share God's Word, gifts and blessings throughout the year with your child! Trinity Preschool is a ministry of Santa Barbara Community Church. Trinity Preschool recognizes that it is important to provide experiences to help a child develop in all areas of growth: cognitively, socially, emotionally and physically, as well as spiritually. Our staff members are not only fully qualified teachers, but are also loving, creative, and dedicated to planning activities that stimulate your child to grow in each of these developmental areas according to his or her individual abilities and needs. Children are encouraged to explore their environment, think creatively, and make their own decisions through a biblical worldview. Teachers guide and enhance this process through materials and activities.

## **MISSION STATEMENT**

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**Trinity Preschool is dedicated to the health and growth of children in all facets of their lives; cognitive, social, emotional, physical and spiritual. We believe that this health and growth is rooted in who God is and who He created each child to be. We believe that the family is a critical component of the child's development.**

We are a private, Christian preschool, serving children from ages two years through six years (Toddlers through Kindergarten). We believe that each child entrusted to our care is a uniquely created individual. As a Christian school, we believe that a child's spiritual development is essential to the development of their character, confidence, leadership ability, and that it effects who children are at their very foundation. It is for this reason that we are intentional about bringing biblical truths to children in a way that they can understand. We desire to create an environment that is rich in literacy, provides children with opportunities to problem solve, experiment, and that ignites a passion to learn. We build all of this on a foundation of trust and support for families, creating an environment where children are free to grow, to experience, to take risks and explore relationally, academically and creatively. We model how to do relationships well, healthy communication, give and take, appreciation for the gifts of others, contributing to the community, and living life together. We desire for children to grow in independence, critical and creative thinking, to be confident in both relationships and environment, and walk in Biblical truths. We consider ourselves a community of families encouraging, challenging and standing with each other as we walk through these preschool years together.

## **ABOUT OUR SCHOOL**

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Trinity Preschool has a rich history that extends over four decades. In 1970, Trinity Baptist Church began Trinity Baptist Preschool and Child Care Center as a ministry of the church to the Santa Barbara Community. At its largest Trinity enrolled over 120 preschool and kindergarten students per day on our beautiful sprawling campus. In 2007, Santa Barbara Community Church and Trinity Baptist Church merged forming a magnificent fellowship of believers and Trinity Preschool remained a foundational

ministry of the church. Trinity Preschool currently serves approximately 100 families from all over Santa Barbara and the surrounding areas.

Trinity Preschool is tucked in the foothills of beautiful Santa Barbara, California on the campus of Santa Barbara Community Church. Trinity Preschool students are surrounded by native plants and wildlife, views of the beautiful hills, and a massive grass yard. This balance between modern and natural creates a fantastic environment for children to explore the outdoor world around them. The preschool is located in the Christian Education Building, directly downstairs from the church office. The preschool students fill the first floor of this building with their joyous laughter every day. The preschool playground is also located on this lower level. Having a central location for all daily preschool happenings allows for less transition and therefore more time for exciting child-centered activities.

## **Our License**

We are licensed under the State of California Department of Social Services and the California Department of Education, **Lic#421700402**, to accept children ages 2 through 6 years old.

## **Faculty and Staff Qualifications**

At Trinity Preschool, the entire staff works closely together to build relationships with the children. We are here to guide each child's unique developmental needs in a group-learning environment. At the same time, we provide engaging program activities that are intended to prepare each child for academic success, build social and emotional intelligence, and support their spiritual development.

Faculty and staff hired at Trinity Preschool meet or exceed all state requirements, including Early Childhood Education credits, First Aid/CPR training, and security checks. In addition, our faculty and staff bring a wealth of experience and education in a variety of disciplines, from which they draw to bring an ever-increasing depth of knowledge and life's joys to our students. All faculty and staff also agree to and sign the statement of faith of Santa Barbara Community Church as well as a Community Life Statement.

## **Admission Policy**

Trinity Preschool does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions or educational philosophy. All students attending Trinity Preschool are accorded equal rights, privileges, and access to programs and activities.

We serve children 2 years old through 6 years old. Children enrolled in our toddler program do not need to be potty trained. Potty training is a requirement of our preschool, Pre-K and T-K classrooms.

An initial interview/tour will be held with the parents/guardians. The Director and the Staff work together in making decisions of which classroom your child will best grow and develop. During the first few weeks of attendance, your child will be observed to ensure the proper classroom placement. The admission of the child will be dependent on the following information:

- Application is completed online and confirmed
- Registration Fee and Materials Fee paid in full
- Current month's tuition paid
- All Licensing Paperwork is completed and returned

For the benefit of all the children enrolled we desire to ensure that our program and each child is a good fit. We will work closely with you to ensure that this is successful and have many resources to help

children that need additional support. Occasionally, severe concerns arise that fall outside the parameters of even our well-qualified faculty and may be cause for dismissal.

**THE FIRST WEEKS AT SCHOOL:** The first two weeks of school are considered orientation weeks. The classroom is set up very simply so that children can work independently with minimal help from the teachers. The teachers and children begin to build a basic sense of trust and confidence in one another as they establish their working relationships in the structured and unstructured schedule of the classroom.

Some children will feel comfortable right away while others may find their new classroom experience overwhelming. They may prefer to engage in solitary activities in the classroom setting. We will begin to engage the child to be active participants in the group. As the child begins to build relationships through the daily scheduled classroom activities, he/she will become more secure in the new environment, and he/she will naturally want to participate. It is not uncommon for this process to take several weeks. If a child is feeling a great deal of anxiety, please notify the teachers so that a teamwork approach can make the transition a positive one and ensure a successful adjustment.

During the first month that your child is in school the teachers begin to assess the child's readiness of the goals set for the classrooms' age group. In some cases the teachers may observe a child to be better suited in another classroom. If this is the case we will contact the parents and set up a meeting time to discuss the observations and best placement for your child.

**SEPARATION ANXIETY** Separating from the parents/guardians may be difficult for some children during the first days of school, particularly if it is the child's first time to be at school without the parent/guardian. While it is less disruptive to "separate" outside before class begins, parents are invited to stay for a short period of time if they feel the need to ease their child through this transition. Our experience tells us that once you say goodbye to your child, it is best to follow through. If there are any concerns or questions about a child's adjustment in the class, please do not hesitate to discuss it with the teacher or Director.

## TUITION AND FEES

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The Preschool Board of Trinity Preschool determines tuition and fees annually. Visit our website ([www.trinity-preschool.org](http://www.trinity-preschool.org)) for the current tuition and fee schedules. Trinity Preschool is a 501c3 not-for-profit organization and is dependent upon tuition to pay salaries and operating expenses. Tuition and fees are due in full by the published due dates for each school year.

**Tuition is an annual amount that is broken down equally into ten monthly installments beginning on September 1 and ending on June 1 regardless of days in the month.**

Many families choose to pay the total annual tuition prior to school beginning. If this is an option for you, there will be a 5% deduction in the annual tuition.

**\*\*All fees and tuition are nonrefundable\*\***

**Tuition payments are due on the FIRST of each month and delinquent after the FIFTH.** After the fifth, your account will be charged \$25. If you are experiencing some temporary financial hardships, please contact the Director. If delinquent for more than 120 days, your child is subject to suspension from school until payment is made. To avoid this, arrangements must be made with, and approved by, the Director.

**30 DAYS notice must be given if there is early withdrawal.** Upon early withdrawal notification, the school will retain or collect all tuition (paid or past due). If 30 days notice is not received the next month's tuition will be collected as well.

Sandbox Software allows us to collect tuition payments direct from your bank on a recurring basis (ACH payments) or via a Visa, MasterCard, or American Express Credit Card payment on the online portal. Please see the Director for help using the billing options on the Sandbox Parent Portal.

## Preschool Fees

**Nonrefundable Registration fee:** \$75.00 **Nonrefundable Materials fee:** \$125.00

There is NO reduction of tuition because of days absent. There are NO make-up days for absences.

**Extra days:** Parents must check with Director each day drop in is requested for available space. A "Drop in" fee of \$60 for Half Day, \$80 for Full Day, or \$100 for Extended Day will be charged.

**Late pick-up fees** will apply at \$1 per minute past the student's pick-up time. Half-Day students get picked up at 12:30pm, Full Day students get picked up at 3:00pm, and Extended Day students get picked up at or before 5:00pm.

**Early drop-off fees:** Children may not arrive before 8:15 a.m. unless they are signed up for our Early Drop-Off Program, which begins as early as 7:30 a.m. A \$5 charge per day will apply for those arriving before 8:15am.

**Missed Timeclock fee:** A flat fee of \$30 will be charged to any account that consistently does not complete proper check-in or check-out protocol. It is imperative that we have each Parent and Guardian working with us to diligently track the comings and goings of every child in our care for the day.

## Late Tuition Payment Policy and Returned Payments

If tuition is late, please be in communication with the Director. There is a \$25 fee for handling returned payments.

If an account is **60 days past due**, Trinity Preschool will send a reminder of past due invoice by email and follow up with a phone call. If an account is **90 days past due**, Trinity Preschool will send a reminder of past due invoices by email and assess an additional \$100 late fee. If an account is **120 days past due**, Trinity Preschool may suspend the student from school until the past due amount is paid.

## PRESCHOOL ARRIVAL AND PICKUP

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California State Department of Community Care Licensing requires that preschool children must be Signed in/out of the school daily by the parent or guardian. Please use our ProCare check-in screen to securely sign your child into and out of class each day.

Students will NOT be released to anyone under the age of 18 years old, even siblings.

If someone besides the parent/guardian will be picking up or dropping off please notify the Director of their full name, relation to the child and a phone number. Children will not be released unless the

Director has received parent approval prior to pick-up. Please notify that person to have their identification with them in the case that the staff available is not familiar with them.

For the safety of all, a child *will NOT be released* to a parent or any adult that is suspected to be under the influence of alcohol or any controlled substance. Another person noted on the emergency form will be contacted. If there are any problems, the appropriate authorities will be notified. As a reminder, teachers and school administrators are mandated reporters and it is a state law to report a situation that endangers a child.

## **Program Hours of Operation**

Half-Day program hours are 8:30 a.m.-12:30 p.m.

Late pick-ups will incur a late fee of \$1 per minute after 12:37pm.

Full Day program hours are 8:30a.m.- 3:00 p.m.

Late pick-ups will incur a late fee of \$1 after 3:07pm.

Extended Day program hours are 8:30 a.m. – 5:00 p.m.

The school closes at 5:00 p.m. Late pick-ups will incur a late fee of \$1.00 per minute.

Children may not arrive before 8:15 a.m. unless they are signed up for our Early Drop-Off Program, which begins as early as 7:30 a.m.

## **Absences and late arrival**

- Please email the Director if your child will be absent for the day or arriving more than 30 minutes late.
- There is no tuition reduction or make-up days for absences.

## **Parking and Drop-off/Pick-Up at school**

SB Community Church will have various church meetings throughout the day and the congregation uses the parking lot closest to the school. If you have arrived after the children have been taken down to the classrooms, you need to walk your child to the classroom after signing him/ her in. Please do not leave your car running in the parking lot unattended or leave children unattended. *Before you have dropped off or once you have picked up your child from school they are your responsibility, please ensure that they remain with you at all times.*

### **School & Gate Entrances**

Please be sure to escort your child into the classroom, and NOT allow him/her to run ahead of you into the parking lot. *The play yard gate latches, hallway middle door and the door at the far end of the building must remain closed at all times.* The only door that remains open for access to the school is the main entry at the preschool office, Room 101. The exit stairwell and ramp here are not gated as it is an emergency exit, children must be able to leave the building in case of an emergency.

## **PARENT INVOLVEMENT AND EDUCATION**

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**Family Care** - We will always want to show support to our families and, during times of stress, we want to minister to you by preparing meals, help in driving your child to and from school and, most importantly, lifting you and your situation up in prayer.

**Orientation Day, Back to School Night and Parent/Teacher Conferences** – We celebrate with many events throughout the year in which your participation is invaluable. We desire to create a community of fellowship for families and we cannot do that without your participation! The events above (orientation day, back to school night and parent conferences) are essential informative events that require attendance by at least one parent/guardian.

**Classroom Observation**– We are so proud of our school, and parents are welcome to observe in their child’s classroom. Please schedule a convenient time with your child’s teacher or make arrangements through the school office. To allow the classroom atmosphere to remain as normal as possible, no siblings may accompany you. Questions, discussions and conferences with the teachers must be arranged during another time, as observations are primarily to “see” the class in action.

**School Events** - are held throughout the year. Take time to fellowship with other families to enhance your experience as well as your child’s. Please see the school year calendar as all major events are already planned a calendared in advance for your convenience.

**Volunteering** - Trinity Preschool does not provide insurance coverage in the event of accidents for parents who volunteer their services to do errands or fundraising jobs and activities. We also limit the amount of time that parents can spend volunteering on campus as it is our policy to have all adults who are in contact with the children for more than 30 minutes per week, (even under teacher supervision) to be fingerprinted and have a full background check. This is only to ensure that we are providing the absolute safest environment for the children in our care.

**Parent Visits** - Parents may visit the school without advance notice at any time during our normal hours of operation, 7:30 a.m. – 5:00 p.m. Access to our facility can be denied when behavior of the visitor poses a threat to the health and/or safety of the children, or to a non-custodial parent/guardian when requested in writing by the custodial parent/guardian. In cases of shared custody it is our policy to follow any court orders directly.

## **PARENT COMMUNICATION**

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**Questions and Concerns**- Questions and concerns occasionally arise during the school year. It is important to inform those who can help. *A conference may be requested at any time.* The Director, faculty and staff are here to help and may be contacted at any time with any educational, developmental, spiritual or administrative concern.

**Sharing Information**- Unusual circumstances at home can affect your child at school. Please keep the teachers informed by confidentially speaking with your child’s teacher or contacting the preschool director. An open flow of information helps us in strategizing responses to your child’s needs.

**Conferences-** Parent/ Teacher conferences will be held in the Spring. These conferences are 30-minute meetings with your child's teacher and the preschool director. Children are not allowed to attend these conferences to ensure that we can discuss them and their time at school freely.

**Teacher Contact Information-** All Trinity Preschool staff can be contacted through the preschool Director, either by phone call or email. Teacher personal emails and cell phone numbers are not given out to parents. You may also contact the preschool office by email: [Office@trinity-preschool.org](mailto:Office@trinity-preschool.org).

**Information to Parents-** Preschool parents will find information containing monthly activities, schedules and special notices on the bulletin board outside each classroom as well as on the classroom blog. The school calendar can also be found on our website and information is frequently shared via Facebook and emails from the Director so keep an eye on your inbox.

**Separated Families-** Trinity Preschool cannot stop a parent from picking up his or her own child unless there is a court-ordered directive. Please keep us apprised of this and have a copy of this directive given to the Director for your child's file. If your family is going through a difficult time, it is important that your child's school remain in a calm, predictable place for him/her. We desire to be supportive of individual needs and will always remain neutral for the child's benefit. Parents remain responsible for paying their child's tuition even when the court has not determined any final financial arrangement.

## **DISASTER PREPAREDNESS PLAN PARENT INFORMATION**

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In the event of a disaster such as earthquake or fire, we are prepared to take care of all the students until each student is released to a parent, guardian, or pre-assigned designee. During this time we would like your child to be as comfortable as possible.

Our school has emergency and first aid supplies for all of the students as well as additional food and water supplies. All of the faculty and staff are trained in CPR and First Aid. We strongly urge parents to take First Aid, CPR, and Emergency Preparedness training. Regular fire and earthquake drills are conducted on-campus in order to help staff and students perform the drills with ease and to remain calm. It is our intention to keep all our children safe and to teach them skills and give them confidence.

A copy of the Trinity Preschool Disaster Preparedness Plan is available to all parents for viewing on the bulletin board within the school office. In the event of a disaster, the following emergency procedural information is of utmost importance to all parents:

### **Trinity Preschool Emergency and Disaster Plan**

- All staff of Trinity Preschool are trained in CPR and First Aid.
- Staff are also trained in how to respond to emergency situations: evacuation or lock down
- Regular fire, earthquake and lock down drills are implemented

There are two types of emergencies in which to plan for:

**Evacuation** –fires, floods, or other natural disasters

**Lock Down** –dangerous person or other threat

**If you have an emergency and cannot reach us by the school's landline, you may leave a message with the church office (805) 687-7797 or TEXT Ms. Brittney's cell phone (805) 698-7636.**

If our school has to relocate in an emergency situation such as a fire, we will go to La Colina Junior High School, 4025 Foothill Rd., Santa Barbara, 967-4506. We will meet in the grass area near the parking lot. This designated relocation site is only if our entire property needs to be evacuated. You will be called and asked to pick up your child as soon as possible.

In case of a major evacuation of a larger area (not just our property), for reasons such as a toxic spill, major fire, or earthquake, we will follow instructions from the emergency crews (Fire Department, Red Cross, Police, Highway Patrol, etc.) The staff at Trinity Preschool will remain with your children in this emergency situation. You will need to call the American Red Cross, or listen to the emergency radio station to find out our exact evacuation location. Though our first job will be the safety of the children, once we are in a secure location we will begin to call each parent as soon as possible. We will also use social media (Facebook, emails, etc) in order to reach as many families as we can as quickly as possible.

### **Evacuation:**

1. Teacher directs children to the emergency exit door.
2. Teacher assesses situation, counts children and proceeds to center of parking lot in an orderly and calm fashion (location of children will depend on the location of the emergency).
3. Once the group is safely relocated, teachers each have an assigned job (first aid, give comfort, contact parents, etc.)
4. When authorities give the all clear, teachers can begin reuniting children with parents upon arrival.

We are aware that not all evacuations will look like the drill, and there is a chance the parking lot will not be a sufficient distance to maintain safety. In this case we will follow the directions of the emergency personnel and will send information out via email, text message, phone call as well as Facebook (all forms of communication that are readily available).

### **Lock Down:**

1. Director will close the access door; Shades in each classroom will be pulled.
2. Children and the teacher will move to an area of the school away from windows and doors.
3. Teacher will maintain a calm atmosphere with hushed voices.
4. Director will manage the phones and be in communication with staff.
5. When the emergency is over, an "all clear" will be announced.
6. Parents will be contacted.
7. In the event that access to the school is not allowed, children will walk with their teachers to an authorized location for reunion with their parents.

The added benefit to our Pro-Care system is that they also host data for us as well. This means that every staff member will have access to all of your emergency contact information through their cell phones or iPads, this is in addition to the contact information in our emergency kits as well as the office file of applications which contain all of your contact information as well. We have covered all the bases!

**We share this information to not only inform you but to hopefully reassure you that your child's safety is our number one priority. While they are in our care we will protect them as our own and you can trust in that.**

## **CHILD ABUSE**

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Teachers and faculty at the school are mandated by state law to report suspected child abuse. If we suspect that a child is suffering from any type of abuse, we are required to report this behavior to Child Protective Services in a verbal report of "reasonable suspicion". The mandated reporter must then file a written report with the Department of Justice within 36 hours of their verbal report.

If an adult arriving to pick up a child is suspected to be under the influence of alcohol or non-prescription drugs, the child will not be released to him/her. Another person noted on the emergency form will be contacted and a report will be filed.

## HEALTH POLICY

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**Requirement:** To attend school, the state requires that our office has on file an accurate and complete record of the student's completion of a physical exam and up-to-date immunizations or a waiver form. Students may not attend school without these documents on file (LIC 701). This form was given to each family in their enrollment packet. The state of California requires all children attending school to be immunized.

**Illness:** Children must stay home when exhibiting any of the symptoms listed below. Not only are children contagious when ill, but they are unhappy if sick or overly tired. *For the safety of other children and teachers, we will enforce this policy.*

**Please keep your child home if he or she:**

- Is overly fussy, cranky, tired, and generally not himself/herself.
- Has a fever or has had one during the previous 24 hours.
- Has thick or colored nasal discharge.
- Has any form of diarrhea or vomiting within the last 24 hours.
- Has a symptom of a possible communicable disease (sore throat, rash, etc).

### Medication and Incidental Medical Services

1. Non-prescription and prescription medication may NOT be stored in the student's backpack. Please DO NOT place any medication in your child's backpack. Any medication must come to the preschool director.
2. Any prescription medications must be in the ORIGINAL CONTAINER and must be administered per label instructions by the Director or designated staff person, accompanied by a Doctor's note as well as a parent authorization. Medication will be stored in the office, out of reach of children. Any administration of a prescribed medication will be logged and kept on file.
3. Students who have asthma will have convenient access to their medication; it will be kept in the preschool office within immediate reach of a teacher and out of reach of children. We must receive the parent authorization form before we can accept the medication. Any administration of this medication will be logged and kept on file. Only the director or designated staff will administer the medication.
4. Students with allergies that require the potential use of an EPI pen must have the pen in an original container that will be kept in the office within reach of the teacher and out of reach of children. We must receive the parent authorization form before we can accept the medication. Any administration of this medication will be logged and kept on file. Only the director or designated staff will administer the medication.
5. If your child has any specific health related problems or allergies, be sure to note them on their forms and inform the teacher.
6. ***Parents are responsible for keeping the office informed of current emergency contact information.*** In case of a serious accident or injury, attempts will immediately be made to contact the parents. If the parent(s) cannot be reached, the child's doctor will be contacted. 911 will be called if necessary. School officials will stay with the child until released to a parent or designated guardian. Parents will assume financial responsibility for expenses beyond their insurance coverage.

### Sunscreen

We ask that you please apply sunscreen to your child before they attend school each morning. With the structure of our day we simply cannot apply sunscreen in the morning. If you would like teachers to apply

sunscreen to your child in the afternoon, please give their teacher a container of sunscreen labeled with your child's first and last name to keep in the classroom.

## STUDENT DRESS CODE

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Students should wear comfortable clothes conducive to easy movement and productive learning. We want students to be safe on the playground, so clothes and shoes should all be appropriate for stretching and running. Any apparel that disrupts the educational environment will not be allowed (ie clothing with attachments like toys or a cape). Please avoid clothing displaying images that other children may find frightening, like skulls, weapons, etc.

**What to Wear to Preschool:** Children come to school to play, to explore the environment, to experiment with all kinds of materials and nature, and to have FUN! Their clothing should allow the freedom to enjoy those things without concern for rips, tears, or spills. Please send them in comfortable, sturdy, and washable clothes. Clothing that is easy to manage encourages independence. Loose clothing and elastic-waist pants are great. If the children can unbuckle and unbutton their clothes themselves, many accidents will be avoided.

**For the safety of your child, please do not send your child in flip-flops. These can lead to accidents on our play equipment. Thank you for your understanding.**

All students require an extra pair of underpants, socks, shirt, and pants. Please send these to school in their backpack. They should be labeled with your child's name. Please replace as needed.

We require girls to wear spandex shorts under skirts and dresses. We encourage gross motor play on our play structure and spandex shorts provide for greater comfort and movement.

***Please label all jackets, sweaters, and extra clothing. This helps to prevent clothing loss.***

## NUTRITION

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All children are provided with a nutritious mid-morning snack (9:45am) as well as an afternoon snack for Extended Day students. We purchase our snacks through Harvest Santa Barbara who provides us with local and organic produce.

Children bring their lunches and their own labeled water bottle each day. Please provide a well-balanced lunch that includes no candy, soda or highly sugared foods. Teachers will do their best to ensure that children eat their healthy food first. Any remaining food will be sent home so that parents can be aware of food that has or has not been eaten. We do not allow sharing of lunches due to possible allergies of other children.

In an effort to demonstrate good stewardship of our Earth, we strongly encourage your use of re-usable containers instead of disposable bags. Our goal is to have trash free lunches!

## BIRTHDAYS

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Only if all classmates are being invited may the child's backpack be used for delivery of birthday invitations. The children are very perceptive and vocal about parties. Often birthday party discussions

among peers are used as a means to exclude or manipulate other children. We strongly discourage such ways of interaction. Children's feelings are hurt when it is evident they have not been included in the birthday celebration event.

The birthday child will be celebrated by his/her classroom teacher and peers by singing a special birthday song and will be given a birthday crown to wear. You may bring a special book for the classroom's library dedicated in honor of your child that we will read to the class on that day. We do not celebrate classroom birthdays with cupcakes or sugary treats only because in some cases this could happen 6-10 times in a month and we would prefer to keep our service of sugary treats to a minimum. You are welcome to bring in a special snack such as fruit kabobs, popcorn, veggie trays, strawberries or another favorite fruit. We have allowed low sugar muffin recipes that have been made at home to control ingredients.

## **TOYS OR ELECTRONIC DEVICES FROM HOME**

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*Children are not allowed to bring toys or electronic devices from home.*

**Exception:** Teachers designate sharing days when children may bring items from home, which is typically the day that your child is assigned as the classroom "Leader of the Day." Teachers designate the appropriate contents for sharing. The school cannot be responsible for items and valuables that are lost or damaged. Please take this into consideration when choosing with your child the sharing item to be brought to school.

**The following are NEVER allowed at school: guns, swords, war toys, or other toys of destruction.** These types of toys can stimulate non-constructive, aggressive play.

## **FIELD TRIPS**

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The younger Trinity Preschool students, toddlers through preschool, do not leave our campus for field trips. However we have partnerships with many organizations that allow for us to bring exciting new activities to campus for them to enjoy. We are a part of the Natural History Museum lending library that allows for teachers to lend a variety of specimens and curriculum kits from the museum.

Pre-K and T-K students will have the opportunity to take off campus field trips during the year. You will be made aware ahead of time and must sign a field trip liability release form for your student to attend. Your children are also welcome to stay on campus in the event that you wish they do not participate in a field trip. All field trip and safety regulations apply to adults participating in transportation for fieldtrips or class trips. Each driver must have a valid California driver's license, required insurance, legal seatbelts and/or car seats. Drivers must obey all traffic laws. Drivers cannot make any stops not requested by the teacher.

# **PRESCHOOL CURRICULUM AND ACTIVITIES**

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**Curriculum** varies from class to class according to developmental needs. Each classroom incorporates motor development, creative art, music, stories, dramatic play, math, science, language arts, and social studies.

**Toddlers- Two's:** The toddler years of childhood are marked with rapid developmental change. Our toddler classroom environment is language rich, immersing students in vocabulary building and articulation. Letter recognition and literacy is taught through concrete objects that children can touch, feel and manipulate as they build vocabulary in discussing initial letter sounds as well as daily opportunities for reading. These early years are crucial in developing a healthy self-awareness and beginning awareness of others. Our low student/teacher ratios allow staff to interact with each student, intentionally growing their ability to interact with adults and with their peers. Students are given ample room to experiment with cause and effect, problem solve, improve memory skills and build curiosity. The ability to maintain attention and focus on and complete tasks also begins at this early age through group learning experiences and extended conversation and play. Lessons in safety and personal care routines are also a focus of this group.

**Preschoolers:** Our preschool classes are often a buzz with the sounds of joyful and excited students who are discovering friendship and soaking up the world around them with intense enthusiasm. Students in the preschool class are beginning to be prepared to enter pre-kindergarten, which means that morning group time will be extended and their attention maintenance will be challenged. These students engage in many opportunities for hands on learning in areas of math, science and literacy. The classroom environment is created to meet the preschooler's need for stimulation, to fuel their natural inquisitiveness and encourage social engagement. Students are challenged to build on their independence, gain confidence and grow their cognitive skills. Students at this level begin to hear letter sounds, form the letters of their name and increase their fine motor development. Our preschool staff recognizes the individual growth and development of each child and tailors learning opportunities based on the child's unique readiness.

**Pre-Kindergarten:** Our desire is to create a structured learning environment that is stimulating and engaging for our students who will be heading off to kindergarten. Each morning students begin with morning group time. For Pre-K students this consists of the calendar, looking at the days of the week, months of the year, counting and patterning concepts. This time also includes a daily story, opportunities to share and develop leadership skills, as well as learning about a new concept or theme and the letter of the week. Students engage in a pre-literacy activity called "word of the day" which is an extension of their letter of the week. Pre-reading skills such as exposure to sight words and simple math problems come later in the school year as the students progress. The classroom environment is rich in literacy and materials that stimulate problem solving skills, and knowledge in math, science and engineering. Themed concepts, based on the children's interests, are used to stimulate their energy and desire for learning. Our Pre-Kindergarten teachers use this excitement to incorporate learning from all developmental areas ensuring that students receive a well-balanced, structured and stimulating education that readies them for the elementary years and beyond.

**Transitional Kindergarten:** Trinity Preschool specifically designed our transitional kindergarten program for those students who either have birthdays that fall in the early start of the school year or those who still need an intimate, safe social and emotional environment to grow before heading to elementary school. Our T-K students enjoy much of the structure of our Pre-Kindergarten class with added challenges and opportunities that fuel their development. Students participate in a STEM based program, learning how to build simple machines with gears. They enjoy early reading activities, explore early math concepts and experience more advanced materials in their classroom free time.

**Afternoon Enrichment Classes:** Full Day and Extended Day Pre-K and TK level students participate in a daily afternoon enrichment program. The Enrichment Class is a different focus each day of the week, including Art, Strength and Stretching, Music, Dancing and Zumba, and Spanish. These classes are directed with the intention of making space for students to try new things, discover their own abilities, and discover the world around them with the enthusiastic guidance from their teachers.

**Daily Schedule:** Each classroom teacher will set her schedule for the class and will publish this for families. Chapel for the entire school is on Thursdays at 11:45-12:00 and we welcome your attendance.

**Nap Time:** State regulations require that all children must be given an opportunity for rest each day. Each child uses a mat and a sheet provided by the school. Naptime usually is from 1:15 to 3:00 p.m., although some children awake sooner. After nap time students clean up their nap materials, put on their shoes and have a transition activity while the teachers clean up the nap room. If a student has grown out of needing a nap, they will have an opportunity for independent work time. They will have access to drawing materials, puzzles, legos etc.

Parents must provide a small child-sized blanket (thick quilts and comforters are discouraged), a small pillow and optional small stuffed cuddly that will be stored in a napping bag. Think independence, please bring your child's napping materials in a Trader Joes/Whole Food style reusable bag and ensure that the contents are small enough that they can put them away independently. Although teachers are there to help, the idea is to help students gain independence through being responsible for this task. Parents must bring these items home bi-weekly for laundering.

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## **DEVELOPMENTAL STAGES**

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Developmental readiness is an important aspect of each child's educational experience. At Trinity Preschool we feel strongly that you, as a parent, need a clear understanding of the developmental stages your child will experience. Armed with this knowledge, you can more readily identify your child's needs.

It's important to recognize that children move through identifiable behavior cycles about every six months. In these periods, children are actively experimenting with their surrounding world. It is reassuring to know that the turbulence of disequilibrium is a natural time of stretching and growth.

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## **DISCIPLINE POLICIES**

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Disciple is the root of the word, Discipline. In its broadest sense, discipline refers to systematic instruction given to a disciple. A disciple is one who embraces the teachings of another. Our philosophy of discipline is one that is based on trust, dependability, and strong, positive relationships with each child.

In the field of child development, guidance refers to methods of modeling character and of teaching self-control and acceptable behavior. For those methods to be effective, we must be proactive. We strive to engage children with activities that are both stimulating and age-appropriate, within a loving environment. We strive to meet the needs of children with complete understanding. We spend "time in" with the children to understand the reason behind undesirable behaviors.

Any form of discipline or punishment that violates a child's personal rights shall not be permitted. Trinity Preschool does not administer any form of corporal punishment to any child for any reason. Our approach is to have our mistakes become opportunities to learn from. Natural and logical consequences are implemented while guiding the child to be aware of appropriate actions, communication and behavior. This Love and Logic style of discipline helps children gain the necessary self-discipline and social skills they will need to succeed relationally in the future. The guidelines of positive discipline and natural/logical consequences that we practice are to model clear open communication, a vital ingredient to any disciplinary concern.

The importance of role modeling is critical. A child is guided through role modeling with relationships as well as through literature and the media. We must be active role models in word and action to each other and to the children who you have entrusted to our care.

We must coach and empower children, giving them tools for success in present and future relationships. Children need to be given words to label their feelings and then the appropriate responses. We must build their word bank through in-the-moment learning as well as through preventive approaches. We desire to empower children and to aid them in making right choices. Preschool is the time to lay down a strong foundation to work out social interactions, and this is a life-long journey. We are all works in progress.

Children must experience reasonable consequences for their actions, yet they should never be shamed. In our model of guidance, as well as in our personal lives, the focus is grace. Grace is refreshing and creates a climate for true, long-lasting learning.

**Long range goals:**

- Develop internal controls/self control.
- Develop a sense of responsibility for self and others.
- Gain awareness that there are consequences for behavior.
- Assume self-protection.
- Learn to express feelings (anger, frustration, impatience, etc.).
- Maintain respect for self and others.
- Develop a strong sense of self.

**Teachers will:**

- Reinforce acceptable behavior with positive comments or actions.
- Model the behavior expected from children.
- Acknowledge the child's feelings.
- Verbalize what is happening. Describe the situation and what people may be feeling.
- Set limits and clear expectations. Strive for consistency with other adults in this area.
- Help children understand the implications of natural consequences.
- Provide acceptable options to replace inappropriate behavior.

**Procedure for addressing inappropriate behavior:**

- Immediately stop the behavior.
- Explain why the behavior is inappropriate.
- State the appropriate behavior.
- Expect resistance and acknowledge the child's feelings.
- Follow through with consequences.
- Consistent inappropriate behavior will be discussed with the administrator to determine further actions to be taken. These actions may include: parent conferences, consultation with a psychologist, family counseling, or removal from the program.

The goal is to create an environment that is safe for children, staff and parents.