

# TRINITY BAPTIST PRESCHOOL

of Trinity Baptist Ministries



## FAMILY HANDBOOK

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## **WELCOME**

Thank you for choosing Trinity Baptist Preschool (TBP), a ministry of Trinity Baptist Ministries and a partner ministry with Community Christian Academy. Partnering with our families in their children's spiritual, developmental, social, and emotional training is an honor and a privilege. TBP strives to design programs incorporating the Word of God across all subjects and disciplines. The Preschool has faithfully furthered the Gospel of our Lord and Savior, Jesus Christ, since 1982, providing early education for generations of families in the CSRA.

TBP's policies and procedures outlined in this handbook are the product of concentrated prayer. It is designed to serve families by establishing expected attitudes and behavior guidelines.

## **MISSION STATEMENT**

Trinity Baptist Preschool's mission is to provide a loving, safe, Christ-centered environment full of hands-on educational resources and equipment and qualified, caring teachers and aides supported by a Biblical curriculum.

## **SCHOOL GOVERNANCE**

TBP is a ministry of Trinity Baptist Ministries. The final authority for governing and operating the school is the pastors and leadership of Trinity Baptist Church.

## **NOTICE OF SCHOOL NON-DISCRIMINATION**

TBP admits students of any race, color, nationality, or ethnicity to all the rights, privileges, programs, and activities at TBP. TBP does not discriminate based on race, color, nationality, or ethnicity in administering its educational policies, admission policies, and other school-administered programs. TBP requires children to identify as the gender aligned with their sex at birth as specified on their original birth certificates issued at birth.

## **SECTION I: ADMISSIONS**

### **ENROLLMENT PROCESS**

The parent(s) or legal guardians must provide the following forms. All forms must be completed to be considered for final enrollment.

- Completed Preschool Enrollment Form
- Birth Certificate
- Georgia Immunization Certificate Form 3231

Families are asked to share all pertinent information concerning their child's behavior, abilities, and social and emotional nuance to ensure the best partnership for their child's education. The director will disperse this information to teachers and aides on a "need-to-know" basis.

Please note that we are not equipped or staffed to effectively care for or teach children with severe mental or emotional disabilities. Because TBP is not equipped or staffed to effectively teach children with severe mental or emotional disabilities, students with a history of serious behavior problems **are not** eligible for enrollment. Students who exhibit serious behavior problems while enrolled may have services terminated because TBP is not equipped or staffed to care for or teach children with severe mental or emotional disabilities effectively.

## TUITION MANAGEMENT

General requirements regarding tuition:

- Tuition is an annual fee; therefore, there are no tuition adjustments or refunds due to illness, school holidays, family vacations, health and safety closures, or inclement weather.
- Tuition is paid in full or collected monthly through FACTS management (described in the next section).
- A late fee will be assessed if funds are unavailable during FACTS withdrawal.
- Registration fees are non-refundable.
- Regarding delinquent accounts:  
 After 30 days, the payee will receive written notice.  
 After 60 days, the student will no longer be able to attend class until the account is brought current.  
 After 90 days, TBP will issue a notice of separation to the family, and TBP will turn over the balance to a collections agency.

## FACTS PAYMENT MANAGEMENT SYSTEM

All families (new and re-enrolling) must register with FACTS tuition management. All monthly tuition and fee payments are made via debit/credit card or bank draft to FACTS. For further information about FACTS itself, visit <https://factsmgt.com/financial-management/tuition-management/>.

## NEW STUDENT PROBATION

New students will be placed on probation for 30 days to ensure they have the maturity and self-discipline to succeed in the TBP classroom environment and are a good fit for TBP. K3 students will also be placed on probation to assess that they are toilet trained.

## PLACEMENT

To enter K2 and K3, students **must** be two or three years old, respectively, by September 1st of the enrolling school year.

## WITHDRAWAL FROM SCHOOL

Before withdrawing a student for any reason, the student's parent(s) or legal guardian must inform the director in writing of such intent. The withdrawal information should state the last day the student will be present and the reason for the withdrawal. Failure to attend school or a telephone call to the church office is insufficient notice of withdrawal. Remember that monthly tuition will continue to accrue until a student officially withdraws from school.

It is important to note that TBP makes budgetary decisions based on anticipated revenue. A family withdrawing any time before the end of the school year causes financial hardship for the school. Therefore, to help cover the unexpected budgetary shortfall caused by the student's absence, a one-month tuition penalty fee calculated from the official withdrawal date will be assessed when families withdraw during a school year. The official withdrawal date is the student's last day in school or the day the director receives the written withdrawal notice, whichever is later.

Exceptions to this policy include out-of-the-area company transfers required to maintain employment, relocation due to loss of employment, and military transfers. A letter documenting the required move will be sufficient proof to waive the one-month penalty.

## **SECTION II: PROCEDURES**

### **ARRIVAL**

Punctuality is of utmost importance in the education process. Parents can bring students into the building and to their classrooms at 9:00 a.m. Parents **MUST** park in a designated parking spot when dropping off their child. Students are not permitted at any time to cross the parking lot without being accompanied by an adult. Students who consistently arrive late miss out on essential routines and learning opportunities. Also, late arrivals disrupt the flow of the classroom routine and may upset other students. Please make every effort to arrive at 9:00 a.m. routinely.

### **EARLY PICK-UP AND NO PICK-UP POLICY**

If parents need to pick up their child during regular school hours, they must report to the church office to check them out. Due to the active nature of the end of a school day, including preparations for carline, students may not be picked up from 12:45 p.m. to 1:00 p.m.

### **STAFF REQUEST FOR STUDENT TO BE PICKED UP**

If, due to illness, behavior, or otherwise, a staff member deems it necessary for a student to be picked up, the parents should respond and arrive to pick up their child promptly.

### **DISMISSAL AND CARLINE**

After-school carline will begin at 1:00 p.m. Students will be dismissed to carline through the designated carline location. A responsible party is expected on campus for pick-up by 1:10 p.m. If a responsible adult is not on campus by 1:10 p.m., the financially responsible party will be charged a \$10 late fee per child. If a responsible adult is not on campus by 1:15, TBP will charge an additional late fee of \$1.00 per minute for each additional minute after that. Fees will be added to the monthly FACTS charges.

Carline numbers are required to pick up students during the afternoon carline. For efficiency and safety reasons, anyone retrieving a student **MUST** have the child's designated car line number. Anyone without the needed number must check the student out at the church office. Anyone picking up a student must be authorized and prepared to show ID.

## **BIRTHDAYS**

Birthdays, as well as other special occasions, are fun times for students. So that everyone may enjoy celebrating special days with them, parents who desire may bring a treat or snack on their student's birthday to share with the student's class. Snacks will be distributed in the lunchroom. No birthday presents, floral arrangements, or balloon bouquets may be delivered to students during the school day. These same guidelines apply to other special occasions.

If a student intends to invite the entire class to a party, i.e., every student in the class, parents may pass out party invitations for off-campus parties at school. Otherwise, parents must deliver invitations outside of school.

## **CHANGE OF CONTACT INFORMATION**

If a family's address, phone number, or email address changes at any time, the parent should notify the director immediately.

## **COMMUNICATION**

Most school communication is accomplished through email, generally using our online system called FACTS or a designated communications app. Parents are responsible for frequently checking their email, as teachers are instructed to use this as their primary form of communication.

## **DISCIPLINE**

“Train up a child in the way he should go, and when he gets old, he will not depart from it.” Proverbs 22:6

The Bible is clear that the parents are first and foremost responsible for the discipline of their children. TBP seeks to assist and support parents in that God-given responsibility. TBP strives to align ourselves with the parents' instruction at home. Together, we are called to train children to respect authority and eventually learn to discipline themselves in a pleasing way to the Lord. Likewise, TBP students are taught to respond to parents, teachers, and school staff with respect and Biblical standards. If parents have not chosen to follow these standards in the discipline of their children, please understand that TBP may not be the best school of choice for their family.

Discipline in the classroom begins with preventative measures and clear classroom rules. TBP teachers consistently model, practice, and praise students' expected behavior. Teachers determine and implement various age-appropriate classroom rules and discipline techniques, including distraction, redirection with choices, removal of privileges, and age-appropriate time-outs. Should a student display excessive disruptive behavior as determined by the teacher, the teacher then notifies a parent or guardian, and a weekly discipline report begins. If the disruptive behavior continues without adequate improvement, the parent must attend a conference with that child's teacher and the director to discuss a course of action. If a 3<sup>rd</sup> disruptive behavior occurs, the administration may place the child on behavioral probation or terminate enrollment if satisfactory progress is not made.

## TERMINATION OF SERVICES

If the director feels that the school has tried every prudent effort to redirect and correct a student through discipline without the needed results, TBP may recommend terminating services. In this case, the pastors and leadership of Trinity Baptist Church will make the final decision.

## EMERGENCY PROCEDURES

Due to its high concern for the safety of both students and staff, TBP follows Community Christian Academy's (CCA) emergency response plan, which covers most natural disasters and other emergencies. In this plan, parents play an essential role in keeping students safe by:

- Providing the preschool director with up-to-date contact information. Accurate information is crucial for contacting parents in an emergency or serious weather event. Please immediately inform the preschool if you change phone numbers or email addresses.
- Being prepared for early dismissal and school closings. School officials will deem it prudent to send students home early in some emergencies or potentially serious weather events. The contact information parents provide is used to contact parents in case of early dismissal. TBP follows Community Christian Academy's (CCA) dismissal decisions. TBP will also close if CCA announces an emergency school closing due to impending severe weather. If CCA closes for other extenuating circumstances, TBP may also choose to close for those.

If TBP unexpectedly needs to close when CCA has not closed, every attempt will be made to notify parents. These attempts will typically be made through text messages and email.

Please call the church office to discuss specific concerns or ask questions about any CCA and TBP emergency procedures.

## HEALTH

### Required Immunizations

Every child must be up-to-date on their immunizations to attend TBP. Records must appear on form 3231 from the Georgia Department of Public Health. Medical exemptions require documentation from a physician, and religious objections require notarized documentation on form 2208 from the Georgia Department of Public Health. Parents are responsible for providing the school with updated forms when needed.

### Sickness

School personnel work diligently to maintain a safe and healthy environment. Parental cooperation is essential in preventing the spread of illness. Parents know their children best. When your child's health prevents them from participating comfortably in activities, do not send them to school. In that case, it results in a need for care greater than staff members can provide without compromising the health and safety of other children or posing a risk of spreading harmful diseases to others. **When your child has any of the following symptoms within 24 hours of a school day, do not send them to school: a temperature at or above 100 degrees, rash, vomiting, excessive nasal discharge, excessive coughing, or diarrhea.** If your child develops these symptoms

at school, the child will be isolated from other students, and staff will notify a parent or guardian to pick up the child. **Children who have had a rash, vomiting, excessive nasal discharge, excessive coughing, or diarrhea may return to school once they are symptom-free for 24 hours—children who have had a temperature at or above 100 degrees may return to school once they are symptom-free for 24 hours without the use of medication.**

### Allergies

As part of the enrollment process for students at TBP, we ask that you make our staff aware of any allergies your child may have, how this reaction manifests, and your desired course of treatment. Beyond that, TBP does not guarantee any prohibition or limitation of exposure to allergens within our school atmosphere.

### Communicable Disease

The term “communicable disease” is defined as transmissible (from person to person) by direct contact with an affected individual or the individual’s discharge. Parents will be notified immediately should a teacher suspect a child is infected with a communicable disease. Examples include the common cold, gastroenteritis, strep throat, pink eye, fifth disease, whooping cough, rotavirus, and COVID-19.

Any student or employee with a communicable disease will be temporarily excluded from school while ill. TBP will evaluate each situation to determine the best way to control the spread of illness in the school.

### Health Emergencies

In the event of a serious student injury or other emergency, the student’s parents will be notified as soon as possible (if at all possible). Unless otherwise instructed by parents, the injured student will be transported to the nearest hospital. Remember to keep all contact information current so staff can contact parents quickly and easily in an emergency.

### LUNCH

Students must bring a lunch from home, including a spill-proof drink (no microwaves are available). Once they are seated, students have at least 20 minutes for lunch.

### ATTIRE

#### Daily Attire

Students must wear clothing appropriate for indoor and outdoor play and the weather. **All students must have a complete change of clothes at school.**

#### Shoes

All shoes must be closed-toe. For safety, open-toe sandals are not permitted.



**VISITORS**

Upon arriving, all visitors should immediately check in at the church office and receive a visitor’s pass and instructions.

**SECTION III: ACADEMICS**

**CURRICULUM**

TBP chooses its curriculum to ensure students receive a solid introduction to school. Bob Jones University Press (BJUPress) courses provide playful and productive activities for many special learning moments. TBP preschoolers will learn how to relate to authority and peers in a way that pleases God.

Pathways for Preschool by BJUPress encourages two—and three-year-old students to love learning. It helps prepare children for kindergarten by reinforcing their pre-reading, phonemic, and letter recognition skills and introducing them to math, social studies, and science through age-appropriate songs, rhymes, games, crafts, circle time for groups, and centers for each child. The additional Activity Packet and Visuals give each student the opportunity to develop their hand-eye coordination using various techniques.

The Bible Adventure Curriculum for Early Childhood helps preschoolers get to know Jesus in the context of small-group relationships. The curriculum incorporates simple in-room illustrations, a video-teaching-based Bible Adventure for small groups to go on together, and an in-room review time that inspires wonder. Each unit asks a question, presents an engaging Bible story, and teaches a memorable Bible verse in a way that helps two—and three-year-olds apply spiritual truth to their everyday lives. This curriculum is fully integrated with the BibleApp for Kids from YouVersion so that preschoolers can extend learning at home through the app.



Thank you for choosing Trinity Baptist Preschool for your child and family. At Trinity Baptist Preschool, our goal is to prepare your child for a lifetime of learning. We will help your child learn, grow, and have fun in a loving, safe, Christ-centered environment!

Attached is the TBP School Handbook Acknowledgement Form. Please complete the form and return it to the school.

We look forward to getting to know your family as we work together throughout the school year!

**SCHOOL HANDBOOK ACKNOWLEDGEMENT FORM**

I acknowledge that I have read all the content, policies, and procedures of the TBP Family Handbook posted on the Family Portal. I understand the consequences of any violations of the rules and policies of the school. I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Handbook. I further understand that all the school’s policies, whether written or verbal, are only guidelines and are subject to change at the sole discretion of the school with or without notice.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Signature Parent/Legal Guardian Name)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Signature Parent/Legal Guardian Name)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Students Name and grade (PS-K2 or PS-K3))