

Welcome to Trinity Baptist!

I am delighted to welcome you to our Weekday Preschool ministry at Trinity Baptist Church. We offer a community of learning for your young child and a community of support for you as a parent. Thank you for choosing us.

Our community this year is taking extra precautions and adhering to mandated guidelines that hope to ensure the safety and health of your child. We are aware of your concerns and we have concerns for our health as well. Our guidelines may change to the ever-fluid response within the health crisis in our country. We ask for your patience and are grateful for your trust.

Our church is open and available to assist you or to guide you in the spiritual development of your family. Our pastor, Dr. Jeff Roberts states, "I believe that your child's participating at the Weekday Preschool is one of the ways that you can guide your child toward God." We believe it is committed parents and teachers that lay foundations for faith in preschooler's lives.

Bentley Williams and her staff seek to love and care for your child while teaching him or her about God and preparing developmentally appropriate educational lessons. Bible stories will be told and Christian nurturing will be experienced.

Thank you ahead of time for grace should we need to make adjustments and thank you for allowing us to guide your child mentally, emotionally, spiritually and physically. If you have any questions or want to know more about the ministries of Trinity, please contact me or visit us on Sundays. You can also go to our website at www.tbcraleigh.com.

Blessings,

Rev. Karen Eickhoff, Associate Pastor of Education

A Note from our Director...

Welcome! We are so grateful that you and your family have chosen to be a part of our preschool program. Whether you have been with us before or are joining us for the first time, we welcome the opportunity to get to know your child and family!

These are unprecedented times that we are living in. We have implemented additional health and sanitation procedures in order to keep everyone as safe as we possibly can. Thank you for trusting us with your children as we navigate through this pandemic.

Our traditional hours of preschool are from 9:00 – 12:55 Monday – Friday. In addition, we offer an AM Adventurers program from 8:00 – 9:00 and an Afternoon Adventurers program from 12:55 – 2:55 pm.

Our program is licensed by the state of North Carolina. In conjunction with the state requirements and guidelines, I believe we offer a high level of care safety, as well as, and quality education to our preschool children.

Our professional and dedicated teaching staff is committed to offering all children equal opportunities to grow and develop at their own age and stage. Through hands-on experiences and playing with a purpose, we see children's eagerness to learn and thrive. All of our lesson plans are developed from the Wee Learn Curriculum in conjunction with Wake County Schools' guidelines for Kindergarten readiness. Children will be inspired to learn by experiencing different centers throughout their day such as art, math, science, dramatic play, outdoor play and sand and water activities. We believe that when children are provided with a variety of diverse experiences, they learn a sense of independence and begin to develop personal interests that help to shape their uniqueness!

Please feel free to contact the Preschool Office with any questions or concerns. It is our privilege to be a part of your child's educational foundation and we thank you in advance for your commitment to helping make our preschool a wonderful place to be! We look forward to our time together.

With Gratitude,
Bentley Williams
Preschool Director

Trinity Baptist Preschool Calendar 2020-2021

September 1-3 (Tuesday – Thursday) Staff Workdays

September 8 (Tuesday) First Day of Preschool

September 28 (Monday) WC Workday- Preschool **Closed**

October 23 (Friday) WC Workday – Preschool **Closed**

November 3 (Tuesday) WC Workday – Preschool **Closed**

November 11 (Wednesday) Veterans Day – Preschool **Closed**

November 25, 26, 27 - Thanksgiving Holiday – Preschool **Closed**

December 18 (Friday) **Early Release-Preschool closed at 1pm**

December 21 - January 1 - Christmas Holiday–Preschool **Closed**

January 4, 2021 (Monday) **Preschool Reopens**

January 18 (Monday) MLK Holiday– Preschool **Closed**

January 19 (Tuesday) WC Workday- Preschool **Closed**

February 15 (Monday) President's Day- Preschool **Closed**

February 16 (Tuesday) Teacher Workday- Preschool **Closed**

March 12 (Friday) WC Workday- Preschool **Closed**

March 29-April 6- Easter/Spring Break – Preschool **Closed**

May 13 (Thursday) WC Workday- Preschool **Closed**

May 26 (Wednesday) Last Day of School

May 27 (Thursday) Teacher Workday & Graduation – **12:00 PM**

Please note: For the 2020-21 school year, Trinity Baptist Preschool will **not** follow Wake County Public School's remote learning schedule. We will remain open through those remote learning days and follow the traditional WCPPS calendar for workdays and holiday schedules.

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

As it states in the Summary of the North Carolina Child Care Laws and Rules "Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, discipline, or when a child is abandoned. North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-527-6335 or 1-800-8590829. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services."

PARENT RESOURCE CORNER

Listed below are some helpful and recommended resources for the safety and benefit of all involved in the child rearing process:

1. Department of Health and Human Services as relates to children www.ncdhhs.gov/
2. Services recognizing child abuse and neglect www.nc.gov/child.protection-services
3. Wake County Immunization Requirements www.wcpss.net/page/23958
4. What is SIDS? www.kidshealth.org
5. Shaken Baby Syndrome www.dontshake.org
6. Health & Nutrition: healthy eating for families www.theleangreenbean.org

MISSION STATEMENT

The Weekday Preschool is an ongoing ministry of Trinity Baptist Church (TBC). Together, in accordance with the TBC teachings and as a community of believers, the staff of the Weekday Preschool will do all it can to nurture, guide and reflect Godly Biblical foundations of faith to all children, families, and each other.

PHILOSOPHY

At Trinity Baptist Preschool (TBP), we believe preschool should be a place where children are encouraged to grow and to learn within a safe and nurturing Christian environment, under the guidance of an educated and experienced staff, and with the benefit of developmentally appropriate curricula and classrooms. Our major goals, therefore, are fourfold:

1. To provide children with an environment where they are physically safe and emotionally nurtured;
2. To provide children with Christian teachers who have a good understanding of the abilities and needs of young children and who are committed to the ongoing process of learning more about young children and the field of early childhood education;
3. To provide children with developmentally appropriate learning environments and experiences that promote development in all areas (cognitive, language, personal, physical, social, and spiritual);
4. To be a positive and personal factor in the lives of our children and families.

We are committed to empowering children during their early years to build a Christian foundation for a lifetime of learning.

BASIC FACTS ABOUT OUR PRESCHOOL:

CLASS PLACEMENT: Children are grouped in classes determined by their ages on August 31, which is the cut-off date used by the Wake County Public School System.

MAILING ADDRESS: Trinity Baptist Preschool
4815 Six Forks Road
Raleigh, NC 27609

E-MAIL ADDRESS: preschool@tbcraleigh.com

WEBSITE: <https://tbcraleigh.com/ministries/childrens-ministry/weekday-preschool/>

PHONE: 919-782-6192

PLEASE NOTE: There is an answering machine on this line to answer calls when no one is in the office. Please leave a message and your call will be returned.

CLASS HOURS: 8:00 – 8:55 – AM Adventurers
9:00 – 12:55 - Preschool
12:55 – 2:55 – Afternoon Adventurers

HOSPITAL: Wake Med Children's Hospital
3000 New Bern Avenue
Raleigh, NC 27610
Phone: 919-350-8000

All emergencies requiring hospital care will be referred to Wake Med Children's Hospital Emergency Services.

*CLASS RATIOS:

8 weeks through 12 months	6:2
13 months through 18 months	8:2
19 months through 23 months	8:2
Two years	10:2
Three years	12:2
Four years	14:2
Five years	12:2

*Ratios subject to change within the NC State licensing guidelines.

TEACHING THROUGH ACTIVITIES

Preschoolers are active learners. Our staff, in conjunction with the Wee Learn Curriculum, seeks to provide a variety of large and small group activities that encourages growth in all developmental areas. Some of the activities that preschoolers will have opportunities to choose include:

- **Blocks** – These are transformed into whatever the child imagines. As preschoolers build with blocks, they have many opportunities to think, plan, work together, solve problems, take turns, be patient, and be helpful.
- **Books** – A preschooler enjoys books that relate to things experienced. Through listening to books being read, a child becomes more aware of self and others. Sharing a book with a friend can provide feelings of security and belonging. The book area can also provide quiet times of reflection.
- **Nature Materials** – Preschoolers learn as they have firsthand, sensory experiences. These experiences help the child become more aware of the world and to appreciate and learn to care for their world.
- **Music** – Enjoyment is most often thought of as the benefit of music. Music has a natural appeal that draws a child to participate. Through this participation, the child learns vocabulary, concepts, motor skills, and social behavior.
- **Puzzles** – Puzzles are materials which present difficulties to be solved through mental ingenuity, patience and physical coordination. Besides being fun, puzzles offer opportunities for preschoolers to recognize, associate, match, classify, follow directions, and accept responsibility.
- **Art** – A child uses creative materials as a means of expression, not to make pictures. Preschoolers enjoy many satisfying experiences as they successfully manipulate a variety of art materials. Art is therapeutic, develops muscle control, sparks creative thinking, and teaches new concepts.
- **Homeliving/Imaginative Play** – Homeliving activities help a preschooler develop many aspects of life. These materials are perhaps the most inviting because they relate to what a child does at home. The young child gains awareness of how it feels to be in the role of a community worker or another family member. Developing acceptable social skills and learning to get along with others are a few of the benefits of homeliving.
- **Group Time** – This experience contributes to the children's social development, providing opportunities for them to do things together. The children are encouraged to follow directions and take turns, thus becoming more aware of the rights and interests of others.

BASIC SPIRITUAL FOUNDATIONS

Trinity Baptist Preschool strives to help preschoolers develop a basic Christian approach to living through example, Bible stories and prayer. Below is a list of the concepts that are used in our teaching.

GOD

- God is a person.
- God made people.
- God loves people.
- People talk to God.
- God wants people to worship him.

JESUS

- Jesus is God's Son.
- Jesus was a baby.
- Jesus had a family.
- Jesus loves people.
- Jesus helped people.
- Jesus grew.

BIBLE

- The Bible is a special book.
- The Bible tells about Jesus.
- The Bible helps people know how to live.
- I can learn Bible verses.
- The Bible has many stories.
- The Christmas story is in the Bible.

CHURCH

- I know other adults and children at church.
- I can be a helper at church.
- People go to different church buildings.
- People at church love me and care for me.

SELF

- I am important.
- I am important to God.
- I can do many things.
- I can make choices.
- God wants me to take care of my body.
- I can share.

FAMILY

- I am a member of a family.
- Family members help one another.
- My family loves me.
- Families work and play together.

OTHERS

- People love me.
- People take care of my needs.
- I can be nice to others.
- I can help others.
- Some things belong to me; some things belong to others.
- People have different jobs.

NATURAL WORLD

- God made people.
- God provides food for people and animals.
- God made the earth and sky.
- God made the seasons.
- God wants people to care for the things He made.

REGISTRATION AND TUITION FEES:

- The registration fee is equal to one month's tuition. **This is a non-refundable fee and does not count as a tuition payment.**
- Tuition is due on the first class day of each month. **Tuition is late if received after the 10th of the month. A \$10 late fee will be added.** Payments are made August through April.
- Tuition is due one month in advance. Please have your child's name appear on the payment.

SCHEDULE OF TUITION FEES PER MONTH

NUMBER OF DAYS	INFANTS	TODDLERS	*2's / 3's / 4's
2 (Tues & Thurs)	\$239	\$237	\$235 (2's,3's)
3 (Mon/Wed/Fri)	\$321	\$318	\$315 (2's,3's)
4 (M/W/Th/F)			\$380 (4's)
5 (Mon-Fri)	\$418	\$414	\$410 (2's) \$410 (3's & 4's)
5 (Transitional)			\$419 (4's & 5's)

SCHEDULE OF FEES FOR AM AND AFTERNOON ADVENTURERS

NUMBER OF DAYS	AM	AFTERNOON
2	\$61	\$121
3	\$80	\$163
4	\$98	\$194
5	\$106	\$212
Transitional	\$109	\$216

RETURNED CHECK FEE: There will be a \$35 charge for returned checks. Payment for the amount and the returned check fee must be paid in cash.

WITHDRAWALS: A thirty-day written notice is required for withdrawals from the Preschool. Parents are responsible for all tuition due through the withdrawal period.

SAFE ARRIVAL AND DEPARTURE PROCEDURES

Upon arrival, all children must be accompanied to the check-in table by an adult.

A runner will take your child to their appropriate class.

Authorization is required in writing when anyone other than the designated adult arrives to pick up the child.

Child must never be left unattended.

Doors will open promptly on the hour of your child's scheduled arrival.

At Drop Off

It is important that your child arrive on time each day. This will help your child to adjust more quickly to the routine and develop a habit that will carry into formal school years.

At Pick Up

It is imperative that parents arrive promptly at the appropriate pick-up time (12:55 or 2:55). Late arrival of a parent can cause insecurities and anxieties in young children. Please call if you are having difficulty in arriving by the appropriate pick-up time. A late fee of \$10 per child, per 10 minutes, will be charged. This promptness at pickup time is extremely important. Our late fee policy will be strictly enforced. Habitual late pick-up will result in your child being dismissed from our program.

PLEASE REFRAIN FROM CELL PHONE USAGE IN PRESCHOOL AREA

OUR PRESCHOOL AND ENTIRE CHURCH CAMPUS IS A NO SMOKING AREA

PRESCHOOLER BASICS

PRESCHOOLERS ARE:

- creative- in order to express themselves.
- curious about everything – eager to learn.
- imaginative – expressing what is uppermost in their minds as they play.
- imitative as they step into the roles of other persons, animals, or objects.
- active!
- literal-minded in their interpretation of words; thinking in terms of what they have seen and experienced.
- sensitive to their “emotional environments.”

PRESCHOOLERS LEARN:

- through relationships with parents, teachers, and other children.
- by doing – experiencing firsthand.
- through the senses – touching, tasting, hearing, feeling, and smelling.
- by repetition – practicing new skills over and over.
- through satisfaction – as they experience success.
- through play – the work of the child!

PRESCHOOLERS NEED:

- love – unconditionally.
- acceptance - to feel respected.
- trust - that is developed by adults meeting needs promptly.
- security - provided through consistency and familiarity.
- independence - to choose among appropriate options and discover his/her unique gifts.
- guidance - that patiently and lovingly teaches what is right and wrong.

ABOUT OUR STAFF

Trinity Baptist Preschool employs a Director to oversee everyday operations. A Preschool Committee made up of members of Trinity Baptist Church and the supervising Minister serves in an advisory and policy-making capacity.

The teaching staff at Trinity is dedicated to the education of the young child. All of our teachers are validated with a criminal background check. They are CPR certified, SIDS (Sudden Infant Death Syndrome) certified and Pediatric First Aid certified. All teachers are required to continue their education in early childhood development during the school year.

PRESCHOOL DIRECTORY

The Preschool will provide you with a student-parent-teacher directory. Please use this directory to help form carpools, plan play groups, or address invitations.

TRINITY BAPTIST CHURCH SUNDAY WORSHIP HOURS:

8:45 AM and 10:55 AM – Morning Worship Services
9:45 AM – Sunday School
6:00 PM – Small groups and Discipleship Classes

SNACKS, LUNCHES AND BIRTHDAY

For this school year, families will provide daily snacks for their child. Please remember we attempt to be a peanut free facility.

The Preschool will provide cups and napkins.

LUNCHES: Children eat lunch at Preschool each day. Parents provide lunches. Lunch must consist of at least four components: milk, 2 or more fruits or vegetables, meat or meat alternative, bread or bread alternative. Preschool will offer whole milk for Toddlers, 2% milk (ages 2 and up) and/or water at lunchtime. Please note that according to the general nutrition requirements for infants, a parent may not provide juice in a bottle unless a written statement from a health care provider or a licensed dietitian is on file. Due to the severity of some children's allergies, we attempt to be a peanut/nut free environment. For example, please do not send peanut butter sandwiches, granola bars with nuts or peanut butter cookies. We will request that children finish their "main course" before they begin their dessert. Please send portions that are reasonable for your child and that encourage independence. Lunches will be refrigerated daily. **REMEMBER TO LABEL YOUR CHILD'S LUNCH.**

BIRTHDAYS: Birthdays are a very special day in the life of your child. We encourage parents to send a special treat to be enjoyed during snack time. All items must be store bought. You may choose to send cupcakes, cut cake squares, simple snack items, and decorative cups and napkins. Ice cream must be in individual cups with spoons. Children with summer birthdays may want to schedule a "half-birthday." For example, a child with a July birthday may want to have a celebration in January.

CLEANING DUTIES

Tables and surfaces are wiped down by a staff member using a disinfecting bleach solution on a daily basis. Our custodial staff vacuum and mop the classrooms, as well as, clean the bathrooms on a daily basis. Classroom carpets are shampooed every 6 months, or more frequently, if needed.

SEASONS AND HOLIDAYS

Seasons and holidays are an important part of the curriculum at Trinity Baptist Preschool. During these special times of the year, we choose to emphasize God's natural world and the beauty of each season. Holidays are celebrated with fun activities and art projects as a part of your child's day. Our emphasis will be:

- FALL: We will celebrate using pumpkins and jack-o-lanterns, leaves, cats, scarecrows, pilgrims and turkeys. We will avoid ghosts, witches, skeletons, devils and monsters.
- WINTER: We will focus on the birth of Baby Jesus, the nativity, giving, snowflakes, snowmen, and valentines. We will avoid Santa Claus.
- SPRING: We will emphasize new life, baby animals, eggs, rabbits, the wind, shamrocks, flowers, rain and rainbows. We will avoid the Easter Bunny.

Parents can help us by being aware of these topics and keeping them in mind when planning special activities for the children.

PROJECT ENLIGHTENMENT

Project Enlightenment is a comprehensive early childhood, early intervention program within the Wake County Public School System. In existence since 1969, the Project includes a multi-disciplinary staff of early childhood educators, parent educators, and psychologists. The Project provides information, resources, consultation, and training for parents, teachers, and caregivers of young children - birth through kindergarten. The programs and services support the emotional growth and development of young children. Call 856-7774 for further information. Website: www.projectenlightenment.wcpss.net. Address 501 S. Boylan Avenue, Raleigh, NC 27603.

Services offered include:

- Teacher/Parent Consultants that work with teachers and parents around the needs of children in childcare, preschool, and kindergarten.
- The Parents as Teachers program.
- Developmental screenings for children.
- The Parent Teacher Resource Center where staff can consult with parents and teachers on a wide range of topics including discipline, social skills, routines, child development and school readiness.
- Workshops for Teachers and Parents.
- Demonstration Preschool Classrooms.

YOU CAN HELP BY ...

- **Keeping current phone numbers and addresses on file.**
- **PUTTING YOUR CHILD'S NAME ON ALL PERSONAL ITEMS.**
- Dressing your child in clothes that are appropriate for the weather, that can become soiled (play clothes), and that encourage your child's independence. Select shoes that can be firmly fastened or tied. **Tennis shoes with rubber soles are highly recommended. Please note, we strongly discourage the wearing of CROCS to preschool because they easily slip off throughout the day.**
- Sending an extra set of clothes in a ziplock bag that may be kept in the child's classroom.
- Sending enough diapers to allow for "extra" accidents.
- Notifying the Preschool if your child will be leaving with anyone other than his/her parents. Identification will be required.
- Not sending any toys, especially **weapon-type** toys. Children's favorite toys can become lost or broken.
- Contacting the Teacher or Director with your praises, suggestions, or questions.

BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of positive guidance. When young children experience positive interactions with adults, they develop healthy self-concepts; learn problem-solving skills and self-discipline.

Based on this belief we will practice the following:

Praise, encourage, set limits, model appropriate behavior, modify the classroom environment to prevent problems, listen, provide alternatives, respect needs, feelings and desires, ignore minor misbehaviors, explain on the child's level, and be consistent.

We will not:

Use any form of physical punishment, make fun of, threaten or otherwise abuse verbally, deny food or rest, leave alone or unattended, allow discipline of children by children.

Re-Directing: When a child has not responded to other positive guidance techniques, we may use re-directing as a way of taking the emphasis off the current situation and occupying their minds on a different subject matter or placing the child in a quiet area that is out of the main activity of the classroom but is in the teacher's sight. After a brief interval of no more than five minutes, the child will return to his or her regular activities. This time allows the child to exercise self-control. With the help of a teacher, older preschoolers can begin to examine situations and learn to make better choices.

Dismissals: The Preschool reserves the right to dismiss a child for reasons resulting from a child's inability to adjust to group experiences. In the event of a child's behavior that could compromise their safety, a teacher's safety or children's safety or well-being, that child could be asked to remain absent from the program until an effective action plan can be put into place.

HEALTH PROCEDURES

- **The preschool is following the health protocols set forth by NCDHHS which can be accessed on our website. Each COVID related case will be handled individually with the guidance of our assigned Local Health Department Consultant.**

- **REQUIRED FORMS TO HAVE ON FILE FOR YOUR CHILD:**

1. Registration/Application Forms
2. State Required Application
3. Medical Release/Permission Form (signed & notarized)
4. Health & Immunization (required to be updated yearly)
5. Receipt of Prevention of Shaken Baby Syndrome and Abusive Head Trauma Form
6. Receipt of Policies and Handbook
7. Receipt of Summary of Child Care Law
8. Permission for Play Outside the Fenced Area
9. Behavior Management Policy

Additional Forms for Children under 15 months:

10. Infant Feeding Schedule
 11. Safe Sleep Policy
 12. Diaper Cream/Ointment Permission Form
- Make sure that all allergies are listed on your child's health form, **especially an allergy to peanuts or peanut butter.**
 - Parents will be notified if their child should become ill at school (please keep current any cell phone number changes). Children will be taken to the Preschool Office until a parent or authorized person arrives.
 - Children must be **FEVER FREE** for a minimum of **72 hours** without the use of fever-reducing medicines and/or released by their doctor before returning to Preschool.
 - Children must be free from contagious illness (such as diarrhea & vomiting) for 24 hours and/or released by their doctor before returning to Preschool. That also applies to children that have common childhood ailments such as pink eye, hand, foot and mouth disease, lice (nit free) and a runny nose that is not clear, etc.
 - Minor injuries will be cleaned and covered. An accident report form will be completed and placed in your child's file, and a copy will be sent home.
 - Medications will only be given to children that have specific health concerns (i.e., diabetes, cystic fibrosis). Please see the Director for necessary forms and information.

FAMILY TRIPS

Unfortunately, there will be no field trips during the pandemic.

Playground/Outdoor Time

As noted by many early Child Development professionals, it is important to take children outdoors to play each and every day. Discretion will always be used when making a decision to go out if the weather is very cold (below 32 degrees) or very hot (above 91 degrees).

INCLEMENT WEATHER POLICY

- We will defer to Wake County School Superintendent's expertise when deciding if roads are safe for travel. **The Preschool will be closed when Wake County Schools are closed.** We advise that you download a local Weather App or tune in to widely used radio/television stations for this pertinent information.
- **When Wake County Schools open on a delay, the Preschool will open at 10:00 AM.** If Wake County dismisses 3 hours early, school will close at **11:00 AM** and children should be picked up as soon as possible. This policy is in effect for AM and Afternoon Adventurers as well.
- If threatening weather begins after Preschool opens, please return as soon as possible for your child.
- Our make-up schedule is independent from Wake County Public Schools. The Director can excuse at least or up to three days missed due to inclement weather. If necessary, make-up days will be scheduled by the Director.