

Trinity Baptist Preschool  
22550 TWP RD 530  
Sherwood Park, Alberta T8A 4T7  
Phone: (780) 464-4040  
Fax: (780) 467-8219

January 2010

Dear Parent;

Thank you for your interest in our program. Enclosed you will find all of the information needed to register your child for the 2010-2011 preschool program. We have limited space in the program, so we encourage you to take advantage of this early registration opportunity.

If your child has any special needs we require you to talk to our lead teacher prior to registration. Our preschool is only able to accommodate one special needs child per class. The nature of the special needs has to be discussed with the staff in order for us to determine if we can adequately accommodate the child's needs. Please note that at this time we do not have a handicapped accessible facility.

If you have any questions please feel free to contact the following:

Trinity Baptist Church 464-4040  
Karen Ziegler, Teacher: 922-0869



**TRINITY BAPTIST PRESCHOOL  
22550 TWP RD 530  
SHERWOOD PARK, AB T8A 4T7  
Phone (780) 464-4040  
Fax 1-888-294-3083**

## **PARENT INFORMATION PACKAGE**

**The information contained in this package is intended to familiarize parents with various aspects of the preschool program offered by Trinity Baptist Preschool.**

**If further information is desired, or if you wish to make an appointment to view the preschool facility, please contact the church number provided above. Suitable arrangements will then be made.**

**Thank you for your interest in our program.**

## **BASIC INFORMATION**

**NAME:** TRINITY BAPTIST PRESCHOOL      **THEME:** "Kids Growing God's Way"

### **LOCATION**

Trinity Baptist Preschool is presently located adjacent to the main facility of Trinity Baptist Church in a separate "portable" classroom. It is in a rural setting, about two minutes from Sherwood Park, just east of the junction of Highway 21 and Baseline Road.

### **AFFILIATION**

Trinity Baptist Preschool is affiliated with Trinity Baptist Church, a member church of the Western Union of Baptist Churches of Canada.

### **STATEMENT OF BELIEFS**

Please note that your child will be exposed to teachings that are consistent with our Statement of Beliefs. While it is not mandatory that you yourself adhere to these beliefs in order to register your child, we do ask that you indicate that you are willing to allow your child to be exposed to these teachings. We also wish you to be aware that your child will participate on a daily basis in activities of a spiritual nature including songs, finger plays, stories, and prayer before snacks.

## **GENERAL OPERATION**

Trinity Baptist Preschool is government licensed and is inspected by Alberta Children's Services twice annually.

**Months of Operation:** Mid-September to the end of May

**Days of Operation:**      Monday – Wednesday - Friday AM  
   Tuesday - Thursday AM

We will observe the same holiday closures as the area's public schools with the exception of Professional Development days.

**Hours of Operation:**      Monday to Friday - 9:00 am to 11:30 am

**Eligible age of children:** Trinity Baptist Preschool recommends that children be four years of age, or four by December 31st of the year in which they are registered.

# **PROGRAM**

## **STATEMENT OF PURPOSE**

Trinity Baptist Preschool has been established by Trinity Baptist Church as an educational service and outreach ministry for the parents and children of Sherwood Park and the surrounding rural areas of Strathcona County.

## **PROGRAM PHILSOPHY**

It is the desire of Trinity Baptist Church that the preschool children placed into our care be surrounded by a Christian atmosphere of mutual respect and loving appreciation for one another and God.

We believe each child is unique and should be encouraged to develop his/her abilities at his/her own rate of development by means of a combination of teacher-directed and self-directed learning experiences. Each child will be guided toward self-awareness, self-discipline, and the ability to make proper decisions, a sense of personal responsibility and an awareness of the needs of others.

We are committed to providing an environment in which the total personality of each child will be developed through participating in educational "hands on" play experiences of lasting value as well as structured times of learning and instruction.

# **STAFFING**

Trinity Baptist Preschool is licensed to accommodate 20 preschool-aged children.

There are three hired staff members.

Staff members are required to have the following qualifications:

- All staff members will be professing Christians.
- All staff members are required to have either a Childcare Assistant/ Worker/ Supervisor certification. We currently have one Supervisor and two Assistants.
- All staff members are required to have a current First Aide Certificate.
- All staff members are required to submit current copies of an RCMP Security Records Check and a Child Welfare Protection Clearance.

## FACILITY

Trinity Baptist Preschool offers your child a bright, cheerful learning environment. There are lots of windows (with a great view!) and a large outdoor area in which to enjoy activities when the weather allows. Nearby we have access to a larger group play area within the main church building.

Furnishings include large and small toys of all types, puzzles, books, felt stories, blocks, art easels, puppets and a puppet "theater", a house with all the accessories, dress-up clothes, sand and water tables, a large assortment of small manipulative toys, a play parachute and musical instruments for the children.

## CURRICULUM

The curriculum followed will integrate the Karen Henley Early Childhood Theme materials \* (which focus on Christian themes) with general secular themes.

Themes covered throughout the year will include:

**September** - \* I Grow / All about Me - \* God made Friends / Getting to know you

**October** - \* God made Food - Thanksgiving - Fall

**November** - \* God made my Family - Preparing for Winter

**December** - \* Jesus is Born

**January** - \* I learn about God - Winter

**February** - \* God is with me everywhere / Out in Space, Under the Sea - Valentine's

**March** - \* Jesus is my Friend - Community Helpers

**April** - \* Easter - Jesus is Alive! - Spring

**May** - \* God made Animals - Street Safety

# DAILY ROUTINE

<b>9:00</b>	<b>Arrival time</b> (not prior to 8:55)
<b>9:00 - 10:00</b>	<b>Self-directed Free Play</b> Books, toys, puzzles, house, bins, crafts <b>Teacher assisted crafts</b>
<b>10:00 – 10:10</b>	Cleanup
<b>10:10 - 10:25</b>	<b>Teacher-directed Activities</b> Welcome Attendance and Name Recognition* Calendar* and Weather Bear* (* On alternating days) Theme-related activities (including storytime) Concept-related activities Show and Share on designated days Simple games
<b>10:25 - 10:45</b>	<b>Washroom Break and Hand Washing/ Snack / Birthdays</b>
<b>10:45 - 11:00</b>	<b>Transition of Quiet “reading” time or puzzles</b>
<b>11:00 - 11:25</b>	<b>Group Crafts, Center activities or Special events</b> - Music, Puppets, Cooking, Gym, Theme Days...
<b>11:30</b>	<b>Departure time</b>

## **CHILD MANAGEMENT AND DISCIPLINE POLICY**

We believe that successful child management and discipline arise from an atmosphere of mutual respect between adult and child. Many discipline problems can be prevented or minimized through the reinforcement of positive behavior - using stickers, small prizes, verbal praise and "Treat Bear" - as well as through offering a program that promotes the interests and active involvement of the child.

Discipline is essentially a teaching tool that requires set boundaries and expectations, an understanding of the consequences for overstepping the boundaries, and the proper administration of the consequences.

At Trinity Baptist Preschool the boundaries will be set, the consequences will be fully explained, and if discipline is required, it will be administered without rancor, according to the developmental level and individual needs of the child(ren) being disciplined. Following a cooling-off period, the adult and child(ren) involved will discuss both the offending action and the resulting consequences in an effort to avoid a re-occurrence of the offending behavior.

**\*\* There will be no corporal punishment administered under any circumstances.**

**\*\* A copy of the full Discipline & Child Management policy is available for viewing on the Parent Board in the preschool.**

## **EMERGENCY EVACUATION PROCEDURES**

Trinity Baptist Preschool has developed an emergency plan that will be initiated in the event of a serious emergency. Serious emergencies in our area could include the following:

- Fire
- Gas leak
- Bomb threat
- Chemical accident
- Severe weather conditions
- Explosion

The safety of the children in our care is of primary importance. In the absence of other authorities, staff members will be authorized to take such action as may, in their best judgment, be necessary to save lives and reduce the effects of any emergency or potential emergency. **A copy of the full Emergency Evacuation procedures is available for viewing on the Parent Board in the preschool.**

## **SNACK**

Snacks will be purchased, prepared and served by the preschool staff. Purchases will be made at the beginning of the week and kept fresh with the use of a small refrigerator kept on site.

A weekly menu of snacks will be posted on the parent bulletin board inside the classroom. The menu will include nutritious snacks from at least two of the recommended food groups.

**\*\* Parents may provide snack for their child in the event of allergies.**

**\*\* Trinity Baptist Preschool is a peanut & other nuts-free zone.**

## **MEDICATION**

Parental approval in writing will be required in order for staff members to assist in the administration of any necessary medications, either on-going or in the event of a life-threatening situation (severe allergic reaction, etc.).

## **ABSENCES AND ILLNESS**

Parents will be asked to phone in their child's absences if possible, particularly on field trip days.

For the benefit of all children, parents will be asked to keep their child at home if he/she has a fever, has been vomiting or has complained of diarrhea within the past 24 hours. If your child should become sick while at class, you will be promptly notified and asked to pick your child up as soon as possible.

## **FIELD TRIPS**

Trinity Baptist Preschool will participate in a number of field trips throughout the year. Rather than collecting fees each time we go on a field trip, we have opted to charge a one-time Field Trip Fee of \$30.00 for the year.

Parents will be given advance notice of all field trips, and will be required to sign a permission form allowing their child to attend.

**Parent involvement is encouraged on field trips. We believe this should be a special time for the parent and preschool child. Therefore we are unable to have older or younger siblings attend the field trips.**

**Transportation of your child both to and from the Field Trip location is the responsibility of the parent unless otherwise stated.**

## PARENT INVOLVEMENT

At Trinity Baptist Preschool, we believe that parents are the child's first and most influential teachers and that the home is the first and most important classroom. We believe that our role as teachers is to augment and support the learning that takes place in a loving home environment. Therefore, we also believe that parental involvement in the preschool classroom should be welcomed and encouraged. Parents are asked to inform staff members if they have any concerns related to their child's time spent at the preschool. Feedback, both positive and "constructively" negative, will be welcomed and opportunities will be provided, upon request, to discuss a child's progress.

Trinity Baptist Preschool has 3 teachers and at times teacher aids in the class. With 20 children in the class we do not require regular parent volunteers. Our door is always open for you to see how the class is going and you are also welcome to stay for a brief period and to ensure that your child is settled.

Some of the ways in which our preschool parents may become involved are listed below:

- \* Parent teacher conferences if desired by the parent
- Monthly newsletter to keep informed about the daily events in the classroom
- Parent involvement in field trips
- Parent visits to share on curriculum topics – for example, community workers, this should be arranged with the teacher
- Parents may assist by preparing learning aids or craft activities in class or at home
- Special family events held at least two times a year – for example, the Christmas program and the Year End graduation party
- Parent program evaluation forms

## PAYMENT OF FEES

Upon registration, parents will be required to provide an initial fee of \$60.00 to cover registration costs and field trip fees. **In order for your child to be registered, either nine post-dated monthly tuition cheques must be provided, or the preauthorized payment form must be completed. Without a payment plan, we are unable to hold a spot for your child.** Cheques should be made payable to Trinity Baptist Church.

**The registration fee is non-refundable.** If you have provided 30 days notice of your intention to withdraw your child from the program then remaining monthly tuition cheques will be refunded.

Thank you for your cooperation in this regard.

**WE LOOK FORWARD TO WORKING WITH YOU AND YOUR CHILD!**



**NAMES OF OTHER PERSON (S) YOUR CHILD MAY BE RELEASED TO:\*\***

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

\*\* Your child will not be released to anyone else without prior arrangement. We reserve the right to request photo identification if deemed necessary for the safety of your child.

**EMERGENCY CONTACT PERSON**

NAME \_\_\_\_\_ PHONE NUMBER (S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

RELATIONSHIP TO CHILD \_\_\_\_\_

**MEDICAL INFORMATION**

CHILD'S ALBERTA HEALTH CARE NUMBER \_\_\_\_\_

FAMILY PHYSICIAN \_\_\_\_\_

PHYSICIAN'S ADDRESS \_\_\_\_\_

PHYSICIAN'S PHONE No. \_\_\_\_\_

Does your child have special needs? \_\_\_\_\_

Will your child be accompanied by a classroom aid? \_\_\_\_\_

If so, please contact Trinity Baptist Church prior to registering. \_\_\_\_\_

Are your child's immunizations up to date? \_\_\_\_\_

Is your child on daily medication? \_\_\_\_\_ Please specify \_\_\_\_\_

Are you aware of any allergies that your child may have? \_\_\_\_\_

If so, please specify \_\_\_\_\_

**FEES**

- 1. Registration - \$30.00 – due upon registration – non-refundable (dated July 2, 2010)
- 2. Field trips - \$30.00 – due upon registration (dated July 2, 2010)
- 3. Monthly - \$120.00 – for 3 mornings / week (Mon - Wed - Fri) \_\_\_\_\_  
                  \$100.00 – for 2 mornings / week (Tues - Thurs) \_\_\_\_\_

Please put a check mark next to the class of your choice. Monthly payment is by means of nine post dated cheques or preauthorized payment plan, submitted at the time of registration. Please note that the full monthly fee applies even if a child only attends part-time. For example, if your child is registered for the MWF class but only attends two of the three days, or only attends one of the two days for the Tues Thurs class, the full monthly fee will still apply.

**Without completed paperwork and payment, spots will not be held. We ask that you provide thirty days written notice, dated and signed, prior to withdrawal of your child from the program.**

## CHILD'S FAMILY AND PERSONAL INFORMATION

In order to acquaint ourselves with your child prior to the commencement of preschool classes, we would sincerely appreciate your completing the following information forms and returning them with your child's registration. Any information supplied will be kept confidential.

### FAMILY RELATIONSHIPS

In what way does your child generally relate to you as parents?

Dependent \_\_\_\_\_ Independent \_\_\_\_\_

How does your child respond to your absence? \_\_\_\_\_  
\_\_\_\_\_

How does your child respond to your authority? \_\_\_\_\_  
\_\_\_\_\_

Are there any negative behavior patterns that we should be aware of? \_\_\_\_\_

If so, please specify \_\_\_\_\_  
\_\_\_\_\_

Briefly describe the way in which your child is disciplined at home \_\_\_\_\_  
\_\_\_\_\_

Does your child have siblings? Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

How does your child interact with his/her siblings? \_\_\_\_\_  
\_\_\_\_\_

\*\* If, over the course of the year, your child should experience any family trauma that might affect his/her behavior, we would appreciate being made aware of the situation in order to deal effectively with your child.

Please state briefly what your expectations are regarding the preschool program - for example - socialization skills, spiritual training, or kindergarten readiness skills.

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## CHILD'S PERSONAL INFORMATION

Does your child have a nickname? If so, please state \_\_\_\_\_

Which name would your child prefer to be called in preschool? \_\_\_\_\_

### Spiritual Awareness

Does your child accompany you to church? \_\_\_\_\_ Church name \_\_\_\_\_

How often? Occasionally \_\_\_\_\_ Monthly \_\_\_\_\_ Weekly \_\_\_\_\_

### Emotional Nature

How would you describe the emotional nature of your child? \_\_\_\_\_

Does your child have any strong dislikes or fears? \_\_\_\_\_

How does your child respond when - Sad \_\_\_\_\_

Angry \_\_\_\_\_

Frightened \_\_\_\_\_

Excited \_\_\_\_\_

How would you describe your child's attitude toward coming to preschool? \_\_\_\_\_

### Social Skills

Does your child have previous experience in a small group setting? \_\_\_\_\_

If so, please state where \_\_\_\_\_

How does your child interact with other children his/her age?

Withdrawn \_\_\_\_\_ Comfortable \_\_\_\_\_ Very outgoing \_\_\_\_\_

### Physical Skills

Does your child have any physical challenges that we should be aware of? For example

- speech, vision, hearing, gross motor skills \_\_\_\_\_ Please specify \_\_\_\_\_

\*\* Please note that at this time our facility is not handicapped accessible, nor are we able to provide services for children with serious behavioral difficulties.

Does your child need help with going to the bathroom? \_\_\_\_\_

### Intellectual Skills

What type of activities does your child enjoy most? \_\_\_\_\_

Is your child right or left-handed? \_\_\_\_\_

Does your child have experience in the following activities: Coloring \_\_\_\_\_

Cutting \_\_\_\_\_ Pasting \_\_\_\_\_ Painting \_\_\_\_\_ Writing name \_\_\_\_\_

Is your child able to identify some of the following: Letters \_\_\_\_\_ Numbers \_\_\_\_\_

Colors \_\_\_\_\_ Shapes \_\_\_\_\_ Sizes \_\_\_\_\_ Opposites \_\_\_\_\_ Rhyming words \_\_\_\_\_

**PLEASE SIGN, DATE AND RETURN THE FOLLOWING FORM.**

**UPON MY CHILD'S ADMISSION TO THE PRESCHOOL PROGRAM AT TRINITY BAPTIST CHURCH, I UNDERSTAND AND AGREE TO THE FOLLOWING:**

1. As a parent or guardian, I have the right and freedom to approach the staff with any concerns I may have regarding my child's progress, the program offered or the manner in which the program is presented.
2. The program offered shall include activities of a spiritual nature. This includes, but is not limited to, Bible stories, songs, and prayer before snack. I am willing to allow my child to be exposed to these activities.
3. I will ensure that adequate funds will be available for my child's monthly tuition cheques.
4. In the event of a medical emergency, whether on preschool premises or while on a field trip, when I cannot be contacted, you have my permission to seek medical treatment for my child from my doctor or any doctor sought out by Trinity Baptist Preschool. If an ambulance or other emergency service is required it is at the parents expense.
5. If my child requires medication on a temporary or ongoing basis, I must supply a written, signed notice to that effect stating the name of the medication, the dosage required, the time that the medication is to be administered and the length of time it is required. This notice will serve as my permission for staff members to administer the medication.
6. I will provide the staff members with a current list of known drugs, foods, or other substances that my child is allergic to. I hereby grant staff members permission to administer medical treatment in the case of an allergy emergency. (Epi-pen, etc.)
7. My child shall not arrive at the preschool facility prior to five minutes before class time, and my child shall be picked up promptly but no sooner than five minutes prior to the end of class.
8. I hereby grant permission for the staff at Trinity Baptist Preschool to take my child on short walks around the immediate area as well as to and from the play area located in the main church facility. I also grant my permission for my child to participate in field trips or activities outside of the preschool, providing I receive prior written notice of the planned activity in advance.
9. I agree to promptly provide you with any change of address, phone number, employment number or emergency contact number.
10. I agree to provide you with a written thirty days notice, dated and signed, of my intentions to withdraw my child from the program.
11. I agree that my child's registration may be withdrawn if he/she engages in ongoing behavior that displays a disregard for the adults in charge of the classroom, in aggressive behavior toward other children of the preschool, or in behavior of a destructive nature.

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