



2022-2023 PARENT HANDBOOK

Dear Parents/Guardians,

I am so glad you are taking the time to learn about our preschool and what we have to offer. As the lead teacher at Trinity Preschool, I am always so honoured when parents choose to let their children spend their precious time with me. I am passionate about watching children move through developmental stages and finding ways to scaffold their learning along the way. I believe play is children's work and their best teacher. I love to find creative ways to transform the classroom into interest based, learning rich environments from a bear cave to a spaceship and whatever else the children's play inspires. Each child is created by a God that loves them so much and I treat them with the dignity and honour His masterpiece deserves. I love to laugh and play with children and watch them learn and teach me new things everyday!

Sincerely,

Kimberly Barber
Lead Teacher



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OUR PROGRAM

STATEMENT OF PURPOSE

Trinity Preschool has been established for more than 20 years as a ministry of Trinity Baptist Church to meet the social and developmental needs of young children and families in our community. We exist to provide quality, faith-based, early education and opportunities for community connection for the children and families of Sherwood Park and surrounding area.

PROGRAM PHILOSOPHY

We believe that each child is unique and should be encouraged to further their social and intellectual abilities at their own rate of development. This will be accomplished by means of a combination of individual and group child-directed free play experiences as well as individual and group teacher-directed structured learning experiences. Each child will be guided toward self-awareness, self-discipline, self-choice, a sense of personal responsibility and an awareness of the needs of those around them.

It is the desire of Trinity Preschool that the children placed into our care be surrounded by an atmosphere of mutual respect and loving appreciation for one another and for God.

We are committed to providing an environment in which the whole child is encouraged through participating in imaginative “hands-on” play experiences.

CURRICULUM

Through observation, broad themes will be explored and developed in more detail to follow the interests and curiosity of the children in the class. Because children’s interests are always changing, class explorations will be changing throughout the year. Planning will intentionally provide students with opportunities to ask questions and explore ways to find the answers through play-based centres. Along the way, your child will be immersed in an environment that fosters basic literacy, math, science, fine motor skills and gross motor skills.

GENERAL OPERATIONS

Trinity Baptist Preschool is licensed by the Province of Alberta and is approved by regular visits from our licensing officer and health inspector. Our detailed program plan is available by request at any time from our preschool staff and we welcome parental input and feedback.

Children must be of age by December 31st of the year they begin preschool and must be well into potty learning by the beginning of classes commencing for the year.

Please Note: we do not have diaper changing facilities and cannot change poopy pants. Accidents happen. If a child has a pee accident preschool staff (not volunteers) will help children change their clothing in a way that respects their right to privacy but, keeps staff member visible to the room. If a child poops their pants, staff will keep the child as comfortable as possible and call the parent/guardian to pick them up ASAP. For child and staff safety, preschool staff will not wipe children's bottoms. Staff will talk children through the process but will not wipe for the students.

TRINITY BAPTIST CHURCH

LOCATION: Trinity Baptist Preschool is located adjacent to the main facility of Trinity Baptist Church in a separate classroom building. 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 which is a part of the Canadian Baptists of Western Canada. You can learn more about both the church and the denomination by visiting their respective websites: www.tbcsherwoodpark.ca & www.cbwc.ca.

STATEMENT OF BELIEFS: A copy of the church's Statement of Beliefs is available through the church website. Please note that your child will be engaged with teachings that are consistent with Trinity Baptist Church's 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 engaged with 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, activities, stories, and prayer.

CHILD DEVELOPMENT

We are committed to providing an environment in which the whole child may be developed as follows:

SPIRITUALLY: Each child will be given the opportunity to observe and participate in songs, stories, crafts, and games of a Biblical nature that will deepen the child's awareness of God's love for them.

EMOTIONALLY: Each child will be given the opportunity to develop self-awareness and self-expression in a safe environment, free from teasing, ridicule, and other forms of verbal or physical harm from other children in the classroom from the preschool staff and volunteers.

SOCIALLY: Each child will be given the opportunity to participate in group activities, to develop a sense of community, and to learn about cooperating with others. Show and share will be held each day on a rotating basis to give the children a chance to share what is important to them.

PHYSICALLY: Each child will be given the opportunity to participate in physical activities both in and out of doors that will develop their large and small muscle coordination and motor skills.

INTELLECTUALLY: Each child will be encouraged to develop a positive attitude toward learning through both child-directed and teacher-directed play experience. These experiences will include exploring the basic concepts of letters, numbers, sizes, shapes, colours, opposites, rhyming words, and beginning to learn to print their name.

CREATIVITY: Each child will be encouraged to think and work creatively. Gathering times will include open discussions when everyone may ask questions and receive responses from the entire group. Individual expression in open art and craft activities will be encouraged through providing varied and interesting materials for children to explore.



TRINITY PRESCHOOL FACILITIES

Trinity Preschool offers your child a bright, cheerful learning environment. We have a beautiful classroom with lots of windows, and a great view. We have a large outdoor classroom and playground where we enjoy activities when the weather allows. Along with our primary preschool facilities, the church building is used for various preschool activities and events.

Furnishings include large and small toys of all types, puzzles, books, blocks, art easels, a dramatic play area with accessories, dress-up clothes, a sensory table, light table, a large assortment of small manipulative toys, a parachute and musical instruments for the children.

Our outdoor classroom was developed in 2021 and provides a space for outdoor learning activities and curious play with natural elements. Our outdoor classroom has mud kitchens, sensory play areas and natural features such as logs, rocks and garden boxes.

The playground was developed to have age appropriate activities for a wide range of children. The playground is used when weather-appropriate. Families are always welcome to stay after class and play.



DAILY SCHEDULE

Each day presents new opportunities to learn and therefore will have different activities planned. That said, we try to follow a basic schedule to help children feel the calm of a predictable preschool day within the excitement of new activities.

9:00 AM	Child Drop –Off
9:00 – 10:00 a.m.	Exploration Free play in learning centres and provocation tables
10:00 – 10:30 a.m.	Gathering <ul style="list-style-type: none">• Prayer• Songs• Stories• Calendar/Birthdays• What Do You Notice?• What Do You Wonder?• Sharing• Games
10:30-10:50 a.m.	Washroom Break and Hand Washing Snack
10:50 – 11:20 a.m.	Group Learning Opportunities Playground Special Events
11:30 a.m.	Child Pick-Up

SNACK

Parents are asked to provide a healthy snack each day in labeled containers. Please take into consideration that Trinity Preschool is a **NUT FREE ZONE!** This includes, but is not limited to: peanuts, almonds, pecans, macadamia nuts, pistachios, cashews, hazelnuts, etc. Please remember this is a snack and not a meal. Children can get upset if they run out of time to eat a large quantity of packed food. Please pack a labelled water bottle for your child each day.

ALLERGIES

We are a **NUT FREE** and **SCENT FREE** zone.

Our concern is your child's safety. Please **DO NOT** send your child to preschool wearing fragrances. We also request you limit your use of fragrance if you will be in the classroom.

Please advise the preschool if your child has any allergies or sensitivities.

PARENT/GUARDIAN INVOLVEMENT

Parent/guardian involvement is welcomed in our program. We believe that parental/guardian involvement in the preschool classroom should be welcomed and encouraged, but not required. This is a great chance to play with your child and enter their preschool day. Occasionally you will be asked to help with activities, but generally you will be encouraged to partake in the activities your child is excited to share with you!

IN CLASS HELP: A sign-up page will be available at the beginning of the year. Please note that we are unable to accommodate siblings when a parent is volunteering in the classroom.

If you are interested in volunteering outside of classroom hours by doing some preparation at home (cutting, playdough, laundry, etc.), please let us know.

SPECIAL EVENTS: We value parents helping out with field trips or taking the time to join us for our annual Christmas activities and year-end Celebration of Play.

At this time, we are following all public health guidelines that restrict our ability to host parent volunteers or have gatherings for our Preschool program. For more information, please visit our website: www.trinitybaptistpreschool.ca

MEDICATION

Parental approval, in writing, is required for staff members to assist in the administration of all required medications. This includes, but is not limited to, one-time medications, on-going medications, or medications required in the event of a life-threatening situation (i.e., severe allergic reaction, etc.)

ABSENCES & ILLNESSES

Parents/Guardians are requested to email or text the preschool teachers if their child is going to be absent. This is especially important on field trip days.

For the benefit of all children, staff, and volunteers, we follow a cleaning schedule that includes wiping door handles, mopping floors, cleaning rugs, sanitising tables/chairs/cubbies, frequent hand washing, and regular toy cleaning. We do everything we can to keep ourselves and the children healthy and we appreciate your support by keeping your child home if your child has experienced in the previous 24 hours any fever, serious coughing, vomiting, or diarrhea, or has green mucus in the nose or throat.

If your child becomes sick while at preschool, he/she will be kept comfortable with a staff member away from other children. You will be promptly notified and asked to pick your child up as soon as possible.

SPECIAL ACTIVITIES

Trinity Baptist Preschool will participate in 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 Activity Fee 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. Please note that parents will be required to drop off and pick up their children at the field trip locations.

Parent involvement is encouraged on field trips. This is a special time for the parent/guardian and preschool child. Therefore, we are unable to have older or younger siblings attend the field trips, unless otherwise stated.

CHILD GUIDANCE POLICY

It is important that our classroom has behavior expectations that ensure a safe learning environment and nurtures social development. We believe that successful classroom management arises from an atmosphere of mutual trust and respect between adult and child. It is important for children to feel heard and to be given opportunities to share their thoughts and feelings without fear of reprimand. Successful child behavior can be encouraged by providing a stimulating program that promotes the interests and active involvement of children in activities in a classroom setting that is well planned. Words of affirmation for positive behavior can be a wonderful way to encourage community and prevent negative behavior. It is important that consistent, age-appropriate classroom expectations are clearly communicated and known by staff and students.

Strategies used in our classroom include:

- Redirection to another activity
- Discussion of how our behaviors affect each other and how to move forward when we make mistakes. Growing an atmosphere of community and empathy through social stories and learning about feelings
- Modeling of positive behavior
- Use of “I messages” (exp. I feel nervous that you may hurt yourself when standing on a chair instead of sitting on it)
- Giving children words or visual tools to help them learn to negotiate with each other (“When you are done with that toy, may I use it?” “When the sand timer is done may I use this?”)
- Planning a classroom environment that removes potential problems (removes running zones, ensuring there are enough supplies, limiting number of children at each station, etc.),
- Giving children the opportunity to self-regulate by using visual schedules, sand timer warnings for transitions, teaching deep breathing, giving space for children who need it or opportunities to express their needs.

Children will always be treated with respect and dignity in all interactions. Staff will not talk to children in harsh, demeaning, or threatening language. If needed children or staff will take a cooling off period to better discuss positive solutions. At Trinity 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. If a student is struggling with assimilating into positive classroom behaviors, teachers will partner with parents to gain insight and explore strategies to help a child succeed. Although it is always Trinity Preschool’s wish to work with students and parents we recognize that all of us are unique. If a child’s behavior is unresolvable with parents help, Trinity Preschool reserves the right to request the removal of a student from our program that is negatively affecting the classroom environment.

Under no circumstances will corporal punishment be used in our Preschool.

EMERGENCY EVACUATION PROCEDURES

Trinity Preschool has developed an emergency plan that will be initiated in the event of a serious emergency. Serious emergencies in our area are not limited to but may include the following:

- Fire
- Gas Leak
- Bomb Threat
- Chemical Incident
- Sever Weather
- Explosion

The safety of the children in our care is of primary importance. In the absence of other authorities, staff members will be authorised 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.

OUTDOOR PLAY POLICY

In general practice, if the Elk Island Public Schools are not operating, or if the Elk Island Public School buses are not running, the Trinity Baptist Preschool will be closed as well. During extreme weather situations, please check the Elk Island Public School website (www.eips.ca) in the morning for current school closure and bus updates.

If, for unanticipated reasons, we are unable to open the preschool, an email will be sent out to each parent/guardian by 8:00 a.m. to advise of the preschool closure.

Outdoor play is an important component of our preschool day. To help your child gain the most from this time, please dress them appropriately for the weather. During the winter months, please provide mitts, hats, snow pants, boots, and warm outdoor clothes. Please note: our preschool building can be cool during the winter months.

STAFFING

Trinity Baptist Preschool is currently licensed to accommodate 20 preschool-aged children. The preschool lead teacher, along with the assistant teacher, actively engages the children in every class.

Trinity Baptist Preschool teachers are required to have the following qualifications:

- All preschool teachers will be professing Christians and agree to the Trinity Baptist Church Statement of Faith
- All preschool teachers are required to have Early Childhood certification as administered by the Province of Alberta. We encourage ongoing development of skills and increasing level of certification for our teachers.
- All preschool teachers are required to have a current First Aid Certificate.
- All preschool teachers are required to submit current copies of an RCMP Security Records Check

In addition to our two preschool teachers, Trinity preschool is supported by a manager/director, administrative staff and bookkeeping as well as building maintenance and cleaning staff. The preschool's operations are overseen by the associate pastor of Children and Family Ministries.



ASSISTANT PRESCHOOL TEACHER
JESSICA HALLIWELL
Level 1 ECE

LEAD PRESCHOOL TEACHER
KIMBERLY BARBER
Level 3 ECE



TRINITY PRESCHOOL DIRECTOR
ASHLEY WINKEL
Associate Pastor of Children and Family Ministry
Level 1 ECE

PARENT COMMUNICATION

At Trinity Baptist Preschool, we believe that parents/guardians are a 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 learning. As such, we commit to providing the following information to parents:

1. **INFORMATION:** We will provide regular newsletters and calendars throughout the year as to what is happening in preschool. We will also regularly send emails with "at the moment" information. Our Facebook page and Instagram accounts will have information and photos of what has been happening in class.
2. **COMMUNICATION:** The preschool teachers are available before and after class to discuss your child's time spent with us. Please be sure to keep us informed if there are changes in your family situation, a medical concern, or other relevant information that could assist us in working with your child.
3. **FEEDBACK:** Parents/Guardians are asked to inform staff members if they have any concerns related to their child's time spent at the preschool. Please keep in mind children's right to privacy when discussing issues in locker area. Feedback, both positive and "constructively" negative, will be welcomed and opportunities will be provided, upon request, to discuss a child's progress.

Thank you for taking the time to read and understand the operations and policies of Trinity Preschool. To contact us, please use the information below:



@trinitybaptistpreschool



@trinity_preschool_



Preschool Contact Information

Email: info@trinitbpatistpreschool.ca

Phone: 780-464-4040 (309)



Children & Family Ministries' Contact Information

Email: ashley@tbcsherwoodpark.ca

Phone: 780-464-4040 (305)