



# **2026-2027 PARENT HANDBOOK**

Dear Parents and Guardians,

We are so pleased to share this information with you regarding how our Preschool operates and what we have to offer you and your child(ren).

It is an honor to be a part of this season of life for your child and your family. The Preschool age is a special developmental stage of learning, curiosity, imagination and growth.

Our teaching team of early childhood educators is passionate about encouraging children to learn and grow at their own pace and providing them with rich opportunities in play to spark their curiosity and learning. We believe that play is a child's best teacher and it is a joy to constantly adapt and transform our classroom and activities to follow the children's interests and imaginations as they explore and learn about the world around them.

At Trinity Preschool, we believe each child is created uniquely by our loving God and that all are special to Him. The culture of our classroom is one that honors one another and builds community by learning to share, socialize, communicate and make friends. We love to laugh, sing, dance, and play together with all kinds of toys, natural materials and sensory play.

Thank you for choosing Trinity Preschool to journey with you and your child in this season of life.

Sincerely,

The Trinity Preschool Team.



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## GENERAL OPERATIONS

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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.

**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, at the edge of Sherwood Park, just east of the junction of Highway 21 and Baseline Road.

**AFFILIATION:** Trinity Baptist Preschool is a ministry of Trinity Baptist Church which is an affiliate 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](http://www.tbcsherwoodpark.ca) & [www.cbwc.ca](http://www.cbwc.ca).

**STATEMENT OF BELIEFS:** A copy Trinity's Statement of Beliefs is available at [www.tbcsherwoodpark.ca](http://www.tbcsherwoodpark.ca). We also have available copies of Trinity's Perspective and Practices on Gender Identity and Next Generation Ministries upon request from our Director, the Pastor of Children & Family Ministries at Trinity.

Please note that our preschool shares a worldview and teachings that are consistent with Trinity Baptist Church's Statement of Beliefs. It is not mandatory that your family adheres to these beliefs to register your child, but we do ask you indicate that you are willing to allow your child to be engaged with classroom activities consistent with these teachings. Please be aware that your child will participate daily in activities of a spiritual nature including songs, activities, stories, and prayer.

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## DROP OFF AND PICK UP TIMES

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Teachers require time to prepare activities prior to class and attend to cleaning, preparation, planning, and administrative tasks. Your cooperation with concise Drop-Off and Pick-Up times is necessary and appreciated.

Doors will open right at 9:00 AM and Pick Ups must be complete by 11:35. By 11:40 the teachers' time and attention is needed for other administrative tasks. In extenuating circumstances, please contact us directly and as soon as possible through the Remind App, to one of our teachers or to our director via telephone to **Trinity Baptist Church 780 464 4040 ext. 305**.

Please ensure that the emergency contacts listed in your registration forms are current and can be reached in the case of emergency or extenuating circumstances. Your child's safety and care are

our number one priority and if we cannot reach you, we will contact your emergency contact to ensure your child is picked up.

If inconsistent drop-off or pick-ups become an issue, our director will work with you to create a plan to solve the issue if possible.

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## *OUR PROGRAM*

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### **STATEMENT OF PURPOSE**

Trinity Preschool was established in 1999 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 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 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 in 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 interactive play experiences.

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## *CURRICULUM*

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Broad themes will be explored throughout our school year based on the children's interests and curiosity. Our teachers will observe and guide, as well as give children decision making power in what learning experiences to explore as a class. Children will be given opportunities to ask questions and find answers through play-based centers and activities. Children will be immersed in an environment which fosters basic literacy, math, science, fine motor, and gross motor skills.

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## DAILY SCHEDULE

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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.

<b>9:00 a.m.</b>	Child Drop Off
<b>9:15 a.m.</b>	Morning meeting in the gathering area
<b>9:15 – 10:15 a.m.</b>	Exploration / Free play at learning centres
<b>10:15 – 10:25 a.m.</b>	Cleanup
<b>10:25 – 10:35 a.m.</b>	Gathering time This is a teacher led time where opportunities are given for group learning and community building through prayer, stories, songs, literacy & math exploration and children sharing thoughts.
<b>10:35-10:50 a.m.</b>	Washroom Break and Hand Washing Snack
<b>10:50 – 11:30 a.m.</b>	Free choice books & quiet activities Outdoor play Special Events
<b>11:30 a.m.</b>	Child Pick-Up

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## CHILD DEVELOPMENT

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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 age-appropriate 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. Opportunities to share will be held each day on a rotating basis to give the children a chance to talk about 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 child-directed and teacher-directed play experiences. Children will be exposed to 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.



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#### *WASHROOM POLICY*

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Children must be of age as stated on the registration form and must be well into potty learning by beginning of classes for the year.

Accidents happen. We do not have diaper changing facilities and cannot change bowel movements. If a child has a pee accident, preschool staff will help children change their clothing in a way that respects their right to privacy and, keeps the staff member visible to the room. If a child has a bowel movement, staff will keep the child as comfortable as possible and call the parent/guardian to pick them up as soon as possible. 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 Preschool offers children a bright, cheerful learning environment with plenty of space and areas to play. We have a beautiful classroom with lots of windows, and a great view of our location.

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.

We have a large adjoining outdoor classroom and playground where we enjoy activities when the weather allows. Along with our primary preschool facilities, the church building is also used for various preschool activities and events. Our outdoor classroom provides a space for outdoor learning activities with mud kitchens, sensory play areas and natural features such as logs, rocks, and garden boxes.

Our playground has age-appropriate activities for a wide range of children. Families are always welcome to stay after class and play.





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## SNACK

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Parents are asked to provide a small healthy snack each day in labeled containers. 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. Trinity Preschool is a **NUT FREE ZONE!** This includes, but is not limited to peanuts, almonds, pecans, macadamia nuts, pistachios, cashews, hazelnuts, etc. Please pack a labelled water bottle for your child each day.

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## ALLERGIES

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

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.**

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## MEDICATION

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Parental approval, in writing, and written instructions are 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 live-saving medications. (i.e. epi pen). Medications must be in original labeled containers.

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## ABSENCES & ILLNESSES

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Parents/Guardians are requested to email or text the preschool teachers via the Remind App 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 in our program, we follow a cleaning schedule of high-touch surfaces and toys on a daily and weekly basis. We follow a comprehensive plan set by the Government of Alberta to keep ourselves and children as healthy as possible and we appreciate your support by being familiar with our Contagion Prevention Plan posted on the bulletin board in the Preschool entrance. Please keep your child home if they have experienced any symptoms of fever, coughing, vomit, diarrhea or have non-clear mucus of the nose or throat in a 24-hour period.

To familiarize yourself with our Contagion Prevention Plan, please visit [albertahealthservices.ca](http://albertahealthservices.ca), read the pdf available on our website at [www.trinitybaptistpreschool.ca](http://www.trinitybaptistpreschool.ca) or read the posted copy on the parent board in our classroom.

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

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### *PARENT/GUARDIAN INVOLVEMENT*

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A Parent Information night will be scheduled prior to the beginning of the school year.

Parent/guardian involvement is welcomed and encouraged in our program but not required. This is a great chance to play with your child and enter their preschool experience. As a classroom helper, you may 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 starting in October . 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 joining us for field trips, special events/activities, and being a part of our annual Christmas celebrations as well as 4-year-old Graduation celebration.

**FUNDRAISERS:** Twice a year, Trinity Preschool holds fundraisers that families are free to participate in if desired. There is no obligation to participate in fundraising, but we appreciate and welcome family involvement in raising money for special projects, activities or equipment for our classroom. For more information on fundraisers please contact our Preschool Director, Ashley Winkel.

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### *SPECIAL ACTIVITIES*

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Trinity Preschool will participate in off-site and in-class field trips throughout the year and special activities that enhance regular programming. Rather than collecting separate fees, 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.



It is important that our classroom has behaviour expectations to ensure a safe learning environment and nurtures social development. We believe 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 behaviour can be encouraged by providing a stimulating program which promotes the interests and active involvement of children in activities in a classroom setting that is well planned. Words of affirmation for positive behaviour can be a wonderful way to encourage community and prevent negative behaviour. 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 behaviours 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 behaviour
- 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 vocabulary 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 such as running zones, ensuring there are enough supplies to share
- 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 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 behaviours, 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 after repeated intervention a child’s behaviour is unresolvable with parents’ help, Trinity Preschool reserves the right to withdraw a student from our program who is negatively affecting the classroom environment.

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

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## *EMERGENCY EVACUATION PROCEDURES*

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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
- Severe Weather

The safety of the children in our care is of primary importance. Staff members will 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.

In the event of an unforeseen closure parents will be notified as soon as possible via text message and/or the remind app.

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## *OUTDOOR PLAY POLICY*

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At Trinity Preschool, we align with the Elk Island Public Schools actions and policies regarding school closures as guidance for whether it is safe for our Preschool to be open as scheduled.

It is always our goal to have classes open and running even in cold weather, however due to extreme circumstances or weather we may have to cancel preschool to ensure the safety of children and teachers. In the event of an unanticipated preschool closure an email or text notification through our Remind App will be sent out to parents and guardians as soon as possible to advise of the closure.

Outdoor play is an important component of our preschool day, and we will plan to take the children outside for play in weather that is above and including **-22 C (with windchill)**. We also adhere to air quality standards and will not go outside for play if the air quality index is 6 or higher. To help your child gain the most from this time, please dress them appropriately for the weather. During winter months, please provide mittens, hats, snow pants, boots and other warm outdoor clothes as needed. Please note that during the winter months, our classroom can also be cool, so comfortable layers are good idea for clothing.

If temperatures are unsafe for outdoor play, we may opt to use the indoor facilities at Trinity Baptist Church for play and signage will notify parents for pick-up.

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## PARENT COMMUNICATION

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At Trinity Preschool, we believe that a child's first and most influential teachers are a child's parents/guardians and the home is the most important classroom. We believe our role as ECE teachers is to augment and support that learning. We are committed to providing the following to parents:

1. **INFORMATION:** Our staff will provide regular newsletters and calendars through the year to let parents know what is happening in preschool. Our teachers will also regularly send emails with current information that parents need to know and to communicate with parents about their child's preschool experience. Our social media platforms will also provide information and photos (that adhere to our child protection policy). Parents will also be provided with a Google Photos link to access photos of our classroom activities. Teachers and parents communicate through the Remind App, a messaging tool that allows teachers to share brief updates with the whole group and enables parents to contact teachers directly. Each year, a new group is created for each class on Remind and login information is posted in the classroom at the beginning of the year.
2. **COMMUNICATION:** 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 to your family situation, a medical concern, change of contact information, or other relevant information that could assist us in how we work 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 preschool. Please be mindful of a child's right to privacy when discussing issues in the classroom and students are present. Feedback, both positive and constructive, will be welcomed and opportunities will be provided, upon request, to discuss your child's progress. A survey requesting feedback on your family's preschool experience will be issued to all families at the end of each preschool year. We love to hear about your time with our preschool.

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## STAFFING

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Trinity Preschool follows all guidelines and mandates for licenced early childhood facility-based programs. We have a class cap of 18 children in our 4-yr-old class and 12 children in our 3-yr-old class. Our staff actively engages the children in each class while ensuring visual and physical supervision of the children at all times. Our teachers work in teams of at least two at all times.

The staff of Trinity Preschool adhere to following qualifications:

- All preschool teachers will be professing/practicing Christians who are in agreement with the identity and belief statements of Trinity Baptist Church
- All regular preschool teachers will have Early Childhood Certification as administered by the Province of Alberta. We encourage and support the ongoing professional development of skills and increasing the education and level of certification of our teachers

- Our preschool staff adheres to provincial licensing guidelines for current first aid certification for our teachers
- All preschool teachers (including substitutes) must have current RCMP Security Record Checks with Vulnerable Sector Check
- All regular preschool classroom volunteers (such as the seniors who come to read books to the children) must have current RCMP Security Record Checks with Vulnerable Sector Check

In addition to our regular preschool teaching staff, Trinity Preschool is supported by qualified substitute teachers, administrative staff, building maintenance, cleaning staff, as well as volunteers who support us in the classroom and behind-the-scenes. Management and direction of our preschool program is overseen by the associate Pastor of Children and Family Ministries.



**TRINITY PRESCHOOL DIRECTOR**  
**ASHLEY WINKEL**  
 Associate Pastor of Children and Family Ministry



**Preschool Contact Information**  
 Email: [info@trinitbpatistpreschool.ca](mailto:info@trinitbpatistpreschool.ca)  
 Phone: 780-464-4040 (309)



**Children & Family Ministries' Contact Information**  
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 Phone: 780-464-4040 (305)



@trinitybaptistpreschool



@trinity\_preschool\_

**Thank you for taking the time to read and understand the operations and policies of Trinity Preschool.**