



TRINITY BAPTIST PRESCHOOL

PLAY. EXPLORE. DISCOVER.
FAITH BASED. REGGIO INSPIRED.

HANDBOOK 2020-2021



Dear Grown Ups,

This handbook is to help familiarize you, as well as inform prospective families, as to the learning opportunities for your Little Learners at the Trinity Baptist Preschool program.

If you require further information, or if you wish to make an appointment to view the preschool environment, please contact Trinity Baptist Church.

Sincerely,

Trinity Baptist Preschool

22550 Township Road 530, Sherwood Park, AB T8A 4T7
Phone: 780-464-4040 Email: info@trinitybaptistpreschool.ca
Facebook: [@trinitybaptistpreschool](https://www.facebook.com/trinitybaptistpreschool)

DAILY SCHEDULE

Each day presents new opportunities to learn. While each day is also different, we try to follow a basic schedule to help children familiarize themselves with the preschool

- 9:00 AM** Little Learner Drop –Off
- 9:00 – 10:00 a.m.** Exploration
Free play in learning centres and provocation tables
- 10:00 – 10:30 a.m.** Gathering
- 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.** Little Learner Pick-Up

SNACK

Grown Ups are asked to provide a healthy snack each day for their child. Please take into consideration that Trinity Baptist Preschool is a **NUT FREE ZONE!** This includes, but is not limited to: peanuts, almonds, pecans, macadamia nuts, pistachios, cashews, hazelnuts, etc.

ALLERGIES

Trinity Baptist Preschool is a **NUT FREE** and **SCENT FREE** zone.

Our concern is your Little's safety. Please **DO NOT** send your Little to preschool wearing fragrances. Please also limit your use of fragrance knowing that you will be in the preschool.

If you child has any allergies or sensitivities, please advise the preschool.

GROWN UP INVOLVEMENT

Grown Up involvement is strongly encouraged in our program. At Trinity Baptist Preschool, we believe that Grown Ups are the Little Learner's first and most influential teachers and that the home is the first and most important classroom. We believe that grown up involvement in the preschool classroom should be welcomed and encouraged. It is a great way for Grown Ups to see first-hand how the program runs and how their Little interacts within the learning environment at school. It is also an opportunity for Grown Ups to assist the teachers with setting up activities, helping the children and tidying up the classroom.

IN CLASS HELP: A sign-up page will be available at the beginning of the year. Depending on the number of children, parents will be encouraged to sign up for once slot every 6 to 8 weeks. Parents can enlist the help of grandparents, family members, or friends if they are unable to attend during class time. Please note that we are unable to accommodate siblings when a parent is volunteering in the classroom.

Our preschool environment is full of activity! Classes involve a lot of opportunity to share in the play of children. We would love to have you join us. If you are interested in volunteering in the preschool or would like to help out by doing some preparation at home (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 preschool Celebration of Play. Throughout the year, there are also opportunities such as "Stay n' Play" and monthly "Family Gatherings". The special events truly are valuable times to connect with your child and get to know other preschool families.

GROWN UP COMMUNICATION

We believe that our role as teachers is to augment and support the learning that takes place in a loving home environment. As such, we commit to providing the following information to parents:

1. **INFORMATION:** We will provide regular emails throughout the year as to what is happening in preschool. We hope this information will assist in talking with your child about what they are learning. We also keep various online resources, such as our Facebook page (@trinitybaptistpreschool) and "Remind", up to date with current calendars and downloads so parents may stay informed.
2. **COMMUNICATION:** The preschool teachers are available to chat about how your Little is doing. 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 you child.
3. **FEEDBACK:** Grown Ups are asked to inform staff members if they have any concerns related to their Little'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 Little's progress.



LITTLE LEARNER MANAGEMENT AND DISCIPLINE POLICY

We believe that successful self-regulation and discipline arise from an atmosphere of mutual respect between Big and Little Learners. In many cases the need for corrective action can be prevented or minimized through the reinforcement of positive behaviour, modeling and guiding problem solving strategies as well as through offering a program that promotes the interest and active involvement of the Learners.

Discipline is, essentially, a teaching tool that requires set boundaries and expectations and should be developmentally appropriate for each child. There needs to be 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 behaviour.

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.



MEDICATION

Grown Up approval, in writing, is required in order for personnel to assist in the administration of any and 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 (ie// severe allergic reaction, etc.)

ABSENCES & ILLNESSES

Grown Ups are requested to email or text the preschool teachers if their Little 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 carpets, sanitising tables/chairs/cubbies, frequent hand washing, and regular toy cleaning. We do everything we can to keep ourselves and the Little Learners healthy and we appreciate your support by keeping your Little home if your they have experienced any fever, serious coughing, vomiting, or diarrhea in the previous 24 hours.

If your Little Learner becomes sick while at preschool, you will be promptly notified and asked to pick them 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 Activity Fee for the year.

Grown Ups will be given advance notice of all field trips, and will be required to sign a permission form allowing their Little to attend. Please note that Grown Ups will be required to drop off and pick up their Little Learners at the field trip locations.

Grown Up involvement is encouraged on field trips. We believe this should be a special time for you and your Little. Therefore, we are unable to have older or younger siblings attend the field trips, unless otherwise stated.

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 are not limited to but may include the following:

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

The safety of the Little Learners 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.

WEATHER 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 an unseen 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.

Please dress your Little Learner appropriately for the weather throughout the year. During the winter months, we ask that Littles bring gloves, hats, and warm outdoor clothes. Also, please note that our preschool building can be cool during the winter months.

PROGRAM

STATEMENT OF PURPOSE

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

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 child-directed free play and exploration experiences supplemented by individual and group structured learning experiences. Each Little Learner 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 Baptist Preschool teachers that the Little Learners 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 total personality of each child will be encouraged through participating in educational “hands-on” play experiences and lasting value.

CURRICULUM

With a Reggio inspired structure based on learning through inquiry, broad themes will be explored and developed in more detail to follow the interests and curiosity of the children in the class. While no two explorations will be exactly the same, they will intentionally provide Little Learners with opportunities to ask questions and explore ways to find the answers through play-based centres. Along the way, your Little Learner will be immersed in an environment that fosters basic literacy, math, science, fine motor skills and gross motor skills.



CHILD DEVELOPMENT

We are committed to providing an environment in which the total personality of each 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.

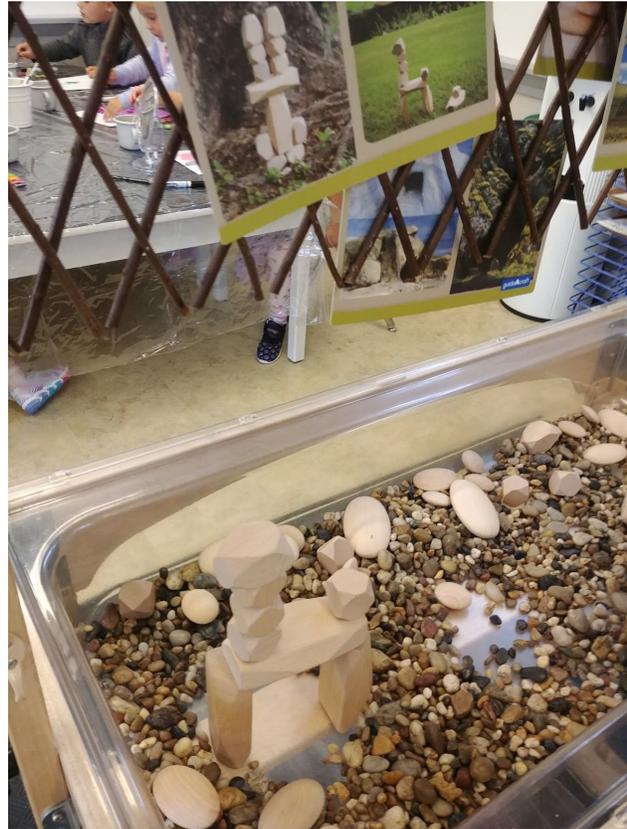
EMOTIONALLY: Each child will be given the opportunity to develop self-awareness and self-expression in a safe environment, free from teasing, ridicule, and other forms of verbal or physical harm from other children in the classroom or from the preschool staff and volunteers.

SOCIALLY: Each child will be given the opportunity to participate in circle group activities, to develop a sense of belonging, and to learn about cooperating with others. Show and share will be held each day on a rotating basis to give the children exposure to communicating with their classmates.

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 experiences of lasting value. 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. Meeting times will include open discussions with time for both Big Learners and Little Learners to ask questions and to receive responses from the entire group. Individual expression in art and craft activities will be applauded.



GENERAL OPERATIONS

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

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.

TRINITY BAPTIST CHURCH

NAME: Trinity Baptist Preschool

LOCATION: Trinity Baptist Preschool is 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 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.



TRINITY BAPTIST PRESCHOOL FACILITY

Trinity Baptist Preschool offers your Little Learner 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. Along with our primary preschool classroom, 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 play house with all the accessories, a sensory table, light table, a large assortment of small manipulative toys, a parachute and musical instruments for the children.

In the summer of 2010, Trinity Baptist church purchased and installed a playground as a resource for the church, the community, and the preschool. 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.



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 either a Childcare Assistant/Worker/Supervisor 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 as well as an Alberta Child Intervention Records Check.

In addition to the two preschool teachers, Trinity Baptist Church assists in supporting the preschool where needed. This has included providing a preschool committee, additional staffing at key times of the year, teacher support, curriculum development support, and assisting in other areas as necessary.

TEACHERS

LEAD PRESCHOOL TEACHER – JENNE FRIGGSTAD

Jenne has her Bachelor of Education from the University of Lethbridge. Teaching has always been her passion. She is thrilled to explore alongside our Little Learners in a preschool environment, and continues to research and develop her understanding of Reggio-inspired classrooms. When she is not at preschool you might find her hanging out with her husband and three kiddos. She might be behind the camera, camping, playing with ingredients in her kitchen or coming up with some crazy idea of something she wants to craft, sew or build. On the rare occasion, when no one needs her, she will curl up with a good book and a cup of fair-trade coffee.

ASSISTANT PRESCHOOL TEACHER – JESSICA HALLIWELL

Jessica is thrilled to be back for another year at Trinity Baptist Preschool. Children are her passion and she cannot wait to experience the joy of learning with your Little Learners this year. She looks forward to expanding her knowledge of Reggio-inspired classrooms and cannot wait to see what curiosities inspire our classroom and learning this year. When Jessica is not in the classroom you might find her crafting, reading a good book, baking, or spending time with her husband and two children.