



# **Family Handbook 2021-2022 School Year**

# **Trinity United Methodist Church**

**Phone: 615-896-0413**

## **Church Staff**

Pastor: Tom Pierce

Director of Preschool: Christa Roth

Director of Music: Steven Burnette

Director of Youth Ministries: Sheryl Mabry

Director of Children's Ministry: Leslie Trail

Administrative Assistant: Kristen Donahue

Trinity Nursery and Preschool is a ministry of Trinity United Methodist Church. The building is property of Trinity. TNP is guided by a board of church members, who are nominated and elected by the church at large, and parents of the preschool who are appointed by the preschool director. The preschool board meets monthly to discuss issues & concerns as well as to review budget, salaries, calendar, fundraisers, etc.

## **2021-22 Preschool Board Members**

Leslie Trail: Director of Children's Ministries

Tom Pierce: Pastor

Connie Golson: Preschool Board Chair

Nancy Hendrix : Staff-Parish Relations Committee Representative

TBD: Parent Representative

TBE: Trustee Representative

## **Trinity Nursery & Preschool Staff**

### **Director**

Christa Roth

### **Teachers**

Sara Roy – Butterfly class  
Kirsten McDaniel – Ladybug class  
Anna Bauer – Ladybug class  
Jennifer Jones – Frog class  
Natalie Jones – Frog class  
Autumn Baber– Bumblebee class  
Tawnya Sisk – Bumblebee class  
Ashley Groves - Floater

### **Contact Information**

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**Phone:** (615)896-0413

**Website:** [www.trinityumcmurfreesboro.org/nursery-preschool](http://www.trinityumcmurfreesboro.org/nursery-preschool)

### **Mailing Address:**

**Trinity United Methodist Church  
Attn: Preschool  
2303 Jones Blvd  
Murfreesboro, TN 37129**

# Philosophy and Mission Statement

*“Train the child in the way he should go, and when he is old he will not depart from it.” – Proverbs 22:6*

Isaiah 11:6, describing a vision of peace where adversaries cease to oppose one another, gives us the familiar words: “the wolf will live with the lamb...and a little child shall lead them.” As a church preschool, it is important that we not only provide children with a strong foundation for grade school, but teach them to respect themselves and others, helping them grasp at a young age their identity as a beloved child of God. The mission for the Trinity UMC preschool is to provide children with a peaceful, nurturing foundation in education and social interaction so that they may be brought up to be educated, peace-minded leaders in the world. Ministry to children is also ministry to families, equipping parents to support their children as they navigate the world and providing resources to help their child grow more fully into the person that God has created them to be. When we hold a child’s hand, we are not only letting the child know that we are there to help guide them; we are giving them the opportunity to lead us as well.

The mission of Trinity Nursery and Preschool is to assist parents with the development of their children by offering a Christian setting devoted to enhancing the **total** development of the child. Children are encouraged to explore, express feelings, engage in constructive play, and create many unique projects. Children are also taught to cooperate, share, and play and work with others. As well as laying a spiritual foundation, we want to make sure that we offer each child developmentally appropriate activities and toys that will allow them to experience language arts, math concepts, science, social studies, and social situations. We want to lay a spiritual and educational foundation that will set each child up for success as he or she enters into school



# Trinity Nursery Preschool

## Operating Policies and Guidelines

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A few short words about.....

- REGISTRATION:** Registration for the fall session will begin in February with receipt of written application and the non-refundable registration fee of \$125. Trinity UMC members and returning families pay a \$75 registration fee. Openings will be filled in this order:
1. Children Currently Enrolled in the Program
  2. Enrolled Students' Siblings
  3. Trinity UMC Families
  4. Children on the Waiting List
  5. Community at Large
- DAYS & HOURS:** Our program operates on Tuesday and Thursday during the school year (August-May) from 8:30am-2:00pm.
- WEATHER:** In the case of inclement weather, our preschool will follow the Murfreesboro City School System (MCS). If MCS are closed, TNP will be closed. If there is a delayed opening, TNP will open at 10:15 am.
- ADJUSTING:** Sometimes children and/or parents have difficulty adapting to their first time in preschool. Many children will cry when they are left in a new environment with new people, but they usually adjust in about two weeks with the loving care provided by the experienced staff to which your child has been entrusted. Please do not feel guilty if your child cries when you leave. You will help your child through this transition by resisting the temptation to reenter the room when your child is crying. We will help your child have fun positive experience here at TNP. If you wish, you can call during the day to check on your child's progress. Also, if your child does not stop crying or becomes extremely upset, we will call you. If your child is having difficulty adjusting after two weeks, please discuss your child's options with the preschool director and your child's teacher.

- ARRIVAL:** The main entrance doors, located around the back of the building, will be the only doors used this year and will open at 8:15am. *It is extremely important for each child to be at school at 8:30 to allow them to have free play before the structured part of the day begins.* The teachers' will begin their lessons 8:45-9:00 , thereby ensuring that we can utilize the 5.5 hours we have with your child in the most effective and efficient way possible. The entrance doors will be closed and locked by 8:30am for safety. If you arrive after this time, you must enter through the main doors of the church and check in with the Director. (It is recommended that all adults wear masks when entering the building.)
- DISMISSAL:** You may pick up your child between 2:00 and 2:15pm. All children must be picked up by 2:15. We will utilize the main entrance for pick up as well. If there is an emergency or extenuating circumstances, please call and notify the director as soon as possible. If you are late to pick up your child more than twice, you will be fined \$5.00 per five minutes that you are late. This will begin promptly at 2:15pm. Late payment is due upon picking up your child.
- PARKING:** Parking is provided in the church parking lot. Please note there is a 5MPH speed limit in our parking lot at all times.
- IMMUNIZATIONS:** Immunizations must be up to date and filed in accordance with state guidelines. In addition, we require a copy of each child's immunization card from the physician, to be kept on file in the office. If you have chosen not to immunize your child for medical or religious reasons, then you must sign a waiver and present the preschool with a doctor's note stating that your child is healthy and does not have any communicable diseases.
- AGES & CLASSES:** Drop-ins are not accepted at any time. Trinity Nursery Preschool enrolls children ages 6 mos. – Pre-K. Classes are formed on the basis of age and anticipated year of starting kindergarten. Children in the preschool program are encouraged to attend both weekly school days for learning success.
- DIAPER CHANGING:** Parents of children requiring diaper changes should leave a diaper bag for their child with sufficient supplies for the day (diapers, wipes, lotion/ointment, etc). The preschool has extra supplies should the need arise. We will never use ointment or

lotion on a child without the parent's consent. **All items should be labeled with the child's name.**

- POTTY TRAINING:** TNP would like for every child in the three year old class and above to be potty trained within the first month of school. We will be more than happy to work with you in this process; however, efforts must be made at home as well. If your child is not potty trained after Fall Break, a conference with the director and teacher will be scheduled.
- CHAPEL/MUSIC:** The children will attend chapel or music each day for a Bible lesson, songs, and activities. (Dependent upon COVID numbers.)
- PNO:** Parent's Night Out is provided by Trinity United Methodist Church and is run by the Children's Ministry Team. This wonderful experience is available for all TNP families. This service is provided once a month September-May, usually on a Friday. Cost is \$10 per child. The event takes place from 5pm to 9:30pm.
- CLOTHING:** We suggest that children wear **play clothes and tennis shoes** (flip flops are not good shoes for preschool). They will paint, paste, eat, experiment, and play on the playground or in the gym. Children should not have to be overly concerned with staying clean. Since children are learning how to be independent in the restroom, it is best if they wear clothes which they can manage by themselves. When the weather is cold please feel free to send gloves, hats, sweaters, and jackets. Please label all your children's clothing with their name, especially easily removable items. We also ask that each child have at least one extra change of clothes at school at all times. This includes pants, shirts, underwear, and socks. More than one set is also a good idea.
- TOYS:** Toys from home often cause conflict and are easily lost. Please do not allow your child to bring toys from home except on designated "share days". Toy guns, knives, and other violent toys are not permitted at any time. Children may bring a favorite stuffed animal for nap time, labeled with the child's name.

- COMMUNICATION:** A calendar or newsletter will be sent home by your teacher with details of classroom themes and activities. Emails will be sent out by the director and/or teachers with announcements and reminders for the week.
- CONFERENCES:** All students will receive progress reports throughout the year. The reports will cover basic physical, social, and learning skills appropriate to the child's age group. Parents will receive a copy of this evaluation. Three-year-olds will have conferences in the spring; Pre-K classes will have a conference in the fall if requested or needed as well as in the spring. Parent-teacher conferences are available for any child at any time by request.
- MEDICINE:** If absolutely needed, we will administer medication. All medication must be dropped off and picked up in the Director's office with detailed instructions.
- SUNSCREEN:** Parents may choose to provide sunscreen for their child to wear during outdoor recess. Sunscreen should be labeled with the child's name, and parents should inform the teacher of this request. Teachers will apply sunscreen to the children.
- SAFETY:** Safety is our first concern. Please make sure to let us know if someone else will be picking up your child. If we do not know about this change, we will not allow your child to leave without a phone confirmation from you. We will also ask to see the person's ID for verification.
- TUITION:** **Please Read the Following Tuition Information Carefully.**
- Parents/legal guardians are responsible for tuition payments as long as the child is enrolled, even if the child has to miss an entire month.
  - Tuition is currently \$175 per month; in the case of siblings, children after the first child will receive a \$25 monthly sibling discount.
  - Tuition is due the first school day of the month unless prior arrangements have been made with the director.
  - Payment should be placed inside your child's "Take Home Folder." We have added the option of Venmo this year. Our



Venmo account can be accessed @TrinityUMCMboro. *If you use this option please note that it is a preschool tuition payment.*

- The child's name must be included in the memo line of tuition checks. Cash payments will only be accepted in an envelope labeled with the child's name. A receipt will be sent home for all cash payments
- A service fee of \$10 will be applied for all returned checks.
- Alternate payment schedules must be coordinated with the director.

**WITHDRAWALS:**

Please give a two week to one month notice if your child is going to be withdrawn from the program so that we may utilize our waiting list to fill the spot.

**SNACKS:**

Please send in a healthy snack and water for each child. Research has proven that water is most beneficial for brain development. **Please inform us if your child has any food allergies.**

**LUNCH:**

TNP asks that each parent provide a well rounded lunch for their child. Please do not send carbonated drinks, candy, candy bars, gum, or food that needs to be heated or specially prepared in your child's lunch box. Ice packs are necessary in lunch boxes to help keep your child's food at a safe temperature.

**REST TIME:**

The younger classes will have a rest time. Younger classes will nap for a longer period of time, but all children will have a specific time of the day where they will be allowed to have quiet time.

**FIELD TRIPS:**

Children ages 3 and up may have the opportunity to go on field trips. There will an additional cost for these trips and permission slips must be signed and returned before a child will be allowed to go. Your assistance on the field trip may be needed and/or recommended. **(Not at this time due to COVID.)**

**BIRTHDAYS:**

Birthdays are a very special time for children. Your child is more than welcome to bring a special treat for their class to help him or her celebrate. We do ask that if your child is sending out birthday invitations that they only be brought to school if EVERY CHILD is receiving one. If every child is not included, we will NOT send them home. If you can only invite a few school friends we ask that

you please mail out your invitations. It can be hurtful to the other students and often they lack that level of intellectual understanding of why they are not being invited.

**EMERGENCY PROCEDURES:** Trinity Nursery and Preschool has detailed emergency procedures in place, and our staff is trained to provide care for children in case of emergencies. Parents will be notified of an emergency situation as soon as possible by phone call.



## Trinity Nursery and Preschool's Discipline Policy

Each person is a child of God and inherently valued. At Trinity Nursery and Preschool, we help children develop a disciplined lifestyle – spiritually, socially, and mentally. Children of all ages feel more comfortable when they know what is expected of them. Therefore, boundaries will be established by each teacher. The rules will be based on safety, love, and respect. Children will not be allowed to hurt themselves, hurt others, or destroy property.

Please note that our main goal is to set up each child for success and to create clear and simple guidelines for each child to follow. Every child will be given verbal praise & special rewards for appropriate behavior. When a child breaks rules the following series of **consequences** will be followed:

**1<sup>st</sup> Time:** Verbal Warning

**2<sup>nd</sup> Time:** 2-5 minute time-out (dependent on child's age)

**3<sup>rd</sup> Time:** 2-5 minute time-out again (may be done in the Director's office)

**4<sup>th</sup> Time:** Lose a privilege (5 to 10 minutes of play time, lunch or snack away from friends); parents will be notified by teachers at pick-up

**5<sup>th</sup> Time:** Child sent to Director, parent called to take him/her home

If a child bites, hits, punches, scratches, or hurts another child in any way, or uses inappropriate language with a friend or teacher, the consequences will be:

**1<sup>st</sup> Time:** 2-5 minute time out, parents notified at pick-up

**2<sup>nd</sup> Time:** Child sent to Director, parent called to take him/her home

*\*\*More information on biting may be found on the following page*

Parents are great motivators for helping children to develop positive attitudes and general respect for teachers, other children, and for the church, where we will learn, play, and work together. We have a partnership with you and will be dedicated to keeping you informed of the daily behavior of your child. Please remember that mistakes are a way of life, especially in the life of a child. By allowing children to make mistakes, we can teach our children the difference between right and wrong and teach them to see the reasoning behind making good choices. We ask that you will discuss the situation at hand and talk to your child about the importance of making good choices and following the rules set by their teachers.

**\*\*If a child has 4 days of extremely disruptive behavior (biting, pinching, hitting, scratching, talking back, etc.) we will ask you to keep your child out of school for one week. During this time, a meeting will be scheduled between the director, teachers, and parents. As a team, we will do our best to determine why this behavior is taking place and what we can do to put a stop to it.**

# BITING

Although biting is painful for the bitten child, it can be a typical behavior for young children. Often children use biting as a way “to talk” if they have limited vocabulary or as a way to defend themselves if someone is hurting them or not being nice. This “typical” behavior is one in which we, as teachers, will do all we can to prevent by watching the children closely and keeping children apart if they have a tendency to bite. However, there might be a time in which your child is the biter or the bitten, and we want to make sure that you understand how this matter will be handled.

- Our first response will be toward the bitten child. We want to console them and wash the area with soap and water and then place an ice pack to the site if need be.
- If the skin has been broken:
  - The parent/guardian of the bitten child will be called immediately and given the opportunity to consult their doctor if they choose.
- ALL biting incidents will be documented and the director will be notified. This documentation will be signed by the parents to ensure that everyone has been told of the incident. There will be 2 different forms for the bitten and the biter, due to confidentiality. Names are not to be used at any time.
- To the biter, we will immediately remove him or her from the situation and explain that biting hurts, and that we cannot bite others. They will go to time out for the number of minutes per their age. Once again, we will discuss the proper way to handle our frustrations such as using our words or coming to get the teacher if need be.
- The parents will be told of the incident and made to sign the appropriate documentation. This documentation will be kept in the preschool office.
- If biting happens more than once in a given day, the parents will be called to come and pick up their child. Biting research will be given to the parents and a meeting will be arranged if the child bites again.
- If a child bites 4 times, the parent will be notified and the child will not be able to attend school for at least a week or until a meeting can be arranged to decide what procedures will need to be followed.
- After the meeting, if the child bites again, the Director has the right to remove the child from the program.



# Sick Child Policy

When is a child too sick or contagious to be brought to preschool? This question may arise during your child's preschool years. In order to protect your child and others, we will enforce Sick Child Policy Guidelines concerning illnesses which must be followed. All children are expected to be able to participate in the planned activities of the day. If unable to do so due to illness, parents will be called to pick up their child. Please read the guidelines below to help you determine what is best for your child and the other children in the preschool. **(Covid guidelines followed are in the Covid document.)**

***Your child will not be allowed to come to preschool if:***

1. He or she has a temperature over 99 degrees. The child must have been fever free for 24 hours before returning or a written doctor's note must be provided. If your child had a fever the night before, for any reason, he/she cannot return to school the next day.
2. He or she has diarrhea. The child must be symptom free for 24 hours before returning or a written doctor's note explaining non-contagious stools must be provided. Please do not assume that your child's diarrhea episode is just a onetime event, please be considerate of the other children and teachers.
3. He or she has conjunctivitis, which is commonly referred to as "pink eye". Treatment with an antibiotic for 24 hours is required before returning.
4. He or she has a rash that cannot be explained. The child must be clear of rash or provide a written doctor's note explaining non-contagious visible rash must be provided.
5. He or she is vomiting- more than usual spitting up in infants. Your child must be symptom free for 24 hours before returning or a doctor's note explaining non-contagious symptoms must be provided. Again, please do not assume that it was just something that the child ate. This is often not the case and then other children and teachers are at risk of becoming sick.
6. He or she is on antibiotics for an ear or throat infection. The child must be treated with the antibiotic for 24 hours before returning or a written doctor's note explaining non-contagious status must be provided.
7. He or she has a contagious disease such as: measles, chicken pox, mumps, and roseola. Your child's pediatrician will advise as to when your child may return to preschool.
8. He or she has a cold with fever, sneezing, or nose drainage. Your child must be symptom free for 24 hours before returning.

**\*\*Medication can be given if absolutely necessary but must be in the original bottle with directions. It must be delivered and kept in the Preschool office.**

## How Can Parents Help?

1. Read your handbook carefully to help you understand school policies.
2. See that your child gets a good night's sleep each night and has regular eating habits.
3. Make sure you and your child leave for school unhurried and happy.
4. See that your child arrives at school on time and is picked up on time.
5. Take an interest in what your child tells you about school.
6. Appreciate your child's early artistic attempt. Remember to say "Tell me about it" instead of "What is it?" The important thing is that your child is having fun and learning to express himself, not what the project looks like.
7. Feel free to call or schedule a meeting with the Teacher or Director about anything you do not understand or that will help your child.
8. Help your child feel that school is an important place. If you are apprehensive about leaving your child, he/she will be apprehensive about staying.
9. Send a change of clothing in your child's backpack every day.
10. Label all belongings with child's name.
11. Read all communication from your child's Teacher and Director.
12. Practice sleeping on a rest mat at home.
13. If your child is still in diapers, please be considerate of the clothing they wear. One piece outfits that snap make it much easier for the teachers.



## **"Children are a gift from the LORD; they are a reward from Him." Psalm 127:3-5**

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### **TO MY CHILD:**

- Just for this morning, I am going to smile when I see your face and laugh when I feel like crying.
- Just for this morning, I will let you choose what you want to wear and smile and say how perfect it is.
- Just for this morning, I will leave the dishes in the sink and let you teach me how to put that puzzle of yours together.
- Just for this afternoon, I will unplug the telephone and keep the computer off and sit with you in the backyard and blow bubbles.
- Just for this afternoon, I will not yell once, not even a tiny grumble when you scream and whine for the ice cream truck, and I will buy you one if he comes by.
- Just for this afternoon, I won't worry about what you are going to be when you grow up, or second-guess every decision I have made where you are concerned.
- Just for this afternoon, I will let you help me bake cookies, and I won't stand over you trying to fix them.
- Just for this afternoon, I will take us to McDonald's and buy us both a Happy Meal so you can have both toys.
- Just for this evening, I will hold you in my arms and tell you a story about how you were born and how much I love you.
- Just for this evening, I will let you splash in the tub and not get angry.
- Just for this evening, I will let you stay up late while we sit on the porch and count all the stars.
- Just for this evening, I will snuggle beside you and miss my favorite TV shows.
- Just for this evening, when I run my fingers through your hair as you pray, I will simply be grateful that GOD has given me such a great gift. I will think about the mothers and fathers who are visiting their children's graves instead of their bedrooms, and mothers and fathers who are in hospital rooms watching their children suffer, and screaming inside that they can't handle it anymore.
- And when I kiss you good night, I will hold you a little tighter, a little longer. It is then that I will thank GOD for you, and ask Him for nothing, except one more day!

## IT MAY LOOK LIKE PLAY, BUT WE ARE LEARNING.....

- ❖ To work and play together
- ❖ To respect the rights of others
- ❖ To listen as well as speak
- ❖ To express ourselves creatively
- ❖ To grow from dependence to independence
- ❖ To grow in self- control
- ❖ To listen to directions and to follow them
- ❖ To develop good working habits
- ❖ To finish what we start
- ❖ To clean up after work time
- ❖ To participate in group activities
- ❖ To enjoy using a variety of materials
- ❖ To share toys, equipment, and experiences
- ❖ To develop an interest in books
- ❖ To develop an interest in the world around us
- ❖ To improve muscular coordination
- ❖ To stay with plans for increasingly longer periods of time
- ❖ To develop new interests and extend old ones
- ❖ To understand new words and be able to use them
- ❖ To dramatize stories and experiences
- ❖ To be happy

