

Policies

Trinity Baptist Preschool

4594 Columbia Road Martinez, GA 30907 706-426-8881



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WELCOME

Thank you for choosing Trinity Baptist Preschool (TBP) and Mother's Day Out, a ministry of Trinity Baptist Church and Community Christian Academy. It is an honor and a privilege to partner with you, in the spiritual, developmental, social, and emotional training of your child. At TBP, our curriculum is carefully designed to incorporate the Word of God, across all subjects and disciplines.

NOTICE OF SCHOOL NON-DISCRIMINATION

TBP admits students of any race, color, nationality, or ethnicity to all the rights, privileges, programs, and activities at TBP. TBP does not discriminate based on race, color, nationality, or ethnicity in administration of its educational policies, admission policies, and athletic and other school administered programs.

SECTION I: ADMISSIONS

ENROLLMENT PROCESS

The following forms must be completed. Only students with a completed application packet will be considered for final enrollment.

- Preschool Application
- Birth Certificate
- Georgia Immunization Certificate Form 3231
- Georgia Certificate of Vision, Hearing, Dental, and Nutrition Screening 4 Point Screen Form 3300 for 4 year old applicants

Please note that we are not equipped or staffed to effectively care for or teach children with severe mental or emotional disabilities.

TUITION MANAGEMENT

All re-enrolling and new families must register with F.A.C.T.S. tuition management. Monthly payments will be paid to F.A.C.T.S. by debit/credit card or bank draft. Registering for tuition payment with F.A.C.T.S, to include the payment of their account fee, holds your student's enrollment with the school.

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NEW STUDENT PROBATION

All new students will automatically be placed on disciplinary probation for 30 days. K3 students will also be placed on probation to assess that they are toilet trained. During the probation period, the student will be evaluated as to whether or not they are a good “fit” for TBP.

PLACEMENT

All students must be two years old, three years old, and four years old by September 1st to enter K2, K3, and K4 respectively.

SECTION II: PROCEDURES

ARRIVAL

Students can be dropped off in their classroom between 8:50 am and 9:00 am. When dropping off your child, you must park in a designated parking space. Students are not permitted to cross the parking lot at any time without being accompanied by an adult.

DISMISSAL

Students can be picked up at 1:00 pm. If students are not picked up by 1:10 a \$10 late fee will be charged.

BIRTHDAYS

Birthdays are a fun time for students. We enjoy celebrating this special day with them. Parents may bring in a treat or snack on their child’s birthday to share with their child’s class. Snacks will be distributed at lunchtime. No birthday presents, floral arrangements, or balloon bouquets may be delivered to students during the school day. Birthday invitations for after school parties may be passed out at school ONLY if every student in the class is invited.

CHANGE OF VITAL INFORMATION

If at any time a family has a change of address, phone number, or email address, the parent should notify the school office immediately.

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DISCIPLINE

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

The Bible is clear that it is the parents who are first and foremost responsible for the discipline of their children. TBP seeks to assist and support parents in that God-given responsibility. TBP strives to align ourselves with the instruction the parents are doing at home. Together we are called to train children to respect authority and to eventually learn to discipline themselves in a way that is pleasing to the Lord. Likewise, TBP students are taught to respond to parents as well as teachers and school staff with respect, and taught Biblical standards. If parents have not chosen to follow these standards in the discipline of their children, please understand that TBP may not be the best preschool of choice for their family.

Various age-appropriate discipline techniques are implemented within the classroom based on teacher discretion. Classroom rules will be determined by the teacher and may vary slightly. Students are expected to obey those rules at all times. Should a student choose to display excessive disruptive behavior, a parent will be notified by the teacher. Should the disruptive behavior continue, parents will be notified immediately and a discipline notice will be sent home by the teacher. A parent signature will be required. After two discipline notices, the parent will be required to attend a conference with that child’s teacher, as well as the director. If a 3rd discipline notice occurs, administration will schedule a conference with the parent and the student will be placed on a 30-day behavioral probation.

EMERGENCY PROCEDURES

TBP has the highest concern for our students’ safety. Thus, we have developed a thorough emergency response plan covering most natural and other emergencies. If you wish to discuss specific concerns or to ask questions, please call the Trinity Baptist Preschool office. Parents play an essential role in keeping students safe during an emergency.

- **Provide the school with up-to-date contact information.** We must have accurate emergency information for each student. **Please inform the school immediately if you change your phone numbers.**
- **Be prepared for early dismissal/school closings.** In some emergencies, school officials will deem it prudent to send students home early. We will contact you if there will be an early dismissal. If the Columbia County School System announces an emergency school closing due to impending severe weather, TBP will also close.

If there is ever a need for TBP to announce an emergency school closing when the CCSS is remaining open, every attempt will be made to notify parents. An automated phone call to all phone numbers in our system giving details about the closing will be sent. If unanswered, the call will leave a voicemail message.

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SICKNESS

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation is extremely important in preventing the spread of illness. Do not send your child to school if he has had any of the following symptoms within the past twenty-four hours: temperature at or above 100 degrees, rash, vomiting, excessive nasal discharge, or diarrhea. If your child develops these symptoms at school, the child will be isolated and parents will be notified to pick up the child.

LUNCH

Please send your child to school daily with lunch to include a drink. Because of the limited time, no student will be allowed to heat their food in a microwave.

ATTIRE

Students are asked to wear clothing appropriate for play and the weather. Student's shoes must be closed toed for safety. **All K2 students must have a complete change of clothes at school at all times.**

SECTION III: ACADEMICS

CURRICULUM

Our curriculum is chosen to ensure that our students receive a solid foundation academically, while challenging them to form a Biblical Worldview.