

Trinity Christian Academy

Preschool Handbook

Ages: 9 Months - 4 Years Old



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****Please note: This handbook is subject to change. Any updates or revisions will be communicated to parents/guardians in a timely manner.***

Trinity Christian Academy Preschool Program

1. Enrollment & Registration Requirements

Before a child may begin, the following items must be completed and submitted:

- Completed Application Form
- Paid Application/Registration Fee
- Child Medical Examination Report
- Current Immunization Record
- Emergency Notification Card
- Signed Parent Handbook Agreement Page

Tuition is non-refundable. Enrollment is subject to available space and adherence to school policies. Monthly rates may be adjusted with appropriate notice.

2. Hours of Operation & Closures

Operating Hours: Monday–Friday, 7:30 a.m. – 5:30 p.m.

Drop-Off Window: 7:30 a.m. – 9:30 a.m. (after 9:30 a.m. requires a doctor's note)

Late Pick-Up Fee: \$3.00 per minute after 5:30 p.m.

Scheduled Closures:

- New Year's Eve and Day
- Spring Break
- Good Friday
- Memorial Day
- Labor Day
- Thanksgiving Day and Friday After
- Christmas Eve and Day
- 7–14 days after Christmas (Winter Break)

Note: TCA reserves the right to close due to inclement weather or emergencies.

3. Arrival & Departure Procedures

- Please dress your child appropriately for the weather and pack all daily supplies.
 - **No outside food, candy, or gum** is permitted at drop-off.
 - Goodbyes should be brief to ensure a smooth transition.
 - Only authorized individuals with **written documentation and ID** may pick up a child.
 - Legal documentation must be on file for custody-related pick-up restrictions.
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4. Communication & Daily Reports

We use **Brightwheel**, a secure digital platform, to:

- Share daily activities, photos, and updates
- Send real-time notifications for diaper changes, meals, milestones, and more
- Provide secure messaging between parents and teachers
- Record attendance and incident reports

Brightwheel ensures consistent communication between home and school, promoting transparency and involvement in your child's day.

5. Curriculum and Developmental Goals

Our curriculum aligns with the **Missouri Early Learning Standards (MoELS)** in these domains:

- **Social & Emotional Development**
- **Language & Communication**
- **Approaches to Learning**

- **Physical Development**
- **Cognitive Skills (Math, Science, Creative Arts)**

We provide **age-appropriate instruction** through thematic monthly units and integrated learning activities:

- Circle time, storytelling, music, movement, and dramatic play
- Foundational literacy and numeracy concepts
- Sensory activities, fine/gross motor skill development
- Science discovery, weather observation, and nature walks

Instructional times are structured but flexible, supporting each child's growth and readiness for kindergarten.

6. Positive Guidance & Behavior Support

We promote respectful behavior, cooperation, and kindness through:

- Positive reinforcement
- Redirection
- Clear expectations and age-appropriate consequences

Discipline Policy by Age:

- **6 months–24 months:** Gentle verbal correction, positive reinforcement
- **2–3 years:** Two verbal warnings followed by time-out (1 minute per year of age)

Severe Behavior:

- Biting or physical aggression results in:

- 1st Offense: Parent notification
- 2nd Offense: Parent observation
- 3rd Offense: Student will stay home until behavior has been modified

If behavior disrupts learning or compromises safety despite following discipline protocols, parents will be contacted.

7. Daily Routine (Sample Schedule)

Activities may vary by class, season, and age group.

Time	Activity
7:30–8:30	Arrival, free play, story time
8:30–9:30	Morning snack, diapering/toileting
9:30–10:30	Instructional time
10:30–11:00	Music/PE/Enrichment
11:00–11:30	Lunch
11:30–Noon	Diapering/toileting, clean up
12:00–2:30	Rest/quiet time
2:30–3:00	Snack and hygiene routines
3:00–4:30	Structured play, video learning
4:30–5:30	Outdoor play (weather permitting), pickups

8. Diapering & Potty Training Policy

- Parents provide all diapering supplies.
- Diapers are changed **every 3 hours or as needed**.

- Diapering surfaces and hands are sanitized after each change.

Potty Training:

We will support training once your child has shown **at least 2 weeks of success at home in pull-ups**. Collaboration between families and teachers is essential.

9. Health & Safety Procedures

Illness Policy:

Sick children must remain home. Please notify the school of any absence due to illness.

Emergency Medical Plan:

1. Call 911 (if applicable)
2. Notify parent/emergency contact
3. Separate child and administer appropriate care
4. Transport child and health forms to the nearest facility

Cleanliness & Handwashing:

Staff and children follow strict hygiene routines including washing hands before meals, after toileting, and after outdoor or messy play.

10. Supplies Checklist

Parents should provide:

- Diapers/pull-ups, wipes, creams
- Weather-appropriate clothing & change of clothes
- Velcro or closed-toe shoes (no flip-flops)
- Pacifier (if used)
- Labeled backpack and personal items
- Sunscreen (applied at home)

11. Absences & Emergency Contact Updates

Please report absences promptly. Keep emergency contact and health information current. Parents bear all costs related to emergency medical treatment.

12. Child Abuse Reporting

We are **mandated reporters** under Missouri law. Staff are required to report suspected abuse or neglect. Children may be interviewed by authorities without parental consent.

13. Family Involvement & Communication

We welcome parent-teacher communication and feedback. Conferences may be scheduled as needed, and Brightwheel provides an open channel for regular updates and concerns.

If you have a question or need clarification, please don't hesitate to reach out to us. Our goal is to provide a safe, nurturing environment for every child to flourish.

14. Brightwheel Parent Guide

Brightwheel is our secure parent communication and management app. It allows families and staff to stay connected in real time.

Features include:

- Daily updates with photos, videos, and activity logs
- Real-time alerts for meals, naps, diapering, and more
- Digital check-in and check-out with electronic signature
- Secure messaging between parents and staff
- Access to developmental progress and classroom notes
- Attendance and billing management (if applicable)

Getting Started:

1. Download the Brightwheel app from the App Store or Google Play
2. Accept the invitation from Trinity Christian Academy
3. Turn on notifications for real-time updates
4. Use the messaging feature to stay in close contact with teachers

We strongly encourage all families to use Brightwheel consistently to stay informed and engaged in your child's daily experiences.

15. Missouri Milestones Overview

Our program aligns with the **Missouri Early Learning Standards (MoELS)** to ensure age-appropriate development and readiness for kindergarten.

Key Developmental Areas:**1. Social & Emotional Development**

- Shows increasing independence
- Engages in cooperative play
- Manages emotions with adult guidance

2. Language & Communication

- Expands vocabulary
- Uses sentences to express ideas
- Listens and responds in conversations

3. Cognitive Development

- Understands cause and effect
- Begins recognizing patterns and numbers
- Explores and solves problems through play

4. Physical Development

- Demonstrates coordination and balance
- Uses fine motor skills (cutting, buttoning, coloring)
- Practices personal care and hygiene

Teachers use these standards to guide classroom activities, set individualized goals, and track progress.

Infants (0–12 months)

Social & Emotional

- Smiles at caregivers, shows joy by 2–3 months
- Reacts to voices, displays stranger anxiety by ~6 months

Language & Communication

- Coos and babbles by 2–4 months
- Responds to name, says “mama/dada” by ~9–12 months

Physical Development

- Holds head up by 3 months
- Rolls over by 5–6 months; crawls, pulls to stand by 9–10 months

Cognitive (Thinking) Skills

- Watches faces, tracks moving objects
- Explores by reaching; explores toys by 6–9 months

Toddlers (1–2 years)

Social & Emotional

- Uses simple routines; shows independence like saying “no”
- Engages in parallel play

Language & Communication

- Strings words into 2–3 word sentences by 2 years
- Gradually increases vocabulary

Physical Development

- Walks well, can run, climbs stairs with help – by 18 months
- Builds 6-block towers; kicks ball by 2 years

Cognitive Skills

- Engages in pretend play (e.g., feeding doll)
 - Identifies familiar objects or pictures
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Preschoolers (2–3 years)

Social & Emotional

- Begins cooperative play; expresses a range of emotions

Language & Communication

- Speaks in multi-word sentences; clearly understood by familiar adults
- Follows 2-step directions

Physical Development

- Jumps with both feet; fine motor control like drawing lines or circles

- Rides tricycle by about 3 years old

Cognitive Skills

- Sorts objects by shape/color, starts asking “why”
 - Engages in simple pretend play or problem-solving
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Pre-Kindergarten (3–4 years)

Social & Emotional

- Plays cooperatively and shares; forms friendships
- Recognizes own emotions, still needs help managing big feelings

Language & Communication

- Speaks in full sentences, asks questions, and tells stories
- Understands multi-step instructions and basic concepts like “under” or “next to”

Physical Development

- Hops, balances on one foot; draws simple shapes; uses scissors
- Throws and kicks a ball, pedals a tricycle confidently

Cognitive Skills

- Recognizes colors, shapes, numbers (1–10); counts objects
- Retells parts of a story; engages in imaginative play

How You Can Support at Home

- **Talk and sing**—describe daily routines to build vocabulary.
- **Play together**—pretend play, puzzles, and drawing encourage thinking.
- **Read daily**—ask questions like “What happens next?”

- **Stay active**—outdoor play builds coordination and confidence.
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16. Christian Book Recommendations for Parents

We believe parenting is a sacred calling and a partnership with God. These titles support spiritual growth and grace-filled parenting:

1. *Shepherding a Child's Heart* – Tedd Tripp
2. *Parenting: 14 Gospel Principles That Can Radically Change Your Family* – Paul David Tripp
3. *The Lifegiving Parent* – Clay and Sally Clarkson
4. *Grace-Based Parenting* – Dr. Tim Kimmel
5. *Raising Grateful Kids in an Entitled World* – Rachel Welsh
6. *Don't Make Me Count to Three!* – Ginger Hubbard
7. *The Tech-Wise Family* – Andy Crouch
8. *Teaching Children to Pray* – Mary J. Davis
9. *Sticky Faith* – Kara Powell and Chap Clark
10. *The Jesus Storybook Bible* (for family reading time)

17. Spiritual Growth

Even though babies can't talk back yet, they're absorbing *everything*. Speaking God's truth gently and consistently over them builds a foundation of love, security, and faith.

Everyday Words of Faith:

- "God made you so wonderfully."
- "Jesus loves you so much."
- "You are God's precious gift."
- "Let's thank God for today."

- “Mommy/Daddy loves you — and so does Jesus.”
- “God has big plans for you.”

Spoken During Routines:

- During diaper changes:
“God helps us grow clean and strong.”
 - During feeding:
“God gives us good things to help us grow!”
 - During bath time:
“Jesus washes us clean inside and out.”
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Easy Bible Verses for Infants

These short verses are perfect for speaking, singing, or posting around the nursery.

God’s Love

- **“God is love.”** – 1 John 4:8
- **“Jesus loves me.”** – (John 15:9, simplified)
- **“I am fearfully and wonderfully made.”** – Psalm 139:14

God’s Peace & Presence

- **“The Lord is with me.”** – Psalm 118:6
- **“God gives rest to His loved ones.”** – Psalm 127:2
- **“Be still and know that I am God.”** – Psalm 46:10

Promises & Blessing

- **“Every good gift is from God.”** – James 1:17
- **“The Lord bless you and keep you.”** – Numbers 6:24
- **“Children are a gift from the Lord.”** – Psalm 127:3

Simple Daily Routine with God

Here's a gentle faith rhythm you can follow, even during busy or sleepless days:

Time of Day	Spiritual Practice
Morning	Whisper a verse during dressing or nursing
Mealtime	Say "Thank you, God, for this food"
Naptime	Sing "Jesus Loves Me" or say a short prayer
Playtime	Point to God's creation: "Look at the sky God made!"
Bedtime	Bless your baby: "The Lord give you sweet rest."