



**Trinity Christian Academy  
Early Education Department**

## **Attendance**

**All students must maintain regular attendance.** This is necessary to successfully complete the daily academics requirements of Trinity Christian Academy Preschool. Students participating in the VPK program are required to comply to the attendance contract. Daily school hours are 7:00 am – 6:00 pm

## **Biting Policy**

For the protection of your child and other children, and due to the risk of communicable diseases, biting is not allowed at TCA Preschool. If your child bites and breaks the skin to draw blood, your child will be dismissed.

## **Communicable Disease Control Policy**

TCA works cooperatively with local, county, and State agencies to enforce and adhere to the State health codes for the prevention, control, and containment of communicable disease control. All students must follow the required immunization schedule before the first day of school.

## **Curriculum**

The Early Learning Curriculum is an ongoing and daily educational process. Everything a child experiences throughout the day from a teacher's friendly greeting in the morning to the carefully selected activities of the classroom daily routine is a fun and exciting learning experience. Trinity Christian Academy Preschool offers a holistic learning approach, concerned with the child's total development. The goals and objectives of our curriculum are designed to promote spiritual, intellectual, social, emotional, and physical growth. Each subject area is equally important in producing a well-rounded child.

## **Daily Schedule / School Day**

Arrival/Greeting  
Bible Lesson  
Circle Time  
Snack/Story Time  
Small Groups Instructions/Learning Centers  
Outdoor Play/Physical Activities  
Lunch  
Rest Time  
Day in Review  
Dismissal/Aftercare

## Discipline Policy

We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of the conflict. We encourage children to empathize with one another's feelings and see the results of their actions. We discourage inappropriate behavior. We use "Time Out" as our last resort. Any child that is put in time out is always supervised by a teacher and shall remain in time out only 1 minute per age of the child. When time out is over, it is explained to the child why time out occurred and what correct behavior is expected. **No child is subjected to corporal punishment or physical discipline at any time. Discipline shall never be related to food, rest, or toileting.**

## Dismissal

Trinity Christian Academy Preschool reserves the right to dismiss any student who is having a consistent, ongoing behavior problem, consistently late pick-up, excessive absences, or an aggressive parent.

## Dress Code

The students will wear Trinity Christian Academy T-shirts and shorts or pants from the uniform store. The girls can wear the uniform dress keeping in mind that **shorts must be worn underneath** at all times. The dress code will build a sense of "school identity" among the students and will be more conducive to the daily activities at the Preschool. In addition to the uniform pants, any gray, maroon, or black jogging pants may be worn on cold days. For safety and health reasons, children are not allowed to wear hats, strapless shoes, or boots. Students will wear closed shoes or sneakers with socks.

## Eligibility

PK 3: Three years old by Sep. 1st

PK 4: Four Years old by Sep. 1st

**ALL PRESCHOOLERS MUST BE POTTY TRAINED**

## **Health & Safety Policy**

To maintain a healthy classroom environment, children **will not be permitted to attend class** if they have a fever higher than 100-degree F, persistent cough (except in the case of a non-communicable allergies), vomiting, rash, head lice, pink eye, and diarrhea. If your child becomes ill in school, you will be called immediately. **Children should be free from fever, vomiting, and diarrhea for 24 hours before returning to school.**

## **Learning Centers**

Learning centers are areas in the classroom, which define a special focus of development and other specific learning opportunities. These areas allow children to make decisions and move freely and independently within developmentally appropriate and safe boundaries.

**Art Center:** Uses a variety of materials to stimulate creativity

**Dramatic Play:** Allows children to act out the day-to-day activities of home life and dress-up

**Manipulative Center:** Encourages fine motor skills development, as well as practice of eye and hand coordination

**Science Center:** Provides experiments and opportunities for children to watch, wonder, inquire, and explore

**Literacy Center:** Foster love for language and develops the concept of print

**Math Center:** Provides a variety of hands-on learning opportunities for the discovery of numbers, pattern, geometry, and more

## **Nut Free Policy**

TCA Preschool is a **nut free** preschool. Nut allergies can be life threatening and it takes only the slightest smell, touch, or ingestion of peanuts, peanut butter, peanut oil, and a product that may contain trace amounts of peanuts, to cause a potential anaphylactic reaction.

## **Weekly Specials**

- Music
- Spanish
- Chapel