



📍 **Augusta, GA**

# **Parent Handbook**

**6 months thru Kindergarten**



## Trinity on the Hill Weekday Education Handbook

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## Welcome to Trinity on the Hill

We're glad you've chosen to enroll your child(ren) in Trinity on the Hill's Weekday Education. It is our hope that you find this handbook both helpful and informative. If you do not have a church home, or if you have questions about other activities at Trinity, please feel free to contact Rev. Scott Hearn or any of our ministers at 706.738.8822. *We are here to help you!*

More information about our worship services, activities and more can be found in the appendix, F

## A Message from Trinity's Senior Pastor

Dear Parents,

Preschool is often a child's first exposure to the real world. Up to this point they've been the center of attention. They've mostly gotten their way and there's been little competition for undivided attention. And all of the toys have been theirs.

And all of that is about to change. There are about to be other children who are just as cute and adorable, other children who have received undivided attention. It's a rude awakening.

But it's in this environment they will learn lessons and values that will be the most important ones they will learn in their entire lives. Values like: sharing, kindness, caring, humility.

We are so grateful that we get to be a part of this season of your child's life. Our promise to you is that your child will learn and experience this lesson in a community founded on Christian teachings. We take this as a high and holy privilege. There are many places you could have enrolled your child in preschool. We are honored that you chose us. We take your trust seriously.

Scott Hearn  
Senior Pastor  
Trinity on the Hill

**Mission Statement**

Our school's mission statement is "Children, teachers, and parents working together to know Christ and make Christ known."

**Equal Rights Policy**

The Trinity on the Hill Weekday Education admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school administered programs.

**Philosophy**

We believe that children are a gift from God and we are committed to loving and caring for each child. We want a child's first school experience to be exciting and pleasant in hopes they will in turn have a love of learning. We value parental involvement and encourage the sharing of talents and interests which enhance their school experiences. It is our desire that our children and families understand the importance of having Christ at the center of their life.

## ABCs and 123s: What's Appropriate?

Many parents are concerned when their children aren't practicing letters and numbers. They feel that completing paper and pencil exercises will most effectively prepare their child for elementary school.



Preschools could give your child workbooks and make them memorize the alphabet. Your children could be drilled and tested. If preschools did operate this way, however, your children would lose something very important.

Children who are rushed into reading and writing too soon miss important steps in learning and may suffer later on because they lack the foundation they need for using language. Children who are taught to read before they are ready may be able to sound out and recognize words, but they may also have little understanding of what they are reading. If they haven't been given time to play, they won't have explored objects enough to know what words (like "hard, harder, hardest") mean. If they aren't allowed to string beads, button, dress up, cut, paste, pour, and draw, they won't develop the small muscle skills they need for writing.

Because math involves more than memorizing facts (such as  $2+2=4$ ) - because it involves logical thinking - children shouldn't be pushed into paper and pencil arithmetic too soon. To acquire the foundation for logical thinking, children need many opportunities to count objects, sort them into piles, add some to a pile, and take some away. It is by playing games like these that they will learn to understand what is meant by addition, subtraction, division and multiplication. Without concrete experiences, children may give correct answers but may not really understand what they are doing and why.

Probably, most important of all, if children are rushed into academic subjects too soon, they may lose their enthusiasm for learning as well as their sense of themselves as learners. If children are told what to learn and memorize by the teacher, they may become passive and dependent learners, unexcited about something new. Children who have had plenty of time to play, however, learn to ask their own questions and figure out their own answers. They are responsible for their own learning. They see themselves as explorers, discoverers, problem solvers and inventors.

## Programs Offered

### **Baby Room**

Age range: 6-months to 1 year old

Teacher to student ratio: 2 teachers to 7 students

Days offered: Tuesdays & Thursdays

### **Toddler Room**

Age range: 1 to 2 years old

Teacher to student ratio: 2 teachers to 10 students

Days offered: Monday thru Thursday **\*\*children under 2 may only attend 2 days/week\*\***

### **Young 2's Room**

Age range: 2 to 2.5 years old (*typically spring & summer birthdays*)

Teacher to student ratio: 2 teachers to 12 students

Days offered: Monday thru Friday, can pick any variety of open days

### **Older 2's Room**

Age range: 2.5 to 3 years old (*typically fall & winter birthdays*)

Teacher to student ratio: 2 teachers to 13 students

Days offered: Monday thru Friday, can pick any variety of open days

### **3K Program**

Age Range: 3 to 4 years old

Teacher to student ratio: 2 teachers to 15 students

Classes offered: 5 day class (Mon thru Fri), 3 day class (Mon/Wed/Thurs), 2 day class (Tues/Fri)

### **4K Program**

Age Range: 4 to 5 years old

Teacher to student ratio: 2 teachers to 16 students

Class offered: 5 day class (Mon thru Fri)

### **Kindergarten Program**

Age range: 5 to 6 years old

Teacher to student ratio: 2 teachers to 14 students

Class offered: 5 day class (Mon thru Fri)



## Enrollment

Registration for the following school year begins the third week in January. Trinity church members and families presently enrolled in our program may register at this time. The following week, registration is open to new families. A registration fee equal to one month's tuition is due at the time of registration. This fee is non-refundable unless you move from the Augusta area.

We also offer a Summer program (Summer Fun) for five weeks during June and July for children ages 6-months through five years of age. Registration for this program begins the last two weeks of March. Trinity church members and families currently enrolled in our regular school program will register first. Information and summer dates will be sent out via email and available on our website in early March.

## Withdrawals

If it should be necessary to withdraw your child, please give the director at least one month's notice and turn in a withdrawal form. You will find this form on our website. You are responsible for the entire month's tuition if your child attends any part of the month or if one month's notice is not given.

## Fees

Monthly fees, consisting of tuition and an activity fee (except for the Baby Room) are paid on a ten-month schedule (Aug-May) and are due by the 15th of each month. A late fee of \$10 will be assessed if monthly fees are not paid by the due date. Outstanding balances in excess of 30 days may result in withdrawal from school. Special payment arrangements, if needed, can be made with the approval of the director. Monthly fees are not reduced due to illnesses, holidays, inclement weather, or national emergencies.

Payments may be made by cash, check (payable to Trinity on the Hill), ACH, or debit/credit card.\* A billing statement will be emailed to each family at the beginning of the month. You may remit your cash/check payment to the director or your child's teacher, or pay with ACH or credit/debit card through Procure, our child care management software. When paying by ACH or debit/credit card, you have the option to save your card information and authorize Trinity on the Hill Weekday Education to charge your card for future transactions. Should you choose to change your saved payment method or cancel the authorization to charge your saved card, you may do so with your Procure login on the mobile app or on the web . Procure is where you can view your account balance, invoices, and payment history, as well as make payments. You can access statements and tax receipts by clicking the 'Statements' and 'Tax Statement' buttons. More information on Procure can be found on page 6.

\*Our third-party card-processing system adheres to the PCI Data Security Standard (PCI-DSS) Level 1.

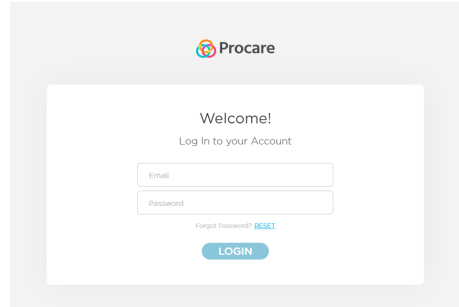


## Procare Solutions

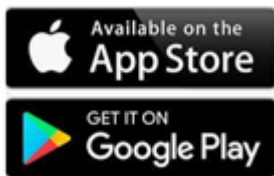
Our online platform for registration, communication, billing, reenrollment, and so much more!

The Procare website and app have the same functionality but are accessed in different ways:

**Procare website** – Accessed through a web browser at [schools.procarenconnect.com](https://schools.procarenconnect.com)



**Parent App** – Download through your app store



1. Upon enrollment, you will receive an email from Trinity on the Hill inviting you to create an account with Procare. Follow the link in the email to create your account.
2. Set up your payment method upon receiving your first invoice if you choose to pay with debit card, credit card or ACH account. Click “Make Payment”. Click “Set up my payment method.” Choose one of the options and enter payment information.  
*\*\*Cash & Check payments can be sent into the Weekday Education office. Checks should be written to “Trinity on the Hill”.\*\**
3. Once payment method is set up, you can choose for Autopay to be activated. Simply click the grey circle to the left of “Autopay on”. Autopay is on when the circle is blue. Once autopay is activated, your card will be charged for tuition fees on the 15th of each month, August thru May.



By choosing **ACH** for your payment method, you can save our school \$\$\$!

Credit/Debit Estimated Annual Processing Fees	\$5,215
ACH Estimated Annual Processing Fees	\$ 210
<b>SAVINGS</b>	<b>\$5,005</b>

**SAVINGS = New playground equipment, new toys, enhanced services,...!**

**Your child’s teachers will be utilizing Procare to communicate with you throughout the year.  
 Be sure to download the app on your iOS or Android device!**

## Communication

It is very important that there be good communication with parents, teachers, and the director. If you need to get a message to the teacher or the director, use the communication tool in Procure or send an email. Our staff emails can be found in Appendix B. A newsletter with upcoming events and other information will be sent home monthly to all of our families from the director's office and you will be hearing weekly from your child's teachers. Please take the time to read these notes to stay informed.

If you have classroom concerns, please contact your child's teacher to set up a time to meet or have a phone conference. It is very difficult to give special attention to concerns during school hours, especially during morning drop-off and afternoon pick-up.

## School Schedule

Trinity on the Hill Weekday Education is from 9:00 A.M. to 1:00 P.M., Monday thru Friday, during the school year (August thru May) and 9 A.M. to 1 P.M., Monday thru Thursday, for our Summer Fun program in June & July.

The 2023-2024 school schedule can be found in appendix A.

## School Closures Due to Circumstances Beyond Our Control

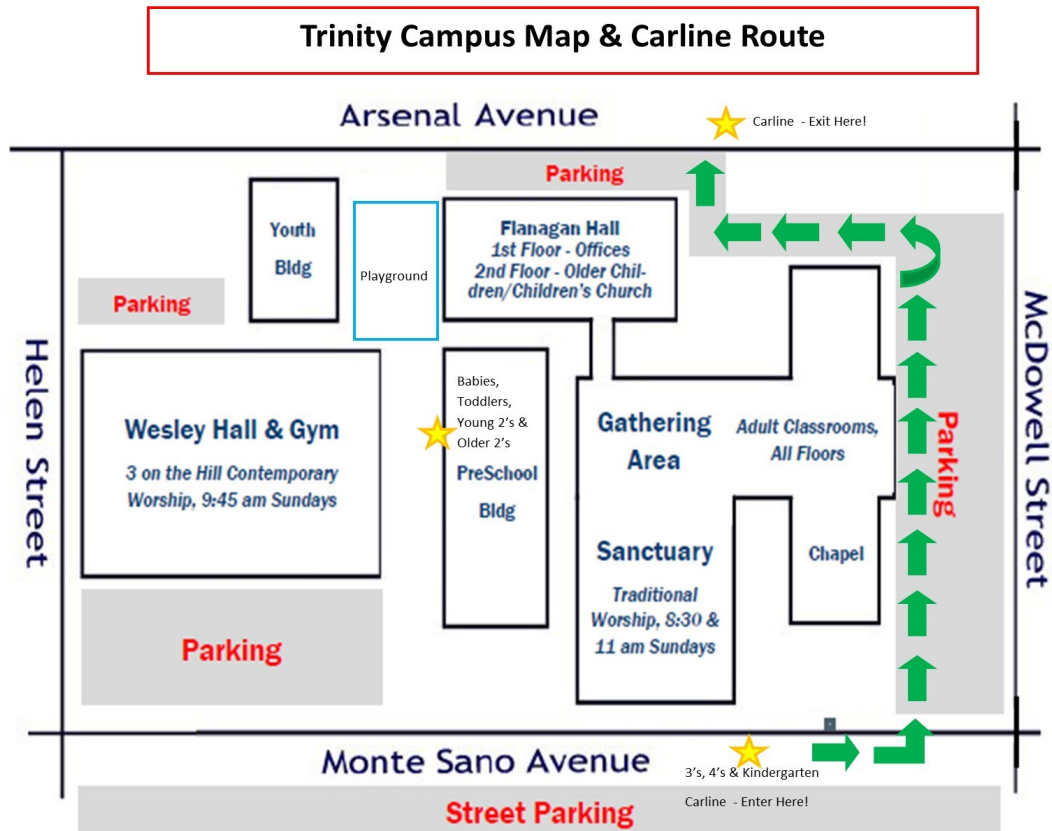
Please know if we make the decision to close our school or certain classrooms due to circumstances beyond our control, it is in the best interest of our staff, students, and families.

- If there is a government mandate to close schools/childcare centers, we will close.
- In the event of a temporary school closure, learn from home resources will be provided and a full tuition payment is expected.
- In the event of a long-term school closure, tuition options will be evaluated at that time.

## Drop Off & Pick Up for Baby Room, Toddler Room and 2-Year Old Rooms

Baby, Toddler, Young 2's and Older 2's classes drop off and pick up in the Preschool Building, in their designated classrooms or on the small playground.

Children are to be picked up from their designated area by 1:00 P.M. A late fee will be applied to your monthly tuition when children are picked up after 1:00 P.M.



### **Carpool Pick Up Line** - Pre-K 3, Pre-K 4, and Kindergarten classes

You will pass the front of the church and turn into the side parking lot and drive around to the back of the church. **Please do not enter from McDowell Street.**

The morning carpool line begins at 9:00 A.M. and ends at 9:10 A.M. Teachers will open car doors and help your child out of the car and to their classroom. If carpool has ended, a parent must walk to the preschool building side door or to the kindergarten drop off spot. Children are not allowed to enter the Preschool Building without supervision.

Preschoolers and Kindergartners are picked up in the carpool line. Children begin to line up at 12:45 P.M. to ensure that everyone will be picked up by 1:00 P.M. We appreciate your promptness as teachers may have afternoon appointments or other responsibilities. A late fee will be applied to your monthly tuition when children are picked up after 1:00 P.M.

Please put your car in park when dropping off and picking up children. We also ask that you stay in your car so the line will move along and not be backed up. Please park in a space if you need to talk to your child's teacher. Children must exit and enter through the driver's side of the car. For safety reasons, neither children nor teachers will walk in front of or behind cars. PLEASE NOTE: Your child's teacher is not allowed to buckle up your child.

**The car pool line is a no cell phone zone.**

If you arrive after 1:00 P.M., your supervised child will be waiting for you in their designated pickup area.

## Health & Safety at School

### Overall Health Protocols

We make every effort to provide a safe and healthy environment for your child. Your child will need to have all necessary immunizations which are due before your child begins classes. Forms can be turned in to your child's teacher or the director. (GA Department of Human Resources Form 3231) If your child has any allergies, this needs to be indicated on their Procure profile.



**No medication, medical treatment or medical monitoring will be given or administered at school. This includes medication placed in drinking cups and bottles brought from home.**

If your child has chronic sinus problems or seasonal allergies, the director needs to have a physician's statement so we know that your child is not contagious to other children.

Please do not send your child to school if he/she has any of the following symptoms:

- 1. If your child has COVID-19 symptoms, has been diagnosed with COVID-19, OR has been in close contact with someone with COVID-19. More information on next page.**
- 2. A contagious disease (Chicken pox, flu, cold, stomach virus).**
- 3. A fever .**
- 4. Nasal drainage with any color, for whatever reason (teething, sinus infection, colds). Only clear drainage is permitted if there is no other sign of illness. Please treat excessive drainage.**
- 5. Chest congestion, persistent cough, or rattling breathing sounds.**
- 6. Unusual fretful or irritable behavior.**
- 7. Unknown rash.**
- 8. Diarrhea or vomiting (free of any signs for 24 hours before returning to school).**
- 9. Eye drainage of any kind.**
- 10. Active lice and/or nits (lice eggs). We are a nit free school.**
- 11. Sores from Hand, Foot & Mouth disease must be healed/scabbed over before returning to school.**

### Sick at School

If your child becomes ill during the day or overly fussy, parents will be notified. In the event that parents cannot be contacted, those listed on your emergency pick-up will be called. Pick-up arrangements must be made immediately. *For this reason, it is imperative that our contact numbers are both local and current. Please advise all persons designated to pick-up your sick child that they would be expected to pick-up children when notified of a child's illness.*

## COVID-19 Isolation and Quarantine Protocols

If your child is exhibiting symptoms of COVID-19 OR tests positive for COVID-19, please contact the director or assistant director to report your child's status and follows these protocols:

### Babies, Toddlers, and 2-year olds

- Child stays home and isolates away from other people to the extent possible for 10 days

### Preschool (Pre-K 3 and Pre-K 4) and Kindergarten

- Child stays home and isolates away from other people to the extent possible for 5 days
- On Day 6, if child has been fever-free for 24 hours without the use of medication, AND symptom-free or symptoms improved, AND able to consistently wear a mask at school, they may return to school wearing a mask for days 6-10
- If any of these criteria are not met, then your child must stay home for days 6-10

If your child has been in close contact\* with someone who has tested positive for COVID-19, please contact the director or assistant director to report your child's status and follows these protocols:

### Babies, Toddlers, and 2-year olds

- Child stays home and quarantines away from other people to the extent possible for 10 days; monitor for symptoms

### Preschool (Pre-K 3 and Pre-K 4) and Kindergarten

- Child stays home and quarantines away from other people to the extent possible for 5 days; monitor for symptoms
- On Day 6, if child is symptom-free AND able to consistently wear a mask at school, they may return to school wearing a mask for days 6-10
- If either of these criteria are not met, then your child must stay home for days 6-10

If your child has been vaccinated for COVID-19 or has had a confirmed case of COVID-19 within 90 days of close contact, please contact the director to discuss modified protocols.

Protocols are based on recommendations of the Centers for Disease Control and Prevention (CDC) in place as of the date of publishing this handbook. Should the CDC change its recommendations based on new information, the school may adjust its protocols accordingly and will communicate any changes to the families of our enrolled students.

\*Close contact is defined as having been in the presence of someone with confirmed or suspected COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period.

## Allergies

If your child has any food allergies, please make sure you have discussed these with your child's teacher and included that information on their Procure profile. Any serious allergies need to be discussed with the director before the child enters school. We do allow epi-pens on campus for children with severe allergies. A *Student Anaphylaxis Action Plan and Authorization* form must be filled out prior to sending the epi-pen with your child. All epi-pens will be in a lock box in the director's office or in the Kindergarten classroom.

## Safe Sanctuary Policy

The Safe Sanctuary Policy at Trinity on the Hill requires periodic background checks and training for all employees and volunteers who work with children. All employees submit to background checks every two years.

## Inclement Weather at School

Should severe weather occur during the school day, teachers will text or email you with instructions. Contact the school if you have any questions.

## We Lock Up!

For the safety of our children, we keep the doors locked to the Preschool Building . Please ring the bell and a staff member will meet you at the door. If your Kindergarten student arrives late, he/she should enter Flanagan Hall through the glass double doors accompanied by a parent. Contact one of the Kindergarten teachers to meet you in the lobby. We encourage parents to arrive at school on time. When children are late they miss out on many special experiences. It can also be stressful for younger children with separation problems when parents arrive late.

## Afternoon Pick Up

Only a parent or emergency contact as noted in your child's profile may pick up your child from school. If you wish to have someone pick up your child who has not been previously authorized, please contact your child's teacher in writing in advance. If a change arises after the school day begins, please call the director and leave a message. It is best if you call before 12:00 P.M. to ensure that the message is given to the teacher. You can update your child's emergency contact list at anytime on your child's Procure profile.

## Classroom Information

### Birthdays and Celebrations

Birthdays are very special to children and we like to help celebrate this occasion. Please notify your child's teacher several days in advance if you would like to bring in a small treat to help celebrate. Ask your child's teacher for ideas for age appropriate treats to bring and if there are any allergies. If your child wishes to invite classmates to his or her birthday party, invitations should be mailed unless the whole class is invited, please.

Holiday parties will be celebrated. Teachers will send out information or you will be contacted by the classroom moms.

### Field Trips

Throughout the year the Pre-K 4 and Kindergarten children will attend field trips to various places of interest. A parent must complete a permission form for each trip. We will ask parents to help with transportation and to accompany us. Parent drivers are required to provide a copy of their driver's license, proof of insurance and authorize the school to obtain a Motor Vehicle Report if they are driving children other than their own. Parents accompanying the class on trips are asked to please leave other siblings in someone else's care during the trip. Most field trips are covered by the activity fee.

## Chapel Time

Weekly, our 2-year olds, Pre-K 3, Pre-K 4 and Kindergarten children attend Chapel. The children enjoy a short devotion along with prayer and singing, led by Mrs. Elizabeth Jones. This is also a time that we reinforce the Bible verses that we are learning.

## Missions

*"I tell you the truth, whatever you did for one of the least of these brothers of Mine, you did for Me."*

*- Matthew 25:40*

We feel that it is very important to teach our children to have compassion for others. The children will have the opportunity to take part in different missions throughout the school year. Class moms will head up these projects. More information on these wonderful and worthwhile projects will be sent home during the school year.

## Lunch

Your child will need to bring a nutritious lunch to school each day along with a drink. Please keep lunches simple so that your child can easily feed himself/herself. Desserts should be a special treat and should not be a daily part of your child's diet. Your child will not be allowed to eat a dessert unless a healthy lunch has first been eaten. Please make sure that your child's name is on his/her lunchbox as well as all non-disposable containers. Please send plastic spoons or other utensils if needed. Lunches cannot be heated at school.

## Discipline

The only disciplinary measure used at Trinity on the Hill Weekday Education is "timeout" in the classroom or in the director's office with the director. If the problem persists or is severe, parents will be called to pick up their child. Issues pertaining to excessive aggression and/or behavior that results in safety issues for teachers and children in our program may result in expulsion from Trinity on the Hill Weekday Education.

## Biting

Biting is normal and natural for young children and nearly every child bites another child at some time. Usually, when children bite, it is because they lack the skills to cope with frustrating situations (such as wanting a toy that another child has) or have limited language skills. We handle biting by redirecting the biter to another activity and close supervision.

When an incident occurs, teachers notify parents of the bitten child as well as parents of the child who bit. Biting incidents are handled in the classroom by the teacher as a normal part of the young child's life. However, when chronic biting incidents escalate or persist to the detriment of others in the classroom, expulsion from Trinity on the Hill Weekday Education may occur.

## **Parent Involvement**

Parents have the opportunity to become involved in school activities like Room Parents, Mystery Reader, Parents in Prayer, or class field trips. A volunteer form will be given out at Open House that gives you the opportunity to sign up.

### **Mystery Readers**

Parents can sign up to read in their child's room (for Pre-K 3, Pre-K 4, or Kindergarten classes) as a surprise visitor. See your child's teacher for more details and dates available. This is a special treat for the children and you'll be blessed as well.

### **Substitutes**

We are always looking for parents to substitute when our teachers are out. If you are interested in being on our sub list, please contact the director. This is a fun way to get involved and see what goes on in the classroom. All substitute teachers must consent to a background check and complete an online child safety training before they are allowed to work in the classroom.



## **Enrichment for Our Children**

**Playground**—Each class, beginning with toddlers through Kindergarten, will have a daily playground time. Please dress your child in comfortable clothing and proper shoes. The gym is available for days when we experience inclement weather. Apply sunscreen/bug spray before school if necessary.

**Spanish Enrichment**—Our twos through Kindergarten meet weekly with Mrs. Stephanie Rogers to learn basic Spanish.

**Music**- Once a week our 2-year olds through Kindergarten meet for singing, listening, movement and rhythm activities to bring out the music in every child with Mrs. Stephanie Rogers.

**Wiggle Worms**- Twice a month, our Preschool and Kindergarten classes attend a fun, fitness class in the gym. During class, children warm up to music and participate in dancing, movement activities, relays, and running. During this time, we are also working on gross motor skills like hopping on one foot, jumping, catching, and running. Healthy habits are also discussed.

**School Pictures**- Individual pictures are taken in the fall (November) and both individual and group pictures in the spring (March). You will be notified of the dates for pictures several weeks in advance. Pictures are taken by Carter Koenig Photography.



## 2023- 2024 School Schedule

August 3	Thursday	Preplanning for Teachers Begins
August 9	Wednesday	Open House
August 14	Monday	First Day of School
September 4	Monday	Labor Day Holiday
October 9 & 10	Monday & Tuesday	School Closed For Fall Break
November 6 & 7	Monday & Tuesday	Individual Pictures
November 20-24	Monday-Friday	Thanksgiving Holiday
December 20 -January 3		School Closed for Christmas Holiday
January 4	Thursday	School Resumes for 2024
January 11	Thursday	Kindergarten Open House
January 15	Monday	School Closed for Martin Luther King Jr. Holiday
January 17	Wednesday	Registration Begins for 2024-2025 School Year
February 19 & 20	Monday & Tuesday	School Closed for Winter Break
March 4 & 5	Monday & Tuesday	Class and Individual Pictures
March 13	Wednesday	Summer Fun Registration Begins
March 29	Friday	School Closed for Good Friday
April 8 – 15	Monday – Monday	School Closed for 2024 Masters Week
April 16	Tuesday	School Back in Session
May 17	Friday	Last Day of School

**\*\*\*\*\*SCHOOL WILL BE CANCELED IF RICHMOND COUNTY SCHOOLS  
ARE CLOSED OR DELAYED DUE TO INCLEMENT WEATHER  
OR NATIONAL EMERGENCIES. \*\*\*\*\***

SUMMER FUN 2024/ Classes on Monday, Tuesday, Wednesday and Thursday  
from 9:00 A.M. - 1:00 P.M. Classes meet June and July for 5 weeks.

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**Trinity on the Hill Weekday Education Staff Directory**

**Coming  
soon!**

## Early Childhood Program (Ages 6-months to two-years-old)

This program provides a safe and loving environment in which your child can interact with other children. Age appropriate activities as well as outside play time is included. Georgia law mandates that children under the age of 24-months may not attend school more than two days a week. In our two's class we have objectives that guide teachers as they prepare children for our preschool program.

### OBJECTIVES FOR TWO-YEAR-OLDS

#### Language Development

1. Refers to self by name
2. Points to common objects on command
3. Verbalizes wants
4. Repeats parts of songs, rhymes, and finger plays
5. Gives first and last name when asked
6. Listens to simple stories and songs
7. Follows simple directions
8. Places objects in, on, beside, under
9. Identifies own gender
10. Identifies boy or girl
11. Names common objects in pictures
12. Points to six body parts
13. Begins to identify colors



#### Emotional/Social Development

1. Understands the idea of waiting for someone to go first
2. Begins to understand cleanliness
3. Helps put things away
4. Imitates play of others
5. Finds own play area or activity
6. Begins to notice the differences between safe and unsafe environments
7. Values own property and names personal belongings

#### Creative Development

1. Shows simple symbolic play (pretends block is a cup)
2. Draws a face - no arms or legs
3. Shows curiosity and interest in surroundings
4. Claps to music

## Preschool Program

Our preschool program is for our three and four-year-olds (by September 1). Children entering the preschool program must be completely potty trained to attend classes.

### **OBJECTIVES FOR PRE K-THREE**

#### **Oral Language Development**

1. Speaks in sentences
2. Speaks clearly and can be understood
3. Uses I, you, he, and she correctly
4. Uses adequate vocabulary to communicate ideas
5. Memorizes and repeats rhymes, songs, and finger plays
6. Tells own full name, age, and gender
7. Points to and names body parts

#### **Emotional/Social Development**

1. Learns to praise God through blessings, songs, and stories
2. Displays self-control
3. Communicates with adults and children
4. Plays and works well with others
5. Shares and takes turns
6. Is cooperative
7. Adjusts to change
8. Respects class rules
9. Begins participation in a group

#### **Reading Readiness Development**

1. Shows interest in books
2. Recognizes first name in print
3. Identifies eight basic colors
4. Recognizes which does not belong in a group of three items
5. Understands prepositions (in, out, over, under, on, off, top, bottom, in front of, in back of)
6. Listens to short stories and poems

#### **Mathematics Readiness**

1. Rote counts to 20
2. Recognizes numerals 1-10
3. Recognizes four basic shapes
4. Categorizes according to shape, color and size
5. Distinguishes size relationships (big/little, tall/short, small, medium, large)
6. Matches objects and shapes

### **Creativity Development**

1. Draws a face with facial parts and stick arms and legs
2. Responds to music
3. Dramatizes a simple story

### **Physical Development- Gross Motor Skill**

1. Moves body in response with simple teacher commands
2. Jumps three jumps with both feet
3. Climbs up and down
4. Bounces, catches, and throws a ball
5. Hops on one foot two or more times

### **Physical Development- Fine Motor Skills**

1. Puts together a six to seven piece puzzle
2. Laces following a sequence of holes
3. Uses scissors but does not necessarily follow lines
4. Holds crayon, pencil, and marker with fingers rather than fist
5. Puts on coat unaided



### **Work Skills**

1. Has adequate attention span (can sit for circle time)
2. Follows two part directions
3. Involves self in teacher planned activities
4. Completes projects
5. Helps clean up

## **OBJECTIVES FOR PRE K-FOUR**

### **Oral Language Development**

1. Speaks in complete sentences
2. Able to say full name, address, phone number and birthday
3. Repeats songs, stories, rhymes and finger plays

### **Social and Emotional Development**

1. Plays and works well with others
2. Displays self-control
3. Shares and takes turns
4. Is cooperative
5. Adjusts to change

6. Respects property of others
7. Displays manners
8. Able to sit quietly and listen
9. Learns about Christian values through prayers, songs and stories



### **Reading Readiness Development**

1. Shows an interest in the printed word
2. Recognizes first and last name in print
3. Identifies upper case letters
4. Identifies many lower case letters
5. Sequences story events
6. Can apply some alphabet sounds
7. Recognizes a few two and three letter words (ex. at, cat,)
8. Predicts what will happen next in a story
9. Recognizes words that rhyme

### **Mathematic Readiness Development**

1. Recognizes five basic shapes
2. Counts at least 1 to 20
3. Recognizes numbers 1-10 (at the very least)
4. Orders cardinal numbers in sequence
5. Understands ordinal position 1<sup>st</sup> - 5<sup>th</sup>
6. Understands one to one correspondences
7. Classifies objects by color, size, shape, and other
8. Makes and follows patterns
9. Makes and reads a graph
10. Orders and compares sizes
11. Recognizes a calendar and has a basic understanding of the seasons, years, months, weeks and days

### **Creative Development**

1. Represents thoughts in pictures
2. Draws human figure with major body parts
3. Responds to rhythm when listening to music

### **Physical Development - Fine and Gross Motor Skills**

1. Writes first and last name
2. Uses scissors to cut properly
3. Dresses self
4. Draws simple shapes and objects
5. Moves body upon teacher's direction
6. Bounces, throws, catches a ball

## Kindergarten Program

A description of our program includes:

- Low teacher/pupil ratio to insure individual attention (class size: 6-14 children/2 teachers)
- Georgia Certified teachers
- Half-day program - Monday-Friday from 9:00 A.M.-1:00 P.M.
- Foundations Reading Program thru Wilson Language
- Math Made Fun program
- Theme related activities (books, cooking, songs, guest speakers)
- Weekly Chapel time as well as Bible verses each week. Prayers and Christian principles are included daily.
- Daily playground time and Wiggle Worms, (a fun and fitness class), twice a month
- Christmas and End-of-the-Year Chapel and Graduation Program
- Special events and field trips throughout the year
- Conferences with teachers are held twice a year
- Science, Health, and Social Studies are an enriching part of weekly plans.
- State of Georgia Core Curriculum guidelines will be followed
- Weekly Spanish and Music classes

Why do parents choose a half-day program for their child? Many parents have shared with us that they want a smaller, Christian environment which they feel will enhance their child's development and establish the skills needed to attend first grade. Parents are encouraged to consider this wonderful opportunity and attend the Kindergarten Open House in January to learn more about our program.

### Kindergarten Objectives

#### **Language Arts**

1. Recognizes upper and lower case letters
2. Recognizes color words
3. Recognizes number words
4. Recognizes sight words based on thematic units as well as the Dolch list
5. Writes words phonetically
6. Identifies and recalls rhyming words, beginning and ending sounds
7. Recalls long and short vowel sounds as well as all consonant sounds

#### **Language Development**

1. States full name, address, phone number and birthdate
2. Listens and actively participates in large and small group settings
3. Follows three step directions
4. Sequences events as told in stories
5. Speaks in full sentences
6. Uses proper articulation
7. Repeats simple rhymes and directions

#### **Fine Motor Skills**

1. Traces from a pattern

2. Forms letters, shapes, and numbers correctly
3. Prints full name
4. Colors appropriately
5. Cuts with scissors in the appropriate way

### **Math**

1. Recognizes, writes and counts numerals 1 - 30
2. Counts by 1's, 5's and 10's
3. Counts backwards from 20
4. Sorts and classifies objects
5. Recognizes and reproduces patterns and basic shapes
6. Counts objects using one to one correspondence
7. Recalls value of money
8. Completes simple addition and subtraction problems
9. Recognizes time (hour and half-hour)
10. Identifies simple fractions
11. Illustrates graphing, estimating, and measuring
12. Recognizes durations (calendar)

### **Social Development**

1. Listens and follows teacher's directions
2. Obeys authority figures
3. Shows courtesy and respect to classmates and adults
4. Understands there are positive and negative consequences for actions
5. Takes responsibility for own actions
6. Develops a positive concept of self, family, country, and God

### **Religion**

1. Learns weekly Bible verses and stories
2. Learns Christian values for life, home and friends
3. Weekly Chapel time where children learn:
  - ~ to praise God through prayer, stories, songs, and movement
  - ~ about Jesus and His teachings
  - ~ that God loves each of His children

**Art, Music, Science and Social Studies** are introduced using thematic teaching units which meet the Georgia QCC standards.



## EpiPen Guidelines

Trinity on the Hill Weekday Education recognizes that there are students who have allergies that may require the use of an EpiPen. Such allergies may include but are not limited to certain foods, insects, medications, latex and/or asthma. The following policy & procedures have been established for parents and students for the use of an EpiPen during Trinity on the Hill Weekday Education school hours.

- All student allergies must be included upon registration for the upcoming school year and/or Summer Fun program. The school must be updated immediately if there are changes in the student allergies on file.
- A *Student Anaphylaxis Action Plan and Authorization (SAAPA)* form is to be filled out and signed for each school year and is to include an updated picture of the student. Form is provided by the Weekday Education Director.
- The parent is to supply the school with one or two EpiPens. EpiPens will be stored in the preschool office for Early Childhood & Preschool aged students and in the Kindergarten classroom for Kindergarten students. EpiPens will be stored in a medical lock box with a 3-digit code in both locations. The 3-digit code will be given only to those administrators and teachers who have been trained and authorized to use EpiPens.
- Per state law, the EpiPen should be brought to school in original, pharmacy labeled container. The container shall display: student name, prescription number, medication name and dosage, administration route or other directions, date, licensed prescriber's name, and pharmacy name, address, and phone number.
- As age appropriate, students should be instructed in the use of their EpiPen by their physician and parent on a yearly basis. The SAAPA form will indicate if the child has received instruction in self-administration.
- The Weekday Education Director, Weekday Education Assistant Director and any teachers with a child in their classroom who has a SAAPA form on file will receive yearly training by a licensed medical professional on how to properly administer an EpiPen. Documentation of trained and authorized staff members will be kept on file in the Weekday Education Office.
- Upon use of an EpiPen, 911 (EMS service) will be immediately called and the student will be transported to a local emergency room for further treatment and observation. Parents will be contacted as soon as possible and informed of student's allergic reaction, use of EpiPen and transportation to an emergency facility.

# TO KNOW CHRIST AND MAKE CHRIST KNOWN TRINITY ON THE HILL



## MUSIC

Children's Choirs  
Handbells  
Sanctuary Choir  
3 on the Hill Band  
Seasonal Choirs  
Youth Choirs  
Ensembles  
& more!



## DISCIPLESHIP

Children's Ministry  
Student Ministry  
Young Adults Ministry  
Women's Ministry  
Men's Ministry

## SENIOR ADULTS

Prime Time: Monthly program for senior adults with food, fellowship & entertainment!

Prime Time Singers: senior adult choir



## MISSIONS & OUTREACH

Monthly Hands Day opportunities to serve with our local mission partners.

National & international mission trips throughout the year.



## CHURCH NURSERY


Infant- 4 yrs old  
Sunday morning nursery available for all services  
Wednesday Night nursery available during school year



## CONGREGATIONAL CARE & PRAYER

Prayer Ministry  
Homebound Ministry  
Hospital Visits  
Grief & Bereavement Ministry

**WORSHIP WITH US  
GROW WITH US  
SERVE WITH US  
CONNECT WITH US**



**WORSHIP WITH US SUNDAY MORNINGS**

TRADITIONAL | 8:30 & 11:00 AM  
CONTEMPORARY | 9:45 AM



@trinityonthehillaugusta



@trinityonthehill\_augusta

SEE ALL UPCOMING EVENTS AT:  
[TRINITYONTHEHILL.NET](http://TRINITYONTHEHILL.NET)  
706.738.8822

**1330 MONTE SANO AVE. AUGUSTA, GA 30904**



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