

Trinity Baptist Preschool Handbook 2025-2026



Trinity Baptist Church
201 12th Avenue S.E.
Moultrie, GA 31768
229-985-3660

Dear Parents,

We are honored you chose Trinity Baptist Church for your child's preschool program. We appreciate the trust you have in us to help educate your precious one and know he or she will have a wonderful year of academic, social, emotional, and spiritual growth filled with laughter, love, learning, and friendship!

This handbook outlines the vision and procedures guiding our program. Please familiarize yourself with it and contact us if you have any questions or concerns.

Thank you again for choosing Trinity! We look forward to the coming year with you and your little one!

Sincerely,

Jessica Edwards
Director of Children's Ministry
Trinity Baptist Church
jessica@trinityofmoultrie.org

Preschool Staff

One Year Old..... Mrs. Casey McGee, teacher
(404) 780-1060
Mrs. Casey English, assistant
(229) 364-1100
Mrs. Haley Goble, assistant
(229) 798-8922

Two Year Old..... Mrs. Landi Young
(229) 891-6099
Mrs. Britt DeMott
(229) 325-7484

Three Year Old..... Mrs. Rachel Williams
(229) 921-1368
Mrs. Maggie Murphy
(229) 589-0235

Four Year Old..... Mrs. Alexa Smith
(229) 873-6200

Preschool
Assistant Mrs. Linzee Carlton
(229) 319-1947

Preschool Committee

Taylor Dawson (Director), Genna Mobley, Judy Mobley,
Tyler Mobley, Jan Smith,
& Alexa Smith (Teacher Rep.)

Church Staff

Rev. Nick Dawson, Pastor
Rev. John Grobe, Minister of Music and Admin.
Jessica Edwards, Director of Children's Ministry
Allen Edwards, Director of Youth Ministry

School Year 2025 - 2026

Monday, September 1.....Labor Day Holiday

Tuesday, September 9.....Grits with Grands
THREES & FOURS ONLY

Wed../Thurs., September 10&11.....Fall School Pictures

Thursday, October 2.....Fall Festival

Thurs., Fri., Mon., Oct. 16, 17, 20.....Fall Break

Wednesday, Nov. 19.....Thanksgiving Feast ONES & TWOS

Thursday, Nov. 20.....Thanksgiving Feast THREES & FOURS

Mon.-Thurs., Nov. 24-27.....Thanksgiving Holidays

Thursday, Dec. 18.....Last day before Christmas Break

Tuesday, Jan. 6.....Classes Resume

Monday, Jan. 19.....MLK, Jr. Holiday

Wednesday, Feb. 11.....Valentine's Day Petting Zoo

Monday, Feb. 16.....Presidents' Day Holiday

Wed../Thurs., March 4 & 5.....Spring School Pictures

M-Th, March 23-26Easter Parties
ONES - 23RD, TWOS - 24TH, THREES - 25TH, FOURS - 26TH

Mon. - Thur., April 6-9.....Spring Holidays

Tuesday, May 12..... Graduation
THREES & FOURS ONLY

Thursday, May 14.....Last Day of School

****Note:** TBC Preschool will follow the same calendar as Colquitt County Schools except for beginning and ending dates.

PURPOSE:

The purpose of our preschool is to...

- Provide a safe and secure environment for the children in our care
- Create a balanced environment that will nurture children emotionally, intellectually, spiritually, physically, and socially.
- Meet the individual needs of each child, as well as each child's needs to learn to function in a community.
- Provide an opportunity for overall growth and development through special programs.

PROGRAM:

We plan to help the children be secure, well-adjusted and happy by meeting their...:

A. Emotional Needs

- a. Understanding and accepting children's needs to express feelings.
- b. Planning activities at which children can be successful.
- c. Giving sincere praise.
- d. Helping children understand their self-worth.
- e. Having a sense of humor.

B. Intellectual Needs

- a. Valuing individuality
- b. Providing materials and experience that invites discovery.
- c. Planning activities that broaden their frame of reference.
- d. Encouraging free communication, asking and answering questions.
- e. Considering play a valid way of learning.

C. Spiritual Needs

- a. Providing a Christian atmosphere in which God's love and care are expressed through teacher-child relationships.
- b. Learning about God's creation, through all learning experiences.

D. Physical Needs

- a. Offering appropriate play and learning.
- b. Offering a comfortable learning environment.
- c. Recognizing an illness or health problem and taking appropriate action
- d. Providing an opportunity for physical activity and rest.

E. Social Needs

- a. Helping children meet new situations and people.
- b. Providing opportunities for social interaction through learning centers.
- c. Establishing disciplinary boundaries in which children move with comfort.

SCHOOL HOURS - 9:00 - 12:00

We are asking that you bring your child no sooner than 8:50 AM and that you pick your child up promptly at 12:00 noon. If you do not arrive by 12:10, your child will be placed in Stay and Play, and you will be responsible for the fee.

Please DO NOT leave your child unattended. Please park and walk your child into the building to begin the school day. Three and four-year-olds should enter through the door under the covered portico in the back of the building closest to the playground. One and two year-olds should enter through the side door closest to the parking lot. Three year olds should be picked up via the driveway under the covered portico in the back of the building. Please remain in your car and a teacher will load your child. One and two year-olds should be picked up from the door closest to the large parking lot. A teacher will bring your child out to you, please do not enter the building. Four year olds will pick up at the door between the two buildings, please don't enter the building. If you are picking up multiple aged children, please follow pick-up guidelines for the younger child and your older child will be brought to you. . At 9:15, all doors will be locked. If you arrive after this time, you may be buzzed in at the office entrance.

ATTENDANCE & TARDINESS

Please make every effort to have your child at preschool if he or she is healthy. Equally important is punctuality: If you are late, you disrupt learning for other students.

HEALTH

Please be mindful of the other children and keep your child home if he or she is sick, especially if your child has a fever or is vomiting. Children must be fever free and not vomiting for at least 24 hours without meds before returning to school.

IMMUNIZATION

The Colquitt County Health Department requires the church to keep immunization records on file. Please submit your child's immunization records to his or her teacher as soon as possible.

CLOTHES

Your child will be running, painting, and playing outside nearly every day, so please dress your child appropriately. Shoes (preferably close-toed) must be worn daily. Please mark removable clothing (e.g., jackets) with your child's name or initials. Please do not send toys from home.

HOLIDAYS & SCHOOL CLOSINGS

We will follow the same holiday calendar as Colquitt County Schools. If Colquitt County Schools are canceled (e.g., inclement weather events), we will also close.

CHAPEL

One of the ways we plan to help meet the spiritual needs of your child is through our monthly Chapel. Our three and four year old children will attend chapel programs twice a month led by our pastor, Nick Dawson.

PARTIES & FIELD TRIPS

We will celebrate Thanksgiving, Christmas, Valentine's Day, and Easter with class parties. We ask for parents to volunteer for at least one party each year. Your child's teacher will have signup sheets.

A parent or guardian is responsible for transporting students to any off-site field trips and must remain present for the duration of the trip.

BIRTHDAYS

We want your child to feel special on his or her birthday! If you wish to send refreshments, please contact your child's teacher about food allergies and plan to send enough for the entire class. Please do not send presents from home.

MONTHLY TUITION

One-year-olds: \$180.00 (2 days), \$360.00 (4 days)

Two-year-olds: \$120.00 (2 days), \$240.00 (4 days)

Three-year-olds: \$120.00 (2 days), \$240.00 (4 days)

Four-year-olds: \$210.00 (4 days)

TUITION PAYMENT

Tuition may be paid monthly and is due on the first day of each month. A \$10 late charge will be added if tuition is not paid by the tenth day of each month. Delinquent payments past one month may result in removal from the class. Tuition should be paid for August - May. The registration fee is not the first month's tuition! Tuition is not affected by holidays or attendance. December and May are shorter months for school, but full tuition will still be due. Make checks payable to Trinity Baptist Church. Tuition may be paid by cash or check to your child's teacher or online. You are welcome to pay for the entire year at once if you choose to do so.

Early Morning/Stay and Play/Fun Friday

For ages 2-4 only.

Early Morning Students arrive at 8:00 a.m.

Stay and Play Pick up is promptly at 2:00 p.m.

Stay and Play students need to bring a lunch from home.

Fun Friday is 9:00 - 12:00

When picking up from Stay and Play and Fun Fridays, please pick up from the door under the portico in the back of the building. The teacher and kids will be there waiting for you. This allows us to keep the building locked for safety reasons. If you need to pick up your child early, please make arrangements with the teacher ahead of time or enter through the church office.

Please let your teacher know by Wednesday of each week if you would like for your child to attend Fun Friday. We must have at least 5 kids in attendance each week. If we do not have enough participation we will cancel for that week and let you know by Wednesday. If you reserve a spot and have to cancel after Wednesday, you are still responsible for the fee for that day.

Fees for these opportunities will be paid directly to the teacher leading these classes for the week.

Early Morning Drop Off - 5.00 per day

Stay and Play - 10.00 per day

Fun Friday - 20.00 per day

Maggie Murphy - @Maggie-Murphy-112

Casey English - @Casey-English-

Haley Goble - @haleygoble12

Casey McGee - @Casey-McGee-5

Rachel Williams - @rbtucker1991

Britt DeMott - @Britt-DeMott

Landi Young - @Landi-Young

Alexa Smith - @Alexa-Smith-32

Linzee Carlton - @Linzeecarlton11