



Unlocking each child's God-given potential

"I praise you because I am fearfully and wonderfully made.  
Your works are wonderful, I know that full well."

Psalm 139:14

Our School Verse

## **PARENT HANDBOOK**



Groton Bible Chapel  
66 Toll Gate Road, CT 06340

860-445-1760 x19

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[tgcp.school](http://tgcp.school)





Toll Gate Christian Preschool

Groton Bible Chapel

**STATEMENT OF FAITH**

We believe in one God,  
eternally existing in three persons:  
The Father, The Son and The Holy Spirit.

We believe that  
the Lord Jesus Christ died for our sins  
and all who receive by faith the Lord and Savior,  
are Born Again of the Holy Spirit  
and thereby become children of God.



### **School Verse**

### **Psalm 139:14**

"I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well."

### **Vision Statement**

Toll Gate Christian Nursery School is a place where we help children discover their unique purpose and God-given value and teach them to shine and reflect the love of Jesus to others.

### **Matthew 19:14**

"Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

### **Mission Statement**

Toll Gate Christian Preschool provides a safe, nurturing environment and enhances the spiritual, social-emotional, intellectual, and physical growth and development of young children, while fostering the realization of their unique, valuable, full potential in Jesus Christ.

### **1 Corinthians 3:11**

"For no one can lay any foundation other than the one already laid, which is Jesus Christ."

### **Core Values and Teaching Philosophy**

- Uphold the vision and mission of GBC to reflect the Lord Jesus Christ to a needy world
- Maintain a safe, nurturing environment
- Provide a nurturing staff of experienced early childhood teachers who model God's love
- Create and implement age appropriate curriculum that fosters whole child maturation
- Consider the individual developmental needs of children in their educational experiences
- Provide quality, play based learning activities
- Promote healthy self concepts and character development
- Invest in and support families in their primary role of teachers and caregivers of children

### **Mark 10:16**

"And he took the children in his arms, placed his hands on them and blessed them."

### **Psalm 119:66**

"Teach me good judgment as well as knowledge. For your laws are my guide."



### **WHAT SHOULD A TWO TO FIVE YEAR OLD BE LEARNING?**

He should learn to know what he likes and what he doesn't: how to build with blocks; to paste; to climb; to swing; to run; to hop; to skip; ....

He should learn to imagine; to pretend he's a policeman, a bus driver, a daddy....

He should begin to learn how to deal with fear and love and jealousy and hatred and wonder...

He should learn how to take simple things apart; how to pour; how to pile; how to push; ...

When a child moves into group play, when he shares, when he recognizes another's pain or frustration, when he acts out his own conflicts, anxieties, fears, and confusions... he is doing the plain, hard uncompromising work of growing up...

HE IS ENCOUNTERING LIFE

*CHILDREN ARE WET CEMENT*

by Anne Ortlund



## **DAILY SECURITY AND SAFETY PROTOCOLS**

### **ONLY OFFICIALLY APPROVED PRESCHOOL STAFF, VOLUNTEERS, AND VISITORS ARE WELCOME IN DESIGNATED PRESCHOOL AREAS WHILE PRESCHOOL IS IN SESSION.**

The preschool entrance/exit doors are under the red awning, next to the playground. Church/ministry staff and volunteers use the GBC Office Entrance/Exit under the large, black awning when preschool is in session. The preschool doors remain locked while school is in session. Thank you for adhering to school security protocols AT ALL TIMES for the safety of our children, families and staff! You are always welcome to visit the school any time of the day. (Visitor guidelines are outlined on page 24 of this handbook) Please ring the bell if you are bringing your child to school outside of arrival/dismissal times, if you are coming in to school to volunteer, to drop off items for your child, or to meet with the Director.



## **SCHOOL SESSION HOURS**

Monday, Wednesday, Friday: 9:00 a.m. to 2:00 p.m.

Tuesday, Thursday: 9:00 to 11:30 a.m.



## **ARRIVAL and DISMISSAL by CAR LINE DETAILS**

Toll Gate utilizes a car line for arrival and dismissal for the T/TH Class. At 8:55 a.m. a teacher will start greeting the children in the car line and will escort each child into the preschool. At 11:30 a.m. a teacher will escort each child out of the building to their authorized adult in the car line. The MWF Class enters the building (arrival: 8:50 a.m.). At 11:30 a.m. or 2:00 p.m. a teacher will escort each child out of the building to their authorized adult in the car line.

## **CAR LINE SAFETY**

Parents/caregivers should exercise EXTREME CAUTION in the car line and obey the traffic zones and signs. Drivers should resist the temptation to pass, jump, or cut into the car line! Please also follow these safety practices:

- REFRAIN FROM TALKING OR TEXTING ON YOUR PHONE!
- DRIVE SLOWLY, ATTENTIVELY AND SAFELY!
- YIELD TO PEDESTRIANS!

## **AUTHORIZED ADULTS**

Each child must be accompanied in and out of the building by an adult. No child is to be left unattended (including siblings in cars). The school assumes responsibility of your child at 9:00 a.m. and relinquishes all responsibility of your child to an *authorized adult* at 11:30 a.m. or 2:00 p.m.

An *authorized adult* is one that you have listed on your Authorization to Release Child Form (**Form D**). Because of our concern for your child's safety, and because these authorized adults are considered persons to call in case of your child's illness or in the event of an emergency (if parents can't be reached), we ask that all authorized adults are local, they know that you have listed them, and that they have proper transportation to transport your child as necessary. Please invite them to the school to familiarize themselves with the staff and with the dismissal procedure.



If an emergency should arise and you or an authorized adult is not able to pick up your child, and you must send someone not on your list, you are **REQUIRED** to call the Director to give a description of the person. The Director may also need the person's vehicle description and registration number. **IDENTIFICATION WILL BE REQUIRED FROM ANYONE WE HAVEN'T MET, including PARENTS that have been out to sea.**

Anyone NOT allowed to remove your child must be named in a signed statement from you. IF THE PERSON IS THE CHILD'S OTHER PARENT, WE MUST HAVE A NOTARIZED COPY OF THE COURT DECISION DENYING THIS PARENTAL RIGHT. THIS INFORMATION WILL REMAIN CONFIDENTIAL.

We dismiss promptly at 11:30 a.m./2:00 p.m. Please make appropriate arrangements if you are unable to be here.

The Director and staff are unable to transport any children before or after school hours, per current state regulation. Ultimately, if you are unable to come for your child, the Director or staff in charge will request that proper authorities transport your child.

**PROPER AUTHORITIES:**

1. Police Department
2. Department of Children and Families (DCF)

**STATE AND LAW ENFORCEMENT REGULATIONS REGARDING AUTHORIZED ADULTS**

Because we are charged with the safe keeping of each child and must deliver quality care, it will be the sole determination of the staff if they reasonably believe that a *parent, guardian or authorized adult is not mentally or physically capable of taking custody of the child and delivering quality care\** The staff will contact proper authorities to take custody of the child in that case. This is considered a practical matter, just as it is our responsibility not to turn your child over to a stranger.



## **State and Law Enforcement Regulations Regarding Authorized Adults** *continued*

Sequential order for contact if this occurs:

1. Your spouse
2. Emergency persons listed on your child's authorized release form
3. Police Department
4. Department of Child and Families

**\*THIS MAY INCLUDE MIND ALTERING DRUGS THAT COULD IMPAIR THE ADULT'S GOOD JUDGMENT AND ENDANGERS THE CHILD. MIND ALTERING DRUGS INCLUDE NARCOTICS AND ALCOHOL.**

### **MANDATED REPORTERS**

According to Connecticut General Statute Sec. 17a-101, TGCP is mandated to report any suspected child abuse or neglect. If we fail to report any case, we will be fined and our license could be in jeopardy.

A child may be found "abused" who (A) has been inflicted with physical injury or injuries other than by accidental means, (B) has injuries that are at variance with the history given of them, or (C) is in a condition that is the result of maltreatment, including, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. Sec. 46b-120 (5)

A child may be found "neglected" who, for reasons other than being impoverished, (A) has been abandoned, (B) is being denied proper care and attention, physically, educationally, emotionally or morally, or (C) is being permitted to live under conditions, circumstances or associations injurious to the well being of the child. Sec. 46b-120 (4)

**Child at risk** is defined as reasonable cause to believe or suspect a child is in danger of being abused as opposed to belief that the abuse has actually occurred. (17-55(b)).

Should a staff member have concern that a child has been abused, neglected, or is at risk or being abused, it will be reported immediately to the Director. The Director will call DCF. DCF decides whether a report should be filed and what follow-up procedures should be taken.





## **AUTHORIZATION AND RELEASE FORMS**

An Authorization and Release Forms packet must be signed, dated and returned when your child begins school. These are kept on file all year. Additional forms for any medication to be given during school will be provided required. Please inform the Director of any medication which is to be administered during school hours so that these additional forms may be provided. **Form B** of this packet is your **CHILD'S HEALTH RECORD**

**\*\*Please note that if your child requires any medication during school, then additionally a Medicine Administration Plan and Emergency Health Care Plan need to be filled out by you and your child's physician. We cannot administer these medications without these forms. This includes EpiPens, Benadryl, inhalers, etc.**

## **CHILDREN'S HEALTH REQUIREMENTS**

Each child admitted to TGCP shall be examined and the CT Dept. of Ed Early Childhood Assessment Record completed by the practitioner. A new physical is required annually. The form must be signed by a licensed physician or designated physician's assistant or nurse practitioner. Information on any dental, hearing or vision issues shall be included. Please ensure that all items with an asterisk(\*) have been completed by the practitioner. An immunization record shall be submitted showing the dates, (month, day, year) which the child was immunized against diphtheria, pertussis, tetanus, polio, measles, rubella and mumps. Such immunization shall conform with the schedule determined by the U.S. Public Health Service Center for Disease Control. Special health information regarding health conditions such as Acquired Immune Deficiency Disease, **allergies**, and special medications your child may be using on a regular basis should also be included.

Flu shots are now state mandated for all preschool age children attending preschool. Documentation provided by the physician of the given shot each year between Aug. 1 – Dec. 31 must be submitted to the director within the state prescribed time line.

Please note that if there is a medical reason for not having your child inoculated as prescribed by the state mandates (including flu shot), then a completed Medical Exemption Form must be submitted to the Director.



## YOUR CHILD'S DAILY HEALTH

Director and staff members shall be knowledgeable about symptoms of childhood illness and be responsible for initial observation of each child upon daily arrival and continued throughout the day for signs of illness. Any child showing suspicious signs of illness by staff shall be placed in an isolation area. Visual supervision by staff shall be maintained and temperature taken under the arm with digital thermometer. A 100° F temperature warrants a phone call to come and remove your child. No food or liquid will be administered at this time. The parent shall be called immediately (or emergency person). It may be difficult to determine how your child is feeling when school begins. How a child feels is an important determinant of behavior, performance and ability to learn. It may also be difficult to determine when a child should return to school following an illness.

Generally, please follow these guidelines.

A child should remain at home when:

1. S/he is sneezing or coughing or has a runny nose.
2. S/he is not well enough to participate in the daily routine, including outdoor play (winter months included).
3. S/he has an elevated temperature that needs to be regulated by Tylenol or like medication.
4. S/he has had loose or explosive stools or diarrhea within the last (24) hours; nausea and/or vomiting within the last twenty-four (24) hours.
5. Change in appetite or behavior.
6. Recent exposure or symptoms of contagious disease: \*Chicken pox, Measles, Scarlet Fever, Impetigo, Pediculosis (head lice), Pin Worms, Conjunctivitis (pink eye) with purulent drainage, Scabies, COVID.
7. Children with stitches should have them covered with a bandage to protect them from further injury or infection.

Children are not admitted to school with any visible scabs formed from Chicken Pox. Due to secondary infection, all scabs must have fallen off.

**Please call or email the school to inform us when your child will not be in school for any reason.**



## **APPROPRIATE PLACEMENT**

We strive to provide a positive environment and preschool experience for each child to grow, learn and develop a range of skills including their social skills with their peers and teachers. We strive to always communicate with parents and develop strategies that best meet the needs of each child and family in our program, especially when a child is having difficulty adjusting to the program and/or having difficulty fully participating in the program.

We cannot guarantee our program is the most appropriate placement for every child. Because of this, if the team feels our program is not the right fit for your child, the Director reserves the right to withdraw any child whose needs are not being sufficiently met. The Director will reach out to parents to have a conversation over the phone or in person to discuss the reasons for the withdrawal. The Director will then provide the parent a written notice of the child's last day in the program. The team will only make this decision when they feel they do not have the resources or expertise to fully support the child at Toll Gate.

## **DISCIPLINE and BEHAVIOR MANAGEMENT**

All staff shall use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. Redirecting children, modeling positive behaviors, attitudes, and self-expressions are strategies teachers employ in the classroom. Teachers may also encourage children in taking breaks, practicing relaxation techniques, such as blowing out a candle, stretching, turtle shell time, (including visual aides). Staff prays with the children regarding behavior expectations. Staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstances. A child shall not be physically restrained unless it is necessary to protect the safety or health of the child or others. No staff member will hit, bite, pinch, or inflict any form of corporal punishment. No staff member will restrict a child's movement by binding, tying or confining a child in an enclosed area, such as a closet or locked room. Non-severe discipline or restraint may be used when reasonably necessary, based on the child's development, to prevent a child from harming other persons or property. Removal of the child from the group, for disciplinary or health reasons, shall be to a location where visual supervision by staff shall be maintained. The Director will discuss disciplinary issues or concerns with the parents of the students involved.



## **COMPLAINT PROCEDURE**

If there is a problem within our preschool, or among parents/families, it needs to be identified, clarified, discussed and resolved by all those involved. Please use the following sequential procedure:

1. Speak with the person with whom you are having a problem.
2. Speak to the Director or Staff member.
3. Contact the Elder on the Toll Gate Preschool Board  
Groton Bible Chapel, 66 Toll Gate Road, Groton, CT 06340
4. Contact DPH/OEC at 1-800-282-6063

## **CHILD ADDRESS AND TELEPHONE LIST**

A list of all the children in your child's class is compiled. **(Form F)**

## **REGISTRATION**

Registration takes place within the school and church during the month of February. Open registration begins March 1st. After we have filled our class capacity, a waiting list is maintained on a first come, first serve basis.

## **BIRTH CERTIFICATE**

A copy of your child's birth certificate must be given to the Director for your child's file when you register him/her. If you are unable to copy the certificate, bring it to the school and we will be happy to copy it for you.

## **CLOTHING ITEMS**

A clean, complete set of clothing should remain at the school for your child in case of accidents, spills, etc. Please put these items in a bag with your child's name and school session written on the front. Children do manage to get paint, chalk, glue, marker, sand, water, etc. on their clothes, shoes, hair, and skin. PRESCHOOL IS NOT RESPONSIBLE for soil or stained clothing.

Thanks for understanding!

## **CLASSROOM/ART/WRITING MATERIALS & CHILDREN'S MAILBOXES**

All of these items are provided by the school. Donations are accepted and appreciated. A list of items used daily is provided at the beginning of the school year.



## **BACKPACKS**

Please send your child in with a backpack or bag for their personal articles and for artwork, newsletters, and other “take home” items.

## **SECURITY OBJECTS**

Special small items to which children feel attached are welcome and may help make the transition into the new school environment easier. We relate!!! An exception is pacifiers at school. Thank you!

## **BIRTHDAY PARTY INVITATIONS**

If students are distributing invitations to the **entire** class, they may be distributed in school. Otherwise, please use the class list provided to mail invitations or call parents.

## **SNACKS**

Nutritional snacks are provided each day by the preschool. We follow the healthy guidelines listed below.

1. No artificial sweetener products, **NO NUTS, NO PEANUTBUTTER,** no chocolate.
2. Pure fruit juices, no sugar added, are served for special events only
3. We serve alternative, parent-provided snacks for children with known food allergies. (Please make sure they are listed on your child’s health record and the Director is aware of them)

A Snack List for your review and authorization is **Form H** in the Authorization and Release Forms packet.

We are HAPPY to remember birthdays! Each month, we celebrate all of that month’s birthdays on a designated day. We serve frozen yogurt, fruit, and crackers or cereal. Please note that all snacks are store bought. (Local health board recommendation)

If you want to help provide snacks for the class, they must be store bought and brought in the original package with the list of ingredients on it. Please see snack list recommendations.



## **SMOKING**

Smoking is strictly prohibited in all areas within the building per order of the Fire Marshal.

## **DELAYS AND CLOSINGS**

We follow Groton Public Schools for inclement weather closings and delays. Groton schools *typically* use a 2-hour delay if the weather is bad in the morning. We follow their delay schedule so with a 2-hour delay, the **morning** preschool hours would be:

11:00 a.m. – 12:30 p.m.

M/W/F LUNCH BUNCH CLASS WILL STILL DISMISS AT 2:00 PM

Closings and delays are posted on our Facebook and website pages and on NBC Connecticut. Jane also sends an email. **If in doubt, please call Jane Levis, Director, at 860-912-2123.**

Cancelled days are made up at the end of the school year at the discretion of the school advisory board and the Director.

**\*CHILDREN ARE LIKE SNOWFLAKES,  
EACH WITH THEIR OWN UNIQUE PATTERN.\***





## **PARENT/TEACHER CONFERENCES**

These are offered once a year in the spring. However, the Director is always available to meet with you upon your request and at your convenience. Just let a staff member or the Director know that you would like to schedule a meeting. We are here for your child and for you!

Please feel free to visit the school at any time. Again, visitor guidelines are outlined on page 24 of this handbook.

## **SHOW AND TELL**

Show and Tell is once a week on Wednesdays and Thursdays. All children are encouraged to participate. The children may bring in a theme-related Show and Tell item to share with their small group. Please label your child's item or send it in a bag with his/her name on it.

**\*\*WEAPONS OR TOY FACSIMILIES OF WEAPONS ARE NOT ALLOWED.\*\***

## **PARENT INFORMATION BOARDS**

The Parent Boards are just outside the classroom. A year-at-a-glance calendar and monthly theme and snack calendars are posted along with the current newsletter and daily curriculum.

## **SCHOOL PICTURES**

Individual and class pictures are taken in the spring with prior notice given.



## **PHOTOS & SOCIAL MEDIA**

Many times during the school year we will take photos of the children. We may also videotape the Christmas and Closing programs. Often these photos are displayed during the school year. The children enjoy seeing themselves and their classmates! An information/photo release (**Form A** of our Authorization and Release Forms packet) authorizes the school Director to post photos of your child throughout the year.

*Out of respect for other people's privacy, please remember that **you** must have express consent from the parents of any child that is NOT YOUR OWN in order to post photos, videos, etc. of OTHER people's children on any social media, i.e. Facebook, Twitter, Instagram, etc.*

## **POLICE OFFICERS, DOCTORS, DENTISTS, NURSES, FIREFIGHTERS**

People from these professions will visit from time to time as our curriculum warrants. Units covering safety (including helmet, fire, stranger, and trick-or-treat), health (including dental, nutritious eating and physical exercise, and wellness visits), and community helpers are part of our curriculum. We use songs, puppets, stories, and friendly visitors for all of these units.

## **FIELD TRIPS**

Generally, we do not typically take off-site field trips. Instead we take on-site nature walks and take advantage of learning opportunities on church grounds and inside-the-building. As mentioned above, parents and community members come to our school to share with the children throughout the school year. We also schedule on-site and off-site school and family gatherings and events.

## **SPECIAL DAY**

The "Special Day Box" contains cards for all the children. When their card comes up the child has special jobs in their small group and throughout the morning, including leading friends, choosing songs, serving their group and being an all-around special helper and role model.





## **AGE REQUIREMENTS**

Our program provides a developmentally appropriate environment for three to five year olds. Children entering the 2-Day program must be three years old by September 30th of the current year. Children entering the 3-Day program must be four years old by December 31st of the current year.

*The following is a basic outline of a typical day. Daily routine is essential to quality programming, but flexibility is the key.*





## **DAILY SCHEDULE INCLUDES**

**Arrival and Welcome:** Opening songs, attendance, prayer.

**Bible Time:** We use puppets, stories, hands-on activities and a selected Bible verse to foster an early understanding of God's love, the provision and work of Jesus on our behalf, and the amazing, unique ways we are created to shine and live for Him.

**Small Group:** Special day person, weather, flag pledge, letters, numbers, colors and shapes, nursery rhyme

**"Specials" Group Time:** Music & Movement, Show and Tell, Journals

**Social, Free Play Time:** Various learning centers offer the opportunity for each child to choose from interesting activities, including dramatic play and unit block areas, which enhance socialization. Sand and water play provide sensory stimulation as well as calming properties as needed. Small manipulative table areas help develop small muscle control. Art room materials, including paints, easel, glue, play dough, etc. provide opportunities for creative art processes and basic craft projects, which encourage creativity and foster a sense of accomplishment. The literacy area has a variety of books, felt boards, books on tape, and a puppet house to help stimulate linguistic and cognitive capacities. Science and discovery centers are available for observation and exploration.

**Snack Time:** Children learn how to be thankful, to pray, and to participate in conversations. They also learn to use basic table skills and manners, and about healthy foods.

**Large Motor Play:** Unless it is raining or frigid, we go to the playground. We also utilize the all purpose room and set up equipment in the gym, including balance beams, tricycles, scooters, a basketball hoop, balls of all sizes, etc.

**Dismissal:** This time may include finger plays, songs, stories, and color, letter, or number games.

Optional extended day, based on enrollment year to year, includes lunch time, enrichment activities, gross motor play, and kindergarten readiness skill-building.



## **CURRENT YEARLY TUITION AND PAYMENT TERMS**

(2023-2024 School Year: September to May)

2-Day (T/TH, 9-11:30) Morning Tuition: \$1,400.00

3-Day (M/W/F, 9-11:30) Morning Tuition: \$1,755.00

3-Day (M/W/F, 9-2) Morning & Lunch Bunch Tuition: \$3,015.00

(Lunch Bunch session is based on enrollment year to year)

## **MONTHLY INSTALLMENTS ARE ARRANGED**

2-Day Monthly Morning Installment is \$160.00

3-Day Monthly Morning Installment is \$195.00

Lunch Bunch Monthly Installment is \$335.00

## **PAYMENT TERMS**

TGCP operates as a non-profit organization relying on prepaid tuition to fund operating expenses. **PAYMENT IS DUE THE FIRST OF EVERY MONTH.**

**Tuition is based on enrollment not attendance.**

A non-refundable Registration Fee must accompany the registration form. This fee is \$30.00 for currently enrolled students and \$40.00 for new students. (There is no fee to be on the waiting list).

**We collect the first month's tuition installment and the last month's tuition installment before the child enters school in September. The first month is due by June 1<sup>st</sup> of the upcoming school year, or any day after that date that you enroll your child.** This secures your child's position over the summer months of June, July, and August. **THE FIRST INSTALLMENT IS FULLY REFUNDABLE UNTIL JULY 15<sup>TH</sup>.** Thank you for your understanding! The second installment is due by August 30<sup>TH</sup> of the upcoming school year and is applied to the LAST month the child attends school.

Tuition payments can be made online at [tgcp.school](http://tgcp.school) or by cash or check made payable to GBC. There is a family discount of \$10.00 off of total monthly tuition for more than one child attending the same year.



*Tuition continued*

For morning sessions only, **partial tuition** scholarship funds **may** be available for financial hardship situations. Please see the Director for an application or download one from our website.

**Go to [tgcp.school](http://tgcp.school) Tuition Page and click button to pay registration fees and monthly tuition online.**

ANY COST CHARGED TO GBC/TOLL GATE BECAUSE OF RETURNED CHECKS DUE TO INSUFFICIENT FUNDS, WILL BE ADDED TO YOUR ACCOUNT. Thanks for understanding.





**DRESS CODE**    PLAY CLOTHES!!!    PLAY CLOTHES!!!    PLAY CLOTHES!!!

Please send your child to school in play clothes. Shorts or tights under a dress are strongly recommended. Sneakers are the most appropriate footwear (or rubber soled shoes). Generally it is unsafe to run and climb in jellies, sandals, cowboy boots, or slippery dress shoes.

Please send your child to school with the appropriate outer wear **labeled** with his/her name on his/her jacket, sweatshirt, etc. We do go outside to play and explore.



## **Toll Gate Christian Preschool on Facebook**

Toll Gate Christian Preschool posts delays, closures and other events pertaining to our school and Groton Bible Chapel on its public Facebook page. You can access this Facebook page one of two ways:

1. Search *Toll Gate Christian Preschool* on Facebook.
2. Add *Jane Levis of Ledyard* as a friend and go to her profile. Click on "other pages" and then click on "Toll Gate Christian Preschool." "Like" this page to be able to receive Toll Gate Christian Preschool posts on your newsfeed.
- 3. Most Important: Go to the private group for parents: TGCP Parents Facebook Page and request to join!!!**

Please ask Jane for help if needed!



## **Toll Gate Christian Preschool Visitor, Volunteer, & Parent Guidelines**

Family and Friends: We welcome your visit! Please read below carefully and sign and date prior to entering our classrooms. We are glad you came to visit!

- **Parents and visitors** are welcome to participate in all classroom activities; to engage children with conversation, stories, and interactive play; to assist with art/craft projects and learning activities.
- **Parents with younger siblings** must have them “attached” during the visit, either in baby/toddler slings or backpacks; older toddlers must be with parent at all times. Teachers will give polite reminders as necessary! Thanks for understanding that we adhere to safety rules and state regulations!!
- Please note that the teachers will not engage in **lengthy** conversations with you while preschool is in session.
- **Teachers** are prepared and trained to facilitate supervision, redirection, and correction of children’s behaviors at all times. We respectfully request parent visitors to encourage their own child’s adherence to school guidelines and safety rules as well.
- If you wish to make suggestions or discuss a concern, please request a **private**, more appropriate time to meet with the Director.
- Please note that all information and observations regarding our students is **STRICTLY CONFIDENTIAL**.

I have read the above guidelines and agree to follow them while  
visiting at Toll Gate Christian Preschool.

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Signature (to be signed/dated upon each visit - copies provided at school)    Date