

Trinity Lutheran Preschool Handbook



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Welcome!

We at Trinity Preschool are thrilled to have the opportunity to share the joys of learning with your preschoolers. Thank you for choosing Trinity for your child's preschool experience. Please read this handbook carefully - let us know if you don't understand any of our policies.

Trinity Lutheran Church Preschool

This preschool is a nonprofit weekday school sponsored by Trinity Lutheran Church. The preschool is operated as a part of our Christian Learning Mission Team. The program is administrated by the Community Schools Board which includes the Pastor, Community Schools Director, a parent representative, the Learning Mission Team chair person, and three members—at—large from the Church congregation.

Preschool Mission Statement

Trinity Preschool is dedicated to providing early learning experiences for young children of all races and faiths in a supportive, encouraging environment. Our program helps each child grow individually through a variety of activities, which will build upon each other to develop the whole child. We strive to strengthen each child's capacity to interact with children his/her own age. In this and all we do, we hope to foster the child's relationship with God, through Jesus, His Church, and the world.

Nondiscrimination Policy Statement

"Trinity admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded 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, admission's policies and other school-administered programs."

Preschool Board Statement of Intent

The purpose of this task force shall be to supervise the Trinity Preschool program working to support the Director and Staff. Additional preschool programs shall relate to the total ministry of Trinity Lutheran Church through this task force.

Curriculum

The curriculum of Trinity Lutheran Preschool is based on recognized standards for developmentally appropriate teaching. We seek to meet the needs of each individual child, while staying mindful of the general patterns of development.

Curriculum is set up in thematic units which provide interest and content. Each unit is designed to address all areas of development. Through the year, varying goals within those developmental areas are addressed in the teaching units.

Developmental Areas

The preschool years are characterized by rapid growth in all developmental areas, and there is considerable variety in the skills addressed in the preschool curriculum. Moreover, the developmental areas overlap considerably, so that many (perhaps most) activities contribute to development in several areas. Still, an overview may be helpful in thinking about the roll of the preschool in nurturing children's development.

Cognitive Development: At Trinity Preschool, we seek to stimulate children to explore the world around them, working in ever-broadening circles of experience. Our teachers offer manipulative, objects from the natural world, art materials, conversations, books, songs, and more to encourage children to grow in understanding. In doing this we hop to stimulate growing brains, to lay foundations for life-time success in math, language, and creativity.

Emotional Development: Our teachers seek to establish a warm loving, emotionally safe environment in which children can grow, learn, and form relationships (with children and adults). As children grow, we seek to help them begin to explore and name their emotions. Also, we us positive, constructive forms of discipline designed to support both social and emotional development.

Motor Development - large and small: The daily routine and weekly units regularly include opportunities for children to move and play outdoors (or in Shepherd's Hall when the weather is difficult), as well as to manipulate and experiment with activities designed to nurture motor development.

Social Development: Social development is the area in which preschool is perhaps most able to make unique contributions to children's growth. Social development goals range from independence issues (separation from parents, acceptance of other adults, caring for one's coat and bag, etc.) to peer interactions (sharing, communication, non-violent negotiations) to classroom and life skills (circle time, cleaning one's toys, etc.)

Spiritual Development: Being a church-based program. Trinity Lutheran Preschool is particularly interested in nurturing the spiritual development of children in our care. At the center of our spiritual curriculum is a well-developed chapel program based on story and song and led by our pastors. Children attend chapel on a weekly basis. Children participate in table prayers at snack and lunch, teachers integrate spiritual values into discussions of everything from fog to friendship. The creative element or our general curriculum is also designed to nurture a prayer life open to things hoped for, but not seen.

Goals

The goals we set are minimum standards expected at each age level. We build upon the previous years' accomplishments as well as introduce new skills at each level. We recognize that all children are developing at different rates and many will surpass the minimum skills.

PMO (1 Year Old Program)

- Demonstrate an ability to adjust to an adult other than a parent
- Demonstrate an ability to adjust to a new environment
- Increase awareness of the world around us
- Work and play parallel to other children
- Increase ability in fine and gross motor skills
- Introduction to creativity in art media
- Introduction to primary colors (red, yellow, blue)
- Introduction to simple shapes (square, triangle, circle)
- Introduction to numbers 1,2,3
- Stimulation of language development through conversation and story
- Experience God's love, reflected in the staff and children

2 Year Old Program

- Demonstrate an ability to cooperate in a group setting
- Demonstrate an ability to take turns and to share
- Demonstrate an ability to follow simple rules
- Increase vocabulary and verbal skills
- Increase experience and dexterity with glue, paint, etc.
- Increase exposure of numbers 1-5
- Recognize primary colors (blue, red, and yellow) and simple shapes (circle, square, and triangle)
- Demonstrate an ability to sing simple songs
- Participate in chapel and table prayers
- Grow in the love of God

3 Year Old Program

- Increase independence (especially toileting skills)
- Increase attention span (concentrate on tasks for 5-10 minutes)
- Develop ability to participate in age-appropriate circle times
- Increase coordination and balance
- Demonstrate responsibility for personal items and classroom materials
- Demonstrate an ability to follow directions
- Demonstrate an ability to listen in a group
- Introduction to simple patterns
- Recognize written first name
- Recognize primary colors and secondary colors
- Recognize four basic shapes (circle, square, triangle, and rectangle)
- Recognize concepts (e.g. matching, simple opposites)
- Work toward recognition of numbers 1-10
- Demonstrate an ability to cut and tear
- Demonstrate an ability to draw, paint, glue, color, etc.
- Increase use of language in self-expression and inter-personal applications
- Begin to use words to solve problems with peers (“I want ...” rather than taking)
- Grow in God’s love
- Recognize God’s hand in creation
- Begin to recognize simple Bible stories

4 Year Old Program

- Increase task concentration (10-15 minutes)
- Increase appropriate participation in group activities and discussions
- Follow directions with 2-3 step process
- Take turns in group discussion
- Recognize simple rhyming words.
- Recognize the relationship between printed and spoken words
- Recognize uppercase letters of the alphabet
- Recognize written first and last name
- Write first name with uppercase and lowercase letters
- Become familiar with birth date, phone number, and address
- Demonstrate an ability to create and follow a pattern
- Demonstrate an ability to match like objects
- Recognize and understand 1 to 1 correspondence for numbers 1-10
- Group objects according to number
- Use pencil, crayon, paintbrush, scissors, and glue correctly
- Recognition of colors (including tint)
- Recognition of complex shapes including rectangle, oval, star, diamond, octagon
- Independence in choice and task completion
- Ability to hop, skip, jump, swing, and gallop, balance, etc.
- Increase awareness of God’s loving hand in at work in the world around us
- Increase knowledge and enjoyment of Bible stories
- Active participation in chapel opportunities

Tuition Policy

Registration Fee/Materials Fee (Non-Refundable)

2, 3, & 4 Year Old Classes

5 Day Class	\$220.00
4 Day Class	\$205.00
3 Day Class	\$190.00
2 Day Class	\$175.00

PMO (1 Yr Old Class)

3 day	\$160.00
2 day	\$145.00

Monthly Tuition - tuition due no later than the 5th of the month.

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5 Day Class	\$220.00
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3 Day Class	\$190.00
2 Day Class	\$175.00

PMO (1 Yr Old Class)

3 day	\$160.00
2 day	\$145.00

Tuition is due by the 1st of each month. Unless arrangements have been made otherwise, a late charge of **\$10.00** will be assessed after the 5th of the month. The preschool is operated entirely by funds provided by tuition fees. Make checks payable to **Trinity Lutheran Church**. There will be no refund of tuition fees due to absences. If a child enters preschool after the 15th of the month, then 1/2 of that month's tuition is due.

Withdrawals

Our budget is formulated on each child's tuition for the entire year. **One month's notice is required if a child must be withdrawn.** Without 30 days prior notice, tuition is due regardless of type and number of absences.

Preschool Guidelines

Preschool Hours for Parents Morning Out (1 Yr. Old Class)

This preschool class operates from 9:30 am to 12:00 pm. You may drop your child at school by 9:25 am. If you do arrive after 9:45 am, please escort your child inside using the preschool door. You will be given a entry code. Please try not to disrupt the classes when arriving late to school.

Dismissal time is 12:00 pm. If you do not arrive by 12:20 pm, **an additional \$5.00 will be assessed for each 5 minutes following!** Please be on time!

If you are delayed at pick up time due to emergency circumstances, please arrange for someone else to pick up your child. Advise the school before dismissal time if this situation should occur. We **will not** release your child to anyone **without your prior consent.** (A driver's license may be re-

quired for identification.)

Anytime a car pool change is made, i.e. Grandma is picking up, or “I’m going home to play with…” a written note from the parent is required. We cannot accept a verbal message from the child. This is for your child’s safety. If you regularly car pool with someone, please send a note if plans change.

Preschool Hours for 2, 3 & 4 Year Old Classes

These preschool classes operate from 9:30 am to 1:30 pm. You may drop your child at school by 9:25 am. This preschool class operates from 9:30 am to 12:00 pm. You may drop your child at school by 9:25 am. If you do arrive after 9:45 am, please escort your child inside using the preschool door. You will be given an entry code. Please try not to disrupt the classes when arriving late to school.

Dismissal time is 1:25 pm. If you do not arrive by 1:50 pm **an additional \$5.00 will be assessed for each 5 minutes following!** Please be on time!

If you are delayed at pick up time due to emergency circumstances, please arrange for someone else to pick up your child. Advise the school before dismissal time if this situation should occur. We **will not** release your child to anyone **without your prior consent**. (A driver’s license may be required for identification.)

Anytime a car pool change is made, i.e. Grandma is picking up, or “I’m going home to play with…” a written note from the parent is required. We cannot accept a verbal message from the child. This is for your child’s safety. If you regularly car pool with someone, please send a note if plans change.

Conferences

Conferences will be scheduled twice during the year for the 4 year old class and once during the school year for the 3 year old class. Only if there is a concern with a child in the 2 year old class will a conference be scheduled with a parent. If you have any additional concerns, please feel free to call anytime. The director will also be available on some school days and by appointment if you have any concerns or suggestions to share. You should also feel free to call the director at home. A progress report will be sent home at the end of the school year so that you can see how much your child has accomplished and which areas might need more time or practice.

Communication

A monthly newsletter, “Drops of Ink,” will keep our preschool families up-to-date on various activities. A calendar of upcoming events will be included. Keep this on hand to refer to during the month. Other messages will be sent home as needed with your child. Please check your child’s book bag for important information. Written messages can also come from home to the teacher. **Please keep us informed of any change in address or telephone number.** All emergency numbers **must be local**. If we have to contact someone in a hurry, we can’t call Grandma in New York! This is very important if your child should become ill and you can’t be reached. If you can’t have someone available in an emergency, (and won’t be at home), **please let us know where you can be reached during school hours.**

Please keep your handbook and class directory handy for referral during the school year for information, school calendar, phone numbers, and addresses.

Car Pool: Drop-off and Pick-Up

You will be given a car pool number for your child. Please display this clearly on the driver’s side window of your car when picking up your child.

Please enter through the right-hand drive into the church property and follow the map on the back of your car pool number. Drop-off will take place on the left side of the church where the patio reaches the parking lot. You do not have to come inside with your child (except if you arrive after the doors are locked.) Afternoon pick-up will be at the same place (left side of the church where the patio

reaches the parking lot.

Please be patient as we unload or load your child. Do not remove them from their carseat during morning carpool. Please let our staff remove the child for safety reasons. During afternoon carpool we will set your child in their carseat but will need to have you buckle their seatbelt due to liability reasons. Please do this as quick as possible so that we can keep carpool moving.

Please be extremely cautious (watch for other cars) when exiting the car pool line, so as to avoid any accidents. Please avoid cell phone usage in car pool line.

Clothing

Let your child wear comfortable clothing suitable to the weather. In rainy weather, a raincoat and hat or umbrella are encouraged. Please be sure that all clothing that may be removed is marked with your child's name. Discourage children from wearing jewelry or from bringing money. We encourage you to send your child in clothing that is comfortable, easy to remove for toileting, and not their best outfits. We can't guarantee that paint, glue, or crayon will not "jump" onto your child's clothes even though we provide cover-ups for messy projects.

Toys

Please avoid allowing your child to bring toys to preschool. These may be easily misplaced, leading to considerable disappointment. Security objects should be discussed with your child's teacher. Books and tapes or science materials are always welcome. Be sure these are marked with your child's name. Special "Show and Tell" days will be provided for your child to bring a toy or other item from home to share with the class. **Toy guns or weapons of any sort are never allowed!**

Tote Bags

Each child is asked to bring a book bag to school each day. We recommend a 2-handled tote bag. **Please remember to check your child's bag each day for information, class work and art work.**

Snacks

Each classroom teacher will provide a calendar of parents asked to send in snacks, as well as an estimate of how much snack is needed. If there are children with allergies in your child's classroom, you will be informed of the choices which need to be avoided. Please keep it simple, safe, and nutritious. If you have questions, please speak to the director or to your child's teacher. The school will provide water to drink. The snack should be something the child can handle her/himself in about 10 minutes. **Please send snacks in a safe, ready to serve condition.**

Snack ideas: cut up fruit or vegetables, raisins, crackers, dry cereal, granola bars, pretzels, gram crackers, saltines, or cheese.

Lunches

Send in a small lunch for your child in a lunch box clearly labeled with your child's name. Lunches do not need to be large. A typical lunch could consist of a 1/2 sandwich or cut lunch meat and cheese, fruit/veggies and maybe a small bag of chex mix. It is your choice to send in a boxed drink. Teachers will always provide water for those who do not have a drink. **We do not heat up lunches. Please prepare a cold lunch.**

Birthdays

We invite you to send a special treat for your child's special day. During May, we will celebrate the un-birthdays for those who have summer birthdays. Please contact your child's teacher to schedule a time to celebrate. **We ask that you do not send party invitations to be delivered at school.** They invariably become lost or misplaced or someone feels left out. We will gladly give you a list of names and addresses for this purpose or may refer to the preschool directory.

Chapel

Our Pastors will have a short chapel service with students each week. They will share a Bible story and songs with the children. Parents are encouraged to come and join the service. Chapel will take place in the Sanctuary 45 minutes after school starts.

Field Trips

During the year we will take excursions to various places of interest. On these trips, parents will be needed to help provide transportation. Parents that volunteer to drive will be needed to help supervise their child's class. Occasionally, there will be a fee to cover costs for your child. Permission slips will be sent home prior to each trip. Please return these as rapidly as possible.

Science

The three & four year old classes will become budding scientists with our science program. Once a week our science teacher will provide a topic that will allow your young student to experiment, discover and explore. It is 30 minutes of hands on investigating that will help answer questions a preschooler has about their surrounding world.

Music

The enjoyment and pleasure that music gives are a basic part of a child's life and education. Our weekly music class promotes a happy, eager, and participating group of children. It incorporates music and movement. The children present two musical programs each year, at Christmas and at the end of the school year.

Physical Education

During nice weather, we provide the children with at least 20 minutes of outdoor, supervised play. When we can't go outdoors, Shepherd's Hall is available for group play and games.

Health and Attendance

Please obtain a Georgia Department of Human Resources **Certificate of Immunization**, or a reasonable facsimile, from your physician or Health Department.

When to Keep Your Child at Home

- **For 24 hours after fever is gone, regardless of illness.**

Children with the following symptoms should **not** be in school:

- Acute cold-coughing-sneezing-runny nose
- Sore throat or earache
- Swollen glands
- Red and discharging eyes
- Nausea and vomiting
- Skin eruptions or rashes
- Signs of listlessness, weakness, drowsiness, flushed skin, chills, or headache
- Fever
- Diarrhea

Communicable Diseases

Please notify us of any communicable disease (i.e. chicken pox) at once. (Either your preschool child or another member of your family.)

Injury:

If your child is injured at preschool, you will be notified immediately. If emergency medical attention is needed, your child will be taken to Eastside Medical Center in Snellville, unless you otherwise specify.

*It is **extremely important** that someone be available at all times when your child is in preschool. Please notify the teacher of any phone numbers where you or a responsible adult can be contacted during preschool hours. If you have a beeper or car phones, please inform us of the numbers so we may contact you in an emergency.

Parent Participation

We encourage our parents to participate in our program whenever possible. You can make a valuable contribution to the preschool program. Volunteers for field trips, parties, and art projects are important. You are always welcome to visit and help out in the classroom, but please give your child at least three weeks to settle in. Call your child's teacher to volunteer to help in the classroom.

Try not to show any apprehension you may have as your preschooler goes off to school. If you worry, he or she will worry. Take time to share your child's projects and listen as he or she relates the happenings of the day. Give him or her the opportunity to lead in prayer at mealtime. Read out loud to your child each day. This not only promotes a love of reading, but also is valuable time with your child. We encourage an early bedtime on school nights. Rest is important to growth and learning. A nap or quiet time in the afternoon is also recommended.

***All Gwinnett County School Holidays will apply to
Trinity Lutheran Preschool.
We will inform you regarding any changes.**

Trinity Lutheran Preschool Handbook



Please sign and return this page of the handbook.

I / we have read and understand the Trinity Lutheran Preschool Handbook including the following provisions:

- 1.** Parents are a welcome and integral part of our preschool. Parental participation is needed and encouraged.
- 2.** Preschool hours for 2's, 3's, and 4's are from 9:30 a.m. to 1:30 p.m. A substantial surcharge is added for parents who arrive later than 20 minutes after dismissal time.
- 3.** Preschool hours for Parent's Morning Out (1 yr. old class) are from 9:30 a.m. to 12:00 p.m.
- 4.** Children may not attend school if they are ill. Children who have had fever, diarrhea, vomiting, rashes, or other acute symptoms should be kept home for 24 hours following the end of symptoms.

Print Child's Name: _____

PRINT Parent Name: _____

Parent Signature: _____ Date: _____