

TRINITY LUTHERAN PRESCHOOL

PARENT HANDBOOK



MISSION STATEMENT

The Trinity Lutheran Preschool is an educational program provided by Trinity Lutheran Church for the three and four old children of the parish and the community.

Grounded in the philosophies of sound educational practices and embedded with the tenets of Christian love and faith, the preschool program prepares children to enter the public or private school kindergartens of the area.

PHILOSOPHY AND OBJECTIVES

Each child is a gift from God. Trinity Lutheran Preschool is a caring community that nurtures the development of each child on an individual basis in a warm, loving, Christian atmosphere. The Preschool staff recognizes the uniqueness of each child and will provide positive encouragement and a learning environment rich in discovery and experience.

A sound partnership between parents and the Preschool Staff will facilitate a smooth transition from home to school, the achievement of common goals and the teaching of community values. Learning is a lifelong process achieved through the sharing of knowledge, information, ideas and expectations. A developmentally appropriate Preschool program provides children with the foundations of life long learning.

The Preschool will be enhanced by successful partnerships between:

- *Preschool Staff and parents
- *Preschool Staff and the Pastor, Church Secretary/Registrar
- *Preschool Staff and the Preschool Committee/Church Council
- *Preschool Staff and the church community
- *Preschool Staff the school community
- *Preschool Staff and the general public community

Above all, the Preschool should be a place where each child is accepted in Christian love and grows in an atmosphere of kindness, patience, respect, thoughtfulness, consideration and a love of God.

GOALS OF OUR CURRICULUM

Our curriculum identifies goals in all areas of development:

***Spiritual**

- Bible Stories
- Christian Songs
- Flannel Board Stories
- Christian Holidays
- Grace Before Snack

***Social Skills**

- Transition from home to school
- Sharing / Taking Turns
- Respect for others / helping others
- Following Directions
- Cooperative Play
- Problem solving in social setting
- Attending to / completing tasks
- Christian values

*Self-Help Skills

- Washing Hands
- Putting on Coat
- Cleanup Cooperation
- Following Classroom Routine
- Making Smooth Transitions

*Social Science

- Self/family
- Health/Safety
- Community Helpers
- Manners
- Cultural Awareness
- Science Exploration/Observation

*Fine Arts

- Self-expression in art/dance/music
- Rhythm instruments
- Songs, plays, rhyming
- Music appreciation

*Sensory

- Finger paint/shaving cream
- Sensory table: rice, water, sand, beans, etc.
- Play dough/clay
- Playground sandbox

*Fine Motor Skills

- Hold/use crayons, markers, pencils
- Write Name
- Use Scissors

*Large Motor Skills

- Jumping, hopping, running, galloping, skipping
- Bounce, kick, catch, and throw balls
- Balance
- Pedal tricycles
- Climb
- Crawl through tunnel

*Pre-Math Skills

- Rote counting 1-10/1-20
- Recognizing numbers
- Shapes/colors
- Sorting/classifying/comparisons
- Patterns
- Sequencing
- Measurement

Simple Time Concepts: calendars, months, days

*Pre-Reading Skills

Teacher Reads Books
Independent Book time
Dramatic Play

*Audio-Visual Phonics

Letter Recognition
Associating Sound with Letter
Rhyming
Printing Letters

*Field Trips, Visitors

Fire Station
Pumpkin Patch/Hayride
Library
Park
Dental Hygienist
Santa
Bike Safety
Parent Helpers

UNIT CURRICULUM

The unit curriculum will focus on particular subject areas or themes each month. Each unit lesson will be centered around the learning of the subject or theme. The field trips and related special activities will also coincide with the unit for the month. All concepts (numbers, letters, shapes, colors, etc.) are handled in a creative fashion under our monthly unit theme. Our preschool classrooms are set up so that these concepts can be explored concretely by the children during our free play session or during our work room time.

Unit curriculum will include but is not specific to:

Underwater, space, dinosaurs, fall (apples, applesauce, leaves, squirrels, etc.), fire safety, Halloween, Thanksgiving (Pilgrim's, Indians, giving thanks etc.), Christmas (food pantry, Christ's birth, Hanukkah, Santa, etc.), winter birds, groundhogs, bears, (Teddy Bear Picnic), winter (mittens, snowmen, sledding), Dental Health Month, Lincoln's Birthday, Washington's Birthday, Valentine's Day, Dr. Seuss, St. Patrick's Day, Circus, Easter, Spring, Mother's Day, weather, transportation, computer classes and basic Bible stories throughout the year.

ADMISSION POLICY

Non-Discriminatory Policy:

Trinity Lutheran Preschool admits students of any race, color, nationality, religion and ethnic origin to all rights, privileges, programs, and activities generally accorded or made

available to the students of the school. It does not discriminate on the basis of race, color, religion or national origin in its educational policies or admission policies.

Member and Non-member Admission:

Children will be admitted on a first-come, first-serve basis. However, consideration will be given first to our church member's children, then to the general public.

Enrollment in Three Year Old Program

Children must reach the age of three years by August 31st and be toilet trained to enroll in the three year old program. Class size is limited to 18 students. The class will be staffed by two adults: one Teacher and one Teacher-Assistant.

Enrollment in Four Year Old Program

Children must reach the age of four years by August 31st to enroll in the four year old program. Class size is limited to 20 students. The class will be staffed by two adults: one Teacher and one Teacher-Assistant.

FEES (2016-17)

Three Year Old Program:

- *First payment of \$312.50 will be due with registration form sent out in January.
- *\$312.50 will be due at the time of orientation in September
- *\$312.50 will be due on or before December 1st
- *\$312.50 will be due on or before April 1st
- *Total yearly tuition -- \$1250.00 (all inclusive)

Four Year Old Program

- *First payment of \$440.00 will be due with registration form sent out in January
- *\$440.00 will be due at the time of orientation in September
- *\$440.00 will be due on or before December 1st
- *\$440.00 will be due on or before April 1st
- *Total yearly tuition -- \$1,760.00 (all inclusive)

SCHEDULES

Trinity Lutheran Preschool will begin its year on the Monday after Labor Day in September. The last week of school will be the last week of May. The four year old morning class meets

Monday, Wednesday and Friday from 9-11:30. The four year old afternoon class meets Monday, Wednesday and Friday from 12:30-3:00. The three year old class meets Tuesday and Thursday from 9:30-11:30. A complete school calendar will be available in September.

ARRIVAL AND DISMISSAL

The doors will open at 8:55 A.M. (12:25 P.M.) and be locked at 9:15 A.M. (12:45 P.M.) for the 4 year old class. The doors open at 9:25 for the three year old class. Please ring the doorbell after the main door is locked. Pick-up begins at 11:25 A.M. for morning 4 year old and the three year old class (2:55 P.M. for the afternoon 4 year old class). Please enter from Grove Street when dropping off and picking up. Pull as close to the curb as possible to let other traffic get around you. Please pull up past the main doors when picking up or dropping off. We should be able to get three cars to load and unload. You also have the option to park and walk your child into the school. If you have two or more children to buckle up please pull off into a parking space to make the line move faster during pickup. Display your child's name card in the passenger side window when picking up. Please let us know if any other Trinity child will be riding with you on a regular basis. If someone other than the usual drivers are picking up your child, please send in a written note with the name of the person, car description and their telephone number. Call us if there is a last minute change. Please inform them about procedures for dropping off and picking up. We will be having outside playtime, please use caution when entering parking lot. Please call the Preschool if your child will not be attending or will be late. This information is helpful in assigning daily helpers. Leave a message on the answering machine if we are unable to get to the telephone.

DRESSING FOR PRESCHOOL

Please dress your child comfortably. Keep in mind those emergency trips to the bathroom with pants that pull up and down easily. No slip-on sandals or shoes with high heels. Please label all outerwear.

An extra change of clothes is recommended if you think your child may have a bathroom accident. Put them in a shoebox and label with your child's name. We will call you if your child has messed their pants but will change their clothes if they are just wet.

PERSONAL ITEMS AT PRESCHOOL

Tote Bags: We will provide all children with a tote bag that they will carry to and from school. We will paint it in the beginning of the year and use it when dry. We will send home all correspondence in the tote bag, including monthly newsletters. Please carefully read any correspondence.

Guns, swords and toys that could hurt other children will not be allowed at preschool. Please keep these toys at home. We ask that children not bring personal belongings to preschool without prior permission.

SNACKS

Snacks: We provide snack and drink daily. Please inform us of any allergies.

Birthdays: Please let us know in writing if you will be sending in a special treat and/or drink, napkins or cups. Suggestions: brownies, donut holes (no powdered sugar), ice cream cups, cookies, pizza, pudding or jello cups, veggies, fruit, or anything nutritious. Please do not send cake, cupcakes or juice boxes.

CHURCH LIBRARY

We will visit the church library regularly. The children will hear Bible stories and check out a book to borrow for a week.

FIELD TRIPS

Parents will be notified with specific information prior to each trip. Volunteer drivers are needed for each trip. In order to be able to give full attention to your child and his or her classmates, please do not bring siblings and /or other children on field trips.

NEWSLETTERS-HOME/SCHOOL COMMUNICATIONS

Once a month, a newsletter will come home with your child. It will include themes of study, activities, special days, field trips and information for that month. Please keep us informed about significant events in your child's life (new baby brother or sister, death in the family, illness, etc.). If we are aware of your child's excitement or anxiety, we will be better able to meet your child's needs at preschool.

PARENT/TEACHER CONFERENCES

Keeping open communications between parents and the teacher is necessary. Formal conferences are scheduled in February to discuss the progress of your child. Appointments will be given out at that time. However, anytime you have concerns about your child, please feel free to talk to the teacher. Please call the teacher at the Preschool or at home to discuss any concerns over the telephone or to make arrangements for an appointment. Our staff is always nearby to lend support, answer a question or discuss the needs of your child. You may visit the classroom at any time without calling to observe your child. However, if you need to spend time with the teacher it will be necessary to make an appointment.

HEALTH AND SAFETY

Child Information Form: Each parent must fill out an information form. This data will allow us to take action during a medical emergency.

Medication: If your child is on any medication, please let us know. It may change your child's behavior. We are not allowed to give medication at school.

EMERGENCY PROCEDURES

In case of an emergency, the staff will make every effort to reach the parents or the alternate listed on the "Child Information Form." Parents are asked to notify the school immediately in case of any change in address or telephone number.

ILLNESS POLICY

Parents need to call the preschool when their child is absent due to illness. It is in the best interest of your child and the other students to keep your child at home when he or she is ill. Please keep your child home if he or she shows any of the following symptoms:

Cough or sore throat

Fever or headaches

Skin rash

Inflamed or swollen eyes

Stomach pain or diarrhea

Head lice

After a fever, your child's temperature must be normal (98.6°) for 24 hours before returning to school.

If your child becomes ill while at school, you will be called and asked to take your child home.

SCHOOL CLOSING

When Abington Heights is closed, we will be closed. If they are on a delay, the morning 4 year old class will start at 10:00. If Abington is on a delay the 3 year old class will meet as scheduled from 9:30-11:30 (at parents discretion). We will schedule makeup classes Easter week if we have more than three snow days.

DISCIPLINE

The staff will use positive methods of Christian discipline that encourages students to use self-control, self-direction and cooperation. Trinity Lutheran Preschool's policy regarding the discipline of children is as follows:

1. Non verbal disapproval of child's actions.

2. Positive verbal reminder of rules.
3. Negative verbal reaction to child's behavior.
4. An attempt by the teacher to redirect the child to another activity in the classroom.
5. A "time-out" (asking a child to sit in a chair and observe the appropriate behavior of others for no more than 3 to 5 minutes) followed by discussion with the teacher.
6. Conferences with parents may be requested by the teacher if the behavior of a child continues to interfere with the preschool program. It is imperative that home and school cooperate with mutual goals and procedures.
7. If disruptive behavior cannot be corrected, the preschool may have to request the parents to withdraw their child. Dismissal of a child is considered when the health, safety and welfare of that child or the rest of the children in the group are at risk.

VOLUNTEERS

Parents are always welcome to visit our classroom. We encourage you to come in to check out the projects that we will use to decorate. We will be asking for assistance on days we cook, for our parties and on our field trips. Siblings must be left at home unless they are babies. You are always welcome to share an occupation, a hobby or talent with our class or even just read a favorite book.