

# Trinity Lutheran Kindergarten Readiness Program (KRP) Handbook

## Mission Statement

The Trinity Lutheran Kindergarten Readiness Program (KRP) is an educational program provided by Trinity Lutheran Church for the Pre Kindergarten and Kindergarten 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 KRP prepares children for the public or private schools in the area.

## Philosophy and Objectives

Each child is a gift from God. The KRP provides a caring community that nurtures the development of each child on an individual basis in a warm, loving, Christian atmosphere. The KRP 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 KRP 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 program provides children with the foundations of lifelong learning. The program will be enhanced by successful partnerships between:

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

Above all, the KRP 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.

## Kindergarten Readiness Program

The Kindergarten Readiness Program is designed to provide an additional academic school year, beyond preschool, that allows for the introduction, exposure, and practice of skills necessary for success in the local public and private kindergarten programs.

## Our Curriculum Goals

- ❖ Social Skills
  - Transitioning from home to school
  - Engaging in purposeful activities
  - Maintaining control at work and play
  - Respecting the space and belongings of others
  - Accepting responsibility for maintaining the classroom environment
  - Responding to verbal redirection from adults and peers
  - Using compromises and discussion to resolve conflict

- Demonstrating an interest and participating in classroom activities
  - Expressing feelings appropriately
  - Demonstrating self-help skills
  - Knowing and following routines
  - Managing transitions
  - Seeking new experiences within the classroom environment
  - Initiating positive interactions with peers
- ❖ Pre-Reading/Emergent Reading:
- Recognizing and naming most letters of the alphabet
  - Matching a letter with the beginning sound of a word
  - Recognizing rhyming words
  - Writing his or her own first name
  - Recognizing his or her name in print
  - Recognizing words and signs he or she sees often
  - Beginning to draw pictures to express ideas and tell stories
  - Recognizing color names
  - Holding and looking at books correctly
  - Telling a story from the picture on the cover or page
  - Retelling a simple story
  - Making simple predictions and comments about a story being read
  - Showing growing interest in reading and being read to
- ❖ Emergent Math
- Counting out loud from one to ten in correct order
  - Identifying written numbers from one to ten
  - Putting written numerals in order from one to ten
  - Counting at least five objects
  - Seeing a numeral and understanding the meaning as number of objects
  - Adding and subtracting familiar objects
  - Recognizing and naming five shapes
  - Using familiar objects to show more and less
  - Drawing rudimentary shapes and symbols
  - Matching items that are the same
  - Identifying and discussing differences
  - Identifying things that go together
  - Repeating patterns
  - Putting items or pictures in order
- ❖ Social and Social Studies
- Recognizing the difference between living and non living things
  - Identifying basic needs of living things
  - Exploring motion, energy and sound
  - Identifying objects
  - Making predictions
  - Researching and discussion natural elements within our local area
  - Global awareness
  - Map skills

- Identifying continents and oceans and their locations on a map
  - Creating and following classroom rules
- ❖ Fine Arts
- Self expression in art/dance/music
  - Songs, finger plays, rhyming
  - Exploring famous works of art and discussing observations
  - Music appreciation
- ❖ Fine Motor Skills
- Handling small manipulatives with ease
  - Using small muscles for self-help skills
  - Using writing and drawing tools with increasing control
  - Using correct pencil/crayon/marker grip
  - Using scissors appropriately for age
  - Using sensory materials for building strength in small muscles
- ❖ Large Motor Skills
- Defining his or her own personal space
  - Avoiding and not causing collisions
  - Understanding boundaries and negotiating obstacles
  - Exhibiting stamina and endurance
  - Running, jumping, hopping, throwing, catching and bouncing a ball.

## **Unit Curriculum**

The unit curriculum will focus on particular subject area and themes. Each thematic unit will utilize the full spectrum of curricular areas to explore and learn about the current theme.

The thematic units may include but are not limited to:

Bugs and insects, flowers, all about me, food and healthy eating, Arctic animals, Antarctic animals, light and sound, seashore and coast, the water cycle, author studies, artist studies, music and musical instruments from around the world, plants, animals and aquatic life of Northeastern Pennsylvania, bubbles, bread baking from around the world, recycling and the earth, the farm, pumpkins, hibernation, outer space, weather, transportation, Halloween, Thanksgiving, Christmas, holidays around the world, presidents, Valentine's Day, St. Patrick's Day, Easter, Spring, Mother's Day, and computer classes.

## **Admission Policy**

**Non-Discriminatory Policy:**

Trinity Lutheran Kindergarten Readiness Program 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 members of Trinity Lutheran Church, then to the general public.

Enrollment in Kindergarten Readiness Program

Children must have completed a four year old program or are kindergarten eligible. Class size is limited to 12 students. The class will be staffed by two adults: one Teacher and one Teacher-Assistant.

### **Fees (2015-16)**

Kindergarten Readiness Program:

\*First payment of \$300 will be due along with the registration form. (\$150 of the first payment is non-refundable.)

\*\$900 will be due at the time of orientation in September

\*\$900 will be due on or before December 1st

\*\$900 will be due on or before April 1<sup>st</sup>

\*Total yearly tuition -- \$3,000.00 (all inclusive)

(A monthly fee schedule is available.)

### **Schedules**

The Trinity Lutheran Kindergarten Readiness Program will begin on the Monday after Labor Day in September. The last day of school will be the Friday following Memorial Day. The KRP is a morning class that meets Monday through Friday from 8:30-11:45 AM. A complete school calendar will be available in September.

### **Arrival and Dismissal**

The doors will open at 8:25 A.M. and will be locked at 8:40 A.M. for the KRP. Please ring the doorbell at the front entrance after the main door is locked. Pick-up begins at 11:45 A.M. for the KRP. 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 to the door. 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 is 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 KRP if your child will not be attending or will be late. This information is helpful in assigning daily helpers. Leave a message on our voicemail if we are unable to get to the telephone.

### **Dressing for the KRP**

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. In the event of an accident you may be called.

## **Personal Items at the KRP**

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

## **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**

Visits to the Trinity Lutheran Church Library will be at the discretion of the teacher. During visits, the children will be able to check out a book to borrow for a week.

## **Parent / Teacher Conferences**

Keeping an open line of communication between parents and teachers is necessary. Formal conferences will be scheduled in October and February to discuss the progress of your child. Appointments will be given out at that time. However, if at any time you have concerns about your child, you are encouraged to talk to the teacher. Please contact the teacher at KRP, or at home to discuss any concerns you have 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.

## **Health and Safety/ Emergency Procedures**

Child Emergency Information Form: Each parent must fill out an information form.

In case of an emergency, the staff will make every effort to reach the parents or the alternate listed on the "Child Emergency 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 KRP when their child is absent due to illness. Viruses responsible for colds or the flu cause the most common sicknesses in schools. Please keep your child at home when he or she shows any signs of the following symptoms:

Cough or sore throat

Fever or headaches

Skin rash

Inflamed, swollen, pink, or draining eyes

Abdominal pain, nausea, vomiting, or diarrhea,

Head lice, scabies, or ring worm

A child may return to school 24 hours after a fever has resolved without the use of fever reducing medications, the child is able to participate in normal activities, and staff can care for the child without compromising their ability to care for other children in the group.

## **School Closing**

When Abington Heights is closed, we will be closed. If Abington Heights is on a delay, we will start on time. Please use your 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. The KRP 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 KRP program. It is imperative that home and school cooperate with mutual goals and procedures.
7. If disruptive behavior cannot be corrected, the KRP 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**

The KRP will need parent volunteers at various times throughout the school year. Sign-up sheets will be available for all classroom parties and events, as well as guest readers. If it is possible, please leave siblings at home during your volunteer opportunities. If you have a special talent, hobby, or occupation that you would like to share with the children, please let us know.