

Trinity Lutheran Preschool

Minds in Motion

Programs

(570)586-5590

Parent Handbook



Mission Statement

The Trinity Lutheran Preschool is an educational program provided by Trinity Lutheran Church for the three, four and five-year-old children of the parish and 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 schools of kindergartens in the area.

PHILOSOPHY AND OBJECTIVES

Each child is a gift from God. Trinity Lutheran Preschool offers a caring community that nurtures the development of each child on an individual basis in a warm, loving, and 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/Administrative Staff
- *Preschool Staff and the Preschool Committee/Church Council
- *Preschool Staff and the church community
- *Preschool Staff and 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, respect, thoughtfulness, and consideration and love.

GOALS OF OUR CURRICULUM

Our curriculum identifies goals in all the areas of development:

***Spiritual**

Bible Stories
Christian Songs
Stories
Christian Holidays
Grace before eating snacks/lunch

***Social Skills**

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 a Coat
Clean-up Cooperation
Following Classroom Routine Making Smooth Transitions

***Social Science**

Self/family
Health/Safety
Cooking
Community Helpers
Manners
Cultural Awareness
Science Experiments
STEM and STEAM Exposure

***Fine Arts**

Self-expression

Dramatic Play

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, popping, 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 Math Activities

***Simple Time Concepts: calendars, months, days**

***Pre-Reading Skills**

Teacher Reads Books

Independent Book Time

Sight Words

***Audio-Visual Phonics**

Letter Recognition

Beginning Sounds

Rhyming

Printing Letters

Letter Activities

Kid Writing

***Field Trips, Visitors**

Fire Station

Pumpkin Patch/Hayride

Library

Grocery Store

Therapy Dogs

Dental Hygienist

Santa

Easter Bunny

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 coincide with the unit for the month. All concepts (numbers, letters, shapes, colors, etc.) are handled in a creative fashion under our unit themes. 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.

Examples are: Seasons, Weather, Dinosaurs, Community Helpers, Holidays and Special Month Observances, Art History, Nature, Transportation, etc.

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 basis of race, color, religion or national origin in its educational 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 of Three-Year-Old Students: Children must reach the age of three years old by August 31st and be toilet trained to enroll in the program. There is a maximum of 18 three-year-old children in the classroom.

Enrollment of Four-Year-Old Students: Children must reach the age of four years old by August 31st to enroll in our four-year-old program.

STAFFING & SCHEDULES

Two certified teachers will teach our Minds in Motion day program with the assistance of up to two aides throughout the day. The day will begin promptly after drop-off and will dismiss at 11:25 AM or 2:55 PM, depending on which program your child is registered for. Full education curriculum will be taught throughout the day. One snack will be provided for half day students. Two snacks will be provided for full day students. Full day students should bring a bagged lunch. A short rest period will take place in the afternoon. Our school year begins on the Monday after Labor Day in September. The last week of school will be the last week of May.

ARRIVAL AND DISMISSAL

The doors will open at 8:25 AM and will be locked at 8:35 AM. The doors will open again for pickup at 11:25 AM and lock again at 11:35 AM for half day students' dismissal time. The doors will open for dismissal of full day students at 2:55 PM and will be locked again at 3:05 PM.

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. If you have two or more children to buckle, please pull off into a parking space to make the line move faster during pickup or drop off. 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, so 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.cccs

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.

An extra change of clothes is recommended in case of a bathroom accident. Please put them in a Ziploc bag in your child's backpack. We will call you if your child has messed their pants, but we will change their clothes if they are just wet.

PERSONAL ITEMS AT PRESCHOOL

Your child is able to bring a backpack to school. If you do not have one or if your child would rather, we will supply them with a canvas tote bag, which they can decorate during the first week of school. We will send home all correspondence in a folder provided to each child. There will be a "bring back" side and a "keep home" side. Please carefully read any correspondence and send back items asking for your review.

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 & LUNCH

Snacks: We provide a snack and drink mid-morning and a second snack and drink in the afternoon for full-day students. Please inform us of any allergies.

Birthdays: Please let us know if you will be sending in a special treat and/or drink.

CHURCH LIBRARY

We will visit the church library each month. 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. Field trips do not apply to the Extended Minds in Motion program. All field trips will take place between 8:30 AM and 3 PM.

NEWSLETTERS-HOME/SCHOOL COMMUNICATIONS

A weekly wrap-up is sent to parents of children in our 4's and 5's class via the Remind app. This newsletter describes everything we have done in the past week and notifies parents of upcoming events and other reminders. A monthly wrap-up is sent to parents of children in our 3's and 4's class. 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 teach is necessary. Formal conferences are held in February to discuss the progress of your child. Recommendations for kindergarten will be discussed at that time. Anytime you have concerns about your child, please feel free to talk to the teachers. Please call the teachers 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 questions 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 informational 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, as 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 if 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, vomiting or diarrhea

Head lice

Infection

Your child must be free of symptoms (vomiting, diarrhea, etc.) for 24 hours before returning to school.

SCHOOL CLOSINGS

When Abington Heights is closed, we will be closed. When Abington Heights is on a delayed schedule, we will begin class at 10 AM. We will schedule makeup classes Easter week if we have more than three snow days.



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 have parties and 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 to read a favorite book.

DISCIPLINE

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

1. Nonverbal 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 3-5 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.