

# **Parent Handbook 2018-19**



**533 W. Third Street**

**El Paso, IL 61738**

**309-527-4333**

**[www.trinitylutheranpreschoolel Paso.com](http://www.trinitylutheranpreschoolel Paso.com)**

# **Table of Contents**

Welcome  
Mission Statement  
Non-Discriminatory Policy  
Members of the Preschool Board  
Enrollment and Health Requirements  
Registration and Tuition Fees  
Classes, Hours, and Days of Attendance  
Classroom Schedule  
Arrival and Pick-up Procedures  
Classroom Supplies  
Newsletters and Communication  
Progress Reports and Parent/Teacher Conferences  
Snack  
Discipline and Emergency Policies  
Illness, Medication, and Absence Policy  
Volunteers and Visitors  
Toys  
Dress Code  
Mandated Reporter  
Fundraisers

## **Welcome!**

This handbook is designed to help you and your child learn about Trinity Lutheran Preschool. We are pleased that you have chosen us for your child's early learning education. It is our goal to ensure that your child is offered a well-rounded, Christian program. As a ministry of Trinity Lutheran Church, the most important part of the Preschool is sharing the love and forgiveness of our Savior Jesus Christ. In addition, our Preschool seeks to provide a variety of age-appropriate, developmentally sound activities to foster the social, emotional, intellectual, and physical development of children. If you have any questions, please contact us at 309-527-4333.

## **Mission Statement & Statement of Belief**

The purpose and mission of Trinity Lutheran Preschool is to bring glory to the Triune God by providing a Christ-centered learning environment where children develop spiritually, socially, and intellectually in preparation for kindergarten. Trinity Lutheran Preschool is a preschool within the Lutheran Church-Missouri Synod (LC-MS) church body and ascribes to its doctrine. Religious instruction will be from the Lutheran confessions of the Christian faith. For more information about the confessions of the LC-MS, please visit [www.lcms.org](http://www.lcms.org).

## **Non-Discrimination Policy**

Trinity Lutheran Preschool admits students of any race, color, national or 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 or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

## **Members of the Preschool Board**

Director & Teacher .....Michelle Wahls Home: (309) 287-4846  
Teacher Aide.....Linda Haas  
Teacher Aide..... Kisha Craig  
Chairman.....Jacqueene Meyers (815) 257-4180  
Vice-Chairman .....Kenzie Wilkey (309) 706-0620

- Each year we look for a parent volunteer from each class to be a part of the board. If you are willing to fill a parent position, please notify any of the members above.

## **Enrollment and Health Requirements**

Enrollment will be taken on a first come, first serve basis to all children who meet the age requirements. To enter the 3 year old class, a child must be 3 on or before September 1<sup>st</sup> of the school year. To enter the 4 year old class, a child must be 4 on or before September 1<sup>st</sup> of the school year. All students must be toilet trained and able to use the facilities by themselves. We must have a photo copy of their birth certificate, a physical exam, a lead screening, a record of current immunizations or a parental statement. (The Illinois Department of Health asks that children attending preschool should have the following vaccines: Hep. B, Polio, DTP, MMR, Varicella and Hib) The physical must be dated within the six months of admittance. All necessary forms must be filled out, signed, and returned to the preschool prior to admittance.

## **Registration and Tuition**

Tuition fees should be given to the teacher in cash or check. Please make all checks out to Trinity Lutheran Preschool. If cash is used, please be sure it is in a sealed envelope labeled with your child's name. Tuition fees are due on or before the beginning of each month. If tuition is not paid, we will notify you. If the fee is not paid within two weeks of due date, your child may not attend class until the tuition payment is current. Please inform our staff of any extenuating circumstances that hinder payment.

\$30 Registration fee due at sign up.

\$75.00/month (2-day)

\$100.00/month (3-day)

- For members of Trinity, the congregation will assist with the tuition at \$25/month.

## **Classes, Hours, Days of Attendance**

Mondays, Wednesdays, and Fridays are reserved for 4-5 year olds. Tuesdays and Thursdays will be used for the 3 year-old class. We will operate from 8:30am to 11:00 am. A school calendar will be provided before the start of the year. We will follow the El Paso-Gridley school calendar for holidays and school closures. The preschool will also be closed on the Monday after Easter. At times of the director's discretion, preschool may be closed due to inclement weather despite EPG remaining in session. School closures due to inclement weather will not be made up at the end of the school year.

## **Classroom Schedule**

Each school day, your child will be engaged in various activities: Jesus time, free play and center time, snack time, circle time, and instructional learning time for handwriting, letter, and math activities. There will also be time for art, music, and movement throughout the week. As the school year approaches, the teacher will send home a copy of a specific weekly schedule.

## **Arrival and Pick-up Procedures**

During the registration process, you will fill out a form stating who can and cannot pick up your child. For the safety of your child, we will not release your child to any unauthorized person. Persons responsible for picking your child need to sign your child in and out. Please be aware that there may be an additional fee for habitual late pick-ups. You may drop your child off as early as 8:20 am. Please walk your child to the classroom. For pick ups, we ask that parents wait outside the classroom door at 11 am, and the teacher will open the door and dismiss students to his/her pick up person.

## **Newsletters and Communication**

Each child will receive a monthly newsletter that will be sent out at the beginning of the month. The newsletter will inform you about what your child will do through the weeks and alert you to any upcoming important dates. Your child will also receive a monthly calendar noting who will be providing snacks and what curriculum will be covered for the month.

## **Progress Reports and Parent/Teacher Conferences**

Over the preschool year, your child will receive a three progress report (November, February, and in May). This is just another way to keep parents informed about what your child is doing each day at preschool. The teacher will schedule Parent/Teacher conferences for the four-year class for the fall. Conferences will be optional for the three-year old students and can be requested by the parent.

## **Snack**

We will serve snack every day. Each child will be responsible for providing healthy snacks for the week according to the schedule. Snacks can be store bought or homemade. Please reserve cookies and cupcakes for birthday and holiday celebrations. Here are some ideas for healthy snack options: fresh fruit, dried fruit, cheese sticks, yogurt, whole grain snacks, cut veggies, etc. The children will have a glass of water with their snack. Parents can send fresh fruit whole, and teachers can cut portions for the children. Please alert the teacher of any food allergies your child might have.

## **Discipline Policy**

The staff shall use discipline measures suitable to help children learn self-control and assume responsibility for their actions. We offer praise and positive reinforcement to help children gain an understanding of acceptable behavior in the classroom. When incidents do occur, the teacher will first talk with the child and offer guidance on how to handle the problem in a more appropriate manner. If necessary, students may be removed from the group or activity for a reasonable period of time. Parents will be notified of any major behavior issues. If a child displays repeated violent behaviors (hitting, kicking, biting), teachers may ask the parent to pick up their child for the remainder of the preschool day.

## **Emergency Policy**

In the event of a medical emergency, the staff will administer appropriate first aid. If an ambulance is necessary, the parents will be notified as soon as possible and asked to meet the staff member who will stay with the child until the parent arrives at the hospital. Please make sure all phone numbers are current. Whenever there any changes to home, work, or cell phone numbers, please let the preschool know.

## **Illness, Medication, and Absence Policy**

Please do not bring any child to class that is showing signs of an illness. This includes fever over 100°, rash, diarrhea, vomiting, or thick nasal drainage. Please inform the preschool right away if your child becomes infected with lice, chicken pox, fifth disease, measles, etc. Your child must be symptom free for 24 hours without the aid of medication to return to class. In the event of an illness, please call Mrs. Wahls (309-287-4846) at her home to let her know your child will not be in attendance. The teachers will not be responsible for administering medication unless it is needed for emergency purposes. Please give the teacher all emergency medications (inhalers, epipens, etc.) with written instructions on its use.

## **Toys/Blankets**

Please do not allow your children to bring toys/blankets to school. We will have times where toys can be brought for special days and times of sharing.

## **Dress Code**

Children should be dressed appropriately for class according to the weather and for busy play and with accordance with one's biological sex. We ask that your child may not wear any jewelry or make-up. Please make sure they have shoes on that are appropriate for active play as well. Sandals without straps behind the ankles are discouraged. No flip flops please! Girls need to wear shorts or leggings under their dresses please.

## **Bathroom Procedures**

Trinity Lutheran Preschools Bathroom Procedures are as follows: 1) Students will always be accompanied by a teacher when using the bathroom during a preschool session. 2) Bathroom doors are propped open. Individual bathroom stalls are concealed by a door/curtain to maintain student privacy. Doors are propped open so teachers can assist in handwashing and to monitor appropriate bathroom behavior. 3) Students are expected to wipe/clean themselves. 4) Bathrooms are segregated according to sex. Children will use the bathroom according to their biological sex.

## **Volunteers and Visitors**

We at Trinity Lutheran Preschool encourage parents to get involved with their child's education. Please contact the teacher to volunteer or to schedule a visit.

## **Mandated Reporter**

If we suspect child abuse, we are required by law to notify the Department of Child and Family Services.

## **Fundraisers**

Throughout the year, the preschool will plan one or more fundraisers. Any parents who desire to help in this effort should notify the teacher or the preschool board.