

# Trinity Lutheran School

*“A Great Place to Grow”*

## PK and Preschool Parent Handbook 2020-2021

Trinity Lutheran School

*“Where faith and family shape character”*



A family growing together, learning God's Word, serving our neighbor to witness Christ's love

### The Trinity Lutheran Preschool Program includes:

- |                          |                               |               |
|--------------------------|-------------------------------|---------------|
| ● Jr Preschool           | Tuesday and Thursday          | 8:00-11:00am  |
| ● Pre-Kindergarten 3-day | Monday, Wednesday, and Friday | 8:00-11:00am  |
| ● Pre-Kindergarten 5-day | Monday-Friday Afternoons      | 12:00-3:00pm  |
| ● Extended Preschool     | Monday-Friday on school days  | 8:00am-3:00pm |

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# **Trinity Lutheran Preschool Educational Philosophy**

Trinity Lutheran Preschool provides an environment that encourages a child's love of learning and their God-given curiosity about the world. As Christian teachers, we share God's Word about Jesus through Bible stories, songs, prayers, and interaction with the children. Children learn at their own pace through developmentally appropriate activities which integrate God's Word throughout the curriculum while strengthening every child's spiritual, cognitive, physical, social, and emotional growth. Sequential activities challenge development through play, child-to-child interaction, and child-to-teacher involvement. Trinity Lutheran Preschool recognizes that each child is a unique creation of God, and individual needs are considered as we instruct each child. We also strive to support and help parents as they meet their responsibility to be their child's first teacher.

## **Goals for Early Childhood Development in Preschool**

The following is a list of goals which are foundational to our preschool teachings and are professed and used by our teaching staff as we plan the curriculum and accompanying developmentally appropriate activities for our young children. We encourage the parents/guardians of our preschoolers to form a partnership with us and join us in achieving these goals.

### **Spiritual Goals**

The children will:

- Know that God created all things and cares for them
- Know that prayer is talking to God
- Know the Bible is the true and holy Word of God
- Know that God is one God, yet three Persons
- Know that Jesus is their Savior who died for them and rose to life again
- Know that they are a child of God and in need of God's love and forgiveness

### **Cognitive Goals**

The children will develop their knowledge and understanding of the world and enjoy the wonder of discovery in these areas:

1. Listening and Thinking Skills:
  - Lengthen their attention span and learn to follow directions
  - Develop problem-solving skills
  - Use language effectively to communicate feelings, thoughts, and ideas
  - Initiate his or her own activities and follow them through to completion
  - Develop memory skills
2. Early Literacy Skills:
  - Become aware of the alphabet, print, and phonics, and their purposes
  - Enjoy being read to and manipulating books as they "read"
  - Develop left to right progression
  - Develop visual and auditory discrimination
3. Mathematics Skills:
  - Become aware of numbers and their uses
  - Develop counting, sorting, categorizing, matching, and patterning skills
  - Develop knowledge of shapes, colors, and size

## **Physical Goals**

The children will learn to:

- Develop their large and small motor skills
- Explore movement in a variety of ways with purpose and enjoyment
- Develop coordination with a variety of body parts
- Use a variety of tools, instruments, and equipment to move with confidence, coordination, and safety
- Developing awareness and respect for a healthy lifestyle
- Use their body, senses, and physical movement to learn about their environment

## **Social Goals**

The children will learn to play, work, and communicate with their peers and adults as they learn to:

- Cooperate and share, initiate their own activities, and learn how to successfully enter into play and work with others
- Use words instead of actions to communicate and problem-solve
- Learn how to include others
- Accept all people who are different or who possess special needs
- Forgive others as he/she is forgiven
- Know the limits of behavior in regards to the safety and respect of others
- Learn and practice social rules

## **Emotional Goals**

The children will learn to:

- Develop a positive self-concept through words of honest praise and genuine encouragement
- Learn to identify their feelings and know that their feelings and those of others are valid
- Develop a sense of identity and feel joy in their creative productions
- Learn to think for themselves and exercise independent responsibility
- Learn to express their feelings in an appropriate manner
- Feel unconditional love and acceptance

# Early Childhood Curriculum

## Indiana District of the Lutheran Church-Missouri Synod, Paths to QUALITY, and NAEYC Accreditation

The LCMS Early Childhood curriculum is based on state standards and several other resources. It is created to assist the early childhood staff, the governing board, and the congregation in identifying a more formal approach to curriculum development and in implementing the standards through the preschool program.

### **Our curriculum is based on several widely-accepted early childhood principles listed as follows:**

- Learning for young children is the result of interaction between a child's thoughts and experiences with materials, ideas, and people.
- Children are best prepared when the education focus is on the “whole child” and covers all learning domains: language/literacy, math, science, social/emotional, spiritual, social studies, creative arts, and physical development.
- The role of play is prominent. Teachers support students' self-initiated play and introduce purposeful instructional activities that playfully engage children in learning.

### **As a high-quality early childhood classroom, we include:**

- A variety of learning opportunities (small groups, large groups, and individual instruction)
- Developmentally appropriate materials
- A predictable, organized classroom environment
- A predictable, balanced schedule
- Attention to health and safety
- Engaging interactions with adults and peers
- Responsive, supportive; encouraging staff
- Involvement with families

Preschool children are learning many social, emotional, physical, and spiritual lessons every step of every day. At the same time, there are certain specific items we present to the children each year.

- **Jr Preschool** teaches school socialization skills such as following a school routine, sitting through a 10-15 minute circle time, how to form into a line, how to end 1 activity and move on to the next, bathroom skills, and hand-washing. Following directions is taught while taking part in creative projects using different types of painting, cutting, and drawing tools. Counting to 10 or more, singing the ABC song, recognizing and printing some numbers and letters, and recognizing, printing, and spelling their name are part of the school year.
- **PreKindergarten** children learn to recognize, spell, and print their name and names of friends. They review colors, learning color word names, and shapes. They learn to count and read numbers from 1-25, or even to 100. We learn each letter of the alphabet upper and lower case and the sounds each letter makes. We apply phonics to words around us and those who are ready have pre-reading materials available. We learn about science topics and do hands-on projects about Trees, the Human Body, the Weather, Dinosaurs, Outer Space, Physical Science, Animals, and Plants and Insects. Also covered are cooking projects, music concepts, physical education activities, and Bible lessons.
- **All material is presented in a developmentally appropriate way. All children do not master concepts in the same way and to the same extent. All materials are presented from a Christian, God-pleasing perspective.**

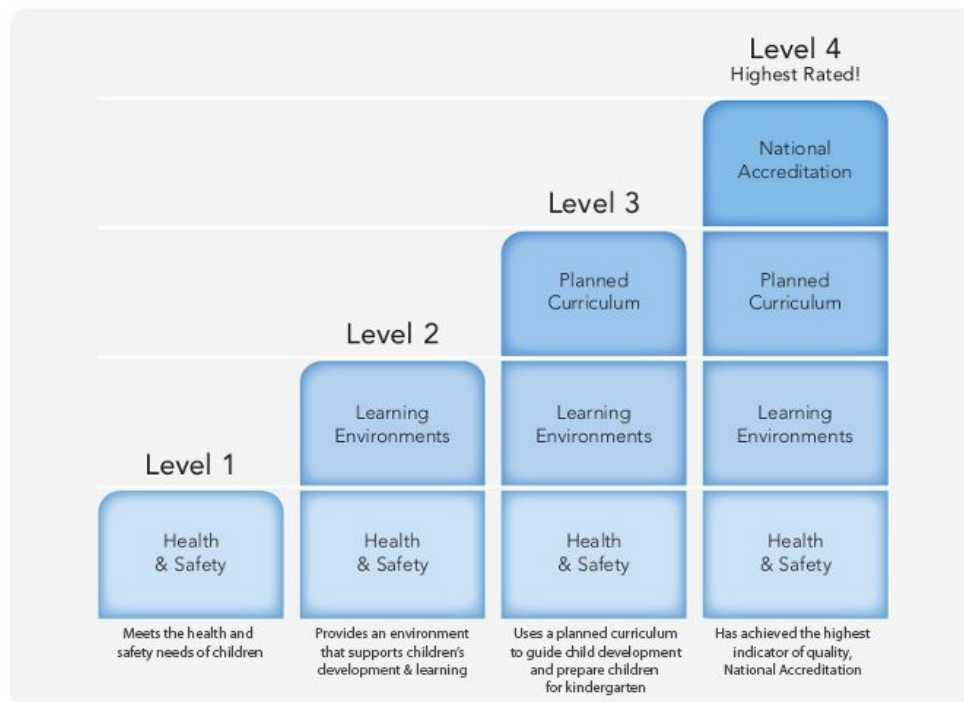
Children enrolled in Trinity Lutheran Preschool learn at their own pace through developmentally appropriate activities.

All children have the opportunity to experience God's great love for them.

Trinity Lutheran Preschool recognizes that each child is a unique creation of God.

## Paths to QUALITY (PTQ)

Each level of Paths to QUALITY builds on the foundation of the previous one, resulting in significant quality improvements at each stage. National accreditation is reached at the highest level, Level 4. The system validates early care and education programs for ongoing efforts to achieve higher standards of quality and provides incentives and awards for success.



## National Association for the Education of Young Children (NAEYC)

**Vision Statement:** All young children thrive and learn in a society dedicated to ensuring they reach their full potential.

**Mission Statement:** NAEYC promotes high-quality early learning for all children, birth through age 8, by connecting practice, policy, and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.

**Values and Beliefs:** Our core values are defined in the NAEYC Code of Ethical Conduct and are deeply rooted in the early childhood profession. In addition, we seek to be a high-performing, inclusive organization that is enriched by and continually grows from our commitment to diversity, as embodied by our core beliefs.

### **Core Values:**

- Appreciate childhood as a unique and valuable stage of the human life cycle.
- Base our work on knowledge of how children develop and learn.
- Appreciate and support the bond between the child and family.
- Recognize that children are best understood and supported in the context of family, culture, community, and society.
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague).
- Respect diversity in children, families, and colleagues.
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect.

# Admissions & Enrollment

**Age Requirements:** As an Indiana Choice School, we are obligated to use “age 5 by August 1st” as our Kindergarten entrance date. We therefore base our age guidelines for Jr. Preschool and PreKindergarten on that August 1st cutoff. We provide for a child to have up to three years of Preschool before Kindergarten.

- Jr Preschool: Children must be 3 by August 1st
- PreKindergarten 3-day: Children must be 4 by August 1st, thus ensuring that they will be eligible for Kindergarten upon completion of this program. Some children enter this class as younger fours knowing they will continue in the PreKindergarten 5-day class before going on to Kindergarten.
- PreKindergarten 5-day: Children must be 4 before August 1st, thus ensuring that they will be eligible for Kindergarten upon completion of this program. Most of the PreK 5 children have had previous preschool experience in a 3-day program.
- **All preschool children must be toilet trained, which means not wetting or having a bowel movement in their clothing.**

**Child Confidentiality:** The content of each child’s file is held in confidence but will be available upon request to administrators and teaching staff that work directly with the child, the child’s legal guardians, and regulatory authorities. It is assumed with your signature upon review of this handbook, that you give consent for the above listed individuals to have access to your child’s file when needed.

**Non-Discrimination Policy:** Trinity Lutheran Preschool welcomes all of God's children. We do not discriminate on the basis of race, national or ethnic origin, or religious background.

**Orientation:** Trinity Preschool begins the school year by introducing the school to the parents. We want to answer all questions or concerns and allow the parents and children to get a feeling for their school. Children are encouraged to tour their room, and parents are encouraged to get to know each other. We can make sure your registration is finished and ready for school to begin. Welcome bags are handed out to all incoming children.

**Supply List:** Each class is asked to help supply the school by providing particular items each year. Please check the list to see what your child needs to bring to school.

**Termination Policy:** Trinity reserves the right to terminate enrollment at any time for sufficient reasons, including, but not limited to: late payments, consistent misbehavior of the child, and unforeseen problems which may occur with the parent of the child.

## Academics & Licensure

**Extended Preschool:** Trinity offers a program which can extend your child's school day. This is available to every PreK student, from 6:30am-6:30pm, Monday through Friday, regardless of the day your child is in class. \*If your child is not picked up from class on time, they will be taken to the Extended Care room and you will be charged an Extended Care fee of \$5 per hour. For those of you who will be using Extended Preschool, please bring the following:

- a blanket, small pillow (optional) and a crib sheet for their cot if your child will be attending the afternoon portion of Extended Preschool. Nap time is from 12:30-2:30pm each day.
- a sack lunch meeting State requirements, or order a hot lunch for purchase. Please email Miss Seeley or call before 8:00am each day if your child will need a hot lunch. (NO PEANUT PRODUCTS ALLOWED)
- two extra snacks for our afternoon snack times. (NO PEANUT PRODUCTS ALLOWED)
- If you will be packing a lunch, it is required by the State that all sack lunches be refrigerated. Therefore, all packed lunches will be stored in the Extended Preschool refrigerator.
- A manual toothbrush with toothpaste in a zip lock bag with your child's first and last name on it. Teeth brushing will happen after lunch time each day.

**Licensing:** Trinity Lutheran School and Preschool are accredited by the National Lutheran Schools Association, NAEYC, is also licensed by the State of Indiana. The preschool teachers and aides are certified in First Aid and CPR, and receive Universal Precautions training.

**Outside Play:** Trinity Preschool has been blessed with a beautiful big playground for our children. We use this when weather is above 25 degrees with no precipitation. We do not take our little ones out in inclement weather. We also have the use of our gym and other indoor activities for those days. Your child will not need outdoor boots or snowsuits. Safe play shoes that do not cause accidents are best on the playground. Gym shoes are best for playing on the gym floor.

**Show and Share:** We connect a child's life at home to school by inviting families to send certain items to school for the children to show to others. Children practice communication and social skills when presenting their items during circle time on Show and Share days.

**Special Services:** As part of the Crown Point School System, children at Trinity are eligible for all services and testing provided by Crown Point Community School Corporation's Department of Exceptional Learners. If you have any questions about hearing, sight, or behavioral testing and services, ask your teacher.



## Attendance

**Absences:** Please call the school office (663-1578 option 3) or notify the teacher by email if your child will not be in school that day. You can leave a message with the secretary or transfer your call directly to the teacher's classroom. This will help teachers to better plan for the needs of the children.

**Dismissal, Arrival, and Late Pick-up Procedures:** Please meet us at the door of your child's classroom for the arrival or dismissal of your child. The doors open electronically to allow for arrival and pickup times. A secretary can let you in any time you have business.

- Sign up if you wish to drop off or pick up your child at the Door F. Older siblings can exit with us at 3:00pm. If your child is using Extended Preschool, we will walk them to their next class. If you have special concerns about getting into or out of the building, please ask us for help.
- If a child is left with us with no directions, we will take them to Extended Care. Extended Care fees are \$5.00/hour, and \$1.00/minute after 6:30pm.

**First Day of School/Shortened Day:** The first day of Jr. Preschool and PreKindergarten classes are shortened from a regular session by one hour to help ease children into the school environment. This is the first school experience for some of our children and keeping the day short and a loved one close by helps them make this transition smoothly. There is normal dismissal on the next school day.

**School Closings and Delays:** Trinity Preschool follows the Day School and the Crown Point Public Schools are closed and delays due to bad weather. If the public school closes, Trinity Preschool closes also. If they have a one-hour delay, we will begin at 8:30am. If they have a two-hour delay, we begin at 9:30am. **The Extended Preschool is available during delays, unless otherwise announced.** This information is available on local radio stations and on the Crown Point Community School Corporation website, but all school families will also get a call via School Messenger about Trinity's delay or closing.

## Financial Matters

**On My Way Pre-K Swipe Machine:** It is your responsibility as the parent to swipe your child in and out daily. If you are swiping late, you are responsible for the payment until you enter the late attendance and the state reimbursement is made for the correct amount.

**Tuition Payments:** Tuition and fees should be paid by the first of each month. Payments can be made online or placed in the Atrium mailbox. Questions should be addressed to the School Office. Preschool teachers do not accept payments. If an envelope comes to school with your child addressed to the School Secretary or marked as Tuition, we will deliver it for you. A new tuition and fee schedule is published by the Day School Board each spring.

**Vacations:** Families are expected to fulfill all tuition obligations regardless of vacations or unforeseen events that suspend their child's attendance at school.

# Health

## **Exclusion of the Underimmunized Procedure:**

1. Director is made aware of a vaccine-preventable disease occurring within the program.
2. Family of an underimmunized child is immediately contacted and notified of potential exposure to illness. Child will be promptly excluded until further notice.
3. Director will contact the Lake County Health Department to notify them of the occurrence of disease in the program.
4. Health department will provide guidelines on duration of exclusion and provide further resources on specific disease, sanitation, and duration of exposure.
5. Family will be notified with this information.
6. Director and program will execute guidelines as given by the health department.
7. Child may return to school when the period of exclusion has ended.

**Hand Washing and Bathroom Breaks:** All children in the Preschool must be toilet trained which includes personal wiping. A child may go to the bathroom at any time. They may ask or just go. Young children using the bathroom who may need help are accompanied by an adult. Children who are capable may go on their own. All children take a bathroom break prior to eating. All are encouraged to go at this time. Teachers try to notice the “wiggles” and help them recognize the need to go. (See “Potty Accidents”) Hands are washed after using the toilet, after craft projects, after sneezing, and before eating. We do not use hand sanitizer.

**Immunization Records:** Information concerning the child's immunizations and a physical are required by the state of Indiana. This record must be on file at the school. It is kept under the supervision of the Lake County Health Department. The county nurse supervises our records.

**Inclusion or Exclusion of Ill Children:** The program should notify parents/guardians when children develop new signs or symptoms of illness. Parent/guardian notification should be immediate for emergency or urgent issues. Staff should notify parents/guardians of children who have symptoms that require exclusion, and parents/guardians should remove children from the early care and education setting as soon as possible. For children whose symptoms do not require exclusion, verbal or written notification to the parent/guardian at the end of the day is acceptable. Most conditions that require exclusion do not require a primary health care provider visit before re-entering care.

When a child becomes ill but does not require immediate medical help, a determination should be made regarding whether the child should be sent home. The caregiver/teacher should determine if the illness:

- Prevents the child from participating comfortably in activities;
- Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- Poses a risk of spread of harmful diseases to others;
- Causes a fever and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, and diarrhea).

If any of the above criteria are met, the child should be removed from direct contact with other children and monitored and supervised by a staff member known to the child until dismissed to the care of a parent or guardian, primary health care provider, or other person designated by the parent. Children may return to school when they have been symptom-free for 24 hours or with a note from their primary physician.

**Sick Children - Medicine:** We do our best to keep all of our children happy and healthy, however, sometimes they get sick. If your child has a fever or an extremely runny nose or a red sore throat, keep them home for their comfort and the health of others. **A child should be fever free for 24 hours before returning to school.** If a child becomes sick at school, we first phone the parents and then continue down the emergency call list until we reach someone. No medicine is allowed in the classroom. Children must go to the office and receive medication from the school secretary. Follow school procedure for leaving medication. If any medication (doctor-prescribed or over-the-counter) is to be administered to any student at Trinity, a Medical Permission Form completed by the parent must be on file. In keeping with PK certification standards, Preschoolers must also have a doctor's note accompanying doctor-prescribed medicine which will be kept with the medication at all times. **If a child in one of our classes comes down with a communicable disease, we will notify all parents that their child has been exposed and what to look for. Remember, your child is constantly exposed to disease every time they are in any public area. Hand washing is our best defense.**

**Storage and Administration of Medicine:** All medicines are stored in the church office in a locked container. All medicines must be labeled with the child's name and date as well as a doctor's note with administration information. The only individual who may administer medicine is Lisa Cizmar, who is the school secretary. She has completed Medicine Administration Training (MAT).

**Sunscreen:** Trinity does not apply sunscreen to any child. If the parent wishes their children wear sunscreen, please apply it before dropping them off for school.

## **Faith Development**

**Chapel Services:** Our Principal and our Pastors enjoy meeting with the children once a month for a special Preschool service. The chapel takes place at the beginning of the month in our church sanctuary. It is very informal and prepared for children. Family and siblings are invited and encouraged to attend. It is only 15 minutes and can be a noisy and enlightening time. PreK visitors are asked to sit on the north side pews across from the PreKindergarten children.

**Jesus Time:** Our classroom has a Christian area for the children's Bible lessons and devotions. During the week, children gather for a circle time in this area. They sing Sunday school songs and learn about a Bible story. They also apply God's love to themselves and their friends. Class Dojo will let you know what your child is learning during Jesus time.

**Prayer:** We will teach your child to pray, and we will pray with them during Jesus Time, Chapel Time, before snack, and at the end of our school day. Also, there may be times during the school day where it would be appropriate to take something to the Lord in prayer. We listen to the children and pray about things which are of concern to them; someone in their family is sick, their dog got hurt, a pet has died, they themselves are hurt, or someone from class is home sick.

**Sunday School/Vacation Bible School:** Trinity Lutheran Church has an excellent Sunday School program which takes place in our same rooms Sunday from 9:15-10:15am. Please consider bringing your child to our Sunday School program. Parent programs are also available during these times. Also in the summer, an exciting week-long Vacation Bible School is offered. Check days and times at the end of the school year.

## Guidance & Discipline

**Child Guidance/Discipline:** We believe that children are learning and growing in their social development and that they are still discovering what behaviors are appropriate and which are not. With this as our guiding principle, we try to direct and guide children to an understanding of appropriate behavior. We expect to be partners with the parents as together we help the child learn to act in God-pleasing ways. Slight behavior problems can be discussed with a conversation at pick up. For larger or reoccurring problems, we will arrange a conference with the family to work out a school/home plan.

## Transportation of Students

**Idling Vehicles:** It is our policy to discourage all idling vehicles at pick-up and drop-off. We ask that you turn off your engine as you wait with the exception of inclement weather (extreme cold or heat). This promotes environmental care. We appreciate your participation.

**Student Pickup:** It is our policy to give your child only to those people whom you have designated. If you want someone different to pick up your child, you must let us know in writing or call the school office. Let your different driver know that they must present their driver's license in order to pick up a child from school or Extended Care.

**Transportation:** All transportation for preschool is by private vehicles.

- **Carpools** If you find someone who can share driving responsibilities, let the teacher know who is driving and when. Write a note that those children involved have permission to be released from school to those adults involved.
- **Parking** Only park in the west lot along Indiana Avenue. The east lot is used as a playground during the school day. The south lot is used for Extended Care, funerals, and Preschool pick up.
- **Driving for Field Trips** Park in the west lot along Indiana Avenue and walk in to pick up or return children on field trips. Every driver on a field trip must have a valid driver's license, carry full insurance, have seat belts and car seats for each child, and have completed the Child Protection Course if driving any children other than their own. Children are only released to ride with other adults when proper written notice is given by the parents or guardian.
- **Car Seat Laws** It is now the law that children under the age of seven must be in a regulation car seat or booster seat.

# Safety & Well-Being

**Accidents or Incidents between Children:** You will be notified if your child has any type of accident at school which would leave a mark or could cause concern to parents. Very slight problems may be addressed verbally, as our preschool uses positive reinforcement and positive redirection. Larger accidents will be addressed by sending home a copy of an accident report form. Sometimes problems occur between children. Slight problems will be addressed with a conversation at pickup time. Repeat problems will initiate a conference with the family to discuss helpful ideas.

**Building Security and Access:** To maintain an environment of security, all visitors are asked to sign in at the church front desk. Parents are asked to get a pass from the church front desk. Once this is done, individuals may be released to the preschool program by church front desk staff. Once they've reached the entrance to the hallway, they must be buzzed in by school office staff. Individuals may then proceed to the preschool program/classrooms.

**“Potty” Accidents:** Sometimes children this age have bathroom accidents even though they are toilet trained. We will help children to understand that this is just a mistake. We do not want to shame or embarrass them. When a wetting accident occurs, we take the child privately to the bathroom to change. Place a change of clothes in a Ziploc plastic bag in your child's school bag. If there is no change of clothes provided, we go to our clothing supply. The soiled clothes are placed in a plastic bag and sent home. If the child is distressed by the accident, we will call you. If they are okay and want to continue school, we will tell you about it when you pick them up. Borrowed clothes should be laundered and returned to school. Per state regulations, if the child has a bowel movement, you will be called to take the child home to clean them. The frequency of accidents is tracked to alert us to possible medical conditions or to indicate that the child is not yet toilet trained.

**School Dress Code:** The children in Preschool are encouraged to dress in casual comfortable clothes appropriate for the weather. Please consider your child's comfort and **ability to remove clothes to use the toilet independently**. Preschool is also a messy place, so make sure clothing is washable. **Shoes** should be carefully selected. Slippery dress shoes, cowboy boots, winter boots, and flip-flops cause children to have accidents on stairs or playing. Gym shoes are most appropriate.

**Toys and Supplies:** Please do not let children bring toys or items from home in a backpack. They can get lost or broken. A toy is only allowed as part of a show-and-share item. Toys from home are not part of play items for preschool. Some parents don't approve of what other parents might. Also we make sure there are enough items to share among our school toys. One of something can cause problems.

# Communication

## Communication Pathways

- **Class Dojo** - Class Dojo is an app specifically used by preschools and elementary schools. We communicate with parents daily with this app on your phone or computer.
- **Harmony** - Trinity's online school management system keeps every family connected by the internet. You can get an access code during registration from the school secretary.
- **School Messenger** - This automated calling system alerts you to school closures and special announcements.

**Conflict Resolution:** It is our hope that conflict would be resolved in a timely and pleasant manner at Trinity.

To do this, we ask that you proceed with the following steps as needed:

1. When concerns arise, they are brought to the specific staff member at a time that is convenient for both parties (outside of class time).
2. Conversation is encouraged between parties.
3. Both parties work toward a solution that addresses needs and restores relationship.
4. Solution is implemented.
5. Family and staff may check back in with one another to ensure conflict has been resolved.

*le: Parent: Teacher, I'd like to talk to you about something Child said about class.*

*Teacher: Sure, what can I do?*

*Parent: (describes concern)*

*Teacher: It sounds like we could maybe solve this problem by \_\_\_\_\_. Would that work for you?*

*Parent: Yes, let's try it.*

*Teacher: Great, let's plan to check in next Friday and see if all is still well then.*

Should conflict persist, the following secondary procedure is to be followed:

1. Family or staff will approach the director and/or principal with concern.
2. A conference will be scheduled where family, staff, and director and/or principal will be present.
3. Director and/or principal will facilitate discussion pertaining to the concern at hand. *Strategies for management include the following: opening with prayer, allowing both parties to speak, and brainstorming with a team mentality that puts the child first.*
4. The initiating party will speak first, sharing their concerns.
5. The secondary party will then share their perspective and any other observations.
6. Director and/or principal will lead a brainstorming session on ways to resolve the conflict at hand.
7. If a solution can be found, it will be implemented in an agreed upon timeline with agreed upon resources. A check-in will be scheduled.
8. If a solution cannot be found, the following procedure will be followed...

Failure to find resolution in conflict:

1. Contact the school board for a formal meeting and/or attend the next scheduled school board meeting to present concern.
2. School board will listen to concerns.
3. School board will decide the matter.
4. This decision of the school board is final.

**Custody Notification:** If you have special custody issues, please make sure the teacher is aware of your situation. If you have a court order, it must be on file with our school.

**Mail - The Folder System:** Every preschool child will have labeled folders. Letters, papers, and pictures from school will come home to you in blue, yellow, red, or green folders. If you have a communication for us, you can put it in these folders and send it to school with your child. If you or your child gives us the "mail", it is even more helpful. We try to check folders every day for notes, permission slips, library book slips, etc. Please help us by making it easy to find things. Try to empty your child's backpack everyday after school.

**Monthly Newsletters:** The Preschool Newsletters come home at the beginning of every month. These newsletters contain special learning activities we have done in class, the Indiana Early Learning Foundation(s) that align with each activity, and activities that you can do with your child to continue their learning.

**Parent Conferences:** As Trinity Preschool teachers observe your child in class, they will evaluate their skills and compile a portfolio of their work. This will let you know what your child's strengths and needs are. With the written report and portfolio, we schedule a conference time in January when we are able to meet and discuss any ideas and concerns you may have. We know that we are in constant daily communication, but the conference is a good time to reflect on your child's progress and future plans. *If at any time you need to speak to the teachers, the best way to contact us is through Class Dojo or phone calls. If you have additional questions and/or concerns, we can schedule a conference time.*

## Special Events & Opportunities

**Back-to-School BBQ:** The Parent-Teacher League (PTL) sponsors this event each year to bring families and teachers together to celebrate the beginning of another school year. The BBQ takes place in the east parking lot and children can use the playground. PTL Volunteers grill the main course, and school families bring salads and desserts. PTL supplies plates & plasticware.

**Birthdays:** A birthday is a special time in a child's life. At school, we mark our calendar with children's birthdays to anticipate the event. On their birthday, we give them a crown and a small gift. During snack, we sing Happy Birthday and God's Blessings to the child. Families celebrate birthdays in their own unique ways. If you wish to provide a cupcake or special treat for the snack that day or to send treat bags to be sent home with each child we can do that. However, school is not the place to have your child's party. We do not do Birthday Candles. We will send home invitations from school if every child in the class is invited. If you invite only selected children, please mail the invitations.

**Book Club:** The Preschool participates in a Scholastic Firefly Book Club for parents who want to purchase books and educational materials for their children. An order form is sent home once a month. If you wish to participate, follow the online ordering process. In two weeks, your child will receive the order at school. The class gains points from materials sold to purchase items for their room.

**Celebrations:** Special Person's Day, Thanksgiving, Christmas, Valentine's Day, Easter, and Last Day of School are celebrated with a class party. There will also be scheduled programs throughout the year in accordance with certain holidays.

**Field Trips:** Jr. Preschool and PreKindergarten students all participate in field trips out into the community. Our Preschool students travel in their parent's car. Ample notification is given about dates and times so that someone in the child's family can accompany them. If this can not be the case, then unfortunately the child will not be able to participate in the field trip. ***Every child must travel in a car seat - it is the law.*** Trip information and permission forms are sent home with each child. Return the signed form and any money necessary. Make checks payable to Trinity Lutheran School.

**Library:** Once a week each child gets to listen to a story in the library and select a book to check out and take home. The book is checked out for one week. When the child brings back their book, we let them check out a new one. Books are returned to the box at the class mail center.

**Lost and Found:** Mark all of your child's personal items with their name, and we will get lost items returned to you. The school maintains a lost items area. Items not claimed will be donated to charity during school breaks.



## Teachers & Parent Involvement

**Open Door Policy:** Trinity maintains an open door policy during preschool and Extended Preschool hours. However, all doors will be locked as a safety precaution. Teachers are available to schedule a conference before or after working hours if there is an issue that needs to be discussed outside of regularly scheduled conference dates.

**Room Parent Helpers:** Room parents are very special people. They are willing to help the teacher and want to ensure that all the children have a good time during parties and events. At Trinity Preschool, each individual parent provides transportation for their child on field trips so this is not a duty for Room Parents. Room Parents will receive direction from the teacher about when and where and what is happening for a Holiday party or celebration. If a Room Parent is available to help, they are more than welcome to volunteer. You do not have to be available for every activity to be a Room Parent. Volunteers can be Moms, Dads, Grandmas or Grandpas or Aunts. It is our goal that the adults will have as good of a time as the children.

**Parent-Teacher League (PTL):** The PTL is an organization of parents and Trinity teachers who work to make our school a better place. They host fellowship activities and plan fundraisers to purchase items for the school. They have built our playground and purchased computer software. Everyone is welcome to participate.

**Substitute Employees (Preschool and Extended Care):** When a Preschool teacher or Extended Care employee is unable to be at work, a qualified substitute will be called to fill in for them.

**Volunteers:** We appreciate those people who are able give freely of their time to make our school a better place and to give their time to benefit our school's children. We gladly accept the help of a volunteer, but we retain the right to direct what our volunteers do and where our volunteers go. All employees at Trinity have gone through a background check and have completed Child Protection Training.

## Meals & Snacks

**Lunch Program:** Trinity Preschool serves a parent-provided snack and purchased milk or a parent provided drink. Children enrolled in Extended Preschool bring their own lunch or are able to purchase a hot lunch through the Crown Point School System satellite lunch program. These arrangements are made through the Extended Preschool by 8:00am. Monthly lunch menus are available.

**Snacks:** Parents must provide an appropriate daily snack for their child. State of Indiana requirements state it must be a nutritious snack with items from two *different* food groups - fruit, whole grain, protein, dairy, or vegetables. A list of healthy, state-approved snacks on the last page of this program guide, and note that certain snacks and drinks are not allowed. For children who are able to drink milk, this dairy item purchased from the school can count as one food group. If you have paid for your child's beverage of milk or chocolate milk, there is no need for any additional beverage. Children are given their choice of chocolate or white milk unless parents request their child receive a particular drink. If you do not purchase school milk, you must provide juice or water for your child. If your child's snack needs a spoon or fork, please send it. **Because the State requires that every child be given a snack, parents who do not send an appropriate snack to school with their child will be assessed a \$5.00 fee for each day that Trinity is required to provide the snack. This will also be true for children in Extended Preschool who do not have a snack.**

# Child Abuse

**Reporting Child Abuse and Neglect Procedure:** Besides being illegal, child abuse and neglect interfere with healthy child development and later achievement in life. State requirements may differ, but states in which reporting suspected abuse is mandatory usually include child care personnel. Child care staff and parents should be aware of reporting requirements and procedures for handling reports of child abuse so it is readily available to parents and staff.

- All observations or suspicions of child abuse or neglect will be immediately reported to Child Protective Services (CPS) hotline: 1-800-800-5556, no matter where the abuse might have occurred. The staff member(s) who suspects abuse or neglect will call and make a report.
- All staff involved in the reported incident will follow the direction of CPS regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, staff will follow the guidance of CPS regarding notification of the child's parent or legal guardian. Reporters of suspected child abuse will not be discharged for reporting, unless it is proven that a false report was knowingly made.
- Signs of suspected child abuse or neglect will be recorded on the Student Injury Report form, which will be kept in a confidential file location in the main school office.
- If a staff member is suspected of abuse, parents or legal guardians of suspected abused children will be notified by the principal or director immediately after contact with CPS is made. Parents or legal guardians of other children in the program will be contacted by the principal or director within 24 hours of contact with CPS, so they may share any concerns they have.
- Staff who are accused of child abuse may be suspended or given leave pending investigation of the accusations. Such staff may also be removed from the classroom and given a job that does not require interaction with children. However, no accusation or affirmation of guilt will be made until the Child Protective Services investigation is complete. Caregivers found guilty of child abuse will be immediately dismissed.
- **This policy applies** whenever any staff member has reason to suspect that any child on the premises of this child care facility may have been abused or neglected by anyone.

**Communication plan for staff and parents:** Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment.

**Reviewed by:** \_\_\_\_\_ Director and/or Principal  
\_\_\_\_\_ Health Professional (Physician or Nurse)  
\_\_\_\_\_ Staff Member  
\_\_\_\_\_ Other (Parent, Police, CPS)

**References:**

- Prevent Child Abuse Indiana: [www.pcaain.org](http://www.pcaain.org)
- Caring for Our Children: <http://nrckids.org>
- Model Child Care Health Policies: <http://www.ecels-healthychildcarepa.org>

Trinity Lutheran Church & School  
250 South Indiana Avenue  
Crown Point, IN 46307

# Emergency Plans

**Emergency Drills:** Trinity Preschool practices evacuation with the rest of the school during fire and emergency drills. This is done in a careful loving manner. The intent is to help children feel in control and calm and ready to handle an emergency situation should one arise. Emergency information is located next to the door in all Trinity rooms.

## **Emergency Response Plans:**

- Fire:**
1. Alarm will sound indicating threat of fire.
  2. All children and staff meet at the classroom door.
  3. Lead teacher grabs the first aid bag and walkie talkie.
  4. Lead teacher conducts the head count.
  5. All children and staff proceed outdoors. Preschool utilizes Door B. Extended Preschool will use Door G.
  6. All children and staff meet at their safe spot.
  7. Another headcount is conducted. Reported to principal via walkie talkie.
  8. Principal gives all clear when it is safe to return to the building.

- Tornado:**
1. Alarm will sound indicating the threat of a tornado.
  2. All children and staff meet at the classroom door.
  3. Lead teacher grabs the first aid bag and walkie talkie.
  4. Lead teacher conducts the head count.
  5. Extended preschool proceeds to the girls locker room on the first floor by the gym. Preschool proceeds to the computer lab hallway.
  6. Another headcount is conducted.
  7. Principal gives all clear when it is safe to return to the classroom.

- Lock Down:**
1. Principal to notify school wide lock down via school phone system.
  2. Lead teacher will lock all classroom doors.
  3. Window cover is pulled to obstruct the view from the hallway.
  4. All lights are turned out if children are safe. If there is a threat within the classroom at this time, teachers leave the light on to notify principal/emergency responders visually.
  5. Extended Preschool will move into the bathroom hallway in the classroom. Preschool will move into classroom bathrooms.
  6. Principal gives all clear when it is safe to return to a normal classroom routine.

All parents/emergency contacts will be notified by the principal as soon as all children are accounted for and safe to be notified of the emergency and resulting response. Any necessary next steps will be provided for parents and families at this time.

## Preschool & Extended Preschool Approved Snack List

The State of Indiana requires that every preschool student be provided with a nutritious snack. Parents are expected to provide this, as it is not included in tuition fees. The snack must include two *different* food groups. The five food groups to choose from are: fruit, whole grain, protein, dairy and vegetables. For children who are able to drink milk, dairy can be purchased from the school by paying a fee.

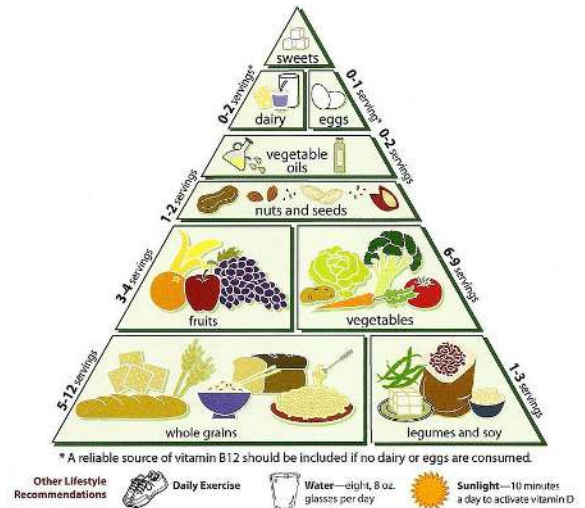
- **Parents who do not send an appropriate snack to school with their child will be assessed a \$5.00 fee for each day that Trinity is required to provide the mandated snack in either Preschool or Extended Preschool (8:00am-3:00pm).**

Examples of Approved Snacks		
Fruit cups Goldfish Whole grain bread or muffin Whole wheat crackers Banana bread Fruit of any kind	Cereal Yogurt Cut up vegetables Hummus Cheese sticks/slices Trail mix	Raisins Whole grain cereal Graham Crackers Teddy Grahams Vegetables of any kind
Examples of Snacks That Are Not Allowed		
No nuts or nut products of any kind No candy or sugary snacks (i.e. fruit roll-ups, gummies) No snacks that are small enough to pose a choking hazard (i.e. popcorn) No Sugary drinks or Kool Aids		

## Trinity Extended Preschool Cold Lunch Guidelines

The State of Indiana requires that only nutritious meals are to be served to the children while in Extended Preschool. A cold lunch brought from home must include the five food groups to ensure that all of the children are receiving the required vitamins and minerals needed for healthy growth. Their lunch must include:

- 1.5 oz of protein - ex: meat, poultry, cheese, eggs, beans
- Vitamin A at least twice a week - ex: carrots, squash, broccoli, mangos
- A veggie and fruit included daily
- Juice included in lunches needs to be 100% juice with no sugar. All non-citrus juices must be fortified with vitamin C. No powerades, soft drinks, or powders are ever allowed.



If a child's cold lunch does not meet the requirements set by the food pyramid, the child will receive a hot lunch and it will be charged to the parents' extended preschool bill. It should be noted that, due to allergies, we cannot allow peanut products of any kind to be included in cold lunches.

*By signing this page,  
I acknowledge  
that I have received notice of  
the policies and procedures  
contained in this Handbook.*

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_